

ANNUAL EMPLOYEE NOTICE

AUGUST 2018



**HUMAN RESOURCES DEPARTMENT
5151 PACIFIC AVENUE
STOCKTON, CA 95207**

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**MANDATORY TRAINING
MUST BE COMPLETED BY NOVEMBER 30, 2018**

EQUAL EMPLOYMENT OPPORTUNITY PLAN

The Equal Employment Opportunity Plan can be viewed by accessing the following link:
<http://www.deltacollege.edu/campus-offices/human-resources/diversity>

MANDATED REPORTER: CHILD ABUSE & NEGLECT (AB 1432)

A law came into effect on January 1, 2015 - AB 1432, which requires schools to annually train all employees of Delta College on child abuse reporting.

Employees hired after November 30, 2017 will be required to complete this training within 6 weeks of their employment. For questions about the training, such as other types of training that satisfy this requirement; please contact Germie Pascua, Human Resources HRIS Analyst at gpascua@deltacollege.edu.

To access the training, login to Keenan SafeColleges: <http://delta.keenan.safecolleges.com/login>. Your username is your District email address. You should see the training assignments on your home page once you login; however, if you do not see it, click on the "**View More Courses**" button, scroll to the "**Social and Behavioral**" header, and click on the link to "**Mandated Reporter: Child Abuse and Neglect.**"

The Keenan SafeColleges course is California specific and designed to meet the training requirements currently mandated by AB 1432. The 27-minute course provides information on a broad array of child abuse, neglect and mandatory reporting topics, including different types of child abuse, Child Abuse and Neglect Reporting Act (CANRA), mandatory reporting obligations, consequences of not reporting and training requirements, required by AB 1432.

Compliance:

The law requires that the training instruct school personnel in these three areas:

1. Child abuse and neglect detection;
2. Mandatory reporter obligations and procedures;
3. Information that the failure to report is a misdemeanor—punishable by six months in jail, a \$1,000 fine, or both.

Keenan SafeColleges Mandatory Reporting Course includes:

1. Information on the different types of child abuse/child maltreatment and indicators to assist in identifying abuse and neglect;
2. Laws regarding mandatory reporting (CANRA) and California Penal Codes;
3. Proper action that school personnel should take in suspected cases of child abuse and neglect;
4. Who is a mandated reporter and how, where, and when to report;
5. Penalties for not reporting suspected abuse or neglect and immunities;
6. Where to get more information on child abuse prevention.

SELECTION COMMITTEE DIVERSITY TRAINING aka EEO TRAINING

The Selection Committee Diversity Training aka EEO Training is available through Keenan Safe Colleges. The PowerPoint presentation must be reviewed and accepted by **ALL** employees, with the **exception of adjunct faculty, short-term, student workers, and federal work study.**

To access the training, login to Keenan SafeColleges: <http://delta.keenan.safecolleges.com/login>. Your username is your District email address. You should see the training assignments on your home page once you login; however, if you do not see it, click on the "**View More Courses**" button, scroll to the "**Policy**" header, and click on the link to "**Selection Committee Diversity Training.**"

CAMPUS SECURITY AUTHORITIES: ROLES AND RESPONSIBILITIES

The Campus Security Authorities: Roles and Responsibilities training is available through Keenan Safe Colleges. The 13-minute course must be completed by employees in certain designated positions.

To access the training, login to Keenan SafeColleges: <http://delta.keenan.safecolleges.com/login>. Your username is your District email address. You should see the training assignments on your home page once you login; however, if you do not see it, click on the "**View More Courses**" button, scroll to the "**Security**" header, and click on the link to "**Campus Security Authorities: Roles and Responsibilities.**"

PRESIDENT'S WELCOME

A Message from the President...

Welcome to the 2018-19 Academic Year at San Joaquin Delta College. Our "Opening Day" ceremonies remind us that as employees of the District we are all members of the San Joaquin Delta College community. We all share a common mission: Student and Community Success Are Our Mission. We all work together to make our students' dreams of a better life come true through the excellent education and services that we provide both inside and out of the classroom. We show that we value and honor our students in many ways and from the many roles we play at the College.



First, we attract them and their families to the College by assuring them that we have confidence in their ability to succeed, that we have the programs and services that will help them as they move toward their goals, and that coming to Delta is indeed their "Smart Step Forward."

Dr. Kathy Hart
Superintendent /
President
San Joaquin Delta
College

Second, we welcome them to the College warmly, whether to the physical or virtual campus. We acknowledge that many of them are the first person in their family to experience higher education and a college learning environment. We always remember that our students and their families depend on us to provide a safe and inviting learning environment where we work with them with compassion, forgive their occasional missteps, and demonstrate our gratitude to them for choosing Delta College to begin their higher education.

Throughout their time with us, we reiterate our vision for their success. We tell them that they can succeed, no matter what obstacles they encounter, and we remind them that we believe in them when they falter. We remember to congratulate them on their successes, and we cheer for them and provide help when they need it. At the end of their stay with us, we welcome them to our commencement ceremonies and send them on as Delta alumni, wishing them well whether they are going directly to work or moving on to more higher education or training. We hope they will remember the College and all of the staff who have touched their lives in a positive way.

In 2017-18 we accomplished a great deal and we continue to move forward on a number of these initiatives. The items below are by no means an exhaustive list.

- We continued our integration of the Basic Skills Initiative (BSI), Student Success and Support Program Plan (SSSP), and Student Equity Plan (SEP). We still need to integrate other grant programs such as the Strong Workforce and the Adult Education Block Grant using the Guided Pathways Framework and Strategic Goals that we continue to work on.

We are beginning to implement new assessment practices based on state and

national research and in response to AB705. This legislation reduces remediation requirements for students and gives them opportunities to show their true potential in new ways. Through SSSP, new students complete an online application, an Accuplacer assessment/placement test, a New Student Group Advising session, and a meeting with a counselor to develop an initial student educational plan. Our Student Equity Plan has resulted in improved outcomes for ALL of our students, but particularly for those groups who have not been as successful as others.

- Our Delta Sierra Adult Education Consortium (DSAEA), funded by the Adult Education Block Grant (AEBG), continues to team Delta College with our District Adult Schools to create smooth transitions to work or to more education and training. DSAEA has partnered with government agencies and healthcare employers to create a Health Sector Partnership which will address health care employment needs and serve as a model for other Employment Sector Partnerships, such as Logistics and Transportation Manufacturing. We have really begun to listen to our industry partners who are best able to help us create programs that are aligned with their needs.
- We have begun to implement a new Enterprise Resource Planning (ERP) system that includes a financial, purchasing, human resources, and student information systems. Our new financial system went live on July 1st and other modules will follow in 2018-19. These new tools will improve our ability to serve our students in a host of ways.
- We have developed a new, updated logo for all of our programs, and we have launched our new website which is easier to use and more attractive to visitors, especially prospective students.
- We are among the top 20 community colleges in the Aspen Prize competition.
- We have successfully competed to join 20 other California community colleges in implementing Guided Pathways as a framework for all of our student success initiatives here at Delta College.
- With our Foundation Board, we continue to develop plans for building an active alumni association that will recognize our outstanding alumni and their accomplishments.

