

Personnel Services

# OFFICE STAFF WELCOME BACK REFERENCES AND UPDATES 2019-2020

For Use by Principals, School Office Managers, and Office Assistants

## TABLE OF CONTENTS

### **Classified Staff**

Additional Time and Sub Time Vacancies.....	2
Certification of Eligibility Lists.....	2
Changes to Work Days/Hours (Article V).....	2
Compensatory (COMP) time off (Article V).....	2
Employment Screening and Selection Procedures – Substitutes.....	3
Leaves and Vacation (Article IX).....	3
Lunch and Breaks (Article V).....	3
Mandatory Trainings.....	3
Noon Duty – Contract Employees.....	4
Noon Duty – Substitutes.....	4
Performance Evaluations.....	4
Personnel File – Document Procedure .....	5
Subbing/Working in an Additional/New Position.....	5
Work Permitted or Suffered.....	5

### **Certificated Staff**

Personnel File – Document Procedure .....	6
Support Teachers (ST) and Home Teachers.....	6

# **PERSONNEL UPDATE 2019-2020 - Classified**

## **ADDITIONAL TIME AND SUB TIME (VACANCIES)**

Procedures are in place to monitor additional time worked by contract employees, including time that employees are “subbing” in vacant positions. An employee **cannot be assigned** additional time beyond their regular contract day for **more than 5 days** without advance approval from Personnel. [Form A-106](#) (fillable Word document available on the Personnel Services web page, click on Forms and Publications, Other Forms) must be submitted and approved prior to the assignment start date. Any assignment beyond 10 days must be pre-approved by Cabinet.

Substitute assignments are also monitored and an A-106 is required for any substitute working in an additional support assignment for longer than 5 days. Requests must be submitted and approved prior to the assignment start date. The Special Education Department works directly with Personnel for all SECA additional support assignments. Special Education will enter the assignment, submit the A-106 and extend the assignment based on student need. All requests for extension of the sub assignment should be sent via email to the assigned Special Education Coordinator, the Personnel Services Supervisor and the Substitute Help Desk. Please do not change the assignment in the substitute system.

If you have any questions regarding additional support assignments, please contact the Personnel Services Supervisor at 619-590-8351.

## **CERTIFICATION OF ELIGIBILITY LISTS**

Personnel will continue to certify the list of eligible candidates, including transfers and reinstatements, directly to the school/department to schedule the selection interviews. All transfer and reinstatement candidates must be interviewed. Interviews should be conducted and selections made within one (1) week of receiving the certification. If for any reason this timeline cannot be met, please contact, Personnel Specialist, Maritza Diaz, (diazm@cajonvalley.net) or at 619-588-3050. All offers of employment may only be made by Personnel.

## **CHANGES TO WORK DAYS/HOURS (ARTICLE V)**

Changes to an employee’s regular work schedule that affects the number of days per week or the number of hours per day the employee works, must receive prior authorization from Personnel i.e., a work schedule that is 3.0 hrs. per day/5 days per week that changes to 5.0 hrs. per day/3 days per week, actually reduces the employee’s work year from 206 days to 167 days and requires negotiations with CSEA. **Before changing an employee’s work schedule, please contact Personnel.**

## **COMPENSATORY (COMP) TIME OFF (ARTICLE V)**

When authorized and with the approval of the principal or department head, employees may elect to earn compensatory time in lieu of payment for overtime. Eight (8) hour employees may earn time at the overtime rate of time and one-half and employees with a scheduled workday less than eight (8) hours may earn time on a straight-time basis.

Accumulated time should not exceed three (3) workdays at any point in time. “Comp” time may be taken with the approval of the principal or department head at a mutually agreeable time and should normally be used within ninety (90) days of the dates earned. A recordkeeping system relating to compensatory time is to be maintained at each job site and be made available to employees upon request.

# ***PERSONNEL UPDATE 2019-2020 - Classified***

## **EMPLOYMENT SCREENING AND SELECTION PROCEDURES - Substitutes**

Substitutes In an effort to hire qualified substitutes to meet District needs and better serve our students, the substitutes must pass a skills-based test before being hired. Testing is primarily for positions that perform clerical functions, bilingual translations or that assist in the classroom with students.

