

April 18, 2024

TO: All Los Rios Community College District Employees

FROM: Carrie Bray, Vice Chancellor, Human Resources

RE: Spring 2024 Rights and Responsibilities

List of Topics: **NON-DISCRIMINATION AND DISABILITY ACCOMMODATION**
Sexual Harassment / Non-Discrimination / Violence-Free Workplace
DRUG AND ALCOHOL-FREE WORKPLACE
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REMINDER OF RIGHTS AND RESPONSIBILITY

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](#).

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, immigration status, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, marital status, sexual harassment or any other protected class or characteristic under state or federal law; as well as providing for college premises that are drug and alcohol free. Further, the District is committed to engaging in the interactive process with qualified persons with disabilities to determine if the employees can perform the essential functions of their jobs with or without reasonable

accommodations. During the interactive process, the District and its colleges seek to find reasonable accommodations that will allow employees to perform the essential functions of their jobs. There is an ADA officer at the District and at each college to support any individual who wishes to engage in the ADA interactive process and request a reasonable accommodation.

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 accommodation(s) 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 work to have the door repaired. During repairs, or before the repairs start, 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 ([compliance officers](#)) responsible for receiving complaints and conducting investigations.

Sexual Harassment / Non-Discrimination / Violence-Free Workplace

Sexual harassment, non-discrimination and violence-free workplace [policies and regulations](#) can be found in the following sections of the online policies:

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-9153, P-9155, P/R-9156, P/R-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. Each college and the District office have appointed specific individuals ([compliance officers](#)) responsible for receiving complaints and conducting investigations.

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 at the [Keenan Safe Colleges online portal](#). To access online training, log into the [Keenan SafeColleges website](#) and input your employee ID number (minus the W), click “Log In,” then “Log Me In.” If you don’t see your course listed, scroll to the bottom of the page, click “View Library,” click on “Human Resources” then select your course from the two listed: either “Sexual Harassment Prevention for Non-Managers) SB 1343” 60-minute training (for faculty, classified, and temporary employees) or “Sexual Harassment: Staff-To-Staff” 37-minute training (for non-managers and supervisors). 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 website](#). 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. To access the online training, log into the [Keenan SafeColleges website](#) and input your employee ID number (minus the W), click “Log In,” then “Log Me In,” click “Human Resources” 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 who 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 the 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.

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 WEAVE confidential advocate is a person available to confidentially support or provide information to students or employees who have experienced domestic violence, sexual assault, or sexual harassment. The confidential advocate is not an employee of Los Rios Community College District. The confidential advocate is provided through [WEAVE](#), Sacramento County's primary provider of crisis intervention services for survivors of domestic violence and sexual assault. The confidential advocate is someone you can share your story with confidentially and will not report anything to the police or Title IX officer unless you ask her to. The confidential advocate can:

- Provide emotional support
- Provide information or referrals to on-campus or off-campus resources
- Accompany you to investigations, discipline processes, or hearings

To reach the Confidential Advocate, email weave@losrios.edu or call [\(916\) 568-3011](tel:(916)568-3011).

The District has created a [guide](#) 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 \(Women Escaping a Violent Environment\) Advocate](#)
- [Sexual Violence and Title IX Protections](#)
- [Sexual Assault and Harassment Prevention](#)

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 are 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 [General Counsel website](#) following for further details.

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](#) under the Training section or [from any off-campus computer](#). Also, attached is a one-page flyer with information on 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 to report non-emergency crimes, workplace harassment, discrimination, bullying, or misconduct. You can leave your name or you can report anonymously. This is a confidential hotline and messages are reviewed daily. For concerns about employment, or questions about hiring, do not use the hotline, but contact Human Resources at [\(916\) 568-3112](#).

INCIDENTS INVOLVING UNSAFE OR HAZARDOUS CONDITIONS/HOTLINE

If you observe an unsafe or hazardous condition, call (916) 286-3621 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.

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, Academic, Management, Confidential, Temporary, Retirees and Collective Bargaining
- HR & Benefits: Employee Benefits, Human Resources, Hiring New Employees, Employee Resource Groups and Job Resources for Prospective Employees
- Forms & Services: Forms, ID and Password Management, PeopleSoft Financial Reports and Crystal Reports and Branding Toolkit
- Our Organization: Calendar and Events, Employee Directory, Departments, Offices, Organizational Charts, Committees, Institutional Research and Covid-19 Information
- Training: Compliance and Safety, Emergency Procedures, Equity Work and Professional Development
- Technical Support: Service Central, Information Security, Outages, System Access Requests and 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](#) 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	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) – <i>only required if specified by Supervisor</i> 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 Sergeant Professional Expert Agreement (PEX) – <i>only required if specified by Supervisor</i> Specialty Coach Sports Instructor I Sports Instructor II Sports Program Director Stock Clerk Student Employee – <i>only required if specified by Supervisor</i> Swimming Instructor I Swimming Instructor II	Professor – Adaptive Physical Education Professor – Allied Health Professor – Animal Science Professor – Cosmetology Professor – Dance Professor – Dental Assisting Professor – Dental Hygiene Professor – Early Childhood Education (Laboratory 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 – 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 -Probational 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.

