October 20, 2017

TO: All Los Rios Community College District Employees

FROM: Ryan Cox, Associate Vice Chancellor, Human Resources

RE: Fall 2017 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 psychologically 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:

http://www.losrios.edu/legal/GCpolreg.htm

**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, gender, physical or mental disability, religion, age (over forty), national origin, ancestry, sex, sexual orientation, sexual identity, political affiliation or belief, marital status, veteran 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: http://www.losrios.edu/legal/Title%20IX%20Officers.htm.

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: http://www.losrios.edu/legal/gc-disability.htm; http://www.losrios.edu/legal/gc-discrm.htm; http://www.losrios.edu/legal/gc-titleix.htm.

**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/R-2423, P-2424, P/R-2441, P/R-2442, P/R-2731  
Certificated Personnel: P-5111, P/R-5172, P-5173, R-5178  
Classified Personnel: P-6111, P-6161, P/R-6163, R-6167, P-6912, P/R-6913, P/R-6914, P-6915  
Management and Confidential Personnel: P-9111, P/R-9152, P-9153, R-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. **Preventing Sexual Harassment 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. To access the Keenan training, visit the Employees only web site from the main District web page www.losrios.edu, click on “Employees”, then click on “All other links require secure log in – click here to enter,” “Human Resources,” and “Keenan SafeColleges Online Training.” Simply log in with your employee ID number (minus the W), click “Sign In,” click “View More Courses,” click on the Sexual Harassment: Policy and Prevention category, then select your course from the two listed: either California AB1825 Full (for managers and supervisors) or Full Course (for faculty and classified staff). This training is required every two years.

2. **“Not Anymore” Program** – This online program is available through student enrollment and is designed specifically for community college students. The District highly encourages all employees to view this program to be informed of what the District communicates to our students about these topics. To access this program, visit the Employee Self Service Page and click on the “Title IX Mandatory Training”, next to the “Not Anymore” icon.

**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

**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 2265/2265) 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: [http://www.losrios.edu/legal/resources/FERPATips.pdf](http://www.losrios.edu/legal/resources/FERPATips.pdf)
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 http://www.losrios.edu/hr/hr_internal.htm under the Training section. You may also access this information from any off-campus computer from the Human Resources website at http://www.losrios.edu/hr/hr_exthome.htm under Employee Resources.

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.

WORKPLACE BULLYING
The District has established a workplace bullying hotline. Employees are encouraged to report incidents of workplace bullying, unprofessional behavior, questionable practices, and/or any behavior which makes them feel uncomfortable and/or unsafe at work. Reports can be made by calling 916-286-3600. Callers can remain anonymous.

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://www.police.losrios.edu.

INFORMATION AVAILABLE ONLINE
In addition to the above, you are encouraged to visit the Employees only web site. (To access the Employees only web site, from the main District web page www.losrios.edu, click on “Employees”, and then click on “All other links require secure login – click here to enter”.) Here you will find additional helpful resources. Just a few of the many resources listed below can be accessed from this page. Please remember this information is available only when logged on to a District computer.

- Americans with Disabilities Act Information
- Calendars (Academic, Classified, Management)
- Employee Benefits
- General Services
  - Emergency Response Procedures
  - Safety and Risk Management
- Human Resources
  - Classified Job Descriptions (LRCEA, LRSA & SEIU)
  - Collective Bargaining Agreements
  - Evaluation/Performance Review Forms
  - Faculty Hiring Manual
  - Salary Schedules
**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 [http://www.losrios.edu/~risk/Hepatitis%20Vac%20Form.pdf](http://www.losrios.edu/~risk/Hepatitis%20Vac%20Form.pdf) (link only accessible from a District computer), 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**

