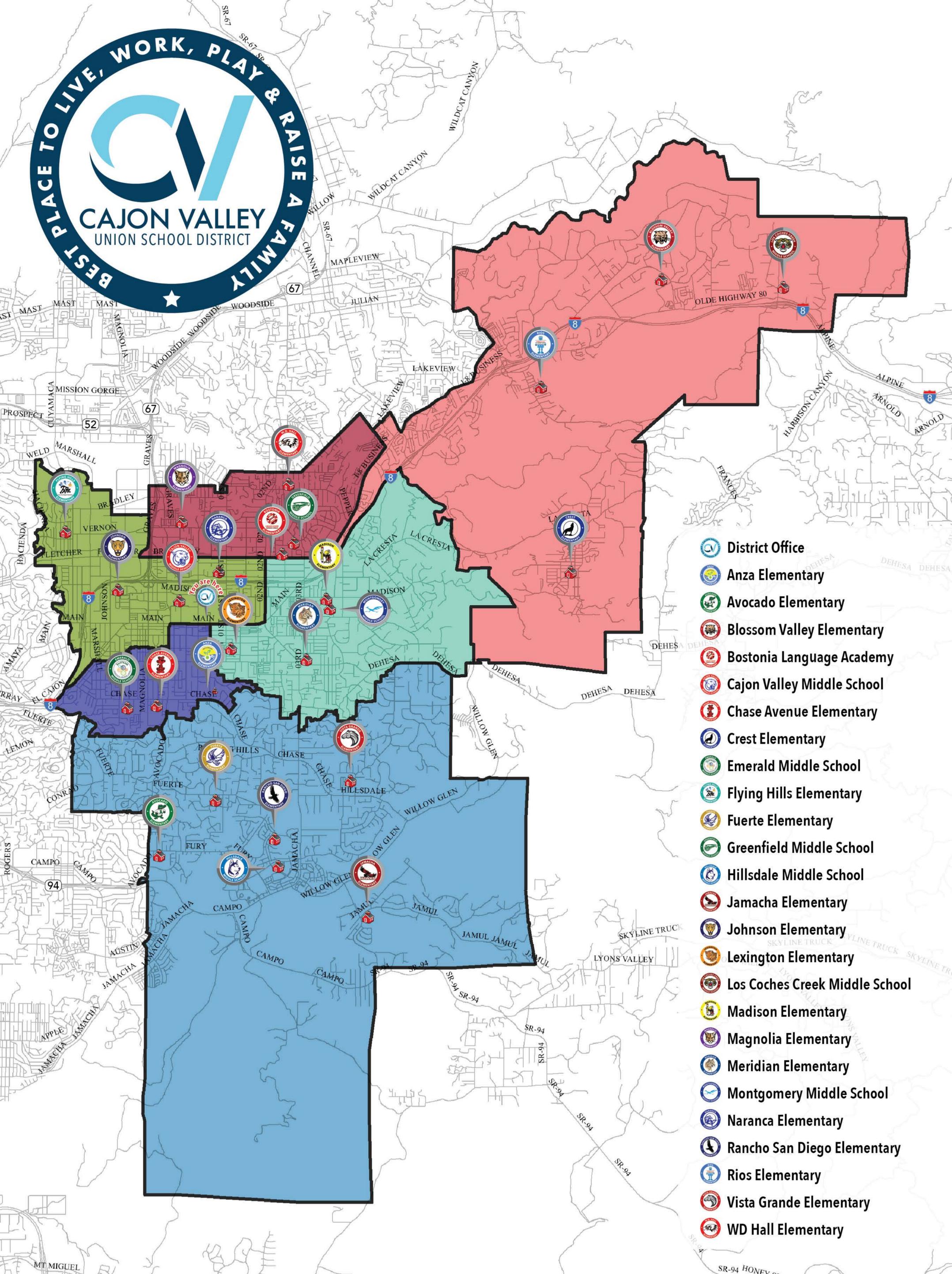


Orientation Reference Items:

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

- **School Locations Map**
- **SmartFind Express Employee Instructions**
- **2019-2020 School Calendar**
- **2020-2021 School Calendar**
- **2019-2020 Payroll Timeline**
- **CSEA Salary Schedule**
- **Notice of Reasonable Assurance**
- **Hello ID (Staff Login) Instructions**
- **PeopleSoft Login Instructions**
- **How to view your Paycheck**
- **East County Schools Federal Credit Union**
- **Employee Assistance Program for Benefited Employees (Optum)**
- **Employee Assistance Program for Non-Benefited Employees (MHN)**
- **Cajon Valley Education Foundation**
- **Affordable Care Act**
- **Universal Precautions & Bloodborne Pathogens Information**
- **Child Abuse: Education and School Personnel Responsibly**
- **Employee Handbook**
- **Right to Know Employee Training Program**
- **Annual Notifications:**
- **Sexual Harassment**
- **Drug and Alcohol-Free Workplace**
- **Nondiscrimination in Employment**
- **Employee Use of Technology**
- **Uniform Complaint**
- **Child Abuse and Neglect**
- **Tobacco-Free Schools**
- **Universal Precautions**
- **Exposure Control Plan for Bloodborne Pathogens**
- **Electronic Surveillance**
- **Reasonable Suspicion**

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



- 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

- 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

- 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.

CAJON VALLEY UNION SCHOOL DISTRICT SCHOOL YEAR CALENDAR 2020-2021

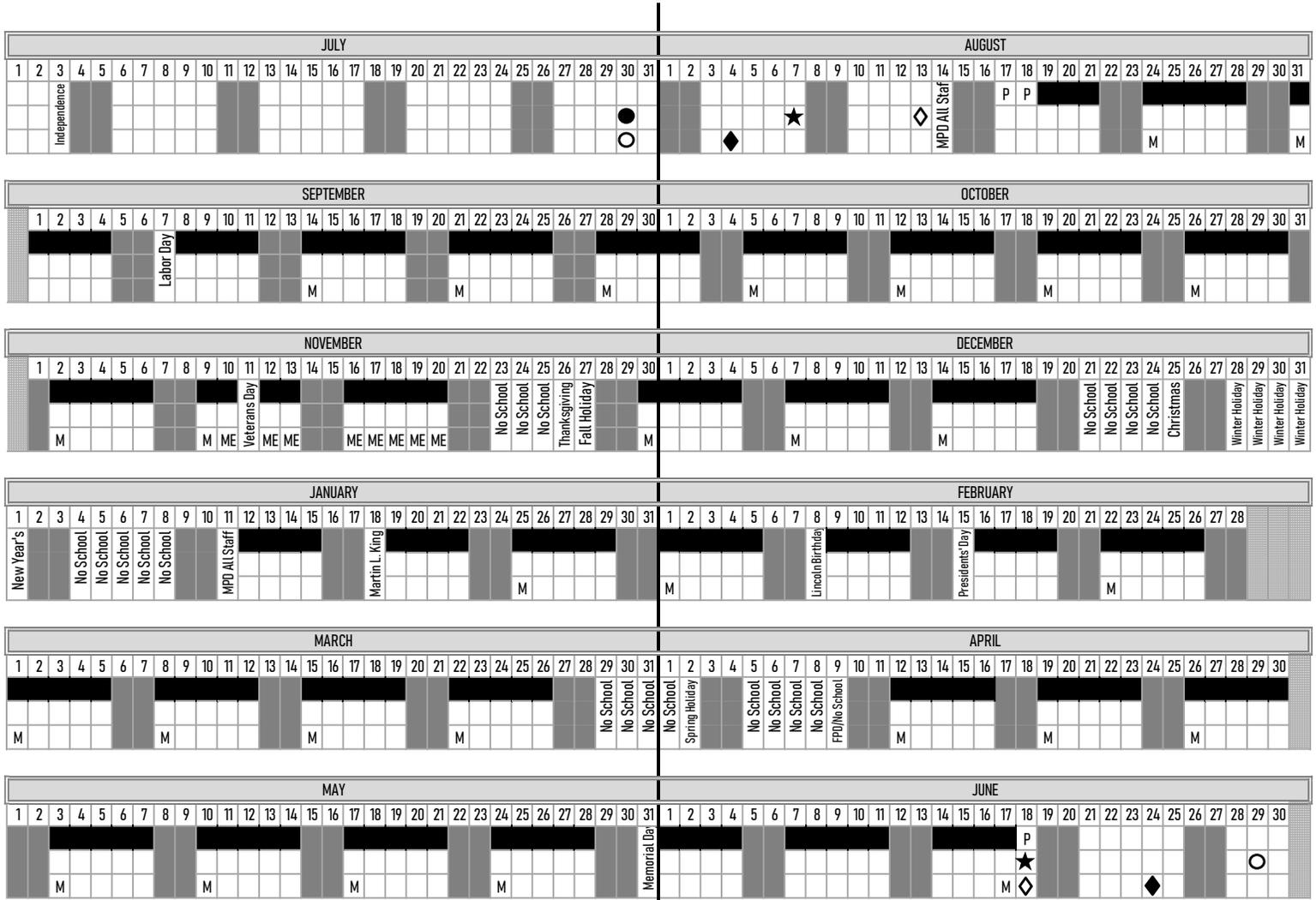
August 12, 2020 = School Offices Open to the Public
 August 19, 2020 = First Day of School for Students
 June 17, 2021 = Last Day of School for Students

180 = Student Days
 186 = Teacher Days
 191 = Counselor Days

★ = Counselors Return / Last Day
 ● = Principals Return
 ○ = Assistant Principals Return / Last Day
 P = Teacher Prep Days (*Certificated*)
 FPD = Floating Prof. Dev. Day (*Certificated*)
 MPD = PD ALL Staff (*Certificated & Classified*)

■ = School in Session
 M = Minimum Day for All Students
 ME = Minimum Day for Elementary Students Only

Return / Last Day:
 ◆ = Office Staff (221 days)
 ◇ = Designated Office Staff (210 days)



Elementary Reporting Periods

End of Trimester: Nov 6, Mar 5, June 17
 Progress Reports: Nov 10-20, Mar 12
 End of Year Report Card: June 17

Middle School Reporting Periods

End of Trimester: Nov 6, Mar 5, June 17
 Report Cards Sent/Mailed: Nov 13, Mar 12
 End of Year Report Card: June 17

Minimum Days for All Students: Every Monday (except Holidays) and the Last School Day (June 17, 2021)
 Additionally, Elementary Students have Minimum Days during Parent Conferences: November 10 - 20

Tracy Mueller
 Payroll/Benefits Supervisor
 Phone: (619) 588-3070
 Fax: (619) 441-6170
 E-mail: muellert@cajonvalley.net



Office Address:
 710 E. Main, El Cajon, CA 92020
 Mailing Address:
 PO Box 1007, El Cajon, CA 92022-1007
 www.cajonvalley.net

Date: June 28, 2019
 From: Tracy Mueller, Payroll/Benefits Supervisor
 Subject: **2019-2020 Payroll Time Lines** 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 4:30 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:	Payroll Technician:	E-mail:
A - G	Christy Cordova	cordovac@cajonvalley.net
H - O	Carly Strampfer	strampferca@cajonvalley.net
P - Z	Joy Perry	perryj@cajonvalley.net

Contract Base Pay 11 pay (Aug-Jun), 12 pay (Jul-Jun)	Additional/Substitute/Overtime		Pay Date
	Start Date	Stop Date	
July	06/01/19	06/30/19	07/31/19
August	07/01/19	07/31/19	08/30/19
September	08/01/19	08/31/19	09/30/19
October	09/01/19	09/30/19	10/31/19
November	10/01/19	10/31/19	11/27/19
December	11/01/19	11/30/19	12/20/19**
January	12/01/19	12/31/19	01/31/20
February	01/01/20	01/31/20	02/28/20
March	02/01/20	02/28/20	03/30/20***
April	03/01/20	03/31/20	04/30/20
May	04/01/20	04/30/20	05/29/20
June	05/01/20	05/31/20	06/30/20
July	06/01/20	06/30/20	07/31/20
August	07/01/20	07/31/20	08/31/20

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

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>DUTY DAYS</u>	<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>DUTY DAYS</u>
ACCOUNTING			TECHNICAL/PARAPROFESSIONAL		
Budget & Special Programs Analyst	40	260	Occupational Therapist	46	240
Accountant	33	260	Planning Technician/Bilingual	36	260
Accounting Technician	30	260	Data & Assessment Technician	34	240
Payroll & Benefits Technician	26	260	Planning Technician	34	260
Accounting Assistant III	25	260	Speech Language Pathology Asst/Bilingual	33	206
Accounting Assistant II	23	260	Senior Buyer	32	260
Purchasing Assistant II	21	260	Certified Occupational Therapy Assistant	31	206
Accounting Assistant I	20	260	Graphic Arts Technician	31	260
Purchasing Assistant I	19	260	Speech Language Pathology Assistant	31	206
CHILD NUTRITION CENTER			Buyer	29	260
CNS Lead – Production/Serving Kitchen	17	212	Educational Services Programs Liaison	29	260
CNS Lead – A La Carte/Breakfast/Catering	17	206	Health Care Specialist	27	210
CNS Lead – Distribution	17	206/209/240	Special Education Technician	27	260
CNS Lead – Cook	17	206	Storekeeper II	27	260
CNS Lead – Baker	17	212	Inventory Control Technician	26	260
CNS Lead – Serving Kitchen	15	209	Interpreter for the Deaf	25	206
Child Nutrition Worker II	11	206/208	Deafblind Intervener	25	206
Child Nutrition Worker I	09	206	Offset Press Operator	25	260
CLERICAL			Printing & Web Services Technician	25	260
Personnel Assistant II	23	260	Storekeeper I	25	260
Office Technician/Bilingual	21	240/260	Assistant Buyer	23	260
Personnel Assistant I	20	260	District Library Catalog Technician	23	260
Office Technician	19	240/260	Print Shop Technician	22	260
Counseling Technician/Bilingual	19	221	Library Media Technician II/Bilingual	22	170
Office Assistant II/Bilingual	18	210/221/240/260	Delivery Driver/Warehouse Worker	21	260
Clerk Typist III	17	240/260	Family Liaison/Bilingual	21	260
Counseling Technician	17	221	Parent Facilitator/Bilingual	21	227
District Receptionist	16	240	Community Liaison/Bilingual	20	206/221
Office Assistant II	16	206/210/212/2221/240/260	Library Media Technician II	20	170
Office Assistant I/Bilingual	13	129/206/240	Library Media Technician I/Bilingual	20	170/192
Instructional Media Services Assistant	13	240	Graphics Assistant/Installer	19	260
Office Assistant I	11	206	Parent Facilitator	19	227
Office Aide/Bilingual	10	206	Community Liaison	18	206/221
Office Aide	08	206	Health Assistant/Bilingual	18	210
EXTENDED DAY PROGRAM SERVICES			Library Media Technician I	18	170/192
Early Childhood Program Lead II	20	209/260	Health Assistant	16	210
Early Childhood Program Lead I	18	209/260	Print Shop Assistant	16	260
Extended Day Program Site Lead	15	209/260	Special Ed Adaptive Equipment Technician	16	240
Extended Day Program Assistant	12	209	TECHNOLOGY SERVICES		
Early Childhood Program Aide II	11	206	Network Analyst	47	260
Extended Day Program Aide	06	206	Systems Analyst/Programmer	45	260
INSTRUCTIONAL SERVICES SUPPORT			Webmaster	40	260
Behavior Intervention Specialist/Bilingual	21	206	Database Specialist	37	260
Guidance Technician/Bilingual	20	206	Computer/Network Technician II	37	260
Behavior Intervention Specialist	19	206	Programmer	35	260
Bilingual/Bicultural Interpreter	18	221/240/260	Assistant Database/Network Analyst	35	260
Guidance Technician	18	206	Computer/Network Technician I	33	260
Special Education Classroom Asst/Bilingual	18	129/167/206/227	Bench Technician	31	260
Instructional/Health Care Technician	17	206	Electronics Technician	31	260
Campus Safety Assistant	16	206	Help Desk Technician	31	260
Special Education Classroom Asst (SECA)	16	129/206/227	Computer Support Technician	29	260
Alternative Learning Program Assistant	15	206	TRANSPORTATION		
Vocational Education Assistant	15	206	Heavy Duty Mechanic	31	260
English Language Development Assistant	13	129/206	Transportation Scheduler/Dispatcher	27	260
Volunteer Liaison/Trainer/Bilingual	12	206	Driver Instructor	27	260
Instructional Assistant	11	206	Transportation Operations Assistant	26	260
Special Ed Classroom Asst Trainee/Bilingual	11	129/206/227	School Bus Driver II	22	240/260
Volunteer Liaison/Trainer	10	206	School Bus Driver I	21	208
Special Education Classroom Asst Trainee	09	129/206/227	Mechanic's Assistant	20	260
Locker Room Attendant	07	206	Van Driver-Student Transportation	17	208
Campus Aide**	05	129/167/206	Bus Attendant	10	208
MAINTENANCE			Questions regarding payroll may be directed to the Payroll Department at 588-3070.		
Heating, Ventilation, A/C & Refrig Techn	33	260	+ (Reallocated)		
Asbestos Tech/Gnl Maint Repair Mech	32	260	** (Title changed/added)		
Lead Painter	32	260			
Lead Carpenter	32	260			
Electrician	31	260			
Security Systems Technician	31	260			
Plumber	31	260			
General Maintenance Repair Mechanic	30	260			
Carpenter	30	260			
Painter	29	260			
Maintenance Service Technician	25	260			
OPERATIONS					
Grounds Equipment Operator	26	260			
Grounds/Irrigation Technician	25	260			
Custodial Crew Leader	25	260			
Day Custodian	20	260			
Day Custodian/Groundskeeper	20	260			
Groundskeeper II	20	260			
Groundskeeper I	18	260			
Night Custodian	17	260			
SECRETARIAL					
Administrative Assistant II	28	260			
School Office Manager/Bilingual	28	221			
Administrative Assistant I/Bilingual	26	260			
School Office Manager	26	221			
Administrative Assistant I	24	260			
Secretary/Bilingual	23	240/260			
Secretary	21	240/260			



CLASSIFIED EMPLOYEES' SALARY SCHEDULE 2018 – 2019

750 E. Main St., El Cajon, CA 92020 www.cajonvalley.net
Previous Base, Range 3 - Step 1 = \$2036

Effective: July 1, 2017 (0% COLA)

STEP	RANGE													
	05	06	07	08	09	10	11	12	13	14	15	16	17	18
Sub/Hrly	12.71	13.03	13.35	13.68	14.03	14.38	14.73	15.10	15.48	15.87	16.26	16.67	17.08	17.51
1	2,203	2,258	2,314	2,372	2,431	2,492	2,554	2,618	2,683	2,750	2,819	2,889	2,961	3,035
2	2,314	2,372	2,431	2,492	2,554	2,618	2,683	2,750	2,819	2,889	2,961	3,035	3,111	3,189
3	2,431	2,492	2,554	2,618	2,683	2,750	2,819	2,889	2,961	3,035	3,111	3,189	3,269	3,351
4	2,554	2,618	2,683	2,750	2,819	2,889	2,961	3,035	3,111	3,189	3,269	3,351	3,435	3,521
5	2,683	2,750	2,819	2,889	2,961	3,035	3,111	3,189	3,269	3,351	3,435	3,521	3,609	3,699
6	2,713	2,781	2,851	2,922	2,994	3,069	3,146	3,225	3,306	3,389	3,474	3,561	3,650	3,741
7	2,743	2,812	2,882	2,954	3,028	3,103	3,181	3,261	3,343	3,426	3,512	3,600	3,690	3,782
8	2,774	2,843	2,914	2,987	3,061	3,137	3,216	3,297	3,379	3,464	3,551	3,640	3,731	3,824
9	2,804	2,874	2,946	3,019	3,094	3,172	3,251	3,333	3,416	3,502	3,590	3,679	3,771	3,865
10	2,834	2,905	2,978	3,052	3,128	3,206	3,286	3,368	3,453	3,539	3,628	3,719	3,812	3,907
11	2,864	2,936	3,009	3,084	3,161	3,240	3,321	3,404	3,490	3,577	3,667	3,759	3,853	3,949
12	2,894	2,967	3,041	3,117	3,194	3,274	3,356	3,440	3,526	3,615	3,706	3,798	3,893	3,990
13	2,924	2,998	3,073	3,149	3,227	3,308	3,391	3,476	3,563	3,653	3,744	3,838	3,934	4,032
14	2,955	3,028	3,104	3,182	3,261	3,342	3,426	3,512	3,600	3,690	3,783	3,878	3,974	4,074
15	2,985	3,059	3,136	3,214	3,294	3,376	3,461	3,548	3,637	3,728	3,821	3,917	4,015	4,115
16	3,015	3,090	3,168	3,247	3,327	3,411	3,496	3,584	3,674	3,766	3,860	3,957	4,056	4,157
17	3,045	3,121	3,200	3,279	3,361	3,445	3,531	3,620	3,710	3,803	3,899	3,996	4,096	4,198
18	3,075	3,152	3,231	3,312	3,394	3,479	3,566	3,655	3,747	3,841	3,937	4,036	4,137	4,240
19	3,106	3,183	3,263	3,344	3,427	3,513	3,601	3,691	3,784	3,879	3,976	4,076	4,177	4,282
20	3,136	3,214	3,295	3,377	3,461	3,547	3,636	3,727	3,821	3,916	4,015	4,115	4,218	4,323
21	3,166	3,245	3,326	3,409	3,494	3,581	3,671	3,763	3,857	3,954	4,053	4,155	4,259	4,365
22	3,196	3,276	3,358	3,442	3,527	3,615	3,706	3,799	3,894	3,992	4,092	4,194	4,299	4,406
23	3,226	3,307	3,390	3,474	3,561	3,650	3,741	3,835	3,931	4,030	4,131	4,234	4,340	4,448
24	3,256	3,338	3,422	3,507	3,594	3,684	3,776	3,871	3,968	4,067	4,169	4,274	4,380	4,490
25	3,287	3,369	3,453	3,539	3,627	3,718	3,811	3,907	4,005	4,105	4,208	4,313	4,421	4,531
26	3,317	3,400	3,485	3,572	3,661	3,752	3,846	3,942	4,041	4,143	4,247	4,353	4,462	4,573
27	3,347	3,431	3,517	3,604	3,694	3,786	3,881	3,978	4,078	4,180	4,285	4,392	4,502	4,615
28	3,377	3,462	3,548	3,637	3,727	3,820	3,916	4,014	4,115	4,218	4,324	4,432	4,543	4,656
29	3,407	3,493	3,580	3,669	3,760	3,854	3,951	4,050	4,152	4,256	4,362	4,472	4,583	4,698
30	3,438	3,523	3,612	3,702	3,794	3,889	3,986	4,086	4,188	4,293	4,401	4,511	4,624	4,739
31	3,468	3,554	3,644	3,734	3,827	3,923	4,021	4,122	4,225	4,331	4,440	4,551	4,665	4,781
32	3,498	3,585	3,675	3,767	3,860	3,957	4,056	4,158	4,262	4,369	4,478	4,591	4,705	4,823
33	3,528	3,616	3,707	3,799	3,894	3,991	4,091	4,194	4,299	4,407	4,517	4,630	4,746	4,864
34	3,558	3,647	3,739	3,832	3,927	4,025	4,126	4,229	4,336	4,444	4,556	4,670	4,786	4,906
35	3,589	3,678	3,770	3,864	3,960	4,059	4,161	4,265	4,372	4,482	4,594	4,709	4,827	4,947
36	3,619	3,709	3,802	3,897	3,994	4,093	4,196	4,301	4,409	4,520	4,633	4,749	4,868	4,989
37	3,649	3,740	3,834	3,929	4,027	4,128	4,231	4,337	4,446	4,557	4,672	4,789	4,908	5,031
38+	3,679	3,771	3,866	3,962	4,060	4,162	4,266	4,373	4,483	4,595	4,710	4,828	4,949	5,072

