

Student Employee Handbook

LOS MEDANOS COLLEGE



Transfer & Career Services Contact Information

Location: Student Services Center, Upper Level (SS4)

Front Desk Phone: (925) 473-7444

www.losmedanos.edu/jobs

2023-2024 Academic Year

Introduction

This handbook is intended to provide general guidelines for you as a student worker at Los Medanos College (LMC). You and your supervisor(s) are expected to be familiar with, and comply with the college's student employment policies. The college reserves the right to modify or change its student employment policies at any time and will attempt to notify both you and your supervisor(s) of changes to the college's employment policies.

Equal Opportunity Statement

The District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identity, race, color, ancestry, religion, marital status, sex, national origin, gender, gender identity, gender expression, age, sexual orientation, physical or mental disability, medical condition, genetic information, veteran status, parental status, citizenship or because an individual is perceived to have one or more of these characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to everyone, including all genders, persons with disabilities and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws and can be found in its entirety on the District's website under the Human Resources Department.

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Eligibility Requirements for Student Employees

Enrollment Eligibility:

Student employees are required to maintain a minimum unit enrollment while working. Minimum required units can change depending on how a position is funded- check with your supervisor if you're not sure.

| | Fall Term | Spring Term | Summer Term |
|----------------------------|-----------|-------------|-------------|
| Department-funded | 6 units | 6 units | 3 units |
| Federal Work Study- funded | 6 units | 6 units | 3 units |
| CalWORKs funded | 6 units | 6 units | 3 units |
| International Students | Full Time | Full Time | Full Time |

Individuals who have graduated, are on a leave of absence from the college, or have withdrawn from the college are not eligible to work as student workers. Such individuals must stop working in a student worker capacity as soon as they are no longer enrolled in the unit minimum.

Please see additional information regarding district policy for student employees in HR Procedure H4000.02 (https://www.4cd.edu/gb/policies-procedures/hr/H4000_02.pdf):

4. The number of hours of employment the student is allowed to work shall be determined by the employing site by taking into consideration the extent of the student's financial need and the potential harm of the combination of work and study hours on a student's satisfactory academic progress.

Prior to the student starting work, the hiring manager must verify student enrollment (e.g. checking Colleague, student's class schedule, or other enrollment evidence). In addition, enrollment must also be verified by the administrative office responsible for hiring new student workers.

Federal Work Study Only: Satisfactory Academic Progress (SAP)

All student employees employed with Federal Work Study Funds must meet the Academic Standards of the College. Students must complete all courses with a 2.0 or higher. Students must complete at least 50% of the units they attempt.

As outlined in the District's Satisfactory Academic Progress Policy, Satisfactory Academic Progress for students receiving Financial Aid is completing all courses with a 2.0 or higher. These students must complete at least 67% of the units they attempt.

Types of Student Employment

General

There are three different categories of student employment positions at the Contra Costa Community College district. They are:

1. **Student Worker:** This includes roles on campus like “Student Ambassador,” “Student Associate,” and “Student Aide”
2. **Student Intern/Tutor:** This includes roles on campus like, “Tutor,” “Student Intern”
3. **Police Aide/Corporal**

In addition, positions may either be open to all students, or limited to students eligible to a specific funding source. These are:

Federal Work Study (FWS)

Federal Work Study jobs are strictly reserved for those students who received Federal Work Study as part of their financial assistance package. Federal work study funds are awarded to students based on financial need as determined by college and federal guidelines.

For more information, visit www.losmedanos.edu/financiaid

CalWORKS

CalWORKS can fund any paid student worker position on campus, up to 75%, dependent upon the current CalWORKS budget. When a **CalWORKS student** gets a position on campus they should inform the LMC CalWORKS program so that arrangements can be made for CalWORKS to subsidize their pay.

For more information, visit www.losmedanos.edu/calworks

Payroll Policies and Procedures

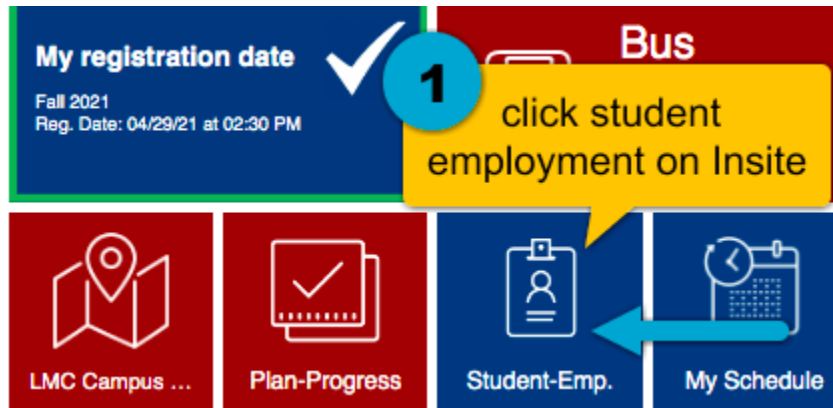
Time Entry is due the 4th week of the month. This date will vary month to month, make sure to check with your supervisor to find out exactly when timecards will be due.

Los Medanos employees are paid on a monthly basis. Student employee checks are distributed on the 10th of every month. Employees have three different options for receiving payment:

