



**DATE:** February 16, 2024  
**TO:** All Academic Employees  
**FROM:** Tre'Shawn Hall-Baker, Ph.D.  
Dean, Human Resources  
**SUBJECT: Welcome to Spring 2024**

Welcome to the 2023-2024 academic year! We thank you for the great work and contribution to the success of the students at SMC. The information contained in this memorandum is intended to assist you in finding specific services and resources.

Please take this time to update your emergency contact information by visiting: <https://www.smc.edu/stf>

**Please note:** the 2714 Pico Blvd. Administration Building is currently locked. Visits should be scheduled in advance with the appropriate representative.

For your convenience, we have included information in the following categories:

- Human Resources General Contact Information
- Who to Contact?
- Human Resources Staff Directory
- Employment Resources
- Important Dates & Deadlines
- Important District Policies & Procedures
- Board Policies & Administrative Regulations
- Procedures Related to Absences
- Work Schedules & Overtime

Please do not hesitate to contact a Human Resources (“HR”) staff member listed below if you have questions or concerns. The office is located at 2714 Pico Blvd., 2nd Floor, Suite 210.

You may also visit our HR website at <https://www.smc.edu/administration/human-resources/> or the public folders.

HUMAN RESOURCES GENERAL CONTACT INFORMATION	
<b>OFFICE LOCATION</b>	2714 Pico Blvd., 2 <sup>nd</sup> Floor., Santa Monica, California 90405

<b>MAILING ADDRESS</b>	1900 Pico Blvd., Santa Monica, California 90405
<b>PHONE &amp; FAX</b>	Front Desk (310) 434-4415 General Fax (310) 434-4256 Leaves Fax (310) 434-4145
<b>WEBSITE ADDRESS</b>	<a href="https://www.smc.edu/administration/human-resources/">https://www.smc.edu/administration/human-resources/</a>
<b>Questions, Comments, or Suggestions</b>	<a href="mailto:HumanResources@smc.edu">HumanResources@smc.edu</a>
<b>WHO TO CONTACT?</b>	
<b>Don't know who to contact?</b>	H.R. Front Desk <a href="mailto:humanresources@smc.edu">humanresources@smc.edu</a> (310) 434-4415
<b>Employee Benefits including Health Insurance</b>	Alysha DeLuna, Employee Benefits Coordinator <a href="mailto:deluna_alysa@smc.edu">deluna_alysa@smc.edu</a> (310) 434-4523  Lugina Rogers, HR Analyst-Leaves & Benefits <a href="mailto:rogers_lugina@smc.edu">rogers_lugina@smc.edu</a> (310) 434-4060
<b>Retirement</b>	CalPERS (888) 225-7377 CalSTRS (800) 228-5453 NBS (800) 274-0503
<b>Employee personal information changes/updates (i.e., address updates)</b>	<a href="#">Change of Address Form</a> Changes to your emergency contact information may be made online at <a href="https://www.smc.edu/stf">https://www.smc.edu/stf</a>
<b>Leaves of absences, medical/disability related workplace concerns</b>	Lugina Rogers, HR Analyst-Leaves & Benefits <a href="mailto:rogers_lugina@smc.edu">rogers_lugina@smc.edu</a> (310) 434-4060
<b>Sexual Harassment/Title IX Unlawful Discrimination/Sexual Harassment/ Title 5 (employees &amp; students)</b>	Lisa Winter, Assistant Director, HR - Compliance/Title IX <a href="mailto:winter_lisa@smc.edu">winter_lisa@smc.edu</a> (310) 434-4225

<b>Professional Development</b>	Abigail Orosz, Professional Development Coordinator (Temporary) <a href="mailto:profdevelopment@smc.edu">profdevelopment@smc.edu</a>
<b>Hiring of Classified Employees &amp; Merit Rules</b>	Personnel Commission <a href="https://www.smc.edu/administration/human-resources/personnel-commission/">https://www.smc.edu/administration/human-resources/personnel-commission/</a> (310) 434-4410
<b>Work Injury &amp; Ergonomic Assistance: Risk Management Office</b>	Daniel Phillips, Director, Safety and Risk Management <a href="mailto:phillips_daniel@smc.edu">phillips_daniel@smc.edu</a> (310) 434-4318 Glaury Ariass, Insurance Program Specialist <a href="mailto:ariass_glaury@smc.edu">ariass_glaury@smc.edu</a> (310) 434-4102
<b>Questions or concerns for Managers</b>	Sherry Lee-Lewis, Vice-President, Human Resources <a href="mailto:lee-lewis_sherry@smc.edu">lee-lewis_sherry@smc.edu</a> (310) 434-4419  Treshawn Hall-Baker, Ph.D., Dean, Human Resources <a href="mailto:hallbaker_treshawn@smc.edu">hallbaker_treshawn@smc.edu</a> (310) 434-4170  Lisa Winter, Assistant Director-Human Resources - Compliance and Title IX <a href="mailto:winter_lisa@smc.edu">winter_lisa@smc.edu</a> 310-434-4225  Vacant, Assistant Director, Human Resources – Employee and Labor Relations
<b>Complaints</b>	<a href="mailto:h rinquiries@smc.edu">h rinquiries@smc.edu</a>  Unlawful discrimination/harassment, Title IX (sexual misconduct related complaints), and workplace violence/bullying  <a href="https://www.smc.edu/administration/human-resources/complaints-concerns/">https://www.smc.edu/administration/human-resources/complaints-concerns/</a>

