

September 22, 2022

TO: All Los Rios Community College District Employees

FROM: Carrie Bray, Acting Associate Vice Chancellor, Human Resources

RE: Fall 2022 Reminder of Rights and Responsibilities

The following serves as a reminder of your rights and responsibilities as a Los Rios Community College District employee.

Our policies are rooted in established state and federal laws and support a working and learning safe environment for students, staff and the community. Additionally, many of our collective bargaining agreements also address these issues. In an effort to reduce paper, we are referencing the official employee related policies and regulations which are found on the Los Rios web site at:

<https://employees.losrios.edu/our-organization/departments-and-offices/general-counsel/policies-and-regulations>

NON DISCRIMINATION AND DISABILITY ACCOMMODATION

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

Further, for students with disabilities, the Colleges are committed to providing the appropriate academic adjustments that do not affect the fundamental nature of the educational programs through our DSPS Offices. Where the DSPS offices have created an accommodation, our faculty and staff must honor those accommodations and should treat them as confidential. If a faculty or staff member has a concern about the accommodations provided, an appeal process is available and the faculty or staff member should contact the DSPS office at their campus (See Regulation 2731, section 2.3). While the appeal is pending, the faculty or staff member must follow the accommodations provided by the DSPS offices.

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

Students, staff and faculty are asked to contact a faculty member or an academic division office staff member to report problems with doors that bar access to a program or service. Faculty will report this to the Division Office, and campus Operations will then repair the door. During repairs, the College will ensure that students, faculty and staff have access to the programs and services in that building.

Each college and the District office have appointed specific individuals responsible for receiving complaints and conducting investigations. You can find a list of these individuals by following this link: <https://losrios.edu/about-us/our-values/equity-and-diversity/compliance-officers>.

Individuals are encouraged to review the following websites for further information regarding the District's commitment to its obligations under the Americans with Disabilities Act and the Fair Employment and Housing Act: <https://losrios.edu/about-us/our-values/disability-accommodation>; <https://losrios.edu/campus-life/health-and-safety/sexual-violence-and-title-ix>; <https://employees.losrios.edu/training/compliance-and-safety/sexual-assault-and-harassment-prevention>

Sexual Harassment / Non Discrimination / Violence-Free Workplace Policies and Regulations can be found in the following sections of the online Policies and Regulations:

Students: P/R-2113, P-2115, P/R-2423, P-2424, R-2426, P/R-2441, P/R-2442, P/R-2731

Certificated Personnel: P-5111, P-5112, P/R-5172, P-5173, P-5174, P-5175, P/R-5177, R-5178,

Classified Personnel: P-6111, P-6112, P-6161, P/R-6163, P/R-6164, P/R-6166, P/R-6167, P-6912, P/R-6913, P/R-6914, P-6915

Management and Confidential Personnel: P-9111, P-9112, P/R-9152, P-9153, P-9155, P/R-9156, P-9158, P-9159, P/R-9413

All other college employees – including faculty, staff or administrators – who receive reports of sexual assault are required to notify the college's Title IX Officer of the report. The college procedures include informing a reporting party about his/her right to file criminal charges as well as written notification about resources such as counseling, health, mental health, advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus.

Sexual harassment and sexual violence are prohibited by federal and state law and by the colleges of the Los Rios Community College District. These laws and policies apply to all employees and students. The District provides online education programs to inform students and employees of the applicable laws related to sexual harassment and sexual violence, the definitions of relevant terms related to these topics and the process to follow to report prohibited actions or behaviors. The following trainings provide more information about these topics:

