

GREENFIELD UNION SCHOOL DISTRICT



EMPLOYEE HANDBOOK 2015 - 2016

WELCOME TO GREENFIELD UNION SCHOOL DISTRICT

INTRODUCTORY STATEMENT

Welcome! As an employee of Greenfield Unions School District, you are an important member of a team effort. We hope that you will find your position with the District rewarding, challenging, and productive.

This handbook for employees is intended as a summary of information for you, so that you might know how GFUSD personnel practices; the benefits to which you are entitled; and your responsibilities as an employee with the Greenfield Union School District.

GUSD is a growing organization, it 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. GFUSD also reserves the right to interpret any of the provisions set forth in this handbook in any manner it deems appropriate. For this reason, employees should check with the Personnel Department to obtain current information regarding the status of any particular policy, procedure, guideline, or practice.

No individual other than the Superintendent has the authority to enter into any employment or other agreement that modifies GUSD employment policy.

MISSION STATEMENT

GREENFIELD UNION SCHOOL DISTRICT is a student centered district dedicated to preparing each student for a life which is productive academically, physically, socially, emotionally and economically.

VALUE STATEMENT

- The district is committed to its valued employees.
- The district is committed to developing and maintaining facilities that provide a safe and
- Effective learning environment for our students and community
- The district is committed to recruiting and retaining a highly qualified professional staff
- The district is committed to meeting the specific needs of each child within our community by providing a comprehensive standards-based instructional program
- The district is committed to providing quality resources and services that support the instructional goals of each site through sound business practices
- The district is committed to integrating and coordinating services in partnership with the community so as to provide each child with opportunities for academic, physical, social and emotional success

BOARD OF EDUCATION AND DISTRICT ADMINISTRATION

Board of Education:

Mike Shaw

Marcy Ladd

Crystal Jenkins

Monika Malloy

Gloria Burr

DISTRICT ADMINISTRATOR:

Chris Crawford, Superintendent

Lori Aragon, Assistant Superintendent, Curriculum

Kenneth Chichester, Assistant Superintendent, Personnel

Rebecca Thomas, Assistant Superintendent, Business

Curriculum:

Barbara Houser, Director

MOT:

Darrell Hawley, Director

Don Adams, Transportation/Safety Supervisor

David Carlsen, Maintenance/Grounds/Custodians Supervisor

Nutrition Services:

Josh Rogers, Director

Support Services:

Melissa Ortiz, Director

Stacy Garret, Coordinator

Wendy Sanchez, Coordinator

Paul Salmon, Coordinator



GREENFIELD UNION SCHOOLS

DISTRICT OFFICE

1624 Fairview Road, Bakersfield, CA 93307
(661) 837-6000

SCHOOL ADMINISTRATION

Fairview Elementary
425 E. Fairview Rd
(661) 837-6050

Principal: Valerie Duncan
Asst. Principal: Deisy Galvan

Horizon Elementary
7901 Monitor St
(661) 837-3730

Principal: Brenda Cassell
Asst. Principal: Jennifer Fendrick

Granite Pointe Elementary
2900 Berkshire Rd
(661) 837-6040

Principal: Greg Adkins
Asst. Principal: Charles Wilson

Kendrick Elementary
2200 Faith Ave
(661) 837-6190

Principal: Luke Hogue
Asst. Principal: Hana Suleiman

Palla Elementary
800 Fairview Rd
(661) 837-6100

Principal: Margie Berumen
Asst. Principal: Leticia Canales

Plantation Elementary
901 Plantation
(661) 837-6070

Principal: Deloris Sill
Asst. Principal Sue Licastro

Planz Elementary
2400 Planz Rd
(661) 837-6080

Principal: Sarah Dawson
Asst. Principal: Terri Olague

Valle Verde Elementary
400 Berkshire Rd
(661) 837-6150

Principal: Nicole Zandes
Asst. Principal: Renee Whitney

Greenfield Middle School
1109 Pacheco Rd
(661) 837-6110

Principal: Sandy Welch
Asst. Principal: David Matthias
Asst. Principal: Monica Cachu

McKee Middle School
205 McKee Rd.
(661) 837-6060

Principal: Bethany Ferguson
Asst. Principal: Ector Pereida
Asst. Principal: Matthew Ornelaz

Ollivier Middle School
7310 Monitor St.
(661) 837-6120

Principal: Sheila Johnson
Asst. Principal: Brandon Harris
Asst. Principal: Rebecca Collins

Greenfield Community School
725 Capitola Dr.
(661) 837-3717

Admin/Alt. Education: Matt Earls

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EQUAL OPPORTUNITY EMPLOYER

Greenfield Union School District is an equal opportunity employer. We want to have the best available persons in every job. District policy prohibits unlawful discrimination based on actual or perceived characteristics of race or ethnicity, ancestry, nationality, national origin, ethnic group identification, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

Furthermore, GUSD recognizes the Americans with Disabilities Act (ADA) and acknowledges that reasonable accommodations for the employment of qualified person with a physical disability or medical condition are necessary and consistent with the philosophy and intent of ADA.

