

# San Luis Coastal Unified School District

## Employee Handbook



▪ **RIGOR**      ▪ **RELEVANCE**      ▪ **RELATIONSHIPS**

**Dr. Eric Prater, SUPERINTENDENT**

# BOARD OF TRUSTEES

The Board of Education sets guiding policies for San Luis Coastal Unified School District. Seven elected trustees comprise the Board of Education. They are elected “at Large” and represent the entire District, although there is a requirement that four members reside in Trustee area 1 and three in Trustee Area 2. Area 1 encompasses the City of San Luis Obispo, Avila Beach, a portion of Pismo Beach (north of Spyglass and west of Hwy. 101, and the unincorporated areas between those communities to the southern boundary). Area 2 is comprised of the communities of Los Osos and Morro Bay.

Mark Buchman – Trustee

Kathryn Eisendrath-Rogers – Trustee

Evelyn Frame –Trustee

Walter Millar – Trustee

Marilyn Rodger –Trustee

Ellen Sheffer –Trustee

Chris Ungar – Trustee

\*\*\*\*\*

## PERSONNEL COMMISSION

The Personnel Commission for the San Luis Coastal Unified School District is established by legislation and is designed to administer a merit system to ensure fair and open recruitment and competition and employment practices free of political influence or other non-merit factors for classified employees. Members are nominated at the local level and are appointed by state officials.

**Gail Sears, Member (Employee Appointee)**  
**Julia Jones, Vice-Chairperson (Board Appointee)**  
**Becky French, Chairperson (Joint Appointee)**

# SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT EMPLOYEE HANDBOOK

## TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>Page 5</b>
Values and Beliefs	
Employee Code of Conduct	
Who We Serve	
Superintendent's Office	
Human Resources	
Fiscal Services	
Information Services and Technology (IS&T)	
Instructional Services, Learning and Achievement (ISLA)	
Student Support Services	
Cabinet	
Employee Code of Conduct	
<b>CODE OF CONDUCT</b>	<b>Page 8</b>
<b>EMPLOYMENT</b>	<b>Page 9</b>
Types of Employees	
Position Reclassification	
Resignation/Termination	
Non-Reemployment	
Performance Evaluation	
Disciplinary Action Procedure	
<b>EMPLOYMENT REQUIREMENTS</b>	<b>Page 12</b>
Equal Employment Opportunity / ADA	
Reasonable Accommodation	
Child Abuse Mandated Reporting	
Employment Eligibility Verification Document	
Fingerprints	
Oath of Affirmation of Allegiance	
Sexual Harassment	
Verification of Social Security Card	
<b>SALARY AND BENEFITS</b>	<b>Page 15</b>
Distribution of Pay Checks	
Salary Schedules	
Initial Placement on the Salary Schedule	
Work Days	
Work Calendars	
Non-Work Days	
Holidays	
Medical, Dental, Vision, and Life Insurance	
Continuation of Benefits (COBRA)	
Retirement Coverage (PERS and STRS)	
Defined Benefit Plan	
Section 125 Flexible Benefit Plan	
403(b) and 457 Plans	
Unemployment Insurance	
Workers' Compensation Benefits	
<b>LEAVES OF ABSENCE</b>	<b>Page 20</b>
Reporting Absences	

Vacation  
Sick Leave  
Personal Necessity Leave  
Extended Sick Leave (Differential Pay)  
Bereavement Leave  
Jury Duty Leave  
Military Leave  
Industrial Injury and Illness Leave (Workers' Compensation)  
Catastrophic Leave  
General Leave  
Family and Medical Leave Act (FMLA)  
Pregnancy Disability Leave (PDL)

**HEALTH AND SAFETY**

**Page 25**

Tobacco Free Environment  
Drug and Alcohol Free Workplace  
Fire Drill and Evacuation Plan  
Freedom from Tuberculosis  
Hazardous Materials Communication Program  
Industrial Injuries/Illnesses  
Infectious Diseases / Bloodborne Pathogens Exposure Control Plan  
Violence Free Workplace  
Animals on Campus

**SLCUSD POLICIES AND PROCEDURES**

**Page 30**

All Mail  
Personal Mail  
Bulk Mail  
Electronic Media Communication  
Travel Expenses  
Use of Automobiles  
Care of SLCUSD Property  
Copy Machines  
Purchasing  
Maintenance/Repairs  
Office Equipment Repair  
Telephones  
Telephone System Changes or Repairs  
Cell Phones  
Employee Badges  
Appearance and Dress  
Change of Name or Address  
Code of Ethics  
Complaints Concerning Employees  
Conviction of Prohibited Offense  
Emergencies  
Employment of Relatives  
Gifts to Employees  
Solicitation and Distribution of Literature  
Personnel Files  
Political Activities  
Public Relations

**EMPLOYEE ABSENCES AND SUBSTITUTE REQUESTS**

**Page 36**

# INTRODUCTION

---

The purpose of this Employee Handbook is to familiarize employees with the practices of San Luis Coastal Unified School District (SLCUSD) and provide a reference to the rules and regulations regarding the employee-employer relationship. Additional information for employees can be found in the Association contracts. However, the handbook provides information not covered in those documents. A look at the Table of Contents will give you an overview.

Classified employees are covered under the CSEA (California School Employees Association) and SEIU (Service Employees International Union) contracts unless specifically exempted in the recognition clause. Certificated employees are covered by the SLCTA (San Luis Coastal Teachers' Association) contract unless specifically excluded under the recognition clause. Management employees are covered under the management handbook posted on the district website. These important documents will be referred to as "association contracts" in the remainder of this document.

All classified employees not otherwise exempt in the Education Code are also covered by the merit system.

The following are general principles upon which the merit system is based:

- Employment and promotion on the basis of merit
- Like pay for like service
- Impartial hearing of appeals from disciplinary actions
- Prohibition against discrimination

SLCUSD has a Personnel Commission which is an independent body composed of three persons appointed for three-year staggered terms. The responsibility of the Personnel Commission is to oversee the merit system rules. These rules provide for procedures to be followed related to the Personnel Commission, Classification plan, Applications and Examinations, Employment Lists, and wage and salary provisions. For a complete copy of SLCUSD's merit system rules, please refer to our website at [www.slcsud.org](http://www.slcsud.org). (Reference: Education Code Sections 45240-45320)

This handbook is the property of SLCUSD, and is intended for personal use and reference by SLCUSD employees. It explains some of our philosophies and beliefs, and describes, in general terms, some of our employment guidelines. We hope that it will serve as a useful reference document for employees throughout their employment at SLCUSD. Employees should understand, however, that this handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of SLCUSD or its employees not otherwise found in California law. The policies found in this handbook supersede and replace all previous personnel policies, practices, and guidelines except as otherwise set out in association and Board Policies.

SLCUSD reserves full discretion to add to, modify, or delete provisions of this handbook, or the policies and procedures on which they may be based, at any time, without advance notice except for the specific and express terms of any agreement, including the Association Agreements, and the Educational Employment Relations Act. SLCUSD also reserves the right to interpret any of the provisions set forth in this handbook in any manner it deems appropriate except as limited above. For this reason, employees should check with the Human Resources Department to obtain current information regarding the status of any particular policy, procedure, guideline, or practice. Similarly, to obtain information regarding specific employment policies or procedures, whether or not they are contained in this handbook, employees should contact the Director of Human Resources. Suggestions or concerns regarding policies and practices should be brought to the attention of the Director of Human Resources for consideration by Cabinet and/or the appropriate association or committee. The Board of Education has the sole authority to enter into any employment or contracts on behalf of the San Luis Coastal Unified School District. Any such modification must be in writing.

Please feel free to contact Human Resources to discuss any items that may need more explanation or are of concern to you. Also, we welcome suggestions for items not covered by this handbook that should be considered for inclusion. This handbook will be revised periodically as determined by need.

## **VALUES AND BELIEFS**

We believe that every child matters regardless of their circumstances. Through the three “Rs” of rigor, relevance, and relationships, students are provided valuable opportunities to become the very best they can be. “Success for All” requires many hands, multiple networks of thoughtful people, and an expectation that every child can achieve to their fullest potential.

## **EMPLOYEE CODE OF CONDUCT**

The Employee Code of Conduct guides the professional conduct expected of all employees. The Code is listed at the end of this section.

## **WHO WE SERVE**

Under the leadership of the Board of Education and Superintendent, the San Luis Coastal Unified School District (SLCUSD) encompasses the City of San Luis Obispo, Avila Beach, a portion of Pismo Beach (north of Spyglass and west of Hwy. 101), the unincorporated areas between those communities to the southern boundary and the communities of Los Osos and Morro Bay. The district, commonly called San Luis Coastal, also serves high school students from the community of Cayucos.

San Luis Coastal’s schools include ten elementary schools, two middle schools, two comprehensive high schools and one continuation high school. Maintaining small schools reflects our educational philosophy of knowing students on a very personal level. Our success as a district is reflected by numerous California Distinguished School Awards, National Blue Ribbon Awards, and many other honors. Our schools are dynamic, student-centered learning communities where all children are expected to take risks, explore new opportunities, and discover their unique potential.

## **SUPERINTENDENT’S OFFICE**

The Superintendent’s Office directs the overall governance of the district. Along with the Superintendent, there are two Assistant Superintendents, one for Business and the other for Educational Services.

## **HUMAN RESOURCES**

The Human Resources Department is part of the District Office Administration of SLCUSD and the Director of Human Resources reports to the Assistant Superintendent of Education and Human Resources. The Human Resources Department is responsible for managing the personnel functions for all of SLCUSD staff and monitoring credentials authorizing work within SLCUSD. Additionally, SLCUSD Human Resources Department supports employees with any personnel assistance they may require.

The Human Resources Department works with the Personnel Commission in hiring, promoting, and retaining the most qualified staff for non-teaching positions. The Personnel Commission operates within the Merit System as developed through the Education Code for the State of California. The goal of the Personnel Commission is to exhibit and support SLCUSD values – excellence, integrity, diversity, responsiveness, caring and collaboration in serving students, faculty, staff, members of Board of Trustees, and the public. The Human Resources Department is committed to serving all children within our district by ensuring there are qualified and professional teachers and classified staff in front of all students every school day.

## **FISCAL SERVICES**

The Fiscal Services Division monitors the fiscal health of SLCUSD and ensures that the District meets reporting requirements in an accurate and timely manner. The goal of the Fiscal Services Division is to serve SLCUSD

employees who have questions regarding payroll, accounts payable, accounts receivable, budgeting, district attendance, purchasing, bids and contracts.

## **INFORMATION SERVICES & TECHNOLOGY**

Information Services & Technology (IS&T) seeks to support teachers, students, and staff as they use web-based and software programs in order to better engage students and individualize for student's needs. The IS&T department aides in the management of devices. District devices remain property of the district and all actions on the devices can be viewed by district personnel. It is expected that employees will handle equipment professionally. IS&T will gladly support your needs.