	RANGE												
STEP	19	20	21	22	23	24	25	26	27	28	29	30	31
Sub/Hrly	17.95	18.40	18.86	19.33	19.82	20.31	20.82	21.34	21.87	22.42	22.98	23.56	24.14
1	3,111	3,189	3,269	3,351	3,435	3,521	3,609	3,699	3,791	3,886	3,983	4,083	4,185
2	3,269	3,351	3,435	3,521	3,609	3,699	3,791	3,886	3,983	4,083	4,185	4,290	4,397
3	3,435	3,521	3,609	3,699	3,791	3,886	3,983	4,083	4,185	4,290	4,397	4,507	4,620
4	3,609	3,699	3,791	3,886	3,983	4,083	4,185	4,290	4,397	4,507	4,620	4,736	4,854
5	3,791	3,886	3,983	4,083	4,185	4,290	4,397	4,507	4,620	4,736	4,854	4,975	5,099
6	3,834	3,930	4,028	4,129	4,232	4,338	4,446	4,558	4,672	4,789	4,909	5,031	5,156
7	3,876	3,973	4,073	4,175	4,279	4,387	4,496	4,608	4,724	4,843	4,963	5,087	5,214
8	3,919	4,017	4,117	4,221	4,326	4,435	4,545	4,659	4,776	4,896	5,018	5,143	5,271
9	3,962	4,061	4,162	4,267	4,373	4,483	4,595	4,710	4,828	4,949	5,072	5,199	5,328
10	4,004	4,105	4,207	4,313	4,420	4,531	4,644	4,761	4,880	5,002	5,127	5,255	5,386
11	4,047	4,148	4,252	4,359	4,467	4,580	4,694	4,811	4,932	5,056	5,182	5,311	5,443
12	4,090	4,192	4,297	4,405	4,515	4,628	4,743	4,862	4,984	5,109	5,236	5,367	5,501
13	4,132	4,236	4,341	4,450	4,562	4,676	4,793	4,913	5,036	5,162	5,291	5,423	5,558
14	4,175	4,279	4,386	4,496	4,609	4,724	4,842	4,963	5,088	5,216	5,345	5,479	5,615
15	4,217	4,323	4,431	4,542	4,656	4,773	4,892	5,014	5,140	5,269	5,400	5,535	5,673
16	4,260	4,367	4,476	4,588	4,703	4,821	4,941	5,065	5,192	5,322	5,455	5,591	5,730
17	4,303	4,411	4,521	4,634	4,750	4,869	4,991	5,115	5,244	5,375	5,509	5,647	5,787
18	4,345	4,454	4,566	4,680	4,797	4,917	5,040	5,166	5,296	5,429	5,564	5,703	5,845
19	4,388	4,498	4,610	4,726	4,844	4,966	5,090	5,217	5,348	5,482	5,619	5,759	5,902
20	4,431	4,542	4,655	4,772	4,891	5,014	5,139	5,268	5,400	5,535	5,673	5,815	5,959
21	4,473	4,585	4,700	4,818	4,938	5,062	5,188	5,318	5,452	5,588	5,728	5,871	6,017
22	4,516	4,629	4,745	4,864	4,985	5,110	5,238	5,369	5,504	5,642	5,782	5,926	6,074
23	4,559	4,673	4,790	4,910	5,032	5,159	5,287	5,420	5,556	5,695	5,837	5,982	6,132
24	4,601	4,717	4,834	4,956	5,080	5,207	5,337	5,470	5,608	5,748	5,892	6,038	6,189
25	4,644	4,760	4,879	5,002	5,127	5,255	5,386	5,521	5,660	5,802	5,946	6,094	6,246
26	4,687	4,804	4,924	5,048	5,174	5,304	5,436	5,572	5,711	5,855	6,001	6,150	6,304
27	4,729	4,848	4,969	5,094	5,221	5,352	5,485	5,622	5,763	5,908	6,055	6,206	6,361
28	4,772	4,892	5,014	5,139	5,268	5,400	5,535	5,673	5,815	5,961	6,110	6,262	6,418
29	4,815	4,935	5,058	5,185	5,315	5,448	5,584	5,724	5,867	6,015	6,165	6,318	6,476
30	4,857	4,979	5,103	5,231	5,362	5,497	5,634	5,775	5,919	6,068	6,219	6,374	6,533
31	4,900	5,023	5,148	5,277	5,409	5,545	5,683	5,825	5,971	6,121	6,274	6,430	6,590
32	4,943	5,066	5,193	5,323	5,456	5,593	5,733	5,876	6,023	6,175	6,328	6,486	6,648
33	4,985	5,110	5,238	5,369	5,503	5,641	5,782	5,927	6,075	6,228	6,383	6,542	6,705
34	5,028	5,154	5,282	5,415	5,550	5,690	5,832	5,977	6,127	6,281	6,438	6,598	6,763
35	5,070	5,198	5,327	5,461	5,597	5,738	5,881	6,028	6,179	6,334	6,492	6,654	6,820
36	5,113	5,241	5,372	5,507	5,645	5,786	5,930	6,079	6,231	6,388	6,547	6,710	6,877
37	5,156	5,285	5,417	5,553	5,692	5,834	5,980	6,130	6,283	6,441	6,601	6,766	6,935
38+	5,198	5,329	5,462	5,599	5,739	5,883	6,029	6,180	6,335	6,494	6,656	6,822	6,992

	RANGE											
STEP	32	33	34	35	36	37	40	45	46	47	48	49
Sub/Hrly	24.75	25.37	26.00	26.65	27.32	28.00	30.15	34.11	34.97	35.84	36.74	37.66
1	4,290	4,397	4,507	4,620	4,736	4,854	5,226	5,913	6,061	6,213	6,368	6,527
2	4,507	4,620	4,736	4,854	4,975	5,099	5,491	6,213	6,368	6,527	6,690	6,857
3	4,736	4,854	4,975	5,099	5,226	5,357	5,769	6,527	6,690	6,857	7,028	7,204
4	4,975	5,099	5,226	5,357	5,491	5,628	6,061	6,857	7,028	7,204	7,384	7,569
5	5,226	5,357	5,491	5,628	5,769	5,913	6,368	7,204	7,384	7,569	7,758	7,952
6	5,285	5,417	5,553	5,691	5,834	5,980	6,440	7,285	7,467	7,654	7,845	8,041
7	5,344	5,478	5,615	5,755	5,899	6,046	6,511	7,366	7,550	7,739	7,933	8,131
8	5,402	5,538	5,676	5,818	5,964	6,113	6,583	7,447	7,633	7,824	8,020	8,220
9	5,461	5,598	5,738	5,881	6,029	6,179	6,655	7,528	7,716	7,910	8,107	8,310
10	5,520	5,658	5,800	5,945	6,094	6,246	6,726	7,609	7,799	7,995	8,194	8,399
11	5,579	5,719	5,862	6,008	6,158	6,312	6,798	7,690	7,882	8,080	8,282	8,489
12	5,638	5,779	5,923	6,071	6,223	6,379	6,869	7,771	7,965	8,165	8,369	8,578
13	5,696	5,839	5,985	6,135	6,288	6,445	6,941	7,852	8,049	8,250	8,456	8,668
14	5,755	5,899	6,047	6,198	6,353	6,512	7,013	7,933	8,132	8,335	8,543	8,757
15	5,814	5,960	6,109	6,261	6,418	6,578	7,084	8,014	8,215	8,421	8,631	8,847
16	5,873	6,020	6,171	6,324	6,483	6,645	7,156	8,095	8,298	8,506	8,718	8,936
17	5,932	6,080	6,232	6,388	6,548	6,711	7,228	8,177	8,381	8,591	8,805	9,026
18	5,990	6,140	6,294	6,451	6,613	6,778	7,299	8,258	8,464	8,676	8,893	9,115
19	6,049	6,201	6,356	6,514	6,678	6,844	7,371	8,339	8,547	8,761	8,980	9,204
20	6,108	6,261	6,418	6,578	6,743	6,911	7,443	8,420	8,630	8,846	9,067	9,294
21	6,167	6,321	6,479	6,641	6,807	6,977	7,514	8,501	8,713	8,931	9,154	9,383
22	6,225	6,382	6,541	6,704	6,872	7,044	7,586	8,582	8,796	9,017	9,242	9,473
23	6,284	6,442	6,603	6,768	6,937	7,110	7,658	8,663	8,879	9,102	9,329	9,562
24	6,343	6,502	6,665	6,831	7,002	7,177	7,729	8,744	8,962	9,187	9,416	9,652
25	6,402	6,562	6,726	6,894	7,067	7,243	7,801	8,825	9,045	9,272	9,504	9,741
26	6,461	6,623	6,788	6,958	7,132	7,310	7,872	8,906	9,128	9,357	9,591	9,831
27	6,519	6,683	6,850	7,021	7,197	7,376	7,944	8,987	9,212	9,442	9,678	9,920
28	6,578	6,743	6,912	7,084	7,262	7,443	8,016	9,068	9,295	9,527	9,765	10,010
29	6,637	6,803	6,974	7,148	7,327	7,510	8,087	9,149	9,378	9,613	9,853	10,099
30	6,696	6,864	7,035	7,211	7,392	7,576	8,159	9,230	9,461	9,698	9,940	10,189
31	6,755	6,924	7,097	7,274	7,456	7,643	8,231	9,311	9,544	9,783	10,027	10,278
32	6,813	6,984	7,159	7,338	7,521	7,709	8,302	9,392	9,627	9,868	10,114	10,367
33	6,872	7,044	7,221	7,401	7,586	7,776	8,374	9,473	9,710	9,953	10,202	10,457
34	6,931	7,105	7,282	7,464	7,651	7,842	8,446	9,554	9,793	10,038	10,289	10,546
35	6,990	7,165	7,344	7,527	7,716	7,909	8,517	9,635	9,876	10,124	10,376	10,636
36	7,049	7,225	7,406	7,591	7,781	7,975	8,589	9,716	9,959	10,209	10,464	10,725
37	7,107	7,286	7,468	7,654	7,846	8,042	8,660	9,797	10,042	10,294	10,551	10,815
38+	7,166	7,346	7,530	7,717	7,911	8,108	8,732	9,878	10,125	10,379	10,638	10,904

Shaded steps show the longevity factor of 1.125% (based on Step 5, current range) added after the completion of 5 - 37 years of regularly employed service in the District. *Employees must satisfy contract requirements to qualify for the 6% retirement longevity. Refer to the negotiated contract or contact Personnel Services for additional information.

To calculate monthly base pay: Monthly rate divided by 173.33 = approximate hourly rate. Multiply hourly rate x number of hours per day x number of contract days per year, divided by the number of monthly payments you receive per year (most school site employees receive 11 checks per year; most department employees receive 12 checks per year.) Example: \$2020 ÷ 173.33 = \$11.65 per hour. Then, \$11.65 per hour x 3 hours per day x 204 days = \$7,129.80 ÷ 11 pay = approximately \$648.16 base pay per month.

Casie Martinez, Supervisor
Personnel Services

Phone: (619) 590-8351
Fax: (619) 588-3663
E-mail: martinezca@cajonvalley.net



Office Address:
750 E. Main Street, El Cajon, CA 92020
Mailing Address:
PO Box 1007, El Cajon, CA 92022-1007
www.cajonvalley.net

May 15, 2019

NOTIFICATION OF REASONABLE ASSURANCE

This letter is provide notification that you have reasonable assurance of returning to work in the 2019-2020 school year, after the summer recess period. You also have reasonable assurance of returning to work in your usual capacity at the close of all holiday and recess periods during the year.

Your services will not be needed during the 2019 Extended School Year, unless you are notified in writing by June 28, 2019. This letter is the only official and authorized notification upon which you should rely when determining your employment status for the 2019-2020 school year.

You may, nonetheless file an Unemployment Insurance (UI) claim. Your entitlement to benefits will be determined by the Employment Development Department and not by this educational institution. If you are not rehired after the recess period, you may be entitled to UI benefits retroactive to the date you filed an initial claim, if you are otherwise eligible and you filed a claim for each week, and if a claim for retroactive benefits is made within thirty (30) days of the start of the next school year/term. If you file a UI claim, the following address should be written on your claim form:

Cajon Valley Union School District
C/O WORKFORCE SOLUTIONS
PO Box 23020
Oakland, CA 94623-2302

If you have any questions regarding this letter, please do not hesitate to reach out to our office at 619/588-3047.

Thank you for your dedication and service to the students and staff of the Cajon Valley Union School District. We value you as an employee and are looking forward to another great year. Don't forget to mark your calendars for the Welcome Back Breakfast on Friday, August 16, 2019.

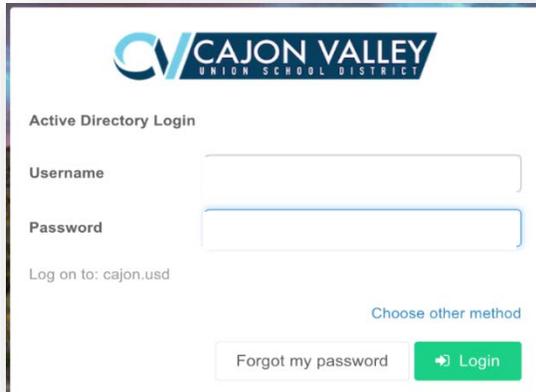
Sincerely,

A handwritten signature in blue ink that reads 'Casie Martinez'.

Casie Martinez
Personnel Services Supervisor

HELLO ID – Active Directory Login

1. From the internet go to login.cajonvalley.net and type your **Username** (the username is everything to the left of the @ sign in the email address).
2. Type your password and click **Login**. Note: The default password is a combination of your last initial in uppercase + first initial in lowercase + employee ID number.



CAJON VALLEY
UNION SCHOOL DISTRICT

Active Directory Login

Username

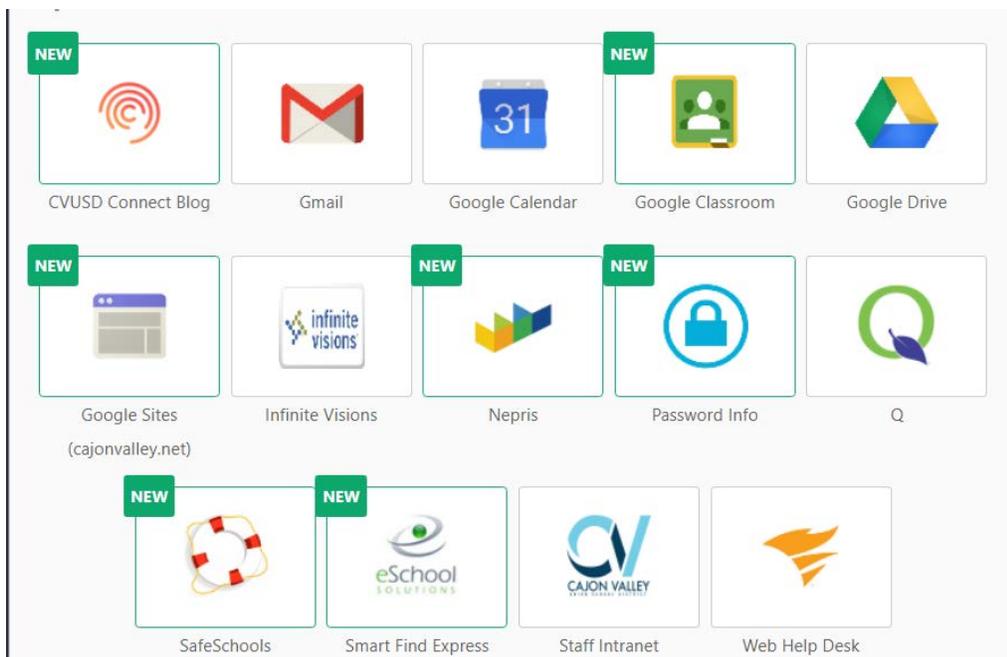
Password

Log on to: cajon.usd

[Choose other method](#)

[Forgot my password](#) [Login](#)

3. Select the application from the HelloID dashboard.
4. You may need to type your credentials the first time you access the program. HelloID will save your credentials and add them automatically.

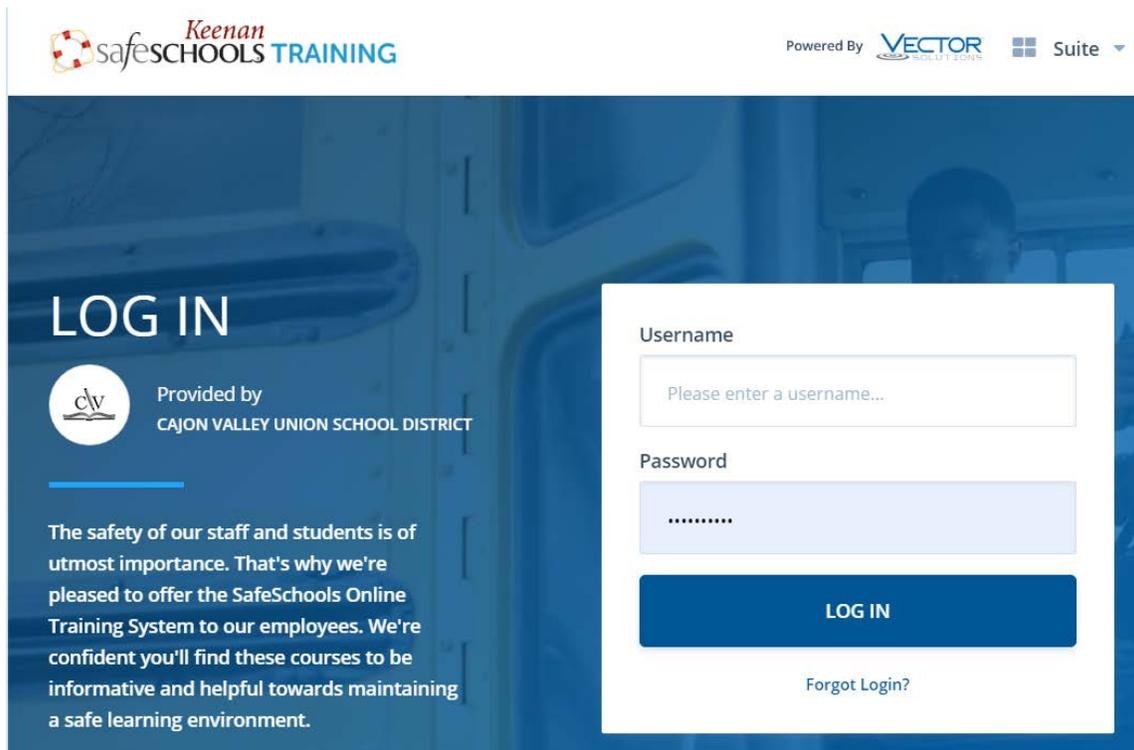


Keenan SafeSchools Training

1. From the internet go to <https://cajonvalleyusd-keenansafeschools.com/login>
2. Or from the HelloID page click on the **SafeSchools** icon



3. Type your Username and password (the same as the HelloID username and password).
4. Click **Login**.



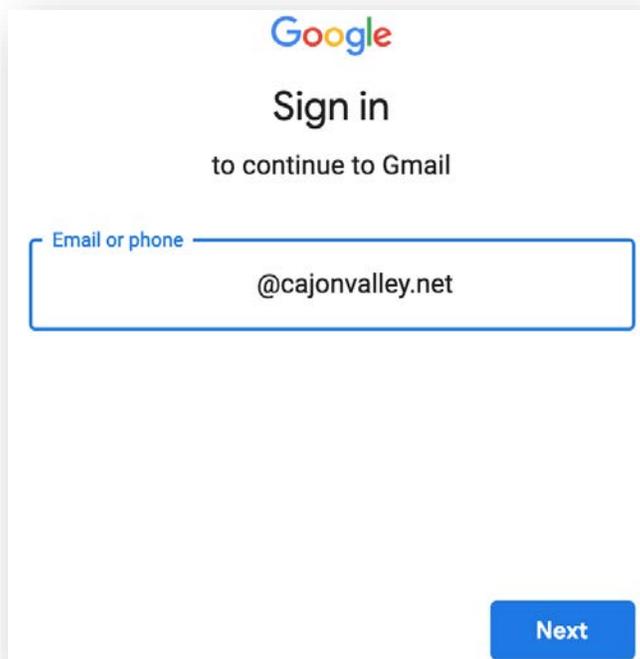
The image shows a login page for Keenan SafeSchools Training. The page has a blue background with a blurred image of a person. At the top left is the logo for Keenan SafeSchools Training, which includes a life preserver icon and the text "Keenan safeschools TRAINING". To the right of the logo, it says "Powered By VECTOR SOLUTIONS Suite". On the left side, there is a "LOG IN" heading, a logo for CAJON VALLEY UNION SCHOOL DISTRICT (CVUSD), and a paragraph of text: "The safety of our staff and students is of utmost importance. That's why we're pleased to offer the SafeSchools Online Training System to our employees. We're confident you'll find these courses to be informative and helpful towards maintaining a safe learning environment." On the right side, there is a white login form with a "Username" field (placeholder: "Please enter a username..."), a "Password" field (placeholder: "*****"), a blue "LOG IN" button, and a "Forgot Login?" link below the button.

EMAIL

1. From the HelloID page click on the Gmail icon



2. Type your email address and click **Next**

A screenshot of the Google Sign in page. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "to continue to Gmail". There is a text input field with a blue border. The placeholder text "Email or phone" is on the left, and the text "@cajonvalley.net" is entered in the field. A blue button labeled "Next" is located at the bottom right of the page.

3. You'll be redirected to the Hello ID login screen.
5. Or you may need to type your password (Note: the password is the same as the HelloID password) then click **Sign In**.

A screenshot of a login form. It consists of a white text input field with the placeholder text "Password". Below the input field is a blue button with the text "Sign in" in white.

CVUSD STAFF INTRANET

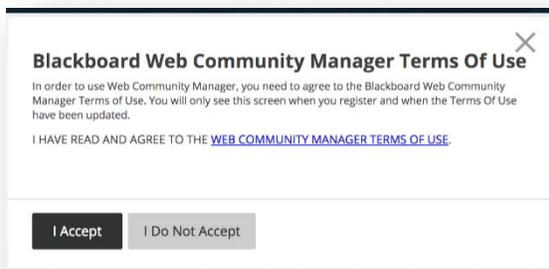
1. From the HelloID page click on the **Staff Intranet** icon



2. Your **User Name** is only the first part of your email (leave out @cajonvalley.net)
3. Type your password and click **Sign In**

The image shows a login form with a white background and a thin grey border. At the top left, the text "User Name:" is followed by a text input field with a blue border and a red arrow on the right side. Below this, the text "Password:" is followed by a password input field with a white background and a red arrow on the right side. At the bottom left, there is a dark grey button with the text "Sign In" in white. To its right is a light grey button with the text "Forgot My Password" in dark grey.

4. Upon logging in for the first time, you may be prompted to accept the terms of use, please click **I Accept** to continue.

The image shows a dialog box titled "Blackboard Web Community Manager Terms Of Use" with a close button (X) in the top right corner. The text inside the dialog box reads: "In order to use Web Community Manager, you need to agree to the Blackboard Web Community Manager Terms of Use. You will only see this screen when you register and when the Terms Of Use have been updated." Below this, there is a line of text: "I HAVE READ AND AGREE TO THE [WEB COMMUNITY MANAGER TERMS OF USE](#)." At the bottom of the dialog box, there are two buttons: a dark grey button with the text "I Accept" in white, and a light grey button with the text "I Do Not Accept" in dark grey.

IVISIONS

5. From the HelloID page click on the **Infinite Visions** icon

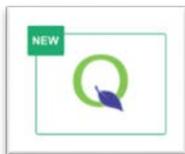


6. Type your User Name and password (the same as the HelloID username and password).
7. Click **Login**.

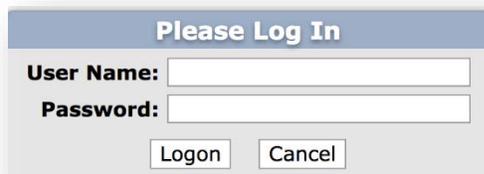
The image shows a 'User Log In' form. It has a blue header with the text 'User Log In'. Below the header, there are two input fields: 'User Name:' and 'Password:'. Each field has a small blue icon to its left. At the bottom of the form, there is a blue button labeled 'Login'.

Q/Zangle

1. From the HelloID page, click on the **QZangle** icon



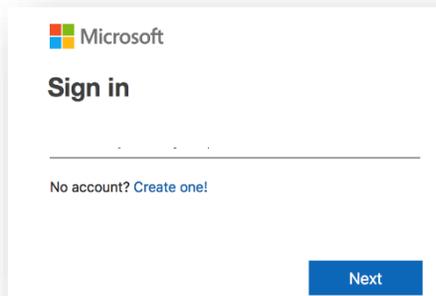
2. Log in with your User Name and Password (the same as the HelloID username and password).
3. Click Logon.

The image shows a 'Please Log In' form. It has a blue header with the text 'Please Log In'. Below the header, there are two input fields: 'User Name:' and 'Password:'. At the bottom of the form, there are two buttons: 'Logon' and 'Cancel'.

4. Type your password and click **Logon**

MICROSOFT OFFICE 365

1. Click on any Microsoft Office program such as Word, Excel, from the Welcome screen click **Get started**, or from the internet go to <https://portal.office.com> and click **Sign In**.
2. Type your email address then click **Next**
3. Type your password, and click **Sign in**.



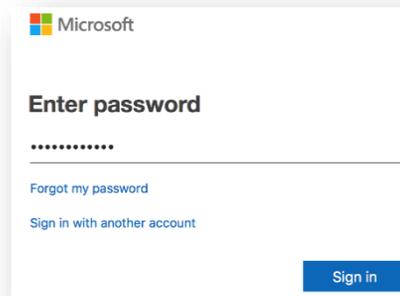
Microsoft

Sign in

.....

No account? [Create one!](#)

Next



Microsoft

Enter password

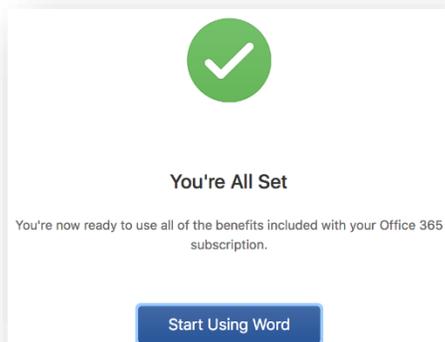
.....

