



Office of Human Resources Frequently Asked Questions (FAQs)

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Disclaimer: this document is intended to be a summary of information. Nothing in this FAQ document shall override language found in a Board Policy, Administrative Policy, Collective Bargaining Agreement, federal law, state law, or California Education Code.



Office of Human Resources

Frequently Asked Questions (FAQs)

To access some documents included in blue links, you must be on district's network

EMPLOYEE UPDATES

- 1. How do I update my mailing address/contact information with the district?**
 - Complete an [Address/Name Change](#) and submit to hureinfo@sbccd.edu
- 2. How do I update my legal name with the district?**
 - Complete an [Address/Name Change](#) form and submit to hureinfo@sbccd.edu
 - You will also need to provide a copy of your Social Security card with your new legal name

VERIFICATIONS OF EMPLOYMENT

- 3. How does an outside agency like a mortgage company or bank verify my employment?**
 - Outside agencies requesting to verify historical wage information and employment status should be sent to the Payroll department at payroll@sbccd.edu
 - Outside agencies requesting to verify employment dates, employment status, title and salary information should be sent to Human Resources at hureinfo@sbccd.edu
- 4. How do I obtain an employee ID card?**
 - Contact Human Resources at (909) 388-6950 or hureinfo@sbccd.edu to schedule an appointment
 - Human Resources is currently issuing ID cards to employees who need one for employment purposes only. Example, instructor working offsite and is required to show picture ID related to employment with the district
 - ID cards are not being issued solely for employee vendor discount purposes

BENEFITS/HEALTH INSURANCE

- 5. How to view my health benefits I am enrolled in?**
 - Access your benefits login by going to www.afenroll.com/enroll. For questions regarding login and password resets, contact Janae Jacoby jjacoby@sbccd.edu
- 6. How do I add/remove a family member to my health plans?**
 - To add an eligible family member to your health plan, you must experience a qualifying event and notify Human Resources within 30 days of qualifying event. Qualifying events include but not limited to: marriage, divorce, birth of a child, adoption and domestic partnership registration. Contact Janae Jacoby jjacoby@sbccd.edu for process
- 7. How do I update my beneficiary(ies) for my life insurance?**

Complete a [Beneficiary Designation form](#) and submit to Janae Jacoby jjacoby@sbccd.edu



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8. What happens to my health insurance when I leave the district?

- Your health insurance for yourself and dependents will terminate on the first of the month following your last day of employment with the district. For example, your last day of employment is on August 7th. Your last day of coverage would be on August 31st
- You and your covered family members can continue your health benefits through COBRA. COBRA is a federal law that allows employees to continue their employer's health benefits once they leave the organization. Employees on COBRA are responsible for 100% of the monthly premiums. Around the time you leave the district, you will receive COBRA information in the mail from the district's third party COBRA administrator Discovery Benefits

9. What is the maximum age my dependent children are covered on my health benefits?

- Dependent children are covered up until age 26 regardless of student status. Coverage terminates at the end of the calendar month of child's 26th birthday

TUITION REIMBURSEMENT

10. Can I attend San Bernardino Valley College (SBVC) or Crafton Hills College (CHC) for free?

- Permanent contract employees who meet eligibility requirements, can have their SBVC and/or CHC tuition fees reimbursed at 100%. Tuition fees are defined as the state assigned cost per unit multiplied by enrolled units. Only courses completed with a letter grade of "C" or better are eligible for reimbursement. For more information on reimbursement process for your classification, contact hureinfo@sbccd.edu

11. Can my spouse/domestic partner and/or child(ren) attend SBVC or CHC for free?

- Dependents of permanent contract employees who meet eligibility requirements, can have their SBVC and/or CHC tuition fees reimbursed at 100%. Tuition fees are defined as the state assigned cost per unit multiplied by enrolled units. Only courses completed with a letter grade of "C" or better are eligible for reimbursement. For more information on reimbursement process for your classification, contact hureinfo@sbccd.edu

12. Are my tuition fees incurred outside of the district reimbursable?

- Permanent contract employees who meet eligibility requirements, can have their tuition fees reimbursed up to 80% of the cost of similar coursework at University of California, Riverside. Only courses completed with a letter grade of "C" or better are eligible for reimbursement. For more information on reimbursement process for your classification, contact hureinfo@sbccd.edu
- This is an employee only benefit and does not apply to dependents



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LEAVES OF ABSENCE AND ACCOMMODATIONS

13. What do I do if I need to take time off of work?

- There are a few common reasons that an employee needs to take a leave of absence. This can include time off for surgery/medical condition, care for a new child, or care for a family member with a serious health condition. Contact Janae Jacoby jjacoby@sbccd.edu as soon as you learn of your need for a leave of absence. Once more information is collected regarding your reason for leave, you will be guided through the process of documenting your request

14. What if I have a medical condition/injury that results in me having work restrictions or needing assistance in performing the essential functions of my position?

