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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**
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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:9165683011).

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

<u>NON-FACULTY POSITIONS</u>	<u>FACULTY POSITIONS</u>
<p>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</p>	<p>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</p>

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
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