DUTIES AND RESPONSIBILITIES

Classified

Your supervisor will work with you to ensure overall effectiveness on the job and will let you know exactly what is expected of you and keep you posted on policies and procedures. Your supervisor will assign your work, introduce you to other employees, help you get the feel for your job, explain the regulations concerning lunch breaks, rest periods, reporting absences, scheduling vacations and other job-related information you will need to know. Remember; do not be afraid to ask questions! The Personnel Department is also available to answer any questions you may have about your employment.

Certificated

All Certificated employees have the responsibility to make themselves, familiar with and abide by, state and federal laws regarding the performance of their duties, policies of the Board of Education, administrative procedures, rules and regulations, and job descriptions.

All staff members shall be expected to conduct themselves in the performance of their duties and in situations that would reflect on their role in a manner that not only reflects credit to the school district, but also sets forth a model worthy of emulation by students.

It is the responsibility of the employee to take the necessary steps to have his/her credential renewed in a time manner. The Personnel Office will remind teachers of the need to renew credentials and can assist with the renewal process. Teachers may be pulled out of their assignment and placed on unpaid leave if their credential expires during the school year.

EMPLOYMENT PROCESS

All potential candidates for positions are subject to an application and an interview process. Openings are posted in the District Office, at each school and department, and may be posted on our District webpage (www.gfusd.net). Job postings will be posted for a minimum of five (5) days, or until the position is filled. District employees are encouraged to apply for advanced level jobs within the District as positions become available.

Classified

All applicants must submit an application with a copy of a high school diploma, Paraprofessional Test or degrees.

Certificated

Current District employees must submit an application for posted positions.

REQUIREMENTS OF EMPLOYMENT

All new employees are required, as a condition of employment, to provide the following:

1. Social security card
2. Driver's License
3. Verification of freedom from tuberculosis
4. A signed oath or affirmation to support the Constitution of the United States and the State of California
5. A complete set of fingerprints
6. Any person hired after November 6, 1986, and all new employees must complete Immigration and Naturalization Service document I-9 and provide legal documentation that he/she is legally eligible for employment in the U.S.
7. Any other requirements that may become law

New employees may be required, as a condition of employment, to provide the following related specifically to the job classification for which they are being employed:

1. Passage of a basic skills test
2. Proof of health examinations as required by law
3. Evidence that the employee is physically able to perform duties associated with the job classifications.

HEALTH EXAMINATIONS

To continue in employment, other health examinations may be required periodically or whenever reason exists to believe the employee may be suffering from physical or mental illness that renders the employee incompetent to perform assigned duties. Such examinations shall be at District expense. The District shall make reasonable accommodations for physical disabilities whenever possible without detrimental effect upon the operation of the District if such accommodations would render the employee able to perform assigned duties. [EC 45122]

No employee shall be employed by the District unless the person has submitted to an examination within the past 60 days to determine that he/she is free of active tuberculosis except employees who transfer employment from another school district or can show verification that they were examined within the past four years and were found to be free of communicable tuberculosis. Thereafter, all classified employees shall be required to undergo the foregoing examination at least once every four years. [EC 49406]

PROBATIONARY PERIODS

Certificated

The probationary period for newly hired teachers serving on preliminary or clear credentials is two years. Teachers on probation may be released at the end of the first year of their probationary period. Second year probationary teachers being released must be given notice on or before March 15 of their second school year

Teachers serving on emergency credentials or waivers do not enter their two year probationary period until the requirements for the preliminary or clear credential are met.

Classified

New employees appointed to regular classified position (except employees who are in management positions) must serve a probationary period of (12) month. Probationary employees shall be evaluated at least two times during the probationary year; the first evaluation shall be conducted not later than the end of the third month of employment; a second written evaluation shall be conducted not later than the end of the seventh month of employment. Unsatisfactory service may result in disciplinary action up to and including termination.

Upon successful completion of probationary period, an employee will become permanent in the classification with all the rights of regular employees.

PERFORMANCE EVALUATIONS

The purpose of the evaluation process is designed promote a high degree of professional competence.

