

2019

Annual Employee Notice



SOLANO
COMMUNITY COLLEGE

Human Resources

Solano Community College

707.864.7128

Solano Community College Annual Employee Notice –2019

This notice is to remind all employees of the key policies and regulations adopted by our Board of Trustees. Inside this notice is information on the rights and responsibilities of the employees of Solano Community College. This notice also highlights some of the benefits and services Solano Community College offers to its employees.

Our policies are rooted in established state and federal laws and support a safe working and learning environment for students, staff and the community. Additionally, you will find reference to many of these policies in the collective bargaining agreements. Please take the time to look through these materials. Some information may have changed from last year.

District Policies referenced in this document can be found here: http://www.solano.edu/district_policies/
Collective Bargaining Agreements can be found here: http://www.solano.edu/hr/union_contracts.php

District Mission Statement

Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to student learning and achievement and to helping our students achieve their educational, professional, and personal goals. Solano transforms students' lives with undergraduate education, transfer courses, career-and-technical education, certificate programs, workforce development and training, basic-skills education, and lifelong-learning opportunities.

District Vision Statement

Solano Community College will be a recognized leader in educational excellence — transforming students' lives.

Reminder of Rights and Responsibility

You are encouraged to review the materials noted in all of the sections below. Employees should have received a copy of each upon their initial employment processing. Should you not have computer access, please contact Human Resources at (707) 864-7128 for copies to be mailed to you immediately.

Solano Community College Very Important Numbers:

Campus Police Numbers

- **707.421.7090** (Campus Emergency Line)
- **707.580.6526** (Main Campus On Duty Officer)
- **707.580.6054** (Vacaville Center On Duty Officer)
- **707.580.4936** (Vallejo Center On Duty Officer)

Other Important Numbers

- **1.877.518.6702** Job related illness/injury hotline (Search Code NSI05)
- **707.864.7196** Urgent maintenance issues; if no answer, call on duty police officer
- **707.864.7163** Campus Health Center (Non-emergency)
- **707.644.7273** Anonymous hotline for safety, crime, workplace harassment or misconduct
- **707.864.7128** Health Benefits & HR

Solano Safe App

The Solano Safe App, in the event of a work related emergency, allows the campus police to communicate with employees and students via a mobile app. For more information about the app, please go to <http://solano.edu/police/app.php> or download the app from the Google Play Store or App Store.

Emergency Contacts/Change in Information

The District will maintain employees' Emergency Contacts, which provides the District with whom to contact in case of a personal emergency. To assist the District in ensuring your safety with up-to-date information, we request that you review your contact information on an annual basis and use the forms on the Human Resources webpage if any changes need to be processed. <http://www.solano.edu/hr/forms.php>

Clery Act

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. In compliance with the Clery Act requirements, our college publishes the information in college catalogs, schedules, etc. We encourage our employees and students to view this information online at: <http://solano.edu/police/statistics.php>

Non Discrimination and Disability Accommodation

The Solano Board of Trustees has established policies to support learning and working environments that are free from discrimination based upon ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, marital status or any other unlawful consideration, as well as providing a drug and alcohol free college environment. Further, the District is committed to its obligations under the Americans with Disabilities Act and the Fair Employment and Housing Act to make reasonable accommodations for the known physical and mental limitations of a qualified individual with a disability who is an applicant or employee unless undue hardship would result.

Further, for students with disabilities, the Colleges is committed to providing the appropriate academic adjustments that do not affect the fundamental nature of the educational programs through our DSP Office. When DSP determines an accommodation is warranted, our faculty and staff must honor those accommodations and treat them as confidential. If a faculty or staff member has a concern about the accommodations, the faculty or staff member should contact the DSP Office to discuss their concerns. Until your concerns have been discuss with the DSP office the faculty or staff member must adhere to the original accommodations.

The Solano Community College has designated Kristen Conner, Dean on Counseling as the Government code 504 coordinator.

In cases of concerns with Government code 508, technology accessibility, please contact helpdesk@solano.edu.

It is further the policy of the District to ensure that an individual with a verifiable disability, visual or not, who needs a Service Animal may participate in and benefit from District and College services, programs, and activities with their Service Animals on District property in accordance with District Policy 1080.

