

## STAFF RESOURCE GUIDE

### GETTING STARTED

#### NEW HIRE & ONBOARDING

Location: 38J (Human Resources)  
(619) 644-7572

<https://www.gcccd.edu/professional-dev/first-year-experience.html>

#### The New Employee First Year

Experience supports new hires through a GCCCD orientation and ongoing learning opportunities to integrate them into GCCCD's culture and support them in committing to GCCCD's strategic goals.

#### EMPLOYEE ID CARD

Location: 38J (Human Resources)  
(619) 644-7637

<https://www.gcccd.edu/new-hires/default.html>

Once you have been assigned an employee ID number, please visit District Human Resources to obtain your card. Walk-ins are welcome.

#### KEYS & PROXIMITY CARDS

Location: F-113 (Switchboard)  
(619) 660-4000

[Cuyamaca.Switchboard@gcccd.edu](mailto:Cuyamaca.Switchboard@gcccd.edu)

Staff must make a request for keys and ProxCards through their manager. Once approved, staff will be contacted via email for key pickup at the Switchboard Office.

#### PARKING PERMIT

Location: A-103 (CAPS)  
(619) 644-7654

<https://app3.omnigo.com/grossmont/CESISReportExec/OPR/>

Staff permits are available at CAPS offices. Only cars with staff permits are allowed in spaces designated for staff, and only vehicles with handicap placards or plates are permitted to use handicap parking. Save time and pre-register for your parking permit. Remember to disable your pop-up blocker and bring an ID card to CAPS for pickup.

#### CAMPUS MAP

[www.cuyamaca.edu/college-info/maps-directions](http://www.cuyamaca.edu/college-info/maps-directions)

#### CAMPUS SAFETY

Location: A-103

(619) 644-7654

Campus and Parking Services (CAPS) provides vehicle battery jumps and unlocks, safety escorts, parking permits, room locks and unlocks, lost and found services, and special events and vendor permits.

#### STAFF LOUNGES

Locations: A-121, C-141, D-327, E-108, F-107, H-140

#### GETTING PAID

Location: District Payroll  
(619) 644-7635

<https://www.myworkday.com/gcccd>  
<https://intranet.gcccd.edu/workday/training/resources.html>

Workday provides a system of record for all Payroll functions at GCCCD.

Workday provides you the ability to access all information related to pay including accessing pay slips, payment elections, and tax documents.

#### CHILD CARE

Location: Building R

(619) 660-4660

Hours: M-F 7:30am-5:30pm

The Child Development Center provides care for children 18 months to 5 years old, and is open to students, staff, and community families of Cuyamaca College. The Center also provides referrals to community agencies and resources. Applications must be completed.

#### CUSTODIAL OPERATIONS

Location: J-203

(619) 660-4500

Hours: M-Th 7:30am-2:30am;

F 7:30am-11:30pm

Custodial operations provides cleaning services, and helps with set-ups/take-downs and moves.

#### FACILITIES

Location: Facilities Trailer

(619) 660-4621, 4347

Hours: M-F 7am-4pm

Facilities assists with custodial, maintenance, and grounds requests; cleans up spills; assists with rooms and special events set-ups; and addresses issues with irrigation, HVAC, and lighting issues.

### TECHNOLOGY

#### NETWORK ACCOUNTS & EMAIL

Location: District Information

Technology (IT) Department

<https://www.gcccd.edu/it/account-requests.html>

The IT department is responsible for districtwide technology, communications, and software. To obtain a network account and email, complete the forms at the link above. You will need a network account to log into your computer on campus.

#### WI-FI

Username: firstname.lastname  
Password: By default, this is your six-digit birthdate (mm/dd/yy). This is the same as your GCCCD Single Sign-on password.

#### TECHNOLOGY HELP DESK

Location: District IT Department

(619) 644-7547

The District IT Help Desk assists staff with employee account requests, password resets, internet and server connectivity issues, and Cascade/websites.

#### PHONES & VOICEMAIL

Location: F-113 (Switchboard)

(619) 660-4000

(619) 660-4001

[Cuyamaca.Switchboard@gcccd.edu](mailto:Cuyamaca.Switchboard@gcccd.edu)

The Switchboard maintains phones, voicemails, department phone trees, and the campus directory.