## **LEAVES AND VACATION (ARTICLE IX)**

Employees may request vacation in increments of two (2) hours. Personal Necessity may now be taken in one (1) hour increments (seven (7) days per year, five (5) of which may be consecutive). Illness is deducted in accordance with Article IX: Leaves.

Consistent with Article VII: Vacation Plan, Section 9, "Employees are encouraged to use vacation days to which they are entitled. Earned vacation time may be carried over not more than one school year. The employee, with supervisor, shall make every attempt to schedule vacation days prior to June 30."

**It is expected that balances of vacation in excess of one school year will be utilized by June 30, 2020.**

To assist in monitoring leave usage/balances and ensuring that leave is used in accordance with contract provisions, administrators and office managers should access staff leave information through the iVisions portal **prior** to approving any leave requests. Leave should be posted in iVisions on a weekly basis to ensure that employees have accurate leave balances. As a reminder, the substitute system does not track employee leave and does not prevent an employee from using more vacation or illness time than what they have accrued. Leave balances must be monitored in iVisions.

## **LUNCH AND BREAKS (ARTICLE V)**

Employees who work five (5) or more consecutive hours are entitled to at least a thirty (30) minute uninterrupted, duty-free lunch period. Lunch is normally scheduled midway during the workday.

Eight (8) hour employees are entitled to two (2) fifteen (15) minute rest periods per workday. Each rest period will normally be taken toward the midpoint of each four (4) hour work period. Employees working from 6 - 7.99 hours receive two (2) ten (10) minute breaks. Employees working from 3 - 5.99 hours receive one (1) ten (10) minute break.

## **MANDATORY TRAININGS**

Employees will be given release time or paid additional time (less than full-time employee, if appropriate) to attend any mandatory training i.e., CPR/First Aid.

# **PERSONNEL UPDATE 2019-2020 – Classified**

## **CAMPUS AIDE – CONTRACT EMPLOYEES**

Effective January 1, 2019 [Campus Aide](#) (formerly Noon Duty) was converted to a contract classified position and employees now receive all the rights and benefits of other CSEA employees. Any changes to work days/hours must follow Article V (see above).

At the beginning of each school year, please confirm assignments of any contract staff that will continue to work as a Campus Aide. This will ensure the employee is still eligible to work that additional time without affecting benefits.

Campus Aide duties assigned to a contract classified employee on a consistent basis becomes part of their contact assignment. This entitles the employee to statutory benefits (vacation, sick leave and PERS) based the additional assignment and could potentially change their health and welfare benefits entitlement. Campus Aide assignment cannot be added to a contract employee if it results in a change to the employee's benefits level i.e., 3.0 hrs/day Office Aide with 1.0 hr/day Campus Aide = single subscriber benefits. However, a 4.0 hr/day Office Assistant I could have an additional assignment up to 3.99 hrs/day without affecting health and welfare benefits.

***BEFORE adding Campus Aide duties to a contract employee's assignment, please contact Personnel.***

## **CAMPUS AIDE – SUBSTITUTES**

**Before** assigning a substitute to work as a Campus Aide, please contact the Substitute Help Desk to confirm the classification has been set-up in their position profile. If the substitute meets the job requirements, you may email the Substitute Help Desk to have the classification added prior to assigning the sub to work.

To assist sites with their staffing needs, we have streamlined the Campus Aide hiring process and removed the testing requirement. As applicants inquire about Campus Aide positions, they are instructed to contact the school site directly. If the Principal/Office Manager determines they would like to hire the applicant, the Office Manager will provide the paper application and instructions to applicant. Please email both Personnel Assistants, Rosalinda Boyd [boydr@cajonvalley.net](mailto:boydr@cajonvalley.net) and Paulette Dole [dolep@cajonvalley.net](mailto:dolep@cajonvalley.net), the name of the person you intend to hire prior to sending them to Personnel. This allows us time to prepare the necessary pre-employment paperwork before they visit our office.