Access to buildings

Staff and faculty are to contact Facilities or their division office to report problems with doors that impede access to a building, program or service. During repairs, the College will ensure that students, faculty and staff have access to the programs and services in that building.

The District has appointed specific individuals responsible for receiving complaints and conducting investigations. You can find a list of these individuals by following this link: http://www.solano.edu/about_scc/titleIX.php

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For further information regarding the District’s commitment to and its obligations under the Americans with Disabilities Act go to. <http://www.solano.edu/dsp/facts.php>

Title IX

What is Title IX

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in educational programs and activities at academic institutions that receive federal financial assistance.

Sexual discrimination includes sexual harassment or sexual violence that compromises the educational opportunities or well-being of an individual and therefore is prohibited under Title IX. Unwelcome physical contact, conduct, or communications of a sexual nature that includes sexual advances, requests for sexual favors, or sexual intimidation constitutes sexual harassment when deemed so severe, persistent, or pervasive that it explicitly or implicitly impacts the employment of an individual, interferes with the educational performance of an individual, or creates a hostile work or educational environment for an individual.

Solano Community College (SCC) is committed to providing an academic and employment environment free from harassment or discrimination for all members of its community including students, staff, faculty, administrators, guests, and vendors. Individuals within the institution have been empowered to promptly address all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws.

More information can be found in Board policy 4270 or at http://www.solano.edu/about_scc/titleIX.php.

How do I report Title IX issues or concerns?

Chor Thao, JD maintains the title of the SCC Title IX Coordinator. Ms. Thao provides oversight and leadership of SCC Title IX compliance efforts while working in concert with the Vice President of Student Services and with the Office of Human Resources to establish a safe and supportive academic, working, and living environment free of discrimination based on sex, sexual harassment (sexual violence), and related retaliation.

If you believe you or someone has incurred any form of sexual harassment or sex-based discrimination by any student, employee, or visitor at SCC as described under Title IX, please report such misconduct or file a formal complaint with the Title IX Coordinator or official contacts listed below:

<p>Chor Thao, JD Title IX Coordinator (707) 864-7000 ext. 4734 Chor.thao@solano.edu</p>	<p>Title.IX.Coordinator@solano.edu</p>	<p>Salvatore Abbate Human Resources Manager Main Campus, Room 603 (707) 864-7281 Salvatore.Abbate@solano.edu</p>
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For those who prefer to submit a confidential report, a student can contact a counselor in the SCC Counseling Office at (707) 864-7101. A staff or faculty member can contact the Office of Human Resources at (707) 864-7128.

Inquiries or complaints about discrimination may also be directed to the United States Equal Opportunity Commission at (800) 669-4000 or the United States Department of Education Office of Civil Rights at (800) 421-3481.

Equal Opportunity Statement

It is against the law for the College, a recipient of federal financial assistance to discriminate on the following basis: against any individual in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or, making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

What to do if you believe you have experienced discrimination

If you think that you have been subjected to discrimination under a Workforce Innovation and Opportunity Act (WIOA) Title I financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose)

Salvatore Abbate, Human Resources Manager
Salvatore.abbate@solano.edu (707) 864-7281

or

Director, Civil Rights Center (CRC), U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123, Washington, DC 20210

or

Electronically as directed on the CRC website at www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written *Notice of Final Action*, or until 90 days have passed (whichever is sooner), before filing with the CRC (see address above).

If the recipient does not give you a written *Notice of Final Action* within 90 calendar days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that notice. However, you must file your CRC complaint within 30 calendar days of the 90 calendar day deadline (in other words, within 120 calendar days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written *Notice of Final Action* on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your CRC complaint within 30 days of the date on which you received the *Notice of Final Action*.

Sexual Harassment / Non Discrimination / Violence-Free Workplace

Policies and Regulations on Sexual Harassment, Non-Discrimination and Violence-Free Workplaces can be found in District Policies 4270 Sexual Harassment (for employees and students), 4030 Nondiscrimination, and 3840 Workplace Violence Plan.

All college employees – including faculty, staff or administrators – who receive reports of sexual assault are required to notify the college's Title IX Officer of the report. The college procedures include informing a reporting party about his/her right to file criminal charges as well as written notification about resources such as counseling, health, mental health, advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus. Sexual harassment and sexual violence are prohibited by federal and state law and by the Solano Community College District. These laws and policies apply to all employees and students. The District provides online education programs to inform students and employees of the applicable laws related to sexual harassment and sexual violence, the definitions of relevant terms related to these topics and the process to follow to report prohibited actions or behaviors.

