



OFFICE OF HUMAN RESOURCES

Memorandum

February 9, 2026

To: Chabot-Las Positas Community College District Employees
From: Jennifer Druley, Vice Chancellor of Human Resources
Subject: **Annual Know Your Rights Notice and CLPCCD Procedures**

Dear Colleagues,

As part of Chabot-Las Positas Community College District's commitment to a lawful, transparent, and respectful workplace, Human Resources is providing this annual Know Your Rights communication in compliance with California Senate Bill 294 (Workplace Know Your Rights Act).

SB 294 requires California employers to annually inform employees of key workplace rights and related district procedures. This message serves as that notice.

Your Workplace Rights

Employees of CLPCCD have important rights under state and federal law, including but not limited to:

- The right to a safe workplace and access to workers' compensation benefits for job-related injuries or illnesses. (<https://www.clpccd.org/hr/workers-compensation.php>)
- The right to engage in lawful collective or representational activities, consistent with applicable law, district policy, and collective bargaining agreements.
- Constitutional rights when interacting with law enforcement, including protections related to searches, questioning, and self-incrimination.
- The right to designate an emergency contact and to have that contact notified consistent with applicable law if you are detained or arrested at the workplace. (Emergency contact information is viewable and updateable via MyPortal's Employee Dashboard, by clicking on the My Profile link.)

District Procedures Regarding Immigration Enforcement

CLPCCD has established clear procedures governing how employees should respond if approached by immigration enforcement or other federal officers while at work. These procedures are set forth in [Administrative Procedure 3415: Immigration Enforcement Activities](#).

Key points include:

- Employees are not expected to block, challenge, or assess the legitimacy of any enforcement activity.
- Any federal officers, regardless of documentation presented, must be referred to the Office of the President or the Office of the Chancellor, as appropriate.
- Employees should not attempt to interpret or verify warrants, subpoenas, or other legal documents.
- If officers enter restricted areas without consent or valid documentation, employees should not physically interfere but should document the interaction and notify leadership immediately.

Your role is limited to referral and notification. District leadership, in consultation with legal counsel, is responsible for responding.

Commitment to Our Community

CLPCCD remains committed to the safety, dignity, and inclusion of all members of our campus community. The district complies with California laws that limit the use of institutional resources for immigration enforcement, except where legally required, and continues to refrain from collecting or sharing immigration-status information unless mandated by law.

Support resources, including legal and wellness services, remain available to employees. Human Resources can assist in connecting you with appropriate support.

Questions or Access Needs

The California Labor Commissioner's official "Know Your Rights" notice is available through Human Resources or directly from the Labor Commissioner's website, <https://www.dir.ca.gov/dlse/Know-Your-Rights-Notice/Know-Your-Rights-Notice-English.pdf>.

If you have questions about this notice, your rights, or district procedures, or if you require this information in another language, please contact Human Resources at hr@clpccd.org.

Thank you for your attention to this important annual notice.