

Learning Support Services - Santa Barbara City College

Tutor Hiring and Work Experience Guide



SBCC Vision Statement

Santa Barbara City College strives to build a socially conscious community where knowledge and respect empower individuals to transform our world.

SBCC Mission Statement

Santa Barbara City College welcomes all students. The College provides a diverse learning environment and opportunities for students to enrich their lives, advance their careers, complete certificates, earn associate degrees, and transfer to four-year institutions.

The College is committed to fostering an equitable, inclusive, respectful, participatory, and supportive community dedicated to the success of every student.

History of Tutoring Program

The College recognizes tutoring as an important component among the reasons for student success. The tutoring program at Santa Barbara City College is free for all students. The tutors are selected based on a peer model, in which many of the tutors are students or near-peers. Therefore, tutoring not only positively impacts the student but also develops the skills of the individual serving as the tutor.

Since 2005, Santa Barbara City College has invested in the Partnership for Student Success as part of the Student Success Initiative. Students are able to see Drop-In/General tutors and department subject tutors in the Tutoring Commons, as well as in the Academic Achievement Zone, Computer Science Lab, Digital Arts Center Lab, Extended Opportunities Programs and Services Lab, Math Lab, Multimodal Lab, STEM Tutorial Lab, Writing Center, and various other locations on SBCC's Cliff campus.

In order to match the needs of the students, SBCC tutors are located throughout campus and online.

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SBCC Tutor Hiring and Employment Information

Tutoring Programs Comparison Overview

Learning Support Services encompasses two unique tutoring programs. This graph contains the important differences between our Drop-In/General Tutoring vs. Embedded Tutoring. Once you are selected as a tutor, please refer to these distinctions.

| | Drop-In/General | Embedded |
|--|--|---|
| What type of tutoring assignment are you selected for? | I have been selected as a tutor for an academic department or general area. | I have been assigned to a specific class section (CRN). |
| Who selected you to tutor? | Department Tutor Supervisor | Instructor |
| Who is your supervisor? | Department Tutor Supervisor | Instructor--unless otherwise arranged by the department's Tutor Supervisor |
| What is the tutor training requirement? | Tutor Training Course, Accudemia training, Workforce, other practical skills training, and 2 hours of ongoing training each subsequent semester of employment. | |
| Am I required to be a student? | No. You can be either a student or non-student. | Typically, you are a former student of the class and familiar with the instructor's pedagogy. |
| What is my allocation of hours? | The department or general area the tutor works for receives a dollar amount. The hours a tutor may work depends on the tutoring allocation and the individual(s) pay rate. | |
| When can I begin tutoring? | This depends on when the allocation begins and whether the tutor has a completed personnel action form (EPAF) for the particular job assignment. Tutors cannot begin working until the EPAF is completed and a timesheet is available to enter hours in Workforce (Time and Attendance System). Tutors and their timesheet supervisor(s) receive an automated email from SBCC Employment as a notification that the tutor has been authorized to work, but they should not begin until their timesheet(s) are available. | |

Tutor Hiring Process

Congratulations! You have been selected as a tutor. Stay in touch with your supervisor as you move through the hiring steps. If you have any questions on the process, please contact the Tutorial Center Coordinator (tutoring@sbcc.edu).



Tutor Semester Assignment Form

Complete the applicable [Tutor Hiring Forms](#) online.



Human Resources Hiring Forms

You will receive an email from Human Resources (HR) outlining the hiring paperwork procedures and instructions. To complete this step you must:

- Complete the new hire paperwork found in your NEOED hiring portal (access will be sent to you by email) and complete the tasks assigned to you by HR.
- Upload government issued identifications. The approved documents are listed on the second page. *Note: You must present your identification documents to Human Resources in-person to comply with U.S. Department of Homeland Security (OHS) guidelines. No appointment is necessary, but you can set one up if you are unable to present your documents during HR's office hours.*
- Tuberculosis Assessment/LiveScan Fingerprinting. Both tests can be completed for free using the information/ vendor provided by HR.

Once approved as a tutor, you will receive an email from the automated hiring system and from the Tutorial Center Coordinator to confirm that you can begin tutoring.

Until approved, you cannot begin to work.



Join the Tutorial Center Canvas Shell

The Tutorial Center Canvas Shell is your one-stop-shop for all of the practical information you will need in order to be able to tutor. You can "self-enroll" to join the Canvas shell by using this link: <https://canvas.sbcc.edu/enroll/BRA3HK>



Attend and Complete Tutor Training

- Enroll in the course, TUTW NC 199: Tutoring Across the Disciplines, to prepare for the tutoring experience.
- Complete (or submit proof of completion of) CA-required Sexual Harassment Prevention training.
- Complete assigned Playposit video training:
 - Tutor Session Tracking
 - Tutor Supervision

Documents to Provide to Human Resources

Choose either Option 1 or 2.

(Please provide original identification documents - Copies will not be accepted)

Option 1: (**One** of the following items):

- US Passport or US Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Document Card (Form I-766)
- Foreign Passport with Form I-94 or Form I-94A with Arrival-Departure Record and containing an endorsement to work. Or Form I-551 stamp (or printed notation)

Option 2: (**Two** of the following items):

- US Passport or US Passport Card
- Birth Certificate (Form FS-240, FS-545, or DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying territory of the US bearing an official seal
- Native American tribal document (Form I-197)
- Employment authorization document issued by the Department of Homeland Security (DHS)

And

- US or Canadian Driver's License or US ID Card
- School ID card with photograph
- US voter registration card
- US military card or draft card
- Military dependent's ID card
- US Coast Guard Merchant Mariner Document card
- Native American tribal document

Recommended documents based on employee status:

- **U.S Citizen:** [School or State ID *AND* Social Security Card or Birth Certificate] ***OR*** Passport
- **International (F-1 Visa):** Passport, Visa, I-94 cover sheet, Social Security Card and I-20
- **Non U.S Citizen:** Employment Authorization Card or Resident Card



Returning Tutor Hiring Process

Congratulations! You have been re-selected as a tutor. Stay in touch with your supervisor as you move through the hiring steps. If you have any questions on the process, please contact the Tutorial Center Coordinator (tutoring@sbcc.edu).



Tutor Semester Assignment Form

Complete the applicable [Tutor Hiring Forms](#) online.

Once approved as a tutor, you will receive email(s) from the automated hiring system (SBCC Employment) and/or from the Tutorial Center Coordinator to confirm that you are authorized to begin tutoring.

Until approved, you cannot begin to work.



Attend and Complete Tutor Training

Returning tutors should complete two hours of ongoing tutor training. Training can be completed in various ways:

- Any NEW training assigned by the Tutorial Center Coordinator counts towards this requirement.
- Any required retraining counts towards this requirement:
 - TUTW NC 199: Tutoring Across the Disciplines should be retaken once every 5 years.
 - Sexual Harassment Prevention training that meets CA state requirements should be retaken once every 2 years.
 - If no new tutor training has been assigned by the TCC, and you are not currently due for retraining, tutors may meet the training requirement by attending any of the Learning & Writing Skills Workshops, Technology Skills Workshops, Tutor Training Skills Workshops, or by participating in approved tutor training provided by the academic department or program you have been selected to tutor for.