[Forgot my password](#)

[Sign in with another account](#)

Sign in

4. Click Install software and follow the prompts. You'll see a confirmation screen that you're all set to use the Office program.





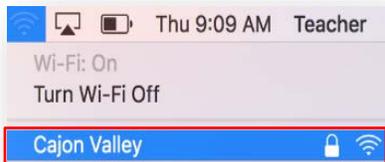
You're All Set

You're now ready to use all of the benefits included with your Office 365 subscription.

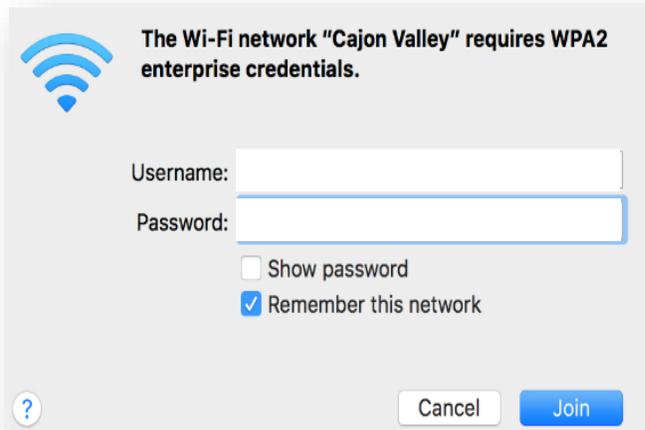
Start Using Word

WiFi

1. Select the **Cajon Valley** network



2. In the network login type your Username (same as HelloID).
3. Type your password and click **Join**.

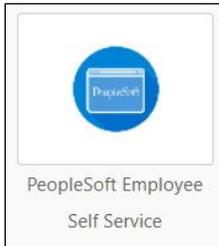


4. If you receive a network certificate message, click **Continue**



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)" in white. 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 text are two input fields: "User ID" and "Password". The "User ID" field is a simple white box with a grey border. The "Password" field is a white box with a grey border and a small eye icon on the right side. Below the "Password" field is a yellow "Sign In" button with black text.

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.

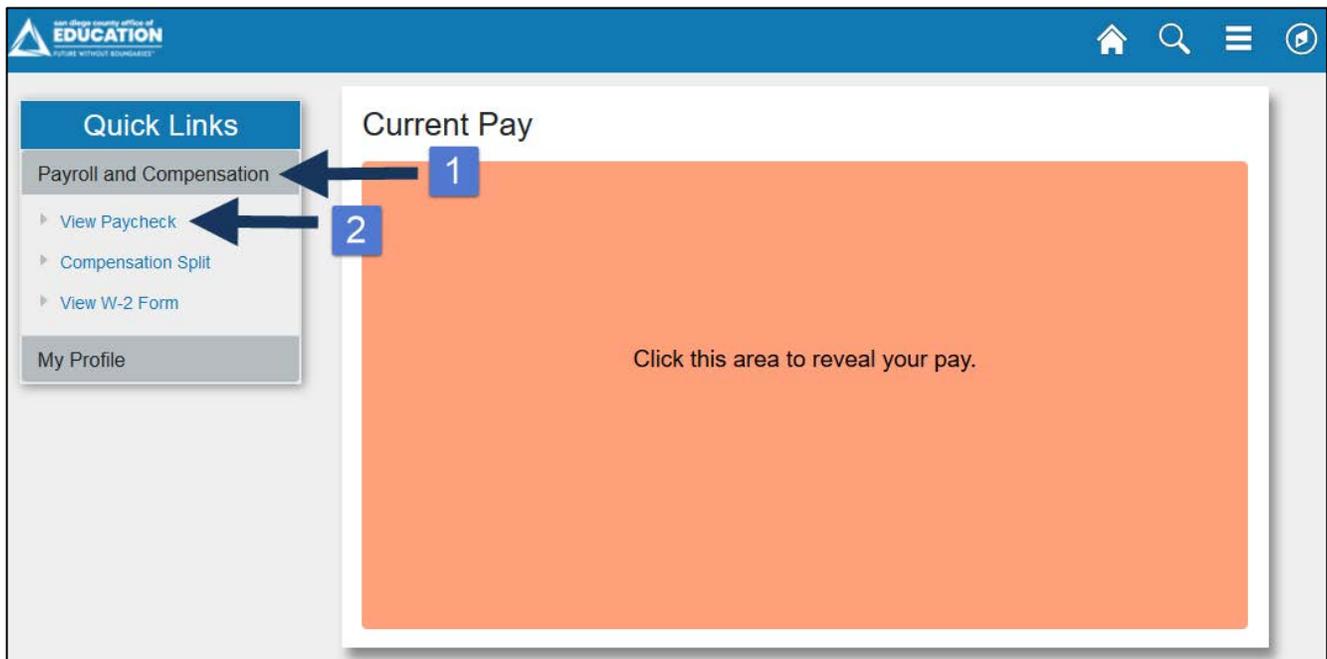
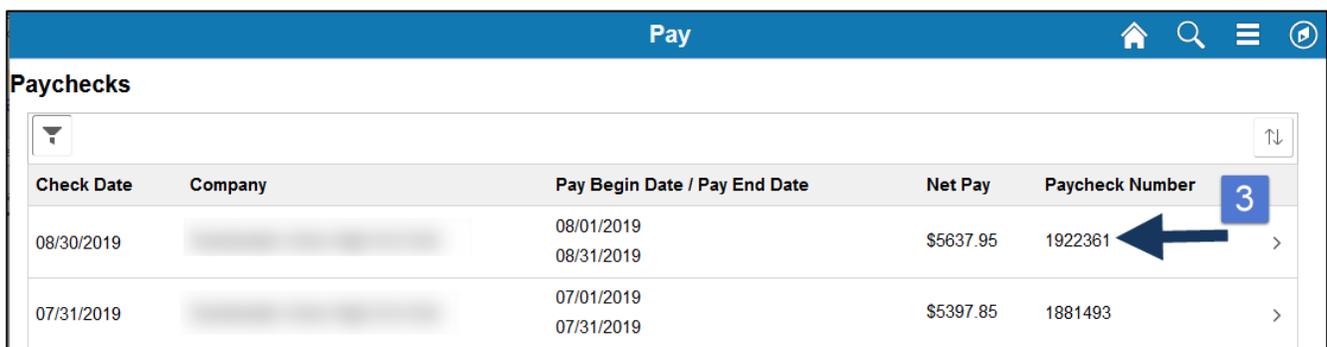
PeopleSoft Employee Self-Service (ESS): Viewing Your Paycheck in the New Fluid Environment

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

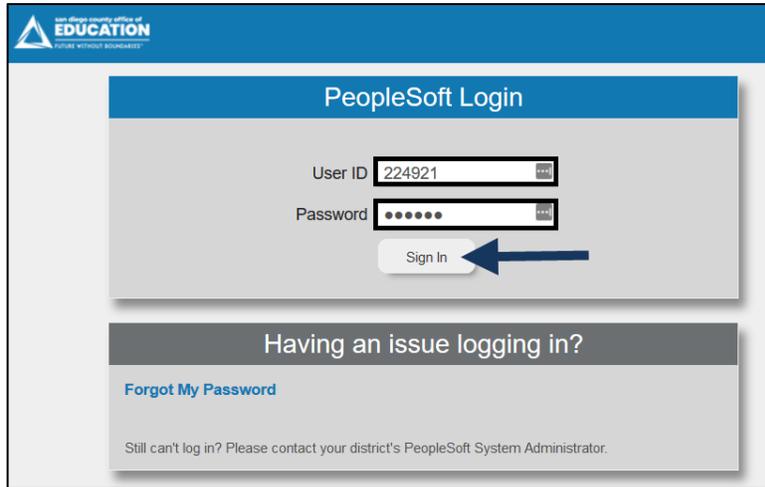
Log in to Employee Self-Service.

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:

Description:

*Current Password:

*New Password:

*Confirm Password:

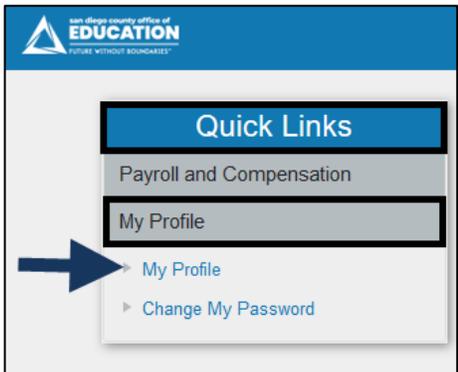
PASSWORD REQUIREMENTS:

- 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

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 | | | First 1 of 1 Last

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

IM Information Personalize | Find | | | First 1 of 1 Last

Protocol	XMPP Domain	UserID	Password		
XMPP	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-

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 224921

Password

Sign In

Having an issue logging in?

[Forgot My Password](#)

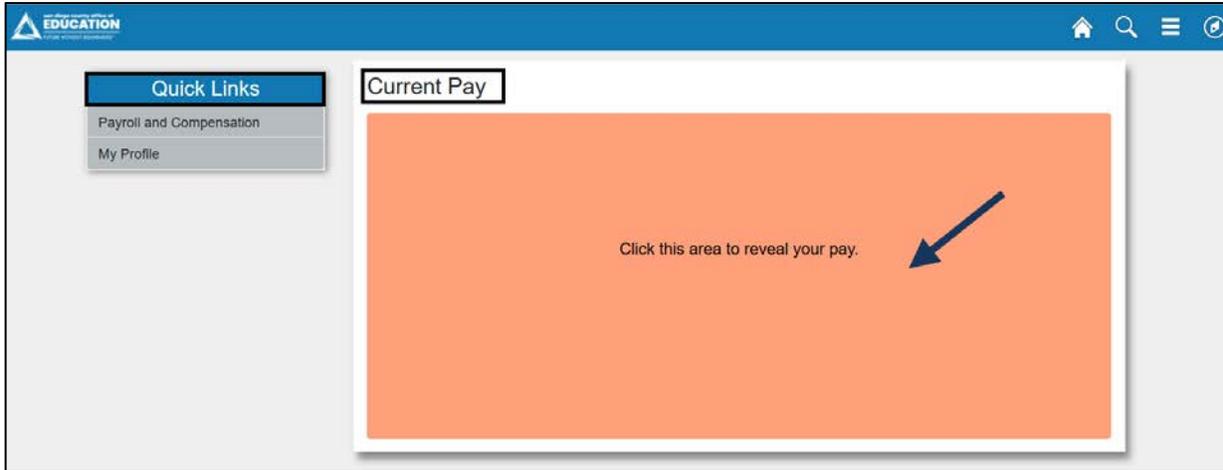
Still can't log in? Please contact your district's PeopleSoft System Administrator.

D. Viewing Paycheck

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

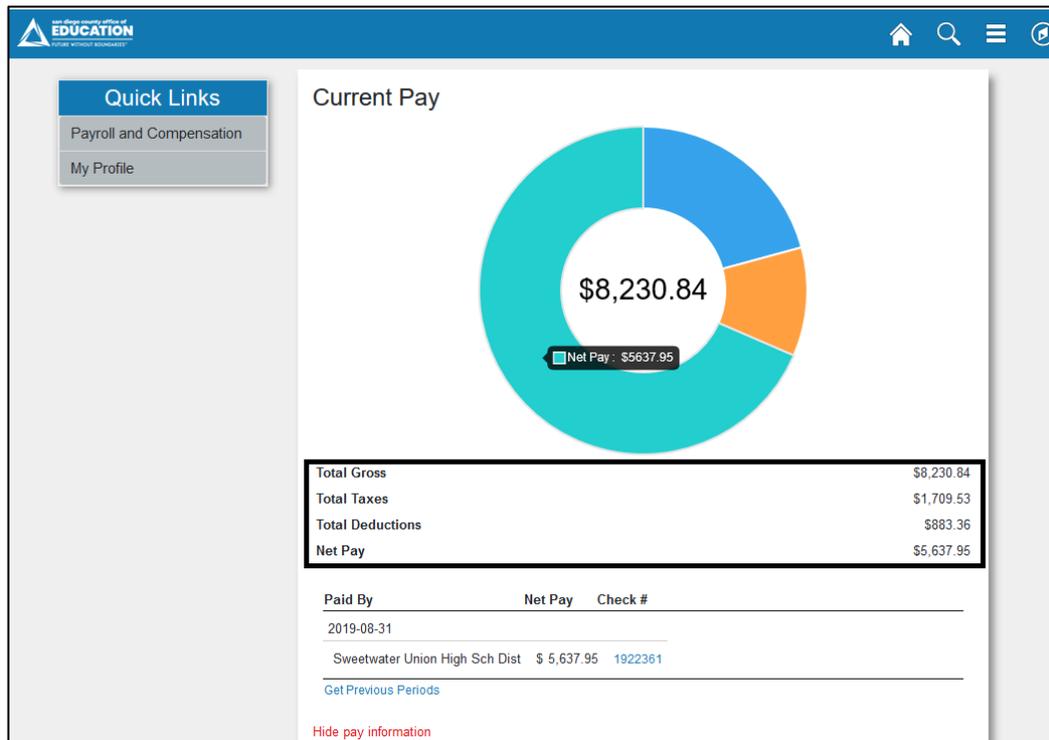
View Paycheck Using Current Pay screen

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

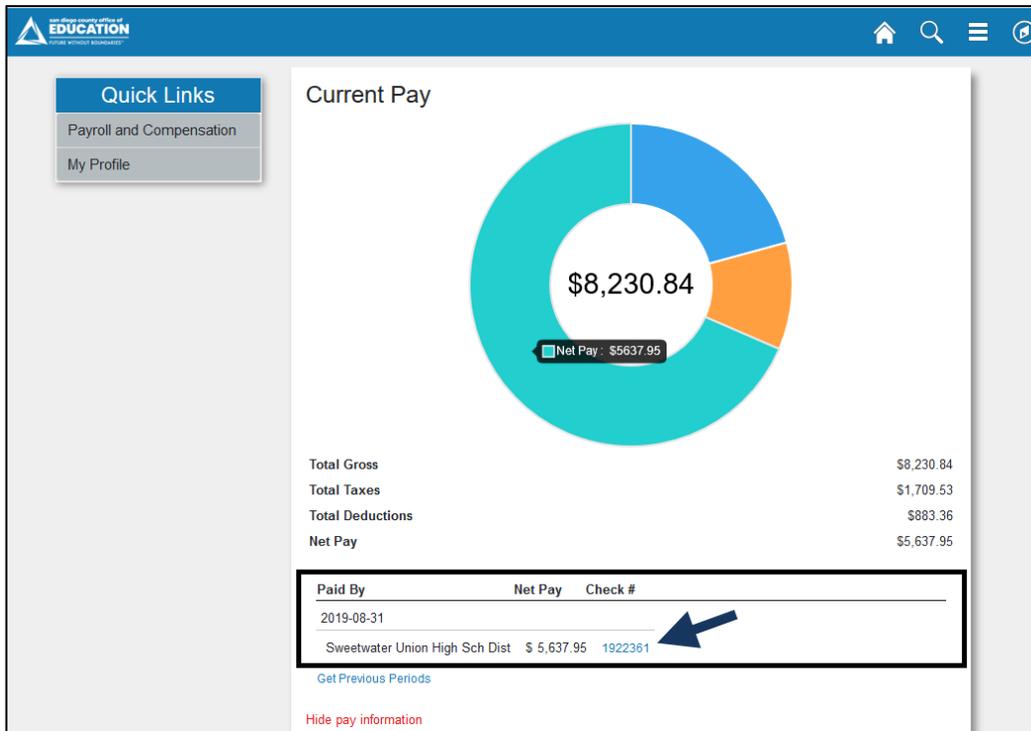


2. **View Current Pay information:**

- 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.



Quick Links

- Payroll and Compensation
- My Profile

Current Pay

\$8,230.84

Net Pay: \$5637.95

Total Gross	\$8,230.84
Total Taxes	\$1,709.53
Total Deductions	\$883.36
Net Pay	\$5,637.95

Paid By	Net Pay	Check #
2019-08-31	\$ 5,637.95	1922361

[Get Previous Periods](#)

[Hide pay information](#)

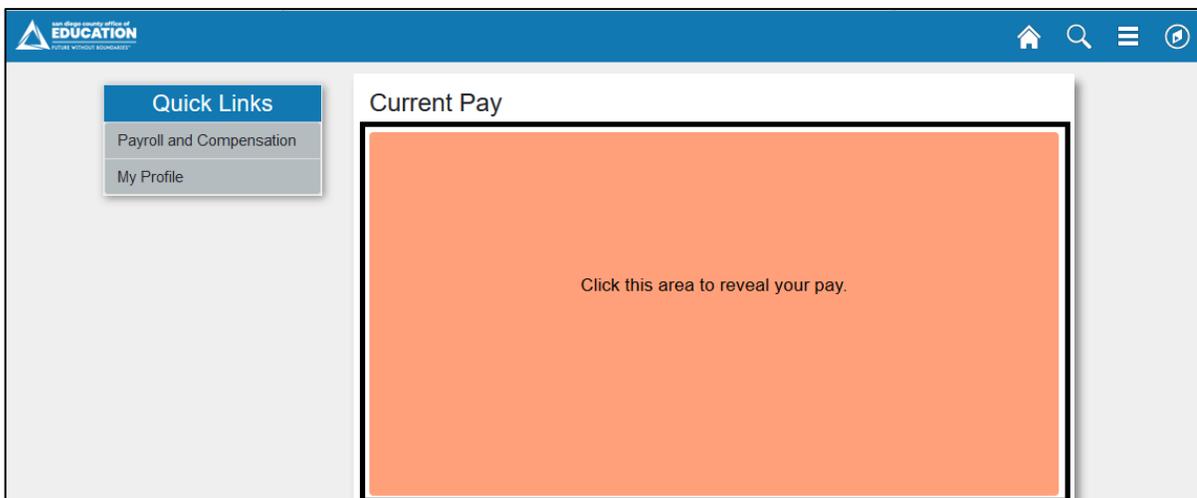
Sch Dist	Pay Group:	Pay Begin Date:	Pay End Date:	Pay Group	Business Unit:	Advice #:	Advice Date:	
		08/01/2019	08/31/2019		00000001922361	08/30/2019		
Employee ID:	Department:	Location:	Academy	ACADEMY	TAX DATA:	Federal	CA State	
					Marital Status:	Single	S/M-2 inc	
					Allowances:	1	1	
					Add. Percent:			
					Addl. Amount:			
HOURS AND EARNINGS								
Description	Pay Period		Rate	Current		YTD		
	Begin Date	End Date		Units	Earnings	Units	Earnings	
Regular	06/01/2019	06/30/2019		33.00	82.50			
Hourly	06/01/2019	06/30/2019		3.00	16.00			
X C A Cer								
Ex D STRS								
Lv WO Pay					33.75			
Retro Regu								
TOTAL:				36.00				
TAXES								
Description	Current	YTD						
Fed Withholding								
Fed MED/EE								
CA Withholding								
TOTAL:								
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
STRS PEPRA			FBC AD&D - Family			Medical Deductions Pre-Tax		
			FBC Vol Life Spouse			Dental Deductions Pre Tax		
			FBC Vol Life			Vision Plan Deduction Pre Tax		
			CAT 1 FULL-TIME			Life Insurance Deduction - AT		
						STRS PEPRA		
						Sweetwater Workers Comp		
Current	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY			
YTD								
Absence Balances	NET PAY DISTRIBUTION							
Vacation Balance	0.0	Advice #00000001922361	Account Type	Deposit Amount				
Sick Balance	58.6		Checking					
Personal Necessity Balance	0.0		Checking					
Personal Business Balance	0.0							
TOTAL:								

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.

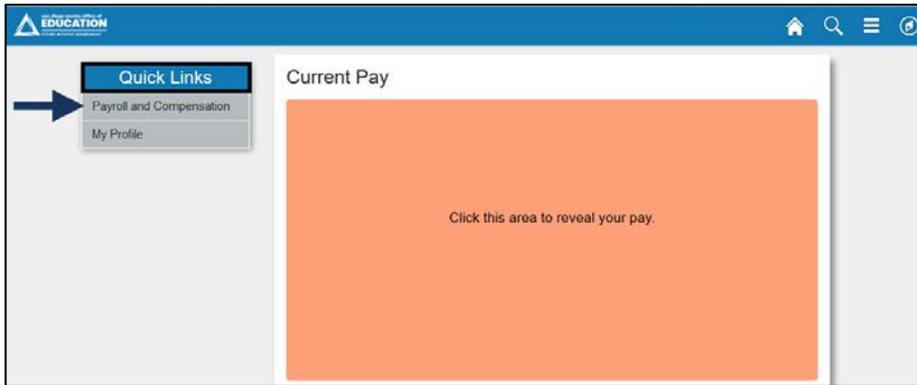
2019-08-31		
Sweetwater Union High Sch Dist	\$ 5,637.95	1922361
2019-07-31		
Sweetwater Union High Sch Dist	\$ 5,397.85	1881493
2019-06-30		
Sweetwater Union High Sch Dist	\$ 5,893.02	1839060
Get Previous Periods		
Hide pay information		



The screenshot shows the top navigation bar with the San Diego County Office of Education logo and the text 'san diego county office of EDUCATION FUTURE WITHOUT BOUNDARIES'. Below the navigation bar is a 'Quick Links' menu with 'Payroll and Compensation' and 'My Profile'. The main content area is titled 'Current Pay' and contains a large orange box with the text 'Click this area to reveal your pay.'

View Paycheck using Quick Links

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

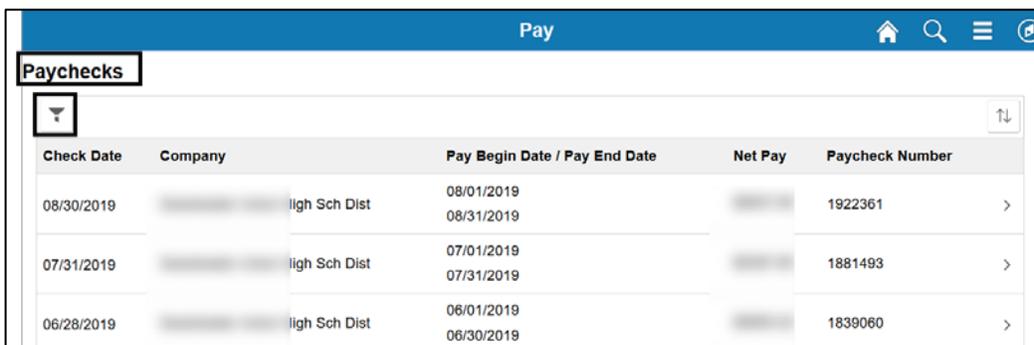


2. Dropdown menu provides these options:

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

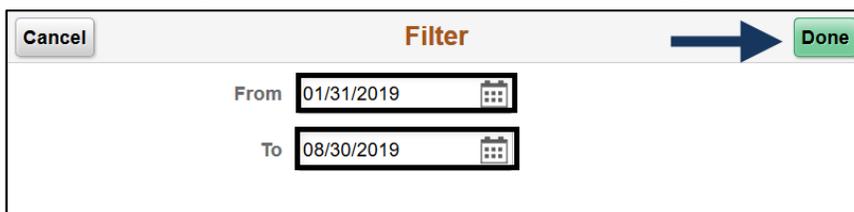


3. Click View Paycheck to see a list of more recent Paychecks.

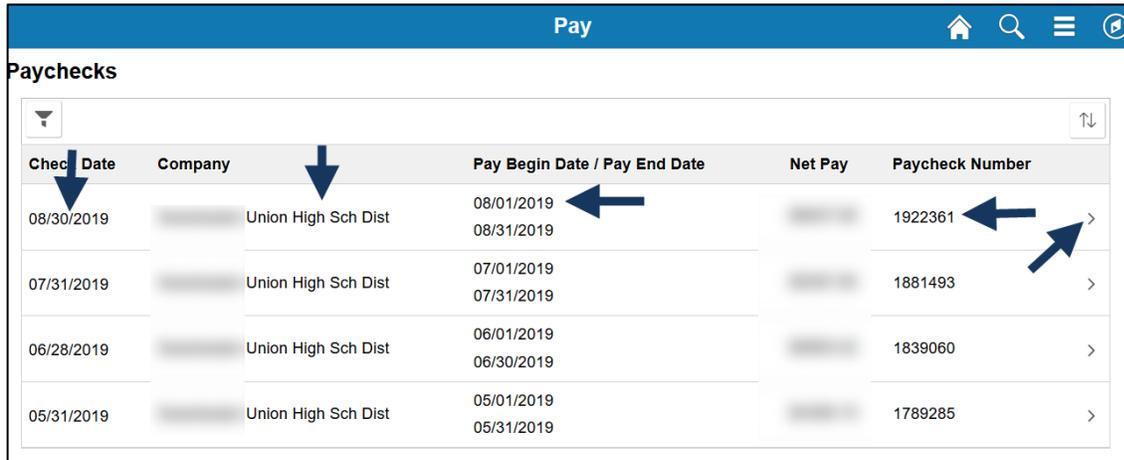


Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
08/30/2019	High Sch Dist	08/01/2019 08/31/2019		1922361
07/31/2019	High Sch Dist	07/01/2019 07/31/2019		1881493
06/28/2019	High Sch Dist	06/01/2019 06/30/2019		1839060

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

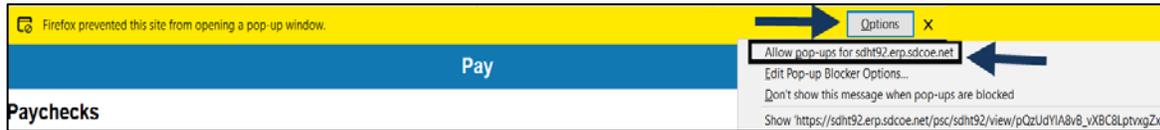


4. Click on any item on the Paycheck screen to view Paycheck.



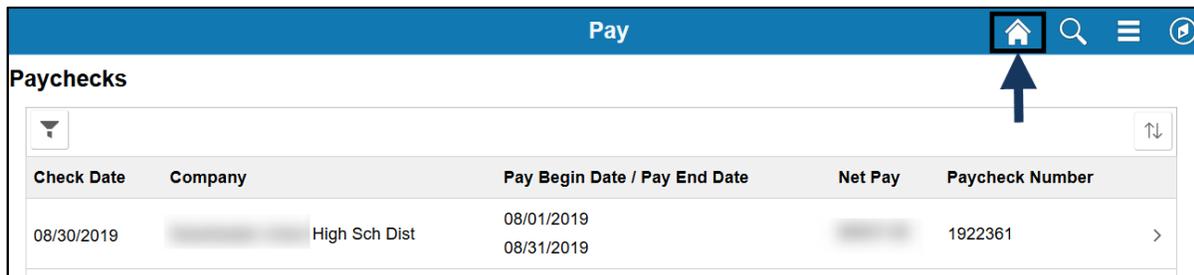
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
08/30/2019	Union High Sch Dist	08/01/2019 08/31/2019		1922361
07/31/2019	Union High Sch Dist	07/01/2019 07/31/2019		1881493
06/28/2019	Union High Sch Dist	06/01/2019 06/30/2019		1839060
05/31/2019	Union High Sch Dist	05/01/2019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

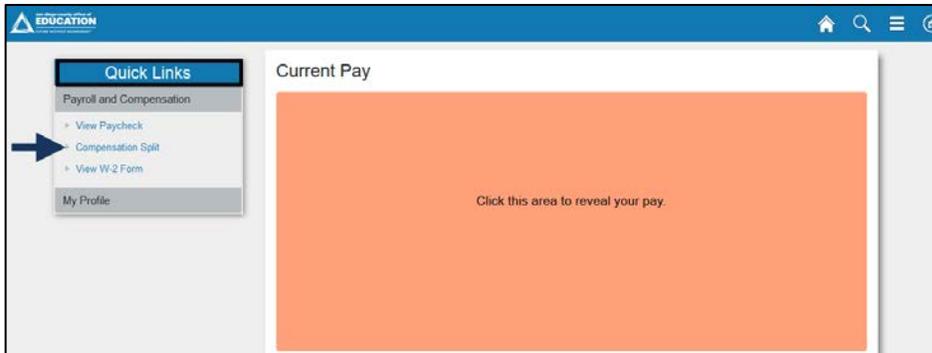
5. **Click Home icon** to return to Home screen.