1. **Sexual Harassment Prevention Training** – This training is focused on harassment in the workplace and is available online using the Keenan SafeColleges web site. Employees can also attend an in-person training on their campuses as they are offered throughout the semester. Please use this link to access the Keenan training: <https://losriosccd-keenansafecolleges.com/login>. Simply log in with your employee ID number (minus the W), click "Log In," then "Log Me In," and in the courses listed for your employee classification, select either "*Sexual Harassment: Policy and Prevention (California AB 1825 Full)*" 120-minute training (for managers and supervisors) or "*Sexual Harassment Prevention for Non-Managers*" SB 1343" 60-minute training (for faculty and classified staff). If you don't see your course listed, scroll to the bottom of the page, click "View Library," click on the *Sexual Harassment: Policy and Prevention* category, then select your course from the two listed: either "*Sexual Harassment: Policy and Prevention (California AB 1825 Full)*" 120-minute training (for managers and supervisors) or "*Sexual Harassment Prevention for Non-Managers*" SB 1343" 60-minute training (for faculty, classified, and temporary employees). This training is required every two years.
2. **Title IX and Sexual Harassment Prevention for Employees** – This training is available online using the Keenan SafeColleges web site. The District offers this online program as it meets federal mandates to educate employees on how to respond to those who disclose incidents of interpersonal violence, helping to create a campus culture that ensures survivors will feel comfortable enough to come forward. Use this link to access the Keenan training: <https://losriosccd-keenansafecolleges.com/login>. Simply log in with your employee ID number (minus the W), click "Log In," then "Log Me In," and in the courses listed for your employee classification, select "Title IX and Sexual Harassment Prevention for Employees."

DRUG AND ALCOHOL FREE WORKPLACE

This policy is based upon the federal and state laws that require the District to notify students and employees that the unlawful manufacturing, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the workplace and on college premises. Attached are Local Counseling and Rehabilitation Program references and information for employees. Students, faculty and staff that violate

this policy may be subject to discipline up to and including termination, and may also face civil and/or criminal penalties. The abuse of alcohol and drugs can have serious health consequences. Further information about these items can be seen in the appendix to the below policies.

Drug and Alcohol Free Workplace Policies can be found in the following sections of those online policies:

Students: P-2443

Certificated Personnel: P-5621

Classified Personnel: P-6821

Management and Confidential Personnel: P-9154

PROFESSIONAL/ETHICAL BEHAVIOR & CONFLICT OF INTEREST POLICIES

The Los Rios Board of Trustees has established a policy that provides a model of behavior for itself and all District employees. All employees are encouraged to review Board Policy 3114 and their own colleges' statements on ethical and professional behavior.

It is the policy of the District that an employee shall not participate in a decision or transaction or provide a service if they have a conflict of interest. A conflict of interest exists when an employee, in their role as an employee, participates in a decision or transaction or provides a service, where the employee or their immediate family personally benefits from the decision, transaction or service. The benefit received may either be financial or nonfinancial. If it is unclear whether a conflict of interest exists, you should contact your supervisor. See P-8631

WEAVE CONFIDENTIAL ADVOCATE PROGRAM

The Los Rios Community College District and our four colleges are committed to creating a safe environment to learn and work. The innovative WEAVE Confidential Advocate program was designed to offer safe, confidential options for students or staff who have been the victim of sexual assault, sexual violence, relationship violence or stalking. Recently, the program was expanded to provide support for victims of sexual harassment as well. The District has created a simple guide (<https://losrios.edu/shared/doc/title-ix/sexualassaultyourchoices.pdf>) for students or staff who wish to understand their options in the case that they, or someone they know, has been a victim.

Some additional resources:

- [WEAVE at Los Rios website](#)
- [District information about Sexual Violence and Title IX](#)
- [District Information about Sexual Harassment](#)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), the State Student Records Act (Education Code, § 76200), and our Board Policies and Regulations (P/R 2265) make records that refer to students and are maintained by the college confidential unless there is an exception.

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

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

What happens if non-compliance occurs? The student has the right to file a complaint with the U.S. Department of Education in Washington, D.C. This complaint may result in the loss of federal funding for financial aid and educational grants for the Los Rios Community College District and the filing of civil litigation. Action to terminate funding is generally taken only if compliance cannot be secured by voluntary means. Please see the following for further details: <https://employees.losrios.edu/our-organization/departments-and-offices/general-counsel>.

CALIFORNIA MANDATED REPORTING

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

You may access the California Mandated Reporting information from a Los Rios computer at <https://employees.losrios.edu/training/compliance-and-safety/child-abuse-reporting> under the **Training** section. You may also access this information from any off-campus computer from the Human Resources website, under **Employee Resources** at <https://employees.losrios.edu/training/compliance-and-safety/child-abuse-reporting>. Also, attached you will find a one-page flyer with information on the California Mandated Reporting.