Tutor Training Requirements

New Tutors

TUTW NC 199: Tutor Training Across the Disciplines (AKA TUT 199)

This is completed in the first semester that an individual becomes a tutor. This serves as an introduction to the basic principles of tutorial theory and practice, designed for students seeking to be tutors in the various tutoring programs at SBCC.

Students learn about the tutoring cycle, the basics of tutoring communication, and strategies for tutoring students. The class is designed to prepare students to be peer tutors with students at all educational levels and disciplines; individually, in groups, and online. Tutors receive instruction in learning theories, communication skills, problem-solving strategies, teaching strategies, student services (to make appropriate referrals), campus policies, etc. This non-credit course is 8 hours in length and is offered several times throughout the Fall and Spring semesters.

Tutor Session Tracking

All tutors will complete the Tutor Session Tracking Playposit Video training within the first two weeks of authorization to begin working. Tutors will learn the purpose of Accudemia and our Tutor Session Google Form and how to properly use them to track their tutoring sessions. The training video is available on the Tutorial Center Canvas shell.

Tutor Supervision

All tutors will complete the Tutor Supervision Playposit Video training within the first two weeks of authorization to begin working. Tutors will learn how to establish line-of-sight tutoring supervision to foster safer working and learning environments and aid in collecting apportionment of state funds. This includes information about when and where tutors may hold their tutoring sessions. The training video is available on the Tutorial Center Canvas shell.

Sexual Harassment Prevention Training

Below is a link to SBCC's Administrative Procedure 3434 Responding to Harassment Based on Sex Under Title IX. Tutors should read this procedure to understand their role as a responsible employee and mandatory reporter as it pertains to students.

- [AP 3434 Responding to Harassment Based on Sex under Title IX](#)

[Senate Bill 778](#) requires all California employers with five or more employees to make Sexual Harassment Prevention training mandatory and ensure all employees complete the training in the required timeframe.

- Tutors must complete 1 hour of sexual harassment prevention training once every two years.

Tutors may meet this requirement by

- Submitting proof of completion with another employer OR
- Completing the training on SBCC's training platform

Details are available on the Tutorial Center Canvas shell.

Tutor Training Requirements

Returning Tutors

On-going Tutor Training

All returning tutors are expected to complete a total of two hours of ongoing tutor training each subsequent semester of employment as a tutor. Tutors can attend Writing Skills Workshops, Learning Skills Workshops, Technology Skills Workshops, Tutor Training Skills Workshops, or Tutorial Center Coordinator-approved training provided by the department they are tutoring for to satisfy this requirement.

TUTW NC 199: Tutor Training Across the Disciplines

See above for a description of this training. Returning tutors will register for this class once every 5 years.

Sexual Harassment Prevention Training

See above for a description of this training. Returning tutors must complete this training once every 2 years.

Additional Training

Additional training may be assigned by the TCC when there are

- changes in CA Educational Code.
- changes in CA Employment Code.
- changes in SBCC policies.
- technology updates, such as to Accudemia (tutor session tracking software), Zoom (platform for online tutoring), Workforce (online time and attendance system), etc.

Benefits of tutor training include:

- ✓ an opportunity to learn effective tutoring practices
- ✓ an opportunity to get paid for the time you spend learning more about becoming an effective tutor

Tutor Training Requirements: TUT 199

Registration Guide

Class Information

TUTW NC 199: *Tutor Training Across the Disciplines*, commonly referred to as TUT 199, is a tuition-free, noncredit class. This means

- You will not pay to attend the class.
- The class will not appear in your credit transcript. However, it will appear in your *noncredit* transcript, which is where all of your noncredit classes are listed.
- The class is graded on a pass/no-pass basis. It will not contribute to your overall GPA.

You will be asked to submit a final assignment as part of the class. Active participation and submission of the assignment are necessary for you to receive credit for this piece of training. Your class instructor will provide more information regarding the details of the assignment and the due date.

Registration Steps



Submit an Admissions Application

Admission to SBCC is required before you can register for classes. If you have not taken any classes within the last 2 terms, you will need to submit an Online Admissions Application through CCCApply. Visit <https://www.sbcc.edu/extendedlearning/application.php> to submit your application and to view resources for application instructions and help.



Find a TUT 199 class section that work with your schedule

Review the tuition-free class schedule to see when and where the TUT 199 class will be offered. Visit the School of Extended Learning webpage (<https://www.sbcc.edu/extendedlearning/>) for links to the class schedules. Click here to view a class schedule search guide: https://www.sbcc.edu/extendedlearning/pdfs/How%20To%20Search%20Online%20for%20Noncredit%20Classes_general%20instructions.pdf. In the “Subject” filter, scroll down and select TUTW Tutoring. Take note of the CRN (class number) of your desired class section.



Register for the class

Tuition-free noncredit class registration opens at a different time than other classes. To view priority registration dates, visit <https://www.sbcc.edu/admissions/priorityreg.php>. Use the class CRN to register for your desired section once registration opens. For registration help, email tutoring@sbcc.edu.