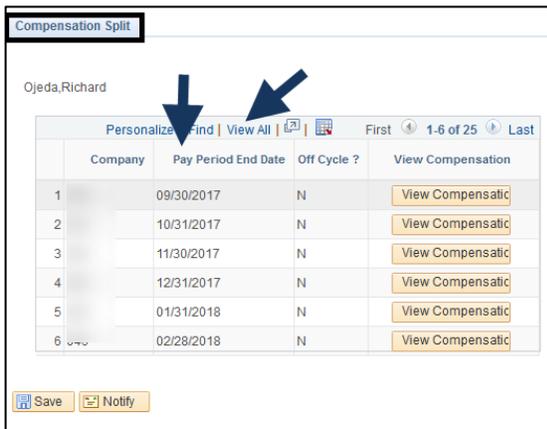
Compensation Split

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.

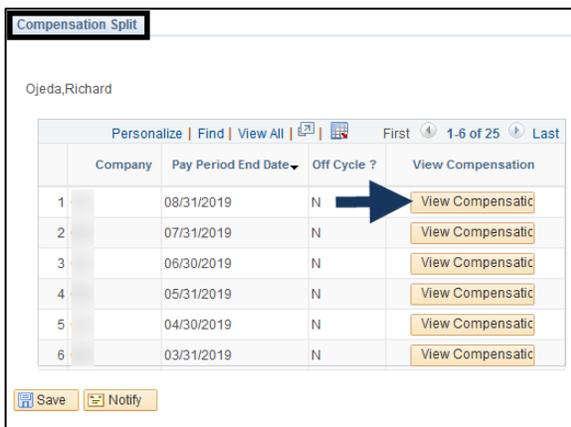
1. On the Quick Links page, click **Compensation Split**



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 [Print] [Calendar]		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 [Print] [Calendar]		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 [Print] [Calendar]		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)

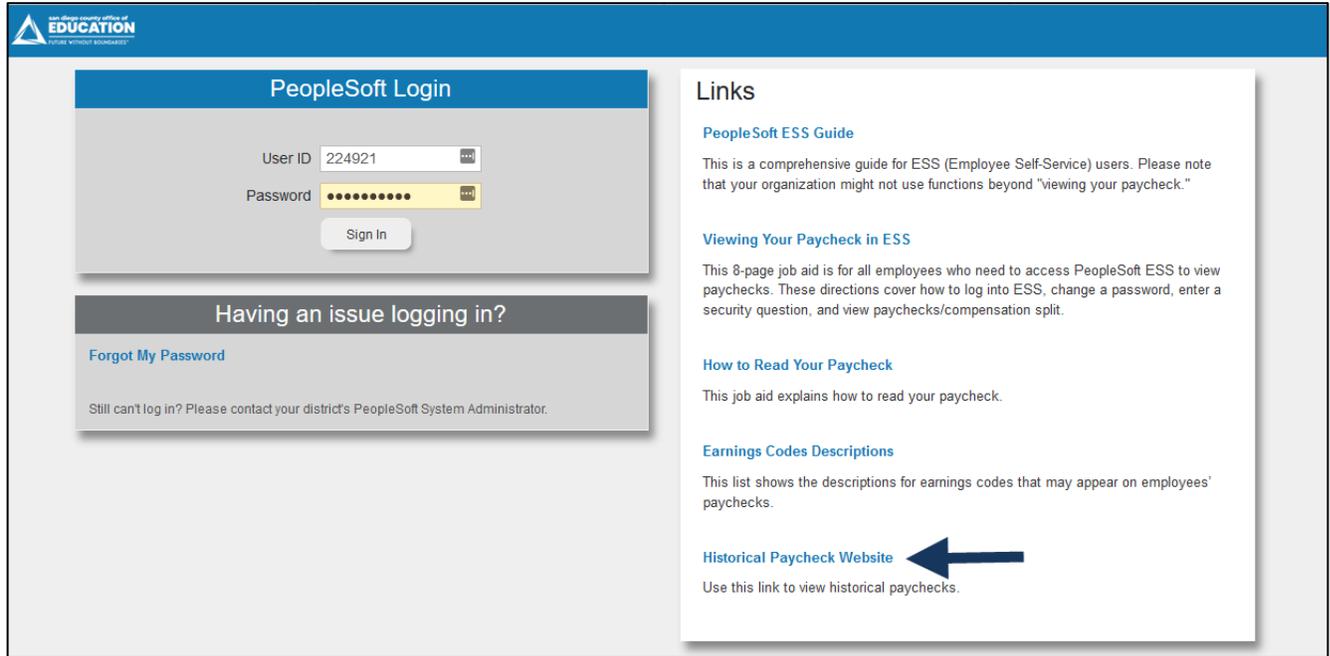
Personalize Find View All [Print] [Calendar]		First	1-2 of 2	Last
Comp Rate Code	Comp Rate			
1 Month	4152.920000	+	-	
2 Gross	4152.920000	+	-	

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

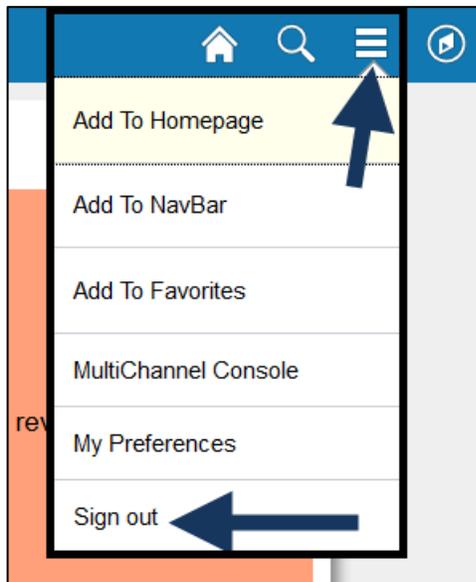
Before logging into ESS: Use the link on the PeopleSoft ESS login screen.



F. Signing Out

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

Click on Sign Out from the dropdown menu.



Advance Payroll Loan



Open your Account at
East County Schools Federal Credit Union
and Discover the Value of Membership Today!



Designed especially for newly
hired employees in our East
County School Districts.

Advance Payroll Loan (APL)



**Open your Account at East County Schools Federal Credit Union
and Discover the Value of Membership Today!**

East County Schools Federal Credit Union continues to offer our Advance Payroll Loan (APL) as a special benefit to all “new hire” employees of the school districts we serve. This zero percentage rate / low percentage rate loan is designed to “bridge the gap” between when a new employee starts working, and when they receive their first paycheck. We’re here to help you with relocation or other expenses you might experience in your new job!

- Zero percent interest for up to 60 days*;
- Loan amounts of 100% of the employee’s monthly gross pay, up to \$5,000;
- Option to payoff on “first payment due date” in full, with no interest charges or the option to continue to make monthly payments for up to 24 months at a **low** interest rate**;
- This loan offer is available for all new employees of the school district for up to 60 days after date of employment.
- Loan is subject to membership at ECSFCU with a Checking Account and District Direct Deposit***.

* Interest will begin accruing as of the first payment due date (45—60 days after date of loan funding), if the loan is not paid in full on or before that date.

** All loans subject to Credit Approval. The interest rate on your loan after the zero percent interest period is based on your individual credit score.

*** \$5.00 Savings Deposit is required to open your membership.

Your EAP and WorkLife Services Benefit

Get The Most Out Of Life

The challenges you face each day can overwhelm you. Your home life, your happiness and your performance at work all can suffer.

We can help. Your Employee Assistance Program (EAP) and WorkLife Services Benefit provides confidential support for those everyday challenges, and for more serious problems. It's available around the clock anytime you need it.

What Can My EAP and WorkLife Services Benefit Do For Me?

You may be struggling with stress at work, seeking financial or legal advice, or coping with the death of a loved one. Maybe you just want to strengthen your relationships with your family. Your benefit offers assistance and support for all these concerns and more:

- Depression, anxiety and stress
- Substance abuse
- Relationship problems
- Workplace conflicts
- Parenting and family issues
- Living with chronic conditions
- Child and elder care

If you have an Apple or Android Smartphone download the new myLiveandworkwell app today!

Connect 24/7 to a real person dedicated to making your life easier.

Call toll-free

(888) 625-4809

TDD/TTY Dial 711 and enter the number above.

or log on to
www.liveandworkwell.com
access code: veba



We're here to help you and your family with a wide range of personal and work-related needs.



THIS FLYER IS FOR BENEFIT ELIGIBLE EMPLOYEES
WORKING MORE THAN 4 HOURS

Your EAP and WorkLife Services Benefit

Get The Most Out Of Life

How Does It Work?

Accessing your EAP and WorkLife Services Benefit is easy and available 24 hours a day. Simply call the toll-free number on this flyer. A specialist will help you identify the nature of your problem and the appropriate resources to address it. If you need financial or legal services, we will refer you to an expert in that field. If you want to see a clinician, we'll match you with one in our network who has the appropriate experience to help.

Connecting Online

For 24-hour, confidential access to your EAP benefit and tools to help you enhance your work, health and life, simply visit liveandworkwell.com. You can check your benefit information and submit online requests for services, search our online directory of clinicians, access information and resources for hundreds of everyday work and life issues in one of our many virtual help centers, and participate in interactive, customizable self-improvement programs. Any member of your household may access these online services, including dependents living away from home.

How Much Will This Benefit Cost?

There's no charge for referrals, or for seeing a clinician within our network. There's no cost for initial consultation with financial or legal experts, or mediators. Subsequent legal assistance is available at a 25 percent discount. Access to liveandworkwell.com is always free. For more information, please refer to your employer-provided benefit information.

Are Services Confidential?

We'll never share your personal records with your employer or anyone else without your permission. All records, including medical information, referrals and evaluations, are kept strictly confidential in accordance with federal and state laws.

In an emergency, the first concern is your health.
Call 911 or get to an emergency room as soon as possible.



Free.
Confidential.
All day, every day.

Your EAP and WorkLife Services Benefit

Call any time for help with
the demands of everyday life.



Andre Hamil
We help our MHN
members get the
support they need.



Your Employee Assistance Program

How can we help?

Life can be complicated. With MHN, getting help is easy.

Your EAP is here to help with life's many challenges. MHN provides the following services, paid for by your employer.

Problem-solving support

Call us for help with life's ups and downs. We're here 24/7 to connect or refer you to a professional who can help with:

- Marriage, family and relationship issues.
- Problems in the workplace.
- Stress, anxiety and sadness.
- Grief, loss or responses to traumatic events.
- Concerns about your use of alcohol or drugs.

When you call, you can make an appointment that works for you:

- **Face-to-face sessions** – Meet with a provider from our network (for example, a counselor, marriage and family therapist, or psychologist) in his or her office. We can provide a referral when you call us.
- **Phone or web-video consultations** – Easily accessed support provided by a network provider or MHN consultant.

Remember that EAP services are not medical care or mental health treatment of any kind. If, in the course of a consultation, clinical problems are suspected, including drug or alcohol problems, we will offer a referral to appropriate medical or mental health services.

Work and life services

Our experts can help you balance your work with your life!¹ Call us for:

- **Childcare and eldercare assistance** – We'll find out what kind of help you need caring for children or elders in your life. Then we'll give you names and numbers of providers in your area with confirmed openings.
- **Financial services** – Talk to an advisor over the phone about:
 - Budgeting
 - Credit and financial questions (investment advice, loans and bill payments not included)
 - Retirement planning
- **Legal services** – Talk to a lawyer over the phone or face to face about:
 - Civil, consumer and criminal law
 - Personal and family law, including adoption, divorce and custody issues



(continued)

¹Please contact us for details, including limitations and exclusions.

**THIS BROCHURE IS FOR NON-BENEFIT ELIGIBLE
CONTRACT EMPLOYEES WORKING LESS THAN 4 HOURS**

- Financial or tax matters. (Business matters are excluded. Also excluded are any disputes or actions between members and their employer, business partners, MHN, Health Net, or their affiliates.)
- Real estate
- Estate planning

- **Identity theft recovery services** – Speak with a certified consumer credit counselor who can learn more about your situation and help you create a plan. If there is a potential of ID theft, we'll connect you to an identity recovery specialist.
- **Daily living services** – Need help with errands? Planning an event or a vacation? We'll track down businesses and consultants for you. (MHN does not cover the cost nor guarantee delivery of vendors' services.)



Our member website can help with:

- Childcare and eldercare directories.
- Tips, tools and calculators to help you with finances, legal issues and retirement planning.

Health and wellness resources

Take charge of your well-being! MHN can help. Just register on our member website to:



- Assess your health and get tips for living better.
- Track progress toward your wellness goals.
- Take advantage of interactive e-learning programs.
- Find articles and videos about health topics.

Call your EAP number to learn more about our wellness coaching services – personalized support to help you set and reach your wellness goals.

This is just a summary. For details about services and eligibility, please contact MHN or your employer, or check your plan documents (such as an *Evidence of Coverage* booklet or *Summary Plan Description*).

Your privacy

EAP services are confidential. Your privacy is important to us, and it is protected by state and federal laws.

Need help?

Call toll-free, 24 hours a day, seven days a week: 1-800-227-1060

TTY users call 711.

Or visit us at: members.mhn.com

and register with the company code: `parttime`

You are entitled to 3 face-to-face sessions or telephonic or web-video consultations for problem-solving support per incident, per policy year.

Separate limits apply for work-life consultations.

We speak your language!

When you call MHN, free interpretation services are available in over 170 languages. We also contract with a vendor who can physically attend appointments with you, at no cost, if you need help communicating with doctors or other providers.

¡Hablamos su mismo idioma!

Cuando llame a MHN, podrá usar nuestros servicios de interpretación gratuitos en más de 170 idiomas. Además, contamos con proveedores contratados que pueden asistir en persona a las citas con usted, sin cargo alguno, en caso de que necesite ayuda para comunicarse con los médicos u otros proveedores.

我們說您的語言

您致電 MHN 時，我們可提供 170 多種語言的免費傳譯服務。我們還聘用了翻譯人員，如果您需要翻譯人員幫助您與醫生或其他醫療服務提供者進行交流，該翻譯人員可以與您一道參加約診，該服務為免費提供。

Payroll Deduction Authorization

The Cajon Valley Education Foundation is a non-profit foundation established in 1985 to provide funds for programs that were underfunded or unfunded altogether. Programs funded by the Foundation include areas of math and science, computers and technology, cultural and performing arts, as well as library and media services. The Foundation also funds teacher grants, the Stars in Education recognition program, and student service awards at Cajon Valley schools.

In addition to the Foundation’s fundraising event, *Cajon Valley’s Got Talent*, these excellent programs are all financed, in addition, from contributions to the Cajon Valley Education Foundation. If you have a child or grandchild in the school district, in all likelihood, he or she has already benefitted from Foundation-funded programs.

Quality education is not an expense; it is an investment. A valuable investment for the future is in those who *are* the future: our children.

The need to provide enriching educational programs for the children of the Cajon Valley Union School District remains as strong as ever, as does the need for new and continued membership contribution. You can help by becoming a Foundation Member. Help create and sustain an enriched school curriculum for the children of Cajon Valley. Please complete the form below and return to CVUSD’s Payroll Department. Thank you.

<input type="checkbox"/> Administrative <input type="checkbox"/> Certificated <input type="checkbox"/> Classified	Name:	
	Employee ID or SS#:	School Site/Department:
I request \$: _____ deductions from my month pay effective date : _____. <input type="checkbox"/> 10-monthly deductions (September-June) <input type="checkbox"/> 11-monthly deductions (August-June) <input type="checkbox"/> 12-monthly deductions (July-June)		Please Indicate: <input type="checkbox"/> New Member / Add Deduction <input type="checkbox"/> Continued Payroll Deduction <input type="checkbox"/> Change Deduction <input type="checkbox"/> Please Discontinue
I authorize the Payroll Department to deduct the amount indicated above from my salary. This authorization shall remain in effect until a written request for change or discontinued is submitted to the Payroll Department.		
Date:	Signature:	

Please return via district mail to Payroll Department.

Louise Gibson
Fiscal Services Manager
Fiscal Services
Phone: (619) 441-6126
Fax: (619) 441-6170
gibson@cajonvalley.net



Office Address:
710 E. Main Street, El Cajon, CA 92020
Mailing Address:
PO Box 1007, El Cajon, CA 92022-1007
www.cajonvalley.net

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.

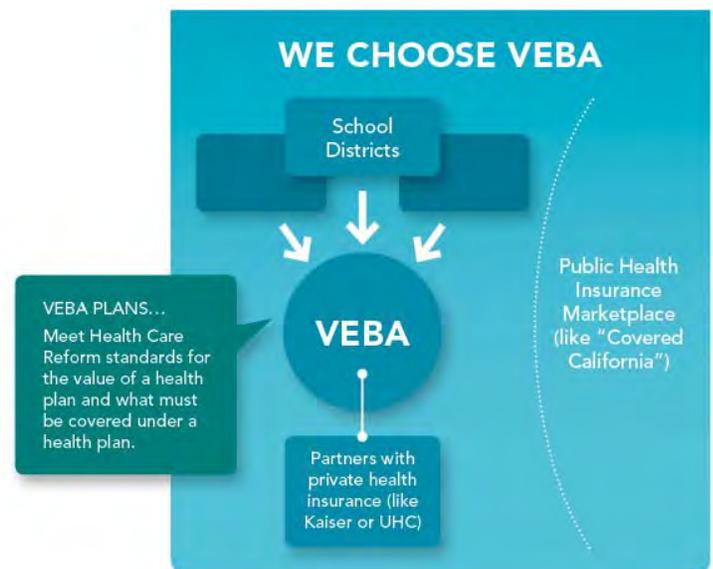
We will monitor the changes related to the Affordable Care Act over the coming months and years and continue to use the collective bargaining process for represented employees, as the elements of the law become clearer.

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:

	PHYSICAL INDICATORS	BEHAVIORAL INDICATORS
S E X U A L A B U S E	<p>Difficulty in walking, sitting or running</p> <p>Pain or urination, defecation</p> <p>Pain or itching in genital area</p> <p>Torn, stained or bloody underclothing</p> <p>Bruises or bleeding in external genitalia or anal areas</p> <p>Genital discharge</p> <p>Veneral disease, especially in pre-teens</p> <p>Pregnancy</p> <p>Excessive masturbation</p>	<p>Seems ashamed/self-conscious of body and hides self</p> <p>Unwilling to change for gym or participate in PE class</p> <p>Withdrawal, fantasy or infantile behavior</p> <p>School difficulties</p> <p>Eating disorders</p> <p>Sleep disturbances</p> <p>Bedwetting or fecal soiling</p> <p>Poor peer relationships</p> <p>Seeks out or avoids adults</p> <p>Exhibits sexualized behavior towards adults or other children, or has specific knowledge of sex beyond developmental age</p> <p>Is engaging in delinquent acts or runs away</p> <p>Attempts suicide</p> <p>Reports sexual assault by caretaker</p>
E M O T I O N A L T R E A T M E N T	<p>Speech disorders</p> <p>Delayed physical development</p> <p>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>	<p>Constantly "seeking out" or "pestering" other adults for attention and affection</p> <p>Antisocial destructive "acting out" behavior</p> <p>Repetitive rhythmic movements (sucking, biting, rocking)</p> <p>Sleep disorders</p> <p>Behavior extremes</p> <p>Overly Adaptive Behavior: pseudo-mature, infantile</p> <p>Developmental lags (mental, emotional)</p> <p>Suicide attempts</p>

CHILD ABUSE:

Educator's and Other School Personnel's Responsibility

Cajon Valley Union School District

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 give it to a parent or guardian who inquires about the child's removal.

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 the 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

"Child abuse means a physical injury which is inflicted by other than accidental means on 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, shakes 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.

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."

- 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

- 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. (Pen. 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).

"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:

Do not panic or express shock.

Be nonjudgmental to both child and family members.

Be aware that abused children often have strong loyalties to their abusers.

Determine child's immediate need for safety.

Lessen fears and apprehension by letting the child know what you will do.

Avoid making promises you can't keep.

CHILD ABUSE: 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 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:
(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

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. (P.C. 11166 (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:

8. An 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. A licensee, an administrator, or an employee of a licensed community care or child day care facility.
11. A Head Start teacher.
12. A licensing worker or licensing evaluator employed by a licensing agency as defined in Section 11165.11.

And employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 1424 of the rules of Court.

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

-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 Mary Cooper, Learning Support 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.

What Are Educator's 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 below, answers are provided to some of the common concerns expressed by educators regarding their legal responsibility to report known or reasonably 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 reporter 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. A teacher.
2. An instructional aide.
3. A teacher's aide or teacher's assistant employed by any public or private school.
4. A classified employee of any public school.
5. An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.
6. An administrator of a public or private day camp.
7. An administrator or employee of a public or private youth center, youth recreation program, or youth organization.

INDICATORS OF CHILD ABUSE/NEGLECT
INDICATORS OF AGUSE ARE NOT IN AND OF THEMSELVES CONCLUSIVE EVIDENCE OF ABUSE.
THEY ARE "CLUES" OR "RED FLAGS" THAT HELP MAY BE NEEDED

	PHYSICAL INDICATORS	BEHAVIORAL INDICATORS
P H Y S I C A L	<p>Unexplained Bruises, Wells, 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) - 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>	<p>Wary of physical contact with adults</p> <p>Clingy and indiscriminate attachment</p> <p>Seems frightened of parents or going home</p> <p>Drastic behavior change in and out of parents presence</p> <p>Seems overprotective of parent</p> <p>Exhibits extreme fear after making a mistake</p> <p>Apprehensive when other children cry</p> <p>Demonstrates extremes in behavior (aggressive/passive)</p> <p>Inappropriate and frequent anger</p> <p>Inability to make friends</p> <p>School behavior problems</p> <p>Substance Abuse</p> <p>Run away</p> <p>Self-mutilates or attempts suicide</p>
N E G L E C T	<p>Consistently dirty, unwashed, hungry, or inappropriately dressed</p> <p>Without supervision for extended periods of time or when engaged in dangerous activities</p> <p>Consistently tired/listless</p> <p>Has unmet medical or dental needs</p> <p>Exploited, overworked</p> <p>Abandoned</p>	<p>Begging, stealing food</p> <p>Extended stays at school (early arrival/late departure)</p> <p>Truancy</p> <p>Constant faigue, listlessness or falling asleep in class</p> <p>Alcohol or drug abuse</p> <p>Delinquency (e.g. thefts)</p> <p>States there is no caretaker</p> <p>Prostitution, stealing</p> <p>Attempts suicide</p>

CAJON VALLEY UNION SCHOOL DISTRICT



Prepared by:

Kathie Hillix, Personnel Director
January 1995 (Rev. 7/96, 2/99; 12/03; 07/04)
A-58

EMPLOYEE HANDBOOK

THE CAJON VALLEY UNION SCHOOL SYSTEM

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.

