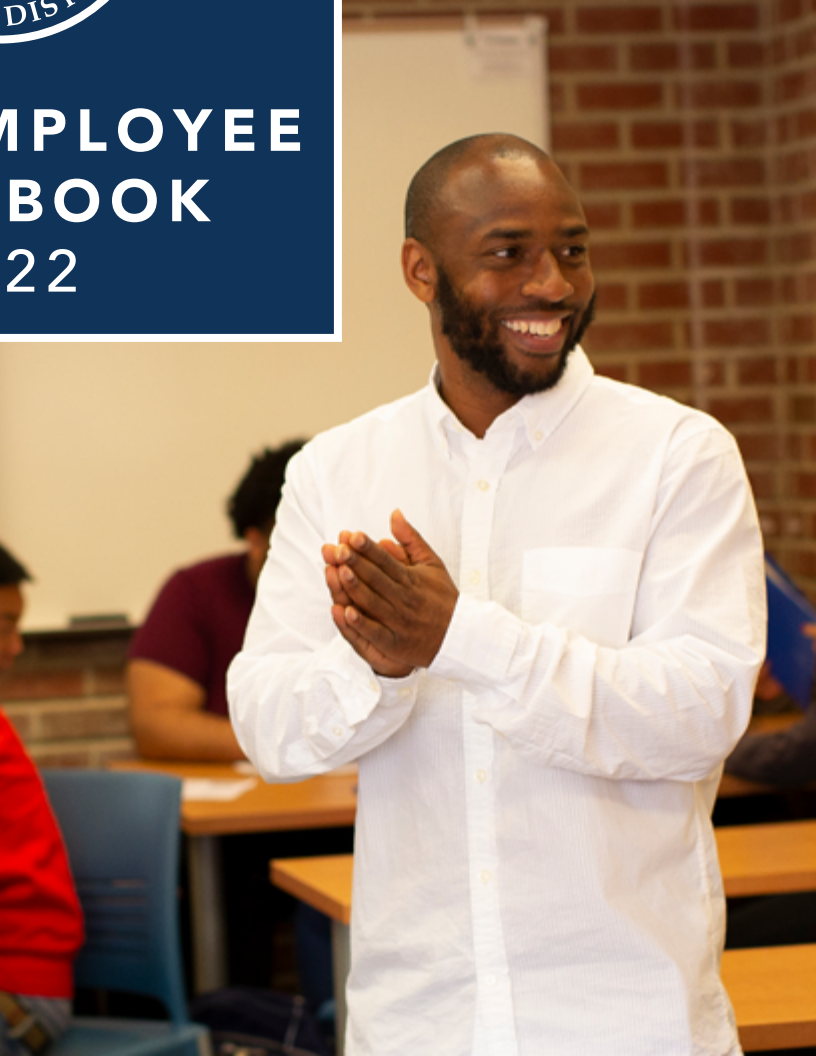


**PCCD EMPLOYEE
HANDBOOK
2022**



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About Peralta Community College District

The Peralta Community College District (PCCD) was founded in 1964 and is a collaborative community of colleges comprised of Berkeley City College, College of Alameda, and Laney and Merritt College in the East Bay.

The District Administrative Center supports the four colleges. Comprised of Finance, Academic Affairs, Human Resources, Employee Relations, Benefits, Information Technology, General Services, Purchasing, Payroll, and International Affairs Departments.

The Peralta Colleges provide a dynamic multicultural learning environment offering accessible, high-quality educational programs and services, including two-year degrees, certificates and university transfer programs.

The District is governed by a seven-member elected Board of Trustees. Board meetings schedule may be located on the [Board of Trustees website](#).



Our Community Colleges

Just two blocks from the University of California, Berkeley, the energetic campus of **Berkeley City College** stands on the cutting edge of community college education. University preparation and occupational training classes form the core of Berkeley City's curriculum, which also features model programs in fields as diverse as American sign language, biotechnology, and multimedia.



College of Alameda, California's only community college located on an island, is situated on a beautiful park-like campus and offers the quiet of a suburban setting amidst a bustling urban environment. Founded in 1970, College of Alameda has served more than 200,000 students and enjoys a well-deserved reputation for the excellence of its academic, vocational, and student support programs. A range of unique classes awaits you at College of Alameda, including aviation maintenance technology, apparel design, automotive technology, and various ESL programs.



Laney College, in the heart of vibrant, multicultural downtown Oakland, features the cosmopolitan atmosphere and human energy of a big city university campus. Across the street from the Oakland Museum of California, blocks from historic Chinatown, and a pleasant stroll from both Lake Merritt and the Oakland Estuary, Laney gives its 9,000 students ready access to the city's formidable intellectual, cultural and natural resources. With renowned programs in such fields as journalism, culinary arts, mathematics, marine technology, and ethnic studies, Laney has been a leader in academic and vocational education for decades.



Nestled in the hills above San Francisco Bay, **Merritt College** offers students the opportunity to study in one of the most dramatic natural settings in Northern California. With a panorama that includes the Golden Gate Bridge and the Pacific Ocean, Merritt's striking vistas provide a breathtaking backdrop for a packed roster of first-rate academic and vocational programs. Minutes from the East Bay's busiest commercial centers, Merritt boasts acclaimed programs in community social services, registered nursing, child development, nutrition & dietetics, environmental studies, and landscape horticulture.



PCCD Mission Statement

The Peralta Community College District is a collaborative of colleges advancing social and economic transformation for students and the community through quality education, rooted in equity, social justice, environmental sustainability, and partnerships.

PCCD Values

Peralta Community College District's Brand Story can be summed up in these 11 values. Remembering these will enable you to tell our brand story in your own words whenever the opportunity arises.

- **Student success and equity:** The colleges and service centers evaluate all decisions in light of how they will equitably support student and community success and empowerment.
- **Diversity:** We recognize and celebrate the strengths of our diverse students, communities, and colleagues.
- **Excellence:** We promote the highest level of quality in all programs and services.
- **Innovation:** The colleges and service centers support creative approaches to meet the changing demographic, economic, and educational needs of our communities.
- **Financial health:** We effectively manage resources
- **Environmental sustainability:** We engage in model environmental sustainability practices.
- **Collaboration:** The colleges and service centers use a consultative decision-making process based on trust, communication, and critical thinking.
- **Trust:** We support one another's integrity, strength, and ability.
- **Employee development:** We promote the development of all employees.
- **Communication:** We seek first to understand, then to be understood.
- **Respect:** We treat one another with care and respect.



PCCD Principles

The 9 Principles acknowledge that there are many diverse voices, perspectives, and purposes within the community, and together they help Peralta prosper and flourish.

- 1. Planning Drives Resources:** Resources will be allocated based on information-based strategic planning processes.
- 2. Shared Governance:** The Strategic Plan will be implemented using a clear, structured, and participatory process to promote efficient and effective participation of students, faculty, staff, and administrators in developing well-informed decisions on a timely basis.
- 3. Diversity and Shared Strengths:** College autonomy and district-wide collaboration are mutually supportive and create the highest levels of student and community success.

PCCD Principles (Con't)

- 4. Organizational Development:** The colleges and service centers provide ongoing attention to building the capacity and effectiveness of all organizational processes.
- 5. Collaboration:** The colleges and service centers are committed to collaborating as a team and coordinating programs and services to maximize the benefits to students and the community.
- 6. Future Orientation:** We strive to anticipate change and provide leadership for our communities' human and social development.
- 7. Environmental Sustainability:** The colleges and service centers are committed to environmentally sustainable practices which will meet the needs of the present generation without compromising the ability of future generations to meet their own needs.
- 8. The Service Center Role:** The term "district service centers" was adopted by PCCD to indicate that central functions support the effectiveness of educational programs and services, which are predominantly delivered at the four colleges. The service centers provide a range of services to the colleges, including human resource, fiscal, management, legal, educational planning, facilities management, and marketing. At the same time, the service centers also provide guidance, support, and leadership to the colleges in administrative and compliance areas. A distinctive role for the service centers is to support collaboration across the four institutions to form a "community of colleges."
- 9. Community and Individual Empowerment:** The welfare of our communities and our students is better served when they have the skills and knowledge to control their economic destinies and engage effectively in the process of governance, self-governance, and participation in their communities.