Once the applicant obtains CPR/First Aid certification, they will submit their completed application packet (, paper application, CPR/First Aid card, driver's license and social security card) to Personnel and begin the pre-employment process. You will be notified via email once the applicant has completed orientation and is able to begin working.

# ***PERSONNEL UPDATE 2019-2020 – Classified***

## **PERFORMANCE EVALUATIONS – Classified (ARTICLE XI)**

**Probationary employees** are to be evaluated at the completion of twelve weeks (3rd month) and twenty weeks (5th month). The final evaluation includes a recommendation for permanent status. 3rd and 5th month evaluation forms and dates are emailed to the Principal once processed by Personnel. Please contact Personnel if you have not received the forms.

**Permanent employees** with an overall “Competent/Meets Standards” evaluation summary are evaluated once every other year, within ten (10) work days of their anniversary date.

Once an evaluation has been signed by both the employee and principal, please make a copy for your site file and forward the original to Personnel. If you have a question regarding an employee’s evaluation due date or require copies of past evaluations, please contact the Personnel Services Supervisor at 619-590-8351. Evaluation date reports will be sent monthly by email.

## **PERSONNEL FILE – DOCUMENT PROCEDURE**

It has been recommended by legal counsel that all correspondence to the personnel file conclude with the following statement: “This document will be entered into your personnel file after ten (10) days. You have the right to respond in writing and have your response attached to this document.” **Please forward the document and any response received from the employee to Personnel.**

## **SUBBING/WORKING IN AN ADDITIONAL/NEW POSITION**

Employees and substitutes may only perform duties in classifications for which they qualified and are approved to work. If an employee/substitute works in a classification they do not have set-up in their position profile, we are unable to process their pay until a new position is created. Personnel is typically made aware of this when Payroll is attempting to process timesheets which results in a delay in payment to the employee/substitute. To avoid this, you must ensure that the individual is set-up to substitute in the assignment **prior** to allowing them to work in that assignment. To verify eligibility, please contact the Substitute Help Desk at 619-588-3018 or [subdesk@cajonvalley.net](mailto:subdesk@cajonvalley.net).

## **WORK PERMITTED OR SUFFERED**

An employee assigned to work (permitted), or allowed to work (suffered), before or after scheduled work time, or during lunch or break periods must be compensated. Work “suffered or permitted” over eight (8) hours per day or 40 hours per week must be paid at the overtime rate (time and one-half). Employees working Saturdays receive overtime pay even if they are only part-time. Please remember that allowing employees to “volunteer” to work violates Education Code and labor laws.

# ***PERSONNEL UPDATE 2019-2020 – Certificated***

## **PERSONNEL FILE – DOCUMENT PROCEDURE**

It has been recommended by legal counsel that all correspondence to the personnel file conclude with the following statement: “This document will be entered into your personnel file after ten (10) days. You have the right to respond in writing and have your response attached to this document.” **Please forward the document and any response received from the employee to Personnel.**

## **CERTIFICATED STAFF PAID HOURLY**

This paragraph applies to teachers (or other certificated candidates) who are being hired for short-term or intermittent work, such as testing. This does not apply to contracted teachers working additional time.

The hiring of an hourly teacher requires the submission of an A-123 Request for Hourly Teacher form. After the form has been signed by the principal or requesting administrator, Educational Services administrator, and cost accountant, Personnel will contact the teacher to come in and sign an hourly contract. (If not already employed as a substitute, the person will need to go through the hiring process, including fingerprinting and orientation.) In all cases, the person must sign an hourly contract before they begin working. Please do not allow the person to start working until you have received notification from Personnel. Time worked should be submitted on a yellow timesheet.

## **CERTIFICATED STAFF EVALUATION PROCEDURES**

All certificated staff (scheduled for evaluation this year) will be evaluated using the new Developing Effective Educator Practice (DEEP) evaluation system. Please discard all documents, including the A-21, related to the previous certificated evaluation system. A Google folder with resources related to DEEP will be shared at the beginning of the school year.