Classified

After completion of your initial probationary period, permanent employees shall be evaluated at least once each year. Your evaluation will be discussed with you and you will be able to write any comments you wish to have attached to evaluation which is placed in your personnel file.

When an employee is promoted he/she shall serve a three-month trial period in the higher classification. If the District determines that the employee has not successfully completed the trial period the employee shall be returned to his/her original position, which may result in the displacement of other employees.

Certificated

Evaluations of certificated employees will be done in accordance with Article 8, Evaluation Procedures of the Certificated Contract. Each probationary employee shall be evaluated in writing at least once each school year, no later than December 15. Each permanent employee with less than 10 years with the school district shall be evaluated at least once every other school year, no later than March 1. Questions regarding evaluation should be addressed to site administrators or to the Assistant Superintendent of Personnel.

PERSONNEL FILES

The Assistant Superintendent of Personnel or designee shall maintain personnel files for all current employees. An employee's personnel records include all detailed records relating to employment, assignments, amounts and dates of service rendered, termination or dismissal, rate of compensation and other payroll information. Included in an employee's personnel file are items such as official transcripts of college records for salary placement, evidence of valid teaching credentials, beneficiary designation form's, letters of recommendations, contracts, and evaluations.

All personnel files are confidential and shall be available only to the employee, persons authorized by the employee and those authorized by the Assistant Superintendent of Personnel or designee.

NAMES AND ADDRESSES

Keeping personnel records up-to-date-In the event of a change of name or address it is the employee's responsibility to notify the Personnel Department and his/her school office, and to complete Change of Status form. By making these changes in a timely manner, you can avoid delays in receiving pay and other benefits.

Notification of the change should be made immediately to the school office and the Personnel Department. If there is a name change, it will be necessary to obtain a new social security card and submit it to the Personnel Department along with a Change of Status Form. Forms are available at the District Office and at the school site.

SALARY

Classified

New employees are normally hired on the first step of the salary schedule, and shall serve a probationary period. Employees are eligible for step advancement on July 1 if hired prior to February 1, and each July 1 thereafter until they reach the top of their salary range.

Upon being employed, you will be provided a copy of your Offer of Employment form which indicates your beginning rate of pay, salary range, job title (classification), hire date, work location(s), work hours, length of work year, end of probation date, immediate supervisor's name, and other important information. You should carefully read this notice.

The collective bargaining agreement between the District and collective bargaining units (GEA and CSEA) contains the salary ranges for all classifications as well as other terms of employment such as leaves, holidays, benefits, etc.

Certificated

Initial salary placement is made by the Personnel Department based on information contained in the employment application and confirmed by official college transcripts and verification of experience.

Employees advance on the salary schedule in accordance with Article 16, Salary of the Certificated Contract. Certificated staff may apply university course credit toward advancement on the salary schedule if those courses have received approval from the principal and the district. The Personnel Department must receive a university transcript prior to the credit being used for salary placement.

PAYROLL TIME SHEETS

Each school site and department within the school district has a time sheet with an employee's name on it, you should sign in each work day at your work site. Check with your supervisor and he/she will advise you regarding procedures for reporting to work each day. At the end of each payroll period it is your responsibility to sign your name on the time sheet. Your site will send the time sheet to the Payroll Department.

PAYCHECKS

Employees paid on a monthly basis are paid on the last working day of the month. If the last working day of the month falls on a non-business day, monthly employees will be paid on the workday immediately preceding that date.

Employees paid on an hourly basis, extra duty, stipends, are paid on the 15th of the month. If the 15th falls on a non-business day, hourly employees will be paid on the workday immediately preceding the 15th.

The following options are available for delivery of pay checks:

1. Direct deposit to financial institution, provide employee has filed the appropriate forms with the Payroll Department. This option will electronically post the employee's pay check to a checking or saving account of the employee's choice each pay day; the employee will receive, at their work site a pay stub that looks like a regular check stub with all the tax and deduction information.
2. U.S. Mail is utilized to forward pay checks to employee's home. **We cannot assume responsibility for delays that may occur when mail is lost or delayed.** A minimum of 7 days is required to report a pay check was lost in the mail.

Your choice may be changed at any time. The Payroll Department must be notified at least 10 days prior to pay day for direct deposit. Cancellation or change of any of the above options must be made to the Payroll Department in writing.

PAYROLL DEDUCTIONS

"Withholding" tax is required deduction. The amount withheld is determined by your taxable gross pay and he withholding information you provide on your W-4 tax form. Federal Medicare tax also is deducted. Deductions also will be made for Social Security and CalPERS/STRS. If you are represented by CSEA or GEA, monthly dues automatically will be deducted.