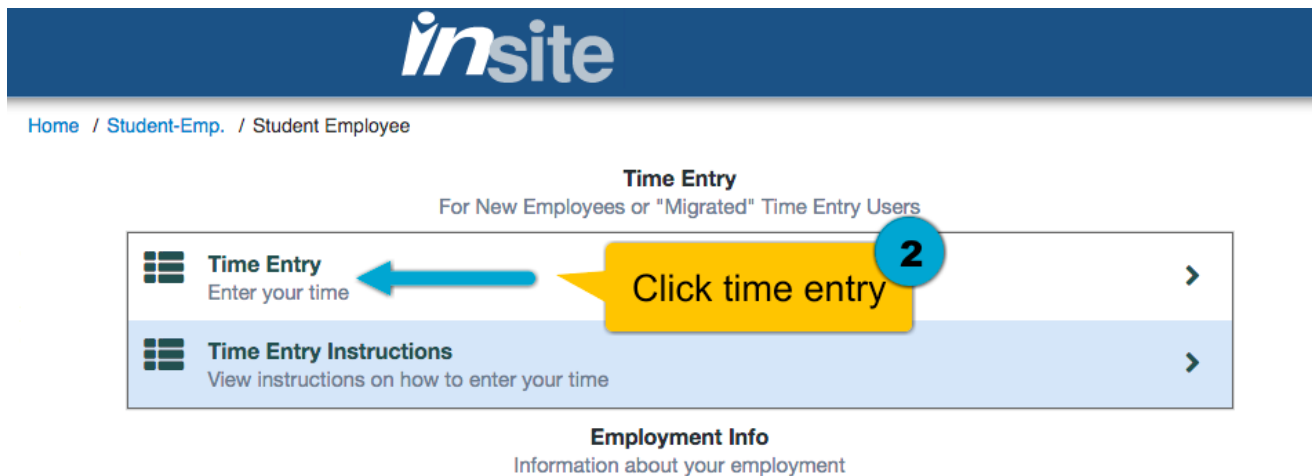
1. **Direct Deposit:** By completing a Direct Deposit form with the Student Employment or Business Office, your paycheck will be deposited directly to your bank account on the 10th. This is the fastest way to receive your paycheck.
2. **Pick Up from Business Services:** If you do not have Direct Deposit, paper pay checks are available for pick up on the 10th from Business Services. Please bring photo identification for pick up.
3. **Paycheck by Mail:** If you do not pick up your paycheck from Business Services around the 10th, it will be mailed to the home address listed in your student account. You can verify this account in Insite.

How Fill Out Time Entry on Insite: Step-by-Step

Step 1: Login to Insite and find and click "Student-Emp"



Step 2: Click on time entry. It will take you to your time cards for the month.



Step 3: Click on a timecard. Each time card is for a whole week for that entire month. Includes due date.
Note: you may see different categories if you have multiple roles on campus, or multiple funding sources. Please check with your supervisor to verify you are entering hours into the correct category.

Time Entry

SX Students

3 click timecard

06/01/2021 - 06/05/2021
 Due by: 6/23/2021 11:00 PM
 Total: 9.00 Hours

one timecard for each week of the whole month

06/06/2021 - 06/12/2021
 Due by: 6/23/2021 11:00 PM
 Total: 7.50 Hours

Step 4: Enter hours based on start time and end time. Don't forget to record unpaid lunch breaks, if taken.

Week 06/01/2021 - 06/05/2021
9.00 Total hours

Click here to move on to next timecard

4 click on pop up box to put in hours

L1020-ST1 • Student Worker
 Anicetti, Rachel L. • LMC Retention/Support Svcs • Los Medanos College
 9.00

| Earn Type | Sun 5/30 | Mon 5/31 | Tue 6/1 | Wed 6/2 | Thu 6/3 | Fri 6/4 |
|--------------------|----------|----------|---------|---|----------|----------|
| Students (non-Fws) | 00:00 AM | 00:00 AM | 3:30 PM | 9:00 AM | 12:00 PM | 00:00 AM |
| | 00:00 AM | 00:00 AM | 4:00 PM | 8:45 AM 9:00 AM 9:15 AM 9:30 AM 9:45 AM 10:00 AM 10:15 AM 10:30 AM | 1:00 PM | 00:00 AM |
| | | | 4:30 PM | | | |
| | | | 6:00 PM | | | |

double shift? click here to add other set of hours

Step 5: Scroll to the bottom of your time card and hit "submit for approval". Note that you have to submit each time card by week.

Students (non-Fws)

00:00 AM

00:00 AM

00:00 AM

00:00 AM

5

stroll to bottom and click submit

Position Total Hours:

0.00

0.00

Comments

Submit for Approval

Student Employment Policies

Wages

Salary Schedules listed below reflect Contra Costa Community College District hourly rates for student employees from January 1, 202-December 31, 2023. For current hourly rates please see the 4CD Salary Schedule at <https://www.4cd.edu/gb/policies-procedures/hr/SalarySchedules.pdf>

| Contra Costa Community College District 2022-2023 SALARY SCHEDULE STUDENT | |
|---|-------------|
| CLASSIFICATION | HOURLY RATE |
| Student Worker | \$15.50 |
| Student Intern/Tutor | \$16.00 |
| Police Aide/Corporal | \$16.30 |

Maximum Hours per Week

HR Procedure 4000.02 states: "The number of hours of employment the student is allowed to work shall be determined by the employing site by taking into consideration the extent of the student's financial need and the potential harm of the combination of work and study hours on a student's satisfactory academic progress."

Maximum Weekly Scheduled Hours by Academic Calendar

| | Fall Term Classes in Session | Fall-Spring Non Instructional Period | Spring Term Classes in Session | Spring-Summer Non Instructional Period | Summer Term Classes in Session | Summer-Fall Non Instructional Period |
|---|------------------------------------|--|--------------------------------------|---|--------------------------------------|---|
| Student Employee max. Weekly working hours | 20 | 40 | 20 | 40 | 20 | 40 |

Note: Maximum scheduled hours apply to the total of all positions held on campus. For example, if a student works for the Student Life department and the Tutoring Center, their total weekly hours cannot exceed the numbers above.

Breaks/Meal Periods

California Labor Code § 512 states that:

- All employees who work more than 4 hours must be given a 10-minute paid break.
- Anyone who works 3.5 hours or less is not required to be given a break.
- Anyone working 5 hours must be offered an unpaid 30-minute meal break, but that break can be mutually waived if not working more than 6 hours.
- It is mandatory that all employees who work more than 6 hours consecutively take a 30-minute unpaid break. (Labor Code § 512)

Dress Code

Individual departments may require that student employees follow a dress code. A department may choose to impose a dress code for safety reasons, in situations where an employee is highly visible to the community, or because the unit wishes to maintain decorum and professionalism. It is up to each individual department to notify employees of the appropriate dress code.