Equal Employment Opportunity

- The District is an equal opportunity employer.
- Diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students.
- The District is committed to promoting the total realization of equal employment through a continuing equal employment opportunity program and an equal employment opportunity plan that compiles with the Education Code and Title 5.
- The District policy is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans.
- No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation. ([BP 3420](#); [AP 3420](#))

Vaccine Policy

Vaccinations are required for Peralta Community College District employees, contractors, and students to help keep our campuses safe. *Faculty, and staff are required to have shown proof of vaccination (or have submitted requests for exceptions) by [October 7, 2021](#). Students are required to show proof of vaccination by [October 13, 2021](#)



**FOR FULL INFORMATION ON VACCINE POLICY PLEASE
CLICK THIS LINK: [SAFE PERALTA](#)**



Campus Closure

In the event of campus closure:

GENERAL PROVISIONS

Consistent with its management rights, the University has the sole, non-grieveable right to curtail or shut down some or all its activities, on a location-by-location basis, for periods of specific duration. By way of example and not limitation, such curtailment periods may represent: opportunities for energy/cost savings; adjustments to reduce levels of work activity due to transition periods in the academic calendar; “seasonal” or “holiday” influences on scheduled work activities; the occurrence at or on University facilities of major public events; and/or the occurrence of emergency or “forces of nature” situations adversely affecting normal University operations.

For more information please see: [Safe Peralta](#)



Employment





Employment Applications

This Department relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in your exclusion from further consideration for employment or, if you have already been hired, you may be terminated.

Employment Reference Checks

Employment and educational reference checks normally are conducted for all positions. To ensure that individuals who join Peralta Community College District are well qualified and have a strong potential to be productive and successful, it is our policy to check the employment references of all applicants.

Background Checks

To ensure that individuals are selected who possess the qualifications to perform the duties of the position most effectively and who are best able to serve the district's interests, the district requires job-related background information on final candidates for Executive level positions. Background checks may include but will not necessarily be limited to confirmation of an individual's identity, review of an individual's criminal conviction record, if any, or verification of any license, certificate, or degree required for appointment.

Appointment to or continued employment in an Executive position is contingent upon successful completion of a background check. Except for fingerprinting, a background check is completed prior to appointing a person to the position. A background check that includes fingerprinting may be completed after appointment, and the results shall be used to assess the employee's suitability for continued employment.

Employment Eligibility Verification

Under Federal law, the Peralta Community College District may employ only individuals who are legally eligible to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. This Department does not discriminate on the basis of citizenship or national origin.

If you are a new employee, as a condition of employment, you must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility before you begin working. If you are a former employee hired after November 6, 1986, you must also complete the form if you have not completed an I-9 within the past three years, or if your previous I-9 is no longer retained or valid.

Conflicts of Interest

In order to merit the respect and confidence of the public trust, the District is governed by the highest ideals of honesty and integrity in all public and personal relationships. Personal profit or any benefit obtained through misuse of public or personal relationships is dishonest and will not be tolerated. District faculty and staff should not accept directly or indirectly, any form of gift, meal, gratuity, honorarium, loan, favors or service, entertainment, prejudicial discounts, preferential treatment or other things of value or benefit in excess of \$50.00/year total value from any single person or entity, which might influence or appear to influence any business or operation of the District (California Government Code Section 87313).



Nepotism

The District does not prohibit the employment of relative in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division or site that has a relative who is able to recommend or influence personnel decisions. Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, discipline, or salary of the relative.

Board members and employees are prohibited from engaging in any act to use the authority, discretionary power, or the influence of his/her position to obtain or secure the employment or promotion of a relative. Relative means spouse, registered domestic partner, parents, grandparents, siblings, children, step-children, nieces, nephews, grandchildren and in-laws.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest. Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place relatives in the same department, division or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

Standards of Conduct

In order to ensure orderly operations and provide the best possible work environment, the District expects you to follow rules of conduct that will protect the interests and safety of all employees and the organization. Personal integrity, ethics, professionalism and pride are essential parts of each employee's job. We expect our employees to maintain a reputation for honesty and integrity and to provide the best quality service to our faculty, students, coworkers and visitors. To sustain this reputation, all employees will conduct themselves to the highest ethical and work performance standards.

While it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of infractions of rules of conduct that will result in disciplinary action, up to and including immediate termination of employment, and legal prosecution.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping or other Department records
- Sexual or other harassment
- Unsatisfactory performance or conduct
- Failure to cooperate with an internal investigation
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating University-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Fraud or dishonesty
- Negligence or improper conduct leading to damage of University-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, cell phones, mail system, or other University-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Vandalism of private or Department property, spoiling work or wasting materials
- Smoking in prohibited areas



Employee Discipline/Dismissal

Regular employees or academic employees shall be dismissed for one or more of the following causes:

- A. Immoral or unprofessional conduct.
- B. Dishonesty.
- C. Unsatisfactory performance.
- D. Evident unfitness for service.
- E. Physical or mental condition that makes him or her unfit to instruct or associate with students.
- F. Persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations prescribed for the government of the community colleges by the board of governors or by the governing board of the community college district employing him or her.
- G. Conviction of a felony or of any crime involving moral turpitude.
- H. Conduct specified in Section 1028 of the Government Code.

Harassment

- All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit harassment, and the District will not tolerate harassment.
- The District shall be free of unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ethnicity, ancestry, immigration status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or because he/she/they is perceived to have one or more of the foregoing characteristics.
- Any student, employee, unpaid intern, or volunteer who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 Discrimination and Harassment Complaints and Investigations.
- The District requires supervisors to report all incidents of harassment and retaliation that come to their attention. ([BP 3430](#))

Sexual & Other Harassment

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and the District will not tolerate sexual harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

The District seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The District will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take reasonable steps within its power to stop such conduct.

([BP 3433](#); [BP 3430](#); [AP 3434](#); [AP 3433](#))



Complaint Procedure

Formal Complaints

A formal complaint is a written or verbal statement filed with the District that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures, or violation of state and federal law. Formal Complaints must be filed with the Vice Chancellor of Human Resources and Employee Relations unless the Party submitting the Formal Complaint alleges discrimination, harassment, or retaliation against the responsible District Officer, in which case it should be submitted directly to the Chancellor.

Informal Complaints

An informal complaint is any of the following: (1) a written allegation of harassment, discrimination, or retaliation that falls outside the timelines for formal complaint; or (2) a written complaint alleging harassment, discrimination, or retaliation filed by an individual who expressly indicates that he/she/they does not want to file a formal complaint.

Employee Complaint Procedure

Individuals who believe they have been unlawfully discriminated against or sexually harassed, persons who have learned of the unlawful discrimination or sexual harassment, including a faculty member, administrator, student, family member or third party, have the right to either try to resolve the issue through a mediation process coordinated by the Responsible District Officer, or to file a formal complaint that includes a full investigation. The Informal and Formal Complaint Procedures are available on the Human Resources website at this link: [Complaint Procedures](#).

INFORMAL COMPLAINT PROCEDURES FOR EMPLOYEES AND STUDENTS:

STEP 1


A Peralta Community College District employee, student or third party who believes that either unlawful discrimination or sexual harassment has occurred is to immediately notify the appropriate Responsible District Officer. Other College and/or District Office managers who receive such complaints will do the following:

1. Report the complaint(s) immediately to the appropriate Responsible District Officer; and
2. Advise the Complainant to meet with the Responsible District Officer immediately.

STEP 2

The Responsible District Officer will meet with the Complainant to do the following:

- a. Hear the full complaint, with all allegations, including locations, dates and times of offending incident(s); and names/contact information of all witnesses. The Complainant's report may be tape-recorded at the discretion of the Responsible District Officer, following notification to the Complainant
- b. Advise the Complainant about the Informal and Formal Procedures and his/her rights and responsibilities under both options, including required timelines
- c. Give the Complainant a copy of this document that includes the Informal and Formal Procedures and suggested forms
- d. Inform the Complainant that he/she will not be required to confront or work out problems with the person who is accused
- e. Advise the Complainant about confidentiality and no retaliation
- f. Advise the Complainant of his/her right to representation throughout the process, as required by law or by collective bargaining agreement. The Responsible District Officer may allow for representation for the Respondent and for the Complainant in other circumstances on a case-by-case basis.
- g. If the Informal Complaint process is selected, provide the Complainant with the Informal Complaint Procedures Request Form for completion and signature.

- 
- h. Advise the Complainant about the option to file a complaint with the appropriate outside agencies:

Employment-related Claims:

United States Equal Employment Opportunity Commission (EEOC) and/or with the California Department of Fair Employment and Housing (DFEH), subject to that agency's jurisdiction. When a complaint is filed with either of these outside agencies, the Responsible District Officer has the option of discontinuing the investigation unless otherwise advised by the California Community Colleges State Chancellor's Office.

Non-Employment related Claims:

Office for Civil Rights of the United States Department of Education (OCR) where such a complaint is within that agency's jurisdiction.

- Inform the Complainant that the timeline for rendering the administrative determination for Informal and for Formal Complaints is 90 days.