ADMINISTRATIVE COMPUTER USE AND REGULATIONS

Employees who use District computers are reminded that the equipment and transmission lines are the property of Los Rios Community College District and, as such, must be used in accordance with established District regulations. All employees are encouraged to review Board Policies and Regulations 8811, 8831, 8851 and 8871.

INCIDENTS INVOLVING WORKPLACE MISCONDUCT/HOTLINE

Call [\(916\) 286-3600](tel:9162863600) to report non-emergency crimes, workplace harassment, discrimination, bullying, or misconduct. You may leave your name or report anonymously. This is a confidential hotline and messages are reviewed daily.

INCIDENTS INVOLVING UNSAFE OR HAZARDOUS CONDITIONS/HOTLINE

If you observe an unsafe or hazardous condition, then call [\(916\) 286-3621](tel:9162863621) and submit an [Employee Safety Information Form GS-35](#) to your supervisor. You may leave your name or report anonymously by writing *anonymous* as your name on the safety information form.

CLERY ACT

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas.

In compliance with the Clery Act requirements, our college campuses publish the information in college catalogs, schedules, etc. We encourage our employees and students to view this information online at: <https://police.losrios.edu/clery>

INFORMATION AVAILABLE ONLINE

In addition to the above, you are encouraged to visit the LRCCD Website, www.losrios.edu and click on "Employees". Just a few of the many helpful resources listed below can be accessed from this page.

- **Employee Groups:** Classified, Certificated, Management, Confidential, Temporary, Retirees, Collective Bargaining
- **HR & Benefits:** Hiring Resources, Employee Resource Groups, Job postings
- **Forms & Services:** ID and Password Management, PeopleSoft Financial Reports and Crystal Reports
- **Our Organization:** Calendar and Events, Departments & Offices, Committees, Employee Directory, Org. Charts and Institutional Research
- **Training:** Compliance and Safety, Emergency Procedures, Professional Development
- **Technical Support:** Help Desk, IT Services, Information Security, Outages, System Access Requests, Unified Communications

BLOODBORNE PATHOGENS

Per our District Exposure Control Plan for Bloodborne Pathogens, there is a list of job classifications that potentially have occupational exposure to Bloodborne Pathogens. If you are an individual in one of the classifications listed below, and have not already done so, please complete the Hepatitis B Vaccination form located at: <https://employees.losrios.edu/lrccd/employee/doc/gs/forms/gs-178.pdf> and return it to Human Resources. If you have not already completed the Hepatitis B vaccination series, we highly recommend that you complete the vaccination series. Due to individual medical needs, please ask your personal physician for the vaccination.

The following is a list of job classifications in LRCCD in which all employees have occupational exposure (this list is not all inclusive).

Position Titles**NON-FACULTY POSITIONS:**

Animal Health Instructional Technician
 Assistant Athletic Trainer
 Assistant Coach
 Assistant Sports Program Director
 Athletic Trainer
 Campus Patrol
 Chief of Police
 Child Development Center Associate Teacher
 Child Development Center Clerk
 Child Development Center Lead Teacher
 Child Development Center Supervisor
 Child Development Center Teacher
 College Nurse
 College Reserve Police Officer
 College Safety Officer
 Custodial Supervisor
 Custodial/Receiving Supervisor
 Custodian
 Employment Service Agreement (ESA) - *only required if specified by Supervisor*
 Head Custodian
 Health Services Assistant
 Instructional Assistant - Adaptive Physical Education
 Instructional Assistant - Cosmetology
 Instructional Assistant - Early Childhood Education
 Instructional Assistant - Health Occupations
 Instructional Assistant - Health & Education Simulation Lab
 Instructional Assistant - Phlebotomy Laboratory
 Instructional Assistant - Physical Education - Athletics
 Lead Custodian
 Lead Maintenance Plumber
 Lifeguard I
 Lifeguard II
 Maintenance Plumber
 Physical Education/Athletic Attendant
 Police Cadet to Officer
 Police Captain
 Police Detective
 Police Officer
 Police Sergeant
 Professional Expert Agreements (PEX) - *only required if specified by Supervisor*
 Specialty Coach
 Sports Instructor I
 Sports Instructor II
 Sports Program Director
 Stock Clerk
 Student Employee - *only required if specified by Supervisor*
 Swimming Instructor I
 Swimming Instructor II