In 2018-19, we have many goals to accomplish:

1. We **MUST** continue to work on growing our enrollment while also improving our productivity!

One is to reach out and market our tremendous programs, services, facilities, and can-do attitude in our District community—schools, business and industry, churches, wherever we are. We (and our students) are the very best ambassadors for our College. Marketing, Communication, and Outreach will help us lead this effort, but each and every one of us must do his/her part. Please talk up the College in the community. Your positive talk about the College goes a long way. Our new Dual Enrollment effort, our partnership with the California Department of Corrections, and our regional and distance education efforts are other ways to demonstrate interest in serving all the

potential students in our District.

We must also make our students feel welcome from their first contact with the College. I hope you will consider every contact with a student as an opportunity to help that student grow and achieve his/her goals. Participating in welcome week is a great way to show all the students that you care and want them to stay and enjoy their Delta experience.

We need to retain the students we have, help them be successful and achieve their goals, and instill in them a love, appreciation, and gratitude to the College that will motivate them to encourage their family, friends, neighbors, co-workers, etc., to follow their lead and come to Delta! All of us are responsible for retaining students!

2. We must maintain and enhance a fiscally-sound operational budget and fund balance. This goal will only be possible if we accomplish number one above!
3. Also necessary is our continued effort to develop a climate and culture of equity, inclusion, and collaboration that values the input of each member of the Delta College community—faculty, staff, students, and managers. And don't forget about our external community—we must continue to develop our current partners.
4. Better communication among all groups within the college and with our external partners is also a crucial goal for all of us for this coming year. We need to continue to evaluate and revise our governance structures, initiate new and better communication practices, and provide opportunities for the entire College community to get information and provide input.

We must continue to work persistently on our strategic goals as well. Many of them support the four goals above. We also need to begin working on our Accreditation in preparation for our peer evaluation visit in Spring of 2020.

Finally, we welcome all of the new managers, faculty, and classified professionals. We know that they bring new ideas and a fresh perspective to the College. We expect them to infuse new life into their departments and work areas and into the College as a whole. Please welcome them warmly.

Please remember that each and every employee contributes immensely to what makes Delta a great and successful college and a wonderful place to learn and grow. I am extremely grateful to all you for your positive leadership, willingness to work as a team, your hard work, and your dedication. Thank you on behalf of the Board of Trustees for all you have done and continue to do for Delta College, our students, and our community!

Welcome to 2018-19!

HUMAN RESOURCES' WELCOME

Welcome to the 2018-19 Academic school year at Delta College. This Annual Employee Notice provides each District employee with critical and important information regarding District policies, practices, your rights, benefits, and other items that you need to be familiar with as an employee. It is your responsibility as an employee to review and be familiar with the District Policies and Procedures. You will be required to sign a form acknowledging you have read and understood the information contained in the Annual Employee Notice. Forms will be provided in the Human Resources Department and/or your department or division office.

Additional information regarding employment, benefits, or other human resource areas can be found at the website for the Human Resources Department, which is located at <http://www.deltacollege.edu/department/human-resources>. If you have any questions regarding the materials included in this packet, please contact the Human Resources Department at (209) 954-5056.

BOARD OF TRUSTEES

<http://www.deltacollege.edu/board-trustees/board-trustees-members>

	Members	Office and/or Business
	<p>VACANT President of the Board</p>	
	<p>MR. STEVE CASTELLANOS, FAIA Vice President of the Board 8115 Highway 26 Valley Springs, CA 95252 Area 5, Northern District</p>	<p>Phone: (209) 481-9678 Fax: (209) 462-8308 Email: scastellanos@deltacollege.edu</p>
	<p>DR. TERESA BROWN Clerk of the Board 86 Belize Court Tracy, CA 95377 Area 6, Tracy</p>	<p>Phone: (209) 597-1868 Email: tbrown@deltacollege.edu</p>
	<p>MR. CARLOS HUERTA 6802 Brook Falls Circle Stockton, CA 95219 Area 2, Central Stockton</p>	<p>Phone: (209) 915-4377 Email: chuerta@deltacollege.edu</p>
	<p>CATHERINE MATHIS, M.D. 2429 Finchwood Landing Lane Manteca, CA 95337 Area 7, Manteca-Escalon</p>	<p>Phone: (310) 955-7637 Email: cmathis@deltacollege.edu</p>
	<p>MS. JANET RIVERA 7306 Woodside Drive Stockton, CA 95207 Area 3, North Stockton</p>	<p>Phone: (209) 401-9903 Email: jrivera@deltacollege.edu</p>

	<p>MS. C. JENNET STEBBINS 1311 S. Center Street Stockton, CA 95206 Area 1, South Stockton</p>	<p>Phone: (209) 943-0444 Email: jstebbins@deltacollege.edu</p>
	<p>MARSHA FERNANDO Student Representative Email: asdcstudenttrustee@deltacollege.edu</p>	<p>Student Activities Office Phone: (209) 954-5100 Student Government Office Phone: (209) 954-5484</p>
	<p>DR. KATHY HART Superintendent/President San Joaquin Delta College 5151 Pacific Avenue Stockton, CA 95207</p>	<p>Phone: (209) 954-5018 Email: khart@deltacollege.edu</p>

ASSEMBLY BILL, ADMINISTRATIVE AND BOARD POLICIES

AMERICANS WITH DISABILITIES POLICY STATEMENT (BP 3410)

Delta College is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") of 1990 as amended and applicable state laws. It is District policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without reasonable accommodation. Consistent with this policy of nondiscrimination, the District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA or applicable state law, who has made the District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the District or conflict with applicable state law.

Additionally, Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of handicap in any program or activity which receives Federal financial assistance in all aspects of employment against handicapped persons who, with reasonable accommodation, can perform the essential functions of a job.

For more information regarding District Policies and Procedures relating to the above topic, please contact Suzanne Franco, Benefits and Leave Analyst, in the Human Resources Department at (209) 954-5016.

DISTRICT MISSION STATEMENT (BP 1200)

Delta College serves the needs of students and the District community by providing excellent post-secondary education to the associate degree level, general education and preparation for transfer to other post-secondary institutions, career and technical education, economic development, and the development of intellectual autonomy. To achieve this objective, the faculty and staff commit themselves to offering high quality instructional programs, student services, and efforts to enhance the public good.

DISTRICT PHILOSOPHY STATEMENT (BP 1300)

Delta College is committed to serving the higher educational needs of residents of the college District and service areas. Residents of other community college Districts and service areas, and residents of other states and countries may also enroll in District programs.

Believing that democracy itself is based on a recognition of the worth of the individual, that significant numbers of adults of all ages have both the desire and the capacity to

benefit from instruction, that free individuals have the right to change their vocations, and that excellence in any field is not a function of the social or financial status of that particular field, Delta College is committed to these concepts:

1. Providing leadership, direction, and coordination in the development, implementation, and operation of educational programs or services that will efficiently meet the needs of all students enrolled in the District.
- 2 Implementing a communication system that provides for an open flow of information between the District and the people it serves.

It is the responsibility of Delta College to assure compliance with state and federal laws as they apply to community colleges.