All other deductions are voluntary, required written authorization on forms approved by the payroll office. If you choose, deductions will be made for such things as: Credit Union payments or savings, Tax Sheltered Annuities, etc.

If you feel there has been an error in any pay check you receive, or if you have questions concerning the amount of your check, you should contact the Payroll Department immediately.

DIRECT DEPOSIT

You are strongly encouraged to have you salary payment automatically deposited to your bank or credit union account through the Automatic Payroll Deposit (APD) system. The deposit will be made even if you are on illness leave or vacation. Contact the Payroll department for details regarding APD.

OVERTIME

Classified employees are occasionally requested to work beyond their normal hours. An employee will be compensated for all such hours worked, as provided by the collective bargaining agreement. In some cases, you may be granted compensatory time off for time worked. All overtime must be authorized by your **supervisor in advance** in order to for compensatory time off to be granted.

SEPARATION FROM EMPLOYMENT

Classified

Any district employee who desires to resign his/her position shall submit, in writing, a letter of resignation at least two weeks in advance, which indicates the date which the employee intends as his/her last day at work. Submit the letter to your supervisor so it can be forwarded to the Personnel Department for processing.

Certificated

Any certificated employee who voluntarily resigns from a position shall provide a written resignation to the Greenfield Union School District, at the completion of their contract. The Superintendent, or his designee, shall

officially accept the written resignation of any employee on behalf of the board. Acceptance of the resignation shall be effective at the time of receipt by the Superintendent or his designee. The employee shall be required to turn in all District possessions such as books, supplies and keys before their last day of employment.

Other types of separation include layoff (this would be for lack of work or lack of funding, and is covered under your collective bargaining agreement and District Rules and Regulations), retirement, and termination.

VACATION

Depending on length of District employment, a full-time regular employee on 12-month assignments earns paid vacation. Vacation accrual hours are earned on a monthly basis. The determination of how much vacation will be earned, how much may be taken each year, the maximum numbers of days which can be bought out and other conditions of vacation are found in the collective bargaining agreement.

As a general practice, you will find that your supervisor will make an effort to approve a vacation request that is mutually convenient for you and the school or office. Sometimes, however, the answer will have to be “no” if your absence will cause a disruption of service or place an undue burden on fellow employees. All vacations requests must be made in advance of the time to be taken.

HOLIDAYS

Generally, when one of the holidays falls on a Sunday, the following Monday is observed. When it falls on a Saturday, the preceding Friday is usually observed as the holiday. A holiday that falls during an employee’s vacation time or illness is paid as a holiday and is not deducted from vacation or illness-leave balances.

- New Year’s Day
- Martin Luther King Jr. Day
- Lincoln’s Birthday
- President’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Admission Day or alternate (at District discretion)
- Veterans’ Day
- Thanksgiving Day, and the day following Thanksgiving
- Christmas Day

Classes shall be closed for the normal winter and spring recesses, as provided in the school calendar adopted annually.

HEALTH BENEFITS

GFUSD will provide the full or prorated premiums for the Health and Welfare benefits for eligible employees. Employees whose workday is six (6) or more hours shall provide the difference in the premiums required through payroll deduction. No benefits will be provided to employees whose regular assignment is less than six (6) hours per day.

If you change your marital status, or if dependents are added or no longer qualify for dependent status, you should contact the Business Department. You may want to change your PERS beneficiary, your life insurance beneficiary, your health insurance coverage, the person designated to receive your warrant in case of death, and your tax withholding.

Changes in health insurance coverage must be accomplished within 30 days of the event (e.g., 30 days after the birth of a child or change in marital status). Failure to add a dependent in a timely manner results in having to wait for the next open enrollment period. Failure to remove a dependent in a timely manner may result in claims being denied by the insurance carrier.

Any questions regarding coverage or payment of benefits should be directed to the Business Office.

RETIREMENT COVERAGE

Classified

Membership in the **Public Employees' Retirement System (PERS)** is mandatory for employees working for or more hours per day on a regular basis. A minimum of five (5) years of service and age 50 is required to be eligible for retirement benefits.

For information about the **California Public Employee Retirement System (PERS)** go to the CalPERS website at www.calpers.ga.gov, or you can contact them at 1-800-28-5453.

