

hello from HR!

A Quarterly Newsletter from the Office of Human Resources

Chaffey  College

The Office of Human Resources
is located in SSA-204 on the
Rancho Cucamonga Campus.
Stop by to say hello!



Open Enrollment is Underway!

The annual open enrollment period for all CSEA employees is underway. From April 24, 2023 - May 19, 2023, all benefit eligible CSEA employees are provided the opportunity to change medical plans, enroll in benefit plans not previously enrolled in, and/or add eligible dependents not previously enrolled in a medical, dental, or vision plan. If you do not wish to make any changes to your current benefit plan, NO action is required on your part.

Please note that open enrollment for dental and vision plans are underway for ALL benefit-eligible employees during this time.

Open Enrollment for full-time faculty and managers will occur in Sep-Oct 2023.

***AS A REMINDER, IT IS YOUR RESPONSIBILITY TO NOTIFY THE OFFICE OF HUMAN RESOURCES OF ANY QUALIFYING LIFE EVENT WITHIN 30 DAYS.**

What is a "Qualifying Life Event"?

You can only make changes to your health insurance during open enrollment...unless you have a qualifying event. Some examples are:

- New dependent (through birth or adoption)
- Getting married or divorced
- Registration of domestic partnership

*If you have a qualifying event, make sure you contact your Human Resources Generalist (HRG) as soon as possible. You only have 30 days after the event to make changes!

3 Great Resources

Environmental Health & Safety Advisory Notices

1

Find out what projects (construction, painting, etc.) are occurring on campus on the [Advisory Notices page](#) of the Chaffey website, under the Environmental Health and Safety Section.

Hazardous Conditions Reporting

2

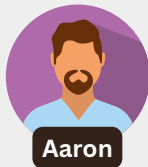
Employees can report any safety concerns or hazardous work conditions using [the COVID-19/Hazardous Conditions/Safety Concerns form](#). For questions about this reporting, please call ext. 6630.

Company Nurse

3

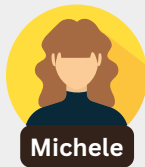
Do you know how to report a workplace injury? Company Nurse is your first call for non-emergency related injuries at 1-888-375-0280. For more information, contact Maria Martinez, Administrative Assistant II in Safety & Risk Management, at ext. 6521.

Meet the Human Resources Team



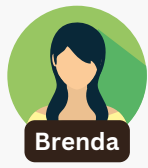
Aaron

Aaron has been with Chaffey for just over 7 years. He facilitates District recruitments and provides applicant data reporting. You can reach Aaron at ext. 6525.



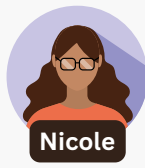
Michele

Michele joined Aaron in recruitment in 2017. Aside from recruiting, she is responsible for various special projects. You can reach Michele at ext. 6526.



Brenda

Brenda is a Chaffey employee with almost 25 years of service, with 17 years in HR. She supports the employees of BAT, Counseling, Student Services, and many more. You can reach Brenda at ext. 6522.



Nicole

Nicole joined the HR team at Chaffey in 2022. She administers risk management and the departmental budget. Nicole also supports recruitment. You can reach Nicole at ext. 6523.



Heather

Heather began as a Administrative Assistant and joined HR in 2016. She supports some of the College's largest departments: LA & SBS, as well as the President's Office. You can reach Heather at ext. 6529.



Olympia

Olympia spent 6 years in the instructional areas, and joined HR in 2022. She serves instructional support departments, KNA, and Math & Science. You can reach Olympia at ext. 6528.



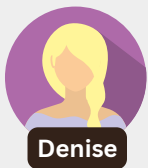
Jill

Jill has been a HRG at Chaffey for nearly 23 years. Departments she supports include M&O, A&R, Business Services, Campus Police, and others. You can reach Jill at ext. 6527.



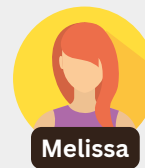
Stephanie

Stephanie served 6 years in the Career Center before joining the HR team. She is currently supporting Aaron & Michele in recruitment. You can reach Stephanie at ext. 6554.



Denise

Denise has been with Chaffey for nearly 24 years. She currently supports the School of Health Sciences. You can reach Denise at denise.parker@chaffey.edu.



Melissa

Melissa administers employee benefits and leave. She has worked in a variety of roles during her time at Chaffey, and moved to HR in 2020. You can reach Melissa at ext. 6557.



Employee Contact Information Update via Self-Service

The District is committed to maintaining updated contact information for all of its employees to ensure effective and timely strategic communication in the event of an emergency. You should have received an email from donotreply@chaffey.edu on Wednesday 4/26/23, providing instructions and links on how to access and complete the requested information. Please update your contact information no later than 5/26/23. Thanks!

A Message from Tomeika Carter

Interim Director of Human Resources & Diversity, Equity, and Inclusion

Hello, Chaffey Community!

I am so excited to have joined the Human Resources team! It is a pleasure to work for an institution that has a vision of improving lives through education, which truly speaks to my own journey. The HR team continues to work in supporting the success of the District and all of its employees. Please do not hesitate to let us know how we may be of assistance to you. You may contact me at ext. 6536.

Tomeika