DISTRICT VISION STATEMENT (BP 1201)

The faculty, staff, and students of Delta College envision a community of lifelong learners, passionately pursuing and achieving ever-higher educational goals, and fully appreciating the diverse and dynamic world around them. In fulfilling its mission and vision, Delta College acts upon the following principles:

1. The Board of Trustees, faculty, staff, and students believe excellence requires:
 - Open and honest communication;
 - Commitment to high academic standards;
 - Respect for intellectual and ideological diversity;
 - Appreciation of historical perspective;
 - Appropriate application of advancing technologies;
 - Investment in career and technical education, and economic and workforce development;
 - A vital connection to the arts;
 - Celebrating and embracing the cultural diversity of the community; and,
 - Opportunities for physical development and competitive athletics.
2. Institutional renewal includes continuous improvement through:
 - Evidence-based institutional research concerning student access, retention, success;
 - Effective methods of developing and revising educational programs and services;
 - The study and application of effective methods of teaching and learning;
 - Commitment to clear outcomes and effective assessment to enhance student performance;
 - The enhancement of appropriate student-centered support services;
 - The effective application of technologies; and,
 - The continual professional development of all faculty and staff.
3. Success and equity at the post-secondary level may require appropriate developmental instruction as well as instruction in English as a second language, through an institutionally-integrated developmental education program that leads directly toward completion of a degree, certificate, and/or to transfer to another post-secondary institution, or viable employment.
4. Appropriate education resources are available to all qualified students.

5. Delta College commits to encouraging good citizenship, responsible leadership, and wise stewardship of resources through ethical leadership, and respect for education as a lifelong endeavor.

**NON-DISCRIMINATION AND HARASSMENT PREVENTION POLICY
(BP/AP 3410; BP/AP 3430)**

Delta College is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Delta College expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

It is the policy of Delta College to provide for all students and employees an educational environment and workplace free from sexual harassment. Therefore, the District expressly forbids sexual harassment of its students and employees by faculty, managers, supervisors, employees, vendors, other students or members of the general public. Where evidence of harassment is found, appropriate personnel or student disciplinary action shall be taken in accordance with Board Policy and state and federal statutes.

Administrators, faculty members, other District employees, and students should direct all complaints of unlawful discrimination or harassment to the Vice President of Human Resources & Risk Management.

Sexual Harassment means:

1. Unwelcome sexual advances.
2. Requests for sexual favors.
3. Other verbal, visual, or physical conduct of a sexual nature, under any of the following conditions:
 - a. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress;
 - b. Submission to or rejection of the conduct is used as the basis of employment or an academic decision affecting the individual;
 - c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance;
 - d. The conduct creates an intimidating, hostile, or offensive work or education environment.

Sexual Harassment includes, but is not limited to, the following:

1. Making unsolicited written, verbal, physical, and/or visual contact with sexual overtones. Examples: suggestive or obscene letters or notes; display of sexually suggestive objects or pictures; leering; fondling; derogatory comments of a sexual nature, etc.
2. Continuing to express sexual interest after being informed it is unwelcome.
3. Making or threatening to make reprisals following a negative response to a sexual overture. *Examples:* implying a grade depends upon acceptance; suggesting a poor performance evaluation will result.
4. Offering favors or benefits. Examples: higher grade in exchange for sexual favors; support for a promotion; reclassification; or favorable evaluation.
5. Explicit or implicit coercive sexual favor used to control, influence, and/or affect the

environment of an employee or student.

Early reporting and intervention are the most effective methods of resolving actual or perceived incidents of harassment. Therefore, Delta College strongly urges the prompt reporting of complaints or concerns so that timely and constructive action can be taken. Delta College will make every effort to stop alleged harassment, but can only do so with the cooperation of its staff/employees.

Delta College prohibits and will not tolerate any such discrimination or harassment. Appropriate disciplinary action shall be taken against any employee willfully violating this policy.

All academic and classified management employees will receive a two-hour sexual harassment prevention training session every two years as required by California State Law AB1825 and AB2053.

Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...”

In addition to protections under Title VII of the Civil Rights Act and various state laws, Title IX protects students, faculty, and staff from discrimination, including sexual harassment.

NON-SMOKING POLICY (BP 3570)

Delta College is a tobacco free campus. In respect to the health of our co-workers, students, the public and ourselves, smoking and the use of tobacco products are prohibited on all college property except college parking lots. Smoking is also prohibited in college vehicles, whether located on campus or not, and at college or District-sponsored events. Walkways, sidewalks, and grassy areas leading from parking lots toward or within the campus are also no smoking areas. Disposal of cigarette butts, pipe tobacco, or other tobacco products or remnants anywhere on campus, including parking lots, is considered littering and will not be tolerated.

Employees may obtain information on smoking cessation programs through the Human Resources Department. Employees who violate this policy are subject to corrective disciplinary action.

SHARED GOVERNANCE (AB 1725)

Delta College, both separately and as a part of the California Community Colleges system, operates in a climate of participatory governance, where the decision-making of the college is performed collaboratively, with input from the various constituencies which make up the college. As the Chief Executive Officer for the District, the Superintendent/President is ultimately responsible to the Board of Trustees for the administration of the District. The Superintendent/President makes recommendations to

the publicly elected Board of Trustees for decisions after input and review by ad hoc and standing committees composed of administrators, academic senate representatives, classified senate representatives, confidential employees, representatives of employee unions, student government, and public members. In certain academic areas, the California Legislature has empowered the Academic Senate with the responsibility for providing direction and determining policy regarding selection of faculty, development and approval of curriculum, determination of tenure, and in a limited number of other academic areas.

This collegial, consultative team approach takes advantage of a broad range of perspectives, and provides an opportunity for all parties to be a part of the guidance and decision-making at Delta College. Employees are encouraged to be a part of the decision-making process and governance process by volunteering for membership on committees, attending and participating in constituency group activities, and providing your input to make Delta College great.

NOTIFICATIONS, PROCEDURES AND DISTRICT STATEMENTS

ASBESTOS NOTIFICATION

Annual written notification of the presence of asbestos-containing construction materials is being provided to all employees of Delta College as required by the California Occupational Safety and Health Administration. This legislation requires an employer notify employees of the presence of asbestos containing construction materials (ACCM) in any buildings and the methods used to control and contain these materials to prevent employee exposure. Copies of this legislation are available in the Office of Environmental, Health & Safety (EH&S).

Like a number of buildings dating to the late 1970's, the campus of Delta College includes a number of facilities built with asbestos-containing materials. At Delta College, asbestos was used in spray-applied fireproofing, sheetrock joint compound, and texture materials, interior/exterior stuccos (plaster), acoustical ceilings, flooring; tile and sheet flooring, cementations materials; fume hoods, booths and pipes, roofing; felts and mastics.

The mere presence of asbestos in a building does not necessarily mean that the health of the occupants is endangered. Exposure to airborne asbestos fibers can cause asbestosis and other asbestos-related diseases. Exposure is unlikely as long as the material remains in good condition and is not disturbed by building maintenance, repair, renovation or any other act that may release fibers into the air.

Accordingly, it is imperative not to: cut into, drill into, nail, or pin anything onto, sand, move, bump or rub against or otherwise disturb any asbestos-containing materials. If you should discover any damaged asbestos-containing material, do not touch it - do not attempt to clean it up. Contact your supervisor immediately and report the situation.