FACULTY POSITIONS:

Professor - Adaptive Physical Education
 Professor - Allied Health
 Professor - Animal Science
 Professor - Cosmetology
 Professor - Dance
 Professor - Dental Assisting
 Professor - Dental Hygiene
 Professor - Early Childhood Ed. (*Lab. Instruction Only*)
 Professor - Emergency Medical Technology
 Professor - Fitness
 Professor - Funeral Services
 Professor - Medical Assisting
 Professor - Nursing
 Professor - Paramedics
 Professor - Personal Activities
 Professor - Physical Education
 Professor - Respiratory Care
 Professor - Sacramento Regional Public Safety Training Center:

Specifically Teaching Courses in:

-Adult Correction Officer Core
 -Arrest, Search & Seizure
 -Basic Academy - Module III
 -Firearms Familiar - PC 832
 -Firearms Instructor
 -Firearms Instructor - Update
 -Force & Weaponry - Update
 -Force & Weaponry - Basic
 -Impact Weapons Instructor - Update
 -Juvenile Corrections Officer Core Course
 -PC 832 Arrest, Search & Seizure
 -Probation Officer Core Course
 -Rifle Instructor - Update
 -Weaponless Defense Instructor (WDI)
 -Weaponless Defense Instructor -Advanced
 (~~Groundfighting~~)
 -Weaponless Defense Instructor - Update

Professor - Sports
 Professor - Veterinary Technology
 Professor - Vocational Nursing

If you have any questions, contact Human Resources at (916) 568-3112. The District's Bloodborne Pathogens - Exposure Control Plan is available on-line at: <https://employees.losrios.edu/training/compliance-and-safety/safety-programs/bloodborne-pathogen-program>.

EMPLOYEE SELF SERVICE – AVAILABLE ONLINE

There are several services available at the “Employee Self Service” on-line pages, including viewing/printing of your Paycheck(s) and W-2 form(s), maintaining your Emergency Alert and Emergency Contacts information, and setting up or revising Federal and State withholdings.

The LRCCD Emergency Alert system, in the event of a work related emergency, allows the District to communicate with employees via e-mail, voice, and text messages to cellular phones. The District maintains employees’ Emergency Contacts, which provides the District with whom to contact in case of a personal emergency.

To assist the District in ensuring your safety with up-to-date information, we request that you review your contact information on an annual basis by logging onto the Los Rios Employee Self-Service page from work or home. From the employee home page <https://employees.losrios.edu/>, using the drop down arrow next to “EMPLOYEE LOGIN” choose “Employee Self Service” and log in to Employee Self Service. To complete/update your information, click on the “Employee Information” box. On the left side of the screen, click “Emergency Alert Information”, and verify or update your current information.

REMINDER OF RIGHTS AND RESPONSIBILITY

You are encouraged to review the materials noted in all of the sections above. Employees should have received a copy of each upon their initial employment processing. Should you not have computer access, please contact Human Resources at (916) 568-3112 for copies to be mailed to you immediately.

Attachments: Local Counseling & Rehabilitation Programs
Employee Assistance Program
California Mandated Reporting
Notice from the Labor Commissioner’s Office

CB:km

cc: Jacob Hughins, President, LRCEA
Jason Newman, President, LRCFT
Robert Perrone, LRCFT
Casey Thompson, SEIU
Andy LaTorre, President, SEIU
Cindy Velez, President, LRSA
Melissa Williams, President, LRMA

LOCAL COUNSELING & REHABILITATION PROGRAMS

District Health Plans for Employees

Kaiser Permanente

Kaiser Permanente provides services for detoxification or treatment of medical complications when medically necessary and subject to applicable exclusions. When appropriate, Kaiser Permanente provides treatment for Substance-Use-Disorder, which may include: individual counseling, education and group therapy. [Members can self-refer to outpatient behavioral health services by telephoning for an appointment. Trained clinicians are available to interview members and make referrals to the appropriate intake and treatment services. Follow the link <https://healthy.kaiserpermanente.org/northern-california/health-wellness/mental-health> and click "Call to get started".] Substance-Use-Disorder treatment is covered through Kaiser Permanente and is subject to co-payments and limitations. You can also access mental health services through many of Kaiser Permanente's Health Education Classes. The online path is www.kp.org/classes classes, support groups and programs. Members may be subject to a fee such as a copayment per class. Please visit www.kp.org/mentalhealth for more information, and refer to your **Evidence of Coverage** available through the Employee Benefits Department for complete plan information. In addition, Member Services can be reached at 1(800) 464-4000.

