



REFERENCE ITEMS

Certificated Substitute (Guest Teacher)

Please review the following items prior to attending your orientation. These items are for your reference and do not need to be brought in to your appointment. Please retain this packet for your records.

- Substitute Teacher Loyalty Plan
- School Locations Map
- SmartFind Express Employee Instructions
- 2021-2022 School Calendar
- 2021-2022 Payroll Timeline
- Hello ID (Staff Login) Instructions
- PeopleSoft Login Instructions
- How To: View Your Paycheck
- Affordable Care Act
- Universal Precautions & Bloodborne Pathogens Information
- Child Abuse: Education and School Personnel Responsibility
- Victims of Domestic Violence Notice
- Sexual Harassment Pamphlet
- Employee Handbook
- Right-to-Know: Employee Training Program
- Workers' Comp Pamphlet
- Annual Notification:
 - Sexual Harassment
 - Drug and Alcohol-Free Workplace
 - Nondiscrimination in Employment
 - Employee Use of Technology
 - Uniform Complaint Procedures
 - Child Abuse and Neglect
 - Tobacco-Free Schools
 - Universal Precautions
 - Exposure Control Plan for Bloodborne Pathogens
 - Electronic Surveillance Policy
 - Reasonable Suspicion Testing

If you have any questions regarding the reference documents, please call Personnel Services at (619)588-3047.

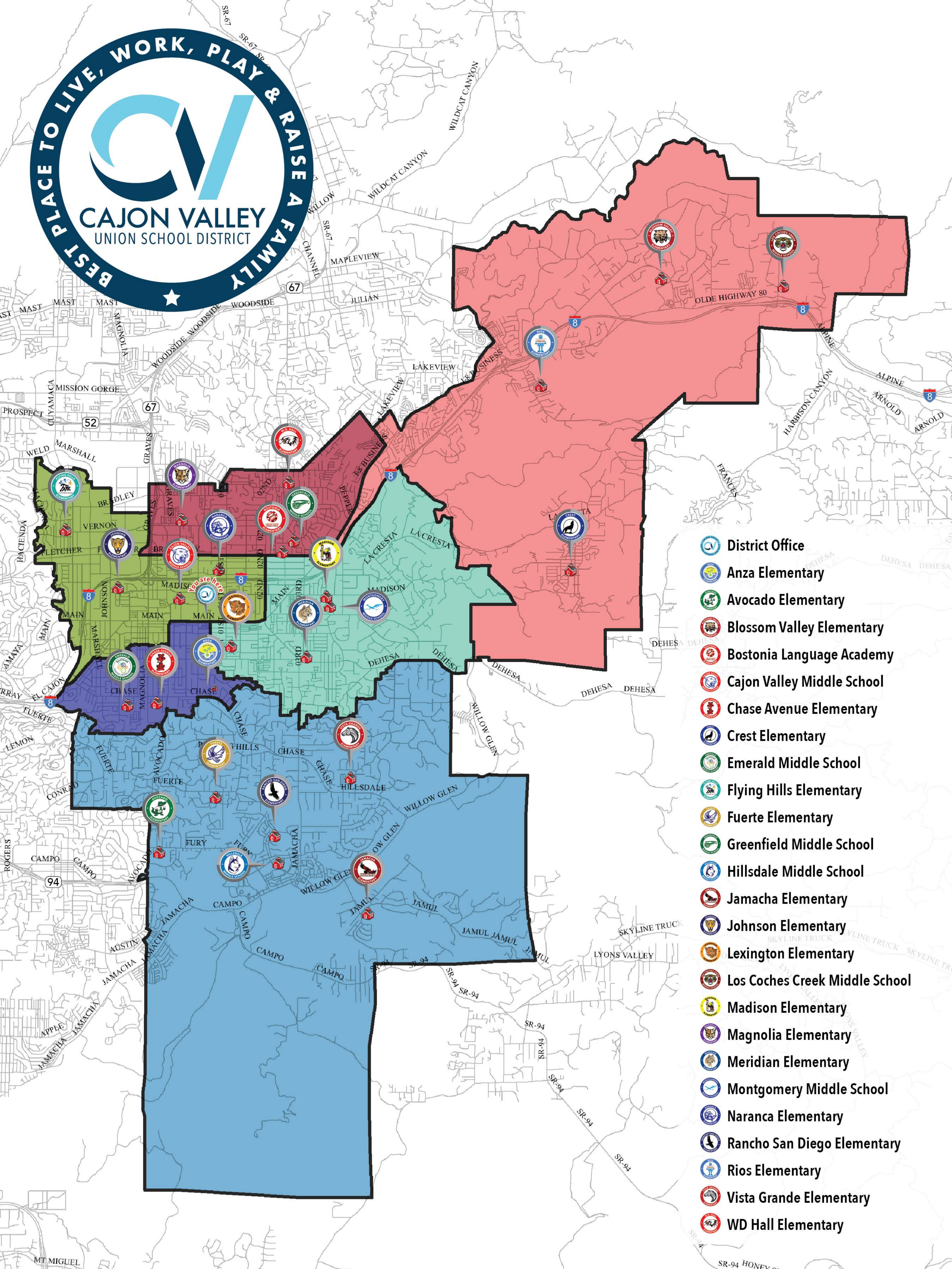
2021-2022 Guest Teacher Pay Rates

Classroom Teaching Assignments - Day to Day								
	Full Day				Half Day			
Days Worked	Elementary	Elem. SpEd	Middle School	MS SpEd	Elementary	Elem. SpEd	Middle School	MS SpEd
1-40	\$145	\$155	\$155	\$165	\$73	\$78	\$78	\$83
41-70	\$155	\$165	\$165	\$175	\$78	\$83	\$83	\$88
71-120	\$165	\$175	\$175	\$185	\$83	\$88	\$88	\$93
121 - 180	\$180	\$190	\$190	\$200	\$90	\$95	\$95	\$100
Retirees	\$180	\$190	\$190	\$200	\$90	\$95	\$95	\$100

Classroom Teaching Assignments - Long Term - Starting on Day 11								
	Full Day				Half Day			
	Elementary	Elem. SpEd	Middle School	MS SpEd	Elementary	Elem. SpEd	Middle School	MS SpEd
All days in a long term assignment starting on Day 11	\$190	\$200	\$200	\$210	\$95	\$100	\$100	\$105
Retirees	\$200	\$210	\$210	\$220	\$100	\$105	\$105	\$110

Related Services Providers - Day to Day							
Daily Rate				Half Day			
School Nurse	Psychologist	SLP	Adapted PE	School Nurse	Psychologist	SLP	Adapted PE
\$238	\$238	\$238	\$238	\$119	\$119	\$119	\$119

Related Services Providers - Long Term - Starting on Day 11									
Daily Rate					Half Day				
School Nurse	Psychologist	SLP	Counselor	Adapted PE	School Nurse	Psychologist	SLP	Counselor	Adapted PE
\$275	\$275	\$275	\$275	\$275	\$138	\$138	\$138	\$138	\$138



- District Office
- Anza Elementary
- Avocado Elementary
- Blossom Valley Elementary
- Bostonia Language Academy
- Cajon Valley Middle School
- Chase Avenue Elementary
- Crest Elementary
- Emerald Middle School
- Flying Hills Elementary
- Fuerte Elementary
- Greenfield Middle School
- Hillsdale Middle School
- Jamacha Elementary
- Johnson Elementary
- Lexington Elementary
- Los Coches Creek Middle School
- Madison Elementary
- Magnolia Elementary
- Meridian Elementary
- Montgomery Middle School
- Naranca Elementary
- Rancho San Diego Elementary
- Rios Elementary
- Vista Grande Elementary
- WD Hall Elementary

CAJON VALLEY UNION SCHOOL DISTRICT
Employee Quick Reference Card

System Phone Number **619-333-2578**

Help Desk Phone Number **619-588-3037**

Write your Access (Employee) ID here Use your employee ID

Write your PIN here First time only- Use your employee ID. You will be prompted to create PIN

Web Browser URL **<https://cajonvalley.eschoolsolutions.com>**

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 4:30 am and continues until 50% of completion of job	6:00 - 9:30 pm
Saturday	None	None
Sunday	None	6:00 - 9:30 pm
Holidays	None	6:00 - 9:30 pm

REASONS FOR ABSENCE:

- | | |
|--|---|
| 1. Illness | 12. DB – SIP |
| 2. Vacation (CLASSIFIED) | 13. DB – Grant |
| 3. District Business (CLASSIFIED) | 14. Special Ed Release (TEACHERS) |
| 4. Jury Duty | 16. Certificated Comp PN (TEACHERS) |
| 5. Worker's Comp Leave | 17. Certificated Union Business (TEACHERS) |
| 6. Bereavement | 18. Classified Union Business (CLASSIFIED) |
| 7. Personal Necessity | 20. Educational Services (TEACHERS) |
| 11. DB – Title | |

Before any features are available, you must register with the system and create a PIN. The **Access ID (is the same as your Employee ID)** and PIN are used for all interactions with the system.

REGISTRATION

1. Enter your **Access (Employee) ID** followed by the star (*) key.
2. Enter your **Access (Employee) ID** again when it asks for your PIN followed by the star (*) key.
3. Record your name followed by the star (*) key.
4. Hear your work schedule. If this information is incorrect, complete the registration and then contact your Help Desk to correct.
5. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access (Employee) ID** followed by the star (*) key
2. Enter your **PIN** followed by the star (*) key

MENU OPTIONS

- 1 – Create an Absence
- 2 – Review, Cancel Absence or Modify Special Instructions
- 3 – Review Work Locations and Job Descriptions
- 4 – Change PIN, Re-record Name
- 9 – Exit and hang-up

TO CREATE AN ABSENCE

1. Enter dates for the absence
PRESS 1 if the Absence is only for today
PRESS 2 if the Absence is only for tomorrow
PRESS 3 to Enter the dates and times for the absence
2. If you pressed 3 to Enter Dates and time
Enter Start Date
PRESS 1 to Accept the date offered
PRESS 2 to Enter start date (MMDD)
3. Enter the reason from page 1 followed by the star (*) key or wait for a list of reasons
4. Record Special Instructions
PRESS 1 to Record special instructions. Press the star (*) key when done
PRESS 2 to Bypass this step
5. Is a Substitute Required?
PRESS 1 if a substitute is required
PRESS 2 if a substitute is not required
6. If you **pressed 1**, a substitute is required
PRESS 1 to Request a particular substitute
Enter the substitute access ID, followed by the star (*) key
PRESS 1 to Accept requested substitute
PRESS 1 if the Substitute should be called
PRESS 2 if the Substitute has already agreed to work and does not need to be called
PRESS 2 to Bypass requesting a substitute
7. Complete Absence
PRESS 1 to Receive the job number
Record the Job Number. The Job Number is your confirmation.

TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

1. Hear the job information
PRESS 1 to Hear absence information again
PRESS 2 to Modify special instructions
PRESS 3 to Cancel the absence

2. If you **pressed 3** to Cancel the job
PRESS 1 to Confirm the cancellation request
If a substitute is assigned to the absence
PRESS 1 for the System to call the assigned substitute
PRESS 2 to Not have the system call the substitute
Once you confirm a request to cancel the job, you **MUST** wait for the system to say "**Job Number has been cancelled.**"

TO CHANGE PIN or RE-RECORD NAME

1. **PRESS 1** to Change your PIN
PRESS 2 to Change the recording of your name
-

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your browser and access the SmartFindExpress Sign In page. Enter your Access (Employee) ID and PIN.

PIN REMINDER

The "Trouble Signing In" link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's Access ID and the security code being displayed must be entered on this page. **Note:** *You must be registered with the system and have a valid email address in your profile to use this option.*

PROFILE

Information

- Review profile status and address information.

Update Email

- Enter or change email address.

Change Password

- Enter your current PIN followed by a new PIN twice and click Save.

SELECT ROLE

- For multi-role employees, click on the desired icon to access another profile. No need to log out of the system and back in again!

TO CREATE AN ABSENCE

Choose the *Create an Absence* link

Important Note: *Items in Bold are required to complete an Absence.*

- **Select the Location**
- **Select the Classification**
 - Choose from the drop-down menu
- **Select the Reason for this absence from the drop-down menu.**
NOTE: *If you select a reason that requires administrator approval, the system displays a notification that the selected reason requires approval. You can continue with the job create with this reason or choose another reason. You can also provide an Approval Comment. ***Absence Approval may not be enabled for your district.***
- **Indicate if a substitute is required for this absence**
 - Choose Yes or No
- **Select Start and End Dates for your absence**
 - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon

- **Select Start and End Times for your absence. Default times are listed**
 - To change defaults, enter time in HH:MM am or pm format
 - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- **Multiple Day (Recurring) Absence.**
 - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
 - Modify daily schedule and/or times for absence and substitute
- **Request a particular substitute**
 - Enter the substitute's access ID number or use the Search feature to find the substitute by name
- **Indicate if the requested substitute has accepted this job**
 - Yes = substitute is prearranged and will not be called and offered the job
 - No = call will be placed and the substitute will be offered the job
- **Enter special instructions for the substitute to view**
- **Add File Attachment(s) to the job record, if desired. Up to 3 files can be added. The attachments can be lesson plans, slides, images or other file types. Files cannot exceed the maximum per file size limit.**
- **Select the Continue button**

COMPLETE! You **MUST** receive a **Job Number** for your absence to be recorded in the system and to receive a substitute.

TO REVIEW/ CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

Choose the *Review Absences* link to review past, present and future absences or to cancel an absence.

Follow these steps

- Select the format for absence display: List or Calendar view.
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
- Select the *Search* Button
- Select the *Job Number* link to view job details on future jobs

From the Job Details screen

- Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button
- To cancel your job, select the *Cancel Job* button
- If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question "Notify the Substitute of Cancellation?"
- Select *Return to List* button to return to the job listing

SIGN OUT AND WEB BROWSER INFORMATION

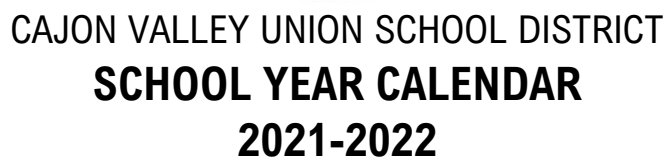
At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

You can click the *Help* link to access Help Guides and How-to videos.

Important Note: Do NOT use the browser's BACK button to navigate to screens.

Navigation buttons are on the bottom of SmartFindExpress screens, such as the *Return to List* and *Continue* buttons.



ME = Minimum Day for Elementary Students Only

191 = School Nurse

◇ = Designated Office Staff (210 days)

NDD = Non-Duty Day for ALL Employees

Created: 12/2/2020
Revised: 6/25/2021

LaShonda Jones
Payroll/Benefits Supervisor
Phone: (619) 588-3070
Fax: (619) 441-6170
E-mail: jonesl@cajonvalley.net



Office Address:
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Mailing Address:
PO Box 1007, El Cajon, CA 92022-1007
www.cajonvalley.net

Date: July 1, 2021

From: LaShonda Jones, Payroll & Benefits Supervisor

Subject: **2021-2022 Payroll Timelines** for Contract and Substitute Employees

Contract base pay is paid each month for the current month. Base pay is equal to 1/11 of your annual salary (or 1/12 for year-round employees). Base pay is not calculated by the number of days worked in the current pay period. If you begin the contract year late or do not finish the contract year, a day-count adjustment will be applied to your check.

Additional time, substitute time, and overtime worked in the current month will be paid at the end of the next month. Time sheets should be submitted to your site for approval no later than the "stop date" so your site can send them to the Payroll department by the 3rd of each month. Late time sheets may delay pay for an additional month.

The table below provides information about pay periods and pay days. Pay checks are available for you to pick up in Payroll between 8:00 a.m. and 4:00 p.m. on payday. **Pay checks not picked up on payday will be mailed to you.** Direct deposit pay stubs are available online. To access them, click on the District web staff menu item "Online Pay Stubs".

If you have questions, e-mail or phone your payroll technician. Phone: (619) 588-3070

Employee Last Names:

A - G
H - O
P - Z

Payroll & Benefits Technician:

Christy Cordova
Cathy Chavez
Vacant

E-mail:

cordovac@cajonvalley.net
chavezce@cajonvalley.net
_do-payroll@cajonvalley.net

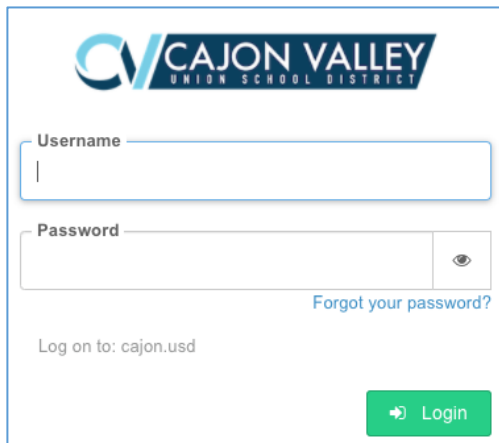
Contract Base Pay 11 pay (Aug-Jun), 12 pay (Jul-Jun)	Additional/Substitute/Overtime		Pay Date
	Start Date	Stop Date	
July	06/01/21	06/30/21	07/30/21
August	07/01/21	07/31/21	08/31/21
September	08/01/21	08/31/21	09/30/21
October	09/01/21	09/30/21	10/29/21
November	10/01/21	10/31/21	11/30/21
December	11/01/21	11/30/21	12/17/21**
January	12/01/21	12/31/21	01/31/22
February	01/01/22	01/31/22	02/28/22
March	02/01/22	02/28/22	03/30/22***
April	03/01/22	03/31/22	04/29/22
May	04/01/22	04/30/22	05/31/22
June	05/01/22	05/31/22	06/30/22
July	06/01/22	06/30/22	07/29/22
August	07/01/22	07/31/22	08/31/22

Date is early to accommodate winter break. *Date is early to accommodate Cesar Chavez Day.

HELLO ID – Login Info for CVUSD Staff

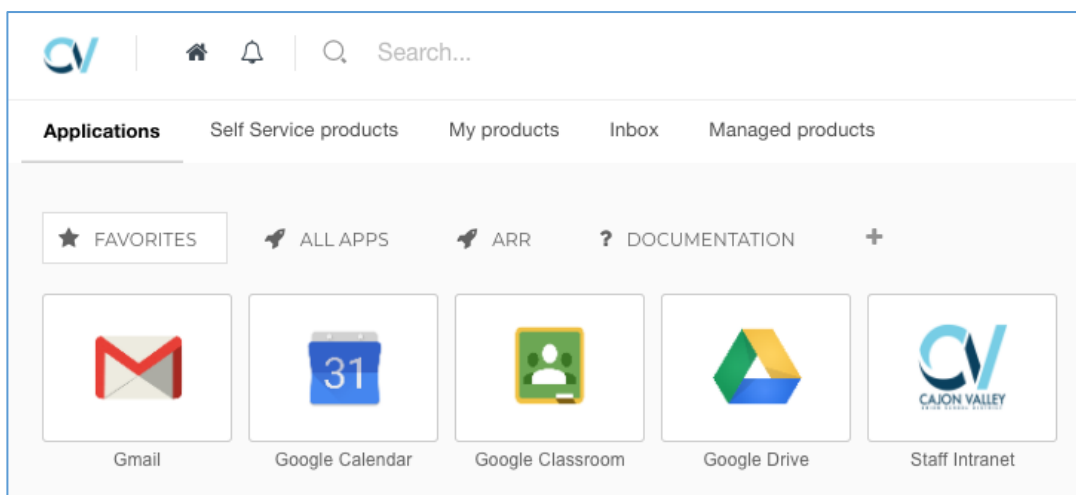
Open a web page on the internet.

1. Go to login.cajonvalley.net and type your **Username**¹.
2. Type your password² and click **Login**..



The login form features the CAJON VALLEY UNION SCHOOL DISTRICT logo at the top. Below the logo are two input fields: 'Username' and 'Password'. The 'Password' field includes a toggle icon (an eye) to switch between visible and hidden text. A link labeled 'Forgot your password?' is positioned to the right of the password field. Below these fields, the text 'Log on to: cajon.usd' is displayed. At the bottom right, there is a green 'Login' button with a right-pointing arrow icon.

3. Select and open the application from the HelloID dashboard.
4. You may need to type your credentials the first time you access some programs. Upon logging in, however, HelloID will save your credentials and add them automatically after that.

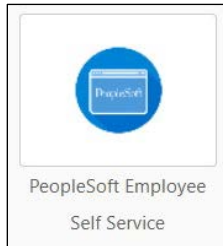


¹ The username is everything to the left of the @ sign in your district email address

² The default password is a combination of your last initial in *uppercase* + first initial in *lowercase* + employee ID number.

PEOPLESOFT ONLINE PAYSTUBS

1. From the HelloID page (<https://login.cajonvalley.net>) click the **PeopleSoft Employee Self Service** icon.
2. Or go to <https://ess.erp.sdcoe.net>.



3. Type your Cajon Valley employee ID number as the User ID.
4. Type your Password and click **Sign In**.

A screenshot of the PeopleSoft Employee Self-Service (ESS) login page. The page has a teal header with the text 'PeopleSoft Employee Self-Service (ESS)'. Below the header is a white box with a light blue border. Inside this box, the text 'PeopleSoft Login' is displayed in a brown font. Below this, there are two input fields: 'User ID' and 'Password'. To the right of each input field is a small, light blue rectangular button. Below the 'Password' input field is a larger, yellow rectangular button with the text 'Sign In' in black.