Delta College's asbestos management program is designed to make it possible for building occupants to safely coexist with asbestos-containing building materials. Only properly trained and equipped employees are allowed to disturb asbestos-containing construction materials. Asbestos-related work is required to be conducted in accordance with Delta College's Operations and Maintenance Program for asbestos.

To help in the prevention of unnecessary disturbance of asbestos, it is important to not disturb any building materials at Delta College. Employees should notify the Office of Environmental, Health & Safety (EH&S) if they observe materials that they suspect contain asbestos and which are not properly maintained.

If you need more information regarding asbestos or wish to review records including; Delta's asbestos management program, survey reports or air monitoring results, you may contact the Office of Environmental, Health & Safety at (209) 954-5835.

DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURES

If you believe you have been discriminated against illegally, you may file a complaint with the Human Resources Department, Administration Building, Room 202, at (209) 954-5059, or contact one of the following agencies listed below:

1. Equal Employment Opportunity Commission at 1-800-669-4000.
2. California Department of Fair Employment and Housing at 1-800-884-1684.
3. For Title IX complaints, contact:
 - Title IX Coordinator – Jennifer Boland, Human Resources Manager (209) 954-5048
 - Title IX Co-coordinator for Athletics - Dr. Daryl Arroyo, Division Dean (209) 954-5176
 - Title IX Co-coordinator for Student Life – Dr. Lisa Cooper-Wilkins, Assistant Superintendent/VP of Student Services (209) 954-5632

Please refer to the following District policies regarding non-discrimination and harassment: BP3410, AP3410, AP3430, AP3435, AP3435.1. Link to District Policies and Procedures: <http://www.deltacollege.edu/shared-governance/policies-procedures>

Title IX Policy information: <https://www.deltacollege.edu/dept/hr/titleIX/index.html>

DISTRICT DIVERSITY STATEMENT

Delta College provides access to a broad spectrum of quality educational opportunities and life experiences. The college values diversity as an enhancement of those experiences, in its classrooms, administrative offices, and board rooms. We are committed to policies that promote fairness and inclusion for all in the life of the District. As a reflection of the District's commitment, Delta College strives to promote fairness and inclusion in its own policies and practices and urges its staff to make these qualities a major emphasis of their mission.

Delta College strongly endorses the continued use of admissions policies and employment practices that promote broad diversity in community colleges. The students we educate will help provide tomorrow's leaders, and their college experience must demonstrate the richness and substance of our diverse, multi-cultural and global environment. The college environment should promote understanding and appreciation of others, while encouraging students to grow as individuals.

In accordance with this philosophy, the District will continue to evaluate its hiring, admissions and financial aid policies to ensure diversity and equal access within our institution, and ensure that the results of these evaluations conform to the concept of open access - the cornerstone of our mission.

Delta College believes that diversity in education is crucial to a democratic society. The District is in effect, a microcosm of our greater society. As such, we should encourage and enhance the fullest understanding of human rights and responsibilities and should teach the skills that allow our students to effectively participate in a democratic society.

The District should be responsible for shaping an environment that mirrors the general culture and creates opportunities for all within the college community to interact with understanding, tolerance, and respect for others.

EMERGENCY EVACUATION PROCEDURES

An emergency situation could occur at any moment and cause panic and confusion. A well-coordinated effort among those affected by the emergency can prevent the spread of chaos and facilitate an eventual return to a peaceful existence.

A coordinated effort by the entire campus community will be necessary if a major disaster occurs on the campus. Buildings may need to be evacuated and must be done so in a safe and orderly manner. In case of a region-impacting event, it may be necessary to stay on campus for a period of time. It is also feasible that large numbers of students, employees, families from the surrounding community may assemble on campus and require information, food, and shelter.

Evacuation Procedures and Maps

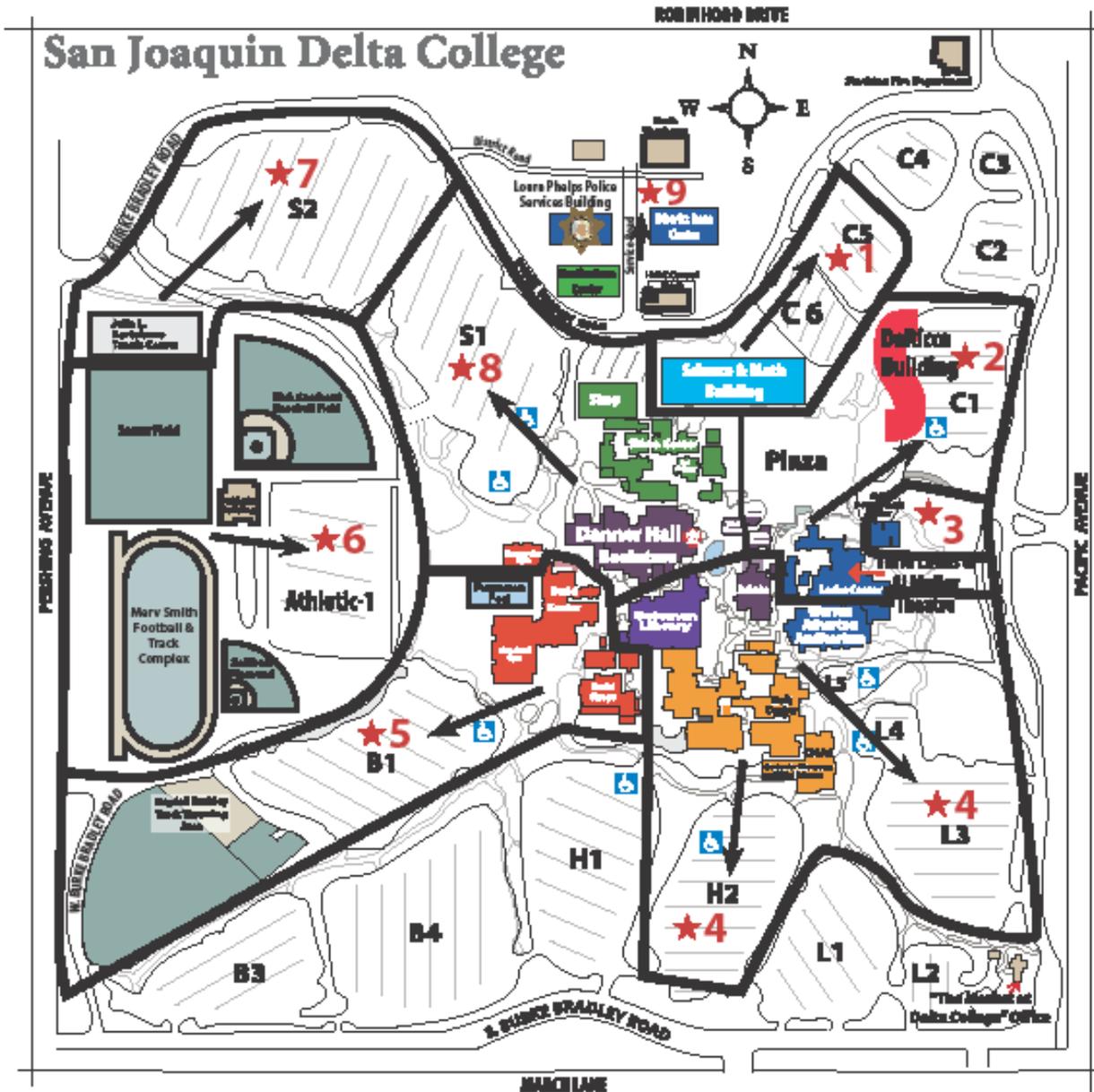
- Please review the Emergency Evacuation Assembly Areas Map that is located in every classroom and/or office.
- Be aware of fire alarm pull stations and fire extinguishers in your work area.
- Be aware of all exits and stairwells in your area and building.
- When a building's audible fire alarm is activated or when you are ordered to leave by the District Police or college staff, walk quickly to the nearest exit or stairwell and ask others to do the same.
- Make sure all students have evacuated the classroom and labs.
- Assist the disabled in exiting the building if safe to do so or unless otherwise directed.
- To the best of your ability, and without re-entering the building, assist District Police and college staff in their attempt to determine that everyone has evacuated.
- Once outside, proceed to your building's designated Region Evacuation Assembly Area. Information command posts will be set up at these sites.
- All Region Evacuation Assembly Areas are located in designated parking lots.
- Keep walkways clear for emergency vehicles.
- **Do not return to a building until told to do so.**