- Under the Americans with Disabilities Act (ADA), employers like the district are required to engage an interactive process to determine if any reasonable accommodations can be made to allow you to perform your essential job functions. Contact Janae Jacoby jjacoby@sbccd.edu to start the process

WORKERS COMPENSATION

15. What if I am injured at work, what do I do?

- Inform your supervisor of your injury. Then contact the district's *CompanyNurse* hotline at (877) 518-6702 and refer to search code "QS369." *CompanyNurse* will gather information over the phone and assist you in accessing appropriate medical treatment

16. What documentation needs to be completed if I am injured at work?

- The following documents need to be completed by you:
 - i. [Medical Authorization Form](#)
 - ii. [Employee Statement](#)
 - iii. [DWC 1 Claim Form](#)

17. Where should I go for medical treatment?

- [List of occupational medical providers](#)

EMPLOYMENT CONCERNS

18. What if I have a problem with an employee/coworker, who should I contact?

- When possible, you should bring the problem to your supervisor first to address. If serious in nature or needs to be escalated because not resolved at supervisor level, you can contact your designated site Human Resources Generalist. See end of document for HR department contact table



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19. How do I report an employment concern?

- There are several ways to report an employment concern. One of the common ways is through the district’s [Compliance Hotline](#). This method allows you to remain anonymous if you prefer
- You can also report it to management and/or Human Resources

VACATION AND SICK LEAVE

20. How much vacation time do I accrue per month?

CLASSIFICATION	ACCRUAL AMOUNT
Academic	N/A
Management	2 days per month
Classified	See Article 19 of CBA
Confidential	2 days per month
Professional Experts, Short-Terms, Substitutes, and Student Workers	N/A

21. How much sick time do I accrue per month?

CLASSIFICATION	ACCRUAL AMOUNT
Academic Contract	175 days of service= 10 days
	198 days of service= 11 days
	219 days of service= 12 days
Academic Hourly (Adjuncts)	See page 117 Appendix I of CTA CBA
Management	12 days annually
Classified	12 days annually
	Days are prorated off 12 if working less than 12 months or part-time status
Confidential	12 days annually
Professional Experts, Short-Terms, Substitutes, and Student Workers	1 hour for every 30 hours worked. Limitations apply on max accrual and first date of use

22. How do I view my accrued vacation and sick leave balances?

- You will need to login to [WebAdvisor](#) to view your leave balances
- Once logged in, click on the “Employee” tile
- Under Employee Information section, click on “My Leave”

PAYROLL

23. When and how often am I paid?

- All employees are paid monthly
- Classified contract employees are paid on the last business day of calendar month
- Academic contract employees are paid on the first business day of calendar month



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- Professional Experts, Short-Terms, Substitutes, Student Workers are paid on the 9th
- Adjunct instructors are paid on the 9th of each month except first pay date of fall and spring and summer term, which is 9/15, 2/15 and 7/15 respectively .

24. How do I view and print my paystubs?

- Go to the [BESTNET website](#) and follow the instructions listed in the [BESTNET Guide](#)
- If registering for the first time, you will need to know your most recent net pay amount
- If you need your BESTNET password reset, please contact Payroll department at payroll@sbccd.edu or (909) 388-6938

25. How do I set up or change direct deposit for my paycheck?

- Complete the [Electronic Funds Transfer Disposition Form](#)
- Attach a deposit slip for the bank account you are setting up
- Submit to Payroll at payroll@sbccd.edu

26. How do I update my tax exemptions for payroll?

- Update your federal tax exemptions by completing current year [W-4](#) form
- Update your state tax exemptions by completing current year [DE 4](#) form
- Submit forms to Payroll at payroll@sbccd.edu