Disciplinary process/termination of student employment

Employment with Los Medanos College and the Contra Costa Community College District is voluntarily entered in to, and student employees are free to resign from positions “*at will*,” at any time, with or without cause. Similarly, the aforementioned organization may terminate the employment relationship “*at will*” at any time, with or without notice or cause as long as there is no violation of applicable federal or state law.

Student Employees may be subject to termination of student employment if there is a failure to perform required responsibilities. The disciplinary process prior to employment termination is up to each supervisor/department. A best practice model follows as:

1. Supervisors should give a verbal warning to an underperforming student and review with the student any issues with the student employee’s work performance.
2. If the student does not improve, the supervisor should give the student a written warning reiterating the issue with the student’s work performance and the terms the student will need to uphold for their employment to continue. Both the student and supervisor should sign the written warning. A copy of the warning may be sent to Employment Services to be placed in the student’s file as a reference for future internal employers.

3. If the student fails to adequately correct their behavior by the determined date, they should be given a written notice of termination from the department's supervisor/manager.

Confidentiality and FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that guarantees the confidentiality of student records. It is important for students to familiarize themselves with some of the basic provisions of FERPA. Students who violate FERPA may be subject to disciplinary action, including, but not limited to, the loss of their job.

Student workers must understand that any student information they view or hear on the job must remain in the workplace. Students must not, under any circumstances, release student information to anyone (including the student's parents or other family members). In addition, students may not acquire student records information that is not relevant to their job.

The only information that may be released about a student (unless the student provides written permission to release other information) is:

1. Student name.
2. Student participation in officially recognized activities and sports, including weight, height, and high school of graduation of athletic team members.
3. Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition.

When signing the Student Employee Agreement, you are confirming and agreeing to the FERPA guidelines listed above and <http://www.losmedanos.edu/studentrecords/ferpa.aspx>.

Student Employee's Responsibilities

When you sign the Student Employee Agreement, you are acknowledging that you have read and agree to comply with the conditions listed in the agreement. Additionally, students agree to:

- Complete all necessary paperwork and receive authorization from Employment Services before you can begin working.
- Follow the Payroll Schedule and all deadlines with your supervisor.
- Under no circumstances will you be allowed to work more than 20 hours a week while classes are in session. However, if classes are not in session, you may work up to 40 hours per week.
- You are held accountable for maintaining strict confidentiality for any and all potentially sensitive information you encounter in the course of performing your jobs.
- You will abide by your department's policies and regulations, including any applicable dress code.
- You must give their supervisor sufficient advance notice, as determined by the supervisor, if you will be late or unable to work during your scheduled time. Repeated tardiness and/or absences are grounds for termination.
- As a best practice, you should give two weeks' notice if you decide to resign from your position. You will notify your supervisor of any change in your class schedule which could impact your work schedule, as well as any change in your enrollment status.
- You understand that you forfeit any part of your Federal Work Study award that you do not earn by the end of your employment period/fiscal year.
- You will abide by the College's Code of Conduct, which absolutely prohibits harassment or discrimination on the basis of another's sex, race, color, religion, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by law.

References:

- [Human Resources Procedure 4000.02](#)
- Los Medanos College Student Employee Agreement (see appendix A)
- [Family Educational Rights and Privacy Act \(FERPA\) Statement of Understanding](#)

Appendix:

- Appendix A: Los Medanos College Student Employee Agreement
- Appendix B: Mandatory Child Abuse Reporting Information
- Appendix C: Affordable Care Act Notification Information
- Appendix D: Direct Deposit Form

Appendix A: Los Medanos College Student Employee Agreement

As a student employee with Los Medanos College, I _____ will adhere to all rules, regulations and Education Codes to which I am subject to as outlined in the Student Worker Handbook and included below:

1. **Conduct:** Conduct oneself in a manner that is appropriate to the setting assigned, and generally befitting one's status as an "employee" and representative of Los Medanos College. Student employees should discuss with their supervisor at the beginning of employment (and any time a questions arises) any department workplace policies regarding such topics as: attendance/punctuality, communication to/from supervisor, dress code, social visits from friends, personal use of technology in the workplace, and any other questions you may have. If you want to quit a job, a best practice is to provide your supervisor with a minimum of two weeks' notice.
2. **Confidentiality and FERPA Guidelines:** Student employees may interact with confidential or otherwise private information about students and alumni. The Family Educational Rights and Privacy Act (FERPA) laws protect what information is allowed to be given out. By signing this document you are agreeing to abide by all confidentiality and FERPA guidelines as outlined in the Student Workers Handbook.

3. **Course load and GPA:** Student employees are required to enroll in, maintain, and complete a course load of 6 or more units (3 or more units in summer), and maintain a minimum G.P.A. of 2.0 during semesters/sessions of employment.
4. **Federal Work Student (FWS) Eligibility:** FWS Student employees must meet and maintain Financial Aid eligibility at Los Medanos College. Working in excess of your total FWS award may affect your Financial Aid package. If you work other jobs, your current and/or future financial aid eligibility will be affected if your earnings from non-FWS jobs on-campus exceeds your “remaining need” in your current Financial Award Notification Letter. If you have any more questions concerning your Financial Aid award, contact the Office of Financial Aid in the Student Services Center.
5. **Breaks:** Student employees working 4-consecutive hours must be provided a paid 10- minute break. Student employees working more than 5 consecutive hours, but not more than 6 hours are entitled to a 30 min. unpaid meal break, if they so choose and should coordinate this with their supervisor. Student employees working more than 6 hours are required to take an unpaid 30 min. meal break, and should coordinate this with their supervisor.
6. **Work Hours:** Student employees may **not** work in excess of 20 hours weekly total when classes are in session, in any single position or combination of positions. When classes are not in session, students may work up to 40 hours/week. Students are only eligible for overtime when classes are not in session and they are working over 8 hours/day/40 hours/weekly. Student employees are not eligible for holiday, vacation or unemployment compensation. Student employees are covered by workers compensation. Please contact the Business Office for information and eligibility regarding sick leave pay.
7. Employment with Los Medanos College and the Contra Costa Community College District is voluntarily entered in to, and you are free to resign from your position “*at will*,” at any time, with or without cause. Similarly, the aforementioned organization may terminate the employment relationship “*at will*” at any time, with or without notice or cause as long as there is no violation of applicable federal or state law.