<table>
<thead>
<tr>
<th>Animal Health Instructional Technician</th>
<th>Instructional Assistant - Adaptive Physical Education</th>
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</thead>
<tbody>
<tr>
<td>Assistant Coach (Special Rate - Classified)</td>
<td>Instructional Assistant – Cosmetology</td>
</tr>
<tr>
<td>In the areas of:</td>
<td>Instructional Assistant - Early Childhood Education</td>
</tr>
<tr>
<td>Baseball</td>
<td>Instructional Assistant - Fundamentals of Nursing</td>
</tr>
<tr>
<td>Basketball</td>
<td>Instructional Assistant - Nursing Autotutorial</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Instructional Assistant - Physical Education/Athletics</td>
</tr>
<tr>
<td>Football</td>
<td>Lead Custodian</td>
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<tr>
<td>Soccer</td>
<td>Lead Maintenance Plumber</td>
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<tr>
<td>Softball</td>
<td>Lifeguard I (Special Rate - Classified)</td>
</tr>
<tr>
<td>Swimming</td>
<td>Lifeguard II (Special Rate - Classified)</td>
</tr>
<tr>
<td>Tennis</td>
<td>Maintenance Plumber</td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>Physical Education/Athletic Attendant</td>
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<tr>
<td>Volleyball</td>
<td>Police Captain</td>
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<tr>
<td>Water Polo</td>
<td>Professor - Adaptive Physical Education</td>
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<tr>
<td>Wrestling</td>
<td>Professor - Allied Health</td>
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<tr>
<td>Assistant Sports Program Director (Special Rate Classified)</td>
<td>Professor - Animal Science</td>
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<tr>
<td>Athletic Trainer</td>
<td>Professor - Cosmetology</td>
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<tr>
<td>Campus Patrol</td>
<td>Professor - Dance</td>
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<tr>
<td>Child Development Center Associate Teacher</td>
<td>Professor - Dental Assisting</td>
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<tr>
<td>Child Development Center Lead Teacher</td>
<td>Professor - Dental Hygiene</td>
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<tr>
<td>Child Development Center Supervisor</td>
<td>Professor - Early Childhood Education (Lab Instruction Only)</td>
</tr>
<tr>
<td>Child Development Center Teacher</td>
<td>Professor - Emergency Medical Technology</td>
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<tr>
<td>Child Development Services Analyst</td>
<td>Professor - Fitness</td>
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<tr>
<td>Children's Center Clerk</td>
<td>Professor - Medical Assisting</td>
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<tr>
<td>College Nurse</td>
<td>Professor - Nursing</td>
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<tr>
<td>College Police Cadet</td>
<td>Professor - Paramedics</td>
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<tr>
<td>College Police Detective</td>
<td>Professor - Personal Activities</td>
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<tr>
<td>College Police Officer</td>
<td>Professor - Physical Education</td>
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<td>College Police Sergeant</td>
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<td>College Reserve Police Officer</td>
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<td>College Safety Officer</td>
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<tr>
<td>Custodial Supervisor</td>
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<tr>
<td>Custodial/Receiving Supervisor</td>
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<tr>
<td>Custodian</td>
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<tr>
<td>Employment Service Agreement (ESA)</td>
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<tr>
<td>(only required if specified by supervisor)</td>
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<tr>
<td>Head Custodian</td>
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<tr>
<td>Health Services Assistant</td>
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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 [http://www.losrios.edu/~risk/safeprogram.php](http://www.losrios.edu/~risk/safeprogram.php) (link only accessible from a District computer).
**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) and maintaining your ALERT and Emergency Contacts information.

The LRCCD 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 main district page [www.losrios.edu](http://www.losrios.edu) (click on “Employees”, then click on “Employee Self Service (ESS)”, then Login to Employee Self Service). To complete/update your information, click on “Los Rios ALERT Signup Page” and the “Maintain Emergency Contacts” on the left-hand side and fill out all applicable information.

If you are unable to complete the ALERT Sign-up Page or your Emergency Contacts on-line, you may contact Human Resources for appropriate forms by calling (916) 568-3112.

**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

**RC:rf**

**cc:**
- Ed Bartholome, President, LRCEA
- John Hamilton, LRCEA
- Dean Murakami, President, LRCFT
- Robert Perrone, LRCFT
- Nathan Hansford, SEIU
- Steve Meyer, President, SEIU
- Gerald Nuckols, President, LRSA
- Stephen McGloughlin, President, LRMA
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 an outpatient program for substance abuse which includes: individual counseling, education and group therapy. Members can self-refer to outpatient behavioral health services by telephoning for an appointment or as a walk-in at our medical facilities during normal business hours. Trained clinicians are available to interview members and make referrals to the appropriate intake and treatment services.) Chemical dependency 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. Refer to your Evidence of Coverage available through the Employee Benefits Department for complete plan information.

Sutter Health Plus

SHP contracts with US Behavioral Health Plan, California (USBHPC) to administer these Covered Services. If you need mental health care, behavioral health care or substance use disorder treatment services, or have questions about these benefits, please visit www.liveandworkwell.com or call USBHPC's Member Services at 1-855-202-0984 or 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 magellanassist.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.” You can access the flyer here: http://www.losrios.edu/business/downloads/EAP/MHN.pdf.