<p><b>Payroll Contacts</b></p>	<p>Classified Staff, Classified Managers: Rhonda Robinson (310) 434-4824 Full-time Faculty/Academic Administrators: Faby Hernandez (310) 434-4233 Part-time Faculty: Alvin Ponce (310) 434-4329 Student Workers: Shelly Williams (310) 434-4236 Temporary Employees: Jenia Soufian (310) 434-4992</p>
<p><b>SAFETY, EMERGENCIES OR POLICE ASSISTANCE</b></p>	<p><b>Campus Police (310) 434-4300</b> <b>Non-Emergency calls (310) 434-4608</b> <b>Outside SMC call 911</b> <a href="http://www.smc.edu/college_police">http://www.smc.edu/college_police</a></p>
<p><b>Other departments</b></p>	<p><a href="https://www.smc.edu/directory/index.php">https://www.smc.edu/directory/index.php</a> SMC Switchboard (310) 434-3010</p>

**OFFICE OF HUMAN RESOURCES STAFF**  
**Front Desk Main Line: 310-434-4415**

EMPLOYEE	PHONE / EMAIL
<p><b>Sherri Lee-Lewis</b> Vice President-Human Resources</p>	<p>310-434-4419 <a href="mailto:lee-lewis_sherri@smc.edu">lee-lewis_sherri@smc.edu</a></p>
<p><b>Tre'Shawn Hall-Baker, Ph.D.</b> Dean-Human Resources  Academic recruitment, classified &amp; academic employment, Title IX Deputy, FA contract related questions, FT Faculty &amp; Administrator matters</p>	<p>310-434-4170 <a href="mailto:hallbaker_treshawn@smc.edu">hallbaker_treshawn@smc.edu</a></p>
<p><b>Lisa Winter</b> Assistant Director-Human Resources - Compliance and Title IX  Unlawful Discrimination and Harassment, Title IX, and federal/state mandated training regarding unlawful discrimination, harassment, sexual harassment, and sexual misconduct</p>	<p>310-434-4225 <a href="mailto:winter_lisa@smc.edu">winter_lisa@smc.edu</a></p>

	<p><b>Vacant</b> Assistant Director, Human Resources – Employee and Labor Relations</p>	
Administrative Support	<p><b>Diana Pennington</b> Administrative Assistant III-Confidential  Executive Assistant to the Vice President HR Senior Staff Support, HR Website</p>	<p>310-434-4002 <a href="mailto:pennington_diana@smc.edu">pennington_diana@smc.edu</a></p>
	<p><b>Kristine Herrera</b> Administrative Assistant II  HR staff support, HR processing, evaluations, reasonable assurance, recruitment, unemployment, employment transaction processing</p>	<p>310-434-4723 <a href="mailto:herrera_kristine@smc.edu">herrera_kristine@smc.edu</a></p>
	<p><b>Angela Lee</b> Administrative Assistant I  Administrative support, HR processing related to students, address changes, recruitment, and volunteers</p>	<p>310-434-4205 <a href="mailto:lee_angela1@smc.edu">lee_angela1@smc.edu</a></p>
Benefits Team	<p><b>Lugina Rogers</b> Human Resources Analyst-Leaves &amp; Benefits  Leaves &amp; Benefits, medical/disability related workplace concerns, ADA, and reasonable accommodation questions</p>	<p>310-434-4060 <a href="mailto:rogers_lugina@smc.edu">rogers_lugina@smc.edu</a></p>
	<p><b>Alysha DeLuna</b> Employee Benefits Coordinator  Employee/Retiree Health, Voluntary Benefits</p>	<p>310-434-4523 <a href="mailto:deluna_alysa@smc.edu">deluna_alysa@smc.edu</a></p>
Professional Development	<p><b>Abigail Orosz</b> Professional Development Coordinator (Temporary)  Plans and facilitates various staff development and training programs for the College community.</p>	<p>310-434-4487 <a href="mailto:orosz_abigail@smc.edu">orosz_abigail@smc.edu</a>  <a href="mailto:profdevelopment@smc.edu">profdevelopment@smc.edu</a></p>