Please note: If you lose the paper version of your Student Workers Handbook, you can contact Transfer & Career Services Front Desk for a replacement or download it here:

www.losmedanos.edu/student-services/job

PROTECTION OF CONFIDENTIAL DATA AGREEMENT

I, _____, acknowledge that I have received a copy of Human Resources Procedure 1040.01, Protection of Confidential Data.

I have reviewed and familiarized myself with the provisions of this section, and have had the opportunity to have my questions about these provisions answered.

As an employee of Contra Costa Community College District, I may have access to sensitive or confidential information. This confidentiality agreement serves to verify that I have been made aware of the strict prohibition against inappropriate use of sensitive or confidential information in accordance with Human Resources Procedure 1040.01 and will comply with my obligations under this procedure. I am aware that failure to abide by this agreement and violation of any provisions, statutes or guidelines included may result in disciplinary action.

Contra Costa Community College District

Human Resources Procedure 1040.01

PROTECTION OF CONFIDENTIAL DATA

1. The District expressly prohibits indiscriminate or unauthorized access to, or disclosure of, personal data or otherwise, from any source regarding employees, retirees, students or applicants.
2. The District is required to collect, use, maintain and disseminate information relating to individuals in accordance with laws and regulations and take the necessary safety measures to protect and maintain this data.
3. Unauthorized access, modification or use of computerized records is prohibited by federal and state law. The Information Practices Act

(IPA), the Family Education Rights and Privacy Act (FERPA) and Title 5 regulations that govern the protection of confidential, sensitive, personal employee, retiree, student and applicant data.

Definitions

1. Personal data means any information that is maintained by the District that identifies or describes an individual, including, but not limited to, name, social security number, birth date, age, ethnicity, disability, citizenship status, marital status, dependents or household members, gender, home address, telephone number, physical description, education, medical/employment history and/or financial matters. It includes statements made by, or attributed to, the individual. The information may be in electronic form (be it stored in computers or recorded media), written or other printed form, or information obtained orally during the course of , and pertinent to the course of business.
2. Employees are defined as managers, faculty, classified staff, student workers, consultants, or volunteers employed by the District and include other persons provided access to District personal, confidential, sensitive data.
3. Disclosure means to disclose, release, transfer, disseminate or otherwise communicate all or any part of confidential, private, sensitive, personal data orally, in writing, electronically, or by any other means to any person or entity not authorized to received the information.
4. Student information means all student information. Any requests for disclosure of student information should be referred to the Admissions and Records Office of the college.
5. Third Party is defined as any person, group or agency not previously authorized by District Human Resources to access such data.

Responsibilities

1. The District shall maintain records of personal data relating to employees, retirees, students or applicants that is relevant and necessary to accomplish the purposes of the District and that is required or authorized by the Governing Board, California

Constitution, statute or mandated by the federal government.

2. No employee shall access confidential or private information about any employee, retiree, student or applicant without proper authorization. Employees who have been authorized access to such data must have a legitimate need to have such access as part of their required job responsibilities. Information obtained orally, in writing, by electronic or any other means is subject to this procedure and access shall be strictly limited to business need.
3. All employees with access to personal data shall sign a Confidentiality Agreement as a condition of employment. The signed agreement shall be maintained as part of the employee's personnel file.
4. During new employee orientation, the college Human Resources Office shall ensure that a Confidentiality Agreement is completed by anyone who will have access to confidential information as designated by their supervisor. No employee shall be permitted access to confidential and private data until the Confidentiality Agreement is completed.
5. District Human Resources shall be responsible for maintaining compliance with the provisions of this procedure.
6. Each manager and supervisor shall be responsible for orienting their employees in the areas of responsibility under Board policy, statute, state and/or federal law.
7. Each manager and supervisor shall be responsible for certifying that an employee's access to personal confidential information is needed to perform the assigned duties of that employee.
8. Employees with access to personal confidential data shall not modify or delete the data unless authorized to do so.
9. No employee shall alter or delete their own or their immediate family or domestic partner's personal data.
10. In no case will a person authorized to access data delegate or enable another person's access to the data.
11. In no case will a person authorized to access data disclose confidential data to third parties which enable the third parties to identify the individual employees and their personal confidential data.
12. Careless, accidental or intentional disclosure of information to unauthorized individuals, unauthorized modification or deletion of information or unauthorized access to personal data or violation of any provisions of these statues or guidelines may result in disciplinary action.
13. Unauthorized disclosure may make an employee susceptible to independent civil or criminal actions by third parties.
14. Where provisions of this procedure are in conflict with the Collective Bargaining Agreements reached pursuant to Chapter 12 (commencing

with Section 3560) of Division 1 of the Government Code, Higher Education Employer-Employee Relations Act (HEERA), the Collective Bargaining Agreements shall take precedence. However, HEERA shall not be construed to exempt an employee from the provisions of state or federal law protecting confidential and private data.

California Civil Code Section 1798 California
Penal Code Sections 484j; 503 Electronic Communications
Privacy Act of 1986 (18 USC Section 2510021, 2701-08)

Family Education Rights and Privacy Act of 1974

(20 USC Section 1232g)
Federal Privacy Act of 1974 (5 USC 552a)

Information Practices Act of 1977 (Civil Code Section 1798)

Mandatory Child Abuse Reporting Information

CHILD ABUSE REPORTING STATEMENT

I, _____, acknowledge I have received a copy of Penal Code sections 11165.7, 11166, and 11167.

I have reviewed and familiarized myself with the provisions of these sections, and have had the opportunity to have my questions about these provisions answered.