Sutter Health Plus

SHP contracts with US Behavioral Health Plan, California (USBHPC) to administer mental health, behavioral health and substance use disorder (MH/SUD) treatment services defined in the Evidence of Coverage (EOC) as Covered Services. If you need MH/SUD treatment services, or have questions about these benefits, call USBHPC's Member Services at 1-855-202-0984, visit USBHPC's website at www.liveandworkwell.com, or contact SHP Member Services at 1-855-315-5800 (TTY users call 1-855-830-3500). Mental Health, Behavioral Health and Substance Use Disorder Services are those services provided or arranged by USBHPC for the Medically Necessary treatment of Mental Disorders, including but not limited to treatment for the Severe Mental Illness of an adult or child and/or the Serious Emotional Disturbance of a Child, and/or Alcohol and drug problems, also known as Chemical Dependency, Substance Use Disorder or Substance Abuse. Please refer to your Disclosure Form and Evidence of Coverage for complete plan information.

Western Health Advantage

WHA has contracted with Human Affairs International of California (HAI-CA), an affiliate of **Magellan Behavioral Health**, to administer all mental health and alcohol and drug abuse benefits under the plan. Members are entitled to receive inpatient and outpatient services with Prior Authorization by HAI-CA, subject to the Copayment listed on the Copayment summary. To find a mental health provider, contact Magellan Health Services at 800-424-1778 or search Magellan Health Services' provider directory www.westernhealth.com. Use the new or unregistered user option and enter WHA's toll-free number: 800.424.1778. You do not have to register to begin your search. Please refer to the plan's Evidence of Coverage (EOC) booklet for a more complete description of mental disorder or chemical dependency services and supplies including those that require prior authorization by the HAI-CA.

Community resources for rehabilitative or ancillary non-medical support services are also available below. The above plans do not cover the cost of such services.

EAP – Employee Assistance Program

Your Employee Assistance Program (EAP) is a free, confidential service to help address the personal issues you or members of your household are facing. This program is being offered through MHN, and includes counseling and clinical support services. Specifically, you can be referred to a local counselor chosen from a network of more than 1,000 local providers for up to five face-to-face counseling sessions per each household member, per issue, per year. In addition, telephonic and web-video consultations are available. Call anytime toll free: 800-535-4985 or log onto members.mhn.com using company code "LRCCD."

On-Campus Health Services

American River College

Counseling 916.484.8572
Health Center 916.484.8383

Cosumnes River College

Counseling 916.691.7316
Health Center 916.691.7584

Folsom Lake College

Counseling 916.608.6510
Health Center 916.608.6782
Counseling (EDC) 530.642.5645

Sacramento City College

Counseling 916.558.2204
Health Office 916.558.2367

Off-Campus Health Services

2-1-1 Sacramento http://www.211sacramento.org/211/	211 916.498.1000 800.500.4931	Sacramento County Department of Health and Human Services http://www.dhs.saccounty.net/	
		Alcohol and Drug Services	916.874.9754
		Mental Health Services	916.875.1055
		Primary Health Services (Clinic Information)	916.875.5701 or 916.874.9670
Alcoholics Anonymous http://www.aa.org/ or http://aasacramento.org/			
9960 Business Park Drive, Ste 110 Sacramento, CA 95827	24h Hotline: 916.454.1100 Bus. Office: 916.454.1771	WellSpace Health www.wellspacehealth.org	
		Outpatient North	916.473.5764
		4441 Auburn Blvd., Ste E Sacramento, CA 95841	
Narcotics Anonymous https://www.na.org/ or http://sacramentona.org/	866.565.2135 24h Helpline: 800.600.4673		
		Outpatient South	916.395.3552
Network of Care Counseling Center http://sacramento.networkofcare.org/mh/	admin@trilogyr.com	4343 Williamsborough Drive Sacramento, CA 95823	
Pro Youth and Families http://proyouthandfamilies.org/	916.576.3300	WellSpace Health (suicide prevention) www.wellspacehealth.org	24h Hotline: 916.368.3111
5299 Auburn Blvd. Sacramento, Ca 95841		1820 J Street Sacramento, CA 95811	Appt. Line: 916.737.5555

Your Employee Assistance Program

Life can be complicated. With MHN, getting help is easy. Your EAP is here to help with life's many challenges. MHN provides the following services, paid for by your employer.

