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## Human Resources

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### Human Resources Department

3401 CSM Drive  
San Mateo, CA 94402

#### **Automated Line**

(650) 574-6555

[smccdjobs@smccd.edu](mailto:smccdjobs@smccd.edu)

## Overview

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The Office of Human Resources is a service-oriented team dedicated to meeting the needs of our employees and making

the San Mateo County Community College District a great place to work.

We strive to provide compassionate and effective services to support the District's mission of high-quality and accessible educational programs and services.

Human Resources staff assist with all areas of talent management, including talent acquisition and retention, employment, benefits, compensation, employee relations, professional development, and labor relations.

**Verification of Employment (VOE):** Need to provide proof of employment or income for a loan or background check?

[Request a verification here →](#)



## Collective Bargaining and Labor Relations

The collective bargaining process is critical to maintaining effective working conditions for all employees.

[Learn more →](#)



## Telework Request

District and college classified and administrative staff can request a 4-1 telework schedule annually.

[Learn More →](#)



## Employment Policies

Read our policies related to Equal Employment Opportunity, Americans with Disabilities Act, Immigration Reform and Control Act, and more.

[Learn More →](#)



## Employment Opportunities

Browse current employment opportunities on our jobs website.

[Browse SMCCCD Jobs Site →](#)



## Compensation and Benefits

View the various salary schedules, learn more about benefits, and get information on union membership.

[Learn more →](#)



## Part-Time Faculty Health Insurance

Find information on the health insurance program and the health insurance reimbursement program for part-time faculty.

[Learn more →](#)



## Employment Forms

View and download New Hire Welcome Packet forms.

[Go to District Downloads Website →](#)



## New Employee Orientation

Find everything you need as a new employee at SMCCCD.

[Go to Orientation →](#)



## Evaluation Procedures and Forms

Find Evaluation forms for all position classifications.

[View Evaluation Procedures and Forms →](#)



## HR Guides and Trainings

View Human Resources Guides and Training videos related to leave reports, time entry for hourly employees, and ePAF.

[Learn more →](#)



## Training and Professional Development

View and register for current training and professional development opportunities.

[Learn more →](#)

## Equal Employment Opportunity Committee

The District has established a District-wide Equal Employment Opportunity Advisory Committee to assist the District in implementing its Equal Employment Opportunity Plan.

[Learn more →](#)

## EEOC Diversity Project Grant

Learn more about the Diversity Project Grant and view applications and terms/conditions.

[Learn more →](#)

## Workplace Accommodations

Learn about and apply for reasonable accommodations.

[Learn more →](#)

## Leave of Absence

To learn more about your leave options, including eligibility, required steps, and available resources, visit SMCCCD's Human Resources Leave of Absence page.

[Learn more →](#)



## Employee Resource Groups

Employee resource groups (also known as affinity groups) have emerged as a promising practice for many companies and institutions in creating and sustaining a more diverse and inclusive environment.

[Learn more →](#)



## Disability Access and Compliance

The District Office is available to provide training, consultation, information, and appropriate referrals for disability-related matters.

[Learn more →](#)



## File a Complaint

The District strives to achieve a welcoming workforce to ensure an inclusive academic and work environment for all.

[File a Complaint →](#)



## COVID-19 Health Information

COVID-19 health guidelines, testing resources, and return-to-

campus protocols for SMCCCD employees and students.

[Learn more →](#)



## Contact Us

View the Human Resources Directory.

[Contact Us →](#)

## San Mateo County Community College District

The SMCCCD is a three-college district located between San Francisco and San Jose in the Silicon Valley. Our Colleges serve nearly 20,000 students each year and offer the first two years of instruction in a wide variety of degree and transfer programs, as well as vocational-technical programs.

### Contact

#### District Office

3401 CSM Drive

San Mateo, CA 94402 USA

(650) 574-6550

TTY call 711 or visit CA Relay Services

[webmaster@smccd.edu](mailto:webmaster@smccd.edu)

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