I further understand the following:

1. I am considered a mandated reporter of suspected child abuse.
2. Penal Code section 11166, attached, requires any mandated reporter who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse or neglect to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone, and to prepare and send, fax or e-mail, a written report thereof within 36 hours of receiving the information concerning the incident.
3. "Mandated Reporters" are those individuals listed in Penal Code section 11165.7, attached, including teachers, instructional aides, classified employees, coaches, administrative officers, supervisors of child welfare and attendance, administrators of a public or private day camp, administrators and employees of child day care facilities licensed to care for children, peace officers, healthcare practitioners, employees or administrators of public or private post-secondary institutions whose duties bring them into contact with children on a regular basis, the supervisors of those employees, and any athletic coach at a public or private post-secondary institution.
4. Penal Code section 11167, attached, generally provides that the identity of a reporter of suspected child abuse, and the written child abuse report that is prepared by the reporter, is confidential and shall be disclosed only among agencies involved in the investigation or by court order.

As an employee of Contra Costa Community College District, I certify that I have read and understand this statement and the above cited Penal Code sections, and will comply with my obligations under the child abuse reporting law.

11165.7.

(a) As used in this article, "mandated reporter" is defined as any of the following:

(1) A teacher.

(2) An instructional aide.

(3) A teacher's aide or teacher's assistant employed by a public or private school.

(4) A classified employee of a public school.

(5) An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of a public or private school.

(6) An administrator of a public or private day camp.

(7) An administrator or employee of a public or private youth center, youth recreation program, or youth organization.

(8) An administrator, board member, or employee of a public or private organization whose duties require direct contact and supervision of children, including a foster family agency.

(9) An employee of a county office of education or the State Department of Education whose duties bring the employee into contact with children on a regular basis.

(10) A licensee, an administrator, or an employee of a licensed community care or child daycare facility.

(11) A Head Start program teacher.

(12) A licensing worker or licensing evaluator employed by a licensing agency, as defined in Section 11165.11.

(13) A public assistance worker.

(14) An employee of a childcare institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.

(15) A social worker, probation officer, or parole officer.

(16) An employee of a school district police or security department.

(17) A person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in a public or private school.

(18) A district attorney investigator, inspector, or local child support agency caseworker, unless the investigator, inspector, or caseworker is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor.

(19) A peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, who is not otherwise described in this section.

(20) A firefighter, except for volunteer firefighters.

(21) A physician and surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage and family therapist, clinical social worker, professional clinical counselor, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.

(22) An emergency medical technician I or II, paramedic, or other person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code.

(23) A psychological assistant registered pursuant to Section 2913 of the Business and Professions Code.

(24) A marriage and family therapist trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code.

(25) An unlicensed associate marriage and family therapist registered under Section 4980.44 of the Business and Professions Code.

(26) A state or county public health employee who treats a minor for venereal disease or any other condition.

(27) A coroner.

(28) A medical examiner or other person who performs autopsies.

(29) A commercial film and photographic print or image processor as specified in subdivision (e) of Section 11166. As used in this article, "commercial film and photographic print or image processor" means a person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, or who prepares, publishes, produces, develops, duplicates, or prints any representation of information, data, or an image, including, but not limited to, any film, filmstrip, photograph, negative, slide, photocopy, videotape, video laser disc, computer hardware, computer software, computer floppy disk, data storage medium, CD-ROM, computer-generated equipment, or computer-generated image, for compensation. The term includes any employee of that person; it does not include a person who develops film or makes prints or images for a public agency.

(30) A child visitation monitor. As used in this article, "child visitation monitor" means a person who, for financial compensation, acts as a monitor of a visit between a child and another person when the monitoring of that visit has been ordered by a court of law.

(31) An animal control officer or humane society officer. For the purposes of this article, the following terms have the following meanings:

(A) "Animal control officer" means a person employed by a city, county, or city and county for the purpose of enforcing animal control laws or regulations.

(B) "Humane society officer" means a person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Section 14502 or 14503 of the Corporations Code.

(32) A clergy member, as specified in subdivision (d) of Section 11166. As used in this article, "clergy member" means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.

(33) Any custodian of records of a clergy member, as specified in this section and subdivision (d) of Section 11166.

(34) An employee of any police department, county sheriff's department, county probation department, or county welfare department.

(35) An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 5.655 of the California Rules of Court.

(36) A custodial officer, as defined in Section 831.5.

(37) A person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institutions Code.

(38) An alcohol and drug counselor. As used in this article, an "alcohol and drug counselor" is a person providing counseling, therapy, or other clinical services for a state licensed or certified drug, alcohol, or drug and alcohol treatment program. However, alcohol or drug abuse, or both alcohol and drug abuse, is not, in and of itself, a sufficient basis for reporting child abuse or neglect.

(39) A clinical counselor trainee, as defined in subdivision (g) of Section 4999.12 of the Business and Professions Code.

(40) An associate professional clinical counselor registered under Section 4999.42 of the Business and Professions Code.

(41) An employee or administrator of a public or private postsecondary educational institution, whose duties bring the administrator or employee into contact with children on a regular basis, or who supervises those whose duties bring the administrator or employee into contact with children on a regular basis, as to child abuse or neglect occurring on that institution's premises or at an official activity of, or program conducted by, the institution. Nothing in this paragraph shall be construed as altering the lawyer-client privilege as set forth in Article 3 (commencing with Section 950) of Chapter 4 of Division 8 of the Evidence Code.

(42) An athletic coach, athletic administrator, or athletic director employed by any public or private school that provides any combination of instruction for kindergarten, or grades 1 to 12, inclusive.

(43) (A) A commercial computer technician as specified in subdivision (e) of Section 11166. As used in this article, "commercial computer technician" means a person who works for a company that is in the business of repairing, installing, or otherwise servicing a computer or computer component, including, but not limited to, a computer part, device, memory storage or recording mechanism, auxiliary storage recording or memory capacity, or any other material relating to the operation and maintenance of a computer or computer network system, for a fee. An employer who provides an electronic communications service or a remote computing service to the public shall be deemed to comply with this article if that employer complies with Section 2258A of Title 18 of the United States Code.