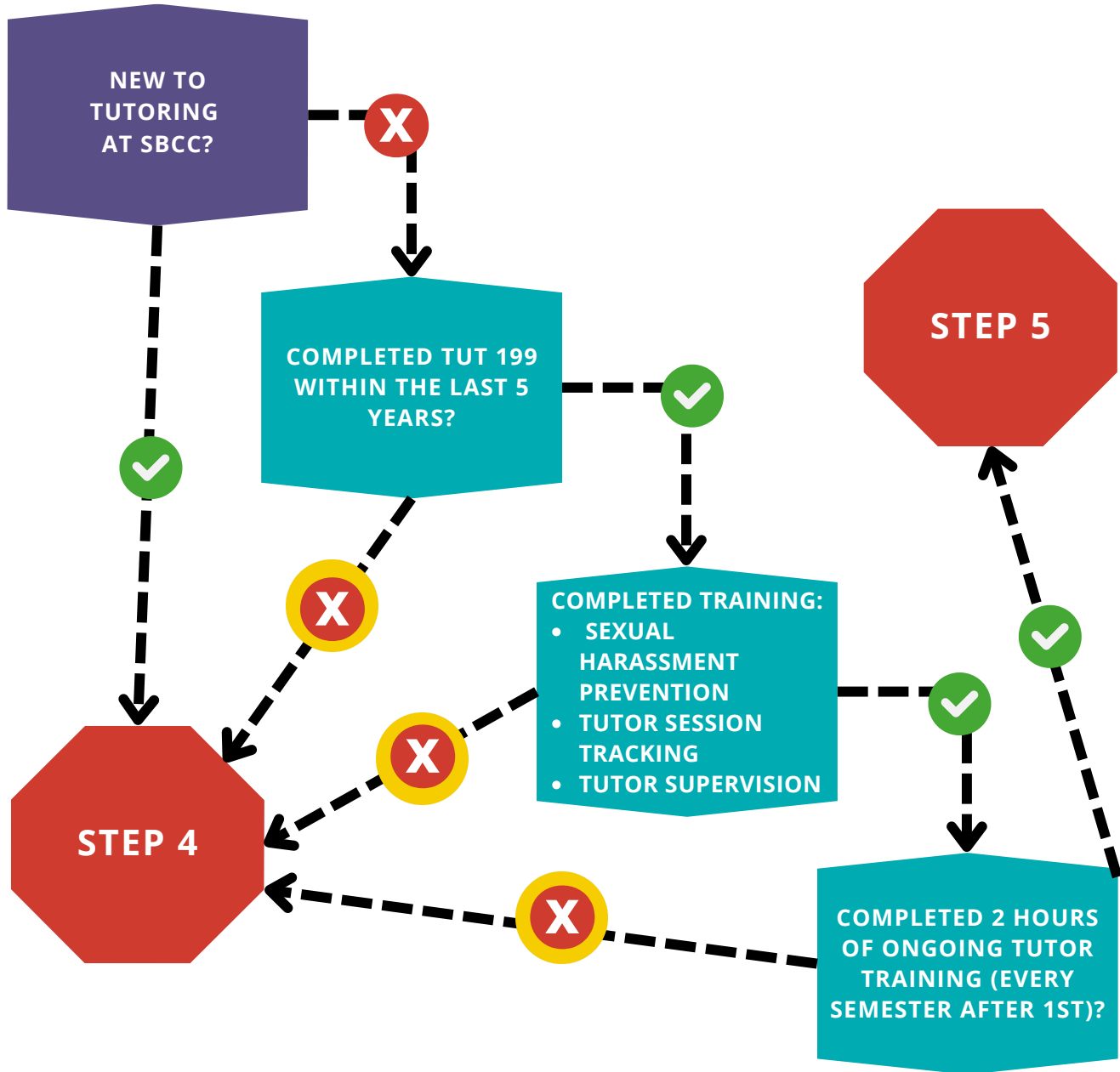
Student/Hourly Tutor Classifications

Below are the pay rates and basic requirements for each level.

| Level | Basic Requirements |
|-------------------------|--|
| Step IV \$19.10/hr** | New tutor, preferably referred by instructor on the basis of skills assessment in subject areas requiring specialized skill and content knowledge; completion of entry-level mandatory tutor training requirements |
| Step V \$20.06/hr** | Completion of entry-level mandatory tutor training requirements; Up-to-date ongoing tutor training. |

** Information about the corresponding wage to each step is found on [Salary Schedule 22B](#).

Tutor Pay Rate Increase Flowchart



Returning Tutors who did not complete training assigned in previous semester of tutoring will be processed at **Step 4** once **training is complete**.

Expectations of a Tutor

The DO's of enjoying my tutoring experience...

BEFORE I start my tutoring job, I will do the following:

- ✓ Each semester, whether I am a new or returning tutor, I will submit the applicable Tutor Assignment Form.
- ✓ If I am a new tutor, I will register for and attend the TUT NC199: *Tutor Training Across the Disciplines* non-credit tutor training course within my first semester of employment.

WHILE I am a tutor, I will do the following:

- ✓ I will remain up-to-date with my tutor training requirements.
- ✓ I will **not work in excess of my allocated hours.**
- ✓ I will follow the **National Tutoring Association Code of Ethics.**
- ✓ I will be on time for my tutoring sessions and will stay for the whole session. If I am going to be late or I am not able to make a tutoring session, I will notify my supervisor and the Tutorial Center.
- ✓ I will keep tutorial cancellations to a minimum and give 24 hours notice when possible.
- ✓ I will focus my time and attention on tutoring. I will not read papers, run errands, instruct classes, operate labs for instructors, give tests, or talk on my cell phone.
- ✓ When I am tutoring as an SBCC employee, I will only tutor on-campus Mondays through Fridays when school is in session in an approved location (see SBCC Tutoring Locations found in the Tutor Handbook). The only exception is for math tutors eligible to work in the MATH Lab when the MATH Lab has weekend hours. I will follow remote supervision guidelines when tutoring online.
- ✓ If I need to change my schedule, I will send my request to my supervisor. I will wait for a response from my supervisor to confirm the change before proceeding. Once confirmed, I will share the changes with the Tutorial Center as soon as possible.
- ✓ I understand my last week of tutoring will generally be the last week of instruction unless I have made special arrangements with my Supervisor to do otherwise.
- ✓ I will submit my online time sheets by their due dates each pay period. If I miss submitting a time sheet on time, I will contact the Tutorial Center Coordinator regarding the late timesheet submission procedures.
- ✓ If I did not enroll in direct deposit, I will pick up my paycheck on or near the check issuing date. I will pick up my paycheck at the Payroll Office in the Administration Building, Room 130.
- ✓ I will contact the Tutorial Center (805-897-3560, tutoring@sbcc.edu) if I have any questions.
- ✓ Most importantly, I will enjoy tutoring!
- ✓ I am aware that if I do not follow any of the above procedures or guidelines, I may be subject to dismissal.

General Guidelines for SBCC Tutors

As an employee, you are expected to behave in a professional manner while working with students, even if the students are the same age as you are. Students whom you assist, in the lab, classroom, or in individual sessions, should feel comfortable and know that their needs are being met in a timely, efficient manner. You should also feel comfortable and clear about policies and practices that will ensure a safe and effective working environment. The following guidelines should be helpful to employees and students alike:

1. Your primary focus while tutoring should be on the student. Secondary focus should be the faculty and staff with whom you are working. Keep personal interruptions to a minimum during tutoring sessions. Be sure to turn your cell phone off.
2. Be on time and call well in advance if you are unable to keep your work commitment. See the staff contact list for phone numbers of supervisors. If appropriate, post a notice, or ask another employee to do so for you, in your tutorial area or class Canvas shell noting your absence.
3. Your attitude with the students and your fellow employees should always convey professional respect and courtesy. Be aware of personality and cultural differences in a way that will foster understanding, acceptance, and consideration for one another.
4. Be considerate of noise levels, behavior, or language that might compromise a learning environment. If you are working with a large group, it might be necessary to use a study room so you can carry on your discussion without interrupting others. The TCC can help with this.
5. Always respect the confidentiality of the students and your fellow employees by refraining from giving out any of their personal information. Direct all such questions to your supervisor, or ask for the name of the person making the inquiry and inform your supervisor of the request.
6. Dress and personal hygiene should be consistent with what you would expect from any other professional work environment. As tutors, you are free to dress casually, but be aware of how your use of perfume, clothing, or other choices may interfere with the students' comfort level and ability to concentrate.
7. Respect the personal space and learning styles of others and familiarize yourself with the SBCC sexual harassment policy. When you are working with students whom you know as friends, be aware of your dual relationship and keep your tutoring session focused on their academic goals.
8. Remember that you are helping to empower students, not do their work for them. When giving instructions, offer clear verbal directions. When offering technical assistance, allow the student to use the equipment independently. This will foster student self-reliance and reduce over-dependence on the tutor. Do not correct work, but rather assist the student in moving through the process of discovery and adjustment that comes from your use of open-ended questions, patience, wait time, and encouragement.