District Health Plans for Employees

<table>
<thead>
<tr>
<th>American River College</th>
<th>Cosumnes River College</th>
<th>Folsom Lake College</th>
<th>Sacramento City College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>Counseling</td>
<td>Counseling</td>
<td>Counseling</td>
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<tr>
<td>Health Center</td>
<td>Health Center</td>
<td>Health Center</td>
<td>Health Office</td>
</tr>
<tr>
<td>916.484.8572</td>
<td>916.691.7316</td>
<td>916.608.6510</td>
<td>916.558.2204</td>
</tr>
<tr>
<td>916.484.8383</td>
<td>916.691.7584</td>
<td>916.608.6782</td>
<td>916.558.2367</td>
</tr>
<tr>
<td></td>
<td></td>
<td>530.642.5645</td>
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</tr>
</tbody>
</table>

On-Campus Health Services

2-1-1 Sacramento
http://211sacramento.org/

Alcoholics Anonymous
www.aa.org  www.aasacramento.org
9960 Business Park Drive, Suite 110
Sacramento, CA 95827
916.454.1100

Narcotics Anonymous
www.na.org  www.sacramentona.org
800.600.4673

Network of Care Counseling Center
http://www.sacramento.networkofcare.org/mh/
916.485.1211

Pro Youth and Families
www.proyouthandfamilies.org
5299 Auburn Boulevard
Sacramento, CA 95841
916.576.3300

Sacramento County Department of Health and Human Services
http://www.dhhs.saccounty.net/

Alcohol and Drug Services 916.874.9754
Mental Health Services 916.875.1055
Primary Health Services (Clinic Information) 916.875.2000

Strategies for Change
www.strategies4change.org
4441 Auburn Boulevard, Suite E
Sacramento, CA 95841
916.473.5764

4343 Williamsborough Drive
Sacramento, CA 95823
916.395.3552

Wellspace Health
www.wellspacehealth.org
1820 J Street
Sacramento, CA 95811 (Appointment)
916.368.3555

Rev. F/17
Your Employee Assistance Program

How can we help?
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.

Problem-solving support
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.

- Phone or web/video consultations – Easily accessed support provided by a network provider or MHN consultant.

Remember that EAP services are not medical care or mental health treatment of any kind. If, in the course of a consultation, clinical problems are suspected, including drug or alcohol problems, we will offer a referral to appropriate medical or mental health services.

Work and life services
Our experts can help you balance your work with your life! 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 services** – 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

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

**Our member website can help with:**

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

**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).

**Your privacy**

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

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**Need help?**

Call toll-free, 24 hours a day, seven days a week: 1-800-535-4985

TTY users call 711.

Or visit us at: mhn.advantageengagement.com

and register with the company code: LRCCD

You are entitled to up to 5 face-to-face sessions or telephonic or web-video consultations for problem-solving support per incident, per plan period. Separate limits apply for work-life consultations.

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**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 su mismo idioma!**

Cuando llame a MHN, podrá usar nuestros servicios de interpretación gratuitos en más de 170 idiomas. Además, contamos con proveedores contratados que pueden asistir en persona a las citas con usted, sin cargo alguno, en caso de que necesite ayuda para comunicarse con los médicos u otros proveedores.

**我們說您的語言!**

您致電 MHN 時，我們可提供 170 種語言的免費翻譯服務。我們還聘用了翻譯人員，如果您需要翻譯人員幫助您與醫生或其他醫療服務提供者進行交流，該翻譯人員可以與您一道參加約診，該服務為免費提供。
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 Employee web page (under Training section)
- OR http://www.mandatedreporterca.com/links/linkspubs.htm

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 http://www.losrios.edu/hr/employeetraining.htm

This document and Mandated Reporting information can be found at www.mandatedreporterca.com
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 AND STALKING

Your Right to Take Time Off:

- You have the right to take time off from work to get help to protect you and your children’s health, safety or welfare. You can take time off to get a restraining order or other court order.

- If your company has 25 or more workers, you can take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.

- You may use available vacation, personal leave, accrued paid sick leave or compensatory time off 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 before, 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, court order or doctor’s or counselor’s note or similar document.

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, or stalking.

- 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.