STEP 3

The Responsible District Officer meets with the Respondent to do the following:

- a. Advise the Respondent that a complaint has been made and that Informal Complaint Procedures have been requested by the Complainant.
- b. Provide the Respondent with a copy of this document that includes the Informal and Formal Procedures and required forms.
- c. Advise the Respondent about confidentiality and no retaliation.
- d. Advise the Respondent of his/her right to representation throughout the process, as required by law or by collective bargaining agreement (the Responsible District Officer may allow for representation for the Respondent and for the Complainant in other circumstances on a case-by-case basis).
- e. Review a complete summary of the allegations and document the complete response(s). The responses may be tape-recorded at the discretion of the Responsible District Officer, following notification to the Respondent.
- f. Review the Informal resolution process with the Respondent, including Respondent rights and responsibilities, and possible steps to informal resolution (mediation, apology, other options).

STEP 4

If the Respondent agrees to participate in informal resolution, the Responsible District Officer coordinates the appropriate meeting, mediation session, and/or direct apology, in order to resolve the complaint. Following completion of the Informal Complaint process, the Responsible District Officer will provide the Complainant and Respondent with written confirmation that the process has been concluded, along with the standards of conduct/behavior that were agreed upon as part of the resolution, if applicable. All documentation related to the Informal Complaint process and resolution will be maintained as part of the confidential record by the Responsible District Officer for a period of two years, or until all appeals and proceedings have been terminated, whichever occurs later.

Step 5

If the Respondent does not agree to participate in Informal resolution, the Responsible District Officer shall:

- a. Notify the Complainant
- b. Direct the Complainant to complete and submit the Formal Complaint Procedures form to begin the formal process
- c. Notify the Respondent that the Formal Complaint Procedures have been initiated
- d. Remind Respondent and Complainant about confidentiality and no retaliation
- e. Remind Respondent and Complainant about rights to representation



Employee Complaint Procedure (Cont.)

FORMAL COMPLAINT PROCEDURES FOR EMPLOYEES AND STUDENTS:

STEP 1

A Peralta Community College District employee, student or third party who believes that either unlawful discrimination or sexual harassment has occurred is to immediately notify the appropriate Responsible District Officer.


Other College and/or District Office managers who receive such complaints will do the following:

1. Report the complaint(s) immediately to the appropriate Responsible District Officer; and
2. Advise the Complainant to meet with the Responsible District Officer immediately.

STEP 2

The Responsible District Officer will meet with the Complainant to do the following:

- a. Provide the Complainant with the required, written, Formal Complaint form to complete, sign and submit to the Officer no later than 180 days from the date of the alleged employment discrimination occurred, and within one year for non-employment related complaints. These filing periods will be extended, by the Officer, by no more than 90 days following the expiration of the time period, if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the required filing period.
- b. Review the submitted Complaint form to confirm that it is not defective. A Formal Complaint is defective if any of the following Complaint requirements have not been met:
 - The Complaint is filed by the individual who alleges that he/she has personally suffered unlawful discrimination (including sexual harassment); or the Complaint is filed by a faculty member, administrator, family member or third party who learned of such unlawful discrimination in his or her official capacity with the District;
 - The Complaints must be filed on the required form, available in the office of the Responsible District Officer and on the District website;
 - Complaints not involving employment issues must be filed within one year of the date of the alleged discrimination or within one year of the date on which the Complainant knew or should have known of the facts underlying the allegation of unlawful discrimination.
- c. If the Complaint is not defective, the Officer will schedule a meeting with the Complainant to hear the full Complaint, with all allegations, including locations, dates and times of offending incident(s); and names/contact information of all witnesses. The Complainant's report may be tape-recorded at the discretion of the Responsible District Officer, following notification to the Complainant.
- d. Advise the Complainant about the Formal Procedures and his/her rights and responsibilities
- e. Give the Complainant a copy of this document that includes the Formal Procedures
- f. Inform the Complainant that he/she will not be required to confront or work out problems with the accused
- g. Advise the Complainant about confidentiality and no retaliation
- h. Advise the Complainant of his/her right to representation throughout the process, as required by law or collective bargaining agreement. The Responsible District Officer may allow for representation for the Respondent and for the Complainant in other circumstances on a case-by-case basis.
- i. Advise the Complainant about the option to file a complaint with the appropriate outside agencies:
 - Complaints that involve employment issues must be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this filing period should be extended by no more than 90 days following the expiration of the 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.
 - The Responsible District Officer shall, in addition to accepting the Complaint of unlawful



discrimination (sexual harassment) in employment, advise the Complainant that he or she may also file the Complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the Department of Fair Employment and Housing (DFEH) where the complaint is within the jurisdiction of those agencies, and Forward a copy of the complaint by the Complainant with DFEH to the State Chancellor's Office for a determination of whether the issues presented require an independent investigation of the matter.

- Forward a copy of the complaint by the Complainant with DFEH to the State Chancellor's Office for a determination of whether the issues presented require an independent investigation of the matter.
- If the Complaint is found to be defective, the Officer will return it immediately to the Complainant with a complete explanation of why an investigation will not be initiated under California Code of Regulations, Title 5, section 59300 et seq. The notice will inform the Complainant that the Complaint does not meet the requirements and shall specify in what requirement the Complaint is defective. A copy of this notice to the Complainant will be retained in the confidential Officer file.

FORMAL COMPLAINT PROCEDURES FOR EMPLOYEES AND STUDENTS:

Employment-related Claims:

United States Equal Employment Opportunity Commission (EEOC) and/or with the California Department of Fair Employment and Housing (DFEH), subject to that agency's jurisdiction. When a complaint is filed with either of these outside agencies, the Responsible District Officer has the option of discontinuing the investigation unless otherwise advised by the California Community Colleges State Chancellor's Office.

Non-Employment related Claims:

Office for Civil Rights of the United States Department of Education (OCR) where such a complaint is within that agency's jurisdiction.


- j. Inform the Complainant that the timeline for rendering the administrative determination for Formal Complaints is 90 days, and that this timeline includes all Informal resolution efforts that may have been attempted prior to the Complainant filing the Formal Complaint.

Employee Complaint Procedure (Cont.)

STEP 3

The Responsible District Officer meets with the Respondent to do the following:

- a. Advise the Respondent that a Complaint of unlawful discrimination has been filed and its general nature. Such notification to the Respondent should occur as soon as possible following the filing of the Formal Complaint.
- b. Advise the Respondent of his/her right to representation throughout the process, as required by law or by collective bargaining agreement (the Responsible District Officer may allow for representation for the Respondent and for the Complainant in other circumstances on a case-by-case basis), and schedule a meeting with the Respondent
- c. At or prior to the initial meeting, provide the Respondent with a copy of this document that includes the Formal Complaint Procedures
- d. Advise the Respondent about confidentiality and no retaliation
- e. Advise the Respondent that an assessment of the accuracy of the allegations has not yet been made, that the Complaint will be investigated, and that the Respondent will be provided an opportunity to present his/her side of the matter.

- 
- f. Advise the Respondent that any conduct that could be viewed as retaliatory against the Complainant or any witnesses must be avoided.
 - g. Inform the Respondent that the timeline for rendering the administrative determination for Formal Complaints is 90 days, and that this timeline includes all Informal resolution efforts that may have been attempted prior to the Complainant filing the Formal Complaint.

STEP 4

The Responsible District Officer opens the full investigation of the Complaint allegations, including interviews with witnesses, review of applicable documents and such other activities as the Officer determines appropriate in fact-finding, and shall advise each witness and other participant about confidentiality and no retaliation.

- a. The full investigation may include additional interviews with the Complainant, as needed.
- b. All investigation materials, including notes and/or tape recordings of witness interviews, will be treated by the Responsible District Officer as confidential.

STEP 5

Following compilation of all Complaint allegations and their specifics, the Responsible District Officer will contact the Respondent and schedule a meeting. At the Respondent's discretion, the meeting may include the selected Respondent representative. The Responsible District Officer may tape-record the meeting following notification to the Respondent, and shall do the following:

- a. Remind the Respondent about confidentiality and no retaliation.
- b. Remind the Respondent that the purpose of the meeting is to provide an opportunity to present his/her side of the matter regarding each of the Complaint allegations.
- c. Review each of the allegations, in detail, with the Respondent.
- d. Document (or tape record, if previously notified) the complete responses made by the Respondent.
- e. Collect from the Respondent the names and contact information of all witnesses.
- f. Compile all written documents, provided to suggested by the Respondent.

STEP 6

The Responsible District Officer shall:

- a. Conduct interviews with all witnesses provided by the Respondent.
- b. Elect to tape-record these meetings, following notification to each witness.
- c. Review all written documents suggested or provided by the Respondent in support of his/her responses.