<b>EEO / Labor</b>	<p><b>Michael Hudson</b> Human Resource Analyst-Employee &amp; Labor Relations (Temporary)</p> <p>Unlawful discrimination/harassment/sexual harassment, sexual misconduct complaints, investigations (employees &amp; students), management consultation, employee relations, labor relations</p>	<p>310-434-4981 <a href="mailto:HUDSON_MICHAEL@SMC.EDU">HUDSON MICHAEL@SMC.EDU</a></p> <p><a href="mailto:HRINQUIRIES@SMC.EDU">HRINQUIRIES@SMC.EDU</a></p>
	<p><b>Karen Monzon</b> Human Resource Analyst-Employee &amp; Labor Relations (Temporary)</p> <p>Unlawful discrimination/harassment/sexual harassment, sexual misconduct complaints, investigations (employees &amp; students), professional development, management consultation, employee relations, labor relations</p>	<p>310-434-4942 <a href="mailto:MONZON_KAREN@SMC.EDU">MONZON KAREN@SMC.EDU</a></p> <p><a href="mailto:HRINQUIRIES@SMC.EDU">HRINQUIRIES@SMC.EDU</a></p>
	<p><b>Yasmin Alpay</b> Human Resource Technician</p> <p>FA &amp; CSEA contract related processing, PSLF processing, onboarding, professional growth, and training</p>	<p>310-434-4921 <a href="mailto:ALPAY_YASMIN@SMC.EDU">ALPAY YASMIN@SMC.EDU</a></p>
<b>Operations</b>	<p><b>Delia Padilla</b> Human Resources Analyst - Operations</p> <p>Classified Managers, Confidential staff, full-time classified employment, academic recruitment, unemployment, special reports, HR leadership, and special projects</p>	<p>310-434-4417 <a href="mailto:PADILLA_DELIA@SMC.EDU">PADILLA DELIA@SMC.EDU</a></p>
	<p><b>Debra Willoughby</b> Human Resources Specialist</p> <p>HR processing related to Temporary and Non-merit employment, employment verifications, unemployment, and student employment</p>	<p>310-434-4760 <a href="mailto:WILLOUGHBY_DEBRA@SMC.EDU">WILLOUGHBY DEBRA@SMC.EDU</a></p>

<p><b>Dawn Noguera</b> Human Resources Specialist</p> <p>HR processing related to Faculty, employment verification, unemployment, academic recruitment, benefits, and retirement</p>	<p>310-434-4881 <a href="mailto:noguera_dawn@smc.edu">noguera_dawn@smc.edu</a></p>
<p><b>Anisha DiGregorio</b> Human Resources Specialist</p> <p>HR processing related to Faculty, employment verification, unemployment, academic recruitment, and student employment</p>	<p>310-434-4374 <a href="mailto:digregorio_anisha@smc.edu">digregorio_anisha@smc.edu</a></p>
<p><b>Yesenia Penate</b> Human Resources Specialist</p> <p>Classified Managers, Confidential staff, employment verification, unemployment, academic recruitment, and student employment</p>	<p>310-434-4731 <a href="mailto:penate_yesenia@smc.edu">penate_yesenia@smc.edu</a></p>
<p><b>Demi Rodriguez</b> Human Resources Specialist</p> <p>HR processing related to Faculty, employment verification, unemployment, academic recruitment, and student employment</p>	<p>310-434-4928 <a href="mailto:rodriguez_demi@smc.edu">rodriguez_demi@smc.edu</a></p>
<b>EMPLOYMENT RESOURCES</b>	
<p>Office of Human Resources - Academic Employment, Administrative/Non-Teaching Faculty Employment</p>	<p><a href="https://www.smc.edu/administration/human-resources/employment/">https://www.smc.edu/administration/human-resources/employment/</a></p>
<p>Personnel Commission – Classified Employment (All non-teaching staff)</p>	<p><a href="https://www.smc.edu/administration/human-resources/personnel-commission/">https://www.smc.edu/administration/human-resources/personnel-commission/</a></p>
<p>Student Employment/Financial Aid On-Campus</p>	<p>310-434-4343 <a href="https://www.smc.edu/admission-aid/financial-aid-scholarships/">https://www.smc.edu/admission-aid/financial-aid-scholarships/</a></p>
<p>Career Services Center On-Campus</p>	<p>310-434-4337 <a href="https://www.smc.edu/student-support/career-services/">https://www.smc.edu/student-support/career-services/</a></p>