National Tutoring Association Code of Ethics

The National Tutoring Association is dedicated to providing its members with opportunities to achieve and maintain high professional standards for tutors and administrators of tutoring programs and services.

- I understand my role as a tutor is to guide students to do their own work using the best learning approach possible.
- I will provide honest feedback in the form of positive praise and/or constructive suggestions to students I serve in a manner beneficial to their overall learning.
- I will demonstrate faith in each student's learning abilities understanding my primary goal is helping them discover and develop skills needed to reach their desired educational outcomes.
- I understand my relationship to each student I tutor is professional and not personal.
- I will respect and be sensitive to students' cultural background and personal value system; keeping in mind their personal dignity.
- I recognize I will not have answers to every question asked. Therefore, I will seek assistance in finding answers to the student's questions and/or directing the student to "how" and "where" appropriate resources are for the information needed.
- I will maintain accurate records of tutoring sessions to fulfill expectations & requirements which exemplify excellence in tutoring.
- I will respect each student's personal dignity at all times.
- I will be on time for tutoring all appointments understanding excellence does not compromise time nor make excuses.
- I will keep information about all students I work with confidential.
- I understand the ultimate goal is to assist students in discovering how he/she best learns. I will accomplish this by helping each student develop the skills needed to achieve their best educational outcome.
- I will share any concerns I have with my supervisor.
- I recognize the win-win relationship tutoring fosters. I expect to learn along with each student I assist.
- I will keep current in both my subject area(s) and learning methodologies.
- I will remain flexible to my approach to student learning, respectful of the various learning styles and preferences.
- I will share techniques for improving study skills with students; respecting their differing learning styles and preferences while exhibiting excellence in my approach to the content being tutored.

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Acceptance of Employment SBCC

Student Employees

- A. All Student Employees may not work more than 175 calendar days during a fiscal year (July 1 - June 30). Employment during inter- sessions and Summer session applies toward this limit.
- B. All Student Employees are limited to 8 hours per day, 5 days a week (Monday – Sunday), and 19.5 hours per week of employment during Fall, Spring and Summer semesters (if student is enrolled for Summer Session) and 1,000 hours per fiscal year (July 1 – June 30).
- C. Student Employees may work in excess of 19.5 hours per week (not to exceed 8 hours per day, 5 days a week or 40 hours per week) during intersessions or Summer session if they are not enrolled in Summer Session and if there are sufficient funds and the department has the need for the assistance. The ability to work these longer hours during intersessions and Summer session does not constitute a guarantee that FWS and GSE students will be given such employment.
- D. During the academic year, FWS and GSE students must be enrolled in a minimum of 6 units during the semester in which they work. International students must be enrolled in a minimum of 12 units.
- E. During the Summer or intersession, FWS and GSE students do not need to be enrolled, but must be pre-enrolled at SBCC in a minimum of 6 units in the subsequent term (12 units for International Students).
- F. Hours worked beyond those permitted in these rules or hours worked beyond those authorized by the supervisor will be considered voluntary and will not be compensated. Hours worked in excess of these rules and/or in excess of those authorized by a supervisor may not be “banked” and paid during a pay period when fewer hours are worked.
- G. A Student Employee may have more than one job on campus, but the combined hours from all jobs must not exceed the limits described above.
- H. If a FWS or GSE student will conclude all SBCC work during an intersession or Summer session, the student may work during that intersession or Summer session without being pre-enrolled in the subsequent SBCC session or semester if he/she is enrolled in at least ½ units during that final intersession or Summer session. International students are not eligible to work in the summer unless they qualify under D or E above.

Acceptance of Employment SBCC

Hourly (Non-Student) Staff

Hourly Staff are employees hired on a temporary basis to work no more than 19.5 hours per week, and no more than 175 days per fiscal year, to fulfill a temporary need for the District. As a short-term hourly employee, you are not considered a regular employee of the District, and do not receive any employee benefits (i.e., sick pay, vacation pay, medical/dental, etc.). If your assignment extends to 175 days in a fiscal year, you will be terminated once that limitation is reached.

- Hourly Staff employees may not work more than 175 calendar days during a fiscal year (July 1 - June 30). Employment between terms and during Summer term applies toward this limit.
- Hourly Staff employees are limited to 8 hours per day, 19.5 hours per week of employment during Fall, Spring, and Summer terms and 1,000 hours per fiscal year (July 1 - June 30).
- Hours worked beyond those permitted in these rules will be considered voluntary and will not be compensated. Hours worked in excess of these rules and/or in excess of those authorized by a supervisor may not be “banked” and paid during a pay period when fewer hours are worked.
- Hourly Staff employees may have more than one job at SBCC, but the combined hours from all jobs must not exceed the limits described above.

Applicable for both student and hourly staff employees

I understand that this is “at will” employment. This means that I may be released at any time without notice or reason and I may resign my position at any time without notice or reason. I agree to work within the procedures described above. I will file time sheets that accurately report the hours worked. I understand that I must report all hours on the days actually worked. I understand that falsification of timesheets may be considered grounds for termination.

Lunch and Breaks

Per Human Resources, the labor laws are the same for students and hourly staff as they are for permanent classified staff. Please refer to the CSEA agreement, Article 7.4 for detail.

WORK 6 HOURS OR MORE:

If you want to earn 6 hours pay, you must be here for 6.5 hours since you must clock out for a 30 minute break somewhere in the middle of your shift. If you do not want to take a 30-minute break, then you will be scheduled to work only 5.5 hours.

You also are entitled to a separate, paid 15-minute break within the first 4 hours worked.

WORK 4 HOURS OR MORE:

For each period of 4 hours you work in a day, you must take a 15-minute break sometime during the middle of those 4 hours (not at the end of your shift), but you are paid for this time and you *do not clock out* for this break. *You cannot skip your 15 minute break(s) unless you provide a written agreement between you and your supervisor to do so.*

WORK FEWER THAN 4 HOURS:

If you work fewer than 4 hours, you are not entitled to a 15 minute break.

TAKE YOUR BREAKS!

- ❖ They are important for your mental, physical and emotional well-being.
- ❖ They help your focus and concentration and your ability to manage stress.
- ❖ They allow you to work and assist others with patience and presence.