(B) An employer of a commercial computer technician may implement internal procedures for facilitating reporting consistent with this article. These procedures may direct

employees who are mandated reporters under this paragraph to report materials described in subdivision (e) of Section 11166 to an employee who is designated by the employer to receive the reports. An employee who is designated to receive reports under this subparagraph shall be a commercial computer technician for purposes of this article. A commercial computer technician who makes a report to the designated employee pursuant to this subparagraph shall be deemed to have complied with the requirements of this article and shall be subject to the protections afforded to mandated reporters, including, but not limited to, those protections afforded by Section 11172.

(44) Any athletic coach, including, but not limited to, an assistant coach or a graduate assistant involved in coaching, at public or private postsecondary educational institutions.

(45) An individual certified by a licensed foster family agency as a certified family home, as defined in Section 1506 of the Health and Safety Code.

(46) An individual approved as a resource family, as defined in Section 1517 of the Health and Safety Code and Section 16519.5 of the Welfare and Institutions Code.

(47) A qualified autism service provider, a qualified autism service professional, or a qualified autism service paraprofessional, as defined in Section 1374.73 of the Health and Safety Code and Section 10144.51 of the Insurance Code.

(48) A human resource employee of a business subject to Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code that employs minors. For purposes of this section, a "human resource employee" is the employee or employees designated by the employer to accept any complaints of misconduct as required by Chapter 6 (commencing with Section 12940) of Part 2.8 of Division 3 of Title 2 of the Government Code.

(49) An adult person whose duties require direct contact with and supervision of minors in the performance of the minors' duties in the workplace of a business subject to Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code is a mandated reporter of sexual abuse, as defined in Section 11165.1. Nothing in this paragraph shall be construed to modify or limit the person's duty to report known or suspected child abuse or neglect when the person is acting in some other capacity that would otherwise make the person a mandated reporter.

(b) Except as provided in paragraph (35) of subdivision (a), volunteers of public or private organizations whose duties require direct contact with and supervision of children are not mandated reporters but are encouraged to obtain training in the identification and reporting of child abuse and neglect and are further encouraged to report known or suspected instances of child abuse or neglect to an agency specified in Section 11165.9.

(c) (1) Except as provided in subdivision (d) and paragraph (2), employers are strongly encouraged to provide their employees who are mandated reporters with training in the duties imposed by this article. This training shall include training in child abuse and neglect identification and training in child abuse and neglect reporting. Whether or not employers provide their employees with training in child abuse and neglect identification and reporting, the employers shall provide their employees who are mandated reporters with the statement required pursuant to subdivision (a) of Section 11166.5.

(2) Employers subject to paragraphs (48) and (49) of subdivision (a) shall provide their employees who are mandated reporters with training in the duties imposed by this article. This training shall include training in child abuse and neglect identification and training in child abuse and neglect reporting. The training requirement may be met by completing the general online training for mandated reporters offered by the Office of Child Abuse Prevention in the State Department of Social Services.

(d) Pursuant to Section 44691 of the Education Code, school districts, county offices of education, state special schools and diagnostic centers operated by the State Department of Education, and charter schools shall annually train their employees and persons working on their behalf specified in subdivision (a) in the duties of mandated reporters under the child abuse reporting laws. The training shall include, but not necessarily be limited to, training in child abuse and neglect identification and child abuse and neglect reporting.

(e) (1) On and after January 1, 2018, pursuant to Section 1596.8662 of the Health and Safety Code, a childcare licensee applicant shall take training in the duties of mandated reporters under the child abuse reporting laws as a condition of licensure, and a childcare administrator or an employee of a licensed child daycare facility shall take training in the duties of mandated reporters during the first 90 days when that administrator or employee is employed by the facility.

(2) A person specified in paragraph (1) who becomes a licensee, administrator, or employee of a licensed child daycare facility shall take renewal mandated reporter training every two years following the date on which that person completed the initial mandated reporter training. The training shall include, but not necessarily be limited to, training in child abuse and neglect identification and child abuse and neglect reporting.

(f) Unless otherwise specifically provided, the absence of training shall not excuse a mandated reporter from the duties imposed by this article.

(g) Public and private organizations are encouraged to provide their volunteers whose duties require direct contact with and supervision of children with training in the identification and reporting of child abuse and neglect.

(Amended by Stats. 2020, Ch. 243, Sec. 1. (AB 1963) Effective January 1, 2021.)

Penal Code § 11166. Report of child abuse or neglect; mandatory reporters; reasonable suspicion defined; form of report; criminal liability for failure to report; investigation; other reporters; joint reports; retaliation prohibited; report by county probation or welfare department, or law enforcement agency, to investigatory agency and district attorney

(a) Except as provided in subdivision (d), and in Section 11166.05, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated

reporter shall make an initial report by telephone to the agency immediately or as soon as is practicably possible, and shall prepare and send, fax, or electronically transmit a written followup report within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any nonprivileged documentary evidence the mandated reporter possesses relating to the incident.

(1) For purposes of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. "Reasonable suspicion" does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect; any "reasonable suspicion" is sufficient. For purposes of this article, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.

(2) The agency shall be notified and a report shall be prepared and sent, faxed, or electronically transmitted even if the child has expired, regardless of whether or not the possible abuse was a factor contributing to the death, and even if suspected child abuse was discovered during an autopsy.

(3) Any report made by a mandated reporter pursuant to this section shall be known as a mandated report.

(b) If after reasonable efforts a mandated reporter is unable to submit an initial report by telephone, he or she shall immediately or as soon as is practicably possible, by fax or electronic transmission, make a one-time automated written report on the form prescribed by the Department of Justice, and shall also be available to respond to a telephone followup call by the agency with which he or she filed the report. A mandated reporter who files a one-time automated written report because he or she was unable to submit an initial report by telephone is not required to submit a written followup report.

(1) The one-time automated written report form prescribed by the Department of Justice shall be clearly identifiable so that it is not mistaken for a standard written followup report. In addition, the automated one-time report shall contain a section that allows the mandated reporter to state the reason the initial telephone call was not able to be completed. The reason for the submission of the one-time automated written report in lieu of the procedure prescribed in subdivision (a) shall be captured in the Child Welfare Services/Case Management System (CWS/CMS). The department shall work with stakeholders to modify reporting forms and the CWS/CMS as is necessary to accommodate the changes enacted by these provisions.