If you need your password reset by the Information Technology Department, the password will be reset to \$ (dollar symbol) + last initial in uppercase + first initial in lowercase + employee ID number.

For example, the reset password for Adam Lincoln would be: **\$La#####.**

If you need help, email your request to help@cajonvalley.net or call 619-441-6101 from Monday through Friday between 8:00AM - 4:00PM.

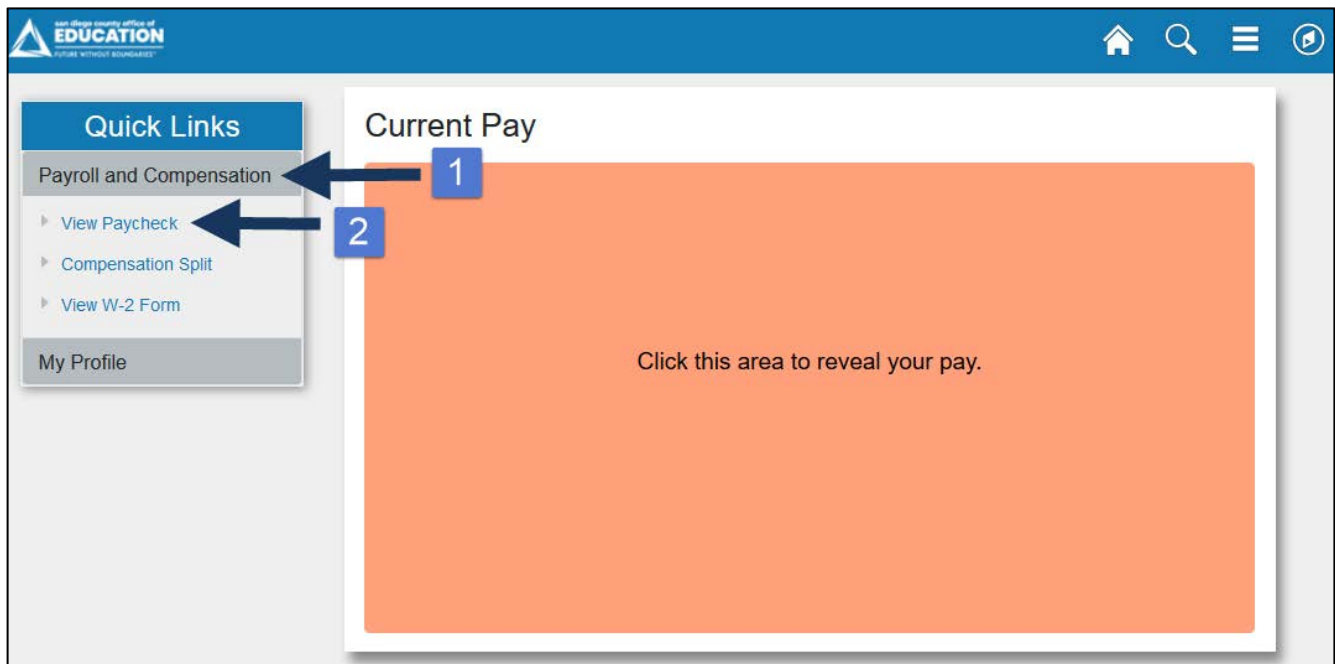
PeopleSoft Employee Self-Service (ESS): Viewing Your Paycheck in the New Fluid Environment

Version 3.0 | Updated September 23, 2019

PeopleSoft Employee Self-Service (ESS) has a new look but the same information. Use this document to quickly locate your Paycheck. Then you can read on for a more detailed explanation on setting up your password, security questions and learning what the big orange box is all about.

Quickly Locate Your Paycheck

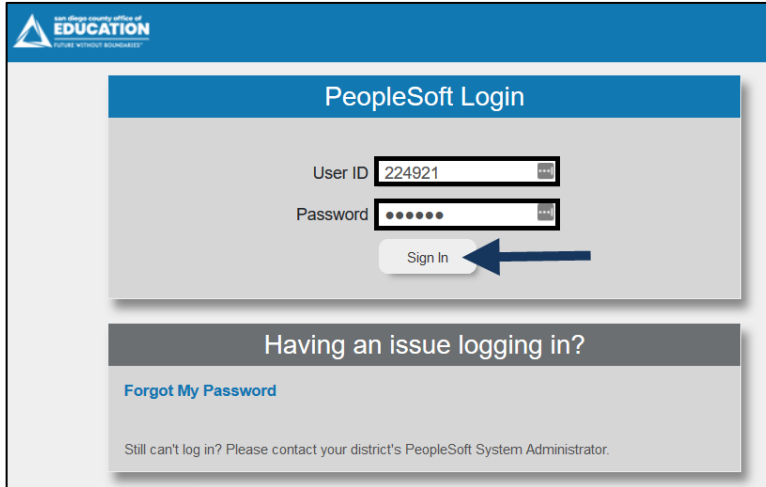
Log in to Employee Self-Service.



Pay				
Paychecks				
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
08/30/2019		08/01/2019 08/31/2019	\$5637.95	1922361
07/31/2019		07/01/2019 07/31/2019	\$5397.85	1881493

A. Logging In to ESS

1. Go to Employee Self-Service Log in page. **URL:**
You can use any browser or mobile device. You can access this link from any location (work or home).
2. Log in with your **User ID** and **PeopleSoft password**. If this is your first time logging in, you have a temporary password and will be forced to change it when you log in.



USER ID:

- User ID = Your Employee ID without a hyphen. *Example: 123456*

TEMPORARY PASSWORD:

- Password = The **First 4 of YOUR LAST NAME IN CAPS + Last 4 of SSN**
 - *Example: Pat Smith = SMIT6789*
 - *Example: Taylor Vo = VO6789*
 - *Example: Sam O'Hara = O'HA6789*
 - *Example: Shannon Van Woy = VAN 6789 (with a space)*

NOTE: If you have already been using PeopleSoft HCM or Finance applications, continue to use your existing PeopleSoft password.

If you cannot log in or are experiencing issues, please contact the persons in your organization responsible for assisting with login/password issues.
Provide your name, User ID, and a description of the problem.

B. Changing Your Password

On your first login, you will be prompted to change your temporary password. You will need to change your password every 365 days.

Directions: Enter your current password. Then type the new password twice following the password requirements. Click **Change Password**. Remember, your password is case sensitive.

Change Password

User ID: 1001400

Description: Payroll Services

*Current Password:

*New Password:

*Confirm Password:

[Change Password](#)

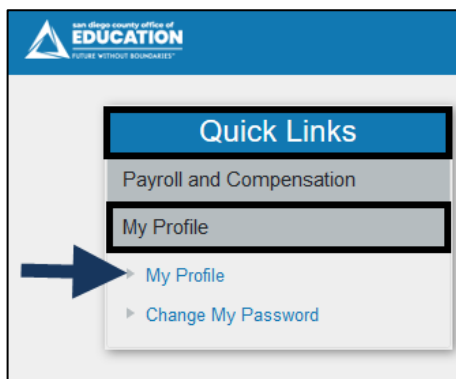
PASSWORD REQUIREMENTS:

- Minimum of seven characters
- Must contain the following: an uppercase letter, lowercase letter, numeral, and a special character (%,!,&)
- Cannot contain the User ID.
- Must be changed every 365 days. When changed, it may not match the previous password.

C. Setting Up “I Forgot My Password” - Important!

Select a security question and verify your email address. It is very important that you set this up! It will save you time in the future in the case that you forget your password.

Directions: On the Home page, under Quick Links, click **My Profile** then **My Profile** link.



Part 1: Enter your security question/answer.

On the General Profile Information page, click the **Change or set up forgotten password help** link. Select a security question and enter a response, then click **OK**.

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate.

Question: Street you Grew up On ▼
Select from the list of questions.

Response: alcatraz

OK Cancel

SELECT A QUESTION:

- What is the name of your childhood best friend?
- What is the name of your favorite actor?
- What is the name of your favorite childhood pet?
- What is your favorite food?
- What is your favorite hobby?
- What is your favorite vacation spot?
- What street did you grow up on?
- Who is your favorite cartoon character?
- Who is your favorite childhood hero?

TYPE A RESPONSE:

Enter a response you will remember later! What you type is not case sensitive, so don't worry about upper/lowercase letters. (Your PeopleSoft password, however, *is* case sensitive).

You're not quite done yet—you still need to verify your email address on the **My System Profile** page.

Part 2: Verify/enter your email address.

In the Email section, verify/enter your email address. This will be the address that a temporary password is sent to in the case that you forget your password.

Email Personalize | Find | [Link] | [Calendar] First 1 of 1 Last

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business ▼	jdoe@district.net

IM Information Personalize | Find | [Link] | [Calendar] First 1 of 1 Last

Protocol	XMPP Domain	UserID	Password
XMPP			

Save

Click **Save** to save your changes.

To go back to the main screen, click the **Home** link.



HELP! I forgot my password!

If you forget your password and you have entered a security question/answer as described in Part C, click the **Forgot My Password** link on the ESS login page to have a temporary password emailed to the email address entered/validated in Part C.



PeopleSoft Login

User ID

Password

Sign In

Having an issue logging in?

[Forgot My Password](#)

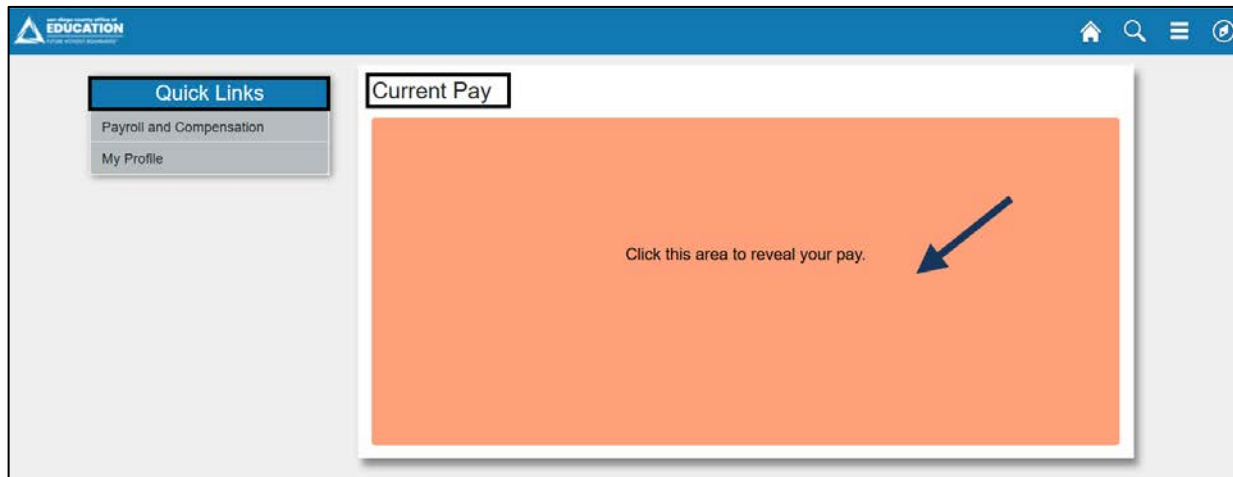
Still can't log in? Please contact your district's PeopleSoft System Administrator.

D. Viewing Paycheck

Note: Paycheck information can be accessed in two ways. From Current Pay screen or using Quick Links.

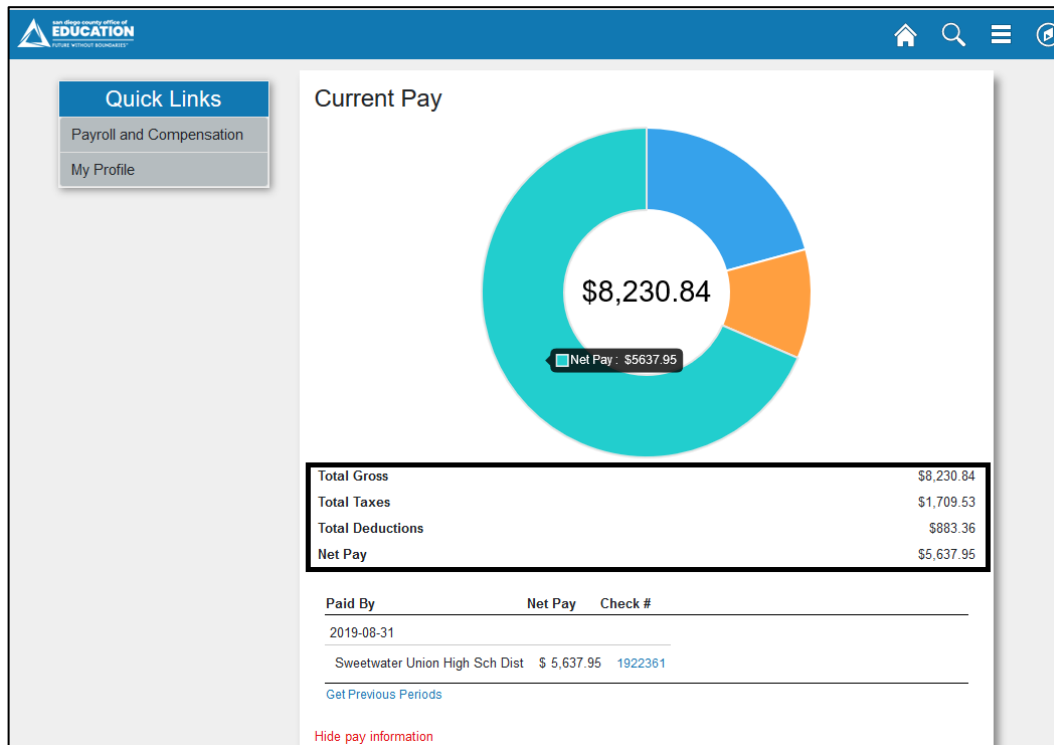
View Paycheck Using Current Pay screen

1. In the **Current Pay** section, **click anywhere on orange box** to get a quick overview of Paycheck.

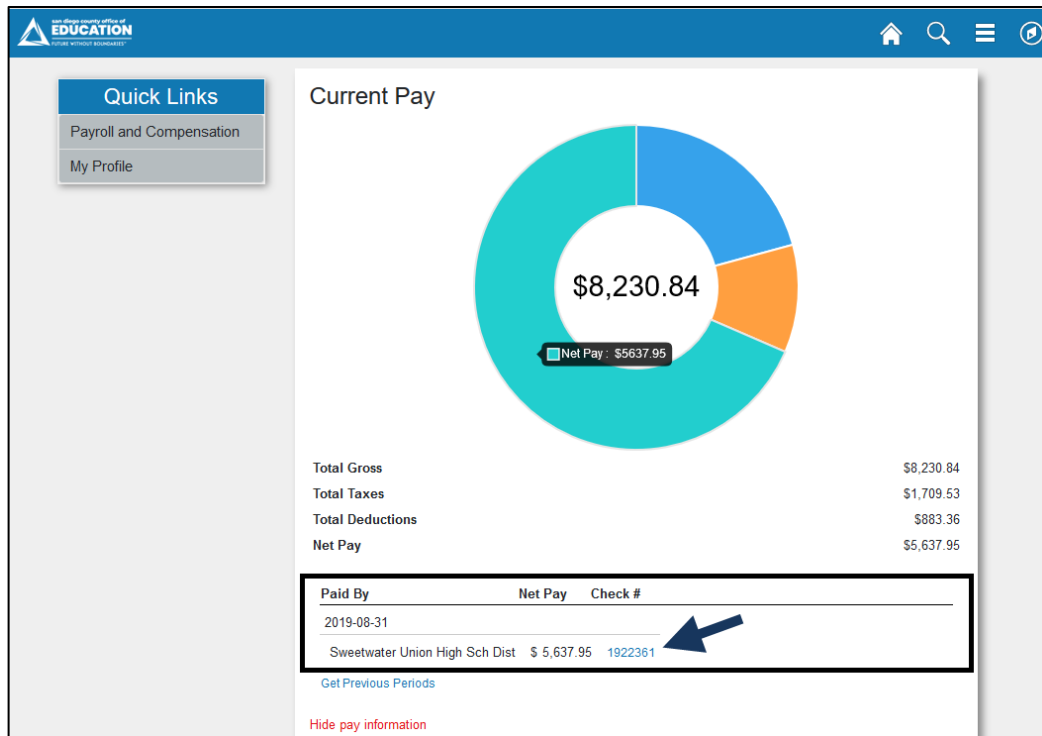


2. **View Current Pay information:**

- a. **Donut graphic** – Shows Total Gross Pay, Taxes, Deductions and Net Pay by colored sections. Hover over the area to get the description and amount which corresponds to list below the graph.



- b. **Paid By section** – Shows most recent Pay Date, School District, Net Pay and Check #. Click on the Check # to view Paycheck.




Sch Dist	Pay Group:	Pay Group	Business Unit:
	Pay Begin Date:	08/01/2019	Advice #:
	Pay End Date:	08/31/2019	Advice Date:
			000000001922361
			08/30/2019
Employee ID:	Department:	Academy	TAX DATA:
Location:	Location:	ACADEMY	Federal
			CA State
			Marital Status:
			Single
			Allowances:
			1
			Addl. Percent:
			1
			Addl. Amount:
HOURS AND EARNINGS			
Description	Pay Period	Current	YTD
Regular	Begin Date	End Date	Rate
Hourly	06/01/2019	06/30/2019	33.00
X C A Cer	06/01/2019	06/30/2019	3.00
Ex D STRS			
Lv WO Pay			
Retro Regu			
</			

- c. **Get Previous Periods** – Click on hyperlink to see previous pay periods.

Paid By	Net Pay	Check #
2019-08-31		
Sweetwater Union High Sch Dist	\$ 5,637.95	1922361
2019-07-31		
Sweetwater Union High Sch Dist	\$ 5,397.85	1881493
2019-06-30		
Sweetwater Union High Sch Dist	\$ 5,893.02	1839060
Get Previous Periods		

- d. **Hide pay information** – Click hyperlink to hide your paycheck information. Orange box reappears.

2019-08-31		
Sweetwater Union High Sch Dist	\$ 5,637.95	1922361
2019-07-31		
Sweetwater Union High Sch Dist	\$ 5,397.85	1881493
2019-06-30		
Sweetwater Union High Sch Dist	\$ 5,893.02	1839060
Get Previous Periods		
Hide pay information		



[Home](#)
[Search](#)
[Menu](#)
[Help](#)

Quick Links

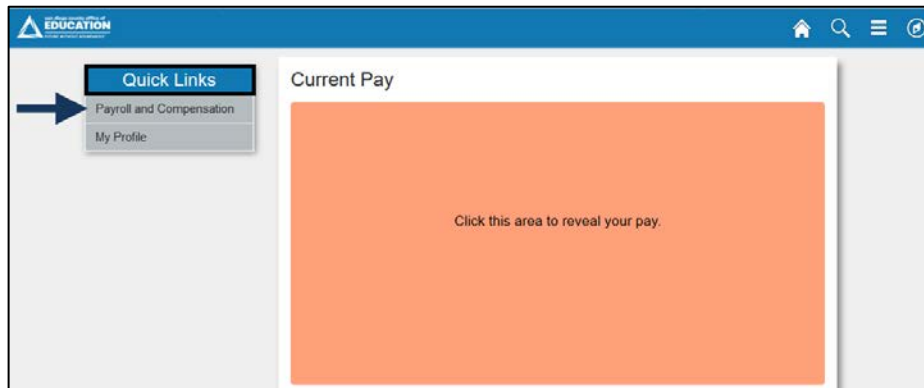
- Payroll and Compensation
- My Profile

Current Pay

Click this area to reveal your pay.

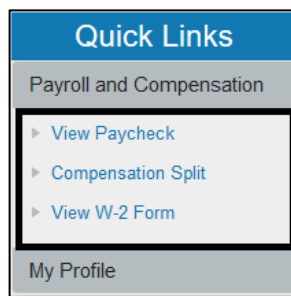
View Paycheck using Quick Links

- Under Quick Links, **click on the Payroll and Compensation** tab.

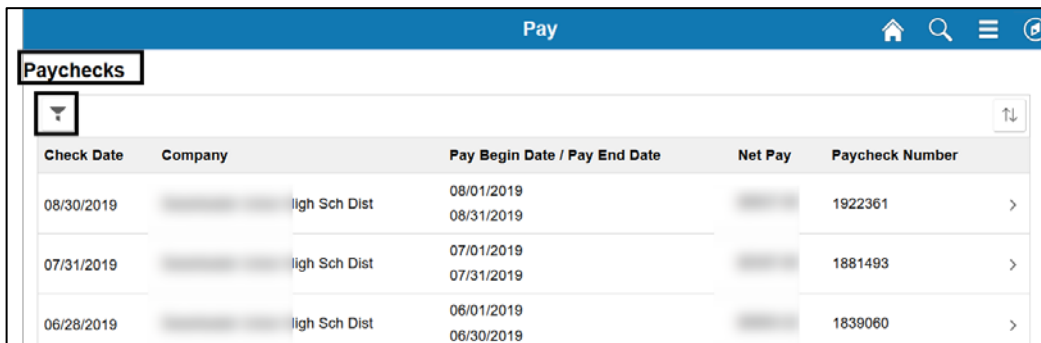


- Dropdown menu provides these options:

- View Paycheck
- Compensation Split
- View W-2 Form



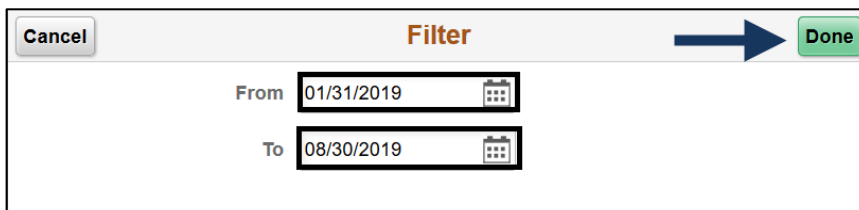
- Click View Paycheck** to see a list of more recent Paychecks.