How do I get help?

Call us for help with life's ups and downs. **We're here 24/7 to connect** or refer you to a professional who can help with:

- Marriage, family, and relationship issues
- Problems in the workplace
- Stress, anxiety, and sadness
- Grief, loss, or responses to traumatic events
- Concerns about your use of alcohol or drugs

When you call, you can make an appointment that works for you:

Face-to-face sessions – Meet with a provider from our network (for example, a counselor, marriage and family therapist, or psychologist) in his or her office.

We can provide a referral when you call us. You can also search for a provider on our member website.

Telehealth consultation – Easily accessed support provided by a network provider licensed in your state. We can provide a referral when you call us.

Work and life services

Our experts can help you balance your work with your life!¹ Call us for:

Childcare and eldercare assistance – We'll find out what kind of help you need caring for children or elders in your life. Then we'll give you names and numbers of providers in your area with confirmed openings.

Financial services – Talk to an advisor over the phone about:

- Budgeting
- Credit and financial questions (investment advice, loans, and bill payments not included)
- Retirement planning

Legal service – Talk to a lawyer over the phone or face-to-face about:

- Civil, consumer, and criminal law
- Personal and family law, including adoption, divorce, and custody issues
- Financial or tax matters (Business matters are excluded. Also excluded are any disputes or actions between members and their employer, business partners, MHN, Health Net, or their affiliates.)
- Real estate
- Estate planning

Identity theft recovery services – Speak with a certified consumer credit counselor who can learn more about your situation and help you create a plan. If there is a potential of ID theft, we'll connect you to an identity recovery specialist.

Daily living services – Need help with errands? Planning an event or a vacation? We'll track down businesses and consultants for you. (MHN does not cover the cost nor guarantee delivery of vendors' services.)

¹Please contact us for details, including limitations and exclusions.

Health and wellness resources

Take charge of your well-being! MHN can help. Just register on our member website to:

- Assess your health and get tips for living better
- Track progress toward your wellness goals
- Take advantage of interactive e-learning programs
- Find articles and videos about health topics

Call your EAP number to learn more about our wellness coaching services — personalized support to help you set and reach your wellness goals.

This is just a summary. For details about services and eligibility, please contact MHN or your employer, or check your plan documents (such as an Evidence of Coverage booklet or Summary Plan Description).

Our member website can help with:

- Childcare and eldercare directories
- Tips, tools, and calculators to help you with finances, legal issues, and retirement planning

Your privacy

EAP services are confidential. Your privacy is important to us, and it is protected by state and federal laws.

Call toll-free, 24 hours a day, seven days a week.

1-800-535-4985

TTY users can call: **711**

Visit our website:

Members.mhn.com

REGISTRATION CODE:

LRCCD

You are entitled to **5** face-to-face sessions or telehealth consultations for problem-solving support per incident, per policy period.

Separate limits apply for work-life consultations.

We speak your language!

When you call MHN, free interpretation services are available in over 170 languages. We also contract with a vendor who can physically attend appointments with you, at no cost, if you need help communicating with doctors or other providers.

¡Hablamos tu idioma!

Cuando llamas a MHN, podrás usar nuestros servicios de interpretación gratuitos en más de 170 idiomas. Además, contamos con proveedores contratados que pueden asistir en persona a tus citas, sin cargo alguno, en caso de que necesites ayuda comunicándote con los médicos u otros proveedores.

我們和您說一樣的语言！

我們為致電 MHN 的客戶免費提供超過 170 種語言的口譯服務。如果您在和醫師或其他醫療服務提供者溝通時需要幫助，我們也有簽約服務商能陪同您前往約診，而且您不須支付費用。

귀하의

언어로

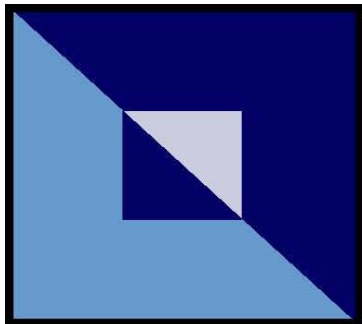
안내해드립니다!