(2) This subdivision shall not become operative until the CWS/CMS is updated to capture the information prescribed in this subdivision.

(3) This subdivision shall become inoperative three years after this subdivision becomes operative or on January 1, 2009, whichever occurs first.

(4) On the inoperative date of these provisions, a report shall be submitted to the counties and the Legislature by the State Department of Social Services that reflects the data collected from automated one-time reports indicating the reasons stated as to why the automated one-time report was filed in lieu of the initial telephone report.

(5) Nothing in this section shall supersede the requirement that a mandated reporter first attempt to make a report via telephone, or that agencies specified in Section 11165.9 accept reports from mandated reporters and other persons as required.

(c) Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that imprisonment and fine. If a mandated reporter intentionally conceals his or her failure to report an incident known by the mandated reporter to be abuse or severe neglect under this section, the failure to report is a continuing offense until an agency specified in Section 11165.9 discovers the offense.

(d)(1) A clergy member who acquires knowledge or a reasonable suspicion of child abuse or neglect during a penitential communication is not subject to subdivision (a). For the purposes of this subdivision, "penitential communication" means a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of his or her church, denomination, or organization, is authorized or accustomed to hear those communications, and under the discipline, tenets, customs, or practices of his or her church, denomination, or organization, has a duty to keep those communications secret.

(2) Nothing in this subdivision shall be construed to modify or limit a clergy member's duty to report known or suspected child abuse or neglect when the clergy member is acting in some other capacity that would otherwise make the clergy member a mandated reporter.

(3)(A) On or before January 1, 2004, a clergy member or any custodian of records for the clergy member may report to an agency specified in Section 11165.9 that the clergy member or any custodian of records for the clergy member, prior to January 1, 1997, in his or her professional capacity or within the scope of his or her employment, other than during a penitential communication, acquired knowledge or had a reasonable suspicion that a child had been the victim of sexual abuse that the clergy member or any custodian of records for the clergy member did not previously report the abuse to an agency specified in Section 11165.9. The provisions of Section 11172 shall apply to all reports made pursuant to this paragraph.

(B) This paragraph shall apply even if the victim of the known or suspected abuse has reached the age of majority by the time the required report is made.

(C) The local law enforcement agency shall have jurisdiction to investigate any report of child abuse made pursuant to this paragraph even if the report is made after the victim has reached the age of majority.

(e)(1) Any commercial film, photographic print, or image processor who has knowledge of or observes, within the scope of his or her

professional capacity or employment, any film, photograph, videotape, negative, slide, or any representation of information, data, or an image, including, but not limited to, any film, filmstrip, photograph, negative, slide, photocopy, videotape, video laser disc, computer hardware, computer software, computer floppy disk, data storage medium, CD-ROM, computer generated equipment, or computer-generated image depicting a child under 16 years of age engaged in an act of sexual conduct, shall immediately, or as soon as practically possible, telephonically report the instance of suspected abuse to the law enforcement agency located in the county in which the images are seen. Within 36 hours of receiving the information concerning the incident, the reporter shall prepare and send, fax, or electronically transmit a written followup report of the incident with a copy of the image or material attached.

(2) Any commercial computer technician who has knowledge of or observes, within the scope of his or her professional capacity or employment, any representation of information, data, or an image, including, but not limited to, any computer hardware, computer software, computer file, computer floppy disk, data storage medium, CD-ROM, computer-generated equipment, or computer-generated image that is retrievable in perceivable form and that is intentionally saved, transmitted, or organized on an electronic medium, depicting a child under 16 years of age engaged in an act of sexual conduct, shall immediately, or as soon as practically possible, telephonically report the instance of suspected abuse to the law enforcement agency located in the county in which the images or material are seen. As soon as practically possible after receiving the information concerning the incident, the reporter shall prepare and send, fax, or electronically transmit a written followup report of the incident with a brief description of the images or materials.

(3) For purposes of this article, "commercial computer technician" includes an employee designated by an employer to receive reports pursuant to an established reporting process authorized by subparagraph (B) of paragraph (41) of subdivision (a) of Section 11165.7.

(4) As used in this subdivision, "electronic medium" includes, but is not limited to, a recording, CD ROM, magnetic disk memory, magnetic tape memory, CD, DVD, thumbdrive, or any other computer hardware or media.

(5) As used in this subdivision, "sexual conduct" means any of the following:

(A) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex or between humans and animals.

(B) Penetration of the vagina or rectum by any object.

(C) Masturbation for the purpose of sexual stimulation of the viewer.

(D) Sadoomasochistic abuse for the purpose of sexual stimulation of the viewer.

(E) Exhibition of the genitals, pubic, or rectal areas of any person for the purpose of sexual stimulation of the viewer.

(f) Any mandated reporter who knows or reasonably suspects that the home or institution in which a child resides is unsuitable for the child because of abuse or neglect of the child shall bring the condition to the attention of the agency to which, and at the same time as, he or she makes a report of the abuse or neglect pursuant to subdivision (a).

(g) Any other person who has knowledge of or observes a child whom he or she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to an agency specified in Section 11165.9. For purposes of this section, "any other person" includes a mandated reporter who acts in his or her private capacity and not in his or her professional capacity or within the scope of his or her employment.

(h) When two or more persons, who are required to report, jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report.

(i)(1) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with this article.

(2) The internal procedures shall not require any employee required to make reports pursuant to this article to disclose his or her identity to the employer.

(3) Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to an agency specified in Section 11165.9.

