



Human Resources Department

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 - o Enrollment details are provided during orientation. One-on-one Zoom workshops can be requested by email.
 - o Employees can enroll during open enrollment periods or when experiencing qualifying life events.
 - o Human Resources can provide you with the necessary forms either in person, by email à Ù F † ô 2 @gavilan.edu to request a physical form or AdobeSign for secure electronic submissions.

2. F : • Ù î : Ù I Ù ± 2 î Ù î : è e : X \ Ù Í 2 î Ù Í è è ô \ \ Ù 1 ... Ù æ ô 2 ô ± e \ Ù 2 : X 1 Í e : 2 Ù : 2 + 2
 - o You can access information regarding your æ ô 2 ô ± e \ Ù : 2 + 2 ô Ù æ ... Ù è X ô Í e 2 Ù Í 2 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](https://www.kaiserpermanente.org/locations)
 3. Delta Dental of California: <https://www1.deltadentalins.com/login.html>
 4. Vision Service Plan: <https://www.vsp.com/>

3. ® Í e Ù : j + î Ù I Ù î : Ù Ù I Ù Í } ô Ù Í Ù W j ô \ e : 2 Ù Í æ : j e Ù 1 ... Ù æ ô 2 ô ± e \ æ
 - o : 2 e Í è e Ù e ô Ù F † Ù æ ô 2 ô ± e \ Ù î ô U Í X e 1 ô 2 e Ù } Í Ù ô r p h o n e Ù F † ô 2 ô ± e \ (408) 852-2818.

4. X ô e ô X ô Ù X ô \ : j X è ô \ Ù : X Ù 1 ô 2 e Í + Ù ô Í + e Ù \ j U U : X e æ
 - o All employees of Gavilan College have access to the (1 U + : ... ô ô Ù \ \ \ e Í 2 è ô Program (EAP) e Í e Ù U X : } î ô \ Ù è : 2 ± î ô 2 e Í + Ù 1 ô 2 e Í + Ù ô Í + e Ù \ j U U : X e 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. ® Í e Ù + ô Í } ô Ù Í è è X j Í + Ù \ Ù Í } Í + Í æ + ô à Ù Í 2 î Ù : • Ù î : Ù I Ù X ô W j ô \ e Ù Í Ù + ô Í }
 - o These details are available within your employment contract that can be found here: [Collective Bargaining Contracts -Gavilan College](#)



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Education Code 88280 establishes a