Certificated

The California Education Code provides that all certificated employees must belong to the **State Teachers' Retirement System (STRS)** unless they were previous members of the Public Employees' Retirement System (PERS). A regular full-time teacher will contribute to STRS at a rate set by legislature. Contribution is based on yearly salary and deducted in equal monthly payments for the number of months worked by the employee. Retirement contributions are made through payroll deductions. These deductions are sheltered from taxation until you retire or withdraw the funds. The employee's contribution to STRS may be withdrawn within 60 days of resignation or termination of a teaching position provided the teacher does not plan to continue teaching in another California school district.

Your retirement membership may be transferred if you go to work for another school district in the State, or for another agency under PERS or STRS, (for example, the State of California). For employees who are members of the retirement system, accrued, unused sick leave may be added to service to extend service credit at the time of retirement.

For information about the **California State Teachers Retirement System (CalSTRS)** go to the STRS website at www.calstrs.com, or you can contact them at 1-800-225-7377.

SECTION 125 FLEXIBLE BENEFIT PLAN

The SISC Flex plan allows active employees to set aside pre-tax dollars to pay for eligible medical and dependent care expenses. Employees contribute part of their salary or paycheck on a pre-tax basis to fund the Premium Only Plan, Dependent Care Spending Account or Health Care Spending Account. The object is to reduce your tax taxable earnings. For more information, please contact the Business Department.

As an eligible employee, you may participate in a special tax-sheltered savings plan of your choice, known as a 403(b) or a Tax-Sheltered Annuity (TSA). 403(b) savings plan, employees contribute a portion of their pay (through automatic payroll deductions) to an annuity or mutual fund on a pre-tax basis. The money earned through these accounts is not subject to taxes as long as the money remains in the plan. **Additional information regarding 403(b)/TSA's, please contact the Business Department.**

WORKERS COMPENSATION

An employee shall be entitled to industrial accident leave as provided in Education Code 45192 in the amount of 60 days. Sick leave and any other available paid leave may be used to prevent loss of wages after the sixty (60) days industrial leave is exhausted.

Greenfield Union School District, in accordance with state law, provides insurance coverage for employees in case of work-related injury.

Report all injuries to your supervisor/administrator immediately. Your Supervisor/administrator will provide and assist with completion of claim and incident report forms. If medical attention is required, authorization for medical treatment will be provided.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- **Immediately report any work-related injury to your supervisor;**
- **Complete SISC 1 Request for Medical Services-Industrial Injury**
- **SISC I: Supervisor's Report of Accident (Completed by Supervisor only)**
- **Complete a written Employee's Claim Form (DWC Form 1) and return it to your supervisor;**
- **Employee's Ability to Return to Work Form**
- **SISC I Employee Handbook Acknowledgement**

If you have any questions regarding your injury, status during time off, medical bills, salary continuation, etc., please do not hesitate to call the Personnel Department.

MODIFIED WORK/LIGHT DUTY

A "temporary modified/light duty assignment" is a temporary assignment, as an alternative to the employee's regular duties, to which the employee will be assigned until he/she can return to full duty as verified by his/her medical provider or is classified as permanently disabled.

Work restrictions will be discussed with the injured/ill employee and with the site/department supervisor to ascertain if modified work (work in current classification) can be provided. If not, alternate work (performing miscellaneous work outside of current classification) will be explored. If, modified or alternate work is not available employee will remain off work, utilizing all available leaves, including Family Medical Leave (FMLA).

Temporary assignments generally **shall not exceed 90 days**, but may be extended by the discretion of the Superintendent or designee for an additional 90 days upon verification by the employee's medical provider that such an extension will allow the employee to return to unrestricted regular duties

REPORTING ABSENCES

Classified

When it is necessary to be absent, you must call in prior to the start of your work shift in sufficient time for a substitute to be obtained, if necessary. Supervisors are responsible for establishing call-in procedures for employees under their supervision. It is important to verify with your supervisor the procedures established for reporting absences at your work location and to maintain contact with your supervisor regarding your anticipated return date.

Certificated

Employees must call the System on the day of an impending absence for illness or emergency. Calling in as soon as possible, enables the supervisor sufficient time to secure the services of a substitute in order to conduct normal business routines. The district fully understands that there may be unforeseen emergencies beyond the employee's control; such as sudden illness; family emergencies; traffic accidents; therefore, it is

imperative that the employee reported as soon as they are known. The earlier it is determined that an employee will require a substitute; the easier it will be for the system to find the best substitute available.