STEP 7

On or before the end of the required deadline, the Responsible District Officer shall complete the investigation, review its findings, write a full investigation report, and review the investigation conclusions and recommendations with the chief executive officer. The chief executive officer will then make the final administrative determination.



Complainant Notification

- a. For Complaints involving employment discrimination (pursuant to Sections 59300 et seq., of Title 5), the Responsible District Officer shall forward to the Complainant, within 90 days of receiving the Complaint; A summary of the investigation findings that includes the determination of the chief executive officer as to whether there is probable cause to believe discrimination occurred with respect to each of the allegations made.
A descriptions of the actions taken, if any, to prevent similar problems from occurring in the future.
The proposed resolution of the Complaint; and
The Complainant's right to appeal to the District Board of Trustees and to the Department of Fair Employment and Housing.
- b. For Complaints not involving employment discrimination, within 90 days of receiving an unlawful discrimination Complaint (pursuant to Title 5), the Responsible District Officer shall complete the investigation and
 - forward a copy of the investigative report to the State Chancellor's Office, Division of Legal Affairs
 - forward a summary of the report to the Complainant, with written notice that includes the following information:
 - the determination of the chief executive officer or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the Complaint
 - a description of the actions taken, if any, to prevent similar problems from occurring in the future
 - the proposed resolution of the Complaint; and
 - the Complainant's right to appeal to the District Board of Trustees and to the State Chancellor
 - a reminder about confidentiality and no retaliation

Use the Weblink below for the UNLAWFUL DISCRIMINATION COMPLAINT FORM

- [Complaint Form](#)

Employment Status & Records



Probationary Period

GENERAL

All professional and support staff employees who hold career appointments shall serve a probationary period during which time their work performance and general suitability for University employment shall be evaluated in writing. Except for those employees covered below, the probationary period is completed following six (6) months of continuous service at one-half time or more without a break in service.

Time on leave with or without pay is not considered qualifying service for the completion of the probationary period. Employees who are rehired following a break in service shall serve a new probationary period whether they previously completed a probationary period. An employee who has satisfactorily completed the probationary period shall be informed in writing of the attainment of regular employee status.

Your Personnel File

An employee's personnel records shall contain only materials which are necessary and relevant to the administration of the staff personnel program. The records shall be maintained with accuracy, relevance, timeliness and completeness. Appropriate and reasonable safeguards shall be established by the District to ensure security and confidentiality.

Personnel files are the property of this Department and are kept in a locked file. Access to the information they contain is restricted. Generally, only supervisors, management and the employee upon request may view employee file in the presence of an HR staff.

Access to an employee's own personnel records

Within 60 calendar days from the receipt of a request for records that are geographically dispersed, inactive, or in storage and within thirty calendar days from the receipt of a request for other records, an employee shall be provided a copy of the employee's own personnel record by recognized legal privilege and records exempted from disclosure by the Information Practices Act may be withheld.

Personnel Data Changes

Update Information

You can update your personal information by using one of the options below.

Employee Service:

Visit the Employee Self Service section in [PERALTA HCM](#) to update your personal information.

By form:

[Personal Information Change Form](#)

Please return original signed form to the District HR Office at 333 East 8th Street, Oakland CA 94606.

For name change only: Please bring your original social security card to the HR office to verify identity and new name.



Verification of Licenses/ Certificates

If you work in a position that requires licenses or certificates, you are required to keep them current. Peralta School District will request proof of current licensure or certification at the time of hire and annually if required.

Failure to keep your licenses and certifications current could result in disciplinary action up to and including termination.

Performance Evaluation

Only the first level manager shall evaluate the employee by means of a performance evaluation.

For probationary employees: the evaluation will be at the end of the second and the fifth months of service.

If an employee's probationary period is extended another evaluation will occur, one month before the conclusion of the probationary period. Probationary employees can be released prior to obtaining permanency status. The termination shall not be subject to the grievance procedure.

For permanent employees: the evaluation will occur annually, during the month in which the employee attained permanency in his/her present position, but no later than sixty (60) working days thereafter.

The page features a decorative border composed of various college logos from the Peralta Community College District, including Laney College, Merritt College, Berkeley City College, and the College of Alameda, arranged in a repeating pattern around the central text.

Employment Classification



Job Classifications

CLASSIFIED

Classified positions are non-teaching positions — ones that do not require a teaching credential. Positions like staff assistants, analyst, food service workers, secretaries, and instructional assistants in the schools are all examples of “classified jobs.”

CLASSIFIED JOB DESCRIPTIONS can be found on the Peralta Website under Human Resource or by clicking here: [Job Descriptions](#)

Confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

MANAGEMENT

- Executive Management
- College Management
- District Management

All management classifications, and job descriptions can be found here using this link: [Job Descriptions](#)

UNION CLASSIFICATIONS

- IUOE Local 39
- SEIU Local 1021
- PFT (Peralta Federation of Teachers)

All union job classifications can be found by the following link: [Job Descriptions](#)

FACULTY

Adjunct Faculty: Adjunct faculty are faculty who are hired on less than a full-time basis to teach and/or perform other faculty-related duties. Adjunct faculty members generally are hired on a per-course basis.

Full-time (FT) contract Faculty: Full-time contract faculty are faculty who are either tenured or on-tenure track. There is also full-time categorical faculty which is non-tenured track. FT faculty are on a 10-month contract with a full 1.0 full-time equivalent (FTE) workload.

Visiting Faculty: Visiting faculty are hired on a full-time, term basis. Their job responsibilities may mirror tenure-track or tenured faculty as described below, but visiting faculty are not eligible for tenure or promotion and have no expectation of renewal. Visiting faculty generally serve in this role for one academic year.



Payroll



ABOUT: PAYROLL DEPARTMENT

The Payroll Service team acts as a liaison to the District Community, as well as, to the Federal, State and Local authorities. Our principal goal is to provide excellent service to the Peralta community by processing payroll accurately and on time. We strive for professionalism in our work and are committed to serving our community to the best of our ability. Please explore our website and check out our links for more helpful information about Payroll.

For information on their roles and responsibilities and contact information, please visit the [Payroll's website](#).

Pay Group Quick Facts

All Peralta employees belong to a pay group based on your position. Please see the below following pay groups. For more information on each specific pay group, please visit the [Payroll's website](#) and click on "[Payroll Quick Facts](#)."

[Administrators \(ADM\)](#)

[Board of Trustees \(BTS\)](#)

[Extra Service \(EXS\) \(applies only to Full-time Faculty\)](#)

[Full-time Faculty: P10, P11, P12](#)

[Hourly Classified \(PCT\)](#)

[Part-time Faculty \(PCA\)](#)

[Regular Classified \(RCL\)](#)

[Regular Classified who also Instruct \(RCA\)](#)

[Returning Certificated Retirees \(PRR\)](#)

[Returning Classified Retirees \(PRC\)](#)

[Student Trustees \(PST\)](#)

[Student Workers \(PCS\)](#)

Timesheet Submission

Accurately recording time worked is the responsibility of every employee who is required to submit a timesheet. Your supervisor will review and verify the timesheet before submitting to payroll for processing. It is the supervisor's responsibility to ensure that the time recorded on the timesheet accurately reflects the employee's actual time worked.

Altering, falsifying, tampering with time records, or recording time on another employee's time record will result in disciplinary action, including termination of employment.

Please reference the payroll's website for the [timesheets deadline for each fiscal year](#) and submit the timesheets to your appropriate payroll specialist by the indicated deadline for each month.

Paydays and Paychecks

Pay groups: Administrators (ADM), Board of Trustees (BTS), Regular Classified (RCL), Returning Classified Retirees (PRC), and Student Trustees (PST) receive their paychecks on the last business day of the month (current month).

Faculty positions receive their paychecks on the last business day of the month (current month). Pay schedule depends on term per PFT CBA: Spring = Jan, Feb, Mar, Apr, May; Fall = Aug, Sep, Oct, Nov, Dec; Summer = Jul.

Hourly positions (PCT) get paid at the end of the month; they get paid from the 16th of the previous month to the 15th of the current month on payday at the end of the month.

Student workers (PCS) receive their paychecks on the 15th of the month.

In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Direct Deposit

Peralta provides an automated direct deposit service for employees, which automatically deposits a pay stub in an employee's bank or credit union account(s). We encourage you to sign up for direct deposit. You may begin and stop direct deposits into your bank account(s) at any time. To sign up for direct deposit, please complete the [direct deposit form](#) located on the [payroll website](#) under "Payroll Forms" and then email the form along with a voided check (or bank printout with your routing and account number) to your payroll specialist. You can find information on who is your payroll specialist by visiting the payroll website. To stop direct deposit, please contact your payroll specialist.