Sick Leave

For every 30 hours a Hourly/Student Employee works, 1 hour of sick pay will accrue in the Hourly/ Student Employee's "Sick Leave Bank." *After working for 90 calendar days*, an employee may request paid time off for illness. Manager approval is required.

The maximum accrual is 48 hours per fiscal year, although maximum USAGE is 24 hours per fiscal year. In other words, an employee may be paid up to 24 hours per year, and the balance will roll into the next year. Unused Sick Pay does not get paid out at the end of the employment.

Employee Resources

SBCC Non-Discrimination/Sexual Harassment Policy

The policy of the Santa Barbara Community College District is to provide an educational and employment environment in which no person shall be denied full and equal access to, the benefits of, or be subjected to discrimination, in whole or in part, on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the Santa Barbara Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment.

The following definition will aid in identifying the kinds of behavior which constitute sexual harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other college activity;*
- (2) Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or*
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive college environment.*

SBCC Non-Discrimination/Sexual Harassment Policy *Cont.*

The policy of the Santa Barbara Community College District is to comply with the accessibility requirements of Section 508 of the *Rehabilitation Act of 1973* in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve discrimination complaints regarding accessibility.

Such complaints will be treated as complaints of discrimination on the basis of disability. This non-discrimination policy covers admission, access and treatment in college programs and activities—including, but not limited to, academic admissions, financial aid, educational services and athletics—and applications for, and treatment in, college employment. In conformance with the requirements of Title II of the Educational Amendments of 1976, amending the *Vocational Education Act of 1963*, the college is committed to overcoming sex discrimination and sex stereotyping in vocational education programs.

Furthermore, in compliance with the *Vocational Education Guidelines for Eliminating Discrimination on the Basis of Race, Color, National Origin, Sex and Handicap*, lack of English language skills alone will not be a barrier to admission to and participation in vocational education programs. Any screening procedures for vocational programs will evaluate skill levels and proficiencies pertinent to the program as criteria for admission.

Employees, students, or other persons acting on behalf of the District who engage in discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including suspension, discharge, expulsion, or termination of contract.

SBCC Non-Discrimination/Sexual Harassment Policy

Cont.

Once a concern has been raised, Santa Barbara Community College District will follow its established policies and procedures which are based on board and administrative policies to address complaints of discrimination, harassment or retaliation made by students against the district, a district employee, other district students or a third party.

| SBCC Staff | Contact Information |
|--|--|
| Linda Esparza Dozer <i>Title IX and Gender Equity Coordinator</i> | (805) 730-4303 lmesparza@pipeline.sbcc.edu Office: Room A122 |
| Adrienne Betty <i>Deputy Title IX Coordinator</i> | (805) 965-0581 x2266 aabetty@pipeline.sbcc.edu Office: Room A208 |

| Additional Resources | Contact Information |
|---|--|
| Santa Barbara Police Department | Emergency: 911 Non-emergency: 805-897-2300 |
| Santa Barbara Sheriff Department | Emergency: 911 Non-emergency: 805-681-4100 |
| U.S. Department of Education, Office for Civil Rights | 800-421-3481 ocr@ed.gov |

Protection from Retaliation

Santa Barbara City College has a policy which prohibits retaliation against any employee or any student who reports an incident of alleged sexual harassment or sexual violence, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to these allegations. Respondents are informed of this provision, and any retaliation should be reported immediately to the appropriate Title IX Officer.

Política contra la discriminación/Política contra el acoso u hostigamiento sexual

La política del Distrito de Santa Barbara Community College es la de ofrecer un ambiente educativo y de empleo, en el cual a ninguna persona se le niega el pleno y paritario acceso ni sus beneficios, o ser sujeto de discriminación, totalmente o en parte, en base a su identificación con un grupo étnico, nacionalidad, religión, edad, sexo, raza, color, ascendencia, orientación sexual, discapacidad física o mental, o en base a la percepción de estas características, o en base a la asociación con una persona o grupo con una o más de estas características, ya sea percibidas o reales, en cualquier programa o actividad administrada, patrocinada directamente, o para la que recibe cualquier asistencia financiera del Canciller del Estado o de la Junta de Gobernadores de las Instituciones Postsecundarias de dos años (California Community Colleges Board of Governors).

La política del Distrito de Santa Barbara Community College es proporcionar un ambiente educativo y de empleo libre de solicitudes sexuales forzadas, solicitudes de favores sexuales, favoritismos basados en el sexo u otra conducta física o verbal o comunicación que constituye acoso u hostigamiento sexual.

La siguiente definición ayuda a identificar los tipos de comportamientos que constituyen el acoso u hostigamiento sexual:

Las solicitudes sexuales forzadas, solicitudes defavores sexuales y otra conducta verbal o física de naturaleza sexual constituyen acoso u hostigamiento sexual cuando:

(1) La sumisión o el rechazo a tal conducta se expresa explícitamente como una condición para la instrucción, el empleo o la participación en una actividad de la universidad;

(2) La sumisión o el rechazo a tal conducta por un individuo se usa como base para evaluar y tomar decisiones académicas o de personal que afectan al individuo; o

(3) Tal conducta tiene el propósito o efecto de interferir desproporcionadamente con el rendimiento de una persona o de crear un ambiente universitario hostil, intimidador u ofensivo.

Política contra la discriminación/Política contra el acoso u hostigamiento sexual

La política del Distrito de Santa Barbara Community College es la de cumplir con los requisitos de accesibilidad de la Sección 508 de la *Ley de Rehabilitación de 1973* en el desarrollo, consecución, mantenimiento, o uso de información electrónica, o información tecnológica, y responder y resolver las quejas de discriminación relacionadas con la accesibilidad.

Tales quejas se tratarán como quejas de discriminación basada en la discapacidad en cuestión. La política de no-discriminación cubre la admisión, el acceso y el tratamiento recibido en los programas y actividades universitarios –incluyendo, pero no limitados a, la admisión académica, ayuda financiera, servicios educativos y deportes– y la solicitud a y el trato en el empleo en la universidad. En conformidad con los requisitos del Title II de las Enmiendas Educativas de 1976, enmendando el *Vocational Education Act de 1963*, la Universidad se compromete a superar la discriminación sexual y los estereotipos en los programas de educación profesional.

Es más, en cumplimiento de las Guías para la eliminación de la discriminación en base a la raza, el color, la nacionalidad, el sexo y la discapacidad en programas de Educación Profesional, la falta de lengua inglesa en sí misma no será barrera para la admisión y participación en programas de educación profesional. Cualquier procedimiento de selección para programas profesionales evaluará los niveles de habilidad y destreza pertinentes al programa como criterio de admisión. Los empleados, estudiantes u otras personas que actúen en nombre del Distrito y que actúen discriminatoriamente tal y como se define en este reglamento o en las leyes del estado o federales, están sujetos a medidas disciplinarias que pueden incluir la suspensión, el despido, la expulsión o la rescisión de contrato.