The screenshot shows the 'Paychecks' table with the following data:

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
08/30/2019	High Sch Dist	08/01/2019 / 08/31/2019		1922361
07/31/2019	High Sch Dist	07/01/2019 / 07/31/2019		1881493
06/28/2019	High Sch Dist	06/01/2019 / 06/30/2019		1839060

- Use Filter to bring up Paychecks from a different date range. Enter Filter date range and click Done.



The screenshot shows the 'Filter' dialog box. It has a 'Cancel' button on the left and a 'Done' button on the right. The 'From' date is set to '01/31/2019' and the 'To' date is set to '08/30/2019'. A blue arrow points from the 'Filter' title to the 'Done' button.

- Click on any item on the Paycheck screen to view Paycheck.

Pay					
Paychecks					
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
08/30/2019	Union High Sch Dist	08/01/2019 08/31/2019		1922361	>
07/31/2019	Union High Sch Dist	07/01/2019 07/31/2019		1881493	>
06/28/2019	Union High Sch Dist	06/01/2019 06/30/2019		1839060	>
05/31/2019	Union High Sch Dist	05/01/2019 05/31/2019		1789285	>

Note: If Paycheck does not open, look if pop-up blocker is turned on. **Click Options then click Allow.**



To view your earnings in greater detail, use Compensations Split.

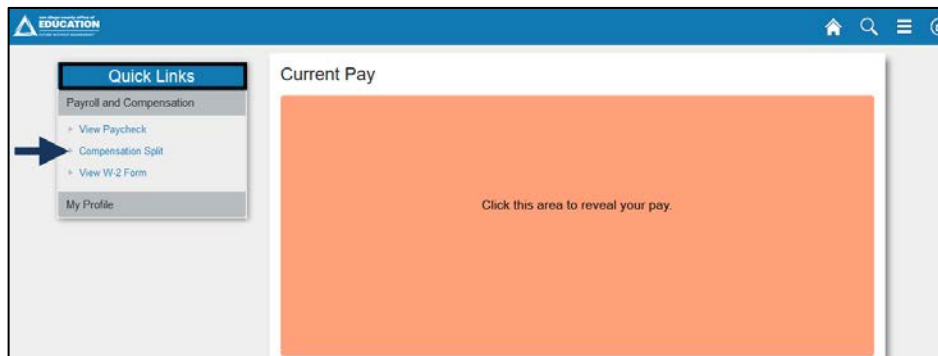
- Click **Home icon** to return to Home screen.

Pay					
Paychecks					
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
08/30/2019	High Sch Dist	08/01/2019 08/31/2019		1922361	>

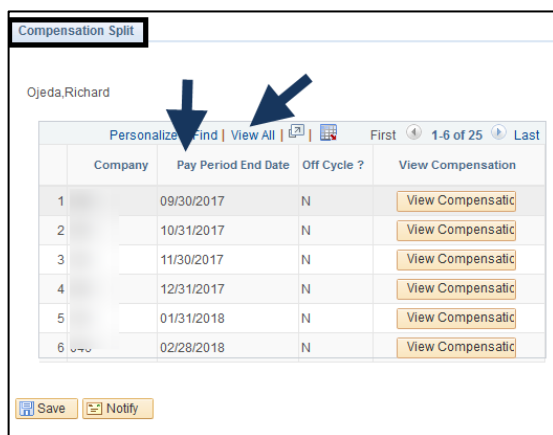
Compensation Split

After a paycheck is available, use the *Compensation Split* page to view your earnings in greater detail. Multiple Components of Pay (MCOPs), additional pays, stipends, payroll earnings, and items which add to the total gross are listed as line items with corresponding values.

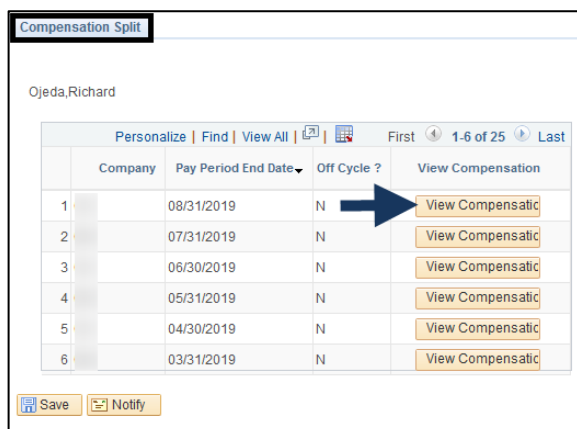
1. On the Quick Links page, click **Compensation Split**



2. To see most recent checks on *Compensation Split* tab, click **Pay Period End Date** to sort in reverse order or click View All to see all checks.





3. Click **View Compensation** for the Pay Period you want to review.



4. **Multiple compensation information** screen displays your earnings in greater details.



Example 1: LONG% (Longevity)

Line 1 (LONG%) + Line 2 (Month) = Line 3 (Gross)

Personalize Find View All  		First	1-3 of 3	Last
Comp Rate Code	Comp Rate			
1 LONG%	216.915459	+	-	
2 Month	6197.584541	+	-	
3 Gross	6414.500000	+	-	



Example 2: CFC (Cafe-Plan Cash)

Line 1 (CFC) + Line 2 (Month) = Line 3 (Gross)

Personalize Find View All  		First	1-3 of 3	Last
Comp Rate Code	Comp Rate			
1 CFC	120.000000	+	-	
2 Month	7368.970000	+	-	
3 Gross	7488.970000	+	-	



Example 3: BILS\$ (Bilingual Stipend) & HRL (Payroll Hourly Earnings Code)

Line 1 (BILS\$) + Line 2 (HRL) + Line 3 (Month) = Line 4 (Gross)

Personalize Find View 3  		First	1-4 of 4	Last
Comp Rate Code	Comp Rate			
1 BILS\$	41.669980	+	-	
2 HRL	429.000000	+	-	
3 Month	7043.580020	+	-	
4 Gross	7514.250000	+	-	

Example 4: No multiple compensation information

Line 1 (Month) = Line 2 (Gross)

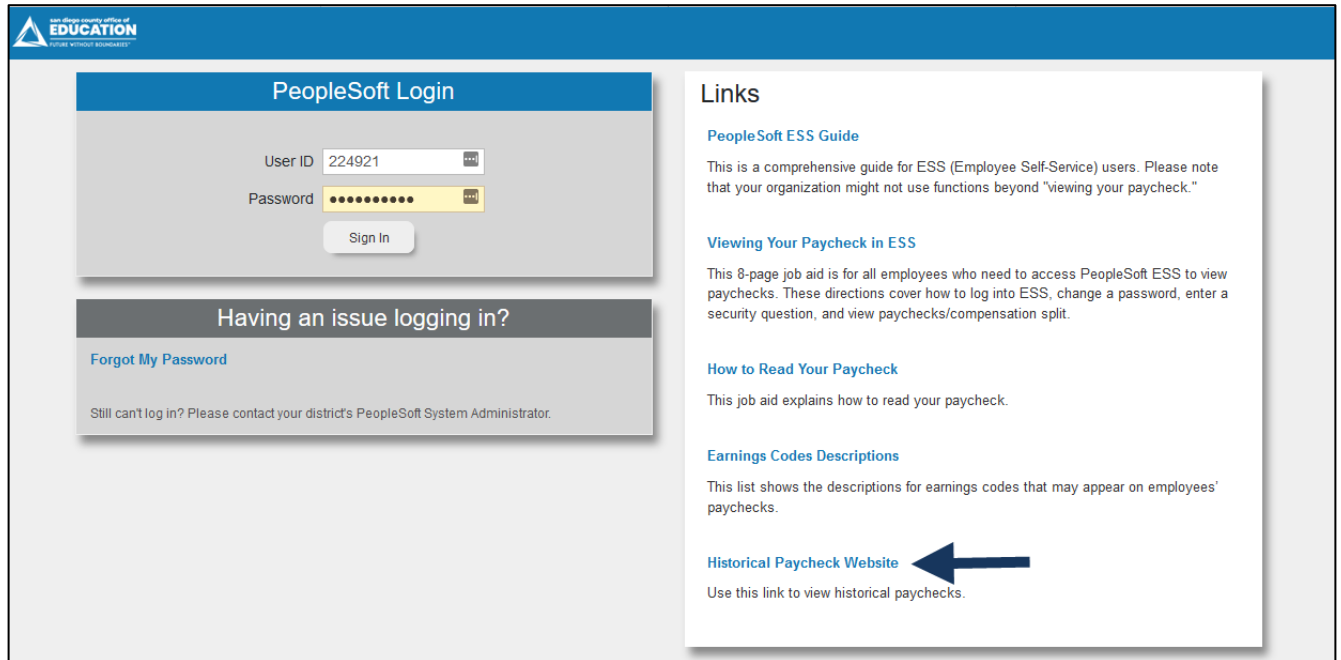
Personalize Find View All  		First	1-2 of 2	Last
Comp Rate Code	Comp Rate			
1 Month	4152.920000	+	-	
2 Gross	4152.920000	+	-	

Notes: A paycheck must be present to view data pertaining to the processed pay period.

For more information about the Multiple Components of Pay and Additional Pay codes you see, please refer to **Multiple Components of Pay vs Additional Pay** job aid available at <http://crc.sdcoe.net/resources/peoplesoft/guides> (look in the Payroll section).

E. Viewing Historical Paychecks

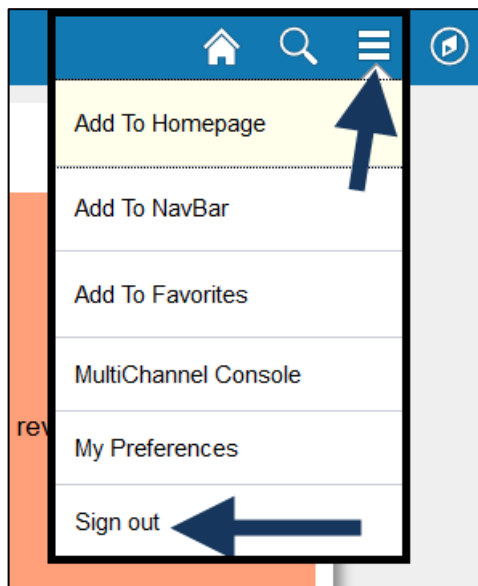
Before logging into ESS: Use the link on the PeopleSoft ESS login screen.



F. Signing Out

Click on the Actions List icon on the upright. (Looks like a hamburger).

Click on Sign Out from the dropdown menu.



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AFFORDABLE CARE ACT: WHAT YOU NEED TO KNOW

Dear New Employee:

You've probably heard about the Affordable Care Act, also called the Health Care Reform law. This letter describes what the Affordable Care Act means to you as a school district employee. Starting January 1, 2014, the law requires most Americans to be covered under a health plan — whether they get it from an employer, a private insurance company or from the government. This is called the "Individual Mandate." If you do not have health insurance as of this date, you may have to pay a tax penalty.

The good news is, if you are eligible for benefits through your school district, **your school district benefits through VEBA meet the Individual Mandate requirement.** To find out if you are eligible for benefits, contact your school district's benefits department.

You will probably hear a lot about "exchanges" or "marketplaces." In California, the public, state-sponsored Health Insurance Marketplace is called Covered California™. This marketplace is intended to help people without coverage find a health plan for 2014. But, if you're benefits-eligible, you have coverage available through your school district.

There's a lot we don't know yet about Covered California. That's why, for now, we believe the best choice is to offer comprehensive health plan options at the most cost-effective price, directly through VEBA.

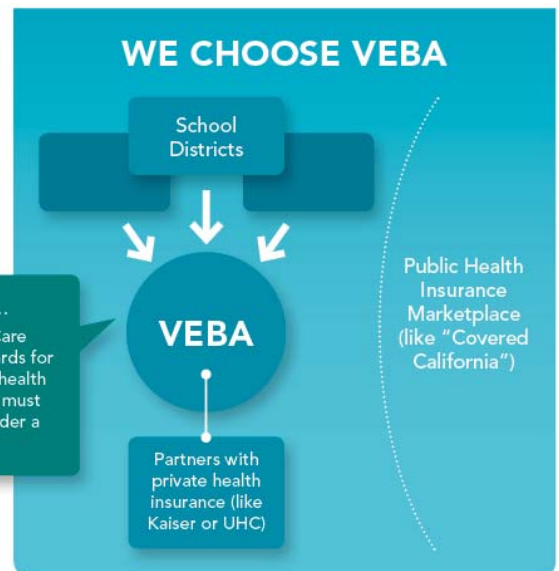
We will monitor the changes related to the Affordable Care Act over the coming months and years and continue to use the collective bargaining process for represented employees, as the elements of the law become clearer.

What You Need To Do

The Affordable Care Act makes it clear: it's up to you to make sure you have health insurance beginning in 2014. If eligible, be sure to enroll in the district health plan that works best for you and your family — so *that you're covered in 2014*. If you are not eligible, you may be able to enroll in coverage through your spouse's/domestic partner's employer, Covered California (www.coveredca.com), Medicare (if eligible) or Medicaid benefits, if you qualify. (Find out if you are eligible for Medicaid by contacting Medicaid in your state (Medi-Cal in the State of California). Contact information can be found at www.medicaid.gov.)

If you enroll in coverage elsewhere, be sure to review your coverage with your tax planner to ensure your coverage meets the Affordable Care Act requirements.

More information about the Affordable Care Act can be found at www.healthcare.gov, the website sponsored by the Department of Health and Human Services.





INFORMATION ON UNIVERSAL PRECAUTIONS AND BLOODBORNE PATHOGENS

UNIVERSAL PRECAUTIONS are techniques used in all situations where blood or body fluids are present, and are not limited to use with individuals known to be carrying a specific virus such as HIV or the virus causing Hepatitis B. In the school setting, those precautions should include: hand washing, using gloves, careful trash disposal, and using disinfectants.

HANDWASHING: Classroom instruction about proper hand washing can be integrated into health instruction at all grade levels. Students should be instructed to wash their hands for at least 15 seconds. Scheduling time for students to wash hands before eating is suggested to encourage this practice. Hand washing is the **single most important** technique for preventing the spread of infectious disease and must be done:

1. Before drinking or eating
2. Before handling clean equipment or utensils
3. After contact with anybody secretions:
 - * After handling soiled diapers, garments, or equipment
 - * Immediately after coming in contact with anyone else's blood
 - * Before and after assisting with feeding
 - * After assisting with toileting or diapering
4. After removing disposable gloves

Technique for washing hands:

1. Hand washing facilities should include soap, running water, and paper towels
2. Wet hands with running water
3. Apply liquid soap and lather well
4. Wash hands using a circular motion and friction for at least 15-30 seconds. Include front and back surfaces of hands, between fingers and knuckles, around nails, and entire wrist.
5. Rinse hands well under running water
6. Dry hands well with paper towels and discard towels

USING GLOVES: Gloves are standard components of first aid supplies in school health offices, cafeterias, playgrounds, classrooms, and buses where they are readily accessible for emergencies and regular care. All staff members who may be called upon to administer first aid involving blood or other body fluids must have access to appropriate gloves and use them:

1. Prior to handling body fluids
2. When handling blood (including menstrual)
3. When changing soiled or wet diapers, or clothing
4. When cleaning up areas contaminated with vomit, blood, saliva, urine, or feces

Technique for using gloves:

1. Use a clean pair of gloves for each pupil contact or cleaning task
2. Properly dispose of contaminated materials (gauze, diapers, etc.) prior to removing gloves
3. Remove gloves by grasping the cuff and then stripping it off by turning it inside out
4. Dispose of gloves in plastic bags
5. Wash hands after removing gloves

TRASH DISPOSAL: Trash cans lined with plastic are required for disposal of trash containing blood or any other body fluid. Daily, the trash can liner, with trash enclosed, will be securely tied, removed and a new liner inserted. Needles, syringes, or lancets used by the school setting are to be disposed by trained school staff utilizing the Isolyser Sharps Disposal Management System.

USING DISINFECTANTS: At each school site, appropriate and Environmental Protection Agency (EPA) approved disinfectants are supplied and are to be called upon to clean contaminated areas.

FIRST AID INVOLVING CPR: Individuals with responsibility for administering first aid in school, in the cafeterias, on the playgrounds, or on school buses should have current CPR instruction and certification. CPR instruction is provided by local agencies, such as the American Red Cross and the American Heart Association. It is recommended that all employees who have a CPR certification know of the location of a device that prevents backflow of fluids from the mouth of a victim being given CPR. Devices are available at each school site.

POLICIES AND LAWS

The law states that information regarding HIV/AIDS status requires written permission. This information may only be shared with persons specifically named.

- * Sharing information about HIV/AIDS infected persons without written consent is prohibited by law, and is subject to imprisonment and/or a minimum \$5,000 fine.
- * In the legalities of testing, it is a misdemeanor to disclose blood test results of HIV/AIDS positive, except by written authorization.
- * Districts are required to provide inservice training for those employees who provide AIDS prevention instruction. (California Education Code 51935)
- * Students shall only be excluded in accordance with law, Board Policy, and Administrative Regulation. Because bloodborne pathogens such as Hepatitis B virus, Hepatitis C virus, and Human Immunodeficiency Virus (HIV) are not casually transmitted, the presence of infectious conditions of this type is not, by itself, sufficient reason to exclude students from attending school. Parents/guardians are encouraged to inform the Superintendent or designee if their child has such an infectious disease so school staff may work cooperatively with the student's parents/guardians to minimize the child's exposure to other diseases in the school setting. The Superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with law. (Board Policy 5141.22)

Information taken from **BLOODBORNE PATHOGEN: EMPLOYEE TRAINING PROGRAM**, County of San Diego, Department of Health, The ABC of Viral Hepatitis (10/96) and HIV/AIDS FACTS Brochures (Updated 4/2003)

BLOODBORNE PATHOGENS are microorganisms that are present in human blood and can cause disease. Many diseases are carried in blood, but the greatest concern are viral hepatitis (A, B, and C), and Human Immunodeficiency Virus (HIV). Hepatitis B (HBV) survives longer out of the body and can more easily be contracted from exposure to blood and many other bodily fluids, so there is a greater concern for worker safety than with HIV. Most infected patients recover from exposure to HBV, but 5 to 10% of those infected become chronic carriers and can transmit the disease to other people. Chronic carriers of the disease may also suffer serious liver ailments that may cause almost 4,000 deaths in the U.S. every year.

VIRAL HEPATITIS - WHAT IS IT?

Hepatitis is an inflammation of the liver. Common forms of viral hepatitis are:

- * **Hepatitis A:** spread when people put food or objects contaminated with feces from infected persons into their mouths.
- * **Hepatitis B:** spread by contact with infected body fluids primarily blood, saliva and sexual secretions.
- * **Hepatitis C:** is usually spread by contact with an infected person's blood or sharing needles with an infected person.
- * Two other forms of viral **Hepatitis, D and E**, are rare.

HEPATITIS B is caused by a virus that is carried in blood and other bodily fluids. Some people can carry the virus in their blood for years (Hepatitis B carriers). Carriers may not appear ill, yet they can infect others.

Hepatitis B is spread by contact with infected body fluids, primarily:

- * Blood
- * Saliva
- * Sexual secretions

You cannot catch Hepatitis B by sneezing, coughing, hugging or other casual contact.

You can get Hepatitis B from:

- * Sex with an infected partner
- * Shared needles or syringes
- * Tattoo and acupuncture needles, if not properly sterilized
- * Newborn infants can catch the virus from their mother during birth if she's infected

The symptoms of Hepatitis B are like those of Hepatitis A (symptoms may be flu like and include fatigue, mild fever, jaundice (yellowing of the skin), rash, muscle and joint aches, nausea, vomiting, loss of appetite, vague abdominal pain, dark urine and occasional diarrhea.

Ways to avoid Hepatitis B:

- * VACCINATE! Designated Employees may receive the Hepatitis B vaccine free of charge. Contact Risk Management @588-3008.
- * STERILIZE!
- * AVOID RISKY BEHAVIORS!

HEPATITIS C is a virus that is carried in blood and other bodily fluids. Some people can carry the virus in their blood for years (Hepatitis C carriers). Carriers may not appear ill, yet they can infect others.

The symptoms of Hepatitis C are similar to the other forms of Hepatitis. Like Hepatitis B, a person can have the virus for many years and show no signs of illness. They can also pass the virus on to others.

Hepatitis C is usually spread by sharing needles with or contact with an infected person's blood, however nobody knows all the ways you can catch Hepatitis C. This means people who share needles to inject drugs or who work with human blood can catch the virus. You cannot catch Hepatitis C by sneezing, coughing, hugging or other casual contact.