MAIL PAYCHECK (NON-DIRECT DEPOSIT OPTION)

Employees who chose not to enroll into direct deposit, your paychecks will be mailed to your address on file. Please ensure your address on file is the most updated.

Tax Forms

FORM W-4 and EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE (DE 4 REV 50)

To update or change any information on your tax forms, please complete the Form W-4 and/or Employee's Withholding Allowance Certificate located on the [payroll website](#) under "Payroll Forms" and then please email the forms to your payroll specialist.

You can find information on who is your payroll specialist here: <https://www.peralta.edu/payroll>

View Pay Details For Your Term Assignment

FORM W-4 and EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE (DE 4 REV 50)

Peralta employees can log onto the Peralta Campus Solutions (CS) to view your pay details for your term assignment.

The how-to instructions is on the payroll website under the document "[How to View Pay Details For Term Assignment](#)."

View Paycheck Stubs Online

FORM W-4 and EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE (DE 4 REV 50)

Peralta employees can access their paycheck stubs Online by logging into the Peralta Human Capital Management (HCM) – Employee Self Service. Peralta employees can also view your W2s there. For former employees, please contact the payroll office for assistance. A valid picture ID will be required.

The how-to instructions on how to view paycheck stubs online is on the payroll website and click on How to View Your Paycheck "[HCM Employee Home Page and Self-Service Guide](#)."



HUMAN CAPITAL MANAGEMENT

Please visit [Payroll's website](#) and click "[Sample Pay Statement](#)" to view a sample template of a paycheck stub and the definition of each terms listed on your paycheck.

Pay Corrections

Any payroll error resulting in insufficient payment for an employee shall be corrected once all the necessary documents are received. The supplemental amount will be included in the next scheduled paycheck following verification of the error.

If the District overpays the employee, the employee shall, upon realizing the fact or upon notification from the District, repay the full amount of such overpayment, deducted in the next paycheck or a repayment schedule will be mutually agreed upon with the employee.



Holiday Pay

Regular classified and management positions are eligible for holiday pay.

Faculty positions, student employees, temporary Local 39, SEIU and confidential employees are not eligible for holiday pay.

See holiday calendar:

<https://www.peralta.edu/hr/calendars?hsLang=en>

Compensation

An individual salary shall be within the salary range that is assigned to the position based on the position's duties and responsibilities.

Salary information for classified positions (including Local 39, Local 1021, Confidential), faculty positions and management positions are posted on the Peralta HR website.

Please visit this link:

<https://www.peralta.edu/hr/titles-and-pay?hsLang=en>

Workplace Rules & Regulations



Drugs & Alcohol

Violation of this prohibition will result in appropriate action up to and including termination of employment, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten days after receiving notice of a workplace drug conviction.

The District will annually notify its employees of the Prohibition of Drugs and Alcohol through the publication of the [Personal Safety Handbook](#). The Vice Chancellor General Services will establish internal operating procedures to ensure that any alleged violations of this policy and/or procedure by employees coming to the attention of Peralta Police Services are reported to the Vice Chancellor Human Resources.

Attendance & Punctuality

The cost of absenteeism and lateness is difficult to estimate, but it goes far beyond the cost of paying for time not worked. For instance, no one can calculate the cost of the burden this puts on others who have to do the absent person's work. It is your responsibility to notify your supervisor directly as soon as possible in advance of the anticipated tardiness or absence. You should provide your supervisor with the general reason for your absence.

Overtime

LOCAL 1021, CONFIDENTIAL & LOCAL 39

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. All overtime work performed by an hourly employee must receive authorization.

The first level manager shall schedule overtime based on seniority, knowledge and skills in relationship to the assignment. The District will make reasonable efforts to give more than four (4) hours' notice with a goal of giving 24 hours' notice whenever feasible, e.g., when the need for overtime work on specific projects is known in advance. No employee shall refuse scheduled overtime work provided four (4) hours prior notice is given.

For more information, please reference the [Local 1021 Contract](#).

For more information, please reference the [Local 1021 Contract for Hourly Employees](#).

For more information, please reference [Local 39 Contract for Regular Employees](#).

For more information, please reference [Local 39 Contract for Hourly Employees](#).

Rest Breaks

LOCAL 1021, CONFIDENTIAL & LOCAL 39

The District shall provide one (1) paid fifteen (15) minute rest period for each four (4) hours of work. The scheduling of the rest period shall be made by the first level manager in accordance with District needs. Employees are considered to be under the direction of the District during rest period.

For more information, please reference the [Local 1021 Contract](#).

For more information, please reference [Local 39 Contract](#).



Meal Breaks

LOCAL 1021, CONFIDENTIAL & LOCAL 39

The District shall provide employees with an uninterrupted lunch period of not less than 30 minutes. The scheduling of the lunch period shall be made by the first level manager in accordance with the needs of the District.

For more information, please reference the [Local 1021 Contract](#).

For more information, please reference [Local 39 Contract](#).

Business Expense Reimbursement

TRAVEL

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities (e.g. mileage or transportation, parking fees, etc.)

Travel Purposes:

The District recognizes the following purposes of travel, each of which requires authorization and documentation of participation before processing and/or reimbursement can occur.

Institutional Travel, Professional Travel, Instructional Travel, students or student employees travel, consultants and contractors travel, conference attendance, transportation, lodging, parking fees, meals, incidentals, etc.

For detailed information about these purposes of travel, please review Board Policy 7400 and Administrative Procedure 7400 located on [the Board & Administrative Policies Website](#).

In-State Travel:

Requests under \$3000 require approval of the College President (for college members) or the appropriate Vice Chancellor (for district members). Request \$3000 and above require the Chancellor's approval. The Chancellor's Office must receive the request no later than 10 business days in advance of a trip.

Local vs. Non-Local Travel:

Local travel is 60 miles or less round-trip. Travel to destinations farther than 60 miles round-trip requires a travel form. Travel within cities where our campuses are located is eligible only for mileage and registration. Employees who receive a travel stipend as part of their paycheck cannot be reimbursed for local mileage.

Travel Reimbursement:

The travel request and expense claim form is located on the District Accounts Payable (AP) Department Website: <https://www.peralta.edu/finance/accounts-payable-forms>

In addition, the District AP Department also have a policy/procedure manual posted on their website. Page 28 of the manual has additional information on travel.

Non-Exempt Employees

The regular number of hours worked by full-time, non-exempt, non-union staff employees is 40 hours in a workweek, from 12.01 am on Monday – 12 midnight, Sunday.

Work beyond 40 hours in a week is subject to additional compensation only under the circumstances. This must be approved by a supervisor before extra hours are worked.



Benefits



ABOUT BENEFITS DEPARTMENT

The Peralta Community College District is a prominent employer of the East Bay and proudly offers a competitive benefit package to its employees. As the benefits landscape changes and evolves, so does the complexity of choices require more engagement from our employees as consumers of healthcare.

For information on the Benefits Team and on their roles and responsibilities and contact information, please visit the [Peralta's HR Contact Directory](#).

Benefits Bridge!

Our partnership with BenefitBridge provides an online benefit enrollment portal for active employees. In keeping with other District sustainability initiatives, the electronic enrollment process does:

Allow for more timely, accurate and enrollment based on the 31-day eligibility window.

Ensure the consistency of information exchanged when a qualifying event occurs (new hire, marriage, divorce, birth of child).

Improve the accuracy of employee and dependent data collection as transmitted to our business partners.

For BenefitBridge technical assistance only, please contact BenefitBridge Customer Care at 800.814.1862; Mon – Fri, 8:00 AM – 5:00 PM, PST or email benefitbridge@keenan.com.

For more information on BenefitBridge, please visit the [BenefitBridge Registration Page](#).

Benefits Eligibility

For information on eligibility offered for your position, please visit the [Peralta Benefits' Website](#) and refer to the Benefits Matrix in the PCCD Employee Benefits Guide.

Newly hired employees are encouraged to attend one of the weekly Benefit orientations held by the Benefits Office. Please email the Benefits Office at benefits@peralta.edu for more information.

If enrolling dependents, please refer to the PCCD Required Documentation Matrix found under the Quick Links section of the Benefits Office webpage. Dependent documents should be uploaded to Benefit Bridge when completing your online enrollment.

Medical Plans

Medical coverage provides you with benefits that help keep you healthy like preventive care screenings and access to urgent care. It also provides important financial protection if you have a serious medical condition.

Peralta Community College District gives you a choice between medical plans through Kaiser Permanente Insurance Company and Anthem Blue Cross (self-funded plans are administered by Trustmark).

For detailed information on the medical plans offered for your position, please visit the [Peralta Benefits' Website](#) and click on the PCCD Employee Benefits Guide.