(j) A county probation or welfare department shall immediately, or as soon as practically possible, report by telephone, fax, or electronic transmission to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known or suspected instance of child abuse or neglect, as defined in Section 11165.6, except acts or omissions coming within subdivision (b) of Section 11165.2, or reports made pursuant to Section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare or probation department. A county probation or welfare department also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

(k) A law enforcement agency shall immediately, or as soon as practicably possible, report by telephone, fax, or electronic transmission to the agency given responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code and to the district attorney's office every known or suspected instance of child abuse or neglect reported to it, except acts or omissions coming within subdivision (b) of Section 11165.2, which shall be reported only to the county welfare or probation department. A law enforcement agency shall report to the county welfare or probation department every known or suspected instance of child abuse or neglect reported to it which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or as the result of the failure of a person responsible for the child's welfare to adequately protect the minor from abuse when the person responsible for the child's welfare knew or reasonably should have known that the minor was in danger of abuse. A law enforcement agency also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

Penal Code § 11167. Report; contents; confidentiality of identity of persons reporting

(a) Reports of suspected child abuse or neglect pursuant to Section 11166 or Section 11166.05 shall include the name, business address, and telephone number of the mandated reporter; the capacity that makes the person a mandated reporter; and the information that gave rise to the reasonable suspicion of child abuse or neglect and the source or sources of that information. If a report is made, the following information, if known, shall also be included in the report: the child's name, the child's address, present location, and, if applicable, school, grade, and class; the names, addresses, and telephone numbers of the child's parents or guardians; and the name, address, telephone number, and other relevant personal information about the person or persons who might have abused or neglected the child. The mandated reporter shall make a report even if some of this information is not known or is uncertain to him or her.

(b) Information relevant to the incident of child abuse or neglect and information relevant to a report made pursuant to Section 11166.05 may be given to an investigator from an agency that is investigating the known or suspected case of child abuse or neglect.

(c) Information relevant to the incident of child abuse or neglect, including the investigation report and other pertinent materials, and information relevant to a report made pursuant to Section 11166.05 may be given to the licensing agency when it is investigating a known or suspected case of child abuse or neglect.

(d)(1) The identity of all persons who report under this article shall be confidential and disclosed only among agencies receiving or investigating mandated reports, to the prosecutor in a criminal prosecution or in an action initiated under Section 602 of the Welfare and Institutions Code arising from alleged child abuse, or to counsel appointed pursuant to subdivision (c) of Section 317 of the Welfare and Institutions Code, or to the county counsel or prosecutor in a proceeding under Part 4 (commencing with Section 7800) of Division 12 of the Family Code or Section 300 of the Welfare and Institutions Code, or to a licensing agency when abuse or neglect in out-of-home care is reasonably suspected, or when those persons waive confidentiality, or by court order.

(2) No agency or person listed in this subdivision shall disclose the identity of any person who reports under this article to that person's employer, except with the employee's consent or by court order.

(e) Notwithstanding the confidentiality requirements of this section, a representative of a child protective services agency performing an investigation that results from a report of suspected child abuse or neglect made pursuant to Section 11166 or Section 11166.05, at the time of the initial contact with the individual who is subject to the investigation, shall advise the individual of the complaints or allegations against him or her, in a manner that is consistent with laws protecting the identity of the reporter under this article.

(f) Persons who may report pursuant to subdivision (g) of Section 11166 are not required to include their names.

Notice to New Employees – Affordable Care Act

Starting on October 1, 2013, the new federal health care law (Affordable Care Act) came into effect. As a result, the District is required to provide all new employees a copy of the Department of Labor's (DOL) advisory notice called the "New Health Insurance Marketplace Coverage Options and Your Health Coverage." In order to assist you in understanding this health care law and the effect it may have on you we have provided some Frequently Asked Questions (FAQs).

Below are some FAQs regarding ACA for new District employees:

1) **Question:** What does the ACA mean for me as a new employee of the District?

Answer: If you are now receiving health benefits from the District you do not need to take any action because your health benefit coverage will not change.

2) **Question:** What if I don't select medical benefits from the District since I already have benefits elsewhere or what if I decide to receive health benefits through the District and want to explore information about the Health Care Exchange?

Answer: You can explore your options through the California Exchange by visiting their website at www.coveredca.com or calling **Covered California** at **1-800-300-1506**.

3) **Question:** Do I need to complete Part B of the enclosed DOL form?

Answer: No. You are not required to complete Part B of the enclosed DOL form. This only provides a sample of information you will be asked in the event you decide to submit an application healthcare coverage through the Marketplace.

4) **Question:** Does the District meet healthcare coverage mandated standards? **Answer:** Yes.

The District does offer affordable healthcare coverage that meets or exceeds certain standards established by the ACA.

5) **Question:** Why is the District providing me with this notice?

Answer: The District is mandated by the DOL to provide all new employees with a copy of this notice.

6) **Question:** Am I required to take any action?

Answer: No. If you decide to receive medical benefits through the District then no action is required by you.

For additional information, please see the attached is the DOL form which explains options and healthcare coverage. Please contact Reed Rawlinson, Benefits Analyst, at 925-229-6853 at the District Office Human Resources if you have any questions.



New Health Insurance Marketplace Coverage Options and Your Health Coverage

PART A: General Information Form Approved OMB No. 1210-0149

(expires 1-31-2017)

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace? Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer

that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact .

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

| | | |
|---|--|--|
| 3. Employer name Contra Costa Community College District | 500 Court Street | 4. Employer Identification Number (EIN) 68-0342035 |
| 5. Employer address | | 6. Employer phone number 925-229-6853 |
| 7. City Martinez | | 8. State CA |
| 10. Who can we contact about employee health coverage at this job? Reed Rawlinson | | |
| | 11. Phone number (if different from above) | |
| | 12. Email address RRawlinson@4cd.edu | 9. ZIP code 94553 |

Here is some basic information about health coverage offered by this employer: As your employer, we offer a health plan to:

All employees. Eligible employees are:

Some employees. Eligible employees are:

Benefits are available to regular monthly classified, full time faculty and management, supervisory and confidential employees. Medical coverage is available to part-time faculty members who meet eligibility requirements according to the United Faculty contract.

With respect to dependents:

We do offer coverage. Eligible dependents are:

Employee's spouse or domestic partner (upon meeting eligibility requirements) and employee's dependent children up to their 26th birthday.

We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, HealthCare.gov will guide you through the process. Here's the employer information you'll enter when you visit HealthCare.gov to find out if you can get a tax credit to lower your monthly premiums.