27. Who do I contact if I have questions on deductions on my check?

- Contact Payroll at (909) 388-6938 or payroll@sbccd.edu

RETIREMENT

28. How do I inform the district of my intent to retire?

- Send a letter or email addressed to Human Resources (hureinfo@sbccd.edu) and ensure the following information is included in your letter or email:
 - i. Date of the letter
 - ii. Your retirement date
 - iii. Your name
 - iv. Your signature

29. Who do I contact if I have questions regarding my CalPERS or CalSTRS account?

- Human Resources can answer general questions related to CalPERS and CalSTRS. Specific questions regarding your account should be directed to the specific agency
- CalPERS: <http://www.calpers.ca.gov> or 888-225-7377
- CalSTRS: www.calstrs.com or 800-228-5453

30. Who do I contact if I have questions regarding my APPLE account?

- Human Resources can answer general questions related to the APPLE plan. Specific questions regarding your account APPLE account should be directed to MidAmerica
- MidAmerica: 800-634-1178



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RECRUITMENT

31. Where are current job openings posted?

- View administrative, classified, confidential, faculty, hourly and student job openings on the district's [employment website](#)
- Our job openings are also posted on external websites such as indeed.com, higheredjobs.com, edjoin.org and ccregistry.org

32. How do I apply for a current job opening?

- Go to the district's [employment website](#) and create an account
- When viewing any job posting, click on the "Apply" button in the top right corner
- Click on "Create an account" to start the account creation process

33. Can I submit a paper application for a job opening?

- Paper applications are not accepted
- All applications must be completed and submitted online
- A computer is available at the District Office for applicants needing assistance. Contact Human Resources at (909) 388-6950 or hureinfo@sbccd.edu for more information

34. How are applicants reviewed and selected for openings?

- Contracted positions undergo a selection process involving a hiring committee composed of management, faculty and classified employees. Human Resources first screens applicants for minimum qualifications prior to sending to hiring committee for review. Hiring committee members ultimately decide who will be interviewed at first level. Hiring committee members will interview candidates at first level and recommend those to second level interviews. Hiring manager or other administrator will conduct second level interviews and recommend finalist for hiring
- Adjunct instructor candidates are screened and hired by department chair and dean of division. Job postings for adjuncts are to establish a pool of candidates for the school year. There is no guarantee an applicant's material will be reviewed by department/dean
- Professional Expert, Short-Term, Substitute and Student Worker candidates are screened and hired by the department manager or designee. Job postings for these hourly temporary positions are to establish a pool of candidates for the school year. There is no guarantee an applicant's material will be reviewed by department/manager

35. What credentials are required for academic positions (instructional and non-instructional)?

- Individual will need to hold a college degree from an accredited institution
- Majority of academic positions require a master's degree in the discipline of teaching area; however, some positions minimally require an associate's or bachelor's degree combined with professional experience
- For a full listing of required academic degrees for discipline/area, refer to the handbook [Minimum Qualifications for Faculty and Administrators in California Community Colleges](#)
- All job postings state the minimum requirement for the position



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- Applicants who believe they have similar but not specific academic degree(s) outlined in the minimum qualifications handbook, can submit an [Equivalency Request](#) with the district

36. Who can I contact if I have a question regarding a job opening?

- All questions should be directed to Human Resources at (909) 388-6950 or hureinfo@sbccd.edu

HR STAFF CONTACT

Name/Title	Email	Phone
Kristina Hannon Vice Chancellor, Human Resources & Police Services	khannon@sbccd.edu	909-388-3937
Brooke Quinones Executive Assistant	brquinones@sbccd.edu	909-381-8433
Karla Zaragoza Interim Associate Director, HR	kzazagoza@sbccd.edu	909-388-6943
Tiffany Guevara Interim Associate Director, HR	tguevara@sbccd.edu	909-388-6941
Janae Jacoby HR Analyst	jjacoby@sbccd.edu	909-388-6942
Melanie Gonzales HR Analyst	mgonzales@sbccd.edu	909-388-6944
Karen Thomas CHC HR Generalist	kthomas@sbccd.edu	909-388-6948
Christine Ayala SBVC HR Generalist	cayala@sbccd.edu	909-388-6947
Stacy Holloway SBVC HR Generalist	sholloway@sbccd.edu	909-388-6946
Marcela Navarro DIST HR Generalist	mnavarro@sbccd.edu	909-388-6945
Maria Torres HR Coordinator	mtorres@sbccd.edu	909-388-6952
Gustavo Chavez HR Coordinator	guchavez@sbccd.edu	909-388-6949