There may be treatments your doctor can give you that may help you get over the illness if you have Hepatitis C infection. It's very important to get medical help if you have Hepatitis C.

The Best Way to Avoid Hepatitis C is to avoid high-risk behaviors as there is no treatment or vaccine available to prevent Hepatitis C. If you must inject drugs, do not share needles. Limit the number of sex partners you have. When you do have sex, use a condom.

HIV/AIDS is a serious condition that destroys the body's natural defenses against disease and infection. People with AIDS are more likely to develop serious illnesses, which they would not get, if their immune systems were healthy.

AIDS is caused by a virus called human immunodeficiency virus (HIV). HIV is also known as the AIDS virus.

HIV is spread primarily through the direct exchange of blood, semen or vaginal secretions. A person may become infected with HIV by: having vaginal, anal or oral sex with an infected person, sharing intravenous (IV) needles used for injecting drugs, vitamins or other medications with an infected person, passing the virus from an infected woman to her fetus or infant during birth or breast-feeding, or getting infected blood or blood products (mostly from transfusions before April 1985). Although HIV has been found in saliva, no cases have been traced to it.

What are the symptoms of HIV infection?

Often, people recently infected with HIV show no symptoms. However, after several months or years, the following symptoms may appear: swollen lymph glands, loss of appetite, diarrhea, mental disorders, raised purple spots of the skin, weight loss, fatigue, night sweats, fever, dry cough, thrush (white spots on tongue or mouth).

There is no known cure for AIDS. Only an antibody blood test will diagnose it.

To prevent catching AIDS: AVOID ALL RISKY BEHAVIORS

IF YOU HAVE QUESTIONS, PLEASE, CONTACT:

CHILD ABUSE:

Educators'
and
Other School Personnel's
Responsibility



What is Child Abuse?

If you fall into the category of mandated reporter, you are required by law to report suspected abuse. This requirement applies to physical abuse, severe emotional maltreatment constituting willful cruelty or unjustifiable punishment of a child, neglect, or sexual abuse. Of course, one of the most important reasons for suspecting child abuse is that a child has told you that someone has hurt him/her.

The law defines child abuse as:

- Physical abuse
- Physical neglect
- Sexual abuse
- Emotional maltreatment

Indicators of suspected child abuse are listed in this section to help educators and other school personnel meet their responsibilities under the Child Abuse Reporting Law.

Physical Abuse

“The term “child abuse or neglect” includes physical injury or death inflicted by other than accidental means upon a child by another person” (Pen. Code, 11165.6.). Inflicted physical abuse most often occurs as a result of severe corporal punishment. Physical abuse usually happens when a frustrated or angry parent or other caregiver strikes, shake, or throws a child. Intentional assault such as burning, biting, cutting, poking, twisting limbs, or otherwise torturing a child is also included in this category of child abuse. Indicators of physical abuse can be physical or behavioral.

INDICATORS OF CHILD ABUSE/NEGLECT

Indicators of abuse are not in and of themselves conclusive evidence of abuse. They are “clues” or “red flags” that help may be needed.

PHYSICAL ABUSE		
INDICATORS	PHYSICAL	<p>Unexplained Bruises, Welts, Lacerations, or Abrasions:</p> <ul style="list-style-type: none"> • On face, lips, mouth • On torso, back buttocks, thighs in various stages of healing • Clustered, forming regular patterns • Reflecting shape of article used to inflict (electric cord, belt buckle) • Reflecting shape of article used to inflict (electric cord, belt buckle) • On several different surface areas • Regularly appear after absence, weekend, or vacation <p>Unexplained burns:</p> <ul style="list-style-type: none"> • Cigar, cigarette burns, especially on soles, palms, back or buttocks • Immersion burns, (sock-like, glove-like, doughnut shaped on buttocks, or genitalia) • Patterned like electric burner, iron, etc. • Rope burns on arms, legs, neck, or torso • Zebra patterned burns from scalding water <p>Unexplained Fractures:</p> <ul style="list-style-type: none"> • To skull, nose, facial structure • In various stages of healing • Multiple or spiral fractures • Fractures in child under two <p>Inappropriate dress (long sleeves in hot weather)</p>
	BEHAVIORAL	<ul style="list-style-type: none"> • Wary of physical contact with adults • Clingy and indiscriminate attachment • Seems frightened of parents or going home • Drastic behavior change in and out of parents presence • Seems overprotective of parent • Exhibits extreme fear after making a mistake • Apprehensive when other children cry • Demonstrates extremes in behavior (aggressive/passive) • Inappropriate and frequent anger • Inability to make friends • School behavior problems • Substance Abuse • Run away • Self-mutilates or attempts suicide

NEGLECT

I N D I C A T O R S	P H Y S I C A L	<ul style="list-style-type: none"> • Consistently dirty, unwashed, hungry, or inappropriately dressed • Without supervision for extended periods of time or when engaged in dangerous activities • Consistently tired/listless • Has unmet medical or dental needs • Exploited, overworked • Abandoned
	B E H A V I O R A L	<ul style="list-style-type: none"> • Begging, stealing food • Extended stays at school (early arrival/late departure) • Truancy • Constant fatigue, listlessness or falling asleep in class • Alcohol or drug abuse • Delinquency (e.g. thefts) • States there is no caretaker • Prostitution, stealing • Attempts Suicide

SEXUAL ABUSE

I N D I C A T O R S	P H Y S I C A L	<ul style="list-style-type: none"> • Difficulty in walking, sitting, or running • Pain or urination, defecation • Pain or itching in genital area • Torn, stained, or bloody underclothing • Bruises or bleeding in external genitalia or anal areas • Genital discharge • Venereal disease, especially in pre-teens • Pregnancy • Excessive masturbation
	B E H A V I O R A L	<ul style="list-style-type: none"> • Seems ashamed/self-conscious of body and hides self • Unwilling to change for gym or participate in PE class • Withdrawal, fantasy, or infantile behavior • School difficulties • Eating disorders • Sleep disturbances • Bedwetting or fecal soiling • Poor peer relationships • Seeks out or avoids adults • Exhibits sexualized behavior towards adults or other children, or has specific knowledge of sex beyond developmental age • Is engaging in delinquent acts or runs away • Attempts suicide • Reports sexual assault by caretaker

EMOTIONAL ABUSE		
I N D I C A T O R S	P H Y S I C A L	<ul style="list-style-type: none"> • Speech disorders • Delayed physical development <p><i>NOTE:</i> Emotional maltreatment, often less tangible than other forms of child abuse and neglect, is more frequently indicated by behaviors of the child and caretaker.</p>
	B E H A V I O R A L	<ul style="list-style-type: none"> • Constantly “seeking out” or “pestering” other adults for attention and affection • Antisocial destructive “acting out” behavior • Repetitive rhythmic movements (sucking, biting, rocking) • Sleep disorders • Behavior extremes • Overly Adaptive Behavior: pseudo-mature, infantile • Developmental lags (mental, emotional) • Suicide attempts

What are Educators’ and other School Personnel’s Responsibilities?

School personnel who are mandated to report known or reasonably suspected instances of child abuse play a critical role in the early detection of child abuse. Symptoms or signs of abuse are often first seen by school personnel. Because immediate investigation by a law enforcement agency, probation, or welfare department may save a child from repeated abuse, school personnel should not hesitate to report suspicious injuries or behavior. **Your duty is to report, *not investigate*.**

In the discussion on the following pages, answers are provided to some of the common concerns expressed by educators regarding their legal responsibility to report known or reasonable suspected child abuse.

What does the Child Abuse and Neglect Reporting Act require?

The CHILD ABUSE and NEGLECT REPORTING ACT (Penal Code 11166 et.seq.) requires certain professionals and lay persons who have a special working relationship or regular contact with children to report known or suspected child abuse to the proper authorities. The following is an excerpt from the law:

...a mandated reporter shall make a report to (the police or sheriff's department, the county probation department (if designated by the county to receive such reports), or the county welfare department) whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make a report to the agency immediately or as soon as is practicably possible by telephone, and the mandated reporter shall prepare and send a written report there of within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any nonprivileged documentary evidence the mandated report possesses relating to the incident.

For the purposes of this article, 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 or her training and experience, to suspect child abuse or neglect... (Pen. Code 11166.)

Which professionals are required by law to report suspected child abuse?

Penal Code section 11165.7 defines “mandated reporter” of child abuse as follows:

1. Teacher.
2. Instructional aide.
3. Teacher’s aide or teacher’s assistant employed by any public or private school
4. Classified employee of any public school.
5. Administrative officer or supervisor of child welfare and attendance, or certificated pupil personnel employee of any public or private school.
6. Administrator of a public or private day camp.
7. Administrator or employee of a public or private youth center, youth recreation program, or youth organization.
8. Administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
9. Any employee of a county office of education or the California Department of Education, whose duties bring the employee into contact with children on a regular basis.
10. Licensee, an administrator, or an employee of a licensed community care or child day care facility.
11. Head Start teacher.
12. Licensing worker or licensing evaluator employed by a licensing agency as defined in Section 11165.11.
13. Any employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 1424 of the rules of Court.
14. Volunteers of public or private organizations whose duties require direct contact and supervision of children are encouraged to obtain training in the identification and reporting of child abuse.

Training in the duties imposed by this article shall include training in child abuse reporting. As part of the training, school districts shall provide to all employees being trained a written copy of the

reporting requirements and a written disclosure of the employees' confidentiality rights.

School districts that do not train their employees specified in subdivision (a) in the duties of mandated reporters under the child abuse reporting laws shall report to the State Department of Education the reasons why this training is not provided.

The absence of training shall not excuse a mandated reporter from the duties imposed by this article. (Pen. Code 11165.7)

If I do not report, may I be prosecuted?

Yes. Failure to report by telephone immediately, or as soon as practicably possible, and in writing within 36 hours is a misdemeanor "punishable by up to six months in confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that fine and punishment." (Pen. Code 11166, subd.(b).) Basically, the purpose of this potential penalty is to ensure that mandated reporters will report all known or reasonably suspected incidents of child abuse immediately to the local police or sheriff's department, the county probation department (if designated by the county to receive such reports), or the county welfare department.

Are mandated reporters required to give their names when they make a report?

Yes. (Pen. Code 11167, subd.(a).)

Joint Knowledge – Who Reports?

When two or more persons who are required to report, have joint knowledge of a known or suspected instance of child abuse or neglect, and there is agreement among them, the telephone report may be made by the selected team member. A single written report may then be made and signed by the reporting team member. Where there is a failure by the designated team member to make

the report, any team member who knows shall then be responsible to make the child abuse report. (Penal Code 11166 subd(f).)

Is the identity of a mandated reporter confidential?

Yes. The identity of a person who reports known or suspected child abuse is confidential and may only be disclosed as follows:

- Between agencies receiving or investigating the report.
- To the district attorney in a criminal prosecution.
- To the district attorney in an action initiated under Welfare and Institutions Code Section 602 (minors violating laws defining crime, wards of court) arising from alleged child abuse.
- To the child's appointed counsel pursuant to Welfare and Institutions Code Section 371, subdivision (c).
- To the county counsel or district attorney in a proceeding under Family Code Section 7800 et seq. (termination of parental rights) or Welfare and Institutions Code Section 300 (dependent children).
- To a licensing agency when abuse in out-of-home care is reasonably suspected.
- By court order.
- When the reporter waives confidentiality. (Penal Code 11167, subd.(d)(1).)

Are reports of suspected child abuse confidential?

Yes. Required reports of suspected child abuse are confidential. The reports and the information contained therein may be disclosed only to the following:

- To persons or agencies to whom the reporter's identity may be disclosed (see above).
- To persons or agencies to whom disclosure of information maintained in the Department of Justice's Child Abuse Central Index is permitted under Penal Code Section 11170, subdivision (b).

- To persons or agencies with whom investigations of child abuse are coordinated under the regulations promulgated under Penal Code Section 11174 (investigation of abuse in out-of-home care).
- To multidisciplinary personnel teams as defined in Welfare and Institutions Code Section 18951, subdivision (d).
- To persons or agencies responsible for the licensing of facilities that care for children, as specified in Penal Code Section 11165.7.
- To the State Department of Social Services or any county licensing agency which has contracted with the state when an individual has applied for a community care license or child day care license, when an individual has applied for employment in an out-of-home care facility, or when a complaint alleges child abuse by an operator or employee of an out-of-home care facility.
- To hospital scan teams.
- To coroners and medical examiners when conducting a postmortem examination of a child.
- To the Board of Prison Terms when subpoenaed for parole revocation proceedings against a parolee charged with abuse.

Safeguards for Mandated Reporters

No supervisor or administrator may impede or inhibit a report or subject the reporting person to any sanction. (P.C. 11166(g)).

Persons other than those legally mandated to report are not required to include their names when making a report. (P.C. 11167(e)).

Reports are confidential and may be disclosed only to specified persons and agencies (P.C. 11167.5).

Is a school official required to notify a parent, guardian, or responsible relative when a minor pupil, who is a victim of suspected child abuse, is released into the custody of a peace officer?

No. If a school releases a minor pupil who is suspected of being abused into the custody of a peace officer, and the school later receives an inquiry from the minor's parent or guardian as to the student's location, the parent or guardian should be referred to the law enforcement agency that took the minor into protective custody.

The school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held, or that the disclosure would cause the custody of the minor to be disturbed, the officer may refuse to disclose the place where the minor is being held for a period not to exceed 24 hours. The officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at a subsequent detention hearing. (Ed. Code, 48906)

Before releasing a child who is suspected of being abused to a peace officer, the school should obtain the officer's name, badge number, and telephone number so that it can later be given to a parent or guardian who inquires about the child's removal.

HANDLING DISCLOSURE

LISTEN & BELIEVE

Child victims of abuse often fear that no one will believe them or understand how they feel. As an empathetic teacher, you can be invaluable to such a child by providing a safe, caring environment which may encourage the child to talk. You may find the following phrases helpful:

- “Are you okay?”
- “You haven’t seemed very happy lately.”
- “I really care about you and I would like to try to help you.”
- “Is anyone hurting you or doing something that makes you feel uncomfortable?”

Be careful about promising something that cannot be provided. Often children will say there is a secret they will share **ONLY IF YOU PROMISE NOT TO TELL ANYONE ELSE**. A mandated reporter cannot keep this promise. If it is given and later the confidence is broken, the child is likely to feel betrayed and trust will be jeopardized.

SUPPORT and RESPOND

It is **extremely** important not to lead the child to say what they think you want to hear. Prompt them to give details in their own words. Always be extremely cautious to avoid using leading or coercive questioning:

As a child discloses, you can provide emotional support with phrases like:

- “I believe you.”
- “I understand how you must feel.”
- “I know this is hard to talk about.”

- “You are doing a good job helping me to understand what happened.”
- “I’ll do whatever I can to help you.”
- “I’m sorry that happened.”
- “What happened to you wasn’t your fault.”

Remember, your reaction will make a difference:

1. Do not panic or express shock.
2. Be nonjudgmental to both child and family members.
3. Be aware that abused children often have strong loyalties to their abusers.
4. Determine the child’s immediate need for safety.
5. Lessen fears and apprehension by letting the child know what you will do.
6. Avoid making promises you can’t keep.

REPORTING CHILD ABUSE

The child abuse and Neglect Reporting Act (Pen. Code 11166 et. Seq.) requires school teachers, principals, counselors, nurses, supervisors of child welfare and attendance, and other designated school personnel to report known or **suspected** child abuse to the proper authorities. These **mandated** reporters shall make a report to the agency immediately or as soon as is practicably possible. The report can be made by fax, or by a phone call with the written report sent within 36 hours (SS8572).

Child Abuse Reports

FAX REPORT

- May be used Monday through Friday, 8 a.m. to 5 p.m. only.
- Fax numbers:
 - (858)694-5240
 - (858)694-5241
 - (858)694-5725
- DO NOT need to call the CPS Hotline.

- Include as much information as possible, including address with city and zip code, area code with phone number, and school hours for student.
- Use black ink.

CHILD ABUSE HOTLINE and FORM SS8572

- May be called anytime to discuss concerns you have.
 - If all the social workers are busy you will be asked to leave a return phone number (work or home)
- CPS Hotline: Call 1-800-344-6000 or 1-858-560-2191
- Have the student's registration card and the Suspected Child Abuse Report (SS8572) with you.
- Be sure to document the date, time, and name of the person to whom you are reporting.
- Immediate response status will usually be assigned if there is a physical injury, such as a bruise or mark.
- Complete the written report within 36 hours. Send the top 3 copies via District mail to Linda Mercurio, Special Education and Pupil Services. Keep the goldenrod copy for the school file. You may need to make a Xerox copy of the original.
- Inform the principal of your report.

Remember that this report is confidential and you should not have to reveal to parent or caregiver the identity of the person making the report.

**EMPLOYERS MUST PROVIDE THIS INFORMATION TO NEW WORKERS
WHEN HIRED AND TO OTHER WORKERS WHO ASK FOR IT**

**RIGHTS OF VICTIMS OF DOMESTIC VIOLENCE,
SEXUAL ASSAULT, STALKING, CRIMES THAT
CAUSE PHYSICAL INJURY OR MENTAL
INJURY, AND CRIMES INVOLVING A THREAT
OF PHYSICAL INJURY; AND OF PERSONS
WHOSE IMMEDIATE FAMILY MEMBER IS
DECEASED AS A DIRECT RESULT OF A CRIME**

Your Right to Take Time Off:

- You have the right to take time off from work to obtain relief from a court, including obtaining a restraining order, to protect you and your children's health, safety or welfare.
- If your company has 25 or more workers, you can take time off from work to get medical attention for injuries caused by crime or abuse, receive services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse, receive psychological counseling or mental health services related to an experience of crime or abuse, or participate in safety planning and take other actions to increase safety from future crime or abuse.
- You may use accrued paid sick leave or vacation, personal leave, or compensatory time off that is otherwise available for your leave unless you are covered by a union agreement that says something different. Even if you don't have paid leave, you still have the right to time off.
- In general, you don't have to give your employer proof to use leave for these reasons.
- If you can, you should tell your employer before you take time off. Even if you cannot tell your employer beforehand, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, a court order, a document from a licensed medical professional, a victim advocate, a licensed health care provider, or counselor showing that you were undergoing treatment for domestic violence related trauma, or a written statement signed by you, or an individual acting on your behalf, certifying that the absence is for an authorized purpose.

Your Right to Reasonable Accommodation:

- You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. Your employer must work with you to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning you, or help with keeping a record of what happened to you. Your employer can ask you for a signed statement certifying that your request is for a proper purpose, and may also request proof showing your need for an accommodation. Your employer cannot tell your coworkers or anyone else about your request.

Your Right to Be Free from Retaliation and Discrimination:

Your employer cannot treat you differently or fire you because:

- You are a victim of domestic violence, sexual assault, stalking, a crime that caused physical injury or mental injury, or a crime involving threat of physical injury; or are someone whose immediate family member is deceased as a direct result of a crime.
- You asked for leave time to get help.
- You asked your employer for help or changes in the workplace to make sure you are safe at work.

You can file a complaint with the Labor Commissioner's Office against your employer if he/she retaliates or discriminates against you.

For more information, contact the California Labor Commissioner's Office. We can help you by phone at 213-897-6595, or you can find a local office on our website: www.dir.ca.gov/dlse/DistrictOffices.htm. If you do not speak English, we will provide an interpreter in your language at no cost to you. This Notice explains rights contained in California Labor Code sections 230 and 230.1. Employers may use this Notice or one substantially similar in content and clarity.

Labor Commissioner's Office Victims of Domestic Violence, Sexual Assault and Stalking Notice

3/2021

SEXUAL HARASSMENT

FACT SHEET

DFEH



Sexual harassment is a form of discrimination based on sex/gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual harassment. Unlawful sexual harassment does not have to be motivated by sexual desire. Sexual harassment may involve harassment of a person of the same gender as the harasser, regardless of either person's sexual orientation or gender identity.

THERE ARE TWO TYPES OF SEXUAL HARASSMENT

1. **"Quid pro quo"** (Latin for "this for that") sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex.
2. **"Hostile work environment"** sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interferes with your work performance or creates an intimidating, hostile, or offensive work environment. You may experience sexual harassment even if the offensive conduct was not aimed directly at you.

The harassment must be severe or pervasive to be unlawful. A single act of harassment may be sufficiently severe to be unlawful.

SEXUAL HARASSMENT INCLUDES MANY FORMS OF OFFENSIVE BEHAVIORS

BEHAVIORS THAT MAY BE SEXUAL HARASSMENT:

1. Unwanted sexual advances
2. Offering employment benefits in exchange for sexual favors
3. Leering; gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
4. Derogatory comments, epithets, slurs, or jokes
5. Graphic comments, sexually degrading words, or suggestive or obscene messages or invitations
6. Physical touching or assault, as well as impeding or blocking movements

Actual or threatened retaliation for rejecting advances or complaining about harassment is also unlawful.

Employees or job applicants who believe that they have been sexually harassed or retaliated against may file a complaint of discrimination with DFEH within three years of the last act of harassment or retaliation.

DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the complaining party. DFEH may seek court orders changing the employer's policies and practices, punitive damages, and attorney's fees and costs if it prevails in litigation. Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with DFEH and a Right-to-Sue Notice has been issued.