## **INSTRUCTIONAL SERVICES, LEARNING AND ACHIEVEMENT (ISLA)**

The Instructional Services department focuses on Pre-K through 12<sup>th</sup> grade instruction, learning, and assessments for all of SLCUSD. Additionally, this division provides a broad array of professional development opportunities for teachers, administrators, and other educational staff throughout SLCUSD. Participants take advantage of learning opportunities ranging from best educational practices to curriculum development.

## **STUDENT SUPPORT SERVICES**

The Student Support Services department operates specialized programs for students with disabilities. They provide services to teachers and site administrators to enable them to meet the specialized needs of children to ensure that every student succeeds. The department is also responsible for all health needs, counseling, Homeless/Foster Youth supports, Special Education services, and two Family Resource Centers.

## **CABINET**

Cabinet is the Executive Team of the District and assists the Superintendent in providing management for the departments listed above. Members of Cabinet are the Assistant Superintendents and the Directors of Human Resources, Instructional Services and Student Services.

# Employee Code of Conduct



**SAN LUIS COASTAL**  
UNIFIED SCHOOL DISTRICT

This code of conduct guides professional conduct with professional and ethical implications. It embraces the fundamental belief that the student is the foremost reason for the existence of the profession. Professional educators promote the development of character and civic responsibility of learners to explore ideas, to develop skills, and to acquire knowledge necessary to be contributing members of society.

## **#1: Equity**

Professional educators advocate for the practice of equity by assuring equal access to educational opportunities for each individual. They recognize and address the uniqueness of each student and provide the appropriate educational supports and personalization of the educational experience.

## **#2: Mutual respect**

Professional educators respect the inherent dignity and worth of each individual. Educators deal considerately and justly with each student and seek to resolve problems.

## **#3: Diversity**

Professional educators promote and respect diverse cultures by honoring and valuing individual differences and supporting the strengths of all individuals. They have the responsibility to present facts and provide access to all points of view without distortion, bias, or personal prejudice.

## **#4: Integrity**

Professional educators behave in a trustworthy manner by ensuring confidentiality, demonstrating honesty, and maintaining a professional relationship with students at all times. They follow generally recognized professional standards and exercise sound professional judgment.

# EMPLOYMENT

---

The policies and definitions listed in this handbook for employees at SLCUSD are the same for all certificated and classified employees except as otherwise noted.

## TYPES OF EMPLOYEES

### *Certificated Employees*

An employee in a position requiring certification under the California Education Code, and performing duties designated as certificated duties by the employer, is considered a certificated employee. Certificated non-management employees (such as teachers) having been employed by SLCUSD for two complete consecutive school years in a vacant position or positions requiring certification qualifications and designated as probationary shall be classified as a permanent employee. All other certificated non-management employees are classified as either substitute, temporary or probationary based on the circumstances under which the employee has been hired. (Reference: Education Code 44006 and 44929)

### *Classified Employees*

An employee in a position not requiring certification under the California Education Code, and performing duties designated as classified duties by the employer, is considered a classified employee. Classified employees, upon initial employment, shall serve a probationary period of six (6) months or 130 working days, whichever is longer. Management and supervisory personnel serve a one-year probationary period. During this probationary period, a classified employee may be dismissed at any time by the Superintendent or his/her designee. Upon successful completion of the probationary period, a classified employee shall gain permanent status in the classification (i.e. job title) and shall be entitled to rights identified in the Education Code, association contracts and the SLCUSD Merit System. Classified managers and Confidential employees are also subject to all provisions and protections of the SLCUSD Merit System. (Reference: Education Code 45105)

### *Part-Time Employees*

A part-time employee works less than the number of hours or days identified for a full-time position. All benefits provided to part-time classified employees are prorated based on the FTE (Full Time Equivalent) of that employee.

### *Limited Term Classified Employees*

Limited term classified assignments may be made for a period of six months or less, except in substitute assignments, which may not exceed the authorized absence of a regular employee. Limited term positions may be filled through the temporary promotion of a qualifying permanent employee or from any available eligibility lists.

### *Provisional Appointments*

When no eligibility list exists for a position, an employee may be provisionally appointed to a position not to exceed 90 working days (except under specific guidelines listed in the Merit System rules).

## POSITION RECLASSIFICATION

All classified positions will be reviewed on a periodic basis. Positions will be studied for potential changes to job descriptions and/or salary ranges. Requests for studying a position can be initiated by administration or by an employee. Certificated positions are approved by the Superintendent. Classified positions are subject to the terms and conditions of the Merit System. All classified job descriptions and salary ranges are approved by the SLCUSD Personnel Commission.

If a manager or supervisor feels that a position should be reclassified into a different job title, a request to review a position outside of the regular review cycle should be submitted to the Human Resources Department. The employee shall show evidence of the change in duties. The Assistant Superintendent of the employee's division and the Director of Human Resources will review all requests for reclassification and make a recommendation to Cabinet if appropriate. Any employee who has been reclassified with his/her position, or denied reclassification through a study or other internal process, is ineligible to request a review for subsequent reclassification with the position for a period of at least two years from the initial action.

## **RESIGNATIONS/TERMINATIONS**

Any employee who voluntarily resigns from a position shall provide a written resignation. Formal notice of resignation may be accomplished by completing a resignation form which is available on the W drive. The form shall be forwarded to the Human Resources Department. Resignations requested during a certificated contract period are discouraged and granted only at the discretion of the Superintendent. For classified employees, at least ten (10) working days' notice shall be given in order to be eligible for reinstatement in the future. Upon resignation, the employee may request an exit interview with the Human Resources Department. Information regarding rights of retirement benefits, continuation of insurance coverage, and unemployment insurance benefits will be sent via certified mail. The employee shall be required to turn in all SLCUSD possessions as appropriate such as cell phone, credit card, computers, keys to any premise or vehicle, and identification badge.

## **NON-REEMPLOYMENT**

### *Non-reelection*

Non-reelection occurs within the probationary period due to performance issues. The probationary period is typically two years for certificated employees and six months for most classified employees. The supervisor shall notify a probationary certificated employee of the decision not to renew his or her contract the following year no later than March 15th. Classified employees may be dismissed at any time during their probationary period or after the probationary period for any of the causes listed in the Merit System Rules on the district website.

### *Layoffs*

Layoffs are due to lack of work or lack of funds. If a reduction in force becomes necessary, reductions will be determined in accordance with the program needs of SLCUSD and as outlined in contract agreements. The Governing Board will make the final determinations based upon the recommendations of the Superintendent.

## **PERFORMANCE EVALUATIONS**

Performance evaluations provide formal opportunities for employees and supervisors to discuss employee performance. The major purposes of the evaluation system are to establish annual goals, communicate excellence in performance, discuss areas where growth has been realized and areas where improvement may be necessary. Performance evaluations are the result of on-going communication between the evaluator and evaluatee and foster a learning environment that encourages personal and professional excellence. All evaluations are based on established job performance criteria for specific positions (job descriptions), follow an established timeline and make use of designated evaluation forms. Evaluation process and timeline can be found in the employee contract on our website: Human Resources/Employee Contracts. Forms can be found on the W drive under Human Resources, Evaluation Information.

## **DISCIPLINARY ACTION PROCEDURE**

Every employee is expected to meet the standards as established by their job description and SLCUSD rules and regulations. Disciplinary action includes any action whereby an employee is subject to dismissal, suspension, disciplinary reassignment, or demotion. Employees are subject to the disciplinary provisions set forth in the Education Code and Association contracts. Classified employees are also covered by the Merit System Rules.

The disciplinary action varies with each case depending on the seriousness and frequency of the wrongful action, situations, or inaction. In the course of an investigation, an employee may be placed on administrative leave with pay. This system sets out a practice, not an expectation or contractual right. No employee shall be suspended, demoted, dismissed, or in any way discriminated against on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics, or any other consideration made unlawful by federal, state or local laws.

# EMPLOYMENT REQUIREMENTS

---

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO) / AMERICANS WITH DISABILITIES ACT (ADA)**

The San Luis Coastal Unified School District (SLCUSD) is an equal employment opportunities employer and makes employment decisions on the basis of merit. The employment and procurement in every department within SLCUSD will be on a fair and impartial basis. SLCUSD is committed to equal opportunity for all individuals in education. All programs, activities, and employment shall be free from unlawful discrimination, including discrimination against an individual or group based on perceived race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics, association to someone in any of these protected classes, or any other consideration made unlawful by federal, state or local laws. SLCUSD is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in SLCUSD operations and prohibits unlawful discrimination by any employee of SLCUSD. The compliance officer shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

Title II Coordinator: Rick Mayfield, 1500 Lizzie Street, San Luis Obispo, CA 93401 805-549-1225

Title V Coordinator: Chris Dowler, 1500 Lizzie Street, San Luis Obispo, CA 93401 805-549-1264

Title IX Coordinator: Christin Newlon, 1500 Lizzie Street, San Luis Obispo, CA 93401 805-549-1252

504 Coordinator: Joyce Hansen, 1500 Lizzie Street, San Luis Obispo, CA 93401 805-549-1216

CCR Title 5 Coordinator: Chris Bonin, 937 Southwood Drive, San Luis Obispo, CA 93401 805-596-4105

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

## **REASONABLE ACCOMMODATION**

SLCUSD will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. In order to determine whether an employee or applicant is a qualified individual with a disability, the employee or applicant is required to participate in the interactive process, which includes responding to requests for information. An applicant or employee that fails to respond to requests for information or participate in the interactive process may waive his/her right to a reasonable accommodation. A request for a reasonable accommodation should be made to the Director of Human Resources.

## **CHILD ABUSE MANDATED REPORTING**

SLCUSD recognizes the importance of child abuse reporting. In an effort to support existing laws and support personnel in reporting child abuse, SLCUSD has established the following procedures that offer direction in the reporting process.

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. (*Penal Code 11166*)

If you have a reasonable suspicion that a student is a victim of abuse, whether physical, sexual, or neglect, you are legally obligated to report it.

You should:

1. Call Child Protective Services (CPS). (Note: Reasonable suspicion means that it is objectively reasonable for a person with your training and experience to entertain such a suspicion based on the facts, i.e., knowledge or observation, available to you.) The numbers for CHILD PROTECTIVE SERVICES are:  
**San Luis Obispo County Child Welfare Services .....805-781-KIDS**  
**Emergency Response after hours and weekends.....800-834-5437**
2. Complete the Suspected Child Abuse Report Form and forward it to the appropriate agency within 36 hours. If possible, pictures of areas of injury shall be taken.
3. Employees who work directly with students are considered mandated reporters, are immune from prosecution, and cannot be sued for reporting a suspicion of child abuse, even in the event that it later appears not to have taken place. Employees under this mandate can be found guilty of a misdemeanor and confined in the County Jail for failure to report suspected abuse.
4. All employees should keep any reports made to CPS confidential, discussing the matter only with other employees who “need to know.”