NOTE: Call 954-5000, ext. #5000 from any campus phone, or use an emergency blue phone to report all emergencies on campus. Do not call 9-1-1 from your cell phone. Your call will go to CHP or to the Stockton Police Department and your call will be transferred to District Police. This will cause a delay in an emergency response by District Police.

Public employees are designated as "Disaster Service Workers" and are subject to service assigned to them by their supervisors or by law. Should a disaster strike during work hours, all employees will remain at their assignment unless officially released by the Superintendent/President or his/her designee. - Government Code, Chapter 8, Section 3100: <http://law.justia.com/california/codes/gov/3100-3109.html>



San Joaquin Delta College Emergency Evacuation Assembly Areas ★



San Joaquin Delta College
SOUTH CAMPUS AT MOUNTAIN HOUSE
Emergency Evacuation Assembly Area

The map shows the layout of the South Campus at Mountain House. College Drive runs along the top and left sides, while Campus Way runs along the right side. Buildings are numbered 101-106, 201-204, 301-305, 303A, 401-408. Key locations include the Administration building, Library, and Campus Police. A red star marks the Region Evacuation Assembly Area near a parking area (P) and a bus stop. A legend at the bottom identifies symbols for Restrooms, Parking, Handicap Path, Bus Stop, Pedestrian Path, Campus Police, Emergency Phone, and Fire Pull Station/Fire Extinguisher. Spill Kits (SK) are also indicated.

★ Region Evacuation Assembly Area

If a building must evacuate outdoors during an emergency, occupants will gather in the region evacuation assembly area. An information command post will be set up at this site.

Campus Police 954-5000

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Delta College, where employment is based upon personal capabilities and qualifications.

It is the policy of Delta College to ensure equal employment opportunity and to make employment decisions without regard to race, color, national origin, religion, religious creed, ancestry, sex, age, disability, pregnancy, child birth or related medical conditions, medical condition as defined by state law, military service, citizenship, marital status, sexual orientation, gender identity, or any other characteristic protected by federal, state or local law.

Title VII of the Civil Rights Act of 1964, as amended prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment on the basis of race, color, religion, sex, or national origin. These provisions cover applicants and employees of public educational institutions, employment agencies, and labor unions.

In addition to Title VII protections, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The Age Discrimination Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment.

The principles of equal employment opportunities apply to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. When necessary, we will reasonably accommodate employees and applicants with disabilities and with religious requirements necessitating accommodation. The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Human Resources Department located in the Administration Building, Room 202.

MISCELLANEOUS INFORMATION



SAN JOAQUIN DELTA COLLEGE ATHLETICS *Home of the Mustangs*

August 1, 2018

TO: San Joaquin Delta College Faculty, Managers and Staff

FROM: Tony Espinoza, Interim Athletic Director

SUBJECT: **2018-2019 Home Athletic Events**

On behalf of Dr. Kathleen Hart and the Athletics Department, we would like to welcome you back and wish you the very best for this coming 2018-2019 school year. Delta College Athletics had an outstanding 2017-18 season with a State Baseball Championship, State Diver in the 1m and 3m boards and a State Champion Discus Thrower. Out of 20 sport teams, 14 advanced to post conference play. Delta College Athletics also received 3rd Place in the National Alliance of Two Year College Athletic Administrators (NATYCAA) Cup. A very difficult honor to receive.

We are very excited for the upcoming season and hope that you will join us at our home athletic games. Please check-in at the ticket gate and provide us with a picture ID and we will admit you and your family **free**. Unfortunately, this does not include tournaments, playoffs, state championships, or other special athletic events. You can find our athletic schedules on our website deltacollegeathletics.com.

If you have any questions regarding our athletic events, please contact the Athletics Office at 954-5194.

Catch the Mustang Spirit!

EMPLOYEE BENEFITS INFORMATION

COMPANY LISTINGS AND PHONE CONTACT INFORMATION FOR DISTRICT INSURANCE PROVIDERS

Health and Welfare Benefits

PLAN ADMINISTRATOR

- ◆ California's Valued Trust 1-800-288-9870 www.cvtrust.org
<https://mycvt.cvtrust.org>

MEDICAL

- ◆ Anthem Blue Cross 1-800-234-4333 www.anthem.com/ca/cvt
- ◆ Kaiser Member Service Center 1-800-464-4000 www.kp.org

DENTAL

- ◆ Delta Dental 1-866-499-3001 www.deltadentalins.com

VISION

- ◆ Vision Service Plan (VSP) 1-800-877-7195 www.vsp.com

PHARMACY

- ◆ Caremark 1-888-354-6390 www.caremark.com

EMPLOYEE ASSISTANCE PROGRAM

- ◆ Beacon Health Solutions 1-877-397-1032 www.achievesolutions.net/cvt

- It is always a good idea to obtain the name and phone number of the person with whom you spoke. If your concern was not handled to your satisfaction, please contact California's Valued Trust who can deal directly with the carrier.

Retirement

- ◆ CalPERS 1-888-225-7377 www.calpers.ca.gov
- ◆ CalSTRS 1-800-228-5453 www.calstrs.com
- ◆ The TDS Group 1-866-446-1072 403(b)
- ◆ MassMutual Financial Group 1-888-811-4839 457

District contact: Suzanne Franco, Benefits and Leave Analyst, at (209) 954-5016
or sfranco@deltacollege.edu



HUMAN RESOURCES DEPARTMENT

EMPLOYEE/DEPENDENT ENROLLMENT FEE WAIVER

This Waiver CANNOT be applied to Community Education Classes

DATE: _____ **NAME OF EMPLOYEE:** _____

WAIVER REQUESTED FOR SEMESTER/YEAR: _____

This form should be completed every Fall semester if necessary to cover Fall, Spring, and Summer sessions

FEE WAIVER REQUESTED FOR:

Employee: _____ Delta ID or SSN: _____
(Required)

Signed: (Employee) _____

~ OR ~

Dependent: _____ Delta ID or SSN: _____
(Required)

Relationship to employee: _____
(Required)

I certify that the dependent applying for this enrollment fee waiver is declared by me to the Internal Revenue Service on my income tax return.*

Signed: (Employee) _____ Date: _____

**Submit completed form to the Human Resources Department,
Administration Building, Room 202.**

*** PROOF OF DEPENDENT STATUS MUST BE PROVIDED WITH THIS WAIVER APPLICATION.**

(Human Resources Department Use Only)

Employee/Dependent is eligible for the Enrollment Fee Waiver.