MHN에 전화하면 170 가지 이상의 언어로 무료 통역 서비스를 이용하실 수 있습니다. 저희는 또한 귀하가 의사 또는 다른 의료 제공자들과 의사소통에 도움이 필요한 경우, 무료로 귀하의 진료 예약에 동반할 수 있는 통역사와 계약을 맺습니다.

Chúng tôi nói ngôn ngữ của quý vị!

Khi quý vị gọi tới MHN, chúng tôi cung cấp dịch vụ thông dịch miễn phí bằng hơn 170 ngôn ngữ. Chúng tôi cũng ký hợp đồng với nhà cung cấp có thể trực tiếp tham gia các buổi hẹn với quý vị miễn phí, nếu quý vị cần trợ giúp để liên lạc với bác sĩ hoặc các nhà chăm sóc sức khỏe khác.





CALIFORNIA MANDATED REPORTING EASY STEPS...

WHAT MUST BE REPORTED and HOW TO REPORT!

What Must be Reported:

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

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

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

How to Report:

By Phone: Immediately, or as soon as possible, make a telephone report to Los Rios Police Department at (916) 558-2221 or you may report to the local Police department, Sheriff's department or the Child Welfare Services department.

In Writing: Within 36 hours, a written report must be sent, faxed or submitted electronically to the agency where the telephone report was made. The written report should be completed on a state form 8572, which can be downloaded from: [Los Rios Community College Human Resources Forms](http://LosRiosCommunityCollegeHumanResourcesForms) web page OR https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf

Other information:

Safeguards for Mandated Reporters:

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

Failure to report:

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

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

***For more information & training, visit the Los Rios Community College District website at <https://employees.losrios.edu/training/compliance-and-safety/child-abuse-reporting>**

This document and Mandated Reporting information can be found at [Mandated Reporter-California](http://MandatedReporter-California)

**EMPLOYERS MUST PROVIDE THIS INFORMATION TO NEW WORKERS
WHEN HIRED AND TO OTHER WORKERS WHO ASK FOR IT**

**RIGHTS OF VICTIMS OF DOMESTIC VIOLENCE,
SEXUAL ASSAULT, STALKING, CRIMES THAT
CAUSE PHYSICAL INJURY OR MENTAL
INJURY, AND CRIMES INVOLVING A THREAT
OF PHYSICAL INJURY; AND OF PERSONS
WHOSE IMMEDIATE FAMILY MEMBER IS
DECEASED AS A DIRECT RESULT OF A CRIME**

Your Right to Take Time Off:

- You have the right to take time off from work to obtain relief from a court, including obtaining a restraining order, to protect you and your children's health, safety or welfare.
- If your company has 25 or more workers, you can take time off from work to get medical attention for injuries caused by crime or abuse, receive services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse, receive psychological counseling or mental health services related to an experience of crime or abuse, or participate in safety planning and take other actions to increase safety from future crime or abuse.
- You may use accrued paid sick leave or vacation, personal leave, or compensatory time off that is otherwise available for your leave unless you are covered by a union agreement that says something different. Even if you don't have paid leave, you still have the right to time off.
- In general, you don't have to give your employer proof to use leave for these reasons.
- If you can, you should tell your employer before you take time off. Even if you cannot tell your employer beforehand, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, a court order, a document from a licensed medical professional, a victim advocate, a licensed health care provider, or counselor showing that you were undergoing treatment for domestic violence related trauma, or a written statement signed by you, or an individual acting on your behalf, certifying that the absence is for an authorized purpose.

Your Right to Reasonable Accommodation:

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

Your Right to Be Free from Retaliation and Discrimination:

Your employer cannot treat you differently or fire you because:

- You are a victim of domestic violence, sexual assault, stalking, a crime that caused physical injury or mental injury, or a crime involving threat of physical injury; or are someone whose immediate family member is deceased as a direct result of a crime.
- You asked for leave time to get help.
- You asked your employer for help or changes in the workplace to make sure you are safe at work.