Schools

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.

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.

Merit System

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

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 normally are held once a month at 4:30 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 placed on the agenda for information or for action. Agendas and minutes of the meetings are distributed and posted at each work location.

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 Commission Rules & Regulations. However, where a subject is not covered in the collective bargaining contract, but is addressed in the 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.

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.**

Physical Examination

Offers of employment are contingent upon successful completion of a physical examination (including drug and alcohol testing) and 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. 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 work day of each month. **NOTE:** Employees in a regular position working additional hours (overtime, etc), will receive that pay in their regular monthly check. Time sheets for the extra hours must be submitted to the Payroll Department by the 10th of the current month. Automatic deposit to any bank or credit union is available upon completion of the proper paper work.

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 to the Personnel Director or Assistant Superintendent of

Personnel. 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. 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.

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 for at least twelve months and for at least 1,250 hours of service during the previous 12-month period shall 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).

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, (619) 262-0896, and/or the Superintendent of Schools at the San Diego County Office of Education, (619) 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 in the Personnel 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 you left, and, receive credit for the seniority you had when you left.

SPECIAL PROGRAMS

Employee Assistance Program (EASE)

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.

Right-to-Know



Employee Training Program

San Diego County Office of Education
Risk Management



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

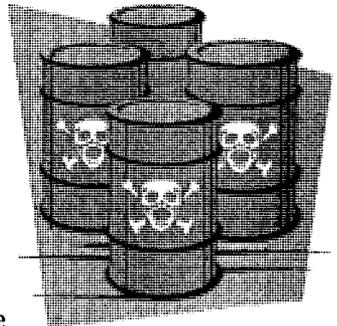
Paracelsus, 1493-1541
Swiss physician and alchemist



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

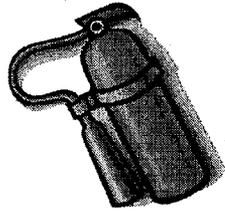
Your supervisor is responsible for informing you of the following:

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

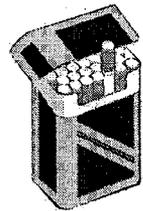


The District has spent a lot of time assembling and organizing MSDSs for every hazardous substance used by employees. This has been a big task and the payoff is when you use them to get information to make your job safer. Anytime you have a question about a substance, refer to the MSDS first. Make this 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.

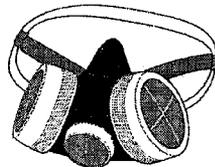
Carcinogens are substances known to produce cancer in people. There are currently less than 25 substances in this category. A number of others are suspected carcinogens and would also be considered hazardous.



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.

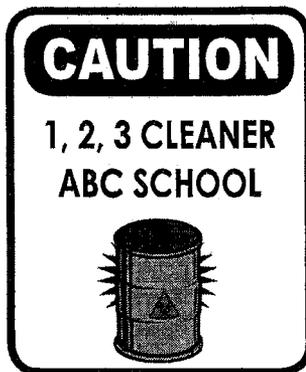
“Caution” (Category IV), means the product is slightly toxic if eaten, absorbed through the skin, inhaled or if it causes slight eye or skin irritation.

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.



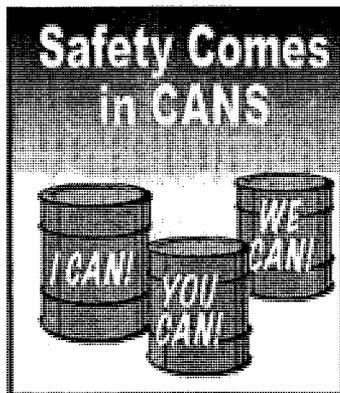
MATERIAL SAFETY DATA SHEETS (MSDS)

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

Identify # 170281; 170282; 170284; 170285

Name SPRING CLEAN MINT ODOR DISINFECTANT

Section 1

Manufactured For - Waxie Sanitary Supply

Address - 8353 Waxie Way Emergency Phone (Chem-Tel) 1-(800) 255-3824

City - San Diego State - CA 92123-1038 Phone - (800) 895-4468

Date Prepared- 1/21/1999

Section 2 - Hazardous Ingredients/Identify Information

Hazardous Components	CAS#	OSHA PEL	ACGIH TLV	Weight% (Optional)
Quaternary Ammonium Chloride	139071, 139082, 122169	NONE	NONE	
Isopropanol	87630	400PPM	400PPM	

Note:

VOC Content- 20 g/L

Section 3 - Physical/Chemical Characteristics

Boiling Point- >212 F

Vapor Pressure - Not Tested

pH- 6.5-8.5

Vapor Density - Not Tested

Specific Gravity- 0.985

Solubility In Water- 100%

Melting Point - Not Tested

Appearance and Odor- GREEN/MINT ODOR

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

DATA SECTIONS OF A MATERIAL SAFETY DATA SHEET (MSDS)

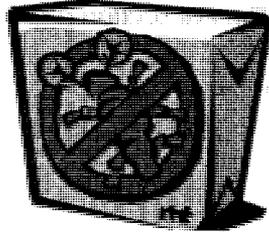
The Material Safety Data Sheet (MSDS) is an integral part of a Hazard Communication Program. It is a form that provides detailed information about a chemical. Your department will have an MSDS on all hazardous products used in your work area. The MSDS is divided into sections. All of the following data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

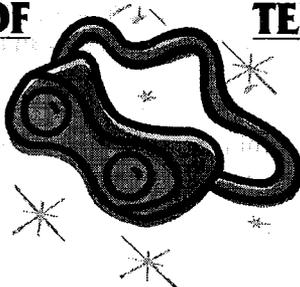
Labels and MSDSs are your guide to working safely with hazardous substances. By understanding what you are working with, what potential hazards exist from using the substance and how you can protect yourself, you can make your employment safe and rewarding.

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.



San Diego County Office of Education

Board of Education

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

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Superintendent of Schools



SEXUAL HARASSMENT

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 one year 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.

THE MISSION OF THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING IS TO PROTECT THE PEOPLE OF CALIFORNIA FROM UNLAWFUL DISCRIMINATION IN EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATIONS, AND FROM THE PERPETRATION OF ACTS OF HATE VIOLENCE AND HUMAN TRAFFICKING.

FOR MORE INFORMATION

Department of Fair Employment and Housing
Toll Free: (800) 884-1684
TTY: (800) 700-2320
Online: www.dfeh.ca.gov

Also find us on:



If you have a disability that prevents you from submitting a written pre-complaint form on-line, by mail, or email, the DFEH can assist you by scribing your pre-complaint by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice).

To schedule an appointment, contact the Communication Center at (800) 884-1684 (voice or via relay operator 711) or (800) 700-2320 (TTY) or by email at contact.center@dfeh.ca.gov.

The DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested.

Contact the DFEH at (800) 884-1684 (voice or via relay operator 711), TTY (800) 700-2320, or contact.center@dfeh.ca.gov to discuss your preferred format to access our materials or webpages.

THE FACTS

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 interfere with your work performance or create 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. That means that it alters the conditions of your employment and creates an abusive work environment. A single act of harassment may be sufficiently severe to be unlawful.

CIVIL REMEDIES:



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

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

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.

- 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 50 or more part-time or full-time employees must provide at least two hours of sexual harassment training every two years to each supervisory employee and to all new supervisory employees within six months of their assumption of a supervisory position.



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

Oncala 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.

Important Information about Medical Care if you have a Work-Related Injury or Illness

Complete Written Employee Notification regarding Medical Provider Network
(Title 8, California Code of Regulations, Section 9767.12)

California law requires your employer to provide and pay for medical treatment if you are injured at work. Your employer has chosen to provide this medical care by using a Workers' Compensation physician network called a Medical Provider Network (MPN). This MPN is administered by Harbor Health Systems.

This notification tells you what you need to know about the MPN program and describes your rights in choosing medical care for work-related injuries and illnesses.

- **What happens if I get injured at work?**

In case of an emergency, you should call 911 or go to the closest emergency room.

If you are injured at work, notify your employer as soon as possible. Your employer will provide you with a claim form. When you notify your employer that you have had a work-related injury, your employer or insurer will make an initial appointment with a doctor in the MPN.

- **What is an MPN?**

A Medical Provider Network (MPN) is a group of health care providers (physicians and other medical providers) used by YOUR EMPLOYER to treat workers injured on the job. MPNs must allow employees to have a choice of provider(s). Each MPN must include a mix of doctors specializing in work-related injuries and doctors with expertise in general areas of medicine.

- **What MPN is used by my employer?**

Your employer is using the PRIME Advantage MPN Powered by Harbor Health Systems MPN with the identification number 2358. You must refer to the MPN name and the MPN identification number whenever you have questions or requests about the MPN.

- **Who can I contact if I have questions about my MPN?**

The MPN Contact listed in this notification will be able to answer your questions about the use of the MPN and will address any complaints regarding the MPN.

The contact for your MPN is:

Name: Harbor Health Systems MPN Contact
Title: MPN Contact
Address: P.O. Box 11779, Newport Beach, CA 92658-5041
Telephone Number: (888) 626-1737
Email address: MPNcontact@harcorsys.com

General information regarding the MPN can also be found at the following website: www.harcorsys.com/Keenan

- **What if I need help finding and making an appointment with a doctor?**

The MPN's Medical Access Assistant will help you find available MPN physicians of your choice and can assist you with scheduling and confirming physician appointments. The Medical Access Assistant is available to assist you Monday through Saturday from 7am-8pm (Pacific) and schedule medical appointments during doctors' normal business hours. Assistance is available in English and in Spanish.

The contact information for the Medical Access Assistant is:

Toll Free Telephone Number: (855) 521-7080
Fax Number: (703) 673-0181
Email Address: MPNMAA@harborsys.com

- **How do I find out which doctors are in my MPN?**

You can get a regional list of all MPN providers in your area by calling the MPN Contact or by going to our website at: www.harborsys.com/Keenan. At minimum, the regional list must include a list of all MPN providers within 15 miles of your workplace and/or residence or a list of all MPN providers within the county where you live and/or work. You may choose which list you wish to receive. You also have the right to obtain a list of all the MPN providers upon request.

You can access the roster of all treating physicians in the MPN by going to the website at www.harborsys.com/Keenan.

- **How do I choose a provider?**

Your employer or the insurer for your employer will arrange the initial medical evaluation with an MPN physician. After the first medical visit, you may continue to be treated by that doctor, or you may choose another doctor from the MPN. You may continue to choose doctors within the MPN for all of your medical care for this injury.

If appropriate, you may choose a specialist or ask your treating doctor for a referral to a specialist. Some specialists will only accept appointments with a referral from the treating doctor. Such specialist might be listed as "by referral only" in your MPN directory.

If you need help in finding a doctor or scheduling a medical appointment, you may call the Medical Access Assistant.

- **Can I change providers?**

Yes. You can change providers within the MPN for any reason, but the providers you choose should be appropriate to treat your injury. Contact the MPN Contact or your claims adjuster if you want to change your treating physician.

- **What standards does the MPN have to meet?**

The MPN has providers for the entire State of California.

The MPN must give you access to a regional list of providers that includes at least three physicians in each specialty commonly used to treat work injuries/illnesses in your industry. The MPN must provide access to primary treating physicians within 30 minutes or 15 miles and specialists within 60 minutes or 30 miles of where you work or live.

If you live in a rural area or an area where there is a health care shortage, there may be a different standard.

After you have notified your employer of your injury, the MPN must provide initial treatment within 3 business days. If treatment with a specialist has been authorized, the appointment with the specialist must be provided to you within 20 business days of your request.

If you have trouble getting an appointment with a provider in the MPN, contact the Medical Access Assistant.

If there are no MPN providers in the appropriate specialty available to treat your injury within the distance and timeframe requirements, then you will be allowed to seek the necessary treatment outside of the MPN.

- **What if there are no MPN providers where I am located?**

If you are a current employee living in a rural area or temporarily working or living outside the MPN service area, or you are a former employee permanently living outside the MPN service area, the MPN or your treating doctor will give you a list of at least three physicians who can treat you. The MPN may also allow you to choose your

own doctor outside of the MPN network. Contact your MPN Contact for assistance in finding a physician or for additional information.

- **What if I need a specialist that is not available in the MPN?**

If you need to see a type of specialist that is not available in the MPN, you have the right to see a specialist outside of the MPN.

- **What if I disagree with my doctor about medical treatment?**

If you disagree with your doctor or wish to change your doctor for any reason, you may choose another doctor within the MPN.

If you disagree with either the diagnosis or treatment prescribed by your doctor, you may ask for a second opinion from another doctor within the MPN. If you want a second opinion, you must contact the MPN contact or your claims adjuster and tell them you want a second opinion. The MPN should give you at least a regional or full MPN provider list from which you can choose a second opinion doctor. To get a second opinion, you must choose a doctor from the MPN list and make an appointment within 60 days. You must tell the MPN Contact of your appointment date, and the MPN will send the doctor a copy of your medical records. You can request a copy of your medical records that will be sent to the doctor.

If you do not make an appointment within 60 days of receiving the regional provider list, you will not be allowed to have a second or third opinion with regard to this disputed diagnosis or treatment of this treating physician.

If the second opinion doctor feels that your injury is outside of the type of injury he or she normally treats, the doctor's office will notify your employer or insurer and you. You will get another list of MPN doctors or specialists so you can make another selection.

If you disagree with the second opinion, you may ask for a third opinion. If you request a third opinion, you will go through the same process you went through for the second opinion.

Remember that if you do not make an appointment within 60 days of obtaining another MPN provider list, then you will not be allowed to have a third opinion with regard to this disputed diagnosis or treatment of this treating physician.

If you disagree with the third-opinion doctor, you may ask for an MPN Independent Medical Review (IMR). Your employer or MPN Contact will give you information on requesting an Independent Medical Review and a form at the time you select a third-opinion physician.

If either the second or third-opinion doctor or Independent Medical Reviewer agrees with your need for a treatment or test, you may be allowed to receive that medical service from a provider within the MPN, or if the MPN does not contain a physician who can provide the recommended treatment, you may choose a physician outside the MPN within a reasonable geographic area.

- **What if I am already being treated for a work-related injury before the MPN begins?**

Your employer or insurer has a "*Transfer of Care*" policy which will determine if you can continue being temporarily treated for an existing work-related injury by a physician outside of the MPN before your care is transferred into the MPN.

If your current doctor is not or does not become a member of the MPN, then you may be required to see a MPN physician. However, if you have properly predesignated a primary treating physician, you cannot be transferred into the MPN. (If you have questions about predesignation, ask your supervisor.)

If your employer decides to transfer you into the MPN, you and your primary treating physician must receive a letter notifying you of the transfer.

If you meet certain conditions, you may qualify to continue treating with a non-MPN physician for up to a year before you are transferred into the MPN. The qualifying conditions to postpone the transfer of your care into the MPN are set forth in the box below.

Can I Continue Being Treated By My Doctor?

You may qualify for continuing treatment with your non-MPN provider (through transfer of care or continuity of care) for up to a year if your injury or illness meets any of the following conditions:

- **(Acute)** The treatment for your injury or illness will be completed in less than 90 days;
- **(Serious or Chronic)** Your injury or illness is one that is serious and continues for at least 90 days without full cure or worsens and requires ongoing treatment. You may be allowed to be treated by your current treating doctor for up to one year, until a safe transfer of care can be made.
- **(Terminal)** You have an incurable illness or irreversible condition that is likely to cause death within one year or less.
- **(Pending Surgery)** You already have a surgery or other procedure that has been authorized by your employer or insurer that will occur within 180 days of the MPN effective date, or the termination of contract date between the MPN and your doctor.

You can disagree with your employer's decision to transfer your care into the MPN. If you don't want to be transferred into the MPN, ask your primary treating physician for a medical report on whether you have one of the four conditions stated above to qualify for a postponement of your transfer into the MPN.

Your primary treating physician has 20 days from the date of your request to give you a copy of his/her report on your condition. If your primary treating physician does not give you the report within 20 days of your request, the employer can transfer your care into the MPN and you will be required to use an MPN physician.

You will need to give a copy of the report to your employer if you wish to postpone the transfer of your care. If you or your employer disagrees with your doctor's report on your condition, you or your employer can dispute it. See the complete Transfer of Care policy for more details on the dispute resolution process.

For a copy of the Transfer of Care policy, in English or Spanish, ask your MPN Contact.

- **What if I am being treated by a MPN doctor who decides to leave the MPN?**

Your employer or insurer has a written "*Continuity of Care*" policy that will determine whether you can temporarily continue treatment for an existing work injury with your doctor if your doctor is no longer participating in the MPN.

If your employer decides that you do not qualify to continue your care with the non-MPN provider, you and your primary treating physician must receive a letter notifying you of this decision.

If you meet certain conditions, you may qualify to continue treating with this doctor for up to a year before you must choose a MPN physician. These conditions are set forth in the, "***Can I Continue Being Treated By My Doctor?***" box above.

You can disagree with your employer's decision to deny you Continuity of Care with the terminated MPN provider. If you want to continue treating with the terminated doctor, ask your primary treating physician for a medical report on whether you have one of the four conditions stated in the box above to see if you qualify to continue treating with your current doctor temporarily.

Your primary treating physician has 20 days from the date of your request to give you a copy of his/her medical report on your condition. If your primary treating physician does not give you the report within 20 days of your request, your employer's decision to deny you Continuity of Care with your doctor who is no longer participating in the MPN will apply, and you will be required to choose a MPN physician.

You will need to give a copy of the report to your employer if you wish to postpone the selection of an MPN doctor treatment. If you or your employer disagrees with your doctor's report on your condition, you or your employer can dispute it. See the complete Continuity of Care policy for more details on the dispute resolution process.

For a copy of the Continuity of Care policy, in English or Spanish, ask your MPN Contact.

- **What if I have questions or need help?**

- **MPN Contact:** You may always contact the MPN Contact if you have questions about the use of the MPN and to address any complaints regarding the MPN.
- **Medical Access Assistants:** You can contact the Medical Access Assistant if you need help finding MPN physicians and scheduling and confirming appointments.
- **Division of Workers' Compensation (DWC):** If you have concerns, complaints or questions regarding the MPN, the notification process, or your medical treatment after a work-related injury or illness, you can call the DWC's Information and Assistance office at 1-800-736-7401. You can also go to the DWC's website at www.dir.ca.gov/dwc and click on "medical provider networks" for more information about MPNs.
- **Independent Medical Review:** If you have questions about the MPN Independent Medical Review process contact the Division of Workers' Compensation's Medical Unit at:

DWC Medical Unit
P.O. Box 71010
Oakland, CA 94612
(510) 286-3700 or (800) 794-6900

Keep this information in case you have a work-related injury or illness.

**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 AND STALKING**

Your Right to Take Time Off:

- You have the right to take time off from work to get help to protect you and your children's health, safety or welfare. You can take time off to get a restraining order or other court order.
- If your company has 25 or more workers, you can take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.
- You may use available vacation, personal leave, accrued paid sick leave or compensatory time off 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 before, 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, court order or doctor's or counselor's note or similar document.

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, or stalking.
- 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.

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 employer's 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

Torrance
800-654-8102

Eureka
707-268-1616

Pleasanton
925-225-0611

Rancho Cordova
800-343-0694

Redwood City
650-306-0616

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]

**A CONTRACT BETWEEN THE
CAJON VALLEY UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
and the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**



AMENDED BASED ON 2016-2017 NEGOTIATIONS

ARTICLE I:	PREAMBLE	1
ARTICLE II:	RECOGNITION.....	1
ARTICLE III:	ASSOCIATION RIGHTS	1
ARTICLE IV:	GOVERNING BOARD RIGHTS	2
ARTICLE V:	HOURS OF WORK.....	2
ARTICLE VI:	EMPLOYEE COMPENSATION.....	4
ARTICLE VII:	VACATION PLAN	9
ARTICLE VIII:	HOLIDAYS.....	10
ARTICLE IX:	LEAVES.....	10
ARTICLE X:	TRANSFER AND REASSIGNMENT	16
ARTICLE XI:	EVALUATIONS.....	18
ARTICLE XII:	EARLY NOTIFICATION RETIREMENT PROGRAM.....	18
ARTICLE XIII:	HEALTH BENEFITS FOR RETIRED CLASSIFIED EMPLOYEES	18
ARTICLE XIV:	HEALTH BENEFITS FOR CERTAIN DISABLED CLASSIFIED EMPLOYEES.....	19
ARTICLE XV:	SAFETY.....	20
ARTICLE XVI:	CONTRACT GRIEVANCE PROCEDURE.....	23
ARTICLE XVII:	REMOVAL FROM BARGAINING UNIT.....	24
ARTICLE XVIII:	IMPACTS AND EFFECTS OF LAYOFF	24
ARTICLE XIX:	TRANSPORTATION DEPARTMENT PROCEDURES.....	27
ARTICLE XX:	PROFESSIONAL GROWTH PROGRAM.....	33
ARTICLE XXI:	SAVINGS CLAUSE.....	33
ARTICLE XXII:	NO STRIKE - NO LOCKOUT	34
ARTICLE XXIII:	WAIVER	34
ARTICLE XXIV:	ORGANIZATIONAL SECURITY	34
ARTICLE XXV:	REOPENER.....	35
ARTICLE XXVI:	DURATION	36

APPENDIX

EXHIBIT A	AGENCY SHOP ELECTION CERTIFICATION.....	37
EXHIBIT B	2016-2017 SALARY SCHEDULE.....	38

ARTICLE I: PREAMBLE

This is an agreement entered into this November 9, 1982, between the Governing Board of the Cajon Valley Union School District and the California School Employees Association and its Chapter 179.

ARTICLE II: RECOGNITION

The Board recognizes California School Employees Association and its Chapter 179 as the exclusive bargaining agent for all classified employees holding those positions described in Exhibit B. The Association accepts the responsibility of cooperating with the Board to ensure services are maintained in a most efficient manner at a reasonable cost.

ARTICLE III: ASSOCIATION RIGHTS

1. The Association recognizes the responsibilities of an exclusive bargaining agent for the unit as described and realizes that to provide maximum opportunities for continuing employment, working conditions and wages, the Board must maintain a strong economic position. The Association shall cooperate with the Board to assure maximum efficiency and shall cooperate with the District in reducing absenteeism, eliminating tardiness, and other practices which interfere with or reduce the effectiveness of the work program.
2. The Association shall have the right to post appropriate notices of their activities and matters of Association concern on Association bulletin boards at least one of which shall be provided in each administrative unit. The Association shall have the right to reasonable use of District mail service, and for qualified operator to use office equipment necessary to produce Association notices and publications on a no-cost, non-interference with District business basis.
3. Upon proper notification, the Association shall have the right to reasonable use of school facilities for meetings subject to requirements of the Board's Civic Center Policy.
4. Accredited representatives of the Association shall have access to administrative units of the District at reasonable times during working hours provided they obtain approval from the site administrator or his designated representative.
5. Release time of five (5) days for two (2) delegates for the first 150 members and one (1) additional delegate for each 100 members or fraction thereof, not to exceed a maximum of six (6) delegates under this agreement, will be granted for attendance at the annual CSEA Conference.
6. The Association may assign job representatives as needed to a maximum of one representative per work location. The Association agrees to provide the Board with an up-to-date list of current job representatives.
7. Association officers, and job stewards, excluding President, may be authorized release time not to exceed sixteen (16) hours per month to coordinate Association/Board business. Release time shall be subject to approval of the employee's immediate supervisor and may not exceed four (4) hours at any one time.

Release time for Chapter President shall be subject to approval of the employee's immediate supervisor and may not exceed four (4) hours per day for full-time employees or one-half the assigned work day for part-time (less than eight hour employees) at any one time nor sixteen (16) hours per month. Release time of four (4) hours on any work day for full-time employees shall not exceed one-half (½) day per month; all other release time shall be taken in increments of two (2) hours or less.

8. The Board shall allow a period of ninety (90) minutes at the end of the District orientation meeting for Association business if a District orientation meeting is held.
9. Video Surveillance And Global Positioning Systems (GPS)

The District and unit members shall not engage in any tape/video recordings of bargaining unit

members' meetings or employee conferences without prior notice and agreement of all parties in attendance.

Recognizing the need to maintain a safe and secure environment, the District and CSEA agree that the primary purpose of electronic surveillance on buildings, school buses and GPS systems installed in District vehicles is to promote the order, safety and security of students, staff, and property and is not intended for employee discipline.

The District and CSEA agree that surveillance cameras and GPS systems are not intended to replace, or circumvent the supervisory or managerial responsibilities associated with employee supervision or discipline. The District will not utilize the information generated by the surveillance or GPS systems as a means to make accusations absent proper investigation.