Dental Plans

Regular visits to your dentists can protect more than your smile; they can help protect your health. Recent studies have linked gum disease to damage elsewhere in the body and dentists are able to screen for oral symptoms of many other diseases including cancer, diabetes, and heart disease.

Peralta Community College District gives you a choice between two dental plans through United Health Care DHMO and Delta Dental of California DPPO, both plans provide you with comprehensive coverage.

For detailed information on the dental plans offered for your position, please visit the [Peralta Benefits' Website](#) and click on the PCCD Employee Benefits Guide.

Vision Plans

Routine vision exams are important, not only for correcting vision but because they can detect other serious health conditions.

Peralta Community College District gives you vision insurance coverage choices. All plans provides you with comprehensive coverage. Peralta offers vision plans bundled with your medical plans – United Healthcare (UHC) Union Vision Plan with Anthem Blue Cross or Kaiser HMO Vision Plan.

You also have the option to elect voluntary vision coverage through Vision Service Plan at an additional cost to the employee.

For detailed information on the vision plans offered for your position, please visit the [Peralta Benefits' Website](#) and click on the PCCD Employee Benefits Guide.

Life Insurance

If you have loved ones who depend on your income for support, having life and accidental death insurance can help protect your family's financial security.

Basic Life Insurance and Accidental Death and Dismemberment (AD&D)

Basic Life Insurance pays your beneficiary a lump sum if you die. AD&D provides another layer of benefits to either you or your beneficiary if you suffer from loss of a limb, speech, sight, or hearing, or if you die in an accident. The cost of coverage is paid in full by the District. The coverage is provided by Voya Financial.

Voluntary Life and AD&D

Voluntary Life and AD&D Insurance allows you to purchase additional life insurance to protect your family's financial security. The coverage is provided by Voya Financial.

For detailed information on these options, please visit the [Peralta Benefits' Website](#) and click on the PCCD Employee Benefits Guide.



Disability Insurance

If you become disabled and cannot work, your financial security may be at risk. Protecting your income stream can provide you and your family with peace of mind.

Long –Term Disability Insurance

Long-Term Disability coverage pays you a certain percentage of your income if you are unable to work because an injury or illness prevents you from performing any of your job functions over a long time. It is important to know that benefits are reduced by income from other benefits you might receive while disabled like workers' compensation and Social Security. If you qualify, long-term disability benefits begin after short-term disability benefits end. The long-term disability insurance coverage is provided by Voya Financial.

For detailed information on this, please visit the [Peralta Benefits' Website](#) and click on the PCCD Employee Benefits Guide.

Retirement Plans

Peralta Community College District (PCCD) is an employer that offers competitive retirement plans for all employees.

Certificated employees (full-time faculty, part-time faculty and academic managers) are eligible to participate in retirement plans managed by the [California State Teachers' Retirement System \(CalSTRS\)](#).

Classified employees and classified managers are eligible to participate in retirement plans managed by the [California Public Employees' Retirement System \(CalPERS\)](#).

Short-term hourly employees are eligible for the Accumulate Program for Part-time and Limited-Service Employees (Apple) Plan managed by [Keenan Financial Services](#).

For more information on each of these plans, please contact [HR](#).

Voluntary 403 (b) and 457 (b) Plans

Tax Shelter Programs & Personal Financial Planning Under Section 403(b) of the Internal Revenue Code and Section 17512 of the California Revenue and Taxation Code, Peralta employees may participate in the District's tax shelter programs. We also offer tax-deferred savings opportunities through the 457(b) plan.

Maximize your tax savings and minimize your tax liability through these plans! Meet with your personal financial planner or tax-preparer to review how these benefits fit into your future planning.

For more information on this, please visit the [Peralta Benefits' Website](#) and click on the [403 \(b\) and 457 \(b\) Plan Information](#).



Employee Assistance Program (EAP)

There are times when everyone needs a little help or advice. The confidential Employee Assistance Program (EAP) through MHN Inc. can help you with things like stress, anxiety, depression, chemical dependency, relationship issues, legal issues, parenting questions, financial counseling, and dependent care resources. Best of all, it's free.

Help is available 24/7, 365 days a year by telephone at 800.535.4985. Other resources are available online at members.mhn.com. When you log in, enter "Peralta" as your username. In-person counseling may also be available, depending on the type of help you need. The program allows you and your family/household members up to seven (7) Face-to-Face or Telephonic or Web-Video Consultation Sessions per incident.

For more information on this, please visit the [Peralta Benefits' Website](#) and click on [EAP Evidence of Coverage](#).

New Mother Accommodations

If you are a nursing mother and want to express breast milk while at work, you may use your break times. If needed, you may use extra time with permission from your supervisor.

You may also use your lunch break. Your immediate supervisor will advise you of the private area where you can accomplish this task. You will not be required to use a restroom for this purpose.

Cash In-Lieu (CIL) of Medical & Dental Benefits

Cash in-lieu of medical and dental benefits is for eligible active Peralta employees that want to waive their Peralta medical and dental benefits coverage and in return receive cash.

This CIL benefit is available to active employees, including contract (full-time) faculty, and benefit-eligible employees in unions PFT, Local 39, SEIU 1021, managers and confidential employees.

If you are an active employee waiving Peralta medical and dental benefits, please upload the completed [Cash In-Lieu of Medical & Dental Benefits Form](#) with all required insurance verifications during your Benefit Bridge Online enrollment.

Section 132/Pre-Tax Commuter Program

The pre-tax commuter program allows for employees to use pre-tax dollars for their qualified commuting/parking expenses. Employees can enroll and discontinue in/from program at any time, and it will be effective the first of the following month.

Section 125/Flexible Benefit Plan

A Flexible Spending Account (FSA) allows eligible employees to put money aside pre-tax to help pay for certain expenses. There are two options to the Plan, Health FSA and Dependent Care Account.

For more information on this, please visit the [Peralta Benefits' Website](#).



Legal Shield

Peralta Community College District (PCCD) in partnership with Legal Shield offers a voluntary membership plan with Legal Shield for purchase. Employees have the option to purchase a membership with Legal Shield.

Everyone deserves affordable legal and identity theft protection. Including you. No matter how traumatic or trivial your situation, we are here to help. Unexpected legal and identity theft issues arise every day. With LegalShield on your side, you have the power to access legal and identity theft advice and services when you need them, all for one low monthly fee.

For more information on this, please visit the [Peralta Benefits' Website](#) and click on [Voluntary Benefits](#) and then scroll down to Legal Shield.

COBRA

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and qualified beneficiaries the opportunity to continue health insurance coverage under Peralta Community College District's health plan when a "qualifying event" would normally result in the loss of eligibility.

Common qualifying events include:

- Resignation.
- Termination of employment.
- Death of an employee.
- Reduction in an employee's hours.
- Leave of absence.
- Divorce or legal separation.
- A dependent child no longer meeting eligibility requirements.

Your Rights to COBRA

COBRA continuation coverage is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, called the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage may become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage.

For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan's Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is District Benefits Manager, Peralta Community College District, 333 East 8th Street, Oakland CA 94606, (510) 466-7229.

For detailed information on this, please visit the [Peralta Benefits' Website](#) and click on the PCCD Employee Benefits Guide.

HIPPA Privacy Compliance

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge.

Protected health information include information created or received by a healthcare provider or health plan that includes health information or healthcare payment information plus information that personally identifies the individual patient or plan member.

Personal identifiers include: a patient's name and email, web site and home addresses; identifying numbers (including Social Security, medical records, insurance numbers, etc.)



Leaves

General Information

Employees can check their accrued leave balances at hcm.peralta.edu.

Leave allocations are based on individual employee pay groups, unions, and workload/FTE.

Vacation

Peralta Community College District provides vacation for rest, relaxation, and renewal to employees. Vacation is normally scheduled in advance and shall be approved by the employee's immediate supervisor.

Sick Leave

Sick leave is provided to continue the salary of eligible employees who are absent from work because of illness, disability, medical appointments, etc.

Administrators: Classified & Academic

Entitlements: Vacation and Sick

Allocations: Hours are loaded up-front to the employee's balance during the allocation period. Hours are prorated based on the hire or termination date, and employee's FTE.

Probationary Period: There is no probationary period, so administrators can use their sick and vacation hours immediately.