PUBLIC SERVICE LOAN FORGIVENESS (PSLF)

As an employee with the Los Rios Community College District, you may qualify for the Public Service Loan Forgiveness (PSLF) federal program. The information found [here](#) (scroll to the bottom of the page) provides links to you to become further educated about the PSLF program and determine whether you may qualify for its benefits.

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](#), use 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.

PUBLIC RECORDS ACT

The [California Public Records Act Requests \(CPRA\)](#) defines a public record as any writing containing information relating to the conduct of the public's business, prepared, owned, used, or retained by the public agency. An individual making a CPRA request is not required to identify themselves. A public agency is required to respond to a CPRA request within ten days. The General Counsel's Office will review the request, coordinate gathering any responsive documents, and determine whether or not any statutory exemptions apply to the disclosure of the responsive documents.

REMINDER OF RIGHTS AND RESPONSIBILITY

You are encouraged to review the materials noted in all 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
Rights of Victims
Equal Employment Opportunity (English)
Equal Employment Opportunity (Spanish)

CB:sm

cc: Jacob Hughins, President LRCEA
Jason Newman, President, LRCFT
Michael Henderson, LRCFT
Mohammad “Mo” Kashmiri, SEIU
Chris Elliott, President, SEIU
Cindy Velez, President, LRSA
Melissa Williams, President, LRMA

LOCAL COUNSELING & REHABILITATION PROGRAMS

District Health Plans for Employees

Kaiser Permanente (KP)

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 “find mental health support near you” or call 1-800-390-3503, Monday through Friday, from 8 a.m. to 5 p.m. 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 to learn about 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)

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)

WHA has contracted with U.S. Behavioral Health Plan of California (USBHPC), an affiliate of OptumHealth Behavioral Solutions, 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 USBHPC, subject to the Copayment listed on the Copayment summary. To find a mental health provider, contact Optum at 800-765-6820 or search Optum’s provider directory www.mywha.org/directory. 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 USBHPC.

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

Employee Assistance Program (EAP)

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 Support Linc Employee Assistance 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 household member, per issue, per year. In addition, telephonic and web-video consultations are available. Call anytime toll free: 888-881-5462 or log onto www.supportlinc.com using company code "losrios".

On-Campus Health Services

American River College		Cosumnes River College	
Counseling	916.484.8572	Counseling	916.691.7316
Health Center	916.484.8383	Health Center	916.691.7584
Folsom Lake College		Sacramento City College	
Counseling	916.608.6510	Counseling	916.558.2204
Health Center	916.608.6782	Health Office	916.558.2367
Counseling (EDC)	530.642.5645		

Off-Campus Health Services

2-1-1 Sacramento	https://www.211sacramento.org/211/	211 916.498.1000 800.500.4931
Alcoholics Anonymous 9960 Business Park Drive, Suite 110 Sacramento, CA 95827	https://www.aa.org https://aasacramento.org	916.454.1771 (office) 916.454.1100 (hotline)
Narcotics Anonymous American River Area Narcotics Anonymous P.O. Box 417482 Sacramento, CA 95841	https://www.na.org https://sacramentona.org	800.600.4673 (hotline)
Pro Youth and Family Collective 3780 Rosin Court, Suite 120 Sacramento, CA 95834	https://proyouthandfamilies.org	916.576.3300
Sacramento County Department of Health and Human Services	https://dhs.saccounty.gov	916.368.3111 (suicide prevention crisis line) 916.875.1055 / 888.881.4881 (mental health crisis) 916.874.9754 (alcohol and substance abuse)
WellSpace Health	https://www.wellspacehealth.org	916.313.8434 (outpatient services) 988 (nationwide suicide crisis line)

Emotional wellbeing and work-life balance resources to keep you at your best

SupportLinc offers expert guidance to help you and your family address and resolve everyday issues.



In-the-moment support

Reach a licensed clinician by phone 24/7/365 for immediate assistance.



Financial expertise

Consultation and planning with a financial counselor.



Legal consultation

By phone or in-person with a local attorney.



Short-term counseling

Access up to **five (5) no-cost counseling sessions**, in-person or via video, to resolve stress, depression, anxiety, work-related pressures, relationship issues or substance abuse.



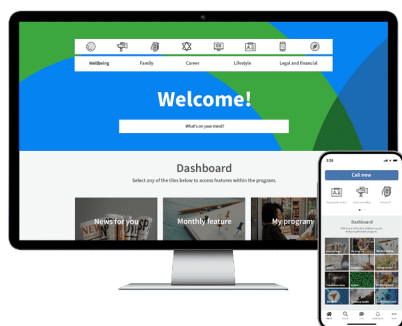
Convenience resources

Referrals for child and elder care, home repair, housing needs, education, pet care and so much more.