Surveillance cameras will not be installed for the purpose of monitoring employee actions without reasonable suspicion, prior authorization of the Superintendent or designee and notification to the CSEA President, Chapter 179 with the basis for the action. If a surveillance camera records an employee violating District policies that would generally give rise to disciplinary action or committing a crime, the District may use that video evidence in disciplinary proceedings. Employees shall be given an opportunity to view any video recording that is considered as a basis for discipline prior to the implementation of the discipline. The District shall provide an annual notification to all unit members that worksites are subject to video surveillance.

The District will use its best efforts to ensure that the pulling of surveillance videos, in response to a complaint against personnel, will be performed by a supervisor.

ARTICLE IV: GOVERNING BOARD RIGHTS

Except as limited by the provisions of this Agreement, the management of the District and the direction of the working force, including the right to hire, promote, transfer, discharge, discipline for proper cause, and to maintain efficiency of the employees, is the responsibility of the Board. In addition, the work to be performed, the location of the work, the method and processes, and the decision to make or buy are solely and exclusively the responsibility of the District provided that in the exercise of such functions, the District shall not discriminate against employees because of participation in legitimate activities on behalf of the Association. The foregoing enumeration of Board rights shall not be deemed to exclude other rights of the Board not specifically set forth herein. The Board, therefore, retains all rights not otherwise specifically limited by this Agreement and the non-utilization of any Board right does not mean that the Board shall not maintain said right.

ARTICLE V: HOURS OF WORK

1. **Workweek**

The District workweek shall begin at 12:01 a.m. on Sunday and end at 11:59 p.m. the following Saturday. This is established for the purpose of payroll computation. The individual workweek within the District workweek shall consist of forty (40) hours of five (5) consecutive days, Monday through Friday. However, individual workweeks may be assigned other than Monday through Friday when the needs of the District so require with the agreement of an employee.

2. **Workday**

Eight (8) consecutive hours except for the meal period, shall constitute a normal workday.

3. Hours of Work

Unit members who are assigned to work at least four (4) days per week in shifts requiring at least three (3) hours of service after six (6:00 p.m.) shall receive, in addition to the regular rate of pay, a shift differential of five (5%) percent.

4. Meal Period

Each employee who works five (5) or more consecutive hours shall be entitled to at least a thirty (30) minute uninterrupted, duty-free lunch period. Lunch will normally be scheduled midway during the workday. Any employee directed to work during his/her lunch period shall be paid at the appropriate rate consistent with other provisions of this article.

5. Rest Periods

Each employee shall be entitled to two rest periods per eight (8) hour workday. Each rest period will consist of fifteen (15) minutes and will normally be taken toward the mid-point of each four (4) hour work period. Employees working from 6 - 7.99 hours shall receive two (2) ten (10) minute breaks. Employees working from 3 - 5.99 hours shall receive one (1) ten (10) minute break.

6. During extreme weather conditions, supervisors will make every attempt to modify the work assigned to ensure the well-being of the employees. Whenever possible, modification of the employee's work day will be considered while meeting the overall needs of the district.

7. Overtime

Overtime will be compensated at a rate of pay equal to time and one-half of the regular rate of pay of the employee involved. Overtime is defined as time worked in excess of a normal eight (8) hour day, or in excess of forty (40) hours in any workweek. Overtime requests must be authorized by the immediate supervisor. Normally such authorization shall be attained prior to the overtime work period. In unusual circumstances, when prior approval is not possible, an employee may submit his/her report of overtime hours worked together with supportive rationale to their supervisor for approval. Such reports must be submitted the first working day following the overtime work performed. An employee shall be compensated for any work required to be performed on the sixth and seventh day following the commencement of the workweek, at a rate of 1 ½ times the regular rate of pay for the assigned employee. Hours worked on holidays or when assigned to work during a vacation period will be compensated for at the overtime rate in addition to holiday/vacation pay.

8. Overtime Distribution

All overtime work shall be rotated and equally distributed among the employees in a department in which overtime work is to be performed. An exception to rotation may be made when an employee declines overtime or when it is determined the job to be performed requires special skills.

9. Call in Time

Any employee who is called and reports to work outside of their regular work assignment shall receive a minimum of two (2) hours pay at the appropriate rate.

10. Standby Time

Standby time is defined as that time outside normal assigned work hours when an employee is required to remain in a restricted area, at home, or in the presence of a telecommunications device, for immediate response to work. Such an employee will be compensated as follows:

One hour for each day serving in stand-by status, based upon individual employee's salary placement, except on major holidays designated as: New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas, New Year's Eve. The compensation for these designated holidays shall be two- and one-half hours for each holiday.

Standby time is compensation in addition to any hours worked under call-in time.

11. Compensatory Time

Compensatory time is time earned for work in addition to the scheduled workday or workweek by an employee. Compensatory time may be authorized in lieu of cash compensation not to exceed an accumulated three (3) workdays at any point in time. Each eight (8) hour employee, when authorized and with approval of their principal or department head, may elect to earn compensatory time in lieu of payment for overtime on a 1 ½ time basis. Each employee with a scheduled workday less than eight (8) hours, and with the approval of the principal or department head may earn compensatory time on a straight time basis. Compensatory time may be taken with the approval of the principal or department head at a mutually agreeable time and shall normally be used within ninety (90) days of the dates earned. A record keeping system relating to compensatory time shall be maintained at each job site and be made available to employees upon request.

12. Increase in Hours

When an existing part-time position is assigned an increase in time of one hour or more per day or when a position is assigned time that results in a change in benefits status, the position shall be treated as a vacancy and posted for transfer. The incumbent in the position being increased may submit a transfer request and shall be considered along with other transfer candidates. If the position is not filled through the transfer process, unit members on the re-employment list will be contacted in order of seniority. If a unit member is displaced during this process, the unit member shall have bumping rights as outlined in Article XVIII: Impacts and Effects of Layoff. Increased hours to existing part time positions of less than one (1) hour, that do not change benefit status, shall be assigned to the current incumbent.

13. Payroll Calculation

For the purpose of payroll calculations, 2080 hours per year shall be used.

14. Sick Leave and Vacation Balance Report

Sick leave and vacation balance shall be provided to all work sites annually prior to the last workday in January.

15. Training

Should the district require a unit member to participate in any form of in-service training program, the unit member shall suffer no loss in compensation. If a unit member is required to participate in any form of in-service training program outside their normal contract time, the unit member will be paid for their attendance.

ARTICLE VI: EMPLOYEE COMPENSATION

1. The 2015-2016 school year salary schedule shall be increased by 2.69%, effective July 1, 2016. See Exhibit B.
2. A regular employee who substitutes for an absent employee within their regular classification will be paid their regular hourly rate.
3. A regular employee who volunteers to substitute for an absent employee, or in a vacancy, within a lower classification, will be paid at the substitute rate for the classification in which they are working.
4. A regular employee who substitutes in a higher classification than their own will be paid at the established substitute rate for that classification (this does not refer to an out-of-class assignment).

5. Working Out-of-Class Differential Pay and Stipends

The District shall compensate employees for work outside the scope of their current classification as follows:

A. Working Out of Class

1. When an employee is required to work in a higher classification for more than five (5) days within a 15-calendar day period, the employee shall be compensated for each day so worked at the salary step of the higher classification, in which they are working, that represents an increase of at least seven (7) percent.
2. Child Nutrition Workers required to work in a higher classification for five (5) days or less in lieu of their regular position shall be compensated at their regular hourly rate plus five percent (5%).

B. Individualized Support (IS) Differential – Extended Day Program

Extended Day Program Aides assigned as the primary support provider to program participants requiring specialized physical or behavioral assistance shall be compensated with a pay differential of five percent (5%) of the hourly rate for their contract hours as long as the student is in the program.

When a secondary support provider is required to take over the responsibilities of the primary support provider for more than five days in a fifteen-day period, they will be entitled to the IS Differential pay. In instances where the five day minimum is not met, but the responsibilities are required for a number of consecutive days and can be predicted, the differential may be granted.

Eligibility: The IS Differential will be available to EDP Aides assigned to be the primary support provider and have completed a training program designed for the specific student(s) requiring individualized support. Employees will be provided release time to attend training or will receive additional paid time. Training will follow District protocol.

C. Individualized Support (IS) Stipend – Diastat

When a bargaining unit member volunteers and is assigned as the primary support provider to administer Diastat to a student they shall receive an annual stipend not to exceed \$1,600.00. The annual stipend will be prorated based upon the percentage of the student year the employee is assigned to provide support to the student. The employee will be compensated at the annual rate of \$200.00 per hour assigned to work directly with the student. The Diastat stipend will be paid on a monthly timecard to ensure timely and accurate payment.

In the absence of the primary support provider, any unit member who volunteers, is qualified and is temporarily assigned to provide support services for more than five days within a fifteen-day period will receive out-of-class pay in accordance with Article VI: Employee Compensation, Section 5.A. Working Out-of-Class.

Eligibility: The IS Stipend will be available to bargaining unit members who have volunteered and are assigned to be the primary support provider and have completed a training program designed for the specific student(s) requiring individualized support. Employees will be provided release time to attend training or will receive additional paid time. Training will follow District protocol and meet all legal requirements for employees who volunteer to administer Diastat. Employees must be deemed competent to provide the specialized support required for that student. No unit member who has not volunteered and been

trained in accordance with law shall be required to provide medical emergency medical assistance involving the administration of Diastat.

6. Pay for Service During Non-Contract Time

A. Service During Vacation Camps – Extended Day Program

Extended Day Program Leads and Assistants working as Extended Day Program Aides during Summer, Winter, and Spring vacations shall be compensated at the Program Aide range, step 5 of the Classified Employees' Salary Schedule.

Eligibility: Eleven-month staff and Student Aides may apply to work the vacation programs. Seniority will be the primary factor in staff selection and priority will be given to staff who met previous vacation work commitments.

7. Review of Positions

The Classified Personnel Administrator shall review the duties and responsibilities of positions as necessary to determine their proper classification. For the years 2024-2029, the review of positions will be conducted on a five (5) year cycle. The financial impacts of implementation will be discussed at the onset of the study. If it is found that a position or positions should be modified, the Classified Personnel Administrator shall advise the Administration of the findings. The Classified Personnel Administrator shall report the recommendations of the District Administration regarding the findings of the Classified Personnel Administrator to the Association and the Personnel Commission. The Classified Personnel Administrator shall also report the findings in cases where the review indicates that no change in classification is necessary.

Where negotiations are required, the District and the Association will attempt to reach agreement on items prior to presentation of such items to the Personnel Commission for action. Should a recommendation be presented and approved by the Personnel Commission prior to reaching agreement with the Association, implementation of those recommendations requiring negotiation shall be delayed until either agreement is reached or bargaining obligations have been met. When the District and the Association have agreement prior to Personnel Commission action, implementation shall become effective the day after the Personnel Commission action.

8. Health and Dental Programs

Effective in the 2006-2007 benefit year, the parties agreed to join the Voluntary Employee Benefits Association insurance trust (commonly referred to as "VEBA"). Participation in insurance plans is subject to all VEBA rules and regulations. The plans available to unit members for the 2015 benefit year shall be the Kaiser HMO 10/10 Plan, the UnitedHealthcare Performance HMO Package A (Networks 1, 2 & 3), the UnitedHealthcare Alliance HMO (with Scripps Network), UnitedHealthcare PPO Plan or the SIMNSA (Mexico Plan) HMO. Eligible employees may select dental coverage through the Delta Dental or MetLife DMO dental plans.

A. District Contribution

The District shall contribute toward the annual cost of health benefits as set forth in Exhibit 1.

Unless modified by future agreement of both parties, the "trial period" language regarding the District contribution below will sunset on June 30, 2019, will not apply for the 2020 Plan year, and the District contribution toward the actual cost of health benefits will revert to the amounts reflected in Exhibit 1 for health benefits plan year 2016 plus any additional increases paid by the District under the "trial period" contribution structure set forth below.

District Contribution ("Trial Period 75/25")

Beginning in the 2016 plan year, the District will set the employer/employee ratio at 75/25 for Kaiser, UHC N1, and SIMSA, (75% paid by the District and 25% paid by the employee). For the 2017, 2018, and 2019 plan year, the employee paid co-premiums will be set based on a formula in which the District will contribute 75% of the increases and the employee will pay 25% of the increases for Kaiser, UnitedHealthCare Network 1 (UHC N1), and SIMSA. Exhibit 1 will be modified accordingly.

Full-time Employee Contribution

Full-time employees will pay for the cost of health benefits that exceed the District contribution amounts set forth in Exhibit 1. The employee co-premium amounts are calculated by subtracting the District contribution from the plan cost and dividing by eleven (11) to determine the monthly payroll deduction.

Part-time Employee Contribution

Part-time employees will pay the difference between the cost of the plan and the amount of District contribution set forth in Exhibit 1, through eleven (11) monthly payroll deductions.

B. Full-time employee coverage

Employees working full-time (eight (8) hours per day), for at least four (4) days per week, may elect Employee Only, Employee Plus One or Employee Plus Family medical and dental benefits based upon eligibility. Employees may elect coverage under either the Kaiser HMO 10/10, UnitedHealthcare Performance HMO Package A (Networks 1, 2 & 3), UnitedHealthcare Alliance HMO (with Scripps Network), UnitedHealthcare PPO, or SIMNSA (Mexico Plan) HMO. Eligible employees may select dental coverage through Delta Dental or MetLife DMO dental plans. Effective December 1, 2016, the cost of premiums for these plans will be shared by the employee as follows (rates are based on eleven (11) monthly payments, August-June):

PLAN	EMPLOYEE CO-PREMIUM		
	Employee Only	Employee Plus One Dependent or Spouse (2-party)	Employee Plus 2 or More (Family)
Kaiser HMO 10/10 rate:	\$154.09	\$ 304.09	\$ 428.45
UnitedHealthcare Performance HMO rate:			
Network 1	\$179.45	\$ 351.00	\$ 492.55
Network 2	\$499.91	\$ 975.00	\$1,365.55
Network 3	\$629.73	\$1,230.27	\$1,725.55
UnitedHealthcare Alliance HMO (w/Scripps Network)	\$347.18	\$ 621.55	\$ 848.45
UnitedHealthcare PPO	\$933.00	\$1,824.82	\$2,547.00
SIMNSA HMO	\$ 59.73	\$ 104.45	\$ 153.55

Unmarried dependent children will be eligible for coverage until age 26.

Part-time employee coverage:

Employees working part-time, 4 to 7.99 hours per day, for at least four (4) days per week, may elect Employee Only medical and dental benefits. Employees may elect coverage under either the Kaiser HMO 10/10, UnitedHealthcare Performance HMO Package A (Networks 1, 2 & 3), UnitedHealthcare Alliance HMO (with Scripps Network), UnitedHealthcare PPO, or SIMNSA (Mexico Plan) HMO. Eligible employees may select dental coverage through Delta

Dental or MetLife DMO dental plans. Effective December 1, 2016, the cost of premiums for these plans will be shared by the employee as follows (rates are based on eleven (11) monthly payments, August-June):

PLAN	Employee Only	EMPLOYEE CO-PREMIUM	
		Additional Amount for Dependents 1 dependent	2+ dependents
Kaiser HMO 10/10 rate:	\$154.09	\$ 600.00	\$1,097.45
UnitedHealthcare Performance HMO rate:			
Network 1	\$179.45	\$ 686.18	\$1,252.36
Network 2	\$499.91	\$ 925.09	\$1,688.73
Network 3	\$629.73	\$1,050.55	\$1,918.91
UnitedHealthcare Alliance HMO (w/Scripps Network)	\$347.17	\$ 724.36	\$1,324.36
UnitedHealthcare PPO	\$933.00	\$1,341.82	\$2,437.09
SIMNSA HMO	\$ 59.73	\$ 178.91	\$ 375.27

These part-time employees may elect, at their own cost, to cover eligible family members under the District's medical and dental plans.

In any year in which there is no agreement regarding health benefits, the Association shall have the right to negotiate with the District through November 30, and the District will not implement an increase in the benefit payroll deduction. Effective December 1 of that year, the District shall have the right to adjust the monthly payroll deduction to reflect the increased cost of benefits that exceed the maximum District contribution. This adjustment will begin on the December paycheck, for health and dental program increases taking effect on January 1.

C. Opt-Out/Waiver of Benefits

Opt-Out:

Effective December 1, 2006, District employees who are eligible for benefits, and who have chosen to opt-out of benefits to receive a \$1,200.00 annual stipend may continue that practice. Under VEBA rules, no additional employees will be permitted to opt-out of benefits. Once a "grandfathered" employee ceases to opt-out of health benefits they have lost their ability to return to this status in the future. Employees continuing to opt-out of benefits must follow established District rules each year regarding written proof of other insurance coverage.

1. Employees continuing to exercise this option must show written proof that they are insured through an outside entity.
2. Employees continuing to exercise this option must complete and submit a Medical Insurance Waiver Statement to the district's Payroll Department during the open enrollment period.
3. Employees who do not provide the required documents within the specified open enrollment period each year will permanently lose their ability to waive benefits.

Waiver of Health Benefits:

1. Employees who provide proof of insurance may waive health benefits separate from the opt-out provision above. Employees must elect this option during the open enrollment period or upon experiencing a qualifying event through the submission of the Medical Insurance Waiver statement to the District's Payroll Department.

Employees do not receive financial compensation for electing to waive health benefits.

2. Employees with a spouse/domestic partner employed in the District may waive health benefits coverage by completing the health enrollment form and marking the "Spouse No Co-Pay" coverage category. The spouse/domestic partner providing coverage must list the dependent employee on their health enrollment form to ensure coverage. Employees must elect this option during the open enrollment period or upon experiencing a qualifying event through the submission of the Medical Insurance Waiver statement to the District's Payroll Department. Employees do not receive financial compensation for electing to waive health benefits.

9. Longevity

Commencing on July 1, 2010, longevity increments have been modified and incorporated into salary schedule. See Exhibit B. The implementation of the restructured salary schedule has been funded in lieu of a one-time off-schedule salary disbursement.

10. Income Protection Plan: The Standard.

ARTICLE VII: VACATION PLAN

1. All classified employees, permanent or probationary, shall earn vacation at the prescribed rates. Vacation shall not be a vested right of employees not completing the six month probationary period. Vacation benefits shall be earned annually from July 1 through June 30.

2. Accumulation Schedule:

1 - 3 years of service	- 13 days (1.08 days per month of service)
4 - 8 years of service	- 15 days (1.25 days per month of service)
9 - 12 years of service	- 17 days (1.42 days per month of service)
13 - 16 years of service	- 20 days (1.67 days per month of service)
17 - 20 years of service	- 22 days (1.83 days per month of service)
21+ years or more of service	- 25 days (2.08 days per month of service)

Vacation time for employees who work less than 12 months a year will be prorated. Any classified employee working nine months or more shall earn not less than ten days of vacation.

3. Vacation pay shall be at the employee's current rate. An employee whose vacation is earned and begun under a given status shall suffer no loss of earned vacation salary by reason of subsequent changes in conditions of employment. An employee shall not be paid in cash in lieu of earned vacation unless the needs of the school, the administrative unit, or District are such that the employee is not permitted to take his/her full annual vacation. Such vacation time not taken may be paid for in cash.
4. Vacation schedules shall be coordinated with the employee and prepared by the administration. Vacation periods may be taken at times convenient to the employee, consistent with the needs of the service and workload of the administrative unit. Vacation may be taken in units of not less than two (2) hours.
5. Upon termination, if eligible, an employee shall be paid for his accumulated vacation credit at the rate of pay applicable to his last regular assignment.
6. When a Board designated local or legal holiday falls during the scheduled vacation of any classified employee, the holiday will not be charged against the employee's earned vacation.

7. Classified employees may be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service. The employee must supply notice and supporting information as a basis for such interruption or termination.
8. Considering required planning and expenses associated with employee vacation time, approved vacation should not be canceled under normal circumstances. Should it become necessary to cancel approved vacation due to needs of the service or workload of the administrative unit, an employee may request that such a decision made by his/her immediate supervisor be reviewed by the Superintendent, or designee, or another appropriate District-level administrator.
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. Employees approaching the maximum vacation accrual shall be notified in writing four months prior to the end of the fiscal year. The employee, with supervisor, shall make every attempt to schedule vacation days prior to June 30.

ARTICLE VIII: HOLIDAYS

All classified employees in the bargaining unit shall receive ten (10) legal and six (6) local holidays each year. The legal holidays shall be as follows:

Independence Day
 Labor Day
 Veterans Day
 Thanksgiving Day
 Christmas Day
 New Year's Day
 Martin Luther King Day
 Lincoln's Birthday
 Washington's Birthday
 Memorial Day

The District and CSEA shall meet annually prior to the ensuing year for the purpose of scheduling holidays on the school calendar.

Except as otherwise provided in this Article, an employee must be in paid status on the working day immediately preceding or succeeding the holiday to be paid for the holiday.

Employees in the bargaining unit who are not normally assigned to duty during the school holidays on December 25 and January 1 shall be paid for those holidays and any local holidays in the period provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday.

ARTICLE IX: LEAVES

1. Sick Leave

This includes all personal illness or off duty accidents to the employee.

- a. Regular full-time classified employees of the District are entitled to yearly sick leave with full pay at the rate of one (1) day per month accumulated without limit. Regular classified employees working less than 12 months, or less than 8 hours per day, shall be credited for sick leave prorated in accordance to hours worked.
- b. All permanent classified employees may use sick leave from the first day of their work year, even though they are unable to report for duty. For accounting purposes the supervisor or the personnel office must be notified. Both annual and accumulated sick leave may be used, but the annual sick leave will be refunded by the employee if not earned during the school year it is taken.

- c. All probationary classified employees shall be eligible to take not more than six (6) days or the proportionate amount of sick leave which they are entitled until the first day of the calendar month following six (6) months' probation.
- d. A classified employee shall once a year be credited with a total of not less than 100 working days of sick leave, not accumulative. In the event illness occurs, current and accumulative sick leave at full pay will be deducted from the 100 working days and compensation for the remainder of the 100 days shall be at 66-2/3 percent; any differential pay used must be supported by a written statement from a medical advisor.
- e. According to the rules established by the Administration, an employee shall report his or her absence.
- f. When an employee's absence rate appears to be excessive, a written statement from a medical advisor, verifying the nature and degree of illness may be required. Frequent absences may require the employee to submit to a physical examination by a qualified medical advisor selected by the District. The cost of such examination will be paid for by the District.
- g. An employee reporting for duty who cannot continue because of illness through the first 25 percent of the workday will be considered absent for one whole day. An employee reporting for duty who cannot continue because of illness from more than 25 percent to 75 percent will be considered absent for one-half day. An employee who completes more than 75 percent of the workday shall not be charged sick leave. This provision may only be utilized for a maximum of two workdays per school year. Employees will be charged in fifteen (15) minute increments for absences that exceed the two-day maximum.
- h. Calamitous/Catastrophic Event Leave: The District and CSEA desire to create a bank of sick leave days from which eligible bargaining unit members may apply for additional sick days when they or their family members are suffering from a catastrophic illness, injury or calamitous event. In such instances, the unit member will exhaust available paid leaves leave prior to accessing the bank.

1. Definitions

- a. Bargaining Unit Member Illness/Injury: In cases affecting a bargaining unit member, a catastrophic illness or injury is defined as one that is expected to incapacitate the bargaining unit member for an extended period of time and which causes the bargaining unit member to exhaust all fully paid leave. An extended period of time is defined as in excess of 30 work days/6 work weeks. Leave bank donations will run concurrent with the 100 days of extended illness leave (commonly referred to as differential pay, Article IX: Leaves, Section 1(d)).
- b. Care for Ill/Injured Family Member: In cases affecting a bargaining unit member's family, a catastrophic illness or injury is defined as an instance that requires the employee to take time off from work to care for that family member that is expected to be incapacitated for an extended period of time. Family members are those defined in Article IX: Leaves, Section 5 Bereavement Leave, Subsections A-S. Proof that the unit member is required to assist the family member will be required. In such instances, the unit member will apply to the leave bank. Should the Leave Bank Committee determine eligibility, the unit member shall exhaust available paid leaves leave prior to accessing the bank. Unit members who qualify for catastrophic leave to care for a family member will be able to utilize their sick leave prior to receiving donations from the leave bank. An extended period of time is defined as in excess of 30 work days/6 work weeks.

- c. Maternity: Maternity leaves shall be considered catastrophic only if qualified as defined.
- d. Calamity: A calamitous event is an event of significant nature such as flood, fire, earthquake, etc. In such instances, the unit member will exhaust available paid leaves leave prior to accessing the bank. Unit members who qualify for calamity leave will be able to utilize their sick leave prior to receiving donations from the leave bank.
- e. Members Utilizing Workers Compensation: Employees absent from work due to a work related injury are not eligible to apply for sick leave from the bank as leave provisions and wage payments are separately provided for under Workers' Compensation. Once the employee has exhausted sixty (60) industrial leave days, they are eligible to apply for up to twenty (20) days from the leave bank.
- f. Leave Days: For the purposes of the Catastrophic Leave Program, "days" will be defined as the hour's equivalent to a unit member's respective work day.