Absences are reported via telephone at (661)836-7925 or through our website under greenfieldunion.eschoolsolutions.com (teacher-tab, staff tab-employee absence reporting)

SICK LEAVE

Certificated

Certificated full-time employees working 10 months receive 10 days of sick leave each school year. Full-time employees working 11 months receive 11 days of sick leave each school year. This leave can be used for personal necessity. Less than full-time employees receive a pro rate share. Unused sick leave is carried forward to the next year (s) and is transferable within the California Public School System. Sick leave may be accrued and applied to service credit upon retirement.

Classified

Every full-time employee shall be entitled to 12 days of sick leave for each year of employment on the basis of one day per each month of employment at the employee's daily rate of pay. Unused sick leave is accrued from school year to school year. Employees who work less than full-time will accrue based on hours worked and position worked.

Illness leave benefits are provide to ease the financial burden on employees who are required to be absent from duty due to legitimate illness, injury, or personal necessity.

It is GUSD responsibility to ensure that employees clearly understand the expectation for performing their job duties and how their attendance impacts their performance, and that they are given a fair opportunity to succeed. Specifically:

- Employees are expected to work the number of hours they are assigned.
- Employees are expected to comply with legal, GUSD, and collective bargaining rules regarding reporting of absence and providing appropriate documentation.

Supervisors are expected to provide feedback, monitor attendance, and maintain attendance records. Ask your supervisor to explain the procedure you must follow and the forms you must complete when you are on illness leave.

BEREAVEMENT LEAVE

An employee will be allowed up to three (3) consecutive working days off without loss of pay because of a death in the immediate family. Five (5) days if travel of 250 miles or more one way. No deduction shall be made from the salary or employee leave.

California Education Code §44985 list members of immediate family as: Spouse, Mother, Father, Grandmother, Grandfather, Grandchild, Son, Daughter, Brother, Sister, Mother-in-law, Father-in-law, Son-in-law, Daughter-in-law or any of the above relatives shall also be considered immediate family.

PERSONAL NECESSITY LEAVE

Classified

A maximum of seven (7) days per year of current and accrued sick leave are used for personal necessity. When possible, a request to take personal necessity leave shall be given by the employee to the district three (3) days in advance of the date on which the personal necessity leave is intended.

Personal necessity leave will include:

1. Death or serious illness of member of the immediate family (who is not a member of the employee's immediate family provided in the bereavement leave policy).
2. An accident involving the person or property of the employee or the person or property of a member of the immediate family.
3. Medical appointments that cannot be scheduled outside of assigned hours of service
4. Adoption of a child, making it necessary for an employee to be absent from his/her position during his/her assigned hours of service.
5. Observance of a recognized religious holiday which requires the attendance of the employee during his/her assigned hours of service.
6. Required appearance in court during normal work hours under official order as a litigant.
7. **3 DAYS ANNUALLY** – May be used to manage personal and confidential matters. This may include compelling family needs, i.e.: weddings, graduations, school approved activities, funerals for non-immediate family, special life cycle events, special birthdays, anniversaries, and reunions. Permission shall also be granted to attend funerals of close personal friends.

Certificated

Up to 10 days of paid sick leave earned by the employee in a school year, upon prior approval, charged to the current year's accrual of sick leave (Ed. Code 44981). An employee may request all ten days without specifying the nature of the personal necessity.

Leave under this section may not be to extend school holidays or vacation periods, or for vacation, recreation, personal gain, or the withholding of services from the District.

On the employee has taken the 10 days of personal necessity leave and any sick leave available, any further days taken without verification of illness shall be deducted from the employee's pay at their individual daily rate.

Personal Necessity days cannot be taken for more than 3 consecutive days.

JURY DUTY

If a summons for jury duty is received, send a copy of the summons to the Personnel Department. While on jury duty, employees are required to use the time card supplied by jury services and clock in and out. Upon completion of jury duty, send your jury duty time card to Personnel Department with your name on the Jury duty time card.

MATERNITY LEAVE

Maternity leave shall be available to female employee. The employee shall be entitled to use accumulated sick leave and vacation during maternity leave. If additional time off is desired, it shall be without pay, in accordance with Family Medical Leave Act (FMLA). As soon as you learn you are pregnant, notify the Personnel Department.

FAMILY/CFRA LEAVE

FMLA/CFRA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. **Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months.** Employees must notify the Personnel Department and attach all the necessary documentation required to process a leave request.

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition or:
 - For a serious health condition that makes the employee unable to perform the employee's job.
 - Because of qualifying exigency arising out of the fact that your spouse, son or daughter, parent in on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- Because you are the spouse, son or daughter, parent, next of kin of a covered service member with a serious injury or illness.

ADVANCE NOTICE AND MEDICAL CERTIFICATION

The employee will be required to provide advance notice of and medical certification. Taking leave may be delayed if notification requirements are not met.