Accrued Balances Upon Termination or Transfer

- Vacation:
 - Unused vacation hours are paid out upon separation of PCCD or change in pay group (moving to classified, faculty, etc.).
- Sick:
 - Resignation/Separation: Employees must contact their new employer to get a Sick Transfer Form. PCCD HR will complete the form and submit it to the new employer.
- Retirement:
 - CalPERS: Sick hours are automatically transferred by PCCD HR to the employee's retirement plan.
 - CalSTRS: The employee will receive form SR 0554E Express Benefit Report from CalSTRS. They must complete section 1 and submit it to the HR Leaves Analyst for final completion and submission to CalSTRS.
- Contract Base Service Days for CalSTRS are counted as 242 days and total sick hours are divided by 8 to convert to days.
- Comp Time/Overtime:
 - Administrators are not entitled to earn or use comp time or overtime.
- Employees on a temporary administrative assignment must wait until they return to their regular classified position to use their earned comp time hours. However, unused comp time will continue to get paid out each month after they expire.

FTE	Allocation Period	Type	Total	Accrual Limits
1.0	7/1 Fiscal Year	Vacation	Up to 176 hours (22 days)	Administrators can accrue up to 352 hours (44 days). A total of 176 hours will be allocated each fiscal year to managers who have a balance of 176 hours or less. A prorated allocation will be allocated to balances over 176 hours.
1.0	7/1 Fiscal Year	Sick	96 hours (12 days)	No accrual limit

Vacation Allocation	
Months	Total Hours
12	176.00
11	161.33
10	146.67
9	132.00
8	117.33
7	102.67
6	88.00
5	73.33
4	58.67
3	44.00
2	29.33
1	14.67

Classified: Local 1021, Local 39, Confidential

Entitlements: Vacation, Sick, and Floating Holidays

Local 1021				
FTE	Allocation Period	Type	Total	Accrual Limits
Any	1/1 Calendar Year	Vacation	Based on Years of Service	2 years; See Local 1021 contract for details.
1.0	7/1 Fiscal Year	Sick	96 hours (12 days)	No accrual limit
1.0	1/1 Calendar Year	Floating Holiday	16 hours (2 days)	Hours reset each allocation period and do not accrue.
Local 39				
FTE	Allocation Period	Type	Total	Accrual Limits
Any	7/1 Fiscal Year	Vacation	Based on Years of Service	2 years; See Local 39 contract for details.
1.0	7/1 Fiscal Year	Sick	96 hours (12 days)	No accrual limit
1.0	7/1 Fiscal Year	Floating Holiday	16 hours (2 days)	Hours reset each allocation period and do not accrue.

Local 1021 and Local 39 Vacation Allocation							
Years	1-5 Years	6-10 Years	11 Years	12 Years	13 Years	14 Years	15+ Years
Basic Days	10	15	16	17	18	19	20
Months	Hours	Hours	Hours	Hours	Hours	Hours	Hours
12	80.00	120.00	128.00	136.00	144.00	152.00	160.00
11	73.33	110.00	117.33	124.67	132.00	139.33	146.67
10	66.67	100.00	106.67	113.33	120.00	126.67	133.33
9	60.00	90.00	96.00	102.00	108.00	114.00	120.00
8	53.33	80.00	85.33	90.67	96.00	101.33	106.67
7	46.67	70.00	74.67	79.33	84.00	88.67	93.33
6	40.00	60.00	64.00	68.00	72.00	76.00	80.00
5	33.33	50.00	53.33	56.67	60.00	63.33	66.67
4	26.67	40.00	42.67	45.33	48.00	50.67	53.33
3	20.00	30.00	32.00	34.00	36.00	38.00	40.00
2	13.33	20.00	21.33	22.67	24.00	25.33	26.67
1	6.67	10.00	10.67	11.33	12.00	12.67	13.33



Confidential				
FTE	Allocation Period	Type	Total	Accrual Limits
Any	7/1 Fiscal Year	Vacation	Based on Years of Service	2 years; See Confidential Vacation Allocation chart below for details.
1.0	7/1 Fiscal Year	Sick	96 hours (12 days)	No accrual limit
1.0	7/1 Fiscal Year	Floating Holiday	32 hours (2 days)	Hours reset each allocation period and do not accrue.

Classified: Local 1021, Local 39, Confidential

Entitlements: Vacation, Sick, and Floating Holidays

Confidential Vacation Allocation							
Years	1-5 Years	6-10 Years	11 Years	12 Years	13 Years	14 Years	15+ Years
Basic Days	15	20	21	22	23	24	25
Months	Hours	Hours	Hours	Hours	Hours	Hours	Hours
12	120.00	160.00	168.00	176.00	184.00	192.00	200.00
11	110.00	146.67	154.00	161.33	168.67	176.00	183.33
10	100.00	133.33	140.00	146.67	153.33	160.00	166.67
9	90.00	120.00	126.00	132.00	138.00	144.00	150.00
8	80.00	106.67	112.00	117.33	122.67	128.00	133.33
7	70.00	93.33	98.00	102.67	107.33	112.00	116.67
6	60.00	80.00	84.00	88.00	92.00	96.00	100.00
5	50.00	66.67	70.00	73.33	76.67	80.00	83.33
4	40.00	53.33	56.00	58.67	61.33	64.00	66.67
3	30.00	40.00	42.00	44.00	46.00	48.00	50.00
2	20.00	26.67	28.00	29.33	30.67	32.00	33.33
1	10.00	13.33	14.00	14.67	15.33	16.00	16.67

Accrued Balances Upon Termination or Transfer:

Vacation:

Unused vacation hours are paid out upon separation of PCCD or change in pay group (moving to administrator, faculty, etc.).

Sick:

- Resignation/Separation: Employees must contact their new employer to get a Sick Transfer Form. PCCD HR will complete the form and submit it to the new employer.
- Retirement:
 - CalPERS: Sick hours are automatically transferred by PCCD HR to the employee's retirement plan.

Comp Time:

Full-time classified employees may earn compensatory/comp time hours and use the hours earned to take time off. Comp time expires after one year and gets automatically paid out the month after it expires.

Overtime:

Full-time classified employees may earn overtime instead of comp time.

Entitlements: Sick

Faculty sick leave is available for use on the first day of the assignment.

See the [Equating Factors](#) chart for converting days worked in the academic year to FTE. There is no limit to how much sick leave faculty can accrue.

PFT: Full-time Faculty				
FTE	Contract Days	Allocation Period	Type	Total
1.0	175 days	8/1 Academic Year	Sick	80 hours (10 days)
1.005 - 1.194	176 – 210 days	8/1 Academic Year	Sick	88 hours (11 days)
1.2	211 days	7/1 Fiscal Year	Sick	96 hours (12 days)

PFT: Part-time Faculty (see [PFT contract](#), Article 26: Leaves, Temporary, Part-Time Employees for details).

Accrued Balances Upon Termination or Transfer

Sick:

- **Resignation/Separation:** Employees must contact their new employer to get a Sick Transfer Form. PCCD HR will complete the form and submit it to the new employer.
- **Retirement:**
 - **CalSTRS:** The employee will receive form SR 0554E Express Benefit Report from CalSTRS. They must complete section 1 and submit it to the HR Leaves Analyst for final completion and submission to CalSTRS.
 - Contract Base Service Days for CalSTRS are counted at a minimum of 175 days and total sick hours are divided by 8 to convert to days.

Transfer of Sick Leave

Employees may transfer sick hours in and out of PCCD. Although there is no time limit for transferring sick hours, it's best to do so asap when there is a change in employment.

Medical Leaves: Full-time employees:

All full-time employees who meet the eligibility requirements will qualify for medical leave under Pregnancy Disability Leave (PDL), Family Medical Leave Act (FMLA), and the California Family Rights Act (CFRA).

Eligibility Requirements:

Pregnancy Disability Leave: Employees are eligible for up to four months or 17 1/3 weeks of job-protected leave per pregnancy upon hire. Time off will be determined based on the individual employee's doctor recommendation.

- Full-time employees may take leave under PDL even if they do not meet the eligibility criteria for FMLA/CFRA.

FMLA & CFRA:

- Have worked for the employer for at least 12 months.
- Have at least 1,250 hours of service in the 12 months before taking leave.

Employees can take FMLA and CFRA leave on a continuous, intermittent, or reduced schedule.

Visit the [HR Leaves](#) page for more details on the medical leave process and required forms.

PDL, FMLA, and CFRA are unpaid and primarily taken so employees can balance family and work while having job-protection, so employees may use their accrued leave (sick, vacation, floating holiday, comp time) as income replacement for the duration of their leave.



Notification Requirements:

Employees must notify HR at least 30 days before their first day of requested leave or as soon as possible for emergency cases.

Medical Leaves: Part-time Faculty


Part-time faculty typically **DO NOT** meet the eligibility requirements but will qualify for medical leave under Pregnancy Disability Leave (PDL), Family Medical Leave Act (FMLA), and the California Family Rights Act (CFRA).