EMPLOYER RESPONSIBILITY & LIABILITY

All employers, regardless of the number of employees, are covered by the harassment provisions of California law. Employers are liable for harassment by their supervisors or agents. All harassers, including both supervisory and non-supervisory personnel, may be held personally liable for harassment or for aiding and abetting harassment. The law requires employers to take reasonable steps to prevent harassment. If an employer fails to take such steps, that employer can be held liable for the harassment. In addition, an employer may be liable for the harassment by a non-employee (for example, a client or customer) of an employee, applicant, or person providing services for the employer. An employer will only be liable for this form of harassment if it knew or should have known of the harassment, and failed to take immediate and appropriate corrective action.

Employers have an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing conduct, and to create a workplace free of harassment.

A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way for an employer to avoid or limit liability if harassment occurs.

SEXUAL HARASSMENT

FACT SHEET



CIVIL REMEDIES

- **Damages for emotional distress from each employer or person in violation of the law**
- **Hiring or reinstatement**
- **Back pay or promotion**
- **Changes in the policies or practices of the employer**

ALL EMPLOYERS MUST TAKE THE FOLLOWING ACTIONS TO PREVENT HARASSMENT AND CORRECT IT WHEN IT OCCURS:

- 1.** Distribute copies of this brochure or an alternative writing that complies with Government Code 12950. This pamphlet may be duplicated in any quantity.
- 2.** Post a copy of the Department's employment poster entitled "California Law Prohibits Workplace Discrimination and Harassment."
- 3.** Develop a harassment, discrimination, and retaliation prevention policy in accordance with 2 CCR 11023. The policy must:
 - Be in writing.
 - List all protected groups under the FEHA.
 - Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee comes into contact, from engaging in prohibited harassment.
 - Create a complaint process that ensures confidentiality to the extent possible; a timely response; an impartial and timely investigation by qualified personnel; documentation and tracking for reasonable progress; appropriate options for remedial actions and resolutions; and timely closures.
 - Provide a complaint mechanism that does not require an employee to complain directly to their immediate supervisor. That complaint mechanism must include, but is not limited to including: provisions for direct communication, either orally or in writing, with a designated company representative; and/or a complaint hotline; and/or access to an ombudsperson; and/or identification of DFEH and the United States Equal Employment Opportunity Commission as additional avenues for employees to lodge complaints.
 - Instruct supervisors to report any complaints of misconduct to a designated company representative, such as a human resources manager, so that the company can try to resolve the claim internally. Employers with 50 or more employees are required to

include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024).

- Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.
- Make clear that employees shall not be retaliated against as a result of making a complaint or participating in an investigation.

4. Distribute its harassment, discrimination, and retaliation prevention policy by doing one or more of the following:

- Printing the policy and providing a copy to employees with an acknowledgement form for employees to sign and return.
- Sending the policy via email with an acknowledgment return form.
- Posting the current version of the policy on a company intranet with a tracking system to ensure all employees have read and acknowledged receipt of the policy.
- Discussing policies upon hire and/or during a new hire orientation session.
- Using any other method that ensures employees received and understand the policy.

5. If the employer's workforce at any facility or establishment contains ten percent or more of persons who speak a language other than English as their spoken language, that employer shall translate the harassment, discrimination, and retaliation policy into every language spoken by at least ten percent of the workforce.

6. In addition, employers who do business in California and employ 5 or more part-time or full-time employees must provide at least one hour of training regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation, to each non-supervisory employee; and two hours of such training to each supervisory employee. Training must be provided within six months of assumption of employment. Employees must be trained during calendar year 2020, and, after January 1, 2021, training must be provided again every two years. Please see Gov. Code 12950.1 and 2 CCR 11024 for further information.

TO FILE A COMPLAINT

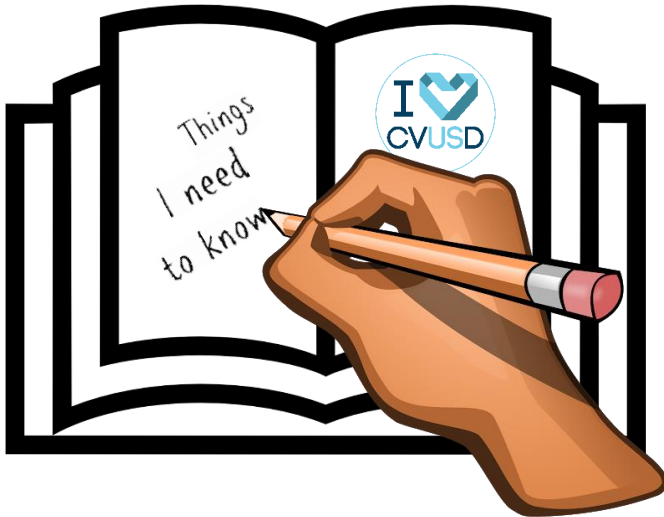
Department of Fair Employment and Housing

dfeh.ca.gov

Toll Free: 800.884.1684

TTY: 800.700.2320

EMPLOYEE HANDBOOK



Prepared by:

Maritza Diaz, Personnel Director

January 1995 (Rev. 7196, 2199, 12/03, 07/04, 11/17, 06/21) A-58

INTRODUCTION

This handbook contains a brief summary of some of the rules and regulations for employees, as well as other information you should find helpful. You are encouraged to refer to the complete set of Personnel Commission Rules & Regulations (Classified), found in each school office and the District Instructional Media Services Department, as well as the negotiated labor agreements with Certificated, Classified, and Supervisory representatives. Another source of information is the District's Policies and Procedures. Your supervisor can assist you if you need to locate these.

We hope you will find this handbook a useful tool as a quick reference guide in seeking answers to employment questions you may have. Employees are encouraged to keep informed on matters of rules and policies by maintaining this handbook in up-to-date condition. The best ways to keep informed include reading bulletins published by the District and the agendas and minutes of the Board of Education and Personnel Commission meetings which are regularly posted in schools and department locations.

The Cajon Valley Union School District serves preschool through eighth grade students in its elementary and middle schools, including a comprehensive program for students with special needs.

THE CAJON VALLEY UNION SCHOOL SYSTEM

Board of Education

The members of the Board of Education are elected by the citizens of El Cajon and serve a four-year term. The Board operates as the policy-making body of the school district, and as employer for the district, fixes and prescribes the duties to be performed by all employees under its jurisdiction.

Regular meetings of the Board of Education are normally held on the second and fourth Tuesdays of the month in the District Office Board Room. Employees and members of the public are invited and welcome to attend.

CSEA

The California School Employees Association, Chapter 179, is the current, recognized exclusive representative of the classified employees in their relations with the Board of Education, the public school employer. Bargaining unit members are subject to all the provisions of the collective bargaining contract negotiated between the District and CSEA. These provisions have priority over any conflicting statement in this handbook and/or the Personnel Commission Rules & Regulations. However, where a subject is not covered in the collective bargaining contract, but is addressed in the Personnel Commission Rules & Regulations, the Rules & Regulations are to be applied.

The Association elects officers and appoints site representatives to assist its members in contractual and other matters of interest to employees. Meetings are normally held monthly and are announced in a CSEA flyer.

CVEA

The Cajon Valley Education Association is the current, recognized exclusive representative of the certificated employees in their relations with the Board of Education, the public school employer. Bargaining unit members are subject to all the provisions of the collective bargaining contract negotiated between the District and CVEA.

Merit System (Classified Employees)

The Merit System is a system of rules and procedures, similar to civil service, which governs classified (non-teaching) school employees. It operates under Article 6 of the California State Education Code. This is a personnel system in which merit and fitness determine each person's selection, promotion, and retention in the district, without favoritism or prejudice.

Personnel Commission (Classified Employees)

The Merit System is administered by the Personnel Commission, an independent body responsible for personnel matters affecting classified employees. Three commissioners, who are citizens of our community, are appointed alternately for three-year terms; one is selected by the Board of Education, one by the employee association, and the third by the other two commissioners.

The Commission oversees a staff that classifies positions, recommends salary range placements, administers the selection process, and established rules and regulations concerning administration of the Merit System. The Personnel Commission also serves as the appeal body for classified employees in the areas of discipline and application of their rules and regulations.

Regular meetings of the Personnel Commission are normally held on the fourth Thursday of each month at 4:00 p.m. in the District Office Board Room. You are encouraged and welcome to attend these meetings. If you wish to address the Commission on a

particular issue or concern, please contact the Personnel Director prior to the meeting and provide the item and/or any materials you wish to be placed on the agenda for information or for action. Agendas and minutes of the meetings are distributed and posted at each work location.

Please check the Personnel Commission section of the website for updates and/or changes to meeting details.

YOUR APPOINTMENT

Citizenship

Citizenship is not a requirement of employment with the Cajon Valley Union School District. However, the District may only hire individuals who have the legal right to work in the United States. When an offer of employment is made, the candidate must submit certain documents to the Personnel Department to verify his/her lawful right to work in this country. This applies to all employees, citizens, and non-citizens, including student aides and substitutes.

Fingerprinting

The California State Education Code requires all potential employees, including substitutes, to be fingerprinted before they can be hired. The cost of fingerprinting is borne by the individual and the District does not reimburse the cost. Employees must have fingerprint clearance prior to starting employment.

Physical Examination

Offers of employment are contingent upon successful completion of a physical examination (including drug and alcohol testing) and Tuberculosis (TB) test indicating you are free of TB. The costs associated with the physical examination are paid by the District, but you are responsible for the cost of the TB test.

YOUR EMPLOYMENT

Probationary Period

Classified: A classified employee, upon appointment to a regular position, must serve a six-month probationary period of 130 workdays. During this time, you will be evaluated by your immediate supervisor on a performance appraisal form at the end of your third month and end of your fifth month of service. This provides an opportunity for you and your supervisor to discuss your work performance and how well you are doing in meeting the position requirements. A recommendation will be made on the fifth month evaluation regarding suitability for permanent employment status.

Certificated: A certificated employee, upon appointment to a regular contract position, must serve a two-year probationary period. During this time, you will be evaluated by your immediate supervisor on a performance appraisal form at least once each year.

Your Paycheck

Employee payroll checks are normally issued on the last workday of each month. Automatic deposit to any bank or credit union is available upon completion of the proper paperwork.

NOTE: Employees in a regular position working additional hours (overtime, etc.) will receive that pay in their regular monthly check on the month following. Time sheets for the extra hours must be submitted to the Payroll Department by the 3rd business day of the current month. All timesheets must be turned in on a monthly basis.

Personnel File

Every employee has a personnel file maintained in the Personnel Department. This file contains pre-employment information, authorization for work, performance evaluations, and other information related to your employment. However, nothing is placed

in your personnel file that you are not aware of and, in most cases, you receive a copy of each item placed in your file.

You are permitted to inspect materials in your personnel file upon making appropriate request by making an appointment with the Personnel Director or Assistant Superintendent of Personnel Services. Confidential materials submitted in the application process are not available for review.

Changes in your name, address, or telephone number must be promptly reported to your supervisor, who in turn will notify Personnel with the required paperwork.

Fringe Benefits

For individuals working twenty hours or more per week, a fringe benefit package is available and will be discussed by the District's Payroll Department.

Public Employees Retirement System (PERS)

PERS is a required deduction for classified (non-teaching) employees who work 20 or more hours per week in a contracted position. It is a dual retirement system, combining benefits from PERS and Social Security. Although PERS is called a retirement system, it also offers disability and death benefits, as well as the ability to receive home loans against your contributions. As a classified employee, you become a member on the first day of qualifying employment. The money you contribute earns interest and may be withdrawn (with substantial penalties) if you leave school employment prior to retirement. Classified employees who do not meet the employment 20-hour requirement, are enrolled in PERS once more than 1000 hours are worked in the school year.

Generally, the funds for such benefits come from employee and employer contributions and the income from investments made by PERS. To be eligible for service retirement with a monthly allowance, an employee must be at least 50 years of age and have

at least five years of credited service under PERS. If your assignment qualifies you for membership, you will receive a PERS booklet on retirement related benefits with your new hire information packet.

State Teachers Retirement System (STRS)

STRS is a required deduction for employees who work full-time and is an option for employees who work part-time or as a substitute. Although STRS is called a retirement system, it also offers disability and death benefits. As a certificated employee, you become a member on the first day of the pay period in which the election is made. The money you contribute earns interest and may be withdrawn (with substantial penalty) when you leave school employment (prior to retirement).

Generally, the funds for such benefits come from employee and employer contributions and the income from investments made by STRS. To be eligible for service retirement with a monthly allowance, an employee must be at least 55 years of age and have at least five years of credited service under STRS. A STRS booklet on retirement and related benefits is available to employees and you may schedule retirement interviews with a representative from the regional counseling center of STRS.

Social Security (FICA)

Social Security is a required deduction for all employees.

Medicare

Medicare is a required deduction for all employees.

Workers' Compensation Insurance

All employees of the District are covered by provisions of the Workers' Compensation laws of the state. The District carries this insurance at no cost to the employee. Workers' Compensation insurance covers medical care, necessary rehabilitation services, disability income, and death benefits. If you are injured, or become ill while working, report it immediately to your supervisor, regardless of how minor the incident may appear to be. Please consult your immediate supervisor for information and procedures on filing a claim. Also refer to the section on "Industrial Accident/Illness Leave" in your collective bargaining agreement.

EMPLOYEE RELATIONSHIPS AND RESPONSIBILITIES

Attendance

All employees are expected to be present at their job each day and be absent only when necessary. If you are in a position **not entitled to a substitute**, it is important that you report absence or tardiness to your immediate supervisor at the earliest possible time. If you can anticipate your absence, you should notify your supervisor in advance. **If you are entitled to a substitute**, calling the substitute assignment system **will not** suffice as reporting an absence, it will only ensure a substitute will be called. Any, and all absences or tardies need to be phoned in to your immediate supervisor.

Appearance/Attitude

Employees are one of the most valuable assets the District has in its relations with the public. Your appearance and demeanor affect how the public views the school system. You are expected to be courteous and helpful and wear appropriate clothing which presents a well-groomed appearance. You should discuss with your supervisor the kind of dress and grooming that is appropriate for your position.

Safety

The District is interested in the well-being of all its employees and takes every precaution to assure your safety including safety training on a regular basis. However, safety is everyone's responsibility and you should always perform your duties in a safe manner using devices provided to you. Be alert to possible safety hazards and report them to your supervisor promptly.

Personal Conduct and Code of Conduct

Orderly direction of personnel requires the administration of rules, regulations, policies, and procedures by management to facilitate the goal of educating students in a safe and efficient manner.

Cajon Valley is a public employer, and its employees are expected to maintain the highest standards of ethics in the conduct of their activities. Employees may not misuse their positions or place themselves in situations where it may appear that their efforts are affected by outside conflicting interests or that they are using their positions with the District for personal gain.

Disciplinary Action

It is hoped that you will never need to concern yourself with this section; however, it is important to recognize that employees who fail to abide by established rules and policies are subject to corrective discipline or discharge. Corrective discipline may range from a verbal warning, to suspension from work without pay, or termination.

For Classified employees, a guide to use for "causes for disciplinary action," as well as the disciplinary procedures, is contained in Chapter 60 of the Personnel Commission Rules.

LEAVES OF ABSENCE

Leave Requirements

Employees have a variety of leaves available to them. Most leaves require advance notice and completion and submission of an official form to the immediate supervisor for approval. In certain instances, your supervisor may ask you for additional written verification before or after your leave.

It is the employee's responsibility to report to work and/or contact the District at the conclusion of the approved leave. Employees who fail to do so will be considered to have voluntarily terminated employment.

Some of the leaves described are paid and some are not.

Personal Illness/Injury (Sick Leave)

Sick leave is the authorized absence from duty of an employee because of illness or injury, exposure to contagious disease, or dental or medical appointment. Disabilities arising out of pregnancy and childbirth are treated the same as other sick leave disabilities.

Family and Medical Leave

The Family and Medical Leave Act of 1993 entitles any employee who has served in the District a minimum of one year and completing at least 1,250 hours of service during the previous 12-month period to be eligible to take unpaid family and medical leave under the provisions of California and federal law. The District may deny family care and medical leave to employees who do not meet the 12-month/1,250 hours of service requirement (See District Policy 4152.5).

Available personal necessity and vacation leave balances must be exhausted before entering unpaid leave. Employees requesting family medical leave must submit all copies of the Request for Leave

of Absence (form A-37) to Payroll for FML eligibility review which is established through disability/court documentation. Interested employees should contact their Payroll Technician for additional information.

To Take District-Administered Examinations

Classified employees are eligible for paid leave to take an examination given by the District during working hours if they give at least two days' notice to their immediate supervisor (Personnel Commission Rules & Regulations).

Leave of Absence Without Pay

All permanent employees may request a leave of absence in accordance with the collective bargaining agreements. The District considers the merit of each request and the impact on the District before it approves or denies the leave request.

UNIFORM COMPLAINT PROCEDURE

The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, sex, sexual orientation, gender, color, race, ancestry, national origin, physical or mental disability in any program or activity that receives or benefits from state financial assistance. The District shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law, categorical aid programs, migrant education, vocational education, childcare and development programs, child nutrition programs and special education programs. The person responsible for processing complaints related to this procedure is the Assistant Superintendent of Educational Services.

Complaints will be kept confidential. The District prohibits retaliation against any participant in the complaint process. Each complaint

shall be investigated promptly and in a way that respects the privacy of all parties concerned.

If you have a complaint, contact the Assistant Superintendent of Educational Services, (619)588-3086. For legal assistance, you may contact the Legal Aid Society at (877)534-2524, and/or the Superintendent of Schools at the San Diego County Office of Education, (858)292-3500.

Policy Against Harassment

The Cajon Valley Union School District is committed to providing a work environment that is free of discrimination and harassment. In keeping with this commitment, the District maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal, physical, and visual harassment.

RETIREMENT/RESIGNATION

Regardless of whether you retire or resign from the district, **you must complete a resignation form with the Personnel Services Department.**

All individuals leaving school employment (in good standing), and returning within a 39-month period, will receive the same salary and earn sick leave and vacation at the same rate as when he/she left, and receive credit for the seniority you had when you left.

SPECIAL PROGRAMS

Employee Assistance Program (EAP)

The Employee Assistance Program is available to all employees and their dependents who are experiencing difficulties such as emotional distress, financial worries, family problems, legal

difficulties, alcohol or drug abuse, or any other problems affecting their well-being and their job performance. The service is confidential and free of charge, and employees experiencing difficulty are encouraged to take advantage of this service by scheduling an appointment with the Program's qualified, trained, personnel. After a pre-treatment assessment interview and a discussion of the problem and alternatives, the employee may be referred to a community resource that provides professional or medical assistance. A fee may be charged by the community resource professional; however, often the employee's medical insurance will cover the treatment. These services are confidential and are available 24 hours a day, seven days a week.

Employees with the District's VEBA Kaiser or VEBA UnitedHealthcare benefits may access their EAP benefits through Optum Health, by calling (888)625-4809, or visiting online at www.liveandworkwell.com (access code: VEBA). Child and eldercare referrals, financial and legal advice, and balancing work and life issues are also available.

Part-time contract employees who work less than 50% are eligible for benefits through MHN, a HealthNet Company, by calling (800)227-1060 or visiting online at members.mhn.com (company code: parttime). In addition to clinical support for emotional, family, and other personal problems, MHN features Work & Life Services in the following areas: Childcare and eldercare assistance, financial services, legal services, identify theft recovery services, and daily living services.

Right-to-Know




Employee Training Program

San Diego County Office of Education
Risk Management




San Diego County Office of Education
Business Services Division
Risk Management Department
6401 Linda Vista Rd., Room 505, San Diego, CA 92111-7399

5th Edition Revised 6/05



“All things are poisonous
and yet there is nothing
that is poisonous. It is
only the dose that makes
a thing poisonous.”

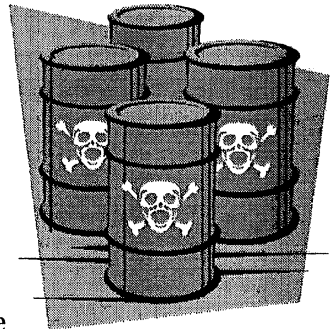
Paracelsus, 1493-1541
Swiss physician and alchemist



WORKING WITH **CHEMICALS/HAZARDOUS SUBSTANCES**

Life is not as simple today as it was 20, 30 or more years ago. Significant changes occur that have a profound effect over the way we live, how we live, what we eat and the air we breathe.

In fact, many things that we consider hazardous now were in use many years ago. The ancient Greeks cleaned their asbestos dinner napkins by tossing them in the fire, they drank mercury as a laxative; wealthy Romans ate off of lead plates and gaffers in Hollywood used to shake friable asbestos over the actors to simulate snow.



One of the more profound changes that have been occurring since the end of World War II is the rapid spread and use of chemicals and substances by all Americans. We term these chemicals and substances "hazardous" because they have physical properties such as being flammable, explosive or unstable. They produce health effects that might damage the skin, lungs, eyes, etc., or they may be cancerous.

We all use such products at home and at work. Every time we fill our lawnmower or automobile with gasoline, we are using a substance that is a physical hazard (flammable), a health hazard and a suspected cancer-causing substance. Everyday chores in which we use bleaches, cleaners, ammonia and pesticides all involve hazardous substances. We are also exposed at work.

Most of us have little or no difficulty in working safely with these hazardous substances; but, to make your work safer, it was felt that you should be given more information.