The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable", or as soon as practicable after learning of the need for the leave when the leave is "unforeseeable".

The district will require medical certification to support a request for leave because of pregnancy or a serious health condition. For the duration of the leave, the employer must maintain the employee's health coverage. Upon return from the leave, most employees must be restored to their original or comparable positions.

Contact the Personnel Department for specific rules and procedures regarding the use of Family Leave or CFRA Medical Leave and other Leaves.

CATASTROPHIC LEAVE

A catastrophic leave program is available to allow employees to donate available accrued paid leave benefits to another employee, when that employee or a member of his/her immediate family suffers a catastrophic illness or injury and the employee has exhausted all available accrued paid leave benefits.

Upon determination that employee is unable to work due to his/her own or a family member's catastrophic illness or injury, any other employee, upon written notice to the Governing Board, may donate accrued vacation and/or sick leave credits to the requesting employee. Donations shall be at a minimum of eight (8) hours, and in hour increments thereafter. **(Education Code 44043.5)**

To ensure that employees retain sufficient accrued sick leave to meet their own needs, donors shall not reduce their accumulated sick leave to fewer than the equivalent number of sick days earned in one (1) year.

All transfers of eligible leave credit shall be irrevocable **(Education Code 44043.5)**

The Superintendent or designee shall ensure that all donations are confidential.

The employee who is the recipient of the donated leave credits shall use those credits within 12 consecutive months.

An employee who receives paid catastrophic leave shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program. **(Education Code 44043.5)**

Contact the Personnel Department of specific rules and procedures regarding the use of catastrophic leave.

COMPLAINTS AND HARASSMENT

BP 1312.3

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve and complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures.

The District shall use the uniform complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniforms complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, consolidated categorical aid programs, migrant education, child care and development programs, child nutrition programs, and special education programs.

The district has designated the following person as the compliance officer responsible for receiving complaints under the uniform complaint policy and procedures: Assistant Superintendent of Personnel, 1624 Fairview Rd., Bakersfield, Ca. 93307, (661) 837-6000.

The Board prohibits any form of retaliation against any complaint in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

You can obtain a copy of the district Uniform Complaint Policy and Procedures free of charge from the compliance officer. Complaints alleging retaliation, unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date the behavior occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged retaliation discrimination, harassment, intimidation, or bullying. **The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reason for the extension.** Complaints made under this procedure must be directed to the compliance officer. The complaint review shall be completed in 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, charges, or LCAP complaint **must be filed no later than one year from the date the alleged violation occurred** and may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant may appeal the district's decision to the California Department of Education ("CDE"), or to the State Superintendent of Public Instruction for complaints alleging noncompliance with the legal requirements pertaining to the LCAP, by filing a written appeal within 15 calendar days of receiving the district's decision. The appeal must include a copy of the complaint filed with the district and a copy of the decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law.

SEXUAL HARASSMENT (BP 4219.11)

The Governing Board prohibits sexual harassment of district employees and job applicants. The board also prohibits retaliatory behavior or action against district employees or other persons, who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

The Superintendent or designee shall take all actions necessary to ensure the prevention, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial actions (s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions.

The district has designated the following person as the compliance officer responsible for receiving complaints under the uniform complaint policy and procedures: Assistant Superintendent of Personnel, 1624 Fairview Rd., Bakersfield, Ca. 93307, (661) 837-6000.

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

You can obtain a copy of the district Uniform Complaint Policy and Procedures free of charge from the compliance officer. Complaints alleging retaliation, unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date the behavior occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged retaliation discrimination, harassment, intimidation, or bullying. **The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reason for the extension.** Complaints made under this procedure must be directed to the compliance officer. The complaint review shall be completed in 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, charges, or LCAP complaint **must be filed no later than one year from the date the alleged violation occurred** and may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant may appeal the district's decision to the California Department of Education ("CDE"), or to the State Superintendent of Public Instruction for complaints alleging noncompliance with the legal requirements pertaining to the LCAP, by filing a written appeal within 15 calendar days of receiving the district's decision. The appeal must include a copy of the complaint filed with the district and a copy of the decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

Child Abuse – Duty to Report

Under the law, you have an obligation, as a Mandated Reporter, to report known and suspected incidents of child abuse. Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. Common District practice is for you to refer any known or suspected incidents of child abuse to the school nurse and/or the school principal so that these individuals, who are familiar with the procedures, can assist you. However you must make the appropriate report to a child protective agency yourself.