Waiver Authorization _____ Date: _____
(Human Resources Department Designee)

Human Resources will forward the authorized form to Admissions & Records for processing.

FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act (FMLA), Pregnancy Disability Leave (PDL) and the California Family Rights Act (CFRA) provides eligible employees with unpaid leave for certain family and medical reasons during a 12-month period. The 12-month calculation period shall be a fixed period beginning with the District's fiscal year and ending at the close of the fiscal year (July 1 – June 30). During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position. This Notice summarizes your rights and responsibilities under these laws.

Employee Eligibility Leave Criteria

If you have at least 12 months of District service and you have worked at least 1,250 hours during the 12 months prior to the requested leave, you are eligible for family medical leave. Pregnancy Disability Leave is not based on length of service or on the number of hours worked.

Purpose of Leave

You may use family medical leave for your own serious health condition, for the serious health condition of your spouse, child, or parent, or to care for your child after birth or placement by adoption or foster care. Under the CFRA leave, individuals would include the serious health condition of a domestic partner and children of a domestic partnership. You may use Pregnancy Disability Leave for periods of disability caused by pregnancy, childbirth, or related medical conditions.

Length of Leave

Family Medical Leave Act and California Family Rights Act grant employees up to 12 workweeks per 12-month period. The 12-month calculation period shall be a fixed period beginning with the District's fiscal year and ending at the close of the fiscal year (July 1 – June 30). For pregnancy disability, an employee is granted up to 17-1/3 workweeks of leave while disabled by pregnancy, childbirth and related medical conditions. An employee may take leave continuously, intermittently, or as a reduced work schedule, if medically necessary and in accordance with applicable leave regulations.

Federal and State mandated leaves run concurrently when permitted.

Pay

Eligible employees are required to use sick leave while using FMLA, CFRA and PDL. Once you have exhausted your accrued sick leave balances, an employee may be eligible for 50% pay through supplemental sick leave benefits and/or parental leave benefits.

Advance Notice

Thirty (30) days advanced notice is required if your need for leave is foreseeable. For events that are unforeseeable, you must notify your supervisor and Human Resources as soon as possible. Failure to comply with these notice rules may result in deferral of the requested leave until you comply with the notice rules.

Medical Certification

Written certification from a health care provider is required for either your own

serious health condition, pregnancy, or the serious health condition of your family member. Failure to provide certification within 15 calendar days may result in delay or denial of leave until the certification has been provided.

Recertification of the serious health condition may be required under certain circumstances, as described in federal and state law.

A "health care provider" is defined as a doctor of medicine or osteopathy, podiatrist, dentist, chiropractor, clinical psychologist, optometrist, nurse practitioner, or nurse-midwife who is authorized to practice by the State and performing within the scope of their practice as defined by State law, or a Christian Science practitioner.

Health Benefits

Coverage under your group medical, dental, and vision plans will continue while on an approved federal or state leave.

Reinstatement

You will be reinstated to your same or comparable position notwithstanding layoffs, etc. You may be required to provide a Return to Work Certification from your health care provider prior to returning to work. Human Resources must approve any work restrictions (temporary or permanent) prior to returning to work. An employee released to work with restrictions will be required to be evaluated by their health care provider before the period lapses for those restrictions and a new return to work certificate must be submitted.

403(b) AND 457(b) DEFINED CONTRIBUTION PLANS

As an employee of Delta College, we are pleased to inform you that you are eligible to participate in our 403(b) retirement plan. Our 403(b) plan allows you to contribute pre-tax dollars into an investment provider of your choice. Participation in the plan not only helps you prepare for a more financially secure future, it provides significant tax advantages today.

2018 Basic Deferral Limit -- \$18,500.00

Additional Age-Related Annual Catch-Up Amount -- \$6,000.00 (Employees 50 years or older)

Additional 402(G) "Lifetime" Contribution Limit -- Additional Amount Varies*

**Advisor counseling may be beneficial.*

For additional information about 403(b) vendors and the products they offer, please visit www.403bcompare.com.

HUMAN RESOURCES AND PAYROLL FORMS

A wide variety of information and forms may be accessed through the Human Resources web pages. On this page you will see links for the following:

1. Collective Bargaining Agreements <https://www.deltacollege.edu/dept/hr/contracts.html>
2. Faculty Minimum Qualifications <https://www.deltacollege.edu/dept/hr/JobApplications.html>
3. Job Descriptions <http://agency.governmentjobs.com/deltacollege/default.cfm?action=agencyspecs>
4. Human Resources Forms <https://docushare.deltacollege.edu/dsweb/View/Collection-2176>
5. Payroll Forms <https://docushare.deltacollege.edu/dsweb/View/Collection-1871>
6. Access using ESS https://www.deltacollege.edu/dept/hr/emp_self_service.html
 - a. DE-4 State Withholding Form
 - b. Direct Deposit Form
 - c. Federal Withholding Form W-4
7. Salary Schedules <https://www.deltacollege.edu/dept/hr/SalarySchs.html>

LINK TO DISTRICT POLICIES/PROCEDURES:

<http://www.deltacollege.edu/shared-governance/policies-procedures>

PARKING DECAL

Each contract and adjunct employee will be issued one parking decal at the beginning of each academic year. You must print out the “**ACKNOWLEDGMENT FORM – RECEIPT FOR 2018-19 ANNUAL NOTICE**” (last page of the Annual Employee Notice) and submit to your department/division to receive your parking decal.

WORKERS’ COMPENSATION AND COMPANY NURSE

Effective December 1, 2015, the District was pleased to offer *Company Nurse*, a nurse triage hotline for all employees, 24 hours per day, 7 days per week, responding to workplace injuries on the day of injury.

Company Nurse provides medical expertise at the point of injury so injured employees are channeled to the most appropriate and cost-effective level of care; i.e., self-care, injury clinic, or emergency room. By addressing the case when it first occurs, *Company Nurse* is able to provide quick and accurate care/treatment evaluation, often preventing a minor injury from becoming an expensive claim.

If you experience a work-related injury or illness, *Company Nurse* should be the first call the injured employee makes at **1-877-518-6702**. Please provide access code: **QS146**.

WORKERS’ COMPENSATION AND MEDICAL PROVIDER NETWORK

In order to help reduce costs without compromising the care received by our employees, the District has implemented a Medical Provider Network (MPN) for all work-related injuries. This MPN is called “PRIME Advantage Medical Provider Network” and can be accessed through: <http://www.keenan.com/resources/provider-locator-tools/>

Unless you pre-designate a physician or medical group, work injuries arising on or after August 1, 2012 will be treated by providers in the PRIME Advantage Medical Provider Network.