**TO MINIMIZE THE LIKELIHOOD THAT YOU WILL BE CHARGED WITH ABUSE:**

1. Whenever possible, conduct dressing and toileting activities in the presence of another adult.
2. “High Fives,” handshakes, etc. are welcome contact for most students. A hug or pat on the shoulder may be appropriate for certain situations. It is best to hug and touch in the open, preferably with others around.
3. When working individually with a child, do so in an area that is open to other areas. If it is necessary to work in a quiet and private place, a good practice may be to keep a log of when and where you went and what activities the student was engaged in for that period or consider having another adult present.

**EMPLOYMENT ELIGIBILITY VERIFICATION DOCUMENT**

Verification of the right to work in the U.S. is required by the Federal Government. Upon initial employment, the employee must show evidence of identity and employment eligibility when completing the I-9 Document. By law, proper identification must be provided within three business days of the date of employment. SLCUSD encourages employees to do this prior to starting employment.

**FINGERPRINTS**

Each employee will be fingerprinted in compliance with the Education Code as a condition of employment. The district pays the fingerprinting fee for regular classified and certificated employees, including playground/campus supervisors. Substitute employees are responsible for paying the fee. As required by law, fingerprint clearance must be obtained prior to beginning work. Fingerprints are forwarded to the Department of Justice for screening to ensure that no employee has been convicted of a prohibitive offense, thereby precluding employment by the San Luis Coastal Unified School District. A conviction will not automatically bar an employee from employment. However, if an applicant fails to disclose the fact of a conviction, that failure will result in disqualification from the employment process. Education Code prohibits hiring individuals convicted of narcotics or sex offenses, or serious and violent crimes mandated under AB 1610 and AB 1612. Fingerprint criminal history clearance is required by law of all school employees prior to date of employment. SLCUSD will receive any subsequent arrest notifications from the Department of Justice for the duration of employment and reserves the right to take action as appropriate. Feel free to call the Director of Human Resources for questions regarding fingerprinting. *(Reference: Education Code 45122-45125 and 44830.1)*

**OATH OR AFFIRMATION OF ALLEGIANCE**

A signed Oath of Allegiance is required of all California public employees. The Oath refers to supporting and defending the Constitution of the United States and California. Persons employed by a state, county, or city agency or district are required to serve as disaster service workers during emergencies. A copy of this document is maintained in the personnel file. *(Reference: Government Code 3100-3109; Education Code 44334, 44354)*

## **SEXUAL HARASSMENT**

SLCUSD prohibits sexual harassment against district employees at any district site or activity. The District further prohibits retaliation against any district employee who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

Sexual harassment is any unwanted, unwelcome, or unsolicited sexual conduct imposed on a person who regards it as offensive or undesirable. When a person finds the conduct is unwelcome, it becomes illegal. If the employee or student states that she (or he) finds the behavior offensive, the actions are unwelcome. Often victims will seek to avoid confrontation or may fear reprisals and consequently do not clearly state their objection. Therefore, all employees must learn to be sensitive to how their actions may be perceived by others, no matter what they personally may believe or intend.

Employees who believe they are being sexually harassed, or observe inappropriate behavior in the work area or at any SLCUSD activity should contact the Human Resources Department. It is an employee's right to file a complaint under the district complaint procedures and the duty of a management employee to report and investigate, as directed, allegations and incidents of sexual harassment. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Any district employee who engages in unlawful sexual harassment shall be subject to disciplinary action up to and including dismissal. *(Reference: Education Code 212.5)*

## **VERIFICATION OF SOCIAL SECURITY CARD**

SLCUSD requires a copy of each regular employee's social security card to be on file with the Human Resources Department before any payroll warrants will be processed. Federal regulations require SLCUSD to use the information printed on social security cards to ensure that earnings reported to state and federal agencies are accurately posted and credited to the employee. The full social security number will not appear on any personnel documents, but it is required for payroll processing purposes. If an employee is paid under an incorrect name or social security number, SLCUSD may be subject to penalties.

# **SALARY AND BENEFITS**

---

## **DISTRIBUTION OF PAY CHECKS**

Payday is the last business day of each month, except for the December pay warrant for certificated non-management employees which is paid on the first banking day in January.

1. An employee may choose to have Automatic Payroll Deposit (APD) to a financial institution. Forms to designate APD may be obtained through the Payroll or Human Resources Department. Once the forms have been received by the Payroll Department, it will take one month to process. This option will electronically post the employee's wages to a checking or savings account of the employee's choice each payday. The employee will receive a pay stub that looks like a regular payroll warrant with all of the tax and deduction information. To cancel an APD, the Payroll Department must be notified in writing at least ten days prior to payday.
2. All regular employee payroll warrants/APD notices will be sent to school sites and delivered to the employee on payday (usually the last working day of the month). Pay checks for substitutes are mailed to their home address. Staff will be notified if there is a change. Warrants/APD are delivered via the U.S. Mail to the address that the employee has on file with SLCUSD during employee breaks such as winter and summer breaks. SLCUSD cannot assume responsibility for delays that may occur when mail is lost or delayed. A minimum of seven days is required to report a payroll warrant as lost in the mail.
3. If an employee has an emergency situation and they are unable to pick up their payroll warrant, the employee may designate, in writing, another adult to whom the payroll warrant may be released. The Payroll Department will require proper identification of the designated person.

Employees are paid monthly, on the last working day of each month. Accompanying each payroll warrant will be a statement of earnings and deductions. The following deductions are required:

1. Federal and State Income Tax
2. Retirement Contributions\*
3. Social Security Benefit (for PERS members only)
4. Employee portion of Medicare contribution (currently applies to anyone employed after March 1, 1986)  
*\*Retirement contributions are deducted before state and federal tax is calculated. Retirement contributions will be taxable when received at the time of retirement or withdrawal from the retirement system. Withdrawal prior to retirement or age 59-1/2 also may result in tax penalties.*
5. State Disability Insurance for SEIU classified non-management employees only.
6. Disability Insurance (American Fidelity) for employees represented by CSEA.
7. Association dues and/or agency fee, if applicable.

All other deductions are voluntary and require written authorization. If an employee chooses, deductions may be made for such things as: Credit Union payments or savings, Tax Sheltered Annuities and some charitable contributions.

Employees with questions concerning the amount of their payroll warrant, or wanting to report possible errors, should contact the Payroll Department immediately. Employees who submit work hours on the appropriate timecard will usually be paid for these hours on the tenth of the following month.

## **SALARY SCHEDULES**

All salary schedules are posted on-line at [www.slcusd.org](http://www.slcusd.org) under Department/Human Resources. All adjustments to the salary schedules are made through the negotiations process. Adjustments to the salary schedule do not affect probation status or anniversary dates. More information on salary can be found in the Association contracts. Step increases are implemented according to the rules identified in the Association contracts and management policies.

## **INITIAL PLACEMENT ON THE SALARY SCHEDULE**

An employee new to SLCUSD will be placed on the salary schedule according to the guidelines identified in the Association contracts or management policies. The Human Resources Department will establish the initial placement on the salary schedule based on information obtained from the applicant.

## **WORK DAYS**

Each classification has a designated number of contract days, hours, or work year. Employees working less than the number of days or hours required of a full time employee will receive a prorated salary and service credit. Classified and management positions reflect eight-hour work days on the applicable salary schedules.

## **WORK CALENDARS**

The purpose of the work calendar is to provide a plan so that the employee will be assured of working the required number of days during the year and be paid according to the days worked. Employees will be assigned a work calendar upon hire. Certificated employees have work days and unpaid non-work days. Classified employees have work days, paid holidays and paid vacation days, and have unpaid non-work days if working less than a 261 day work year.

## **NON-WORK DAYS**

For employees not following the instructional calendar, the supervisor shall be responsible for approving non-work day schedules. Time off shall be scheduled in advance so as not to interfere with the normal functions of the department. In addition to discussing absences with the supervisor, all employees are expected to report absences to the substitute system. Absences are tracked through the system and assist the Human Resources Department in adjusting leave balances.

## **HOLIDAYS**

San Luis Coastal Unified School District observes the following 14 days as holidays:

January 1	Labor Day
Martin Luther King Jr. Day	Veterans Day
Lincoln's Birthday	Thanksgiving Day
Presidents' Day	Day after Thanksgiving Day
Spring Holiday	December 24
Memorial Day	December 25
July 4th	December 31

Certificated employees are not paid for holidays. Classified employees are paid for holidays. More information about holidays can be found in the Association contracts and management policies as applicable.

## **MEDICAL, DENTAL, VISION AND LIFE INSURANCE**

Medical, dental and vision insurance are available for eligible employees and dependents. Health plans and information can be found on our website under Departments/Human Resources. Contributions to medical, dental, vision and life insurance are made by the district according to collective bargaining contracts with employee groups/unions. All medical, dental, and vision insurances are subject to the negotiation process each year. If eligible, less than full-time employees pay a proportionate share of the insurance premiums.

All employees working 90-100% of full-time are required to enroll in insurance coverage within 30 days of employment. For classified employees this is 36-40 hours per week. Employees must work a minimum .5 FTE (full time equivalent) to qualify for health benefits. If an employee works less than 50%, s/he is not eligible for benefits. A part-time employee who works 20 hours per week or more may enroll within 30 days of employment or wait until the following open enrollment period. Part-time insurance premiums will be based on the number of hours/days worked. Therefore, the insurance premiums will vary based on time worked.

Employees enrolling in district health insurance must enroll in all parts of insurance coverage offered; i.e., medical; dental; vision; and life insurance, if applicable. However, the Affordable Care Act (ACA) plans are medical plans only. There is no dental, no vision, no life insurance and spouses cannot enroll. For information on our health plans, please refer to the Health Insurance Plan Summaries at: <http://slcusd.org/district/departments/Human Resources>. The open enrollment period for changing insurance is held each year in June for all insurance plans with an effective date of October 1<sup>st</sup>.

### **Anthem Blue Cross**

The majority of physicians in San Luis Obispo County are Blue Cross providers. Lists of participating physicians are available online at [www.anthem.com/ca/sisc/](http://www.anthem.com/ca/sisc/). It is a good practice to call the doctor's office to confirm that the physician is a network provider. Anthem Blue Cross doctors in-network accept the network allowance as payment in full for covered services. Anthem Blue Cross doctors out-of-network may or may not accept the network allowance as payment in full for covered services. The patient is billed for non-benefit items; i.e., deductible, co-pay and co-insurance.

