

### **Helpful Links and Resources**

#### **SRJC District Policies and Procedures:**

- Entire Policy Manual: <a href="http://www.santarosa.edu/polman/">http://www.santarosa.edu/polman/</a>
- Title IX: https://titleix.santarosa.edu/title-ix-gender-equity
  - o Title IX Reporting form: https://cm.maxient.com/reportingform.php?SantaRosaJC&layout\_id=10
- How to buy Yearly Parking Passes https://accounting.santarosa.edu/employee-parking
- Travel request forms, Office Depot ordering, Cal Card info etc. <a href="https://purchasing.santarosa.edu/">https://purchasing.santarosa.edu/</a>
- Staff wifi, email, software checkout etc. <a href="https://it.santarosa.edu/">https://it.santarosa.edu/</a>
- Link to Employee Notice of Absence(NOA) form and employee online portal: <a href="https://hr.santarosa.edu/login-options">https://hr.santarosa.edu/login-options</a>
- How to make accessible documents/websites https://de.santarosa.edu/accessibility/introduction

#### Governance

- District Committees: https://bussharepoint.santarosa.edu/committees/default.aspx
- Organizational Charts: <a href="https://hr.santarosa.edu/district-information#organization">https://hr.santarosa.edu/district-information#organization</a>
- Classified Senate Home Page: <a href="https://classifiedsenate.santarosa.edu/classified-senate-home">https://classifiedsenate.santarosa.edu/classified-senate-home</a>
  - Mentor Program: https://classifiedsenate.santarosa.edu/mentorship

# **Classified Employee Union - SEIU**

Full Contract: <a href="https://seiu.santarosa.edu/sites/seiu.santarosa.edu/files/SEIU%20CONTRACT--%202017-18-Final%20Clean.pdf">https://seiu.santarosa.edu/sites/seiu.santarosa.edu/files/SEIU%20CONTRACT--%202017-18-Final%20Clean.pdf</a>

# Handbooks and other Helpful links

- Crisis Intervention Resource Team : <a href="https://cirt.santarosa.edu/">https://cirt.santarosa.edu/</a>
- 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 <a href="https://studentemployment.santarosa.edu/forms">https://studentemployment.santarosa.edu/forms</a>

## **Training/Professional Development**

- PDA Day website: https://pd.santarosa.edu/pda-day
- Calendar of Professional Development Activities: https://pd.santarosa.edu/menu-activities-0
- How to access Lynda.com <a href="https://it.santarosa.edu/learning-network">https://it.santarosa.edu/learning-network</a>
- Tuition Reimbursement https://pd.santarosa.edu/enrollment-fee-reimbursement-program-guidelines