Sexual Harassment Prevention Training

For employees training is focused on harassment in the workplace and is available online at the Keenan SafeColleges web site (<https://solano-keenan.safecolleges.com/login>). Simply log in with your Solano email and click "Log In." Any training assigned to you will show up here. If you do not see an active training assignment that you think should be available to you, please talk to your supervisor. If you need assistance with your login please contact HR. You will need a computer with sound to complete the training.

Rights of Victims of Domestic Violence, Sexual Assault and Stalking

If you are a victim of domestic violence, sexual assault or stalking, please contact human resources so we may help get you the time off you need. Please refer to the below information for more details:

Your Right to Take Time Off:

- You have the right to take time off from work to get help to protect you and your children's health, safety or welfare. You can take time off to get a restraining order or other court order.
- If your company has 25 or more workers, you can take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.
- You may use available vacation, personal leave, accrued paid sick leave or compensatory time off for your leave unless you are covered by a union agreement that says something different. Even if you don't have paid leave, you still have the right to time off.
- In general, you don't have to give your employer proof to use leave for these reasons.
- If you can, you should tell your employer before you take time off. Even if you cannot tell your employer before, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, court order or doctor's or counselor's note or similar document.

Your Right to Reasonable Accommodation:

- You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. Your employer must work with you to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning you, or help with keeping a record of what happened to you. Your employer can ask you for a signed statement certifying that your request is for a proper purpose, and may also request proof showing your need for an accommodation. Your employer cannot tell your coworkers or anyone else about your request.

Your Right to Be Free from Retaliation and Discrimination:

Your employer cannot treat you differently or fire you because:

- You are a victim of domestic violence, sexual assault, or stalking.

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- You asked for leave time to get help.
- You asked your employer for help or changes in the workplace to make sure you are safe at work.

You can file a complaint with the Labor Commissioner's Office against your employer if he/she retaliates or discriminates against you.

For more information, contact the California Labor Commissioner's Office. We can help you by phone at 213-897-6595, or you can find a local office on our website: www.dir.ca.gov/dlse/DistrictOffices.htm. If you do not speak English, we will provide an interpreter in your language at no cost to you. This Notice explains rights contained in California Labor Code sections 230 and 230.1. Employers may use this Notice or one substantially similar in content and clarity.

Drug and Alcohol Free Workplace

This policy is based upon the federal and state laws that require the District to notify students and employees that the unlawful manufacturing, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the workplace and on college premises. Faculty and staff that violate this policy may be subject to discipline up to and including termination, and may also face civil and/or criminal penalties. Students found in violation of these policies may be subject to discipline up to and including suspension. ***Drug and Alcohol Free Workplace Policies*** can be found here.

Staff & Faculty: Policy 4300 Drug-Free Workplace

Smoke Free Campus

Solano Community College is a smoke-free campus as of 2014. Smoking will be prohibited on all District-owned property. Use of prohibited tobacco products and smoking includes smoking of cigarettes, pipes, cigars, other tobacco products of any kind, and all forms of electronic cigarettes or vapor devices. Information on this policy can be found in Board Policy 4215 Smoking on Campus.

Workplace Bullying

The District has established a workplace bullying hotline. Employees are encouraged to report incidents of workplace bullying, unprofessional behavior, questionable practices, and/or any behavior which makes them feel uncomfortable and/or unsafe at work. Reports can be made by calling 707.644.7273. Callers can remain anonymous.

Employee Assistance Program (EAP)

Solano Community College provides all of its employees with a free service called an Employee Assistance Program, or EAP. The EAP can help you with issues ranging from day to day problems to big life changes. Some of the services offered include:

- Marriage, Family And Relationship Issues
- Problems In The Workplace
- Emotional/Mental Health Support
- Concerns About Use Of Alcohol Or Drugs
- Childcare/Eldercare Assistance
- Financial Services (Budgeting, Credit, Retirement, Etc.)
- Legal Services
- Identity Theft Recovery
- Health And Wellness Tools

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The EAP is available 24/7 through MHN. Translation services are provided at no cost to you. To access these services, please call 1-800-227-1060 (TTY/TTD callers please call 1-800-327-0801). You may also access the EAP online at <https://members.mhn.com/external/public/default/homepage> and register with the company code “wise”.

