Helpful Links and Resources

SRJC District Policies and Procedures:

- Entire Policy Manual: http://www.santarosa.edu/polman/

- Title IX: https://titleix.santarosa.edu/title-ix-gender-equity
    - Title IX Reporting form:

      https://cm.maxient.com/reportingform.php?SantaRosaJC&layout_id=10

- How to submit Service requests https://facilities.santarosa.edu/

- How to buy Yearly Parking Passes https://accounting.santarosa.edu/employee-parking

- Travel request forms, Office Depot ordering, Cal Card info etc. https://purchasing.santarosa.edu/

- Staff Wifi, email, software checkout etc. https://it.santarosa.edu/

- Link to Employee Notice of Absence(NOA) form and employee online portal:
  https://hr.santarosa.edu/login-options

- How to make accessible documents/websites https://de.santarosa.edu/accessibility/introduction

Governance

- District Committees: https://bussharepoint.santarosa.edu/committees/default.aspx

- Organizational Charts: https://hr.santarosa.edu/district-information#organization

- Classified Senate Home Page: https://classifiedsenate.santarosa.edu/classified-senate-home
    - Mentor Program: https://classifiedsenate.santarosa.edu/mentorship

Classified Employee Union - SEIU

- Full Contract: https://seiu.santarosa.edu/2014-2017-seiudistrict-contract

- Article 4 – Classified Probationary and Evaluations Periods:

  https://seiu.santarosa.edu/sites/seiu.santarosa.edu/files/14_17_Feb2017_Contract/art04_14-17_evaluation-and-personnel-files-2.1.17.pdf

- Article 6 – Work hours, variable scheduling, summer hours, overtime, breaks and lunches:

  https://seiu.santarosa.edu/sites/seiu.santarosa.edu/files/14_17_Feb2017_Contract/art06_14-17_hours_of_employment-2.1.17.pdf

- Article 11 – Vacation:

  https://seiu.santarosa.edu/sites/seiu.santarosa.edu/files/14_17_Feb2017_Contract/art11_14_17_vacation_eligibility-2.1.17.pdf

- Article 22 – Employee Education and Training: https://seiu.santarosa.edu/sites/seiu.santarosa.edu/files/14_17_Feb2017_Contract/art22_14-17_employee_education_and_training-2.1.17.pdf

Handbooks and other Helpful links

- Crisis Intervention Resource Team : https://cirt.santarosa.edu/

- Academic Calendar https://admissions.santarosa.edu/academic-calendar/

- For Those who supervise students- Supervisor Student evaluations for pay increase, term paperwork, FAQs for student employees https://studentemployment.santarosa.edu/forms

Training/Professional Development

- Fall PDA Day website**:** https://pd.santarosa.edu/fall-2017-pda-day

- Calendar of Professional Development Activities: https://pd.santarosa.edu/menu-activities-0

- How to access Lynda.com https://it.santarosa.edu/learning-network

- Tuition Reimbursement https://pd.santarosa.edu/enrollment-fee-reimbursement-program-guidelines