**IMPORTANT DATES & DEADLINES**

The following dates and deadlines will assist you in planning for the 2023-2024 academic year. Click on [Bargaining Unit Agreements, Documents of Interest, and MOUs](#) to view the CBA.

The following dates and deadlines will assist you in your planning for the 2023-2024 college academic year.

**March 1, 2024**

***Departmental Professional Development (Flex) day***

**March 12, 2024**

***Institutional Professional Development (Flex) Day*** - The day's events are planned by the Professional Development Committee.

**March 11 - May 25, 2024**

***Student Evaluations*** are administered to Spring 2024 probationary faculty and part-time faculty on the Spring 2023-2024 evaluation schedule.

**Legal and/or college holidays, flex days, semester dates:** See District Calendar – <https://www.smc.edu/administration/human-resources/district-calendar.php>

### **IMPORTANT DISTRICT POLICIES & PROCEDURES**

Please review and abide by the District's Board Policies and Administrative Regulations. The District's Board Policies and Administrative Regulations can be accessed at:

<https://www.smc.edu/administration/governance/board-of-trustees/board-policy-manual.php>

### **DISTRICT RESOURCES**

#### **COVID-19**

Santa Monica College no longer requires masking for COVID-19, except in the Health Office. For more information on COVID-19 guidelines/updates and positive case reporting, please visit:

<https://www.smc.edu/news/coronavirus/>.

#### **Crime in the Workplace**

Contact College Police, ext. 4300

<https://www.smc.edu/administration/police/index.php>

#### **Care & Prevention Team**

<https://www.smc.edu/student-support/health-wellbeing/care-prevention-team/index.php>

SMC

is committed to preventing crisis situations on campus and to ensure a safe and healthy environment for all members of the college community.

### **EASE – Employee Assistance Service for Education Program**

<https://www.smc.edu/administration/human-resources/health-benefits/ease-employee-assistance-service-for-education-program.php>

This service provides free face-to-face counseling, phone consultations, and community referrals to employees of the District who may be facing issues such as family troubles, emotional distress, drug/alcohol problems, job anxiety or stress, or grief/loss.

### **Equal Employment Opportunity Plan**

[https://www.smc.edu/administration/human-resources/documents/EEO\\_Documents/EEO-Plan.pdf](https://www.smc.edu/administration/human-resources/documents/EEO_Documents/EEO-Plan.pdf)

The commitment of the Santa Monica Community College District to equal employment opportunity and diversity, and to the protections against unlawful discrimination and harassment as defined by federal and state law are set out in the EEO Plan, and is articulated in the Board Policy 7100 –Commitment to Diversity. The EEO Plan is reviewed every 3 years.

### **Emergency Contact Information**

It is vital that the District has your emergency contact information. It is your responsibility to keep it up to date. Go to <https://www.surveymonkey.com/s/712363/SMCEmergencyContact> to update your emergency contact information: name, address, phone numbers, email address and other emergency contact information.

### **Faculty Association Agreement, MOU's & Documents of Interest**

<https://www.smc.edu/administration/human-resources/employee-resources/faculty-association-agreement-and-documents-of-interest.php>

### **Faculty & Staff Diversity Reports**

<https://www.smc.edu/administration/human-resources/diversity-equity-inclusivity/diversity-reports.php>

The Faculty & Staff Diversity Report is published every 2 years and provides a longitudinal analysis of the efforts of the district to diversify faculty and staff.

### **Faculty Handbook**

<https://www.smc.edu/administration/human-resources/documents/Faculty-Documents/Faculty-Handbook/FacultyHandbook.pdf>

### **Injury on the Job/Workplace Safety**

Job-related injuries, workplace safety issues and Certificates of Insurance.

<https://www.smc.edu/administration/business-services/risk-management/index.php>

Daniel Philips (310) 434-4318

Director of Safety & Risk Management

Glaurys Ariass (310) 434-4102

Insurance Program Specialist

### **Mandated Reporter Status**

<http://www.cde.ca.gov/ls/ss/ap/childabusereportingguide.asp>

*California law requires certain persons to report known or suspected child abuse or neglect. These individuals are known under the law as “mandated reporters.”*

Who must Report: Any employee whose duties bring them into contact with children on a regular basis or any supervisor of such an employee is a mandated reporter effective January 1, 2013. This includes nearly all Santa Monica College employees including all Coaches and Assistant Coaches. For additional information, contact the Office of Human Resources.

