

## Temporary Emergency Initiatives

### Payroll Advancement Highlights (February 28, 2025)

The District will provide employees directly affected by the wildfires with a payroll advance on earned income to assist with financial needs. The amount of the advance, the terms of repayment, and the conditions for repayment are outlined below.

#### Amount and Terms

Employees may request a one-time payroll advance based on the following:

Full-Time Probationary/Permanent Employees: an amount equal to a month's salary not to exceed \$6,000.

Part-Time Employees: an amount equal to their average monthly earnings over the past 12 months not to exceed \$6,000

- The loan will be interest-free.
- Deadline to submit the Payroll Advance request will be February 28, 2025.
- Check will be provided within two weeks of approval, with goal of a check within one week of request.
- No voluntary benefit deductions will be deducted in advance.

#### Repayment Schedule

- Repayment of the payroll advance will begin with the employee's May paycheck.
- Upon application, employees authorize the District to begin payroll deductions for repayment beginning with the May 2025 paycheck. Adjunct Faculty will need to pay their advance by the end of their spring assignment (July 5, 2025 paycheck). All other part-time hourly employees will have through their July 10, 2025 paycheck for repayment.
- Repayment must be completed by the end of the calendar year. The last deduction will occur on the payroll issuing on December 1<sup>st</sup> for certificated employees or December 10<sup>th</sup> for all other employees.

## Temporary Emergency Initiatives

### Temporary Pasadena City College Natural Disaster Leave Guidelines (June 30, 2025)

#### Purpose

Pasadena City College (PCC) is committed to supporting employees who are impacted by natural disasters such as earthquakes, wildfires, floods, or other emergencies. These guidelines provide guidelines for leave and flexible arrangements to ensure the well-being of employees while maintaining operational continuity. These guidelines may be amended to reflect any changes from state and/or federal authorities.

#### Scope

These guidelines apply to all employees of PCC, including full-time, part-time, and temporary staff, who are directly impacted by a natural disaster or emergency that disrupts their ability to perform job duties and continues through June 30, 2025.

#### Definitions

- **Natural Disaster:** A significant event such as an earthquake, wildfire, flood, severe storm, or other emergency recognized by federal, state, or local authorities as a disaster.
- **Direct Impact:** Circumstances in which an employee is displaced, experiences property damage, is under mandatory evacuation, or faces other hardships resulting from a natural disaster.
- **Emergency Response Personnel:** Employees who serve as firefighters, law enforcement, emergency medical personnel, or other first responders under California Labor Code Section 230.3.

#### Guidelines Provisions

##### Paid Leave

- Employees directly affected by a natural disaster may receive up to five (5) days of paid leave.
- Paid leave is intended to provide immediate relief without requiring the use of accrued leave balances.
- To qualify, the employee must notify their supervisor and HR and submit reasonable documentation (e.g., evacuation orders, insurance claims, or notices from utility providers).

##### Unpaid Leave

- If additional time off is required, employees may request up to ten (10) days of unpaid leave, subject to approval by their supervisor and Human Resources.
- Employees may choose to use accrued leave balances (e.g., vacation, sick leave, or personal days) in lieu of unpaid leave.

##### Emergency Response Personnel Leave

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- Employees who are emergency response personnel may take unpaid leave to fulfill duties during a disaster under California Labor Code Section 230.3.
- PCC may provide paid leave for these employees at its discretion, or they may use accrued leave.

### **Flexible Work Arrangements**

- If appropriate, supervisors may approve temporary remote work or adjusted schedules for employees whose housing and/or dependent care services were affected by a natural disaster, based on the nature of their work.
- Flexible arrangements should balance the needs of the employee with operational requirements.

### **Employee Responsibilities**

- Notification: Employees must inform their supervisor as soon as practicable if they are unable to report to work.
- Documentation: Employees must provide reasonable documentation to verify the need for leave or flexible arrangements. This documentation will be forwarded to and retained by the Office of Human Resources.

### **Continuation of Benefits**

Employees on approved leave under these guidelines will retain their health and welfare benefits in accordance with PCC's leave policies and applicable laws.

### **Return to Work**

- Employees should communicate their anticipated return-to-work date with their supervisor and Human Resources.
- PCC will provide reasonable accommodation for employees facing ongoing challenges due to the disaster, as required by law.

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### Catastrophic Leave Donation Program for Natural Disasters or States of Emergency

Introduction: This program enables employees of the Pasadena Area Community College District who have accrued leave credits to donate them to colleagues affected by natural disasters or states of emergency. The assistance aims to support employees who are unable to work and have exhausted all available leave credits.

#### Purpose

Employees who accrue vacation or sick leave credits may voluntarily donate these credits to a community bank for those employees within the District affected by a declared natural disaster or state of emergency.

#### Donation Guidelines

- Donor Eligibility: Any employee can donate, provided they retain a minimum of two weeks (80 hours) of their own accrued leave.
- Distribution of Leave: Distribution of donated leave credits is predicated on the number of leave credits donated and the number of applicants requesting leave and will be distributed proportionately.
- Types of Leave Donated: Employees may donate vacation and sick leave credits.
- Minimum/Maximum Donation: Employees must donate at least 8 hours and can donate up to a maximum that ensures they retain the required minimum of their own accrued leave.

#### Distribution of Donated Time

- Assessment of Need: Levels of urgency and impact are established to prioritize allocation:
  - Level 1: Immediate housing displacement.
  - Level 2: Childcare challenges requiring immediate attention.
  - Level 3: Other significant impacts (e.g., loss of household utilities or transportation difficulties).
- Amount of Leave: Leave is allocated based on assessed need:
  - Level 1: Up to 80 hours.
  - Level 2: Up to 40 hours.
  - Level 3: Up to 24 hours.
- Ongoing Support: Provisions for ongoing needs allow for reapplication if the disaster's impact continues beyond the initial grant of leave.

#### Eligibility

- Affected Residence: The employee's principal residence must be in a county where a state of emergency has been declared.

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- **Exhausted Leave Credits:** The employee must have fewer than 40 hours left in both vacation and sick leave credits and must have exhausted all other types of paid time off.

### **Conditions for Receiving Catastrophic Leave**

- **Employment Impact:** The employee must exhausted all types of paid time off.
- **Financial Hardship:** Demonstrated financial hardship from the disaster is required.
- **Use Limits:** The total donated leave shall not exceed what is necessary for maintaining the employee's regular rate of pay for up to three months.

### **Administration**

- **Authority:** The President may make exceptions or expand benefits under compelling circumstances.
- **Verification Process:** Applications must include detailed circumstances and relevant documentation, verified by HR or a designated committee.

## Temporary Emergency Initiatives

### Emotional Support: On-Campus Group Counseling sessions

Anthem EAP will be sending campus counselors to host on-campus group counseling sessions that

will cover mental health, self-care, and crisis management resources. The session will begin with a

group session for 20 minutes and then employees will have the opportunity to meet on a one-on-

one session with the Anthem EAP counselor. More dates will be available.

- Monday, January 13, 2025- 11:30a.m. to 2:00p.m.
- Wednesday, January 15, 2025- 4:00p.m. to 6:30p.m.
- Friday, January 17, 2025- 12:00p.m. to 2:30p.m.
- All Group Sessions will be in the Circadian (Building CC Room 130)