Anthem Blue Cross plans cover costs incurred anywhere in the world. Physician and hospital expenses incurred outside of the central coast counties are reimbursed according to the master contract. The district assumes no responsibility or liability if a doctor does not accept such insurance as payment in full.

Anthem Blue Cross coverage is available to employees and their dependents. New additions, from marriage or birth, must be added on a *Membership Change Form* to be covered. Births, adoptions, and new spouses must be added within 31 days; otherwise, they cannot be added until the next open enrollment period with an effective date of October 1<sup>st</sup>. Enrollment forms, change forms, and Summary Plan Descriptions are available at: W:\Human Resources\Benefits.

### ***Dental Insurance***

Coverage through Delta Dental is available for employees and their dependents. Employees may choose from an Incentive Delta Premier plan or a Delta Preferred Option (DPO) plan. A list of member dentists is available online at [www.deltadentalins.com](http://www.deltadentalins.com).

Delta-member dentists have claim forms at their offices and will bill directly. The employee need only provide his/her Social Security Number to the dentist's office. Once the services are billed, Delta will send the employee a statement of how much of the bill will be paid by insurance; the remainder is the responsibility of the employee.

If the dentist is not a member dentist and will not bill Delta, the employee is responsible for paying the dentist and then submitting submit the bill to Delta for reimbursement. Payments to non-member dentists will be based on a schedule and may not meet the percentages listed below.

For questions regarding dental benefits, see the Plan Description or call Delta Dental at (866) 499-3001.

### **Delta Dental Premier Incentive Plan**

Delta pays 70%, 80%, 90%, and 100%, respectively, during the first, second, third, and subsequent years of coverage provided the employee visits a dentist at least once each calendar year. If during a calendar year of eligibility, the employee does not utilize the program, the portion that Delta will pay for services provided during the following calendar year will remain the same (e.g., 80% for two years in a row). If an employee discontinues his dental coverage for any length of time, such as for a leave of absence, the percentage of coverage will begin anew at 70% when coverage is reinstated. Total benefits are limited to \$1,500 per person per calendar year. In addition, if the employee on the Incentive plan uses a DPO dentist, the annual maximum benefit will be increased by \$200. The dentist will be reimbursed on the DPO payment schedule.

### **Delta Dental PPO Plan (Preferred Provider Option)**

On this plan, Delta pays 100% for basic benefits provided the patient is using an in-network DPO dentist. If the

patient uses an out-of-network dentist, basic benefits are reduced to 50%. Total benefits are limited to \$3,000 per person per calendar year if in network; and \$1,000 per person per calendar year if out of network. Orthodontia is also available on this plan.

### **Vision Insurance**

Vision Service Plan (VSP) coverage is available for all employees and their eligible dependents. Benefits include:

1. Vision examination every calendar year;
2. Lenses every calendar year, but only if needed;
3. Frames every other calendar year.

### **How to use the Vision Service Plan**

To access VSP services, the employee calls a VSP participating doctor. To locate a participating VSP doctor, the employee may call (800) 877-7195 or go online at [www.vsp.com](http://www.vsp.com). The employee then makes an appointment with the VSP doctor, identifying himself as a VSP member. The doctor will verify eligibility and obtain authorization for services and materials. There is no deductible. Any expense for service and/or materials not covered by this plan is the responsibility of the employee.

If the employee uses a doctor who is not a VSP member, he/she should pay the doctor the full fee. The employee will be reimbursed according to a reimbursement schedule. There is no assurance that the schedule will be sufficient to pay for the examination or the glasses.

When an employee obtains services from a doctor who is not a VSP member and/or obtains glasses from a dispensing optician, the employee must send an itemized statement of charges to VSP. For questions regarding benefits, call 800-877-7195 or go online at [www.vsp.com](http://www.vsp.com).

## **CONTINUATION OF BENEFITS (COBRA)**

An employee who becomes ineligible for paid medical, dental, vision, and life insurance coverage due to a reduction in hours or separation of employment, may purchase continuation of health, dental, and vision benefits for their entire family for a limited period of time. The employee will be notified of continuation options at the time of separation or reduction in hours. Employees who choose the option to continue medical, dental, vision and life benefit coverage under COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) will be responsible for making premium payments directly to SISC (Self Insured Schools of California).

## **CREDIT UNION**

All employees are eligible for membership in the School Employees of San Luis Obispo County Credit Union (SESLOC). The credit union operates in order that employees might conveniently save money through payroll deductions. It also enables employees to borrow money, which may be repaid through payroll deductions. Employees working less than twelve (12) months may receive equalized pay through options provided at SESLOC. To join the credit union, employees must go in person to apply at the SESLOC office.

## **RETIREMENT COVERAGE**

### ***PERS***

Membership in the Public Employees' Retirement System (PERS) is mandatory for classified employees working four or more hours per day on a regular basis or working 1000 hours or more in a fiscal year, unless they were previous members of the State Teachers' Retirement System (STRS). Retirement contributions are made through payroll deductions. These deductions are sheltered from taxation until an employee retires or withdraws the funds. In order to be eligible for retirement benefits, an individual must have five years of service to be vested. Upon separation, employees may request a refund of the contributions; leave the contributions on deposit until retirement age is attained; or roll over funds to a personal IRA. Unused sick leave at the time of retirement may be added to service to extend service credit.

Members of Public Employees' Retirement System are also covered by a "Survivor Benefit" program with a mandatory monthly deduction, which is not refundable. This provides an income for survivors in the event of the death of a member while in service before attaining retirement age. Employees may contact the Payroll Department or CalPERS directly for more detailed information regarding retirement benefits.

### **STRS**

Membership in the State Teachers' Retirement System (STRS) is mandatory for all certificated employees working at least 50% of a full-time position, unless they were previous members of the Public Employees' Retirement System (PERS). Retirement contributions are made through payroll deductions. These deductions are sheltered from taxation until an individual retires or withdraws the funds. In order to be eligible for retirement benefits, an individual must have attained age 55 and have at least five years of service. Upon separation, employees may request a refund of the contributions plus interest; leave the contributions on deposit until retirement age is attained; or roll over funds to a personal IRA. The employee's contribution to STRS may be withdrawn upon resignation or termination from employment provided the employee does not plan to continue teaching or managing in another California school district. Unused sick leave may be added to service to extend service credit at the time of retirement. Employees may contact the Payroll Department or CalSTRS directly for more detailed information regarding retirement benefits.

### **DEFINED BENEFIT PLAN**

Employees who do not qualify for CalSTRS or CalPERS will be enrolled in the SISC Defined Benefits plan.

### **SECTION 125 FLEXIBLE BENEFIT PLAN**

This plan allows for the use of "pre-tax" dollars to pay for the employee portion of certain benefits. Additionally, employees with dependent care or who contribute to medical, dental and vision insurance coverage, may set aside more pre-tax dollars to pay for these. Contact the Human Resources Department for more information.

### **403(b) and 457 PLANS – TSA Consulting Group**

SLCUSD contracts with a third party administrator for the management of both of these tax-sheltered opportunities. Any employee wishing to contribute to a 403(b) or 457 plan may contact the Payroll Department or visit [www.TSACG.com](http://www.TSACG.com)

### **UNEMPLOYMENT INSURANCE**

State Unemployment Insurance benefits are provided to all employees as required by state law. Upon separation of employment, employees are eligible to apply for benefits through any State Employment Development Department. Eligibility for benefits is determined by circumstances related to each individual situation. Only the Employment Development Department can determine an employee eligibility status.

### **WORKERS' COMPENSATION BENEFITS**

SLCUSD, in accordance with state law, provides insurance coverage for employees in case of work-related injury or illness. Coverage is provided by participation in the Schools Insurance Program for Employees (SIPE). The site secretary or supervisor will need to fill out the SIPE report and send it to the Superintendent's Office within five days regarding a workers' compensation illness or injury.

Any employee who is injured, or has an employee who is injured, must notify the site secretary or supervisor immediately and complete the required workers' compensation documentation. For **any** injury, the employee must complete an *Employee Accident and Injury Report* and bring it to the Executive Assistant of Business Services at the District Office. The employee will be provided with the additional paperwork they require to file a Workers' Compensation Claim if appropriate.

All of these forms can also be found on the W Drive: W://Business Service, Employee Accident or Injury.

# LEAVES OF ABSENCE

---

## REPORTING ABSENCES

Regular and prompt attendance is an important part of employment at SLCUSD. It is the employee's responsibility to report any absences by obtaining preapproval within the required timeline for planned absences, notifying the immediate supervisor prior to the start of the absence, *and* by entering absences into the substitute program, the automated absence tracking system used by SLCUSD. Note that entering an absence in the automated system does not constitute notification to one's supervisor. Absences for certificated staff are reported in full day, half day (AM) or half day (PM). A half day consists of 3 hours 30 minutes or less; a full day consists of 3 hours 31 minutes or more. Classified staff are reported in quarter hour increments and are defined as any portion of assigned days not worked. All absences must be reported for absences including, but not limited to, the following reasons:

- Sick Leave
- Personal Necessity/Personal Business
- Vacation (Classified only)
- School Business
- Bereavement
- Jury Duty (with verification attached)
- Compensatory Time off
- Union Business
- Military Leave
- Parental Leave
- Industrial Injury and Illness Leave (Workers' Compensation)

If illness causes an unplanned absence, it is the employee's responsibility to notify an immediate supervisor on the first day of the absence. If it is after the cutoff time for the automated system, you must also contact the substitute desk in Human Resources and leave a phone message so your absence can be entered and filled. If a physician indicates a specific period of absence will be required, and the immediate supervisor is advised of the anticipated period of absence, it will not be necessary to report daily during the specified period. Failure to notify the immediate supervisor may result in disciplinary action. When it is necessary to be absent because of an emergency, the employee shall notify the immediate supervisor as soon as possible.

### ***Procedure for Reporting to Absence Management***

Absences for *all* employees should be logged into the absence management system by phone or computer using an employee phone number (login) and PIN (4-5 digit number). For additional information, see the "Automated Calling System" section in the Employee Handbook.

1. Absence Management by Phone: (800) 942-3767
2. Absence Management by Web: [www.aesoponline...com](http://www.aesoponline...com)
3. Absence Management by mobile app: [m.aesoponline.com](http://m.aesoponline.com)

## VACATION (Classified Employees Only)

Vacations should be scheduled to provide adequate coverage of job responsibilities and staffing requirements, and must be approved in advance by the supervisor.

Only classified employees accrue vacation. Certificated employees receive a higher daily rate and their days off are called non-work days. See the CSEA or SEIU contracts for vacation accrual rates. Only school-year employees receive a vacation payout at the end of the year for all unused vacation so as to minimize use during the school year. Vacation accrues for employees working year-round roll from year to year per association contracts. Upon separation, a permanent classified employee will be paid his/her accrued but unused vacation at

the rate of pay applicable to his/her last regular assignment. Classified employees working less than full time accrue a pro-rated amount of vacation days based upon the number of hours worked.