### **On-Campus Telephone Directory**

A campus directory is available to you on line: <https://www.smc.edu/directory/index.php>

### **District Telephone Directory**

A campus directory is available to you online: <https://www.smc.edu/directory/index.php>

### **Payroll**

<https://www.smc.edu/administration/business-services/payroll/index.php>

### **Personal Information - Changes/Updates**

You may need to update or change your personal information currently on file in the Office of Human Resources.

Please note: Your personal address, otherwise known as your ‘address of record’ cannot be a District address.

For example: If you have moved, you will need to complete a [Change of Address Form](#) (see attached). Other types of forms that may need to be updated include your [Emergency Contact](#), [W-4 Withholding](#), [Warrant Beneficiary Designation](#), and STRS or PERS Beneficiary Designation.

## **LEAVES OF ABSENCE PROCEDURES**

**What types of leave are granted to full-time faculty?**

Sick, personal necessity, bereavement, industrial accident/illness, jury duty, military, child-rearing, study, personal, and family/medical leave. After tenure: opportunity, travel, and sabbatical leaves as well. Also, any leave required by law.

Please see Article 17 of the District-FA Collective Bargaining Agreement as these leaves have specific definitions.

**What types of leave are granted to part-time faculty?**

Sick, personal necessity, bereavement, industrial accident/illness, jury duty, and any leave required by law.

Please see Article 17 of the District-FA Collective Bargaining Agreement as these leaves have specific definitions.

**How many days of sick and personal necessity leave are granted to full-time faculty?**

Sick leave: 10 days of leave annually (for full-time faculty who are employed full-time for 2 semesters); Department Chairs – 11 days of leave; 100% Coordinators – 12 days of leave.<sup>1</sup>

Personal necessity: 7 of the 10 sick days earned annually (*i.e.*, 42 hours annually) may be used for personal necessity reasons set out in the District-FA Collective Bargaining Agreement.

\*Full-time faculty who teach overload assignments or during the Winter or Summer intersessions accrue additional sick leave at the hourly rate. Or, overload assignments may be “banked” and used at a later time to reduce an assignment, to not teach any assignment during a Fall or Spring semester, or for family leave.

**How many days of sick and personal necessity leave are granted to part-time faculty?**

Sick leave: teaching faculty receive 7 hours of sick time for each 100 hours of teaching service, and non-teaching faculty receive 7 hours of sick time for each 100 hours of service.

Personal necessity: up to 42 hours may be used annually for personal necessity reasons set out in the District-FA Collective Bargaining Agreement.

**What types of absences are covered by personal necessity?**

Common types are: absences resulting from an immediate family member’s illness or from an accident involving the employee’s property. Also, up to 24 hours of personal necessity annually can be used for matters of compelling personal importance. For a complete list, please see 17.5 of the District-FA Collective Bargaining Agreement.

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<sup>1</sup> Department Chairs and 100% Coordinators are entitled to additional sick leave per the CBA.

**What do I need to do if I am absent from work due to illness or personal necessity?**

Please notify your department as soon as possible by following your department’s procedures. In your notification to the department, please state the reason for the absence (illness, personal necessity, etc.) and the anticipated return to work date.

Please submit a Report of Absence form as soon as possible consistent with your department’s procedures.

**What do I need to do if I am absent for more than 5 consecutive days due to illness?**

Please contact the Office of Human Resources to request the appropriate forms for a leave of absence. Also, please contact HR so that HR can notify you about any leave-related rights and benefits.

**How many absences constitute an absence of more than 5 consecutive days?**

Please count both scheduled teaching days and unscheduled days in between scheduled teaching days. For example, if you are scheduled to teach classes on Monday, Wednesday, and Friday, you have missed more than 5 consecutive days if you were absent on Monday, Wednesday, Friday, and the following Monday.

**For absences or leaves other than sick or personal necessity, what do I need to do?**

Please contact Lugina Rogers, HR Analyst, Leaves & Benefits 310-434-4060 or [rogers\\_lugina@smc.edu](mailto:rogers_lugina@smc.edu).

**Where can I get more information about leaves?**

Please see Article 17 of the District-FA Collective Bargaining Agreement (located on the HR website).

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