

THE HUB NEWSLETTER

HUMAN RESOURCES/BENEFITS /EMPLOYEE RELATIONS/ RISK MANAGEMENT- FALL 2018



Peralta Community College
District Office

333 East 8th Street
Oakland, CA 94606

How to reach us:

Email:

benefits@peralta.edu

Telephone:

Benefits Office 510.466.7229

Human Resources

<http://web.peralta.edu/hr/hr-staff-roles-and-contact-info/>

Important Dates

October 26th– Utility Cart Training 2 sessions; 9:00 am and 1:00pm– Laney College

October 30th– Benefits Fair

October 31st– District Halloween Potluck & Costume Contest

November 12th– Holiday (Veteran’s Day Observed)

November 14th– Human Resources Training

November 22nd and 23rd– Thanksgiving Holiday

Human Resources Training

Human Resources and Employee Relations will be hosting a training on **November 14th** in the District Boardroom. This training will cover multiple topics and provide an opportunity to ask questions. Please look for an announcement with more details and sign-up instructions. This training will be open to management and staff at all campuses.

WRITTEN EMPLOYMENT VERIFICATION REQUESTS

For written employment verification requests, please allow 3-5 business days for processing. Employment verifications for mortgage or loan companies and that require detailed salary information may require more time for processing. Please consider this process timeframe when submitting your requests.

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Minimum Wage – Berkeley City College

Effective October 1, 2018, the minimum wage for the [City of Berkeley](#) increased to \$15.00 per hour. Please note this change when initiating Electronic Personnel Action Forms (ePAF) for new Berkeley City College student employees. For students employed at Berkeley City College, please review your November 15th paychecks to ensure the new rate was applied. If there are any issues, please notify your manager or Elizabeth Palafox in Human Resources.

October is Breast Cancer Awareness Month, and November is American Diabetes Month. Do yourself due diligence by staying healthy, schedule your regular breast cancer screenings and blood glucose tests. Early detection is Key!

Open Enrollment for Flexible Spending Accounts and Day Care Accounts

Enrollment into the Flexible Benefits Plan for calendar year 2019 begins November 1 and ends November 30, 2018. Open enrollment for the flexible benefits plan is the annual for active and eligible employees to consider setting money aside on a pre-tax basis for eligible medical and dependent care expenses which are not reimbursed from other sources. Participation in this plan is voluntary. Enrollment will occur online. Inside of the [Section 125/Flexible Benefit Handbook](#) you will find:

- A list of eligible expenses
- Online enrollment instructions

Benefits/Health Fair

The Benefits Office will be holding a Benefits/Health Fair on October 30, 2018, from 1-4pm, at the District Office. Everyone is invited to attend. Meet our Benefits Office staff, and ask questions that you may have pertaining to benefits. Stop by vendors tables and discuss options with company representatives. There will also be a representative from Alameda County Public Health Department at the event to answer questions and provide educational information about Diabetes and hypertension. Knowledge is Power!!

New Employee Benefit Orientations

New employees have 30 days to elect health coverage. The Benefits Office holds weekly orientations on Tuesdays at 2pm. No sign up necessary, but if this day or time does not work for you, call the Benefits Office to make an appointment.

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Meet Our New Human Resources Staff Members

The Human Resources Department is happy to introduce new staff members to our department. During the last few months, they have been training and working hard to help hire and onboard new employees. Karen Basey is our new part-time Analyst assisting with recruitment for Laney College and the District Office. Sharda Parajuli is our short-term HR Generalist assisting with certificated employment. Elizabeth Palafox is our new Human Resources Generalist who supports student employment, short-term employment, and employment verification requests. TaNeesha Dickerson joins the Benefits Department as the new short-term Staff Assistant. Savaugh Holcomb, our latest HR staff member, is assisting with leave of absence report forms and employment verifications. Please join us in welcoming them to PCCD!

BenefitBridge- Attention Active Employees: Check your Benefits Online

As part of our efforts to go green and to use emerging technologies, employees continue to use BenefitBridge to make enrollment changes, view benefit plan enrollments, use other web resources and direct links to carriers. Active employees, review your current enrollment and/or make enrollment changes during a qualifying life event; use the secure on-line portal <http://www.benefitbridge.com/peralta>.

Ready for Retirement?

Call or email the Benefits Office to schedule a Retirement Appointment. Please have available the following documents when scheduling your appointment:

Most recent paystub, Copy of retirement letter, Collective Bargaining Agreement, if applicable.