## **SICK LEAVE**

Sick leave is authorized for all employees. See Association contracts for more information on sick leave. Employees working less than full time will receive a pro-rated sick leave accrual. Sick leave shall be cumulative from year to year, and may be used for an employee's own illness or injury, or that of an immediate family member. The amount of sick leave which may be used for the care of a family member is one half of the annual sick leave accrual for classified staff and unrestricted for certificated staff (to the limit of their sick leave balance). There is no limitation as to sick leave accrual. Subject to Education Code, accrued sick leave may be transferred to or from another school district or community college within California. Appropriate written verification from the previous employing agency is required. Upon resignation or retirement, accumulated sick leave will be reported to the applicable retirement system, but will not be reimbursed to an employee upon separation. (Reference: Labor Code 233)

## **PERSONAL NECESSITY LEAVE**

Personal necessity days are deducted from an employee's sick leave balance and are not carried over to the next fiscal year. However, unused sick leave may be added to service to extend service credit at the time of retirement. Personal necessity is defined in the Education Code as: Circumstances of an emergency or serious nature, which the employee cannot reasonably be expected to disregard, and require the attention of the employee during assigned hours of work. Whenever possible, employees must request this leave in advance to allow for adequate planning for coverage of duties. For more information on Personal Necessity Leave please see the Association contracts.

## **EXTENDED SICK LEAVE (50% PAY)**

An employee who exhausts all available paid leave, and is still unable to return to work due to illness or injury, shall be eligible for extended sick leave. In order to be eligible for extended sick leave, the employee must provide certification from a health care provider stating the need to remain off work, and the length of time expected. Leave provided under extended sick leave will run concurrently with all other applicable leaves.

### ***Classified***

For classified employees, the salary deduction in any month is fifty (50%) percent of regular pay. The combined amount of accrued paid leave and extended sick leave may not exceed 100 days. (Reference: Education Code 45196)

### ***Certificated***

For certificated employees, the salary deduction in any month shall not exceed that which was actually paid a substitute, or the amount that would have been paid to a substitute had one been employed. For purposes of calculating the differential, the substitute pay shall not exceed the long-term substitute rate for non-management employees. See management policies for certificated management employees. The amount of extended sick (not including accrued sick leave) shall not exceed five school months.

(Reference: Education Code 44977)

## **BEREAVEMENT LEAVE**

An employee will be granted Bereavement Leave for a member of their immediate family as indicated in the Association contracts or management policies. The employee may use personal necessity leave if additional time off is required. (See Personal Necessity Leave) (Reference: Education Code 44985 and 45194)

## **JURY DUTY LEAVE**

If a summons for jury duty is received, it must be presented to the employee's supervisor immediately, in order for duties to be reassigned in advance of the absence.

## **MILITARY LEAVE**

Military leave of absence shall be granted and compensated in accordance with the Education Code and the Military and Veteran's Code. An official document or order stating the date the employee must report for duty shall be submitted prior to granting leave of absence under this rule. Employees will receive full pay for the first 30 days of military leave. (*Reference: Education Code 45059; Military and Veteran's Code Section 389 and 395*)

## **INDUSTRIAL INJURY AND ILLNESS LEAVE (WORKERS' COMPENSATION)**

SLCUSD provides industrial accident and illness leave to all employees who sustain a work-related injury or illness during the course of employment. Industrial leave is not deducted from accrued sick leave. Such leave shall not be accumulated from year to year. Employees who are unable to return to work after 60 days may be eligible for additional leave, such as sick or extended sick leave.

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law (Family Medical Leave Act and California Family Rights Act) will be placed on FMLA/CFRA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently with industrial accident leave, and eligible employees will be on FMLA/CFRA for a maximum of 12 weeks within a 12-month period.

A doctor's release to return to regular duties must be presented to Human Resources prior to returning to work from an industrial injury or illness leave. Whenever possible, SLCUSD will modify work assignments for a limited period to assist employees who are temporarily restricted from performing their regularly assigned duties due to a work-related injury or illness. Employees may be placed on a modified duty assignment if the treating physician provides a statement indicating the specific work restrictions, and the duration of the restrictions. Clarification regarding temporary restrictions may be requested of the treating physician. An employee may choose to accept or refuse the modified duty temporary assignment. However, an employee who refuses the modified duty assignment may not be eligible for any income benefits provided through the workers' compensation administrator, or industrial accident and injury leave.

## **CATASTROPHIC LEAVE**

A catastrophic leave program is available when an employee or a member of his/her immediate family suffers a catastrophic illness or injury, and the employee has exhausted all available paid leave benefits. For more information on catastrophic leave, please contact the Human Resources Department for specific rules and procedures. The catastrophic leave program requires annual enrollment.

## **GENERAL LEAVE**

Under limited circumstances, SLCUSD may grant a general unpaid leave of absence to employees. Approval will depend on SLCUSD's ability to fill the position with a qualified candidate. Refer to the association contracts. If an employee is granted a general leave, SLCUSD will not continue to pay premiums for health insurance coverage during the leave. However, the employee may elect to self-pay the premiums as allowed under the provisions of COBRA.

## **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

State and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has more than 12 months of service
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- The employee is employed at a worksite where there are 50 or more employees within a 75-mile radius.

Leave may be taken for one of more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care;

- To care for the employee's spouse, child, or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform his or her job.

Any leave taken for the birth, adoption, or foster care placement of a child must be concluded within one year of the birth or placement of the child with the employee. The 12-month period is measured forward from the date an employee's first leave began. All leave usage that qualifies under the terms of the FMLA leave shall be counted towards the available 12 workweeks within a 12-month period, including intermittent and reduced workload leaves. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Supervisors and Human Resources should be notified at least 30 days before a leave is to begin, or as soon as is practical. Additional paperwork may be required before the leave is granted. Under most circumstances, leave under the FMLA and the California Family Rights Act (CFRA) will run concurrently, and employees will be entitled to a total of twelve (12) workweeks of family and medical leave in the designated period. However, leave due to an employee's disability for pregnancy, childbirth or related medical condition is not counted in the twelve weeks under California law (CFRA). Please refer to the section on Pregnancy Disability Leave (PDL) for additional information. Once the employee is no longer disabled under PDL, she may then apply for leave under CFRA (up to twelve weeks), for purposes of bonding with the baby.

Qualified employees (those employed for at least 12 months prior to the leave) are entitled to use CFRA leave for a period of up to 12 workweeks for the reason of the birth of a child or the foster placement or adoption of a child. Parental leave entitles the manager to use accrued sick leave and extended sick leave (differential pay) as provided for in Education Code 44977.5 and 45196.1. Parental leave benefits must be taken within 12 months of the birth or placement of the child.

Leave provided by FMLA in excess of available accrued paid leave shall be unpaid. When required by law, any available paid accrued leave shall be used prior to unpaid leave. SLCUSD will continue to pay its portion of the health insurance for the duration of the leave (up to twelve weeks under FMLA), or as long as the employee is on a paid leave.

Under most circumstances, upon return from FMLA leave, an employee will be reinstated to his or her original job, or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave.

If an employee fails to return from leave within the 12-week period, paid health insurance will cease, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition which would entitle the employee to FMLA leave; or other circumstances beyond the employee's control. Except as provided above, if an employee fails to return after expiration for eligibility for FMLA leave, the employee shall reimburse the full cost of coverage for medical, dental, vision and life benefits during the entire period of unpaid FMLA leave. Any amounts due under this section may be deducted from any sums due the employee (e.g. unpaid wages).

## **PREGNANCY DISABILITY LEAVE (PDL)**

Pregnancy, childbirth, or related medical conditions will be treated like any other disability. The Human Resources Department, upon notification of pregnancy by the employee, will provide PDL information.

If the need for PDL is foreseeable, employees must provide notification at least 30 days before the PDL is to begin. If 30 days advance notice is not possible, notice must be given as soon as practical. Upon request of an employee, and the recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child.

PDL usually begins when ordered by the employee's physician. Employees must provide SLCUSD with a certification from a health care provider. While the duration of the leave will be determined by the advice of the employee's physician, employees disabled due to pregnancy may take up to four months. The four months of PDL includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related

medical condition. This includes leave for severe morning sickness and for prenatal care. The certification indicating disability should contain:

- The date on which the employee became disabled due to pregnancy;
- The probable duration of the period or periods of disability; and
- A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of the position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

Sick leave accrual and other sick leave available (see Extended Sick Leave) may be used during the period of actual disability as certified by a health care provider. In order to be eligible for Extended Sick Leave, the employee first must have exhausted all available accrued sick leave. Employees may also utilize accrued vacation. If additional time off is desired beyond the period of disability, it shall be without pay, in accordance with leave provided under FMLA/CFRA.

If an employee takes PDL, and is eligible under the federal or state family and medical leave laws, SLCUSD will maintain group health insurance for a minimum of twelve weeks. Beyond the twelve weeks, SLCUSD will continue to pay its portion of the health insurance as long as the employee is in paid status.

The maximum possible combined leave entitlement for both pregnancy disability leave under FMLA and CFRA leave for reason of the birth of the child is four months and 12 work weeks. This assumes that the employee is disabled by pregnancy, childbirth or related medical conditions for four months and then requests, and is eligible for, a 12-week CFRA leave for reason of the birth of her child. (*Reference: Government Code section 12945, subdivision (b)(2)*)

# HEALTH AND SAFETY

---

## TOBACCO FREE ENVIRONMENT

SLCUSD recognizes the health hazards associated with tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the district's instructional programs.

In accordance with state and federal law, tobacco use is prohibited in all facilities owned and/or operated by SLCUSD, including indoors, outdoors and in all SLCUSD vehicles, whether located on or off the premises. Included in the prohibition is tobacco use in privately owned vehicles located on property owned and/or operated by SLCUSD. This policy applies to employees, students, and the general public. Signs prohibiting the use of tobacco shall be prominently displayed at all entrances to school property. (*Reference: Education Code 48901, 20 USC 6083; Labor Code 6404.5*)

## DRUG AND ALCOHOL FREE WORKPLACE

The Board of Education believes that the maintenance of a drug and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment. No employee shall unlawfully manufacture, cultivate, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in state and federal law while on duty. "On duty" means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting students or otherwise supervising them. This prohibition does not apply to an employee's lawful use of prescription drugs.