If you have an existing workers’ compensation injury, you may be required to change to a provider in the MPN. Please check with your claims adjuster if you are uncertain about your treating physician or medical group.

CALENDARS AND EMPLOYEE SELF SERVICE (ESS)

2018 - 2019 San Joaquin Delta College Academic Calendar

MONTH	DAYS	STATE SCHOOL HOLIDAYS	STUDENT HOLIDAYS DECLARED BY BOARD OF TRUSTEES	INSTRUCTIONAL DAYS
August	1 - 31	-0-	-0-	5
September	1 - 30	3 - Labor Day	-0-	19
October	1 - 31	-0-	-0-	23
November	1 - 30	12 - Veterans Day Observance 22 - Thanksgiving Day	23	19
December	1 - 31	25 - Christmas Day	-0-	15
January	1 - 31	1 - New Year's Day 21 - Dr. Martin L. King, Jr. Day	-0-	13
February	1 - 28	15 - Lincoln Day Observance 18 - Washington Day Observance	-0-	18
March	1 - 31	-0-	25, 26, 27, 28, 29, 30	16
April	1 - 30	1 - Cesar Chavez Day Observance	-0-	21
May	1 - 31	27 - Memorial Day	-0-	14
Total Instructional Days:				163

Opening of Year: August 15, 2018

Fall Semester: August 27 - December 21, 2018 - 81 Instructional Days

Spring Semester: January 14 - May 23, 2019 - 82 Instructional Days

Closing of Year: May 23, 2019

Commencement: May 23, 2019

**2018 – 2019
San Joaquin Delta College
Student Calendar**

FALL SEMESTER (81 days)

August 27, 2018 - December 21, 2018

Student Holidays

September 3, 2018
November 12, 22, 23, & 24, 2018

SPRING SEMESTER (82 days)

January 14, 2018 - May 22, 2019

Student Holidays

January 21, 2019
February 15, 16, & 18, 2019
March 25 – 30, 2019
April 1, 2019

COMMENCEMENT: MAY 23, 2019

**2018 - 2019
Regular, Contract and Adjunct Faculty Calendar**

FALL SEMESTER (89 days)

August 15, 2018 - December 21, 2018

Variable District Flex Days

August 15 16, 17, 20, 21, & 22, 2018

**Mandatory District Flex Days
(Optional for adjunct faculty)**

August 23 & 24, 2018

Non-Duty Days

September 3, 2018
November 12, 22, 23, & 24, 2018

SPRING SEMESTER (88.5 days)

January 14, 2019 - May 23, 2019

Variable District Flex Days

January 8, 9, & 10, 2019
May 13 & 14, 2019

**Mandatory District Flex Days
(Optional for adjunct faculty)**

January 11, 2019

Non-Duty Days

January 21, 2019
February 15, 16, & 18, 2019
March 25 - 30, 2019 April 1, 2019

COMMENCEMENT: MAY 23, 2019

Full-time faculty on a calendar that includes Wednesday, May 22, 2019, will attend commencement on Thursday, May 23, 2019

**2018 - 2019
DISTRICT HOLIDAYS – Offices Closed**

July 4, 2018 - Independence Day	December 31, 2018 - New Year's Eve Day
September 3, 2018 - Labor Day	January 1, 2019 - New Year's Day
November 12, 2018 - Veterans Day Observance	January 21, 2019 - Dr. Martin Luther King, Jr. Day
November 22, 2018 - Thanksgiving Day	February 15, 2019 - Lincoln Day Observance
November 23, 2018 - Day After Thanksgiving	February 18, 2019 - Washington Day Observance
December 24, 2018 - Christmas Eve Day Observance	March 29, 2019 - Spring Vacation Day
December 25, 2018 - Christmas Day	April 1, 2019 - Cesar Chavez Day Observance
December 26, 2018 - Day After Christmas	May 27, 2019 - Memorial Day
In addition to the above holidays, all District offices will be closed December 27 & 28, 2018	

San Joaquin Delta College

2018-2019 ACADEMIC CALENDAR

FALL 2018: August 15 - December 21, 2018

SPRING 2019: January 8 - May 23, 2019

AUG.

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JAN.

S	M	T	W	TH	F	S
			2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPT.

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FEB.

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

OCT.

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAR.

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOV.

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL

S	M	T	W	TH	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DEC.

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

New Faculty Orientation August 15, 16, 17, 2018

Commencement - May 23, 2019

Mandatory District Flex Day
No Classes for Students

Non Instructional Day

Instructional Day

Variable Flex Day
No Classes for Students

District Holiday

Final Exams

	M	T	W	TH	F	Total
Fall 18	15	17	17	16	18	81
Spring 19	14	17	18	17	16	82
						163

163 Instructional Days
3 Mandatory District Flex Days
11 Variable Flex Days
0.5 Commencement

177.5 Total Days



2018-19 PAYROLL DATES

REGULAR PAYROLL	SUPPLEMENTAL PAYROLL
JULY 31, 2018	AUGUST 10, 2018
AUGUST 31, 2018	SEPTEMBER 10, 2018
SEPTEMBER 28, 2018	OCTOBER 10, 2018
OCTOBER 31, 2018	NOVEMBER 09, 2018
NOVEMBER 30, 2018	DECEMBER 10, 2018
DECEMBER 21, 2018	JANUARY 10, 2019
JANUARY 31, 2019	FEBRUARY 08, 2019
FEBRUARY 28, 2019	MARCH 08, 2019
MARCH 28, 2019	APRIL 10, 2019
APRIL 30, 2019	MAY 10, 2019
MAY 31, 2019	JUNE 10, 2019
JUNE 28, 2019	JULY 10, 2019
	JULY 17, 2019 Close of the fiscal year

The regular faculty and the 10 month classified employees' first check will be issued on August 31, 2018 and their last check will be issued on May 31, 2019. All approved hourly and overload employment will be paid on Supplemental Payroll. Please note all payroll changes (tax withholdings, deductions to Provident credit union, tax shelter annuity, deferred compensation deduction, dues membership deductions & scholarship deductions) submitted by employees, must be received in Administration Building, Room 201 by the 15th of the month to take effect for the ensuing payroll.



PAYROLL CALENDAR 2018-2019

ALL CONTRACT/REGULAR FACULTY, MANAGEMENT & CLASSIFIED EMPLOYEES (END OF THE MONTH)

Employee changes received after the deadline will be processed on the following pay period.