Para obtener más información, comuníquese con Santa Barbara City College, Recursos Humanos y Asuntos Legales, 721 Cliff Drive, Santa Barbara, CA 93109-2394, Tel (805) 965-0581X 2261

Una vez que se haya planteado una preocupación, el Distrito de Colegios Comunitarios de Santa Bárbara seguirá sus políticas y procedimientos establecidos que se basan en políticas administrativas y de la junta para abordar las quejas de discriminación, hostigamiento o represalias contra el distrito, un empleado del distrito y otros estudiantes del distrito o un tercero.

Política contra la discriminación/Política contra el acoso u hostigamiento sexual

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| Personal de SBCC | Información del contacto |
|--|---|
| Linda Esparza Dozer <i>Title IX and Gender Equity Coordinator</i> | (805) 730-4303 lmesparza@pipeline.sbcc.edu Oficina: Cuarto A122 |
| Adrienne Betty <i>Deputy Title IX Coordinator</i> | (805) 965-0581 x2266 aabetty@pipeline.sbcc.edu Oficina: Curato A208 |

| Recursos adicionales | Información del contacto |
|---|--|
| Departamento de Policía de Santa Bárbara | Emergencia: 911 No-emergencia: 805-897-2300 |
| Departamento del sheriff de Santa Bárbara | Emergencia: 911 No-emergencia: 805-681-4100 |
| Departamento de Educación de EE. UU., Oficina de Derechos Civiles | 800-421-3481 ocr@ed.gov |

Protección contra represalias

Santa Barbara City College tiene una política que prohíbe las represalias contra cualquier empleado o estudiante que reporte un incidente de presunto acoso sexual o violencia sexual, o cualquier empleado o estudiante que testifique, ayude o participe en un procedimiento, investigación o audiencia relacionada con estas acusaciones. Los encuestados son informados de esta disposición, y cualquier represalia debe ser reportada inmediatamente al Oficial apropiado del Título IX.

Cartwright Learning Resources Center

Hours of Operation

Learning Resources Center

Fall/Spring Hours

Monday – Thursday 9:15 am to 5:00 pm

Friday 10:00 am to 2:00 pm

Weekends - Closed

Summer Hours

Monday – Thursday 10:00 am - 5:00 pm

Fridays and Weekends - Closed

Writing Center

Fall/Spring Hours

Monday – Thursday 10:00 am to 5:00 pm
in person, 10:00 am to 7:00 pm online

Friday 10:00 am to 2:00 pm in person
and online

Weekends - Closed

Summer Hours

Monday – Thursday 10:00 am to 5:00 pm
in person and online

Friday 10:00 am - 2:00 pm online only

Weekends - Closed

Location and Contact Information

SBCC West Campus
721 Cliff Drive
Santa Barbara, CA 93109
805-965-0581 Ext. 2670
www.sbccc.edu/clrc

Tutor Center Coordinator
Citlalli Jauregui-Romero
(805) 897-3560

Faculty Tutor Supervisors

- *Alba Romero*
- *Noosha Uddin*
- *Frangina Spandau*
- *Beth Cooke*
- *Michelle Garland*

tutoring@sbccc.edu

CLRC Staff provide free, friendly, and dependable support to all SBCC students, faculty, and staff in a studious environment that fosters concentration, collaboration and resourcefulness.

For additional resources, visit <http://www.sbccc.edu/learningresources/>

The SBCC Tutor Network

You are not alone. Tutors are part of a network of academic support resources and personnel at SBCC. As you work with your tutees, remember that there are other types of assistance from which they may benefit. Get to know what other classes your tutees are taking to get a broader view of their academic interests and possible needs. Tutors can further support these students by referring them to additional campus resources. Use the list of CLRC services and the list of subject and tutoring sites found at the Tutorial Center and online to refer your tutees to additional resources.

http://www.sbcc.edu/clrc/tutorial_center/tutor_schedules.php

Computer Tutors

Computer tutors assist in the CLRC and other computer labs across campus. Students receive help with technical problems, computer applications, options for saving their work, and other computer-related issues. Computer tutors also enforce computer and web activity guidelines for appropriateness in an academic setting.

DSPS Tutors, SS 160 (dsps@sbcc.edu, 805-730-4164)

Disabled Students Programs and Services (DSPS) tutors work with students who have learning disabilities. Sometimes this tutoring involves special computer programs in the computer lab. DSPS tutors often work in the class and are mentored by the instructor. <https://www.sbcc.edu/dsps/>

EOPS Tutors, SS 240 (eops@sbcc.edu, 805-730-4079)

EOPS tutors assist students who are enrolled in the Educational Opportunity Program with their course material in most subject areas (e.g. Math, English, Science, etc.) as well as with program guidelines. EOPS students are mostly fulltime students, who often work and raise families as well.

<https://www.sbcc.edu/eopscare/computertutoriallab.php>

Subject Tutors (Visit Tutorial Center URL mentioned above for tutor schedules and locations.)

Subject tutors may work with students from a specific class or provide drop-in assistance to any student who is taking a course in that subject (e.g., history, Spanish, accounting, etc.). Subject tutors assist students in many different locations depending on the subject. Students can receive assistance with course content, exam preparation, essay content development, note taking, and other course-related issues.

Student Athlete Academic Achievement Zone, PE 214

The Student Athlete Academic Achievement Zone (AAZ) tutors assist student athletes in reaching their educational goals while attending SBCC. The program targets student athletes who are entering their first semesters at the college and who are considered academically underprepared and second-year students deemed academically at risk. https://www.sbccvaqueros.com/information/academic_achievement_zone

Writing Tutors, CLRC (writingcenter@sbcc.edu, 805-730-4463)

Writing tutors assist students in the CLRC Writing Center with essays and other papers for any writing assignment. Tutors assist students with pre-writing, organization, thesis and content development, sentence structure, essay format, and MLA and other citation guidelines. Writing Center resources and information are also available online. https://www.sbcc.edu/clrc/writing_center/

Parking Permits

Parking permits are available and required to park on campus. Parking permits may be purchased on-line through MySBCC. Hourly Classified Staff permits are purchased at the student rate.. The permit allows hourly staff to park in any student parking lot. The hours during which the permit is valid depend on the type of permit purchased:

- **Day/Evening Permit** - \$45.95* Allows students to park in any student parking lot between the hours of **7 a.m. and 11 p.m. for the semester.**
- **Evening-Only Permit** - \$25.95* Allows students to park in any student parking lot between the hours of **3 p.m. and 11 p.m. for the semester.**
- **Summer Permit** - \$25.95* Allows students to park in any student parking lot between the hours of **7 a.m. and 11 p.m. during the summer**

** Prices include shipping, handling, postage and applicable credit card processing fees.*

For additional information, visit the SBCC Security website:
<https://www.sbcc.edu/safety/parkingpermits.php>

To order a parking permit:

1. Sign into your MySBCC dashboard.
2. Go to Employee Resources (listed in the left hand navigation menu and as a tile at the top of your dashboard).
3. Got to Order Parking Permit
4. You will be redirected to a third party website.
5. Enter your shipping and billing information.
6. After completing the purchase, you will be emailed a link to a temporary permit to display on your dashboard while your permit arrives in the mail. **DO NOT OPEN THE LINK UNTIL YOU ARE READY TO PRINT.** Visit the Tutorial Center Coordinator (LRC 122) for printing help if you do not have a printer at home.