Employees who think they may have a drug/alcohol problem are required to seek assistance and get help immediately. SLCUSD will be supportive of those who seek help voluntarily, and equally firm in identifying and disciplining those who continue to be substance abusers and do not seek help. To this end, SLCUSD will act to eliminate any substance abuse (illegal drugs, prescription drugs or any other substance which could impair an employee's safety and ability to effectively perform the functions of the assigned job), which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the reputation of SLCUSD. All employees should be aware that SLCUSD reserves the right to search all property owned or operated by SLCUSD and all property located in or at any work location. Violations of the Drug Free Workplace Policy will result in discipline, up to and including termination.

Employees adhering to the policies of a drug free workplace will not:

- perform job duties while impaired as a result of the use of illegal drugs or prescription drugs not prescribed by a doctor.
- report to work or be subject to duty while impaired by or under the influence of illegal drugs or prescription drugs, with or without a prescription.
- possess illegal drugs or prescription drugs obtained without a prescription during working hours or while subject to duty, on breaks, during meal periods or at any time while on SLCUSD property.
- directly or through a third party sell or provide drugs to any person, including any employee, while on duty or subject to being called to duty.

## FIRE DRILL AND EVACUATION PLAN

Fire drills are conducted monthly. Each site principal is responsible for seeing that the Fire Drill and Evacuation Plan is posted in a conspicuous place in each classroom to which the staff is assigned. Principals must assure that teachers are responsible for informing all students in each classroom of the evacuation plan for that room. SLCUSD programs located on district campuses will follow the procedures and schedule established by the site administrator.

## **FREEDOM FROM TUBERCULOSIS**

All new employees are required to obtain a tuberculosis clearance prior to beginning work and every four years thereafter. Employment candidates that have current TB clearances provided for employment in another district will be accepted to meet this requirement. TB screenings performed by a Public Health Department will be accepted. SLCUSD must have TB verification on file prior to commencing employment.

Human Resources will provide information and instructions during the new employee's orientation. Human Resources notifies each permanent employee when his or her TB clearance is due to expire. Temporary employees are required to have TB clearance and to pay the fee for the screening. Volunteers and some student workers are also required to have tuberculosis clearance.

## **HAZARDOUS MATERIALS COMMUNICATION PROGRAM**

SLCUSD maintains a Hazard Communication Program that complies with Cal OSHA General Industry Safety Orders and California Code of Regulations. The full program is available on request to all employees or their designated representatives, Cal OSHA personnel and other authorized persons as required by California law. (*Reference: California Code of Regulations, Title 8, Section 5194*).

SLCUSD believes that safety and health information should be shared openly with anyone using or working around hazardous substances and that all attempts should be made to minimize the use of hazardous substances. CalOSHA specification for accident prevention signs require the use of signs to indicate and define specific hazards that, without identification, may lead to accidental injury to workers and/or the public or to property damage.

The following is a summary of SLCUSD's Hazard Communication Program:

- SLCUSD will label, tag or mark all hazardous substance containers with the chemical make/contents and appropriate health and physical hazard warnings.
- SLCUSD will maintain a list of all hazardous substances in the workplace.
- SLCUSD will maintain in a designated book in each area, Material Safety Data Sheets (MSDS), recording when hazardous substances are used or stored.
- Before being assigned to handle hazardous substances and before new hazardous substances are introduced into the work area, employees shall participate in Hazard Communication Training.

## **INDUSTRIAL INJURIES/ ILLNESSES**

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, all employees must be safety-conscious at all times. Report work-related injuries or illnesses immediately to your supervisor. In compliance with California law, and to promote the concept of a safe workplace, SLCUSD maintains an Injury and Illness Prevention Program (IIPP). A synopsis of the IIPP document is given to all employees upon hire and available for review at any time in the Human Resources department and at SLCUSD.org under Human Resources/Employee Handbooks/Employee Safety Handbook.

SLCUSD, in accordance with state law, provides insurance coverage for employees in cases of work-related illness or injury. It is imperative that the following guidelines be followed when an industrial injury or illness occurs:

1. Injuries on the job, regardless of how minor, should be reported to the supervisor immediately and cared for by first aid or, if necessary, by a doctor. It is the employee's responsibility to immediately report any accident/illness. For **any** injury, the employee must complete an *Employee Accident and Injury Report* as soon as possible, even if no medical treatment is required at the time. Failure to report an injury/illness at the time it occurs may be grounds for disciplinary action.

Minor injuries (scratches, cuts, puncture wounds and contusions) should immediately be treated with appropriate first aid procedures on site. Failure to apply first aid to minor injuries can result in serious

infections later. Reasonable precautions to prevent further complications are the responsibility of every employee.

If an injury or illness requires medical attention, the Business Services Department must be notified, and an employee will be instructed to seek treatment at one of SLCUSD's designated medical facilities. Whenever possible, a manager will accompany the employee to the designated medical facility. Unless an employee has received approval prior to sustaining an industrial injury/illness to seek medical treatment from a designated health care provider, SLCUSD has the right to designate the treating physician in all industrial injury and illness cases for the first 30 days of treatment. Employees should not seek medical treatment without authorization from a supervisor or the Business Services Department. Proper procedure must be followed in order for SLCUSD to accept responsibility for an injury and related medical bills. Treatment at a hospital emergency room is only authorized when an actual emergency exists.

2. After 30 days from the date of injury, employees have the right to be treated by a physician of their choice, within a reasonable geographic location. Employees may contact the Administrative Assistant to the Business Services Department if they wish to change medical facilities during the course of treatment. A change in physicians must be authorized by SLCUSD's workers' compensation administrator prior to receipt of services provided by the newly designated physician.
3. Following treatment by a designated medical facility, employees should submit the Physician's Return to Work Evaluation form to the immediate supervisor. If modified work or time off is recommended, the restrictions should be discussed with the immediate supervisor and the Human Resources Department.
4. Questions regarding injury, status during time off, medical bills, etc., may be taken to the Human Resources Department. If necessary, the Human Resources Department may refer employees to SLCUSD's workers' compensation administrator.

## **INFECTIOUS DISEASES / BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

SLCUSD has adopted a Blood Borne Pathogens Exposure Control Plan in accordance with the OSHA. The following summary outlines SLCUSD Exposure Control Plan. The Human Resources Director serves as SLCUSD's Exposure Control Officer.

"Universal Precautions" is an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C (HCV) and other bloodborne pathogens. (Title 8, Section 5193)

HIV, HBV, and HCV can be found in blood, semen, vaginal secretions and breast milk. Other body fluids such as feces, urine, vomit, nasal secretions, sputum, and saliva may contain infectious germs that cause other diseases. It is not always possible to know when blood or body fluids are infectious; therefore, all body fluids shall be handled as if infectious. (*Reference: OSHA BloodBorne Pathogens Standard 29 CFR 1910.1030*)

### ***Exposure Determination***

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or potential contact with blood, saliva, semen, vaginal secretions or other potentially infectious body fluids that may result from the performance of employment related duties.

The tasks/procedures that are considered potential routes of exposure for teachers, para-educators, support staff, nurses and specialists, custodial/maintenance staff, include: specialized healthcare procedures; interaction which results in a student spitting at, biting or bleeding on an employee; clean-up of blood, saliva, semen or vomit; toileting or diaper-changing students; handling, repair or maintenance of equipment or tools that may be

contaminated with blood, saliva or vomit; inspection of students for possession of weapons or drugs; rendering first aid.

Although administrative and clerical staff do not routinely perform tasks/procedures that are considered potential routes of exposure, they may occasionally perform any of the tasks/procedures listed above. Therefore, they are included in all aspects of the Universal Precautions Plan.

### *Implementation Methodology*

Each department with employees who are involved in activities that present potential occupational exposure to blood borne pathogens, shall provide the following:

1. Disposable waterproof gloves
2. A spill clean-up procedure for cleaning equipment
3. Hand-washing facilities
4. First Aid kits
5. Personal protection information and gear.

All surfaces contaminated by blood, saliva, semen or vomit must be decontaminated as soon as possible. A solution of one-part bleach to ten parts water shall be used.

### *Hepatitis B Vaccine*

All employees involved in activities that present potential occupational exposure to blood borne pathogens, are eligible for the Hepatitis B vaccine. The Human Resources Department, in cooperation with program managers, administers the Hepatitis B vaccine program. The vaccine shall be provided at no cost to the employees. The vaccine is a series of three injections administered over a six-month period. Contact the Human Resources Department for locations and dates when the vaccine will be administered.

Employees have the right to decline the vaccination. Those who do so shall sign a declination form upon hire. Employees who initially decline the Hepatitis B vaccine and later wish to have it may then have the vaccine provided at no cost. Employees are encouraged to discuss any questions/concerns about the Hepatitis B vaccine with their personal physician.

### *Post-Exposure Evaluation and Follow-Up*

All exposure incidents shall be reported to the appropriate manager and Human Resources immediately. Some examples of exposure incidents include: an employee bitten by a student; blood, saliva or vomit entering the eyes, nose, mouth or an open wound; cleanup of blood, saliva, semen or vomit without personal protective equipment; a search resulting in a needle stick or cut by a contaminated sharp object. Employees who experience an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA Standard.

### *Training*

Training will be provided to all employees involved in activities which present potential occupational exposure to bloodborne pathogens. Employees will receive training upon hire, and then on an annual basis.

## **VIOLENCE-FREE WORKPLACE**

SLCUSD has adopted a Zero Tolerance Policy for workplace violence because it recognizes that workplace violence is a growing nationwide problem, which needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect SLCUSD employees or which occur on SLCUSD property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive or intimidating to alter the employment conditions or to create a hostile, abusive, or intimidating work environment for one or several SLCUSD employees. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on SLCUSD premises, regardless of the relationship between the District and the parties involved in the accident.
- All threats or acts of violence occurring off SLCUSD premises involving someone who is acting in the capacity of a representative of SLCUSD.
- All threats or acts of violence occurring off SLCUSD property involving a SLCUSD employee if the threats or acts affect the legitimate interests of SLCUSD.
- Any acts or threats resulting in the conviction of an employee or of an individual performing services for SLCUSD on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate interests and goals of SLCUSD.

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates, or property with harm.
- The intentional destruction or threat of destruction of SLCUSD property.
- Harassing or threatening phone calls or emails.
- Harassing surveillance or stalking.
- The suggestion or intimation that violence is appropriate.
- Unauthorized possession or inappropriate use of firearms or weapons.

SLCUSD's prohibition against threats and acts of violence applies to all persons involved in SLCUSD's operation, including but not limited to SLCUSD personnel, contract, and temporary employees and anyone else on SLCUSD property, or acting as a representative off of SLCUSD property. Violations of this policy will lead to disciplinary action (up to and including termination) and/or legal action as appropriate.

Every employee and every person on SLCUSD property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. Reports should be made to the Human Resources Department, the reporting individual's immediate supervisor, or another management employee if the immediate supervisor is not available. Nothing in this policy alters any other reporting obligation established in policies or in state, federal or other applicable law.