Benefits

Medical

Solano Community College provides medical insurance to its employees and their dependents through CalPERS. For information on the plans, providers, and benefits, go to <https://www.calpers.ca.gov/page/active-members/health-benefits/plans-and-rates> and choose “Public Agency & School Members” or call 1-888-225-7377. The rate you pay is dependent on your bargaining unit. Please see your union handbook for more information.

Dental

Solano Community College provides Dental insurance to its employees and their dependents through Delta Dental. To find eligible providers, please visit www.deltadentalins.com or call 1-866-499-3001. This benefit is provided to you at no cost.

Vision

Solano Community College provides Vision insurance to its employees and their dependents through VSP. To find eligible providers, please visit www.vsp.com or call 1-800-877-7195. This benefit is provided to you at no cost.

Life

Basic Life and Death & Dismemberment insurance through the Hartford group is provided to all current full time employees at no cost to you. Please contact HR for more information on this benefit.

Family and Medical Leave

The Family and Medical Leave Act (FMLA), Pregnancy Disability Leave (PDL) and the California Family Rights Act (CFRA) provides unpaid leave to employees for qualified family and medical reasons during a 12-month period. The employee has a right to return to work after this leave is used and all health plan benefits remain in effect as they would had the employee worked.

Eligibility

In order to take leave, the employee must meet the following requirements:

- Worked for the District for at least 12 months preceding the need to take leave
- Accumulated at least 1,250 hours in the previous 12 months
 - PDL does not have length of service or hour requirements
- The leave is for your own serious health condition or the serious health condition of a spouse, child or parent; or for care of a child after birth or adoption
 - CFRA also includes domestic partners and children of domestic partners
 - PDL is to be used only for periods of disability caused by pregnancy, childbirth or related conditions as approved by a doctor

Length of Leave

- FMLA and CFRA grant 12 weeks of leave for each 12 month period.
- Leave taken for pregnancy disability can be up to 16 weeks. Leave can be taken continuously, intermittently, or as part of a reduced work schedule when applicable and medically necessary.
- Federal and State mandated leaves run concurrently when permitted.

Pay

Employees are required to exhaust all sick leave while on medical leave. If an employee does not have any

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sick leave or exhausts their sick leave while on FMLA, CFRA or PDL, the District will pay the employee at 50% of their regular rate. Vacation and other leaves may be used to supplement income while on 50% pay.

Notification & Certification

- A 30-day notice before taking leave is required when the need for leave is expected.
- In the case of an unforeseeable event, notify your supervisor and Human Resources as soon as possible. Any delay in notification will result in a delay of leave benefits.
- A note from a health care provider is required within 15 calendar days of taking leave. This is required for your own illness or that of a family member.

Professional/Ethical Behavior & Conflict of Interest Policies

The Solano Board of Trustees has established a policy that provides a model of behavior for itself and all District employees. All employees are encouraged to review Board Policies 1020 Code of Ethics/Standards of Practice and 4100 Code of Ethics as well as their own contracts, statements on ethical and professional behavior. It is the policy of the District that an employee shall not participate in a decision or transaction or provide a service if they have a conflict of interest. A conflict of interest exists when an employee, in their role as an employee, participates in a decision or transaction or provides a service, where the employee or their immediate family personally benefits from the decision, transaction or service. The benefit received may either be financial or nonfinancial. If it is unclear whether a conflict of interest exists, you should contact your supervisor. See Board Policy 1019 Conflicts of Interest.

Administrative Computer Use and Regulations

Employees who use District computers are reminded that the equipment and transmission lines are the property of Solano Community College District and, as such, must be used in accordance with established District regulations. All employees are encouraged to review Board Policy 2067 Computer and Network Use.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), the State Student Records Act (Education Code, § 76200), and our Board Policy 5140, Release of Student Information (<http://www.solano.edu/ar/policies.php#studentrights>) ensure that records referring to students are maintained by the college and kept confidential.