In California, all employees are required to receive training and information regarding hazardous substances they might use or come in contact with in their work. Your district believes it is important for employees to have such information, and has, therefore, put together this booklet to inform you of your rights and what you need to know to work safely.

This booklet will explain legal requirements for employees working with hazardous substances. These requirements include, but are not limited to, an explanation of substances that are not covered by the law; a definition of what is meant by "hazardous;" labeling requirements; what a Material Safety Data Sheet (MSDS) is; an explanation of terms commonly used on MSDS's; training requirements; and, some comments about the district's written program.



EMPLOYEE RIGHTS

Your rights by law are as follows:

1. You have the right to receive information regarding hazardous substances to which you might be exposed.
2. Your physician or collective bargaining agent also has the right to receive such information for which you may be exposed.
3. You cannot be discharged or discriminated against in any way for exercising these rights.

EMPLOYEE TRAINING

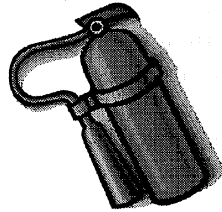
Your supervisor is responsible for informing you of the following:

1. The location and availability of the District's written program.
2. Any operation in your work area where hazardous substances are present.
3. Reviewing with you the contents of Material Safety Data Sheet(s) of substances you work with. This includes any new substance or revised MSDS if the new information indicates a significant increase in risk to you.
4. How to observe and detect the presence and/or release of a hazardous substance in the work area.
5. The physical health hazards of the hazardous substances in your work area and how you can protect yourself from these hazards. Such measures may include work practice, protective equipment or emergency procedures.

LEGAL REQUIREMENTS

The law requires that employees, who may be exposed to a hazardous substance under normal working conditions, or in a reasonable foreseeable emergency, be given training about the hazards associated with that substance and other generalized information about hazardous substances. The program covers four major areas:

1. Material Safety Data Sheets
2. Container Labeling
3. District-Written Program
4. Employee Training



The District has spent a lot of time assembling and organizing MSDSs for every hazardous substance used by employees. This has been a big task and the payoff is when you use them to get information to make your job safer. Anytime you have a question about a substance, refer to the MSDS first. Make this a lifetime habit no matter where you work.

SOME EXCEPTIONS

Certain products are hazardous but are not covered by this regulation. They are:

1. Tobacco or tobacco products.
2. Foods, drugs or cosmetics used personally.
3. Wood or wood products.
4. Any manufactured item or article that may contain a hazardous substance but would not expose you to the substance in normal use. A radio for example, may contain plastics, resins and metals that will not expose you to them in normal use.
5. Any hazardous waste (covered by other regulations).



6. Pesticides (covered by other, more stringent regulations).
7. Consumer products used by the general public and employees, provided that employee exposure is not significantly greater than a consumer's exposure. An example would be "white out" (Liquid Paper®), which may contain toluene. This is a product that can be used by consumers and the use of the product by someone at home is generally the same as someone at work.

WHAT'S "HAZARDOUS"?

A "hazardous" substance is broadly defined as any substance, which is a health hazard, a physical hazard, a carcinogen, irritant or a corrosive. In other words, a hazardous substance is a harmful substance.

A health hazard is a substance that may cause acute (short-term) or chronic (long-term) health effects. An acute health effect could be a skin rash from using a chemical without gloves, or dizziness from using the substance without sufficient ventilation. A chronic health effect could be asbestosis, a lung disease from 20-plus years of heavy exposure to asbestos fibers.

A physical hazard results from a substance being flammable, combustible, a compressed gas, explosive, unstable, etc. Physical hazards are more likely to produce injuries such as burns, as opposed to health problems.

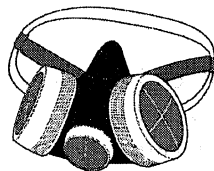
Carcinogens are substances known to produce cancer in people. There are currently less than 25 substances in this category. A number of others are suspected carcinogens and would also be considered hazardous.



LABELS

One of the four main components of the "Right to Know" Program is that of container labels. Unlike consumer products, industrial products must meet more stringent requirements regarding labeling. By law, whenever a manufacturer sends or ships a drum, box or other container with a hazardous substance, a label must be on the container and it must contain the following information at a minimum:

1. The name (identity) of the substance such as gasoline, ammonia, etc.
2. A hazard-warning statement (e.g. corrosive, wear rubber gloves and eye protection).
3. The name and address of the manufacturer or importer.



Signal words on labels:

Labels may have signal words on them. A signal word is a description of the short-term toxicity of a product. There are four categories of signal words (I to IV), with Category I having the highest level of toxicity.

"Danger-Poison" (Category I), means the product is highly toxic if it is eaten, absorbed through the skin or inhaled. These products have a skull and crossbones on the label.

"Danger" (Category II), means the product is highly toxic because it is corrosive. It will cause severe burning to the eyes or skin that can result in irreversible damage.

"Warning" (Category III) indicates that the product is moderately toxic if eaten, absorbed through the skin, inhaled or if it causes moderate eye or skin irritation.

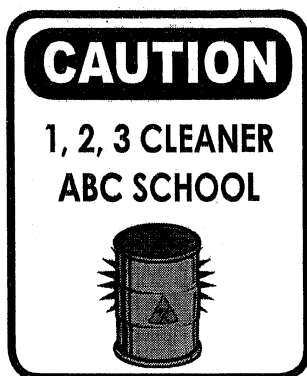
“Caution” (Category IV), means the product is slightly toxic if eaten, absorbed through the skin, inhaled or if it causes slight eye or skin irritation.

When substances are transferred from original containers to other containers, labels must be placed on these secondary containers. This must contain the following information:

1. The name (identity) of the substance.
2. A hazard-warning statement.
3. The name of the party responsible for the container and its contents.

These container labels are reminders for you when you use hazardous substances. They are a very shortened version of the MSDS in that they tell you what you need to do to keep yourself safe, as well as reminding you of what’s in the container.

If you encounter a container without a label, it is your responsibility to notify your supervisor who will make sure that a label is put on the container.



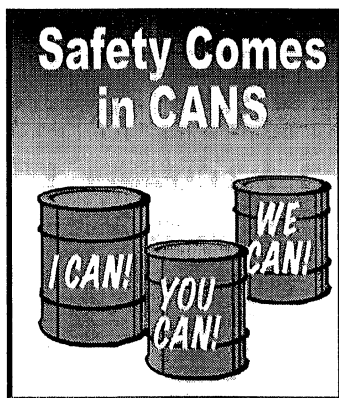
MATERIAL SAFETY DATA SHEETS (MSDS)

There is a lot of information being generated about hazardous substances. The basic source of information about safety and health is found in the Material Safety Data Sheet (MSDS), and it is an integral part of the District's Hazard Communication Program.

Your work area will have an MSDS on all hazardous products you might use. Check with your supervisor for the exact location. The MSDS is an OSHA form required to be provided by a manufacturer or importer to companies using the substance. The District, in turn, is obligated to make them available to you. Occasionally, the District may have difficulty obtaining an MSDS. If you find that an MSDS is not available, contact your supervisor who can contact the manufacturer and request an MSDS. You may also contact the Occupational Health Branch of HESIS at 510-540-3014.

In the pages that follow, we've included a sample of an MSDS, followed by an explanation of the terms used in it.

Whenever the District receives a new or revised MSDS, your supervisor will review its contents with you.



SAMPLE

MATERIAL SAFETY DATA SHEET



Material Safety Data Sheet
OSHA's Hazard Communication Standard
U.S. Department of Labor

29 CFR 1910.1200

OMB No. 1218-0072

Identity # 170281; 170282; 170284; 170285

Name SPRING CLEAN MINT ODOR DISINFECTANT

Section 1

Manufactured For - Waxie Sanitary Supply

Address - 9353 Waxie Way Emergency Phone (Chem-Tel) 1-(800) 255-3924

City - San Diego State - CA 92123-1038 Phone - (800) 995-4468

Date Prepared- 1/21/1999

Section 2 - Hazardous Ingredients/Identity Information

Hazardous Components	CAS#	OSHA PEL	ACGIH TLV	Weight% (Optional)
Quaternary Ammonium Chloride	139071, 139082, 122189	NONE	NONE	
Isopropanol	67630	400PPM	400PPM	

Note:

VOC Content- 20 g/L

Section 3 - Physical/Chemical Characteristics

Boiling Point- >212 F

Vapor Pressure - Not Tested

Vapor Density - Not Tested

pH- 6.5-8.5

Solubility In Water- 100%

Specific Gravity- 0.995

Appearance and Odor- GREEN/MINT ODOR

Melting Point - Not Tested

Evaporation Rate - Not Tested

Section 4 - Fire and Explosion Hazard Data

Flash Point- None

Flammable Limits - Not Tested

LEL- Not Tested

UEL- Not Tested

DOT# NONE

NFPA Hazard Rating -	H	F	R	S	HMIS Hazard Rating -	H	F	R
(0- Least, 4- Extreme)	1	0	0	0		1	0	0

Extinguishing Media- CO2, DRY FOAM

Special Fire Fighting Procedures- NONE

Unusual Fire and Explosion Hazards- NONE

Section 5 - Reactivity Data

Stability - Stable

Conditions to Avoid - None

Incompatible Materials to Avoid- Anionic Materials, Strong Oxidizers

Hazardous Decomposition or Byproducts- CO, CO2

Hazardous Polymerization- NONE

Conditions to Avoid- None

Page 1 of 2

Section 6 - Health Hazard Data

Routes of Entry

Inhalation? - Possible

Skin? - Possible

Ingestion? - Possible

Health Hazards - Same as Signs and Symptoms of Exposures

Note - All Chemicals in this Product are Found on the TSCA Inventory List.

OSHA Carcinogenicity? - None; NTP? - None; IARC Monographs? - None.

170281; 170282; 170284; 170285

Signs and symptoms of over exposure:

Eyes - Burning Sensation

Skin- Irritant

Ingestion-Toxic, Do Not Induce Vomiting, Call Physician

Inhalation- Dizziness, Headaches, Irritation

Medical Conditions Generally Aggravated by Exposure - Same as Signs and Symptoms of Over Exposure.

Emergency and First Aid Procedures

Eyes - Flush With Water For 15 Minutes. If Irritation Persists, Call Physician.

Skin- Wash Off With Soap & Water, If Irritation Persists, Call Physician

Ingestion- Drink Large Amounts of Water, Call Physician

Inhalation- Get Person to Fresh Air If Unconscious, Call Physician

Section 7 - Precautions For Safe Handling and Use.

Steps to be taken in case material is released or spilled - Contain with an inert, absorbent material. Collect in an approved container and place in a proper waste disposal container.

Waste Disposal Method - Dispose of in accordance with state and local regulations.

Precautions To Be Taken In Handling and Storing - Store in a cool, dry place, out of direct sunlight. Do not freeze, less than or equal to 32 F, or heat above 110 F.

Other Precautions - Keep out of reach of children. Follow directions on the container for proper use of this product.

Section 8 - Control Measures

Respiratory Protection - Open all doors and windows. "If" there is an exposure, and it is above the TLV or PEL, a NIOSH approved respirator equipped for the exposure or suitable respiratory protection per 29 CFR 1910.134, is required.

Ventilation	Local Exhaust - If Available	Special - None
	Mechanical - If Available	Other - None

Protective Gloves- Plastic or Rubber, Chemical Resistant

Eye Protection- Glasses, Goggles

Other Protective Clothing or Equipment- None

Hygienic Work Practices - Use common sense and care around chemicals. Never mix chemicals. Consult your supervisor for other practices. All practices depend on your specific business. Directions for use are normally found on label which will dictate engineering and control measures.

Other Special Requirements

Note: Waxie believes the data set forth are accurate. Waxie makes no warranty with respects thereto and disclaims all liability for reliance thereon. Such data are offered solely for consideration, investigation and verification. Also, the data set forth is for the concentrated finished product. All lab samples are for experimental purposes only and used at the customers discretion

DATA SECTIONS OF A MATERIAL SAFETY DATA SHEET (MSDS)

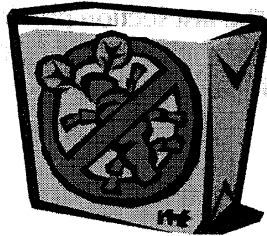
The Material Safety Data Sheet (MSDS) is an integral part of a Hazard Communication Program. It is a form that provides detailed information about a chemical. Your department will have an MSDS on all hazardous products used in your work area. The MSDS is divided into sections. All of the following data must be included on the MSDS following this section.

SECTION I: IDENTIFICATION OF PRODUCT

The first section of the MSDS identifies the product by giving the chemical name, trade name and the manufacturer's name and address. An emergency phone number may be listed.

SECTION II: HAZARDOUS INGREDIENTS

This section lists what is in the product which may harm you, the amount of the chemical(s) by percentage, and the CAS# (Chemical Abstract Service registry number which positively identifies the chemical.) Chemicals have been tested to determine safe exposure levels. These exposure limits are usually calculated for average exposures over an 8-hour day. They are listed here as the TLV (Threshold Limit Value) and/or the PEL (Permissible Exposure Limit).



SECTION III: PHYSICAL DATA

This section describes the product's appearance, odor and other chemical and physical properties.

SECTION IV: FIRE AND EXPLOSION HAZARD DATA

This section describes information necessary if a fire occurs or there is potential for ignition. The flash point will tell you at what temperature the chemical ignites. The correct fire extinguishing media is given, such as water, CO₂, foam or dry chemical. Any special fire-fighting procedures or unusual hazards are listed.

SECTION V: HEALTH HAZARD DATA

This section describes effects of overexposure and emergency and first aid procedures. It gives very practical and important information for users of the product. It may also list any medical conditions that may be aggravated by exposure to the chemical.

SECTION VI: REACTIVITY DATA

This section describes whether a chemical is stable, reacts with other substances or conditions or decomposes.

SECTION VII: SPILL OR LEAK PROCEDURES

Here you will find proper methods for handling spills, leaks and waste disposal.

SECTION VIII: SPECIAL PROTECTION INFORMATION

This section lists any personal protective equipment (gloves, eye protection, and respiratory protection) that is necessary to work with the chemical safely. Requirements for ventilation are also given.

SECTION IX: SPECIAL PRECAUTIONS

The last section provides information regarding special measures for handling and storing the material. Any other precautions are listed in this section.



WRITTEN PROGRAM

The last main component of a "Right to Know" Program is that of a District's written policy or plan of how it intends to accomplish the training, labeling and acquisition of MSDSs, including who in the District is responsible for meeting these obligations.

The written program will include a list of the substances present for quick reference. It will also identify how employees doing nonroutine tasks will be informed of the hazards and the hazards associated with substances in unlabeled pipes in your work area. The written program will also describe how contractors in district facilities will be informed of hazards generated by the District. The written program is always available to you when you want to review it.

SUMMARY

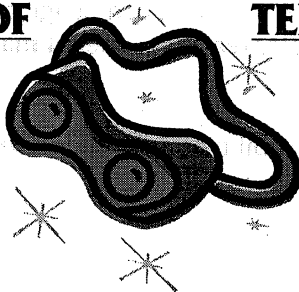
Labels and MSDSs are your guide to working safely with hazardous substances. By understanding what you are working with, what potential hazards exist from using the substance and how you can protect yourself, you can make your employment safe and rewarding.

We can't avoid using hazardous substances, but we can use them safely. If you have any questions regarding the information in this booklet, talk with your supervisor and get the assistance you need.

We want your employment to be productive and free from injury and illness.

GLOSSARY OF

TERMS



Acid: A compound with a ph less than 7.

Alkali/Base: A compound with a ph greater than 7.

Boiling Point: The temperature at which a liquid becomes a gas.

CAS Number: Chemical Abstract Service Registry Number is listed as a key to definitive identification of the material. Most products consisting of one chemical will have a number. Mixtures do not have a CAS Number.

Chemical: Any element, compound or mixture of elements and/or compounds. This can include solids and gases, as well as liquids.

Combustible: The ability to burn once ignited. The flashpoint is greater than 100°F but less than 200°F.

Compressed gas: A gas in a container at 40 psi (absolute).

Corrosive: The ability to dissolve metal and other materials, including skin. Corrosive materials have a ph more than 12.5 or less than 2.0. Examples are sulfuric acid, hydrochloric acid, sodium hydroxide.

Evaporation Rate: The speed at which a material changes from a liquid to a gas. Slow is less than 0.8 (water=0.3). Fast is greater than 3.0 (methylethylketone – 3.8).

Flammable liquid: A liquid with a flashpoint of less than 100°F.

Flammable solid: A solid that can be ignited readily; spontaneously-reactive and water-reactive material may be included in this category.

Flammability: The ability to initiate self-sustained combustion.

Flashpoint: The lowest temperature at which vapors are present to provide a flammable mixture in the presence of an ignition source (for example, flames or sparks). Relative indicator of flammability; the lower the flashpoint, the greater the danger.

Hazardous: Any chemical that is a physical hazard or a health hazard.

Health hazard: A chemical that can be harmful to a person who has been exposed.

Ignitable: The lowest temperature required for a material to ignite. The temperature is called the "flashpoint" of the material. Flammable flashpoint is less than 100°F. Combustible flashpoint is between 100°F and 200°F. Ignitable materials include paint, solvents and oxidizers.

Melting Point: The temperature at which a solid turns into a liquid.

Oxidizer: A material that produces oxygen and initiates or promotes combustion in other materials.

PEL: Permissible exposure limit; an exposure limit established by OSHA, often revised according to the TLV established by the ACGIH.

Physical hazard: A chemical that is a combustible liquid; a compressed gas and explosive; a flammable and oxidizer; or an unstable or water-reactive substance.

PPE: Personal protective equipment; for example, safety glasses, gloves, respirators.

Reactive: Unstable, may react with water, air or other chemicals.

Solubility: The ability of a substance to mix with water.

TLV- Threshold Limit Value: A term used by the ACGIH to express the airborne concentration of a material to which nearly all persons can be exposed day after day without adverse effects. The ACGIH reviews TLV on a regular basis.

Toxic: Poisonous.

Unstable: A chemical that will react under conditions of shock, pressure or temperature.

Vapor Density: The weight of a gas compared to an equal volume of air. Heavier vapors tend to settle in low places where they may create fire or health hazards. Low density vapors tend to rise, exiting the breathing zone more quickly than heavier density vapors.

Vapor Pressure: The pressure of a saturated vapor above a liquid, in millimeters of mercury (mm of Hg) at 20°C (unless stated otherwise.) For example, the vapor pressure of water at 20°C is 17.5mm of Hg. The lower the boiling point of a liquid, the higher the vapor pressure.

Volatile: The ability of a material to mix in air. Consider an increased hazard when the percentage of volume that will evaporate exceeds 10%.

Water Reactive: A material that reacts with water to release a flammable or toxic gas.

RIGHT TO KNOW **TRAINING PROGRAM**

I have received my copy of the employee "Right to Know" training program.

Employee Name (Print)

Employee Signature

Supervisor Name

Date of Training

This page is to be placed in employee's personnel file.

5th Edition - 6/05



San Diego County Office of Education

Board of Education

Nick Aguilar • Susan Hartley • Sharon C. Jones • Robert J. Watkins • John Witt

Dr. Rudy M. Castruita

Superintendent of Schools

new hire pamphlet

If a work injury occurs

California law guarantees certain benefits to employees who are injured or become ill because of their jobs.

Any job related injury or illness is covered. Types of injuries include, but may not be limited to, strains, sprains, cuts, cumulative or repetitive traumas, fractures, illnesses and aggravations. Some injuries from voluntary, off duty, recreational, social or athletic activity may not be covered. Check with your supervisor or Keenan & Associates if you have any questions.

All work related injuries must be reported to your supervisor immediately. Don't delay. There are time limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide you a claim form within one working day after learning about your injury.

It is a misdemeanor for an employer to discriminate against workers who are injured on the job or who testify in another employee's case. Any such employee may be entitled to compensation, reinstatement and reimbursement for lost wages and benefits.

Workers' compensation benefits include

Medical Care – All medical treatment, without a deductible or dollar limit. For dates of injury on or after 1/1/04 there is a limit of 24

chiropractic, 24 physical therapy and 24 occupational therapy visits. However this limit does not apply for post surgical treatments. Costs are paid directly by Keenan & Associates, through your employers workers' compensation program, so you should never see a bill.

If emergency treatment is required go to the nearest emergency room or contact 911.

Keenan & Associates will arrange medical treatment, often by a specialist for the particular injury. Preferred Provider Networks may be utilized for physicians as well as medical care centers.

If you have health care coverage you are eligible to treatment with your personal physician or medical group should you become injured on the job. If you are eligible, **before you are injured**, you must notify your employer **in writing** and provide your employer **written** documentation from your personal physician or medical group that they agree to be predesignated. Your personal physician must be your regular primary care physician who previously directed your medical treatment, who retains your medical history and records. You may only predesignate your primary care physician if they are a family practitioner, general practitioner, board certified or board eligible internist, obstetrician-gynecologist, or pediatrician. Your personal physician may be a multispecialty medical group composed of licensed doctors or osteopathy providing medical services predominantly for non-occupational illness and injuries.