Reporting is an individual responsibility, although you may also report to your administrator, supervisor or the school nurse. No supervisor or administrator may interfere with the individual reporting responsibility; nor may a mandated reporter be absolved of responsibility by relying on a supervisor or administrator to meet his or her individual reporting responsibility. Failure to report may risk loss of license or credential.

The identity of all persons who report known or suspected child abuse is confidential. Mandated reporters are provided immunity from civil or criminal liability as a result of making a required or authorized report of known or suspected child abuse.

EMPLOYEE DIRECTORY INFORMATION

Names, addresses, and telephone numbers shall not be given to any outside agency or business unless requested by the employee, legally required, or in accordance with provisions of the Collective Bargaining Agreement. Employees who do not wish to have their names, addresses, and/or telephone numbers included in any such listing or directory must so notify the Personnel Office by October 1st each year. Any employee who divulges directory information about other employees without their permission to unauthorized agencies or business may be subjected to discipline.

USE OF ELECTRONIC MEDIA

The Board of Education recognizes that technology can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating operations. The Board expects all employees to learn to use the available electronic resources that will assist them in their jobs. As needed, staff shall receive training in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the district's electronic resources only for purposes related to their employment. Such use is a privilege which may be revoked at any time.

Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. This technology should not be used to transmit confidential information about students, employees, or district affairs.

To ensure proper use, the Superintendent or designee may monitor the district's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent.

The Superintendent or designee shall establish administrative regulations which outline employee obligations and responsibilities related to the use of technology. Employees who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.

The Superintendent or designee may establish guidelines and limits on the use of technological resources. He/she shall ensure that all employees using these resources receive copies of related policies, regulations and guidelines. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

Before any staff member uses the district's Internet or Intranet access, that staff member must agree to abide by the terms and conditions of the staff net use agreement which will be promulgated by the Superintendent or designee.

TOBACCO FREE ENVIRONMENT

Tobacco use is prohibited in all facilities owned and/or operated by the GFUSD including indoors, outdoors and in all GFUSD vehicles whether located on or off the premises. Included in the prohibition is tobacco use in privately owned vehicles located on GFUSD owned and/or operated property. This policy applies to employees, students, and the general public.

DRUG AND ACOHOL-FREE WORKPLACE NOTICE

GFUSD is fully committed to achieving a drug and alcohol free environment for its students and employees. The unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance is prohibited in all GFUSD work places.

"School district workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

As a condition of your continued employment with the district, you will comply with the district's policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the workplace, notify your supervisor of this conviction no later than five days after such conviction.

Pursuant to California Education Code 44836 and 45123, the Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited.

Pursuant to Education Code 45123, the district may employ for classified service a person who has been convicted of a controlled substance offense only if it determines, from evidence presented, that the person has been rehabilitated for at least five years. The Board shall determine the type and manner of presentation of the evidence, and the Board's determination as to whether or not the person has been rehabilitated is final.

Drug and alcohol counseling, rehabilitation, and/or employee assistance programs are available locally. A contact list is available through the Personnel Office.

SAFETY AND HEALTH

Disaster Service

All public employees are disaster service workers. As such, before beginning employment with the district, employees must take the oath or affirmation required by law. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all district employees are subject to disaster service activities as assigned to them by their supervisors. (Government Code 3100-3102)

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work related injuries or illnesses immediately to your supervisor or to the Personnel Department. In compliance with California law, and to promote the concept of a safe workplace, Greenfield Union School District maintains Safety Compliance Programs which includes Injury & Illness Prevention, Hazard Communication, Blood Borne Pathogen Exposure Control, Lockout/Tagout, Powered Industrial Truck, Hearing Conservation, Fire Prevention, and Disaster & Emergency Information. In compliance with Proposition 65, Greenfield Union School District will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Security in the Workplace

Greenfield Union School District has developed a policy to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious person's or activities to your supervisor immediately. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

Employees Who Are Required to Drive

Employees who are required to drive a District vehicle or their own vehicles on District business will be required to show proof of current valid driving licenses and current effective insurance coverage before the first day of employment.

Greenfield Union School District participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who drive as part of their job.

Greenfield Union School District retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the District's policy.

Employees who drive their own vehicles on District business will be reimbursed at the approved IRS mileage rate.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about the Greenfield Union School District, and I understand that I should consult the District Office regarding any questions not answered in the handbook.

The information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur.

Furthermore, I acknowledge that this handbook is neither a contract or employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply the policies contained in this handbook and any revisions made too it.

PRINT NAME

EMPLOYEE'S SIGNATURE

DATE