If your permit does not arrive before your temporary permit expires, contact the vendor for an additional temporary permit.

Timesheets and Pay Dates

Time & Attendance Instructions (Workforce)

Important Deadlines

- 10th Day of Each Month: Hourly employees must review their timesheets for accuracy, SAVE and SUBMIT them to their supervisor.
- 11th Day of Each Month: Supervisors review their employees' timesheets for accuracy, save and approve them.
- Last Business Day of Each Month: Paychecks are available in the Payroll Office for pick up and/or direct deposits are posted to banks.

Important Information Regarding Hourly Employees at SBCC

- Hourly/Student Employees who are unable to clock in using the Time & Attendance system have not been fully approved by Human Resources to work and they should cease working immediately.
- Manual paper timesheets are no longer accepted in Payroll (effective August 11, 2016).
- Hourly/Student Employees must take a 30 minute meal break by the 5th hour of work if they work more than 6 hours in a workday.
- Hourly/Student Employees can only work up to 19.5 hours per week.
- Hourly/Student Employees can only work up to 1,000 hours per fiscal year (July 1 to June 30).
- Hourly/Student Employees can only work up to 175 days per year.
- For every 30 hours an Hourly/Student Employee works, 1 hour of sick pay will accrue in the Hourly/ Student Employee's "Sick Leave Bank." After working for 90 calendar days, an employee may request paid time off for illness. Manager approval is required.

For questions, please contact your Supervisor and/or the Payroll Dept.
(payroll@sbcc.edu, 805-730-5197)

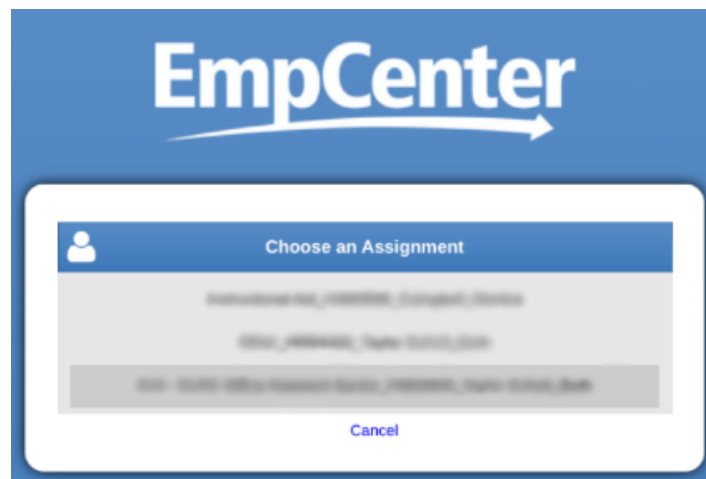
Accessing the Time and Attendance System (Workforce)

- When working in the *Cartwright Learning Resources Center*, a wall-mounted time clock is located on the pillar near the Front Counter.
 - Tap the touch screen to punch "in for the day" and swipe your SBCC campus student/employee ID card.
 - If you do not have your campus ID card, simply key in your ID number (without the K) and tap the GREEN button to enter your ID number.
 - If you have multiple job assignments, you will need to select the correct job that you are working during that time.
 - When signing out, you will need to do the same actions.
- When on campus, all campus computers will allow access to Workforce. When not on campus, you will need to use a desktop or laptop (a mobile device will not work) and follow the same steps as logging on from a campus computer.
 - Access your [MySBCC](#) portal >
 - Employee Resources >
 - Pay and benefits >
 - Time and attendance system

Clocking In and Out

Using the Time Clock on a computer

1. To access the **Time and Attendance system** (WorkForce EmpCenter) from your Computer, log into your MySBCC portal using your campus username and password, hover over Employee Resources, use the pop-up menu and click Pay & Benefits, click “Enter Time and Attendance System” link under the Time & Attendance section.
2. You will be directed straight into the Time and Attendance system through your web browser.
 - If you are directed to an “Authentication Failed” webpage, you will be unable to clock in for work and:
 - You have not been officially approved to work.
 - You must cease working.
 - You must contact Human Resources to complete the employment process.
3. You will see all of your campus assignments displayed. Even if you only have a tutoring job, you will see at least two timesheets: one for your tutoring hours, and another for your tutor training. Select the assignment you wish to clock in for.



4. To record your hours worked, select from the following options on the screen to either punch in, clock out for lunch, clock in from lunch, or punch out.



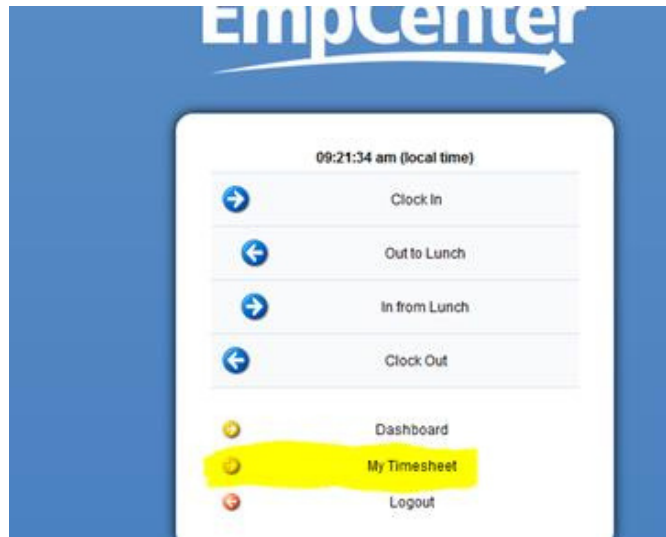
REMINDER: Punch in and out for the days you work to get PAID. Your supervisor will be monitoring and approving your time entered. For missed punches, see (or email) your supervisor immediately so they can correct your hours manually.

5. On or before the 10th day of each month, review your Timesheet (on the screen in item #4 above) for accuracy, SAVE and SUBMIT for approval to your supervisor.

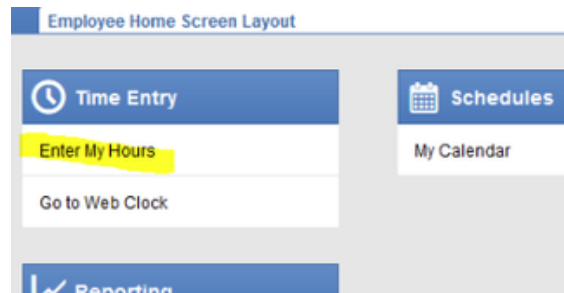
Retroactive Time Entry

The following example shows you how to enter “elapsed time” onto your timesheet. This means that you are not correcting a missed punch; rather, you are inputting hours onto a workday that has no data entered.