Your employer may be using a Medical Provider Network (MPN), which is a selected group of health care providers to provide treatment to

workers injured on the job. If you have predesignated a personal physician prior to your work injury, then you may receive treatment from your predesignated doctor. If you have not predesignated and your employer is using and MPN, you are free to choose an appropriate provider from the MPN list after the first medical visit directed by your employer or Keenan & Associates. If you are treating with a non-MPN doctor for an existing injury, you may be required to change to a doctor within the MPN. For more information, see the MPN contact information on reverse side.

If your employer **does not** participate in a Medical Provider Network (MPN) you may be able to change your treating physician to your personal chiropractor or acupuncturist. Generally your employer, or Keenan, has the right to select your treating physician within the first 30 days after your employer knows of your injury or illness. After your employer, or Keenan, initiates treatment you may, upon request, have your treatment transferred to your personal chiropractor or acupuncturist. To be eligible you must notify your employer **in writing prior to being injured**. However, a chiropractor cannot be your treating physician after receiving 24 chiropractic office visit.

Your employer will provide you with a form to use an optional method to predesignate your personal physician.

Contact Keenan & Associates if you plan to change physicians at any time.

Payment for Lost Wages - If you're temporarily disabled by a job injury or illness, you'll receive tax-free income until your doctor says you are able to return to work. Payments are two-thirds of your average weekly pay, up to

a maximum set by state law. Payments aren't made for the first three days unless you are hospitalized in an inpatient basis or unable to work more than 14 days.

If the injury or illness results in permanent disability, additional payments will be made after recovery. If the injury results in death, benefits will be paid to surviving, eligible dependents.

Rehabilitation – For dates of injury on or after 1/1/04 - you may be entitled to a ***Supplemental Job Displacement Voucher***, which entitles you to a voucher for educational training.

MPN Information

Harbor Health Systems MPN Contact
(888) 626-1737
MPNcontact@harborsys.com

How to obtain additional information

Contact your employer representative or Keenan & Associates if you have questions about workers' compensation benefits. You may also contact an Information and Assistance Officer at the State Division of Workers' Compensation. You can consult an attorney. Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fee will be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at 415-538-2120.

Department of Workers' Compensation Information and Assistance Offices

You can get free information from a state Division of Workers' Compensation Information & Assistance Officer. The phone numbers are listed below. Hear recorded information by calling toll-free 800-736-7401 or visit www.dwc.ca.gov.

Anaheim	714-414-1804
Bakersfield	661-395-2514
Eureka	707-441-5723
Fresno	559-445-5355
Goleta	805-968-4158
Long Beach	562-590-5001
Los Angeles	213-576-7389
Marina Del Rey	310-482-3858
Oakland	510-622-2861
Oxnard	805-485-3528
Pomona	909-623-8568
Redding	530-225-2047
Riverside	951-782-4347
Sacramento	916-928-3158
Salinas	831-443-3058
San Bernardino	909-383-4522
San Diego	619-767-2082
San Francisco	415-703-5020
San Jose	408-277-1292
San Luis Obispo	805-596-4159
Santa Ana	714-558-4597
Santa Rosa	707-576-2452
Stockton	209-948-7980
Van Nuys	818-901-5367

Keenan & Associates adjusting locations

Keenan & Associates
Claims Processing Unit
PO Box 2707
Torrance, CA 90509

Torrance
800-654-8102

Pleasanton
925-225-0611

Rancho Cordova
800-343-0694

Riverside
800-654-8347

San Jose
800-334-6554

Anyone who knowingly files or assists in the filing of a false workers' compensation claim may be fined up to \$150,000 and sent to prison for up to five years.
[Insurance Code Section 1871.4]

Annual Notification

1

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- **Tobacco-Free Schools (3513.3)**
[Board Policy](#) / [Administrative Regulation](#)
- **Universal Precautions (4219.42)**
[Board Policy](#) / [Administrative Regulation](#)
- **Exposure Control Plan For Bloodborne Pathogens (4219.43)**
[Board Policy](#) / [Administrative Regulation](#)

Per collective bargaining agreement between the District and CSEA, the following are applicable:

- **Electronic Surveillance Policy (3515)**
[Board Policy](#) / [Administrative Regulation](#)
- **Reasonable Suspicion Testing**
[Collective Bargaining Agreement](#)



Book	Policies and Regulations
Section	4000: Personnel
Title	SEXUAL HARASSMENT
Code	4119.11, 4219.11, 4319.11 BP
Status	Active
Adopted	February 2, 2017

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.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

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.

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

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.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, 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

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(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. (5 CCR 4964)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

11021 Retaliation

11023 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57



Book	Policies and Regulations
Section	4000: Personnel
Title	SEXUAL HARASSMENT
Code	4119.11, 4219.11, 4319.11 AR
Status	Active
Adopted	February 2, 2017

Definitions

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; Government Code 12940; 5 CCR 4916)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Regardless of whether or not the alleged harasser was motivated by sexual desire, the conduct is sufficiently severe, persistent, pervasive, or objectively offensive as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Training

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. Such training shall include the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 5145.7 - Sexual Harassment)

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted employees shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A *supervisory employee* is any employee with the authority to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or to effectively recommend such action.

The district's sexual harassment training and education program for supervisory employees shall include the provision of: (Government Code 12950.1; 2 CCR 11023)

1. Information and practical guidance regarding federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment
2. Practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation
3. A component on the prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance
4. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received
5. All other contents of mandated training specified in 2 CCR 11023

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11023)

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)



Book	Policies and Regulations
Section	4000: Personnel
Title	DRUG AND ALCOHOL-FREE WORKPLACE
Code	4020 BP
Status	Active
Adopted	February 2, 2017

The Governing Board 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.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace. (Government Code 8355; 41 USC 8103)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, *on duty* means while an employee is on duty during both instructional and noninstructional time in the classroom or workplace, at extracurricular or cocurricular activities, or while transporting students or otherwise supervising them. *Under the influence* means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

(cf. 4032 - Reasonable Accommodation)

The Superintendent or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 8103)

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute. (Government Code 8355; 41 USC 8103)

The Superintendent or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 8103)

In accordance with law and the district's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4212 - Appointment and Conditions of Employment)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Drug-Free Awareness Program

The Superintendent or designee shall establish a drug-free awareness program to inform employees about: (Government Code 8355; 41 USC 8103)

1. The dangers of drug abuse in the workplace

2. The district's policy of maintaining a drug-free workplace
3. Available drug counseling, rehabilitation, and employee assistance programs

(cf. 4159/4259/4359 - Employee Assistance Programs)

4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace

Legal Reference:

EDUCATION CODE

44011 Controlled substance offense

44425 Conviction of controlled substance offenses as grounds for revocation of credential

44836 Employment of certificated persons convicted of controlled substance offenses

44940 Compulsory leave of absence for certificated persons

44940.5 Procedures when employees are placed on compulsory leave of absence

45123 Employment after conviction of controlled substance offense

45304 Compulsory leave of absence for classified persons

GOVERNMENT CODE

8350-8357 Drug-free workplace

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug Free Schools and Communities Act

UNITED STATES CODE, TITLE 21

812 Schedule of controlled substances

UNITED STATES CODE, TITLE 41

8101-8106 Drug-Free Workplace Act

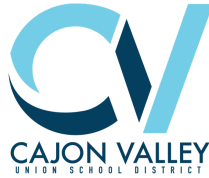
CODE OF FEDERAL REGULATIONS, TITLE 21

1308.01-1308.49 Schedule of controlled substances

COURT DECISIONS

Cahoon v. Governing Board of Ventura USD, (2009) 171 Cal.App.4th 381

Ross v. RagingWire Telecommunications, Inc., (2008) 42 Cal.4th 920



Book	Policies and Regulations
Section	4000: Personnel
Title	NONDISCRIMINATION IN EMPLOYMENT
Code	4030 BP
Status	Active
Adopted	February 2, 2017

The Governing Board is determined to provide district employees and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant 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.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

The Board also prohibits discrimination against any employee or job applicant in compensation, terms, conditions, and other privileges of employment and the taking of any adverse employment action, including, but not limited to, termination or the denial of employment, promotion, job assignment, or training, against an employee or job applicant based on any of the categories listed above.

(cf. 4032 - Reasonable Accommodation)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

Prohibited discrimination on the basis of religious creed includes discrimination based on an employee's or job applicant's religious belief or observance, including his/her religious dress or grooming practices. In accordance with Government Code 12940, prohibited discrimination on the basis of religious creed also includes the district's failure or refusal to use reasonable means to accommodate an employee's or job applicant's religious belief, observance, or practice which conflicts with an employment requirement. However, the district shall not accommodate an employee's religious dress practice or religious grooming practice if it requires segregation of the individual from other employees or the public or if it would result in a violation of this policy or any law prohibiting discrimination.

Prohibited sex discrimination includes discrimination based on an employee's or job applicant's pregnancy, childbirth, breastfeeding, or any related medical condition.

(cf. 4033 - Lactation Accommodation)

Harassment consists of unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

The Board also prohibits retaliation against any district employee or job applicant who opposes any discriminatory employment practice by the district or its employee, agent, or representative or who complains, testifies, assists, or in any way participates in the district's complaint procedures pursuant to this policy. No employee or job applicant who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who does report such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11019 Terms, conditions and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures

106.9 Dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

COURT DECISIONS

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837



Book	Policies and Regulations
Section	4000: Personnel
Title	NONDISCRIMINATION IN EMPLOYMENT
Code	4030 AR
Status	Active
Adopted	February 2, 2017

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to coordinate the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Assistant Superintendent, Personnel Services
750 E. Main St.
El Cajon, CA 92020
(619) 588-3049

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation against district employees, volunteers, interns, and job applicants, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, to employees, volunteers, interns, job applicants, and the general public by: (5 CCR 4960; 34 CFR 100.6, 106.9)
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
 - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
 - c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

2. Provide to employees a handbook that contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to anyone who feels that he/she has been the victim of any discriminatory or harassing behavior

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Provide training to employees, volunteers, and interns regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

4. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law

Complaint Procedure

Any complaint by an employee or job applicant alleging discrimination or harassment shall be addressed in accordance with the following procedures:

1. **Notice and Receipt of Complaint:** A complainant who is an employee shall promptly inform his/her supervisor. However, if the supervisor is the person against whom the employee is complaining, the employee shall promptly inform the coordinator or the Superintendent. A job applicant shall inform the coordinator or the Superintendent or designee.

The complainant may file a written complaint in accordance with this procedure, or if he/she is an employee, may first attempt to resolve the situation informally with his/her supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4032 - Reasonable Accommodation)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

2. **Investigation Process:** The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the allegations will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

If the coordinator determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

When necessary to carry out his/her investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator also shall determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents do not occur. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Corrective Action:** No more than 30 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the complainant and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, correct the effect on the complainant, and ensure that retaliation or further discrimination or harassment does not occur.

The report shall be presented to the complainant, the person accused, and the Superintendent or designee.

4. **Appeal to the Governing Board:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

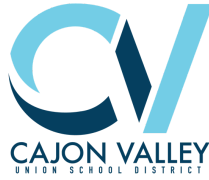
(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 9321 - Closed Session Purposes and Agendas)

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960
2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)



Book	Policies and Regulations
Section	4000: Personnel
Title	EMPLOYEE USE OF TECHNOLOGY
Code	4040 BP
Status	Active
Adopted	February 2, 2017

The Governing Board recognizes that technological resources enhance employee performance by offering effective tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, students, and the community; supporting district and school operations; and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

(cf. 0440 - District Technology Plan)
(cf. 1100 - Communication with the Public)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 4032 - Reasonable Accommodation)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Employees shall be responsible for the appropriate use of technology and shall use district technology primarily for purposes related to their employment.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 6162.6 - Use of Copyrighted Materials)
(cf. 6163.4 - Student Use of Technology)

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

The Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology. Upon employment and whenever significant changes are made to the district's Acceptable Use Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

The Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the district, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.

In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of district technology to the Superintendent or designee.

Inappropriate use of district technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

52295.10-52295.55 *Implementation of Enhancing Education Through Technology grant program*

GOVERNMENT CODE

3543.1 *Rights of employee organizations*

PENAL CODE

502 *Computer crimes, remedies*

632 *Eavesdropping on or recording confidential communications*

VEHICLE CODE

23123 *Wireless telephones in vehicles*

23123.5 *Mobile communication devices; text messaging while driving*

23125 *Wireless telephones in school buses*

UNITED STATES CODE, TITLE 20

6751-6777 *Enhancing Education Through Technology Act, Title II, Part D, especially:*

6777 *Internet safety*

UNITED STATES CODE, TITLE 47

254 *Universal service discounts (E-rate)*

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 *Internet safety policy and technology protection measures, E-rate discounts*

COURT DECISIONS

City of Ontario v. Quon et al. (2010) 000 U.S. 08-1332



Book	Policies and Regulations
Section	1000: Community Relations
Title	COMPLAINTS CONCERNING DISTRICT EMPLOYEES
Code	1312.1 BP
Status	Active
Adopted	February 2, 2017

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3515.2 - Disruptions)

The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires.

Legal Reference:

EDUCATION CODE

33308.1 *Guidelines on procedure for filing child abuse complaints*

35146 *Closed sessions*

44031 *Personnel file contents and inspection*

44811 *Disruption of public school activities*

44932-44949 *Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)*

48987 *Child abuse guidelines*

GOVERNMENT CODE

54957 *Closed session; complaints re employees*

54957.6 *Closed session; salaries or fringe benefits*

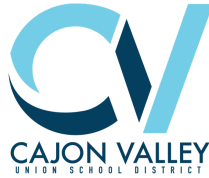
PENAL CODE

273 *Cruelty or unjustifiable punishment of child*

11164-11174.3 *Child Abuse and Neglect Reporting Act*

WELFARE AND INSTITUTIONS CODE

300 *Minors subject to jurisdiction of juvenile court*



Book	Policies and Regulations
Section	1000: Community Relations
Title	COMPLAINTS CONCERNING DISTRICT EMPLOYEES
Code	1312.1 AR
Status	Active
Adopted	February 2, 2017

The Superintendent or designee shall determine whether a complaint should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4144/4244/4344 - Complaints)

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against district employees:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns.
2. If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.
3. All complaints related to district personnel other than administrators shall be submitted in writing to the principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Complaints related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee. Complaints related to the Superintendent shall be initially filed in writing with the Board.
4. When a written complaint is received, the employee shall be notified within five days or in accordance with collective bargaining agreements.
5. A written complaint shall include:
 - a. The full name of each employee involved
 - b. A brief but specific summary of the complaint and the facts surrounding it
 - c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter
6. Staff responsible for investigating complaints shall attempt to resolve the complaint to the satisfaction of the parties involved within 30 days.
7. Both the complainant and the employee against whom the complaint was made may appeal a decision by the principal or immediate supervisor to the Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the person involved within 30 days. Parties should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent or designee may ask to address the Board regarding the complaint.
8. Before any Board consideration of a complaint, the Superintendent or designee shall submit to the Board a written report concerning the complaint, including but not limited to:

- a. The full name of each employee involved
 - b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response
 - c. A copy of the signed original complaint
 - d. A summary of the action taken by the Superintendent or designee, together with his/her specific finding that the problem has not been resolved and the reasons
9. The Board may uphold the Superintendent's decision without hearing the complaint.
 10. All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available evidence.
 11. A closed session may be held to hear the complaint in accordance with law.

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9323 - Meeting Conduct)

12. The decision of the Board shall be final.

Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law, Board policy and administrative regulation.

(cf. 5141.4 - Child Abuse Prevention and Reporting)



Book	Policies and Regulations
Section	5000: Students
Title	CHILD ABUSE PREVENTION AND REPORTING
Code	5141.4 BP
Status	Active
Adopted	February 2, 2017

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

(cf. 1020 - Youth Services)

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 5145.7 - Sexual Harassment)

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters.

Legal Reference:

EDUCATION CODE

32280-32288 Comprehensive school safety plans

33195 Heritage schools, mandated reporters

33308.1 Guidelines on procedure for filing child abuse complaints

44252 Teacher credentialing

44691 Staff development in the detection of child abuse and neglect

44807 Duty concerning conduct of students

48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents

49001 Prohibition of corporal punishment

51220.5 Parenting skills education

51900.6 Sexual abuse and sexual assault awareness and prevention

PENAL CODE

152.3 Duty to report murder, rape, or lewd or lascivious act

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

288 Definition of lewd or lascivious act requiring reporting

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

UNITED STATES CODE, TITLE 42

11434a McKinney-Vento Homeless Assistance Act; definitions

COURT DECISIONS

Camreta v. Greene (2011) 131 S.Ct. 2020



Book	Policies and Regulations
Section	5000: Students
Title	CHILD ABUSE PREVENTION AND REPORTING
Code	5141.4 AR
Status	Active
Adopted	February 2, 2017

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 5145.7 - Sexual Harassment)

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

(cf. 3515.3 - District Police/Security Department)

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145.2 - Athletic Competition)

6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

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. However, *reasonable suspicion* does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

(cf. 1240 - Volunteer Assistance)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Child Welfare Services
San Diego County

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the principal or designee.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services. (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

Victim Interviews by Social Services

Whenever the Department of Social Services or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on

school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 - Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

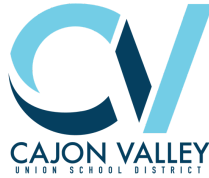
The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment.

Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)

3. No employee shall be subject to any sanction by the district for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)



Book	Policies and Regulations
Section	3000: Business and Noninstructional Operations
Title	TOBACCO-FREE SCHOOLS
Code	3513.3 BP
Status	Active
Adopted	February 2, 2017

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

(cf. 3514 - Environmental Safety)

(cf. 4159/4259/4359 - Employee Assistance Programs)

(cf. 5030 - Student Wellness)

(cf. 5131.62 - Tobacco)

(cf. 5141.23 - Asthma Management)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420, 104559)

These prohibitions apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

(cf. 1330 - Use of School Facilities)

(cf. 1330.1 - Joint Use Agreements)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for

attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

BUSINESS AND PROFESSIONS CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions

HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

104559 Tobacco use prohibition

119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health; use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

7111-7122 Student Support and Academic Enrichment Grants

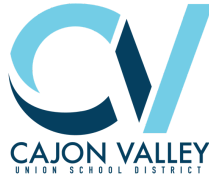
CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

PUBLIC EMPLOYMENT AND RELATIONS BOARD RULINGS

Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)



Book	Policies and Regulations
Section	3000: Business and Noninstructional Operations
Title	TOBACCO-FREE SCHOOLS
Code	3513.3 AR
Status	Active
Adopted	February 2, 2017

Notifications

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code 104420)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

(cf. 1113 - District and School Web Sites)

The Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" are prominently displayed at all entrances to school property. (Health and Safety Code 104420, 104559)

Enforcement/Discipline

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code 6404.5)



Book	Policies and Regulations
Section	4000: Personnel
Title	UNIVERSAL PRECAUTIONS
Code	4119.43, 4219.43, 4319.43 BP
Status	Active
Adopted	February 2, 2017

In order to protect employees from contact with potentially infectious blood or other body fluids, the Governing Board requires that universal precautions be observed throughout the district.

Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

(cf. 4157/4257/4357 - *Employee Safety*)
(cf. 5141 - *Health Care and Emergencies*)
(cf. 5141.22 - *Infectious Diseases*)
(cf. 5141.24 - *Specialized Health Care Services*)
(cf. 5141.6 - *School Health Services*)
(cf. 6145.2 - *Athletic Competition*)

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan or other safety procedures.

(cf. 4119.42/4219.42/4319.42 - *Exposure Control Plan for Bloodborne Pathogens*)

Legal Reference:

HEALTH AND SAFETY CODE

117600-118360 *Handling and disposal of regulated waste*

120875 *Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B*

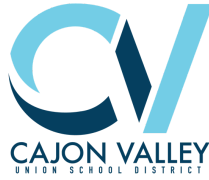
120880 *Information to employees of school district*

CODE OF REGULATIONS, TITLE 8

5193 *California bloodborne pathogens standard*

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 *OSHA bloodborne pathogens standards*



Book	Policies and Regulations
Section	4000: Personnel
Title	UNIVERSAL PRECAUTIONS
Code	4119.43, 4219.43, 4319.43 AR
Status	Active
Adopted	February 2, 2017

Definitions

Universal precautions are an approach to infection control. All human blood and certain human body fluids, including but not limited to semen, vaginal secretions and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV) and other bloodborne pathogens. (8 CCR 5193(b))

Personal protective equipment includes specialized clothing or equipment worn or used for protection against a hazard. General work clothes such as uniforms, pants, shirts or blouses not intended to function as protection against a hazard are not considered to be personal protective equipment. (8 CCR 5193(b))

A *sharp* is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))

Employee Information

The Superintendent or designee shall distribute to employees information provided by the California Department of Education regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health plan benefits of the employees. Information shall be distributed at least annually, or more frequently if there is new information supplied by the California Department of Education. (Health and Safety Code 120875, 120880)

(cf. 4112.9/4212.9/4312.9 - *Employee Notifications*)

(cf. 4119.42/4219.42/4319.42 - *Exposure Control Plan for Bloodborne Pathogens*)

Infection Control Practices

The Superintendent or designee shall ensure that the worksite is effectively maintained in a clean and sanitary condition, and shall implement an appropriate written schedule for cleaning and decontamination of the worksite. (8 CCR 5193(d))

Where occupational exposure remains after the institution of engineering and work practice controls, the Superintendent or designee shall provide appropriate personal protective equipment at no cost to the employee. Such equipment may include gloves, gowns, masks, eye protection, and other devices that do not permit blood or other potentially infectious materials to pass through or reach the employee's clothes, skin, eyes, mouth or other mucous membranes under normal conditions of use. The Superintendent or designee shall maintain, repair, make accessible and require employees to use and properly handle protective equipment. (8 CCR 5193(d))

The Superintendent or designee shall provide handwashing facilities which are readily accessible to employees. When provision of handwashing facilities is not feasible, the Superintendent or designee shall provide an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. (8 CCR 5193(d))

For the prevention of infectious disease, employees shall routinely: (8 CCR 5193(d))

1. Perform all procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, spattering, and generating droplets of these substances.
2. Use personal protective equipment as appropriate.
 - a. Appropriate clothing, including but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments, shall be worn in occupational exposure situations.