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

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

Labor Commissioner's Office Victims of Domestic Violence, Sexual Assault and Stalking Notice

3/2021

EQUAL OPPORTUNITY IS THE LAW

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

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

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

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

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

American River College: BJ Snowden, (916) 484-8163

Cosumnes River College: Oscar Mendoza Plascencia, (916) 691-7669

District Office/Facilities Management/Ethan Way Center: Director of Diversity, Compliance and Title IX, (916) 568-3063

Folsom Lake College: Carlos Lopez, (916) 608-6849

Sacramento City College: Andre Coleman, (916) 558-2376

or

Director, Civil Rights Center (CRC), U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123, Washington, DC 20210, or
electronically as directed on the CRC website at www.dol.gov/crc.

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

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

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

La Igualdad De Oportunidades Es La Ley

Es contra la ley que este beneficiario de asistencia financiera federal discrimine de la siguiente manera: contra cualquier individuo en los Estados Unidos, sobre la base de raza, color, religión, sexo (incluyendo embarazo, parto y afecciones médicas relacionadas, estereotipos sexuales, estatus de transexuales e identidad de género), origen nacional (incluyendo la competencia limitada en inglés), edad, incapacidad, o afiliación o creencia política o contra cualquier beneficiario de, solicitante o participante en programas con asistencia financiera bajo el Título 1 del Workforce Innovation and Opportunity Act (WIOA), sobre la base del estatus de ciudadanía del individuo o la participación en cualquier programa o actividad con asistencia financiera del Título de WIOA.

El destinatario no debe discriminar en ninguna de las siguientes áreas: decidir quién será admitido, o tendrá acceso, a cualquier programa o actividad con asistencia financiera del Título 1 de WIOA; proporcionar oportunidades o el tratar a cualquier persona con respeto a dicho programa o actividad; o, tomar decisiones de empleo en la administración de, o en relación con, tal programa o actividad.

Los destinatarios de la asistencia financiera federal deben tomar medidas razonables para garantizar que las comunicaciones con las personas sean tan efectivas como las comunicaciones con los demás. Esto significa que, previa solicitud y sin costo para el individuo, se requiere que los destinatarios proporcionen ayuda y servicios auxiliares adecuados a personas calificadas con discapacidades.

Qué Hacer Si Usted Cree Que Ha Experimentado Discriminación

Si usted piensa que ha sido sometido a discriminación bajo una ley de Workforce Innovation and Opportunity Act I (WIOA) Título I programa o actividad asistida financieramente, usted puede presentar una queja dentro de 180 días a partir de la fecha de la presunta violación con cualquier:

El funcionario de Igualdad de Oportunidades del destinatario (o la persona a la que el destinatario ha designado para este propósito);

American River College: BJ Snowden, (916) 484-8163

Cosumnes River College: Oscar Mendoza Plascencia, (916) 691-7669

District Office/Facilities Management/Ethan Way Center: Director of Diversity, Compliance and Title IX, (916) 568-3063

Folsom Lake College: Carlos Lopez, (916) 608-6849

Sacramento City College: Andre Coleman, (916) 558-2376

Director, Civil Rights Center (CRC/Centro de Derechos Civiles), U.S. Department of Labor (Departamento de Trabajo de Estados Unidos)

200 Constitution Avenue NW, Room N-4123, Washington, DC 20210, o electrónicamente como se indica en el sitio web de CRC en <https://www.dol.gov/crc>

Si presenta su queja con el destinatario, debe esperar hasta que el destinatario emita una Notificación por escrito de la Acción Final. o hasta que hayan pasado 90 días (lo que ocurra primero), antes de presentar su queja con el CRC (véase la dirección anterior).

Si el destinatario no le da una Notificación por escrito de la Acción Final dentro de los 90 días del día en que usted presento su queja, usted puede presentar una queja ante el CRC antes de recibir ese aviso. Sin embargo, usted debe presentar su queja de CRC dentro de 30 días de la fecha límite de 90 días (en otras palabras, dentro de los 120 días después del día en que usted presento su queja con el destinatario).

Si el destinatario le da una Notificación por escrito de la Acción Final sobre su queja, pero usted no está satisfecho con la decisión o resolución, usted puede presentar una queja ante el CRC. Usted debe presentar su queja de CRC dentro de 30 días de la fecha en que recibió Notificación de la Acción Final.