MONTH	PAY PERIOD BEGIN & END DATES	MISC. DEDUCTIONS ADD/CHANGE DEADLINE DUE IN ESS & PAYROLL 5:00PM	LEAVE ACCTING. REPORTS (EXCEPTION) DUE IN PAYROLL 5:00PM	MANAGER'S FINAL (ESS) APPROVAL DEADLINE 5:00 P.M.	PAYDAY	CAMPUS CLOSURES HOLIDAYS
JULY	7/1 - 7/31	07/13/2018	Friday--7/13	07/17/2018	07/31/2018	7/4
AUGUST	8/1 - 8/31	08/15/2018	Tuesday--8/14	08/17/2018	08/31/2018	
SEPTEMBER	9/1 - 9/30	09/14/2018	Tuesday--9/18	09/18/2018	09/28/2018	9/3
OCTOBER	10/1 - 10/31	10/15/2018	Tuesday--10/16	10/12/2018	10/31/2018	
NOVEMBER	11/1 - 11/30	11/15/2018	Tuesday--11/13	11/15/2018	11/30/2018	11/12,11/22,11/23
DECEMBER	12/1 - 12/31	12/07/2018	Tuesday--12/4	12/07/2018	12/21/2018	12/24,12/25,12/26,12/31
JANUARY	1/1 - 1/31	01/15/2019	Tuesday--1/15	01/18/2019	01/31/2019	1/1, 1/21
FEBRUARY	2/1 - 2/28	02/14/2019	Tuesday--2/12	02/14/2019	02/28/2019	2/15, 2/18
MARCH	3/1 - 3/31	03/15/2019	Tuesday--3/19	03/15/2019	03/28/2019	3/29
APRIL	4/1 - 4/30	04/15/2019	Tuesday--4/16	04/19/2019	04/30/2019	4/1
MAY	5/1 - 5/31	05/15/2019	Tuesday--5/14	05/17/2019	05/31/2019	5/27
JUNE	6/1 - 6/30	06/14/2019	Tuesday--6/18	06/18/2019	06/28/2019	

New hires, lateral transfers, promotions, and reclassification start dates will be effective on the first of the month

ALL HOURLY EMPLOYEES & FACULTY OVERLOAD (10THLY PAYROLL)

Employee changes received after the deadline will be processed on the following pay period.

MONTH	PAY PERIOD BEGIN & END DATES	MISC. DEDUCTIONS ADD/CHANGE DEADLINE DUE IN ESS & PAYROLL 5:00PM	TIMECARDS DUE IN PAYROLL 5:00 P.M.	MANAGER'S FINAL (ESS) APPROVAL DEADLINE 5:00 P.M.	PAYDAY	CAMPUS CLOSURES HOLIDAYS
JULY	7/1 - 7/31	07/13/2018	Tuesday 7/31	07/31/2018	08/10/2018	7/4
AUGUST	8/1 - 8/31	08/15/2018	Friday 8/31	08/31/2018	09/10/2018	
SEPTEMBER	9/1 - 9/30	09/14/2018	Friday 9/28	09/28/2018	10/10/2018	9/3
OCTOBER	10/1 - 10/31	10/15/2018	Wednesday 10/31	10/31/2018	11/09/2018	
NOVEMBER	11/1 - 11/30	11/15/2018	Friday 11/30	11/30/2018	12/10/2018	11/12,11/22,11/23
DECEMBER	12/1 - 12/31	12/07/2018	Wednesday 12/19	12/18/2018	01/10/2019	12/24,12/25,12/26,12/31
JANUARY	1/1 - 1/31	01/15/2019	Thursday 1/31	01/31/2019	02/08/2019	1/1, 1/21
FEBRUARY	2/1 - 2/28	02/14/2019	Thursday 2/28	02/28/2019	03/08/2019	2/15, 2/18
MARCH	3/1 - 3/31	03/15/2019	Thursday 3/28	03/29/2019	04/10/2019	3/29
APRIL	4/1 - 4/30	04/15/2019	Tuesday 4/30	04/30/2019	05/10/2019	4/1
MAY	5/1 - 5/31	05/15/2019	Friday 5/31	05/31/2019	06/10/2019	5/27
JUNE	6/1 - 6/30	06/14/2019	Friday 6/28	06/28/2019	07/10/2019	

New hires, lateral transfers, promotions, and reclassification start dates will be effective on the first of the month

REPLACEMENT CHECKS REQUEST: Warrant Replacement Affidavit must be filled out. Visit the Payroll Department in Admin. #201. **PAYROLL QUESTIONS AND INQUIRIES:** Email payroll@deltacollege.edu.



**Payroll Department
2018-19**

Employee/Employer Rate Chart

Rates & Effective Dates for Employee/Employer Rate Changes

Type of Tax	Member Rate (%)	Employer Rate (%)	Maximum Amount	Month of Change	Payroll of Change
Social Security (OASDI)	6.20%	6.20%	\$128,400	January 10	Supplemental
Medicare Additional Medicare Tax	1.45% 0.9%	1.45%	No Max Over \$200,000	January 10	Supplemental
Federal Taxes	Tables			January 10	Supplemental
State Taxes	Tables			January 10	Supplemental
CalPERS (Pre 2013 – Classic) CalPERS (New – PEPPRA) CalPERS Safety – Classic CalPERS Safety - PEPPRA	7.00% 7.00% 9.00% 12.75%	18.062% 18.062% 19.353% 12.965%		July 31	Regular
CalSTRS (Pre 2013 - 2% @ 60) CalSTRS (New – 2% @ 62)	10.25% 10.205%	16.28% 16.28%		July 31	Regular
CalSTRS Reduced Workload (Pre 2013 – 2% @ 60 Only) Rate applies to full-time salary	10.25%	16.28%		July 31	Regular
Unemployment		0.05%		July 10	Supplemental
Local Experience Charge		Misc. %	of Benefit	July 10	Supplemental
Minimum Wage			\$11.00	January 31	Regular
Workers' Compensation		1.787%		July 31	Regular

Effective 07/01/18, the maximum a Retired CalSTRS member may earn is \$45,022. (Employer Directive 2018-01) The maximum hours a CalPERS retiree can work in a fiscal year remains at 960.

PAYROLL DEPARTMENT

EMPLOYEE SELF SERVICE (ESS)

WHAT IS ESS? A web-based application that allows you to privately access your personal and payroll information.



ESS is a convenient, secure, user-friendly resource that you can access on-line 24/7 by clicking on the link.

https://www.deltacollege.edu/dept/hr/emp_self_service.html

You can easily make changes to your address, emergency contacts, and tax withholding information.



Having trouble signing in? Email esssupport@deltacollege.edu

ACKNOWLEDGMENT FORM

RECEIPT FOR 2018-19 ANNUAL EMPLOYEE NOTICE:

My signature below acknowledges that I have reviewed the 2018-19 Annual Employee Notice at the following link: <http://www.deltacollege.edu/departments/human-resources> (Employee Resources).

I acknowledge that if there is any policy or provision in the Annual Employee Notice that I do not understand, I will seek clarification from the Human Resources Department or my supervisor. I understand that this Annual Employee Notice outlines policies and practices in effect on the date of publication, and that nothing contained in the Annual Employee Notice may be construed as creating a promise of future employment or benefits. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time.

I understand this Annual Notice is not intended to supersede or modify any current applicable contracts between the District and its employees' sole and exclusive bargaining units. I also acknowledge that I have received an annual parking permit, and I have indicated the parking permit number below.

Print Name: _____

Division: _____

Parking Permit Number: _____

Employee Signature: _____ Date: _____

EMERGENCY CONTACT INFORMATION

The Human Resources Department implemented Employee Self Service (ESS) in 2015. ESS is a web-based application that allows Delta College employees to privately access selected personal and payroll information. Please click on the following link to access ESS and update your emergency contact information: <http://www.deltacollege.edu/campus-offices/human-resources/employee-self-service>