If a garment becomes penetrated by blood or other potentially infectious materials, the employee shall remove the garment immediately or as soon as feasible. All personal protective equipment shall be removed prior to leaving the work area. When removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

- b. Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes and nonintact skin, and when handling or touching contaminated items or surfaces.

Disposable gloves shall be replaced as soon as practical when contaminated, or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. They shall not be washed or decontaminated for reuse. Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised, but must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

- c. Masks in combination with eye protection devices or face shields shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
3. Wash hands and other skin surfaces thoroughly with soap and running water:
 - a. Immediately or as soon as feasible following contact of hands or any other skin or mucous membranes with blood or other potentially infectious materials
 - b. Immediately after removing gloves or other personal protective equipment

When handwashing facilities are not available, the employee shall use antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. In such instances, hands shall be washed with soap and running water as soon as feasible.

4. Refrain from eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas with a reasonable likelihood of occupational exposure.
5. Clean and decontaminate all equipment and environmental and work surfaces after contact with blood or other potentially infectious material, no later than the end of the shift or more frequently as required by state regulations.
6. Rather than using the hands directly, use mechanical means such as a brush and dust pan, tongs or forceps to clean up broken glassware which may be contaminated.
7. Use effective patient-handling techniques and other methods designed to minimize the risk of a sharps injury in all procedures involving the use of sharps in patient care.

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.24 - Specialized Health Care Services)

- a. Needleless systems shall be used to administer medication or fluids, withdraw body fluids after initial venous or arterial access is established, and conduct any other procedure involving the potential for an exposure incident for which a needleless system is available as an alternative to the use of needle devices. If needleless systems are not used, needles or non-needle sharps with engineered sharps injury protection shall be used.
 - b. Contaminated needles or other sharps shall not be broken, bent, recapped, removed from devices, or stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
 - c. Disposable sharps shall not be reused.

8. Handle, store, treat and dispose of regulated waste in accordance with Health and Safety Code 117600-118360 and other applicable state and federal regulations.

- a. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the requirements of 8 CCR 5193(d)(3)(D). Containers shall be easily accessible, maintained upright throughout use where feasible, and replaced as necessary to avoid overfilling.
- b. Specimens of blood or other potentially infectious material shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping.

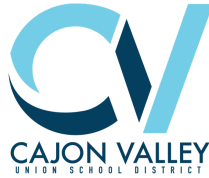
(cf. 4157/4257/4357 - Employee Safety)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.6 - School Health Services)

(cf. 6145.2 - Athletic Competition)



Book	Policies and Regulations
Section	4000: Personnel
Title	EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS
Code	4119.42, 4219.42, 4319.42 BP
Status	Active
Adopted	February 2, 2017

As part of its commitment to provide a safe and healthful work environment, the Governing Board recognizes the importance of developing an exposure control plan. The Superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace to protect employees from possible infection due to contact with bloodborne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV).

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4157/4257/4357 - Employee Safety)

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's exposure control plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

The Superintendent or designee may exempt designated first aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations. (8 CCR 5193(f))

Any employee not identified by the Superintendent or designee as having occupational exposure may submit a request to the Superintendent or designee to be included in the training and hepatitis B vaccination program. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with any infectious material.

Legal Reference:

LABOR CODE

142.3 Authority of Cal/OSHA to adopt standards

144.7 Requirement to amend standards

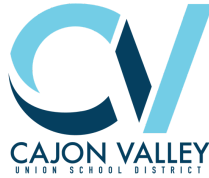
CODE OF REGULATIONS, TITLE 8

3204 Access to employee exposure and medical records

5193 California bloodborne pathogens standards

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards



Book	Policies and Regulations
Section	4000: Personnel
Title	EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS
Code	4119.42, 4219.42, 4319.42 AR
Status	Active
Adopted	February 2, 2017

Definitions

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193(b))

Exposure incident means a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties. (8 CCR 5193 (b))

Parenteral contact means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions. (8 CCR 5193(b))

A *sharp* is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

A *sharps injury* is any injury caused by a sharp, including but not limited to cuts, abrasions or needlesticks. (8 CCR 5193(b))

Work practice controls are controls that reduce the likelihood of exposure by defining the manner in which a task is performed. (8 CCR 5193(b))

Engineering controls are controls, such as sharps disposal containers, needleless systems, and sharps with engineered sharps injury protection, that isolate or remove the bloodborne pathogens hazard from the workplace. (8 CCR 5193(b))

Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))

Exposure Control Plan

The district's exposure control plan shall contain at least the following components: (8 CCR 5193(c))

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials

The district's exposure determination shall be made without regard to the use of personal protective equipment and shall include a list of:

- a. All job classifications in which all employees have occupational exposure
 - b. Job classifications in which some employees have occupational exposure
 - c. All tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure occurs and which are performed by employees listed in item #1b above
2. The schedule and method of implementing:

- a. Methods of compliance required by 8 CCR 5193(d), such as universal precautions, general and specific engineering and work practice controls, and personal protective equipment

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

- b. Hepatitis B vaccination
 - c. Bloodborne pathogen post-exposure evaluation and follow-up
 - d. Communication of hazards to employees, including labels, signs, information and training
 - e. Recordkeeping
3. The district's procedure for evaluating circumstances surrounding exposure incidents
 4. An effective procedure for gathering information about each exposure incident involving a sharp, as required for the log of sharps injuries
 5. An effective procedure for periodically determining the frequency of use of the types and brands of sharps involved in exposure incidents documented in the sharps injury log
 6. An effective procedure for identifying currently available engineering controls and selecting such controls as appropriate for the procedures performed by employees in their work areas or departments
 7. An effective procedure for documenting instances when a licensed healthcare professional directly involved in a patient's care determines, in the reasonable exercise of clinical judgment, that the use of an engineering control would jeopardize an individual's safety or the success of a medical, dental or nursing procedure involving the individual
 8. An effective procedure for obtaining the active involvement of employees in reviewing and updating the exposure control plan with respect to the procedures performed by employees in their respective work areas or departments

The exposure control plan shall be reviewed and updated at least annually and whenever necessary to: (8 CCR 5193(c))

1. Reflect new or modified tasks and procedures affecting occupational exposure
2. To the extent that sharps are used in the district, reflect progress in implementing the use of needleless systems and sharps with engineered sharps injury protection
3. Include new or revised employee positions with occupational exposure
4. Review and evaluate the exposure incidents which occurred since the previous update
5. Review and respond to information indicating that the exposure control plan is deficient in any area

The district's exposure control plan shall be accessible to employees upon request. (8 CCR 3204(e))

Preventive Measures

The Superintendent or designee shall use engineering and work practice controls to eliminate or minimize employee exposure, and shall regularly examine and update controls to ensure their effectiveness. (8 CCR 5193(d))

Hepatitis B Vaccination

The hepatitis B vaccination and vaccination series shall be made available at no cost to all employees who have occupational exposure. The hepatitis B vaccination shall be made available after an employee with occupational exposure has received the required training and within 10 working days of initial assignment, unless the employee has previously received the complete hepatitis B vaccination series, or antibody testing has revealed that the employee is immune, or vaccination is contraindicated by medical reasons. (8 CCR 5193(f))

Employees who decline to accept the vaccination shall sign the hepatitis B declination statement. (8 CCR 5193(f))

The Superintendent or designee may exempt designated first aid providers from the pre-exposure hepatitis B vaccine in accordance with 8 CCR 5193 (f).

Information and Training

The Superintendent or designee shall ensure that all employees with occupational exposure participate in a training program containing the elements required by state regulations, during working hours and at no cost to the employee. This program shall be offered at the time of initial assignment to tasks where occupational exposure may take place, at least annually thereafter, and whenever a change of tasks or procedures affects the employee's exposure. (8 CCR 5193(g))

Designated first aid providers shall receive training that includes the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious. (8 CCR 5193(g))

Reporting Incidents

All exposure incidents shall be reported as soon as possible to the Superintendent or designee.

Unvaccinated designated first aid providers must report any first aid incident involving the presence of blood or other potentially infectious material, regardless of whether an exposure incident occurred, by the end of the work shift. The full hepatitis B vaccination series shall be made available to such employees no later than 24 hours after the first aid incident. (8 CCR 5193(f))

Sharps Injury Log

The Superintendent or designee shall establish and maintain a log recording each exposure incident involving a sharp. The exposure incident shall be recorded within 14 working days of the date the incident is reported to the district. (8 CCR 5193(c))

The information recorded shall include the following, if known or reasonably available: (8 CCR 5193(c))

1. Date and time of the exposure incident
2. Type and brand of sharp involved in the exposure incident
3. A description of the exposure incident, including:
 - a. Job classification of the exposed employee
 - b. Department or work area where the exposure incident occurred
 - c. The procedure that the exposed employee was performing at the time of the incident
 - d. How the incident occurred
 - e. The body part involved in the incident
 - f. If the sharp had engineered sharps injury protection, whether the protective mechanism was activated and whether the injury occurred before, during or after the protective mechanism was activated
 - g. If the sharp had no engineered sharps injury protection, the injured employee's opinion as to whether and how such a mechanism could have prevented the injury
 - h. The employee's opinion about whether any other engineering, administrative or work practice could have prevented the injury

Post-Exposure Evaluation and Follow-up

Following a report of an exposure incident, the Superintendent or designee shall immediately make available to the exposed employee, at no cost, a confidential medical evaluation, post-exposure evaluation and follow-up. The Superintendent or designee shall, at a minimum: (8 CCR 5193(f))

1. Document the route(s) of exposure and the circumstances under which the exposure incident occurred
2. Identify and document the source individual, unless that identification is infeasible or prohibited by law
3. Provide for the collection and testing of the employee's blood for hepatitis B, hepatitis C and HIV serological status
4. Provide for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service
5. Provide for counseling and evaluation of reported illnesses

The Superintendent or designee shall provide the health care professional with a copy of 8 CCR 5193; a description of the employee's duties as they relate to the exposure incident; documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual's blood testing, if available; and all medical records maintained by the district relevant to the appropriate treatment of the employee, including vaccination status. (8 CCR 5193(f))

The district shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. (8 CCR 5193(f))

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

Records

Upon an employee's initial employment and at least annually thereafter, the Superintendent or designee shall inform employees with occupational exposure of the existence, location and availability of related records; the person responsible for maintaining and providing access to records; and the employee's right of access to these records. (8 CCR 3204)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Medical records for each employee with occupational exposure shall be kept confidential and not disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by law. (8 CCR 5193(h))

Upon request by an employee, or a designated representative with the employee's written consent, the Superintendent or designee shall provide access to a record in a reasonable time, place and manner, no later than 15 days after the request is made. (8 CCR 3204(e))

Records shall be maintained as follows: (8 CCR 3204(d), 5193(h))

1. Medical records shall be maintained for the duration of employment plus 30 years.
2. Training records shall be maintained for three years from the date of training.
3. The sharps injury log shall be maintained five years from the date the exposure incident occurred.
4. Exposure records shall be maintained for at least 30 years.
5. Each analysis using medical or exposure records shall be maintained for at least 30 years.



Book	Policies and Regulations
Section	3000: Business and Noninstructional Operations
Title	CAMPUS SECURITY
Code	3515 BP
Status	Active
Adopted	February 2, 2017

The Governing Board is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

(cf. 0450 - Comprehensive Safety Plan)

Surveillance Systems

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. The Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

(cf. 5131.1 - Bus Conduct)

(cf. 5145.12 - Search and Seizure)

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the district's system is actively monitored by school personnel. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

Legal Reference:

EDUCATION CODE

32020 Access gates

32211 *Threatened disruption or interference with classes*

32280-32288 *School safety plans*

35160 *Authority of governing boards*

35160.1 *Broad authority of school districts*

38000-38005 *Security patrols*

49050-49051 *Searches by school employees*

49060-49079 *Student records*

PENAL CODE

469 *Unauthorized making, duplicating or possession of key to public building*

626-626.10 *Disruption of schools*

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) *Right to Safe Schools*

UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act*

COURT DECISIONS

New Jersey v. T.L.O. (1985) 469 U.S. 325

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 257 (2000)

75 Ops.Cal.Atty.Gen. 155 (1992)



Book	Policies and Regulations
Section	3000: Business and Noninstructional Operations
Title	CAMPUS SECURITY
Code	3515 AR
Status	Active
Adopted	February 2, 2017

The Superintendent or designee shall ensure that the district's campus security plan includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity

These strategies include a risk management analysis of each campus' security system, lighting system, and fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic. All district schools should be fenced so after-hours and weekend access is restricted to authorized personnel. Such fencing shall not restrict access to playfields by the general public.

The district shall maintain a "Lights Out Policy" at schools and facilities for after hours, weekends and holidays. When lights are equipped with timers, the Director of Maintenance and Operations shall establish a schedule and communicate the schedule to custodial staff.

2. Secure buildings from outsiders and discourage trespassing

These strategies may include requiring visitor registration, staff and student identification tags, and patrolling of places used for congregating and loitering.

The level of after-hours entries shall be kept to a minimum to enhance the personal safety of employees and the security of district property. Hours for entry to district schools and sites shall be determined by the Director of Maintenance and Operations. Information regarding access shall be provided to all employees.

All district facilities shall have monitored intrusion and smoke detector systems.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

(cf. 5112.5 - Open/Closed Campus)

3. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti as well as campus beautification projects and shall also include students and the community in these projects.

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism and Graffiti)

(cf. 5137 - Positive School Climate)

4. Control access to keys and other school inventory

(cf. 3440 - Inventories)

5. Detect and intervene with school crime

These strategies may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration with local law enforcement agencies, including providing for law enforcement presence.

(cf. 3515.3 - District Police/Security Department)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5145.9 - Hate-Motivated Behavior)

All staff shall receive training in building and grounds security procedures.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Keys

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

Keys shall be used only by authorized employees and shall never be loaned to students.

The person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee.

Electronic Surveillance Policy

Whenever electronic surveillance systems are in place, the following shall occur:

1. Video cameras shall be placed in locations deemed appropriate by the Superintendent or designee and shall not be placed in areas where there is a reasonable expectation of privacy.
2. Notice of such systems shall be placed in student and/or employee handbooks and shall be posted at the main entrance of the district office and on each campus where video camera surveillance is carried out, with such exceptions for special circumstances as the Superintendent or designee may determine.
3. The use and maintenance of electronic surveillance equipment on school grounds, district property, or in transportation vehicles shall be supervised and controlled by the Superintendent, school principal or other designees.
4. The use of video recordings from surveillance equipment shall be subject to other policies of the district including policies concerning the confidentiality of student and personnel records. The district shall comply with all applicable state and federal laws related to record maintenance, retention, and disclosure including the Family Educational Rights and Privacy Act ("FERPA"), California Public Records Act, and Education Code, as well as relevant provisions from existing collective bargaining agreements.
5. Electronic surveillance shall only be used to promote the order, safety, and security of students, staff, property, and other authorized individuals. The district may rely on the images obtained by video surveillance cameras in connection with the enforcement of Board policy, administrative regulations, and other applicable law including, but not limited to, student and staff disciplinary proceedings and matters referred to local law enforcement agencies. Video images may become part of a student's educational record or an employee's personnel record in accordance with applicable law and collective bargaining agreements.
6. In addition to any surveillance that might otherwise be permitted by law, video or audio recording in classrooms will be permitted to promote educational purposes upon the consent of the school principal and teacher.
7. Surveillance systems and all resulting recordings shall be located in a secured area and access to the system and recording shall be strictly limited. Recordings may be reviewed as authorized by the Superintendent or designee by persons with a legitimate educational or operational interest in the information contained therein.
8. Video recordings retained as part of a student's disciplinary record shall be maintained in accordance with law and Board policy governing the access, review, and release of student records.

9. All media viewed or listened to by law enforcement, parents, or any persons outside of authorized school personnel will be documented in a log with the date, time, reason, and names of individuals reviewing the media.
10. Employees shall be responsible for the appropriate use of technology and shall not use any district resources for unethical practices or any activity prohibited by law or Board policy.

CSEA and the District agree the safety and health of students, staff, and the public requires every reasonable effort be made to discourage alcohol and/or illegal substance abuse among all employees. The District and CSEA further agree to make every reasonable effort to protect students, staff, and the public from alcohol and/or illegal drug use. For this reason, commencing July 1, 2016, the parties agreed to a reasonable suspicion/post-accident testing policy for bargaining unit employees who regularly utilize District vehicles in the course of employment for a three year trial period. This article shall sunset on June 30, 2019, unless the parties negotiate to continue this provision.

A. Application

This section applies to CSEA employees that regularly utilize District vehicles in the course Transportation regulations. The positions will be identified by a committee comprised of two members from the District negotiation team and two members from the CSEA negotiation team. Examples of positions subject to this section may include grounds, maintenance, warehouse/delivery drivers, night custodial, and certain classifications of technology staff.

B. Notice

All employees subject to testing for controlled substances and alcohol shall be individually notified, in advance and in writing that they are subject to reasonable suspicion and/or post- accident testing while on duty. The District will provide CSEA with a copy of the notice prior to distributing to applicable employees.

C. Reasonable Suspicion Testing

1. A reasonable suspicion test must be based upon specific, clearly identifiable observations concerning the appearance, behavior, speech, or body odors of the employee or in the event an accident occurs while a classified employee is driving a District vehicle where there is reasonable suspicion that the driver of the vehicle may be under the influence of alcohol or other drugs. The observations must be made immediately prior to the determination that reasonable suspicion testing is warranted.
2. The observations must be made by a supervisor and District official who has received at least one hour training in identifying indicators of probable alcohol misuse plus at least two hour training in identifying indicators of probable controlled substance use. The supervisor and District Official making the observation shall be from separate sites.
3. Reasonable suspicion observations must be contemporaneous, i.e., they must be made just before, during, or just after the employee's performance of job-related duties.
4. Employees for whom a reasonable suspicion determination has been made will be placed on paid administrative leave pending test results.
5. Tests based on reasonable suspicion of alcohol misuse shall be promptly administered. Employee shall be transported to the testing facility within two (2) hours following the reasonable suspicion determination.
6. A written record of the reasonable suspicion observations, dated and signed by all employees making the observations, must be made within twenty-four (24) hours or before the results of the test are released, whichever is earlier. A copy of this record will be given to the employee within twenty-four (24) hours of its preparation.
7. The supervisor and District official who are making the reasonable suspicion observations shall not conduct the test or participate in the collection or chain of custody of any specimen for testing.

8. If requested by the employee, a CSEA representative may be present to ensure that an employee's rights are protected. However, a reasonable suspicion test may not be delayed for more than one (1) hour to accommodate a representation request. Under no circumstances shall the CSEA representative be required to participate in determining if reasonable suspicion exists for further investigation.

D. Post-Accident Testing

1. A covered employee shall be required to submit to a post-accident test if he/she was involved in a traffic accident while driving a District vehicle causing property damage or personal injury or receives a citation under state or local law for a moving traffic violation arising from the accident (as defined by the Federal Motor Carrier Regulations).
 - a. Controlled substances test – The covered employee must be tested for controlled substances as soon as possible, but no later than thirty-two (32) hours after the accident.
 - b. Alcohol test – The covered employee must be tested for alcohol as soon as possible.
2. The District will provide the covered employee with information on how to comply with post-accident procedures prior to operating a commercial motor vehicle.
3. Post-accident breath, urine, or blood tests completed by local, state, or federal officials may fulfill the requirements of this article.
4. A covered employee who is subject to post-accident testing must remain readily available for such testing or may be deemed by the District as refusing to submit to testing. However, this requirement should not delay necessary medical attention for injured people following an accident or prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident.
6. Pending the results of the testing, the covered employee shall be removed from operating District vehicles and will not be returned to the operation of District vehicles prior to notification of a negative drug and alcohol test.

E. Miscellaneous

1. The employer will pay for the initial test. The employee will be compensated at the appropriate rate of pay for the length of time required to complete the testing process.
2. The employee shall pay for all confirmatory testing of a split sample. In the event that the confirmatory test is negative, the employee will be reimbursed the cost of the test. The employee has the following options for payment for this test: 1) Remit payment to the District, or 2) Request a payroll deduction.
3. CSEA job stewards and other appointed representatives shall receive the same training provided to supervisors for reasonable suspicion determinations as it is scheduled.
4. The parties agree to treat all test results as confidential medical records and recognize that these records may need to be released in the course of legal proceedings.
5. The District respects and acknowledges the right of bargaining unit members to seek and receive CSEA representation for any meeting in which misconduct by the employee is/may be alleged and for which there may be disciplinary action.