



GAVILAN COLLEGE

Human Resources Department

FAQ for Gavilan Employees Eligible for District Health Benefits

1. How do I enroll in medical benefits?

- Enrollment details are provided during orientation. One-on-one Zoom workshops can be requested by email.
- Employees can enroll during open enrollment periods or when experiencing qualifying life events.
- Human Resources can provide you with the necessary forms either in person, by email, HRBenefits@gavilan.edu to request a physical form or AdobeSign for secure electronic submissions.

2. How do I find doctors and access my benefits information online?

- You can access information regarding your benefits online by creating an account on the following websites:
 1. Anthem Blue Cross: [anthem.com/ca/sisc](https://www.anthem.com/ca/sisc)
 2. Kaiser Permanente: [Find Doctors and Locations in Northern California | Kaiser Permanente](#)
 3. Delta Dental of California: <https://www1.deltadentalins.com/login.html>
 4. Vision Service Plan: <https://www.vsp.com/>

3. What should I do if I have a question about my benefits?

- Contact the HR benefits department via email HRBenefits@gavilan.edu or phone (408) 852 – 2818.

4. Are there resources for mental health support?

- All employees of Gavilan College have access to the **Employee Assistance Program (EAP)** that provides confidential mental health support and counseling services. EAP is available 24 hours per day, 7 days a week for employees and their household members by:

Phone - 800-999-7222

Online - anthemEAP.com/SISC

5. What leave accrual is available, and how do I request a leave of absence?

- These details are available within your employment contract that can be found here: [Collective Bargaining Contracts - Gavilan College](#).



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- For specific questions or concerns the Payroll Office has resources here: [Payroll - Gavilan College](#)

6. What is the Classified Employee Summer Assistance Program?

[Classified Community College Employee Summer Assistance Program | California Community Colleges Chancellor's Office](#)

Education Code 88280 establishes a state funded program providing dollar-for-dollar match on amounts withheld from participating classified employees' monthly pay. Eligible classified employees can elect to have up to 10% of their monthly pay withheld during the academic year.

- Classified employee must be employed for at least one year at the community college district at the time employee elects to participate in the program.
- Classified employee's **regular assignment** must be for 11 months (20 days or four 5-week days) or less within a 12-month period.
- Annual pay directly received from the community college district must be under \$62,400 per academic year.

7. Once I enroll in medical, dental and vision insurances, do I have to re-enroll each year?

- No, full-time employees are not required to re-enroll unless you are making a change to your plan.

8. What benefits are available for dependents?

- Full-Time employees have access to coverage of health benefits and life insurance for eligible dependents.

9. How do I change my benefits or update my personal information?

- Employees can update their information by contacting HR directly by email, HRBenefits@gavilan.edu, or in-person drop off using a secured interdepartmental envelope, MP118.

10. What Retirement Fringe Benefits are provided?

- Refer to section 8.8 of your collective bargaining agreement.

11. What is Gavilan College's COVID restrictions?

Current state guidance recommends 24 hours with no fever and mild and improving symptoms as the isolation requirements when testing positive.



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- a) **Stay home if you have COVID-19 symptoms**, until you have not had a fever for 24 hours without using fever reducing medication AND other [COVID-19 symptoms](#) are mild and improving.
 - i. If you do not have symptoms, you should follow the recommendations below to reduce exposure to others.
- b) **Mask** when you are around other people indoors for the 10 days* after you become sick or test positive (if no symptoms). You may remove your mask sooner than 10 days if you have two sequential negative tests at least one day apart. Day 0 is symptom onset date or positive test date.
- c) **Avoid contact with people at higher-risk for severe COVID-19 for 10 days***. Higher-risk individuals include the elderly, those who live in congregate care facilities, those who have immunocompromising conditions, and that put them at higher risk for serious illness.
- d) **Seek Treatment**. If you have symptoms, particularly if you are at [higher risk for severe COVID-19](#), speak with a healthcare provider as soon as you test positive. You may be eligible for [antiviral medicines](#) or other treatments for COVID-19. COVID-19 antiviral medicines work best if taken as soon as possible, and within 5-7 days from when symptoms start.

Below is the Santa Clara County Public Health link that also provides information.

[COVID guidelines | Public Health | County of Santa Clara \(santaclaracounty.gov\)](#)

Below is a link to submit a confidential report. The report is where you can report your positive case for contact tracing purposes. This will generate a confidential report which will help Human Resources begin contacting all close contacts. Please note, we will never disclose the name of the positive case. We simply inform employees that they were identified as close contact and provide current county guidance regarding isolation and quarantine. I see you submitted your report already, thank you.

See below the new definition of close contacts below when reporting close contacts:

"Close Contact" means the following:

- In indoor spaces 400,000 or fewer cubic feet per floor (such as home, clinic waiting room, airplane etc.), a close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three separate 5-minute exposures for a total of 15 minutes) during an infected person's (confirmed by COVID-19 test or [clinical diagnosis](#)) infectious period.
- In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), a close contact is defined as being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period during the infected person's infectious period.

Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) must be considered distinct indoor airspaces.

The link to submit the report is

https://cm.maxient.com/reportingform.php?GavilanCollege&layout_id=8