Confidentiality

Strict confidentiality standards ensure no one will know you have accessed the program without your written permission except as required by law.

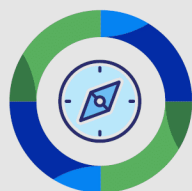


Your web portal and mobile app

- The one-stop shop for program services, information and more.
- Discover on-demand training to boost wellbeing and life balance.
- Find search engines, financial calculators and career resources.
- Explore thousands of articles, tip sheets, self-assessments and videos.

Convenient, on-the-go support

- **Textcoach®**
Personalized coaching with a licensed counselor on mobile or desktop.
- **Animo**
Self-guided resources to improve focus, wellbeing and emotional fitness.
- **Virtual Support Connect**
Moderated group support sessions on an anonymous, chat-based platform



Start with Navigator

Take the guesswork out of your emotional fitness! Visit your web portal or mobile app to complete the short Mental Health Navigator survey. You'll immediately receive personalized guidance to access support and resources.



Download
the mobile
app today!



888-881-5462

supportlinc.com
group code:
losrios

CALIFORNIA MANDATED REPORTING EASY STEPS . . .

WHAT MUST BE REPORTED AND HOW TO REPORT

WHAT MUST BE REPORTED

Any of the following 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 the 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 the [Los Rios Community College District Human Resources Forms](https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf) 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 \$1,000 fine.

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

For more information and training, visit the [Los Rios Community College District](https://www.losrios.edu/) website.

This information and Mandated Reporter information can be found at [Mandated Reporter-California](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Imz/Pages/Mandated-Reporter-California.aspx).

**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: Brianna Ellis, (916) 691-7233
District Office/Facilities Management/Ethan Way Center: Alex Casareno, (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 por los siguientes motivos: contra cualquier persona en los Estados Unidos por motivos de raza, color, religión, sexo (incluido el embarazo, el parto y afecciones médicas relacionadas, estereotipos sexuales, condición transgénero e identidad de género), origen nacional (incluido el dominio limitado del inglés), edad, discapacidad o afiliación o creencia política, o, contra cualquier beneficiario, solicitante o participante en programas con asistencia financiera bajo el Título I de la Ley de Innovación y Oportunidad de la Fuerza Laboral, sobre la base del estado de ciudadanía de la persona o la participación en cualquier programa o actividad con asistencia financiera del Título I de WIOA.

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

Los beneficiarios de asistencia financiera federal deben tomar medidas razonables para garantizar que las comunicaciones con las personas sean tan efectivas como las comunicaciones con otros. Esto significa que, previa solicitud y sin costo alguno para la persona, los beneficiarios deben proporcionar ayudas y servicios auxiliares apropiados a las personas con discapacidades calificadas.

QUÉ HACER SI CREE QUE HA SUFRIDO DISCRIMINACIÓN

Si cree que ha sido objeto de discriminación en virtud de un programa o actividad de asistencia financiera del Título I de la Ley de Innovación y Oportunidad de la Fuerza Laboral (WIOA, por sus siglas en inglés), puede presentar una queja dentro de los 180 días a partir de la fecha de la presunta violación ante el Oficial de Igualdad de Oportunidades del destinatario (o la persona que el destinatario haya designado para este propósito)

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

Cosumnes River College: Brianna Ellis, (916) 691-7233

Oficina del Distrito/Administración de Instalaciones/Centro Ethan Way: Alex Casareno, (916) 568-3063

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

Universidad de la Ciudad de Sacramento: Andre Coleman, (916) 558-2376

O

Director del Centro de Derechos Civiles (CRC), Departamento de Trabajo de los Estados Unidos

200 Constitution Avenue NW, Sala N-4123, Washington, DC 20210, o

electrónicamente, como se indica en el sitio web del CRC en www.dol.gov/crc.

Si presenta su queja ante el destinatario, debe esperar hasta que el destinatario emita un Aviso de Acción Final por escrito, o hasta que hayan pasado 90 días (lo que ocurra primero), antes de presentarla ante el CRC (consulte la dirección anterior).

Si el destinatario no le entrega una Notificación de Acción Final por escrito dentro de los 90 días posteriores al día en que presentó su queja, puede presentar una queja ante el CRC antes de recibir esa notificación. Sin embargo, debe presentar su queja ante el CRC dentro de los 30 días posteriores a la fecha límite de 90 días (en otras palabras, dentro de los 120 días posteriores al día en que presentó su queja ante el destinatario).

Si el destinatario le entrega un Aviso de Acción Final por escrito sobre su queja, pero usted no está satisfecho con la decisión o resolución, puede presentar una queja ante el CRC. Debe presentar su queja ante la CRC dentro de los 30 días posteriores a la fecha en que recibió el Aviso de Acción Final.