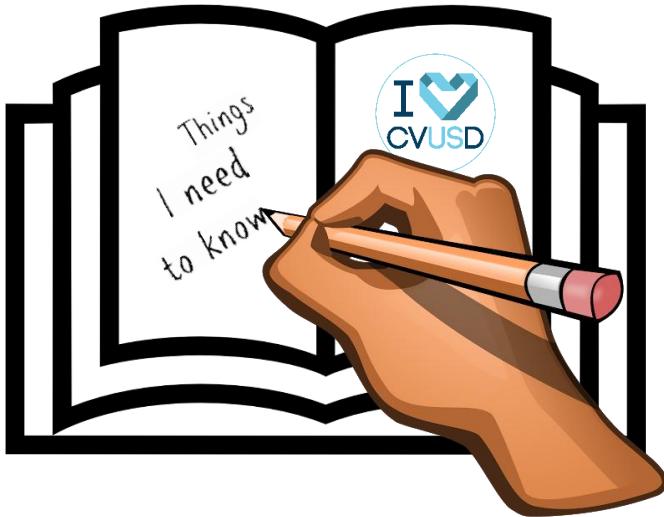


# EMPLOYEE HANDBOOK



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. 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 3<sup>rd</sup> 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](http://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](http://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.