



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
 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](#).



GAVILAN COLLEGE

Human Resources Department

FAQ for Gavilan Employees Eligible for District Health Benefits

- 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?

CLASSIFIED EMPLOYEE: Refer to section 8.8 of the CSEA collective bargaining agreement.

FACULTY EMPLOYEE: Refer to article 30 of the CSEA collective bargaining agreement.

MANAGEMENT: Refer to your employment agreement.

11. What is Gavilan College's COVID restrictions?

Gavilan College District defers to

[Santa Clara County Public Health COVID Guidelines:](#)

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