2. Management

- a. The governance shall be a joint responsibility of the Association and the District. The Committee shall consist of three (3) members, two (2) selected by the Association and one (1) selected by the District. The Association President shall designate the Chair. Approval/disapproval of the leave shall be by a majority vote.
- b. All requests will be answered in writing within ten (10) work days of the decision. Strict confidentiality shall be maintained.
- c. When the days in the bank are projected to drop below one hundred (100) days/800 hours, additional voluntary contributions will be solicited. Should there be insufficient voluntary contributions to maintain the bank, the District and the Association shall request additional donations. In the event that an adequate number of donations are not received, the bank will be disbanded and the remaining contributions will be proportionately returned to active members of the bank.

3. Denial

- a. Bargaining unit members who are injured or become ill while on an unpaid leave of absence are not entitled to the use of the Bank until such time as they are scheduled to return from the leave and have exhausted their accumulated sick leave and differential leave.
- b. If the committee denies a request for a withdrawal from the bank, the bargaining unit member making the request shall be notified in writing of the reason for denial. Unit members subject to denial may resubmit their request with new or additional information.
- c. If the committee has insufficient days to fund a withdrawal request, neither CSEA the Committee or the District shall be under any obligation to pay the unit member.

4. Eligibility

- a. Use of the bank shall be available to all bargaining unit members who have made a donation of the number of hours equivalent to at least one (1) of the

unit member's work days to the bank. Donations must be made during established open enrollment periods or upon request by the Committee.

- b. New unit members will not be eligible for this program until they have passed their probationary period. At the completion of their probation, the unit member will be eligible for the program up to the next open enrollment period. To maintain program eligibility beyond that time the new employee, must donate a minimum of one day at the next open enrollment period.
- c. If a bargaining unit member does not join at the first eligibility opportunity, he/she must wait until the next enrollment opportunity, and eligibility will become effective 30 calendar days after the first contribution.
- d. In a calamitous leave situation, employees are required to exhaust available leave prior to accessing the leave bank.
- e. Unit members on an illness and disability leave at the time the bank is formed will not need to donate a day in order to be eligible. Upon return to employment, the employee shall be given the opportunity to donate one day to the bank.
- f. Proof of need must be included in every request to use the bank.

5. Responsibilities

- a. The District shall provide the committee with the names of all bargaining unit members who have joined and are currently enrolled in the bank.
- b. The District shall verify an applicant's sick leave to the committee and provide the applicant's remaining paid leave balance.
- c. The Association shall help solicit donations during the period of District open enrollment.
- d. When the leave bank falls below one hundred (100) days/800 hours, the District shall notify the Association and the Association shall solicit bargaining unit members for donations of sick leave for the bank.

6. Donations

- a. All donations are voluntary and irrevocable.
- b. Donations shall be made in daily increments from a minimum of one (1) day to a maximum of five (5) days per year. Employees must have a positive illness leave balance to be eligible to donate to the bank. Employees with less than one years' illness leave balance may only contribute one day.
- c. Donations to the bank are general and are not to a specific member.

7. Withdrawals

- a. Withdrawals shall be granted in units of the number of hour's equivalent to one (1) work day of the unit member with a maximum withdrawal of eighty (80) work days per event.
- b. Participants may request additional days as bank withdrawal expires.

8. Days approved but not used shall be returned to the bank.

9. Decisions of the Committee are final and are not subject to the grievance procedures.

- i. Maternity Leave: Effective January 1, 2017, following childbirth, permanent unit member(s) shall have three (3) work weeks of paid maternity leave during the pregnancy disability period. The leave may only be taken on "contract days" for which unit members are paid (weekends and breaks do not count against the three (3) work weeks. These maternity leave days shall not be deducted from the unit member's accumulated leave balance. If any portion of the unit member's pregnancy disability period falls outside of their work year, the unit member may use the remainder of the maternity leave within one (1) calendar year of the birth of the child in increments of no less than one (1) week. It is the responsibility of the bargaining unit member to notify the District and provide documentation regarding the childbirth.
- j. Parental Leave: Effective January 1, 2017, sick leave may be used for parental leave. Parental leave is defined as leave taken for the birth of a child of the employee or placement of a foster or adoptive child with the employee. When an employee has exhausted all accumulated sick leave, and continues to be absent from his or her duties on account of parental leave, the employee shall be compensated at the differential pay rate described in paragraph 1.d of this article for the remaining portion of the 12-workweek period of parental leave. The 12-workweek period of parental leave shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of parental leave. An employee shall not be provided more than one 12-workweek period for parental leave during any 12-month period. Parental leave taken pursuant to this paragraph shall run concurrently with parental leave taken under the Family Medical Leave Act or the California Family Rights Act. The basic minimum duration of parental leave is two weeks. However, the District shall grant a request for parental leave of less than two weeks duration on any two occasions. The purpose of this paragraph is to comply with Education Code 45196.1.

2. Industrial Accident and Industrial Illness Compensation Leave

All regularly employed classified personnel shall be entitled to industrial accident and illness leave under the following rules and regulations:

- A. Allowable leave for each industrial accident or industrial illness shall be during the days which the schools of the District are required to be in session, or when the employee otherwise would have been performing work for the District and shall not exceed sixty (60) such days for eligible personnel.
 - (1) The accident or illness must have arisen out of and in the course of the employment of the employee, and must be accepted as such by the Workers' Compensation Agency.
 - (2) Allowable leave shall commence on the first day of absence and shall be reduced by one day for each day of authorized absence, regardless of a temporary disability indemnity award. Such leave shall not be accumulated from year to year.
 - (3) When an employee is absent from duty on account of industrial accident or illness, the employee shall be paid such portion of the salary due for any month in which the absence occurs. This, when added to the temporary disability indemnity, shall result in a payment of not more than full salary.
 - (4) During any paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received on account of industrial accident or illness. The District, in turn, shall issue the employee appropriate salary warrants for payment of salary and shall make retirement and other authorized deductions.
 - (5) When an employee is absent from duty on account of an industrial accident or illness, he or she shall submit within the first seven (7) days of leave, a statement from a licensed physician or other evidence as may be required by the District

affirming that the industrial accident or illness does exist and did occur while performing work for the Cajon Valley Union School District. The Board of Education may require the employee to submit to a physical examination by one of several physicians selected by the Board at any time during leave at District expense.

- (6) Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided for sick leave and absence. Sick leave may commence upon termination of industrial accident or illness leave. If the employee continues to receive temporary disability indemnity, that employee may elect to take as much accumulated sick leave, which, when added to temporary disability indemnity, will result in payment of not more than full salary.

3. Personal Necessity Leave

During any year an employee may elect to use accumulated sick leave benefits for personal necessity. The days allowed for this purpose shall be limited to a maximum of seven (7) days. These days shall be deducted from and may not exceed the number of fully paid days of sick leave to which the employee is entitled. Personal necessity is intended for use in situations beyond the employee's immediate control which would compel an individual to be absent from his or her duties. It is not intended to provide employees time off for vacation, recreational or social activities, or for activities related to work slowdown or stoppage, or job training for a position not connected to the school district. All days under this provision shall be designated as confidential, and the employee will not have to disclose the reason for taking them.

An employee using personal necessity leave, shall enter their leave in the District's substitute system or leave portal designating the absence as personal necessity leave. By doing so, the employee is certifying the leave is for the purpose of personal necessity as defined by this Article. Leave must be entered into the appropriate system as far in advance of the absence as possible.

Personal necessity may be taken in minimum units of one (1) hour increments and up to a maximum of five (5) consecutive days.

4. Jury Duty/Court Subpoena Leave

Employees shall be paid full salary for absence caused by jury duty. Payment for jury duty will be retained by the employee, and the corresponding amount will be deducted from the employee's next paycheck, as an employee cannot receive jury pay in addition to his or her regular salary. Leave of absence to serve as a witness in a court case shall be granted to an employee when he has been served a subpoena to appear as a witness, not as the litigant, in the case. The length of the leave shall be for the number of days in attendance in court as certified by the clerk or other authorized officer of the court. The employee shall receive full pay during the leave period, provided that the subpoena or court certification is filed with the school district. Request for leave of absence to serve as a witness should be made by presenting the official court summons to the supervisor. Additional allowances made by the court for travel, meals, parking, etc., shall be retained by the employee.

In addition to current language, classified employees whose work year follows the instructional calendar, and who normally have a substitute when absent, may receive additional compensation for deferring jury duty to non-duty days. Employees will be compensated at Step 1 of their current salary range upon confirmation of deferred jury duty.

5. Bereavement Leave

All classified employees shall be entitled to five (5) days of bereavement leave. Bereavement leave may be taken upon the death of a member of the immediate family, defined as follows:

- A. Husband
- B. Wife
- C. Mother*
- D. Father*
- E. Sister
- F. Brother
- G. Son
- H. Daughter
- I. Mother-in-law
- J. Father-in-law
- K. Grandmother
- L. Grandfather
- M. Brother-in-law
- N. Sister-in-law
- O. Son-in-law
- P. Daughter-in-law
- Q. Grandchild
- R. Any dependent/relative of either spouse living in the immediate household of the employee
- S. In cases involving a long established relationship between a bargaining unit member and an individual residing within the same household, bereavement leave may be granted at the discretion of the Superintendent or designee.
- T. California registered domestic partner

*Mother and father are defined to include stepmother and stepfather and court-appointed legal guardians.

6. Military Service Leave

Classified employees may be granted leaves with pay in accordance with Federal and State law for mandatory military service and training. Leaves may be granted without pay for voluntary military service.

7. Personal Leave without Pay

- A. Personal leave without pay may only be taken by permanent employees.
- B. Personal leave without pay may be granted by the immediate supervisor up to five (5) days without Board approval.
- C. Personal leave without pay may be granted by the Superintendent or designee up to thirty (30) days without Board approval.
- D. Personal leaves without pay for more than thirty (30) days must have Board approval. The District will consider unusual circumstances upon request. Except in an emergency, a thirty (30) day notice shall be given prior to leave start. Personal leaves beyond one (1) year will not be granted. While on any leave without pay, an employee shall have the option of remaining an active participant in the District's fringe benefit program by contributing the total cost of the program.
- E. Permanent employees granted personal leave for more than ninety (90) days by the District must notify the classified Personnel Administrator whether or not they intend to return to work sixty (60) days before their leave ends. If they elect to return to work, the employee shall be assigned to the same job classification as that held prior to the leave.

ARTICLE X: TRANSFER AND REASSIGNMENT

- 1. A written request for transfer of an employee from one administrative unit to another may be initiated on the appropriate form at any time by either an employee or the employee's supervisor.

2. An administrative reassignment or permanent change in work schedule for no more than sixty (60) minutes may be initiated by the unit member, unit member's principal or department head when he/she deems a reassignment or permanent change in work schedule would be in the best interest of the unit member or the District, and is approved by the principal/department head. Fifteen (15) days before any administrative reassignment or permanent change in work schedule is implemented, the unit member must be advised in writing by the principal or department head of the assignment change and why it was necessary. Upon request, an opportunity will be provided for the unit member to meet with their supervisor to discuss the reassignment/permanent change in work schedule. Administrative reassignments shall not be made for punitive or preferential reasons.
3. An employee, new to the District, will not be considered eligible for voluntary transfer to another position in a lower or related job class until they have obtained permanent status in their present classification. An employee, new to the District, who accepts part-time employment may request a voluntary transfer to a position of increased hours under the supervision of their current supervisor within their current job class. A permanent employee who is probationary in a new class may request transfer to a related classification for which such employee is eligible if the employee has achieved a Competent/Meets Standards rating on the employee's three (3) month evaluation in the new position. The District may transfer new employees to other positions in the same classification at any time.
 - A. A permanent employee may be transferred to a position in a related class on the same salary schedule. Transfers shall be made without change in annual salary rate, anniversary date, accumulated illness leave, and accumulated vacation credit.
 - B. The Classified Personnel Administrator shall determine whether classes are sufficiently related to permit transfer. Similarity of duties, minimum qualifications, examination content, occupational group, and promotional field shall be considered. In general, more latitude in transfers may be permitted:
 - (1) As the employee's seniority in the classified service increases.
 - (2) When the transfer request is based on reclassification, impending layoff, or for reasons of health.
 - (3) When the employee meets the minimum requirements for the class.
 - C. Permanent employees transferring to a position in a class in which they have not previously completed a probationary period, shall be considered probationary in that class for a period of six months. At any time during the probationary period, they may be returned (transferred) to their former class without right of appeal, unless such action results in layoff, demotion, or reduction in assigned time. In the latter cases, the employee will have the same appeal rights as a permanent employee who is demoted or dismissed.
 - D. Transfers shall effect seniority as follows:
 - (1) District years of service - none.
 - (2) Seniority within the same classification - none.
 - (3) Seniority from one classification to another begins with the first day of assignment to the new classification.
 - E. Reasons for any transfer, which is not voluntary, shall be discussed with the employee by the immediate supervisor.
 - F. Written notices of transfer opportunities shall be emailed to all bargaining unit employees and posted on the District website not later than three (3) working days prior to the closing date.
 - G. When the District has a position to be filled caused by transfer or termination, the position shall be filled within forty-five (45) days when an eligibility list is available and when the site administrator, or designee, is available for interviews. Positions not covered above will be filled within ninety (90) days.

- H. Medical Transfers - The District may give alternate work when the same is available to an employee who has become medically unable to satisfactorily perform his/her regular job class duties. Such alternate work may constitute promotion, demotion, or lateral transfer to a related class providing such procedure follows the District Rules and Regulations.
- I. A transfer requested by the employee to a similar position on the same calendar year program shall not result in the loss of compensation, seniority, or any fringe benefit to the employee. It should be noted that such a transfer to a similar position on a different calendar year program could possibly result in lower annual compensation. Upon request of the employee, the Payroll and Personnel Departments will advise employees interested in transferring regarding these issues.

ARTICLE XI: EVALUATIONS

1. Every probationary employee shall be evaluated in writing at the completion of twelve (12) weeks on duty and twenty (20) weeks on duty. The final evaluation shall include a recommendation of suitability for permanent status.
2. Every permanent employee with a Competent/Meets Standards evaluation on file shall be evaluated at least once every other year by their immediate supervisor, within ten (10) work days of their anniversary date. School Bus Drivers to be evaluated in June.
3. The evaluation process will include a meeting between the appropriate immediate supervisor and the employee to be evaluated. Elements of the evaluation will be discussed individually. Strong and weak areas will be noted. In the event an unsatisfactory performance is noted, specific recommendations for improvement will be made along with an offer of assistance by the administration to implement corrective action.
4. Alleged facts or hearsay statements about an employee shall not be used in the evaluation of that person, or to justify an adverse action unless the immediate supervisor confirms the accuracy of the statements of the alleged facts and notifies the affected employee in writing that adverse action may be taken.
5. Information of a derogatory nature, and an overall rating on an evaluation of below Good or below Competent/Meets Standards will not be forwarded to the employee's personnel file for ten working days after the employee receives his/her copy. After review and during this period, the employee may: (a) provide additional clarifying information to the supervisor and/or; (b) submit written comments to be attached to the materials prepared by the supervisor.
6. Recognition for outstanding performance will be especially noted and references placed in the employee's personnel files.

ARTICLE XII: EARLY NOTIFICATION RETIREMENT PROGRAM

Effective July 1, 2015, unit members who have completed 15 years of service with the District, of which the last four years have been consecutive, (employees have completed 75-percent of their work year) and submit an irrevocable resignation/retirement letter six (6) months before the effective date of retirement shall be eligible to receive a one-time, off-schedule resignation/retirement incentive equivalent to six percent (6%), based on step 5 of the current range.

ARTICLE XIII: HEALTH BENEFITS FOR RETIRED CLASSIFIED EMPLOYEES

Employees retiring shall be eligible and may apply for medical-health and dental benefits on the following basis:

1. The employee who has ten (10) years of service in the District the last five years must be consecutive (employees have completed 75-percent or more of their work year) and has reached the age of fifty-five (55) years.

2. The health and dental eligibility is established based on the last position held in the District. The employee is responsible for the employee co-premium for medical benefits. The health and dental coverage will continue until the employee reaches age sixty-five (65). Should a retired employee who was participating in the District's Health and Dental Programs die before age 65, their surviving spouse shall be provided the same Health and Dental benefits until age 65.
3. Eligible retired employees shall be eligible for the same benefit options they had as active employees as identified in Article VI: Employee Compensation.

Effective July 1, 2015, retirement benefits for new employees hired with a start date on or after July 1, 2015 will exclude District paid dental and medical coverage for dependents. Retired employees may choose to pay the costs to continue coverage for their dependents until the employee reaches age sixty-five (65) as noted in the above Section 2 of Article XIII: Health Benefits for Retired Classified Employees.

For eligible retired employees in full-time status at retirement, who reside outside of the insurance carriers coverage area, the District will identify a VEBA plan(s) available in that area and pay up to the District maximum composite contribution toward the actual cost of health benefits paid for active full-time employees. The retiree will be responsible for all costs that exceed this amount.

For eligible part-time retired employees receiving benefits at retirement, who reside outside of the insurance carriers coverage area, the District will identify a VEBA plan(s) available in that area and pay up to the District maximum composite contribution toward the actual cost of health benefits paid for active part-time employees. The retiree will be responsible for all costs that exceed this amount.

4. All of the above sections of this Article shall be limited in eligibility to the policy the District provides and by any rules and regulations set by the insurance carrier or legal counsel. The retiree shall be required to perform all acts necessary on the employee's part to meet any such requirements set by the employer.
5. Eligible dependents of retired employees who are enrolled in District medical plans may continue coverage in the plan as long as the retiree is enrolled. If the eligible dependent of a retiree becomes eligible for Medicare, they should enroll in Medicare parts A and B to continue coverage under the District plan. If the eligible dependent does not enroll in Medicare parts A and B they may continue coverage under the District plan, but must pay the difference between the premium with Medicare coverage and the premium without Medicare coverage. If the dependent is already eligible for Medicare at the time that the employee retires, the dependent must immediately enroll in Medicare parts A and B in order to continue to be covered by the District sponsored plan, or must pay the difference in premium cost as outlined above.

ARTICLE XIV: HEALTH BENEFITS FOR CERTAIN DISABLED CLASSIFIED EMPLOYEES

Disabled retiring employees shall be eligible for medical-health (not dental) insurance benefits. The program and coverage provided will be the same as that of current unit members, on the following basis:

1. The employee has not reached age fifty-five (55).
2. The employee has ten (10) years of service with the District the last five years of which must be consecutive (employees have completed 75-percent or more of their work year).
3. District paid/employee co-paid benefits will be limited to one (1) year after retirement, (allowing time for PERS disability certification). At the end of the one year District paid/employee co-paid benefits, if the PERS disability retirement certification is delayed, or denied, the employee may continue benefits through COBRA. If the PERS disability certification is received after the one year, the District would continue the District-paid portion of health benefits and refund the COBRA payments retroactive to the PERS disability certification date. Upon receiving PERS disability retirement certification, the District paid/employee co-paid benefits would continue for the remainder of the two

(2) years as stated in number six (6) below.

4. The health coverage eligibility will be established based on the last position held in the District.
5. The District health benefit contributions will continue for a maximum of two (2) calendar years. The employee is responsible for the employee co-premium for medical benefits.
6. Coverage will terminate in less than two (2) years in the event that medical coverage becomes effective or the disability is terminated.

ARTICLE XV: SAFETY

1. The District agrees to establish and maintain safe working conditions for all employees.
2. An employee who discovers a condition on the job which he/she thinks is not safe, or might unduly endanger health, will report the unsafe condition to his/her supervisor immediately. The supervisor will evaluate the condition, make any necessary corrections, and restore the job to a normal safe condition.
3. If the correction is beyond the level of the immediate supervisor to accomplish, an immediate report will be made to the Safety Officer (Assistant Superintendent/Business Services) for corrective action.
4. An employee will resume work only when conditions on the job are returned to normal safety limits for that position to be determined by the Safety Officer, and agreed to by the employee.
5. It shall be the policy of the Governing Board to provide for the payment of the cost of replacing or repairing property of an employee, such as eyeglasses, hearing aids, dentures, watches, or other articles of clothing necessarily worn or carried by the employee, when any such property is damaged in the line of duty without fault of the employee, and when such damage could not have been reasonably anticipated or avoided. The burden of proof shall rest with the employee. Payment shall be on a \$15.00 deductible basis per incident with maximum compensation not to exceed \$500.00.

Provisions of this policy are not applicable to equipment owned by an employee. In the event the employee is paid the cost of replacing or repairing such property or the actual value of such property, the District shall, to the extent of such payment, be subrogated to any right of the employee to recover compensation for such damaged property. The District may file and prosecute an action to enforce its subrogation right in any court of competent jurisdiction. Reimbursement for vehicle damage shall be handled in accordance with Board Policy 4156.3(a).

6. **Alcohol and Drug Testing Procedures**

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 of their employment, except for employees who are required to comply with Department of

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.

6. Following the receipt of positive test results, the employer shall not question an employee concerning the use of alcohol and/or controlled substances without first informing the employee of his/her right to have a union representative present throughout the questioning. If the employee then requests union representation, no such questioning shall occur in the absence of the union representative.
7. Remedy for Failure to Adhere to Process and Procedure: The process and procedure described herein is intended to balance the privacy rights of unit members with public policy considerations. The parties agree that any District failure to adhere to the process and procedures described herein shall preempt the District from subjecting a unit member to disciplinary action under the terms of this article.

ARTICLE XVI: CONTRACT GRIEVANCE PROCEDURE

Grievances shall be limited to matters concerning the specific provisions of this Agreement. A "grievance" as that term is used in this contract, means a claim by an employee or employees or the Association that the terms of this contract have been violated, or a question concerning the proper application or interpretation of this contract, and this procedure shall constitute the sole and exclusive method for adjustment of all such grievances.

Step 1. Any employee or the Association that claims a grievance shall present such grievance informally to his or her immediate supervisor within ten (10) workdays after the event giving rise to the claimed grievance. Where extenuating circumstances exist, an extension of two (2) workdays may be granted by the supervisor. In the event of denial, an immediate appeal may be presented to the Classified Personnel Administrator, who may then grant an additional five (5) workdays to the original ten (10) workdays, for a total of fifteen (15) workdays. The immediate supervisor shall give a written response regarding the grievance to the employee or the Association not later than five (5) workdays after the conference.

Step 2. Within five (5) workdays after completion of the first step, the grievance, if it has not been resolved shall be presented by the employee or association to the Classified Personnel Administrator in writing, signed by the aggrieved. The Personnel Administrator will arrange a hearing with all parties to the grievance present. The Personnel Administrator then shall give an answer in writing to the aggrieved and his or her representative, if any, within five (5) workdays from the date the grievance was received in writing.

Step 3. If the grievance has not been resolved in the second step, the aggrieved, within five (5) workdays after the completion of the second step of the grievance, shall so advise the Superintendent or designated representative in writing and request a meeting between the Superintendent, the Grievant, and the Representative, if any. Following that meeting the Superintendent shall advise the aggrieved and Association in writing of the decision; if this action is not completed within five (5) workdays, the grievance may proceed to the fourth step of the Grievance Procedure.

Step 4. Within five (5) workdays after the completion of the third step the grievance, if it is to be processed further, will be referred to the Fact-finding Committee consisting of three (3) members: one appointed by the Board, one appointed by the Association, and a chairman selected and mutually agreeable to both the Board and the Association. Such notice requesting review shall be in writing and shall be signed by the employee or employees claiming the grievance and the Association representative. Within ten (10) workdays after the receipt of such notice, the Fact-finding Committee will meet to determine the facts relating to the grievance. Upon completion of all Fact finding the Committee will submit its recommendations to the Superintendent. The Superintendent will then have five (5) workdays to consider these recommendations and

recommend a solution to the problem. If the solution is not satisfactory to both parties, then the grievant may submit to Step 5 for Arbitration.

Step 5. Section 1 - Within fifteen (15) workdays after the completion of the fourth step, the grievance, if it is to be processed further, shall be noticed for arbitration. Such notice requesting arbitration shall be in writing and shall be signed by the Association representative and by the employee or employees who signed the grievance. Within ten (10) workdays after receipt of such notice, the Board or designated representative and a representative of the Association shall select an impartial arbitrator. If the Board and the Association cannot agree upon an arbitrator, the State Conciliation Service will be asked to submit an odd numbered list of arbitrators from which one will be selected, by each party striking a name from the list until one name remains who will become the arbitrator.

Section 2 - The arbitrator so selected will confer with a representative of the Board, the Association's Grievance person, and the Grievant to set and hold hearings promptly. The arbitrator shall issue the decisions not later than twenty (20) days from the date of the close of the hearings or if oral hearings have been waived, then from the date the final statements and proofs are submitted to him. The arbitrator's decisions shall be in writing and will set forth the findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decisions which require the commission of an act prohibited by law or which is in violation of the terms of this agreement. The decision of the arbitrator shall be submitted to the grievant, the Association's Grievance Session, and the Board within thirty (30) days. It is agreed that the arbitrator is empowered to include in any award such financial reimbursement or other remedies within the terms of this agreement as judged to be proper. The arbitrator shall have only the authority set forth herein and shall have no power to add or subtract from, or modify, any of the terms of this agreement or any agreements made supplementary hereto. The decision of the arbitrator shall be final and binding upon the parties of this agreement. The costs and expenses of the arbitration shall be borne by the party whom the decision is against. If the decision is not clear, the arbitrator shall designate the loser for pay purposes. Each party shall pay the costs of preparing and presenting its own case.