## **ANIMALS ON CAMPUS**

Dogs are not allowed on school campuses, even if on leash, unless they are on campus for the purposes of teaching, research or testing and must be approved by school site administration. Exposure to pets on campus may pose risks of animal bites, disruption, and disease transmission. In addition, pets may pose a risk for those with allergies or asthma and cause damage to the property. For exception related to service animals, call the Human Resources Department.

# **SLCUSD POLICIES AND PROCEDURES**

---

## **ALL MAIL**

To guarantee the smooth and efficient processing of all mail, including interoffice and outgoing U.S. Mail, it is crucial that all employees take time to complete each of the following steps before depositing mail for courier pickup:

- Sealed and unsealed mail should be bundled separately, with unsealed envelope flaps touching the front of the envelope next to it. (Please do not place flaps one over the other – it causes extra delay in posting)
- Separate U.S. Mail and interoffice mail into different bundles.
- Place mailing labels in the center of envelopes.
- Place return-address stickers on a different line from the outgoing addresses.

All out-going US mail should have a SLCUSD return label. Outgoing U.S. Mail is picked up once per day at the SLCUSD main office, if you have mail that must go out same-day, you must send it via certified mail.

## **PERSONAL MAIL**

Mail services are for business purposes only. All mail received by SLCUSD is subject to inspection. Personal mail should not be sent to the business address. However, employees are welcome to place stamped mail in the outgoing U.S. mail bin. The USPS picks up mail from the SLCUSD main office and school sites once each business day.

## **BULK MAIL**

It is the responsibility of staff at each site to process bulk mailings. Inquiries concerning mail service should be directed to the Fiscal Services (805) 549-1213.

## **ELECTRONIC MEDIA COMMUNICATION**

SLCUSD provides computers, internet and e-mail access to teachers, students, staff and managers. The district maintains ownership of all technology resources. “Technology Resources” are defined as the network hardware, network servers, computers, laptops, mobile devices, other equipment, software, information services, and all electronic files associated with or residing on equipment including, but not limited to, all files residing in employee accounts except when the inventions, programs, or files were created entirely on the employee’s own time without using district resources, equipment, supplies, or facilities. Employees should be aware that computer files and communications over electronic networks, including email and voice mail, are not private.

To create a common expectation for the acceptable use of such communication devices, each user of such devices is expected to subscribe to and observe the Acceptable Use Policy. This policy does not cover all required or expected behavior. Each user is expected to exercise sound judgment regarding appropriate conduct.

Employees are responsible for reviewing the Acceptable Use Policy carefully before signing that they will comply. An acknowledgement about understanding and willingness to abide by this policy is legally binding and indicates acceptance and understanding of the terms and conditions. A copy of the signed document will be placed in each employee’s personnel file. Questions about access to electronic communications or issues relating to security should be addressed to Information Services and Technology Department.

## **TRAVEL EXPENSES**

With prior approval, SLCUSD will pay actual and necessary travel expenses incurred by employees in accordance with California Education Code and policies established by SLCUSD. The travel expenses must be incurred for activities legally required or authorized to be performed by the Superintendent or designee.

A Conference Claim form (W drive, FORMS, District Templates, Accounting-Budget, Conference Claim) is used when an employee is attending a conference or workshop that involves mileage and meal reimbursements. If the travel claim is for registration or mileage only, a Claim for Reimbursement form (W drive, FORMS, District Templates, Accounting-Budget, Claim for Reimbursement) or PO may be used. All claims should include the following information:

- The purpose of the trip
- Prior approval by the site supervisor and applicable Assistant Superintendent for the travel, conference, and accommodations
- Receipts or vouchers for the expenses

## **USE OF AUTOMOBILES**

All employees will be assigned a work location (home base). Employees will receive mileage reimbursement if required to travel between sites during the day. An employee's assigned home base is determined by the manager and should be based upon the office location of the position.

A Mileage Expense Claim form should be used when an employee uses his/her own vehicle. Forms may be found on the W drive: FORMS/District Templates/Accounting-Budget/Mileage Log Claim. All mileage expense claim forms must be on file in the Fiscal Services Department before payment will be made. Information regarding minimum automobile insurance coverage for property loss, property damage and liability insurance must be provided. Mileage will be reimbursed at the current IRS rate.

## **CARE OF SLCUSD PROPERTY**

Every job in the organization requires the use of supplies and some type of equipment. All employees are charged with the responsibility of maintaining this property in the best possible condition and making the most efficient use of supplies issued to them. Employees can help keep costs down by exercising reasonable care over the property for which they are responsible.

## **COPY MACHINES**

Copiers are provided for official use only, and are not to be used for reproduction of personal material. In order to reduce excessive wear and staff time, large copying jobs may be outsourced.

## **PURCHASING**

In order to purchase items costing more than \$100, a Purchase Order Requisition (W drive, FORMS, District Templates, Accounting-Budget, Purchase Order Requisition) must be completed and signed by the appropriate supervisor. Send one copy of the approved Purchase Order Requisition to the Fiscal-Purchasing department for processing and a Purchase Order will be initiated.

## **MAINTENANCE / REPAIRS**

### ***Non – Emergency Facility Repairs***

Requests for maintenance repairs at SLCUSD sites need to be submitted by the person making the request in the SLCUSD work order system: SchoolDude. SchoolDude can be accessed through the website; Buildings, Grounds & Transportation department; SchoolDude Work Order System. If the person making the request does not have access to SchoolDude, check with your site secretary. Please refer to SLCUSD's Clerical Procedure Manual for complete details on how to submit a work order.

Work orders will be reviewed by BG&T staff and the work scheduled based on district-wide priorities. SchoolDude requesters may check the status of entered work orders via SchoolDude at any time and must check the status through SchoolDude before contacting BG&T.

### ***Emergency Equipment Repairs***

During normal working hours, telephone BG&T (596-4105, ext. 4200) and report the emergency need to the Administrative Assistant. After hours, report facility-related emergency repairs to Great Western Alarm and Communications, the district's 24-hour emergency service, at 546-3607. Enter a work order through the SchoolDude system as soon as possible.

### ***Telephone Repairs***

For non-emergency repair/replacement of desk phones, wall telephones, and voicemail, the person making the request must write a work order in the SLCUSD work order system, SchoolDude. If the person making the request does not have SchoolDude access, they will need to contact the site office. Be specific when writing the work order, stating the problem, when it began, and exactly what phone is involved. If it is an emergency (e.g., no dial tone), call BG&T (596-4105, ext. 4200) and report the problem; follow up with a work order via the SchoolDude system. For problems with district cell phones, contact the Administrative Assistant in Fiscal Services at 549-1213 or via e-mail.

## **OFFICE EQUIPMENT REPAIR**

Copiers and typewriters are generally under maintenance contracts and the vendor may be called directly. The Fiscal Service Department can confirm the vendor and procedure. Other equipment repair is accomplished by submitting a requisition to the Purchasing Manager, indicating the following information:

1. Make of equipment (IBM, NCR, Victor, etc.)
2. Type of equipment (calculator, typewriter, etc.)
3. Inventory tag number
4. Model and serial number of equipment
5. Malfunction to be corrected
6. Location of equipment
7. Person to be contacted by repairperson

## **TELEPHONES**

The manner in which employees answer the telephone is important. Following are a few tips that will help in maintaining efficient, courteous service when receiving calls:

- Calls should be answered promptly.
- Employee should state name and department, followed by a courteous offer of assistance to the caller.
- Good customer service requires taking ownership of the phone call, handling what is required, or transferring the call to someone who can.
- Calls should be transferred with an introduction to the person who can handle the call, with an explanation of the situation, and a follow-up to the customer about the action. If the person is not available, the caller can be given the option of leaving a voicemail.

Employees making calls are reminded to:

- Identify themselves, their department and/or employer.
- Be courteous and friendly.
- Use office telephones for official business. When personal calls are necessary, they should be brief. SLCUSD is charged on the "Message Unit" rate structure, resulting in charges for local calls based on "connect time."
- Personal long distance calls should be made on private cell phones or with a private calling card.

Employees must make sure their telephone is answered or covered by an updated voicemail message. When appropriate, calls may be referred to another individual who may be of assistance.

## **TELEPHONE SYSTEM CHANGES OR REPAIRS**

Requests for both internal office phones and mobile phone changes shall be made to the Information Services and Technology Department. These include:

1. Need for adding or deleting phones
2. Any staff moves involving moving phones
3. Any reassignment of staff to a new extension
4. Repairs to telephones on SLCUSD system

## **CELL PHONES**

An employee will not use a cellular phone or mobile communications device for personal business while on duty, except in emergency situations or during scheduled work breaks. An employee is prohibited from using a cell phone while driving a district vehicle unless the phone is in hands-free mode. Use of a mobile communications device to read, write, or send text messages while driving is prohibited. Anyone using a mobile device in violation of law, Board policy, or administrative regulation shall be subject to discipline and will be referred to law enforcement officials as appropriate.

Some positions may require the use of cell phones. The applicable Assistant Superintendent will determine which positions are eligible for cell phone reimbursement. Upon approval, employees have two options available for reimbursement:

- Use a personal cell phone and receive a monthly stipend of \$25 (taxable income); verification by the division head is required;
- Use cell phone issued by SLCUSD, which may be used for business calls only.

Effective July 1, 2008, the law prohibits individuals from driving a motor vehicle while using a wireless telephone unless that telephone is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving. In addition, various scientific studies, using simulators, test-track, and actual road experience, have indicated that using cell phones while driving impairs the ability to operate a vehicle. The biggest danger is "cognitive capture" -- or being blind to driving cues because one is absorbed in conversations. A four-fold increase in risk is associated with using a cell phone while driving as compared to not using a cell phone while driving. Additionally, no difference in the level of safety was found for the use of hands-free compared to hand-held cell phones. As a result, SLCUSD employees are strongly discouraged from using hands-free devices to conduct company business while driving.

## **EMPLOYEE BADGES**

In the interest of safety and security at all SLCUSD facilities, all employees are expected to wear a SLCUSD badge. Photos are taken at the time of employment orientation and sent to employees when ready. Replacement identification cards can be acquired through the Human Resources Department. Each year, during picture day at your site, employees should get a new picture done. New badges will be sent to the site once pictures are ready.

## **APPEARANCE AND DRESS**

The employees of SLCUSD deals with the public. Common sense in personal appearance should be considered in neatness, cleanliness, and clothing and should be followed by all employees. Employees who interface with the public should give extra consideration to the appropriateness of their apparel and overall appearance. Employees who work in areas that require climbing, lifting, and kneeling should consider the safety factors and wear clothing that is compatible with the job function they are performing. Employees issued uniforms must wear them. Hats and accessories that are non-uniform items need to be approved. Classifications required to wear safety footwear issued by the District must adhere to this policy.