What is FERPA? The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is designed to protect the privacy of students' education records maintained by the District. This federal law spells out the rights of students and the responsibilities of educational institutions. The law asserts that the institution may not release student records to third parties without the student's written permission and also grants the student certain rights to correct their Educational Records. There are many exceptions when student permission is not required. This permission must be signed and dated, specify the records to be disclosed, state the purpose of the disclosure, and identify the party or parties to whom the disclosure may be made.

What are education records? An education record is any record that is directly related to a student and maintained by the college. A student has the right of access to these records. Education records include any records in whatever medium (handwritten, e-mail, print, etc.) that is in the possession of any school official. This includes transcripts or other records obtained from a school in which a student was previously enrolled.

What happens if non-compliance occurs? The student has the right to file a complaint with the U.S. Department of Education in Washington, D.C. This complaint may result in the loss of federal funding for Financial aid and educational grants for the District and the filing of civil litigation. Action to terminate funding is generally taken only if compliance cannot be secured by voluntary means.

Bloodborne Pathogens

According to OSHA, “Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS. Workers exposed to blood borne pathogens are at risk for serious or life-threatening illnesses.” While Solano Community College makes every effort to provide a safe working environment, some positions may have occasional exposure to blood in the course of their job. Below is a list of position groups that may have occupational exposure. This list is not all inclusive. Employees on this list or those who believe their job may have occasional blood borne pathogen exposure should talk to their supervisor to get trained in handling blood borne pathogens and review the college’s exposure control plan.

<p>NON-FACULTY POSITIONS: Athletic Trainer Campus Police Officers/Safety Officers Chief of Police Child Development Center Employees Coach College Nurse Custodial Staff Health Services Assistant Instructional Assistant - Early Childhood Education Instructional Assistant - Nursing Instructional Assistant - Health & Education Lab Lead Custodian Instructional Assistant - Physical Education/Athletics Instructional Assistant Cosmetology Lifeguards Plumbers Sports Program/Athletic Director</p>	<p>FACULTY POSITIONS: Cosmetology Dance Early Childhood Education Emergency Medical Technician Fitness Health/Nursing Medical Assisting Physical Education/Athletics/Sports Public Safety</p>
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California Mandated Reporting

Effective January 1, 2013, California Penal Codes 11164-11174.3 make it mandatory for any California community college employee whose duties bring them into contact with children on a regular basis or any supervisor of such an employee to report suspected child (under 18 years of age) abuse and neglect. This includes nearly all Solano employees, including all Coaches and Assistant Coaches.

You may access the California Mandated Reporting information at [Mandated Reporter-California](#)
 Below you will find a one-page flyer with information on California Mandated Reporting.

What Must Be Reported:

Any of the below acts involving anyone under the age of 18:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

The mandated reporter must only have **reasonable suspicion** that a child has been mistreated; no evidence or proof is required prior to making a report. The case will be further investigated by law enforcement and/or child welfare services.

How to Report:

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By Phone: Immediately, or as soon as possible, make a telephone report to Solano College Police Department at (707) 421-7090 or you may report to the local Police department, Sheriff's department or the Child Welfare Services department.

In Writing: Within 36 hours, a written report must be sent, faxed or submitted electronically to the agency where the telephone report was made. The written report should be completed on a state form 8572, which can be downloaded from:

<http://www.mandatedreporter.ca.com/links/linkspubs.htm>

Other Information:

Safeguards for Mandated Reporters:

- The Child Abuse and Neglect Reporting Act (CANRA) states that the name of the mandated reporter is strictly confidential, although it is provided to investigative parties working on the case.
- As long as a report is filed in good faith, a mandated reporter cannot be held liable in civil or criminal court.

Failure to report:

- Failure to report concerns of child abuse or neglect is considered a misdemeanor and is punishable in California by six months in jail and/or up to a \$1,000 fine.

For the complete law and a list of mandated reporters refer to California Penal Codes 11164 -11174.3.

Information Available Online

In addition to the above, you are encouraged to visit Solano Community College's web site for more information. On the site, click "Human Resources" on the left side of the screen. Here you will find additional helpful resources. Just a few of the many resources listed below can be accessed from this page.

- Americans with Disabilities Act Information
- Employee Benefits
- Collective Bargaining Agreements
- Job Descriptions
- Salary Schedules
- Full List of Board Policies