<https://www.gcccd.edu/it/phones-and-voice-mail/default.html>

## STAFF RESOURCE GUIDE

### MAIL

Location: F-116  
(619) 660-4235  
Hours: M-F 7am-4pm  
The Mailroom handles USPS and district mail.

### GRAPHIC SERVICES

Location: C-134  
(619) 660-4369  
The Graphic Design department provides design services for web, email, and printed materials.

### PRINTING/DUPLICATING

Location: F-201  
Hours: M-Th 7am-7pm;  
F: 7am-4pm  
(619) 660-4585  
<https://www.cuyamaca.edu/college-info/administration/as/duplicating/default.aspx>  
A self-service copy machine is available for use by staff who need to make up to 10 copies at one time. If you need to make more than 10 copies, please submit a request for duplicating services.

### FOOD SERVICES

Location: Second floor of I Building  
Coyote Café, M-Th 8am-2pm  
Coyote Grill, M-Th 9am-2pm

### HEALTH SERVICES

Location: I-134  
Hours: M-Th 8am-6pm; F 8am-3pm  
(619) 660-4200  
[www.cuyamaca.edu/health](http://www.cuyamaca.edu/health)  
Services include blood pressure screening, body composition analysis, TB clearance testing, health counseling (stress management, nutrition and weight management, etc.), non-prescription medication, mental health services, and referrals.

### FITNESS CENTER

Location: D-203  
(619) 660-4513  
Hours: M-F 8am-4:30pm

### GENDER NEUTRAL BATHROOMS

Locations: H-Building 1<sup>st</sup> and 2<sup>nd</sup> floor, Health and Wellness Center (I-134), Fitness Center (D-104), E-Building West 1<sup>st</sup> floor, and the R-Building

### CONTEMPLATION ROOM

Location: I-134  
Hours: M-Th 8am-6pm; F 8am-3pm  
(619) 660-4200  
This is a quiet, safe space for students and staff to go to de-stress, contemplate, and relax.

### LACTATION ROOM

Location: I-134  
Hours: M-Th 8am-6pm; F 8am-3pm  
(619) 660-4200  
Lactation accommodations are available in the Health & Wellness Center for students and staff during open hours that include a private, secure room and sink for lactation purposes.

### DEFIBRILLATORS

Locations: A-100, B-117, D-203, D-301, F-107, H-101, I-134, J-101

## PROFESSIONAL DEVELOPMENT

<https://www.cuyamaca.edu/faculty-staff/pro-dev/default.aspx>

### CLASSIFIED PROFESSIONALS PROGRAM

(619) 660-7710  
<https://www.gcccd.edu/professional-dev/classified-professionals-program.html>

### VISION RESOURCE CENTER

<https://visionresourcecenter.cccco.edu>  
The Vision Resource Center is an online learning and collaboration platform for all professionals in the California Community Colleges. The content provided will support every individual and college as we work together toward the Vision for Success goals.

## HUMAN RESOURCES

### BENEFITS

Location: District Services Bldg 80-B  
(619) 644-7643  
<https://www.gcccd.edu/benefits/default.html>

### CSEA UNION CONTRACT

<https://www.gcccd.edu/human-resources/documents/labor-contracts/2017-2019%20CSEA%20Contract.pdf>  
For additional information, contact Human Resources: (619) 644-7572

### RETIREMENT

California Public Employees' Retirement System (CalPERS)  
(888) 225-7377  
<https://www.calpers.ca.gov>

### CSEA PERFORMANCE ASSESSMENT

See CSEA Union Contract

### WORKERS COMPENSATION

<https://www.gcccd.edu/human-resources/workers-compensation.html>

### SEXUAL HARASSMENT & DISCRIMINATION POLICY & REPORTING PROCEDURE

<https://www.gcccd.edu/governing-board/pols-and-procedures-ch3.html>

### EMPLOYEE HANDBOOK

<https://www.gcccd.edu/professional-dev/documents/Services%20at%20Cuyamaca%20College%20.%20Employee%20Handbook.pdf>

## GET INVOLVED!

### CLASSIFIED SENATE

<https://www.cuyamaca.edu/faculty-staff/classified-senate/default.aspx>

### GOVERNANCE HANDBOOK

<https://www.cuyamaca.edu/faculty-staff/classified-senate/files/documents/2017/2017-03-15-governance-structure-handbook.pdf>