Inappropriate attire is identified as any item of clothing that causes a distraction to other employees, causes a break in the normal flow of office routine, or creates an unsafe situation for the performance of job duties.

Extremes in fashion and leisure activity clothing should be reserved for wear during non-work time. Activities or environmental changes that have special requirements should be recognized by the supervisor.

## **CHANGE OF NAME OR ADDRESS**

Employees must report changes in name, address or phone number to their supervisor and to the Human Resources Department as soon as possible. Name changes will be processed only if accompanied by a Social Security Card reflecting the new name.

## **CODE OF ETHICS**

The maintenance of high ethical and moral standards in public business is the basis of effective government. Since public confidence is endangered when ethical standards falter, all officers and employees must act with unwavering integrity, absolute impartiality and devotion to the public interest.

Employees must observe the following principles:

1. There shall be no discrimination in any SLCUSD activity because of a person's real or perceived ancestry, race, color, nationality, national origin, ethnic group identification, religion, creed, sex, sexual orientation, gender, gender identity or expression, age, marital, pregnancy, or parental status, physical or mental disability, genetic information, or medical condition related to childbirth, or association to someone in any of these protected classes, or any other consideration made unlawful by federal, state or local laws.
2. No employee shall accept any fee, compensation, gift, payment of expenses, or any other thing of monetary value in circumstances in which acceptance may result in, or create the appearance of:
  - Use of position for private gain
  - Preferential treatment of any person
  - Impeding governmental efficiency or economy or
  - Any loss of complete independence or impartiality or any adverse effect on the confidence of the public in the integrity of the San Luis Obispo Coastal Unified School District.
3. Persons in the public service shall not disclose confidential information acquired by or available to them in the course of their employment with SLCUSD or use such information for speculation or personal gain.

## **COMPLAINTS CONCERNING EMPLOYEES**

SLCUSD has adopted formal policies in order to resolve complaints. The Superintendent expects that employees and supervisors will make every effort to resolve complaints and disagreements informally before resorting to formal complaint procedures. A copy of the complaint procedures and forms can be found on our website in a green box titled Report a Concern/Bullying. Complaints alleging discrimination or failure to comply with state and federal laws in certain programs should be filed using the Uniform Complaint Procedure adopted by SLCUSD.

## **CONVICTION OF PROHIBITED OFFENSE**

Conviction of an offense related to sex, controlled substance or other serious or violent felony as defined in California Education Code will result in immediate termination of employment. (*References: California Education Code, Sections 44010 and 44011*)

## **EMERGENCIES**

Each site has a disaster plan in case of an earthquake or other major disaster. Employees are to become familiar with the plan for their site, and review the plan with staff. In the event of a medical emergency, employees are to immediately call 911, and administer appropriate first aid (if trained) or make the individual as comfortable as possible without being moved until first aid can be administered. The immediate supervisor or the Building, Grounds, and Transportation Director must be contacted as soon as possible.

All public employees are disaster service workers. In the event of natural, manmade, or war-caused emergencies that result in conditions of disaster or extreme peril to life, property, and resources, all SLCUSD employees are subject to disaster service activities as assigned to them by their supervisors.

## **EMPLOYMENT OF RELATIVES**

SLCUSD will not employ someone in a position where he/she is directly or indirectly supervised by a relative or member of his/her household. A relative is defined as a husband, wife, son or daughter (including in-laws), father or mother (including in-laws), brother or sister (including in-laws), grandchild or grandparent.

## **SOLICITATION AND DISTRIBUTION OF LITERATURE**

In order to ensure efficient operation of SLCUSD business and to prevent disruption to employees, SLCUSD has established control of solicitations and distribution of literature on SLCUSD property. No solicitors or salespersons will be permitted to sell or demonstrate their products in the San Luis Coastal Unified School District facilities, unless specifically related to SLCUSD business.

Employees are not permitted to sell or promote items for personal gain at SLCUSD facilities or during work hours, except as utilized in the employee break room(s) during breaks, or during work hours. Employees may display fundraising activities in employee break rooms. Employees may not engage in activity soliciting support for their specific fundraiser during work hours. Employees may not act in a manner that would appear to apply pressure on other employees to support a specific activity.

## **PERSONNEL FILES**

The personnel file maintained in the Human Resources Department is the only official and legal permanent record that can be maintained on employees. A major purpose of the file is to protect employees against arbitrary and prejudicial personnel decisions. The personnel file is governed by the California Education Code, which requires a procedure whereby employees can correct or rebut incomplete or inaccurate information in the hands of their employers that might affect their employment status. Additionally, no information of a derogatory nature can be entered or filed unless and until the employee is given notice and an opportunity to review and respond. Documents may include anything relating to an employee's performance, whether it is a formal evaluation, observation, report, memorandum, commendation, written warning, or reprimand. Every employee has the right to inspect their personnel file upon request. All employee personnel files are confidential and are available only to the employee and to those who have authorized access. (*Reference: California Education Code 44031*)

## **POLITICAL ACTIVITIES**

SLCUSD recognizes and encourages the right of all officers and employees to engage in political activities. Such activities however, must be conducted on an employee's own time and off the premises of SLCUSD.

## **PUBLIC RELATIONS**

Employees of SLCUSD have an important public relations responsibility. Work, attitude and appearance are all subject to close inspection by the public. In many cases, total judgment of the efficiency, character and performance of the organization may be based on individual public encounters with a single SLCUSD employee.

Employees may be approached for interviews or comments by the news media. Only specific staff designated by the Superintendent may comment to news reporters on SLCUSD policy or events relevant to SLCUSD. All inquiries from the media are to be directed to the Superintendent's Office.

# EMPLOYEE ABSENCES AND SUBSTITUTE REQUESTS

---

## AUTOMATED CALLING SYSTEM

The district uses an automated system (Absence Management) for reporting employee absences and assigning substitute coverage during the school year. *All employees are required to enter their absences in this system whether or not a substitute is needed. Please be sure to enter your own absences.* The system is web-based and is overseen by a Human Resources technician. Basics are as follows:

1. An employee calls the computer at 1-800-942-3767, logs on the Internet at [www.aesoponline.com](http://www.aesoponline.com), or logs on via smartphone to [m.aesoponline.com](http://m.aesoponline.com). The user name is the employee's phone number; the password is a 4-5 digits in length. This number is originally issued by Absence Management; however, can be changed by the employee at any time.
2. The absence is reported and a confirmation number is assigned.
3. If a substitute is required, the computer searches its listings and finds the appropriate substitute for the job or substitutes login and search for jobs.
4. During the evening or morning call-out period, the computer places a call to the substitute for absences occurring in the next *two* days.

Website login and training materials are available on our website. ([slcusd.org/ Departments/Human Resources/Absence Management](http://slcusd.org/Departments/HumanResources/AbsenceManagement)) and on the W: Drive.

## SUBSTITUTES FOR CERTIFICATED EMPLOYEES

Substitutes are provided for elementary and secondary classroom teachers. Substitutes are not normally provided for counselors, nurses, psychologists, and speech therapists. In the event of a long-term absence, qualified substitute coverage will be considered on a case-by-case basis.

## SUBSTITUTES FOR CLASSIFIED EMPLOYEES

The district has determined that, when appropriate, classified employee absences will be covered with a substitute employee. The following criteria are considered when deciding if a position is eligible for substitute coverage:

1. **SAFETY** - Would the safety of the students or staff be in jeopardy if the employee was not on duty? (example: crossing guards); and
2. **CONTINUITY** - Will the site be able to function without coverage or is an essential service being provided? (example: food service workers).

Based on the preceding criteria, the following classified positions have been identified as **eligible for substitute coverage**:

E.L. Aide	Food Service Worker	Secondary School Secretary
Bus Driver	Interpreter for Deaf	Secretary Clerk
Continuation School Secretary	Library Media Center Assistant	Senior Secretary Clerk
Crossing Guard	Library Media Center Technician	Special Education Paraeducator I/II
Custodian	Playground/Campus Supervisor	Student Body Account Clerk
Elementary School Secretary	P.E. Aide	Warehouse Delivery Drive

The following classified positions are **not eligible for substitute coverage\***:

Account Clerk	Computer Lab Aid (PBHS only)	Maintenance Workers (all levels)
Accounting Technician	Network Specialist	Mechanics (all levels)
Administrative Assistant	Computer Technician	Operation Service Worker
Buyer	Executive Assistant	Payroll Specialist
Campus Security Officer	Exec. Assist. to the Superintendent	Personnel Analyst
College & Career Center Specialist	Grounds worker (all levels)	HR Technician
Elementary Counseling	Instructional Aide	Registrar
		Senior Account Clerk

\*Absences of a longer duration (two or more weeks) or under arranged circumstances, may be eligible for substitute coverage. Sites should check with the Director of Human Resources.

Clerical, library media center technician, library media center assistant, special education and bilingual instructional aides, food service, and custodial substitutes are requested by calling the automated system. Absences must be at least two (2) hours to request a substitute.

Crossing guard and playground/campus supervisor substitutes are called by the individual school sites. Bus driver substitutes are called by Transportation.

As we are now paperless for absence management, it is important that absences are correctly reported. Procedures for Reporting Absences:

1. All absences should be reported in a timely manner. The cutoff is one hour prior to your start time. If after the cutoff time, contact your direct supervisor and notify the substitute desk in Human Resources so your absence can be recorded.
2. When reporting absences for Bereavement, Personal Necessity, Covering Days, School Business, Union Business, and Leave Exhausted, notes to Administrator must be entered.
3. Absences for School Business, Personal Necessity, Personal Business, and Comp Time Used need approval.
4. Absences for School Business are held until approved. If you have pre-arranged a substitute, indicate name in Notes to Administrator and your substitute will be assigned when your absence is approved.
5. The employee is responsible for recording absence in the automated system, reporting the absence to direct supervisor (recording absence in automated system does not constitute notification to supervisor) and making the request for a substitute, if required. Additionally, the employee should review their account at the end of the month to verify all absences have been correctly recorded.
6. The employee is responsible for notifying the site principal of personal business or personal necessity absences three (3) working days prior to the beginning date of the leave except where extenuating circumstances make such notice impractical. Notifying supervisor of all other absences should be completed as early as possible.

**Employees in certificated and classified positions which are not eligible for substitutes** should follow the preceding procedures; however, they should ensure they list their absence as “no sub required”.

## **Cancellations**

When plans change, the employee is responsible for calling the automated system and canceling the request for a substitute. Cancellations must be submitted at least one hour in advance of the job start time.

## **Long-Term Absences**

To cover long-term absences for maternity leave or leaves due to an extended illness, assistance in identifying potential long-term substitutes is available at 549-1235. Site administrators are to consult with Human Resources before finalizing these arrangements.