1. From the Web Clock page, choose “My Timesheet”



2. On the Home Screen, choose “Edit My Hours.”



3. After scrolling up or down to the correct day, go to the “Pay Code” column; hit the drop-down arrow; choose the code “Work Time.”

| Date | Pay Code | Hours | Comments | Total |
|-----------|---------------|-------|----------|-------|
| Thu 08/11 | Please Select | | | |
| Fri 08/12 | Sick | | | |
| Sat 08/13 | Work Time | | | |
| Sun 08/14 | Please Select | | | |
| | | | | 0.00 |

4. Enter the time you worked.

| | | | | | |
|------|----------------------------------|---------------|----------|--|------|
| 10/3 | <input type="button" value="+"/> | Work Time | 12:30 pm | | 3.50 |
| | | | 04:00 pm | | |
| | <input type="button" value="+"/> | Please Select | | | |

o If needed, click on the “+” sign to create another row for additional time slices.

| | | | | | |
|----------|----------------------------------|-----------|----------|--|------|
| at 09/03 | <input type="button" value="+"/> | Work Time | 08:00 am | | 4.00 |
| | | | 12:00 pm | | |
| | <input type="button" value="+"/> | Work Time | | | |

5. Click on the “SAVE” button to save your entries. The “Results” tab at the bottom of your timesheet will show the total for that day.

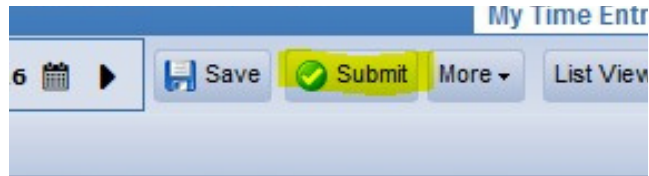
S S M T W T F S S M T W T F S

| Alert Messages | Schedule | Sick Balance | Results | Additi |
|----------------|----------|--------------|----------------|--------|
| Work Date | Pay Code | Hours | | |
| 09/03/2016 | Regular | 7.50 | | |

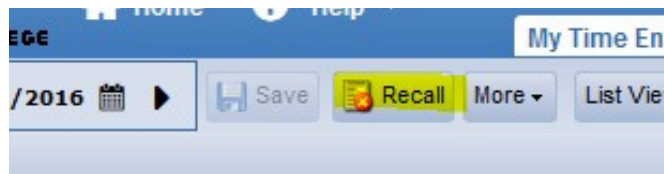
Submitting a Timesheet at the End of the Pay Period

At the end of the pay period, you will need to submit your timesheets to your supervisors for approval.

1. Above your timesheet, next to the “Save” button, you will see the “Submit” button:



2. If you find that you need to make a change after submitting the timesheet, you simply hit the “Recall” button:



3. When you are done with your edits, hit the “Submit” button again.



Payroll Schedule FY 24-25

| PAY PERIOD | TIME SHEETS DUE TO SUPERVISOR | PAYDAY |
|--|-----------------------------------|------------------------------|
| (11th of month through 10th of next month) | (1st workday after 10th of month) | (Last workday of month) |
| June 11 - July 10, 2024 | Thursday, July 11, 2024 | Wednesday, July 31, 2024 |
| July 11 - Aug. 10, 2024 | Monday, August 12, 2024 | Friday, August 30, 2024 |
| Aug. 11 - Sept. 10, 2024 | Wednesday, September 11, 2024 | Monday, September 30, 2024 |
| Sept. 11 - Oct. 10, 2024 | Friday, October 11, 2024 | Thursday, October 31, 2024 |
| Oct. 11 - Nov. 10, 2024 | Monday, November 11, 2024 | Wednesday, November 27, 2024 |
| Nov. 11 - Dec. 10, 2024 | Wednesday, December 11, 2024 | Monday, December 23, 2024 |
| Dec. 11 - Jan. 10, 2025 | Monday, January 13, 2025 | Friday, January 31, 2025 |
| Jan. 11 - Feb. 10, 2025 | Tuesday, February 11, 2025 | Friday, February 28, 2025 |
| Feb. 11 - March 10, 2025 | Tuesday, March 11, 2025 | Monday, March 31, 2025 |
| March 11 - April 10, 2025 | Friday, April 11, 2025 | Wednesday, April 30, 2025 |
| April 11 - May 10, 2025 | Monday, May 12, 2025 | Friday, May 30, 2025 |
| May 11 - June 10, 2025 | Wednesday, June 11, 2025 | Monday, June 30, 2025 |
| June 11 - July 10, 2025 | Friday, July 11, 2025 | Thursday, July 31, 2025 |

NOTE: TIME SHEETS SUBMITTED AFTER THE DUE DATE ARE SUBJECT TO PAYMENT ON THE FOLLOWING SCHEDULED PAY DATE.

STUDENTS & HOURLY: IF YOU DON'T HAVE DIRECT DEPOSIT, PAYROLL WILL MAIL YOUR PAYCHECKS TO YOUR ADDRESS OF RECORD.

Payroll Forms

Payroll Direct Deposit Form

- Complete the SBCC Direct Deposit Authorization Form. Download the form here:
<https://www.sbccc.edu/fiscalservices/payroll/payrollforms.php>
- Take a picture of a voided personal check **OR**
- Get a direct deposit authorization letter/form from the bank to which you would like your paycheck to be deposited. Many banks offer pre-filled forms through their online client portals or through their mobile banking apps. Others have blank forms that you must fill in. In some cases, banks may use their “welcome” letter as their direct deposit authorization. Call your bank for more information, or email tutoring@sbccc.edu for help.
- Email tutoring@sbccc.edu to let the TCC know you have your direct deposit paperwork ready.

DO NOT EMAIL YOUR PAPERWORK

- The TCC will contact the appropriate Payroll technician, who will then provide you with a secure ShareFile link to which you will upload your paperwork. This is the safe way to send your personal information.

W-4 (Federal Withholding)

- Complete the W-4 form. Download the form here:
<https://www.sbccc.edu/fiscalservices/payroll/payrollforms.php>
- Email tutoring@sbccc.edu to let the TCC know you have a new W-4 form to submit.

DO NOT EMAIL YOUR PAPERWORK

- Upload your W-4 to the ShareFile link provided by Payroll.

DE-4 (State Withholding)

- Complete the DE-4 form. Download the form here:
<https://www.sbccc.edu/fiscalservices/payroll/payrollforms.php>
- Email tutoring@sbccc.edu to let the TCC know you have a new DE-4 form to submit.

DO NOT EMAIL YOUR PAPERWORK

- Upload your DE-4 to the ShareFile link provided by Payroll.