However, they may take medical leave and use the following options for income replacement:

- Employees can verify their accrued sick hours and use them to take time off for medical leave. If the hours are exhausted, the remaining leave will be at a loss of pay from PCCD.
- Part-time faculty may qualify for income replacement benefits through the EDD programs for Disability Insurance (DI) and California Paid Family Leave (PFL).
 - Employees must contact EDD directly as the state disability benefits are separate from PCCD benefits.

Visit the [HR Leaves](#) page for more details on the medical leave process and required forms.

Workers Compensation



At Peralta Community College District (PCCD), workers' compensation claims are managed under the legal authority of Peralta Community College District's (PCCD) contracted insurance provider Alliance of Schools Cooperative Insurance Programs (ASCIP) as provided by the Memorandum of Insurance (MOU). Under the authority of ASCIP, York Risk Services manages all workers' compensation claims for ASCIP insurance members with oversight from the Office of Risk Management.

If you sustain a work-related injury or illness, you should inform your supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

Please reference [Board Policy 6110](#) and [Administrative Procedure 6110](#) for more details. For more information on workers' compensation, please contact the [Office of Risk Management](#) at <https://www.peralta.edu/hr/contact>.

Claims Reporting

INSTRUCTIONS ON HOW TO FILE A WORKERS COMPENSATION CLAIM:

If an employee reports an injury or illness, the supervisor must:

1. Instruct the employee to immediately contact company nurse by calling 888-770-0929
 - a. Company nurse will assess the injury over the phone and refer the injured worker to the most appropriate level of care
 - If the employee has pre-designated a Personal physician, initial treatment will be sought by the designated Frontline medical providers (Kaiser On the job, Concentra Urgent Care, Emeryville occupational medical Center) and the employee will follow-up with their personal physician
 - b. If Company Nurse does not recommend medical treatment:
 - Complete the "supervisors report of employee injury" form. Send a copy to the risk management department
 - c. If employee is in need of a immediate medical treatment, call 911
2. If the employee receives medical treatment or misses time from work, within one working day of knowledge of injury, provide the injured worker with the following forms which is located on the [worker's compensation website](#).
 - Workers compensation claim form (DWC-1)
 - Wellcomp Medical Provider Network (MPN) Pamphlet
 - Mitchell First Fill Temporary First Prescription Card
 - Receipt Of Worker's Compensation Information
3. Within one day of knowledge, a supervisor must immediately compile facts Regarding the incident, complete the "Supervisors report and employee injury" form And notify Carrie Burdick cburdick@peralta.edu At the human resources and risk management with a copy to Royle Roberts, Risk and safety programs manager at rroberts@peralta.edu
4. Once the employee returns the DWC-1 form, The supervisor and/or risk management must complete the employer section of the form and return a copy to Carrie Burdick A human resources and risk management. If the "Supervisors Report Of Employee Injury" was not previously submitted It should be included with the DWC-1.
5. Employers report of occupational injury or illness, form 5020
 - a. Within two days, Carrie Burdick that human resources and risk management will complete the form 5020 and report the claim to York



Claims Reporting (Cont)

6. Risk Management will forward DWC-1, work status report from the doctor, Wage statement, and form 5022 York Risk Services
7. In the event of death or serious injury or illness, the supervisor shall immediately notify Royl Roberts By calling 510-4 66-7264 and emailing rlroberts@peralta.edu, Risk and Safety Office, who will notify OSHA by calling 510-6 22-2916 Or 1- 800-321-6742.

Please visit the [Office of Risk Management's Website](#) for the instructions on how to file a Worker's Compensation claim. You can also find the forms on the Peralta Community College District website: <https://www.peralta.edu/risk/workerscompensation>

Employment / Separation



Resignation & Retirement

Resignation

This is an employment separation initiated by an employee who chooses to leave the organization voluntarily.

Retirement

This is an employment separation initiated by an employee who chooses to leave the organization voluntarily due to voluntary retirement.

To submit a resignation or retirement, please follow the steps on the [HR's website](#).

EMPLOYEE RESPONSIBILITY:

- Complete Retirement/Resignation form and submit it to your departmental manager.
- Recommended: Submit a resignation letter to your departmental manager or the HR office.
- Contact the Benefits office (benefits@peralta.edu) if you require information regarding health coverage after separation.
- CalSTRS members: Schedule a retirement appointment with CalSTRS (calstrs.com) or by phone at 800-228-5453 and select option 3. In addition, you can visit the Publication section of their site to see their Retirement Guide.
- CalPERS members: Schedule an appointment with CalPERS (calpers.ca.gov) regarding retirement benefits.
- Complete Peralta Exit Interview with the Director of Human Resources
- Return all District property before last working day.
-

DEPARTMENT/COLLEGE RESPONSIBILITY

- Generate a termination eFORM
- Forward to the HR Office:
- The original copy of the Retirement/Resignation form.
- All outstanding Leave of Absence Reporting (LAR) forms.

Use & Return of District Property

As an employee, you will be responsible for appropriate safeguarding of all property, materials, or written information, vehicles, communication devices, computers and other District property issued to you or in your possession or control. Preventing the loss, damage, misuse or theft of District property is part of every employee's responsibility. It directly affects student fees, taxpayer costs and District expenses. All employees are required to report any actual or suspected misuse of District property to their supervisor.

You must return all District property assigned to you or in your possession immediately upon request or upon termination of employment. All employees with keys to the office must return the key(s) at the time of separation. The District may also take all action deemed appropriate to recover or protect its property. The University assumes no responsibility for personal properties employees use in the course of their employment.



Safety

District Compliance AB6802

For more information, please see [AP6802](#)

The District shall conform to and comply with all applicable health, safety, and sanitation guidelines. The District is required to do the following:

1. Provide and promote the use of safety devices and safeguards to reasonably assure employee health and safety.
2. Use methods and processes which are reasonably adequate to insure employee health and safety.
3. Inform employees about harmful substances in the workplace.



Workplace Safety

The District is committed to safe and well-maintained schools and District offices and properties. The Risk Management Department provides work safety training and tips during New Employee Orientations and during specialized staff development workshops.

In the case of any workplace safety or other hazard issue that may arise, employees are encouraged to alert their supervisor, and use the Report a Hazard Form or make safety suggestions on the Safety Suggestion/Reporting Form.

More information on workplace safety is available on the Risk Management Department webpage or by contacting Risk Management Office directly at: (510) 466-7240 ext., 7240. An employee injured while performing District work must report the injury immediately to their supervisor.

It is the District's policy to give every employee a safe and healthy place to work. Although your supervisor is responsible for ensuring safe conditions in your work area, you also play an important role in the program's success. You should immediately report unsafe conditions, practices and on-the-job accidents to your supervisor.

It is the policy of the University to provide certain protective work clothing and safety equipment and to cover the cost of replacement allowances for certain uniforms. It is, however, the responsibility of the employee to ensure these clothing and equipment are put into adequate use.

District Driving Policy

Persons driving District vehicles shall always possess and maintain the appropriate valid California driver's license. Every twelve (12) month period, the District may conduct a Department of Motor Vehicle (DMV) check on employees who drive District vehicles except in the event of an at-fault accident, the District may conduct an immediate 18 2019-2022 Local 39 CBA for Hourly Employees DMV check. In the event the DMV check determines that the employee is a negligent driver, the District may take the following action:

- a. The District will place the employee in a non-driving position within his/her classification, if such position is available.
- b. The District will place the employee in a non-driving position in another classification covered under the provisions of this Agreement, if such a position is available.
- c. The employee, if appropriate, may drive his/her own vehicle provided he/she is able to meet the then existing District primary liability insurance limits for bodily injury and property damage coverage.
- d. If there are no positions available as described above, the employee will be placed on a non-paid leave of absence until DMV no longer considers the employee as a negligent driver. The list of the DMV violation point assignment is available through the District's Risk Management Department.



Quick Reference Guides

Select a service to get started!

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[BENEFITS HOMEPAGE](#)

[PAYROLL HOMEPAGE](#)

[SALARY RANGES](#)

[CALENDAR](#)

[SAFE PERALTA](#)

[COMPANY NURSE](#)

HR Contact Information

Office of Human Resources

The Peralta Colleges

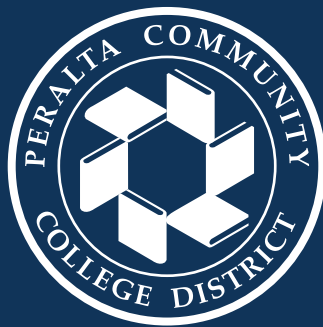
333 East Eighth Street

Oakland, California, 94606

Fax: (510) 466-7280 (HR)

Fax: (510) 466-7865 (Benefits)

Fax: (510) 466-7249 (Employee Relations)



WELCOME TO THE
PERALTA COMMUNITY COLLEGE DISTRICT