Section 3 - Any grievance which has not been presented under the Grievance Procedure within the time limit specified herein and any grievance which is not appealed to the next appropriate step of the Grievance Procedure within the applicable time specified herein shall be considered settled and shall not be subject to further actions under this procedure except the Board may, upon request by the grievant, allow the time limit to be extended. When the Association becomes aware of an event giving rise to a claimed grievance, the Association and the District will meet to determine what means of resolution is appropriate.

Section 4 - If and when a grievance arises, the designated job representative may be allowed a total of three (3) hours for grievance administration and resolution during each workweek. No job representative shall leave regularly assigned work in order to investigate a grievance without first obtaining approval of the supervisor.

ARTICLE XVII: REMOVAL FROM BARGAINING UNIT

An employee promoted to management, or a supervisory position, or assigned as a confidential employee shall cease active participation in Association business. If the employee has Association benefits, i.e., health, welfare or other insurance, the benefits will continue as long as membership is maintained.

ARTICLE XVIII: IMPACTS AND EFFECTS OF LAYOFF

1. Re-employment: Employees shall maintain re-employment rights after layoff for 39 months to a like position with equivalent assigned hours. Such employees shall also have re-employment rights to

positions with more assigned hours should such positions not be filled through the regular District transfer process.

2. Temporary Employment: All laid off classified employees shall receive first priority for both substitute and limited term assignments within classification and any other classifications for which they are qualified.
3. Use of Volunteers: Pursuant to California Education Code Section 35021 - Volunteer Aides, the District may utilize non-teaching volunteer aides under the immediate supervision and direction of certificated personnel to perform non-instructional work assisting teachers. This practice is commonly used in the District and acknowledged here. However, specifically with regard to classified layoff, it is the intent of the District to use volunteer aides to enhance the educational program, but not to permit displacement of classified employees nor allow schools to utilize volunteers in lieu of normal employee requirements.
4. Notification: Classified employees will receive at least sixty (60) days advance notice prior to layoff.
5. Vacation: Unused vacation at the time of lay off will be paid for by the District.
6. Probationary Employees: Probationary employees will receive the same rights as permanent employees under the terms of this agreement.
7. Seniority Ties: In the event that two or more classified employees subject to lay off have the same seniority date within a class, the determination as to whom shall be laid off will be made on the basis of the original hire date as a classified employee in the District, and if that be equal, on the basis of the initial day of paid status as a substitute classified employee in the District, and if that be equal, by lot. In the event an employee is unable to be present for the drawing, the employee may authorize an agent from CSEA to act on their behalf. The selection of employees for lay off by lot shall be conducted by the Assistant Superintendent, Personnel, or designee, with two CSEA representatives as witnesses.
8. Involuntary Transfers Required As A Result Of The Elimination Of Positions: A classified employee whose position is eliminated or reduced, but who is not laid off and is not bumped into a lower class shall have the right to require the involuntary transfer of the least senior classified employee at the same school site within the same class and the same number of hours. Seniority means District seniority within a class.

Classified employees who are to be involuntarily transferred as a result of layoff shall have the right to bid on vacant positions within their class in accordance with their seniority within their class.

9. Benefits: Fringe benefits (medical and dental coverage) which the employee was enrolled for during the month prior to layoff will be continued at District expense for three months after layoff. The employee is responsible for the employee co-premium for medical benefits during the three-month period. The employee may decline continuation of benefits by submitting written notification to the Personnel department prior to the effective date of layoff.
10. Legal Compliance: With regard to employee layoff, the District will comply with Personnel Commission Rules and Regulations and relevant sections of the Education Code.
 - A. Employees serving in a probationary status in any classification in which positions are to be eliminated shall be laid off prior to any permanent employee.
 - B. When the Board of Education determines that classified positions are to be eliminated due to lack of funds or lack of work, classified employees shall be subject to layoff. Layoff shall be

made in inverse order of seniority in the class in which the layoff occurs. The employee who has been employed the shortest time in the class, plus any classes higher on the salary schedule, shall be considered to have the least seniority and, therefore, shall be laid off first (Ed Code 45308).

- C. Seniority for layoff purposes shall be calculated on the basis of "length of service." "Length of service" shall be defined to include the hire date of that employee as a regularly probationary or permanent employee in the classification.

Employee hire date shall not be interpreted to include any service, except service in "restricted" positions, performed prior to entering into a probationary or permanent status in the classified service of the District (see Personnel Commission Rule 30.100.1). Seniority in substitute positions will only be considered in instances of seniority ties as outlined in paragraph 7 of this article.

- D. A permanent employee whose position has been designated by the Board of Education to be eliminated and who has greater seniority than other employees in the same classification shall be entitled to "bump" the employee who has the least seniority in the following order:

- (1) Senior employees will bump positions with an equal number of hours to the position being lost.
- (2) If no equal position is available, senior employees will bump positions with the greater number of hours closest to the position being lost.
- (3) If no greater hourly position is available, senior employees will bump positions with the least number of hours closest to the position being lost.
- (4) In instances where the application of the above criteria results in the least senior employee "bumping" into a position with greater hours, then positions of greater hours will be offered to senior employees in order of seniority.

- E. No permanent employee shall be laid off from any position while employees serving in emergency, provisional, limited term, probationary, or substitute status are retained in positions in the same classification.

- F. A permanent employee whose position has been designated by the Board of Education to be eliminated or a permanent employee who has been "bumped" by an employee with greater seniority shall have the right to "bump" less senior employees in a former classification in order to maintain hours and/or benefits, provided that the employee has satisfactorily completed a probationary period in the lower classification. Bumping will be handled in accordance with section 10.D.

- G. In any layoff situation the classifications within which a permanent employee may exercise "bumping" rights shall be based entirely on the classification titles formally approved with the classification plan adopted by the Commission at the time of the layoff.

- H. The District shall provide the Association with a list of employees displaced through a bumping process 72 hours prior to sending final reassignment letters.

11. Specific Job Duties Previously Performed By Classified Employees Who Are Laid Off: Specific job duties previously performed by classified employees who have been laid off shall not be generally assigned to independent contractors. This provision shall not be interpreted to alter any past

practice with regard to the utilization of outside contractors.

12. Modification of District Vacant Positions: For all vacancies, positions will not be modified by the District any earlier than twelve (12) months from the time a position is vacated. If it becomes necessary for the District to modify a position before the twelve (12) month time period, the District will negotiate with CSEA. Position modifications are defined as:
 - (1) The increase or decrease of hours, or work year, from the previous incumbent.
 - (2) Adjusting the assigned hours of a vacant position into two or more positions with decreased hours.
13. Waiver: Article XXIII: Waiver applies to the impacts and effects of layoff.

ARTICLE XIX: TRANSPORTATION DEPARTMENT PROCEDURES

1. Assignment of Bus and Van Routes
 - A. Drivers will bid for routes according to seniority.
 - B. Prior to the beginning of each school year a committee will be established to assist in the development and assignment of initial bus and van routes. The committee will be organized by the department administrator and supervisor, and include two bus drivers for special education, and one for regular home-to-school transportation. Initial routes will be developed to resemble, as closely as possible, the route that drivers had at the end of the previous year.

Initial routes will be posted four (4) days prior to the start of the school year. If the driver is not satisfied with the initial assignment, they may ask for a review by the Operations Supervisor or the Director of Transportation. Request for review will be submitted no later than one day after receipt of a route, and responded to within two days of receiving the request.

Assigned contract time from the previous year will be guaranteed up to the single annual route bid, which will be conducted within the first two weeks of October.
 - C. Available routes will be posted for the information of drivers 24 hours prior to the bidding process. Drivers will be notified in advance regarding the place, date, and time the bid process will be conducted. It is the responsibility of each driver to attend the bid process at their scheduled time. If that is not possible, the driver should indicate their route preferences in priority order to the Supervisor or Dispatcher authorizing them to bid by proxy. If a driver fails to attend the bid process at their appointed time and does not contact the Supervisor or Dispatcher with their route preferences, the Supervisor will assign their route so as to not interrupt the bidding.
 - D. The bidding process will begin with the most senior driver and continue until all drivers have bid for a route. To expedite, each driver will be allowed 15 minutes for bidding to review the routes available and make a selection.
 - E. All bus drivers have a choice of regular education or special education routes, but must be proficient in the type of bus needed for the route prior to bidding a route.
 - F. In May of each school year, the District will post a sign-in sheet to recruit permanent bus drivers interested in driving summer routes. In June, routes will be offered to willing employees in accordance with their seniority. If there are not enough drivers to cover all of the summer routes, the District shall have the authority to mandate the least senior employees, in reverse seniority order, to cover the routes required for summer school transportation needs. Employees mandated to cover summer routes for the current school year will receive at least 15 days' notice of their requirement to work.

- G. In May of each school year, the District will post a sign-in sheet to recruit permanent van drivers interested in driving summer routes. In June, routes will be offered to willing employees in accordance with their seniority. If there are not enough van drivers to cover all of the summer routes, the District may offer these routes to permanent bus drivers.

2. Assignment of Buses

When changing routes, drivers may retain their previously assigned bus when capacity and equipment are compatible with requirements of the new route.

3. Modification and Requirement of Routes After Initial Bidding

Subsequent to the bid, it may be necessary to modify certain routes. When this occurs, the following procedure shall be used:

A. Modification Increasing Hours

- 1. When a route's daily bid average (DBA) increases by 30 minutes or more, on a consistent basis (5 consecutive working days), the District shall have five (5) working days to modify/restructure the route. If at the end of the 10-day period, the route has maintained an increase of 30 minutes DBA or more, the route will be posted and drivers with greater seniority than the driver of the affected route may exercise bumping rights.

Notification of increased route shall be emailed to drivers and posted for three (3) working days. Qualified drivers with greater seniority than the driver of the affected route must submit the interest form to the supervisor, or designee, in person or via fax, by the posted deadline. The route shall be awarded to the driver with the greatest seniority. The route change will become effective as soon as possible, but no later than five (5) working days following the posting deadline.

- 2. When this occurs, the displaced driver may accept a vacant route or be assigned the route occupied by the least senior driver with the assigned present route time closest to the displaced driver's initial bid time.
- 3. The resulting bid time becomes the driver's new initial bid time.

B. Modification – Decreasing Time

- 1. When a route's daily bid average (DBA) decreases by 30 minutes or more, on a consistent basis (5 consecutive working days), the District shall have an additional five (5) working days to modify/restructure the route. If at the end of the 10-day period, the route has maintained a decrease of 30 minutes DBA or more, the driver may accept the decreased route or exercise bumping. This assignment will become their new initial bid.

The driver of the decreased route must notify the supervisor, or designee, of their intent to accept the decreased route or exercise bumping within three (3) working days of being notified of the decreased route.

- 2. If bumping rights are exercised, the displaced driver will be assigned the route occupied by the least senior driver with the assigned route time closest to the previous assignment.
- 3. The resulting bid time becomes the driver's new initial bid time.

- C. From the date a driver is notified that their assigned route time will be reduced, they will be paid at their previously assigned route time for ten (10) work days and the driver may be assigned other work in lieu of the decreased driving time. A driver may voluntarily forgo the assignment of extra work and may sign a waiver of the 10-day period of pay for the difference between the original and decreased route.

4. Assignment of Work in Lieu of Regular Assigned Driver Time

Occasionally, a portion of a regular assigned route may be deleted for a day or short period of time; when this occurs; drivers may be assigned other work in lieu of canceled driving time.

5. Assignment of Field Trips

A. Within County Field Trips (Daily trips)

Open to regular education drivers, first, and assigned by seniority rotational sign-up sheets, field trips within San Diego County which can be completed by drivers during their regularly scheduled hours (with additional time, if required) and shall be assigned as follows: regular education drivers will be given the first opportunity to accept or decline. If the number of trips exceeds the number of regular education drivers available for these daily trips, trips will then become available to all drivers on the seniority rotation lists. Compensation for such trips will be in accordance with Article VI - Employee Compensation of the contract.

B. Extended Field Trips more than 100 Miles One-Way

Open to all regular education and special education drivers. Extended field trips will be assigned to the next eligible driver eligible in seniority rotation.

C. Extended Field Trips Requiring Overnight Stay

Open to all regular education and special education drivers.

1. Compensation for extended field trip driving time:

Actual driving time shall be compensated pursuant to Article VI - Employee Compensation of the contract. The unpaid meal period shall be one-half hour.

Upon delivery of student passengers to the final destination for the evening, drivers will be paid one-half hour to secure and prepare bus for the evening. After securing bus, drivers will be in a non-duty status. On-duty time is defined as 30 minutes prior to scheduled departure report time.

6. General Provisions Applicable to All Field Trips

A. Assignment of Field Trips

Special Education drivers shall be eligible for all daily field trips after all regular education drivers have either accepted or declined.

B. Assignment Process

Field trip assignment shall be based on seniority rotational sign-up sheets. As field trips become available, drivers will have the opportunity to sign up for or decline on a rotating basis. Rotation shall be conducted as follows:

- 1. All field trip opportunities will be posted, when possible, seven (7) working days before the scheduled trip date provided the trip has been requested prior to that time. Drivers must be present to exercise their sign-up option or be assigned a trip. Eligible drivers must sign up for or decline three work days prior to the scheduled trip date. If a driver does not sign up or decline in writing no later than forty-eight (48) hours after the trips

have been posted, they will be considered to have declined this work. Final assignment of trips to drivers will be made no less than forty-eight (48) hours prior to the scheduled trip. If a trip is cancelled, the previously assigned driver will remain in the same position on the seniority rotation list and will be assigned the next appropriate trip.

2. If a driver is unable to report for an assigned field trip for reasons other than illness, personal necessity, or bereavement, pursuant to Article X: Leaves, of the contract, the driver will not be eligible for the next field trip which they could have signed up for based on normal seniority rotation for that sign-up sheet (i.e., extended field trips or extended field trips more than 100 miles one-way).
3. On a daily basis, excluding weekends and holidays, due to absence of an assigned field trip driver or last moment field trip request, additional assignments may be available. The dispatch office will maintain an additional work list. Any driver interested in such unscheduled trips may sign up on this list. Drivers who have signed up on the additional work list will be assigned field trips on the following basis:
 - Seniority rotation.
 - The completion of the additional work trip will not affect a driver's rotation on the seniority list for subsequent regular field trips.
4. On weekends and holidays, trips may be available due to absence of an assigned field trip driver or last moment field trip request, additional assignments may be available. The dispatch office will call the next available driver in the rotation (who signed up for that day's trips) and offer them the trip. If the driver accepts the trip it will not affect their rotation on the seniority list for subsequent field trips. If a driver accepts an assignment forty-eight (48) hours or more prior to the trip, that driver would remain in their normal rotation and the line would start under their name for the next assignment.

7. Uniforms and Safety Shoes

Mechanics shall be provided five (5) complete uniforms (shirts and trousers). The employer shall maintain mechanics uniforms. Such uniforms must be returned to the employer upon separation from the District. Unit members will reimburse the employer for any lost uniforms. All mechanics, mechanic assistants, and transportation workers who repair vehicles are required to wear safety shoes while at work. Upon authorization of the Transportation Director, the District will reimburse these employees up to \$75 annually to purchase the appropriate work shoes.

8. Mechanics on Standby

Bus mechanics who serve in a standby duty status during the weekend will receive two hours of compensation at the individual employee's salary placement for such service. If the mechanic is called out to perform a service while serving in a standby status, the two hours of standby compensation shall be credited against actual time spent on a call, (i.e. if a standby mechanic is called out for one hour of service, the mechanic shall receive only the two hours of standby compensation. If the standby mechanic performs three hours of service, such mechanic shall receive only three hours of pay for the day the mechanic was on standby).

9. Supplemental Procedures Relative to Article VII - Vacation Plan, Article VIII - Holidays, and Article IX - Leaves

A. Bus and/or Van Driver Payroll and Fringe Benefit Policy

1. Each year, the average of October bid hours assigned will establish eligibility for health and dental insurance to begin on November 1. The average will be computed through dividing the bid time by five days per week (i.e., 7.3; 4.8; 5.2; 4.2; 6.8 = $28.3 \div 5$ gives the average of 5.66) to be used as the basis for benefits. Should the driver's hours decrease such that they are no longer eligible for benefits, then the medical and dental coverage the employee was enrolled in will be continued for a period of 3 months. The employee is responsible for the employee co-premium for medical benefits during the three-month period. The employee may decline the continuation of benefits by submitting written notification to the Personnel department.

2. Occasionally drivers will bid on an assignment that will not establish a bid average to qualify for full-time health and dental benefits, however, the actual hours assigned may total 40 hours per week. This occurs because select routes may have assigned hours per day less than eight (8) hours for certain days of the week and more than eight (8) hours for other days of the week (overtime). In this case, eligibility for full-time health and dental benefits will be established.
3. Vacation and sick leave will be accrued according to the average of actual hours worked per day, excluding overtime. Payment procedures for full or partial days of vacation or sick leave will also be based on this method.

B. Compensation for Time Intervals Between Bus Runs

Drivers will be compensated for time intervals between runs totaling thirty (30) minutes or less at their regular hourly rate.

C. Vacation, Holidays, Sick Leave, and Differential Pay

Drivers with driving time submitted on time sheets may take personal necessity or sick leave in increments of less than one-half day, but not less than the hour actually taken.

Vacation Requests: The District will make a concerted effort to maintain the personnel required to provide substitutes for driver leave requests. Requests for consecutive days for a particular event will be considered as a whole, and every attempt will be made to grant such requests as a whole rather than in segments. For School Bus Drivers and Bus Attendants, vacation may be taken in units of not less than one hour.

D. Rest Periods

Employees who are working eight hours shall receive two (2) fifteen (15) minute rest periods during their workday. Employees who are working seven hours and less than eight hours shall receive one (1) fifteen (15) minute and one (1) ten (10) minute rest period during their workday. Employees who are working six hours or more and less than seven hours shall receive two (2) ten (10) minute rest periods. Employees who are working four hours or more and less than six hours shall receive one (1) fifteen (15) minute rest period. The rest period time will be added to a driver's regular route time when no layover/standby time is provided between the time the driver leaves and returns to the bus compound after the morning run, and the time the bus driver leaves the bus compound and returns after the afternoon run. This rest period does not include any instance when a student is aboard the bus.

10. BUS ATTENDANTS

A. Route Assignments

Some assignments may involve working with students with needs that require Attendants that meet specific gender or physical ability requirements. These assignments will be available only to Attendants that meet the requirements for the assignment.

Prior to the beginning of each school year, transportation will make assignments for Bus Attendants according to the District's need and the individual's seniority and eligibility as described above.

B. Modification – Increasing Time

Reductions or increases in an assignment could be made due to, or because of, school calendars, changes in enrollment, revision to bus route, or bus route hours. When these changes occur, the District reserves the right to make reassignments while giving consideration to seniority in conjunction with the District's need and the individual's eligibility, as described in "A".

1. When a route's daily bid average (DBA) increases by 30 minutes or more, on a consistent basis (5 consecutive) days, the District shall have five (5) working days to

modify/restructure the route. If at the end of the 10-day period, the route has maintained an increase of 30 minutes DBA or more, the route will be posted and Bus Attendants with greater seniority than the Bus Attendant of the affected route may exercise bumping rights.

Notification of increased route shall be emailed to Bus Attendants and posted for three (3) working days. Qualified Bus Attendants with greater seniority than the Bus Attendant of the affected route must submit the interest form to the supervisor, or designee, in person or via fax, by the posted deadline. The route shall be awarded to the Bus Attendant with the greatest seniority. The route change will become effective as soon as possible, but no later than 5 working days following the posting deadline.

2. When this occurs, the displaced Bus Attendant will be assigned the route occupied by the least senior Bus Attendant with the assigned route time closest to the previous assignment.

C. Modification – Decreasing Time

1. When a route's daily bid average (DBA) decreases by 30 minutes or more, on a consistent basis (5 consecutive) days, the District shall have five (5) working days to modify/restructure the route. If at the end of the 10-day period, the route has maintained a decrease of 30 minutes DBA or more, the Bus Attendant may accept the restructured route or exercise bumping.
2. If bumping occurs, the displaced Bus Attendant will be assigned the route occupied by the least senior Bus Attendant with the assigned route time closest to the previous assignment.

From the date an attendant is notified that their assigned time will be reduced, such attendant will be paid based on his/her previously assigned time for ten (10) days and the attendant may be assigned other work in lieu of the decreased assigned time. An attendant may voluntarily forgo the assignment of extra work and may sign a waiver of the ten-day period of pay for the difference between the original and decreased assigned time.

11. VAN DRIVERS

A. Van Drivers will bid for routes according to seniority.

B. Modification – Increasing Time

Reductions or increases in an assignment could be made due to, or because of, school calendars, changes in enrollment, revision to bus route, or bus route hours. When these changes occur, the District reserves the right to make reassignments while giving consideration to seniority in conjunction with the District's need and the individual's eligibility, as described in "A".

1. When a route's daily bid average (DBA) increases by 30 minutes or more, on a consistent basis (5 consecutive) days, the District shall have five (5) working days to modify/restructure the route. If at the end of the 10-day period, the route has maintained an increase of 30 minutes DBA or more, the route will be posted and Van Drivers with greater seniority than the Van Driver of the affected route may exercise bumping rights.

Notification of increased route shall be emailed to Van Drivers and posted for three (3) working days. Qualified Van Drivers with greater seniority than the Van Drivers of the affected route must submit the interest form to the supervisor, or designee, in person or

via fax, by the posted deadline. The route shall be awarded to the Van Drivers with the greatest seniority. The route change will become effective as soon as possible, but no later than 5 working days following the posting deadline.

2. When this occurs, the displaced Van Drivers will be assigned the route occupied by the least senior Van Drivers with the assigned route time closest to the previous assignment.
3. The resulting bid time becomes the driver's new initial bid time.

C. Modification – Decreasing Time

1. When a route's daily bid average (DBA) decreases by 30 minutes or more, on a consistent basis (5 consecutive) days, the District shall have five (5) working days to modify/restructure the route. If at the end of the 10-day period, the route has maintained a decrease of 30 minutes DBA or more, the Van Driver may accept the restructured route or exercise bumping. This assignment will become their new bid time.
2. If bumping occurs, the displaced Van Driver will be assigned the route occupied by the least senior Van Driver with the assigned route time closest to the previous assignment.

From the date a Van Driver is notified that their assigned time will be reduced, such Van Driver will be paid based on his/her previously assigned time for ten (10) days and the Van Driver may be assigned other work in lieu of the decreased assigned time. A Van Driver may voluntarily forgo the assignment of extra work and may sign a waiver of the ten-day period of pay for the difference between the original and decreased assigned time.

3. The resulting bid time becomes the driver's new initial bid time.

12. License Renewal Training

Effective July 1, 2014 in license renewal years, drivers who complete a minimum of ten (10) hours of District-provided classroom training during non-contract time will receive a stipend of \$160.00. In license non-renewal years, drivers who complete a minimum of five (5) hours of District-provided training during non-contract time will receive a stipend of \$80.00.

ARTICLE XX: PROFESSIONAL GROWTH

1. The district will budget a \$10,000 annual cap.
2. Reimbursement will be limited to \$1,000 per year for any individual unit member (for books and tuition). Reimbursement to occur after completion of the course with a grade of 'B' or Pass/Credit if the class is on a Pass/Fail or Credit/Non-Credit basis.
3. Courses must be pre-approved and relate to the applicant's current classification or a classification the applicant aspires to move to.

ARTICLE XXI: SAVINGS CLAUSE

In the event that any legislation, government regulation or court decision causes invalidations of any Article or Section of this Agreement, the Board and the Association agrees to meet to negotiate any Article or Section so affected; all other Articles and Sections not so invalidated shall remain in full force and effect. The Board and the Association agree to meet within thirty (30) days following the announcement of legal action to negotiate a replacement of invalidated Article or Section.

ARTICLE XXII: NO STRIKE - NO LOCKOUT

During the terms of this Agreement the California School Employees Association will not cause, permit, threaten, or participate in any strike, including the refusal to cross any other labor organization's picket lines, walkout, slowdown, boycott, picket, work stoppage, refusal to work, or any other interference with the cooperation of the District. The Board agrees that it will not lockout classified employees, nor will it do anything to prevent continuity of performance by the classified employees required in the normal and usual operation of the District.

ARTICLE XXIII: WAIVER

The parties agree that this Agreement constitutes the entire contract between them, governing wages, hours and a condition of employment of the employees in the bargaining unit during the term specified herein, and settles all demands and issues on all matters subject to collective bargaining. Accordingly, the Board and Association expressly waive the right during the term of this Agreement to demand negotiations upon any subject matter, whether or not such subject matter has or has not been raised or discussed by either party during negotiations leading up to the execution of this Agreement.

ARTICLE XXIV: ORGANIZATIONAL SECURITY

1. **Dues Deductions:** All bargaining unit members shall, as a condition of employment, either become members of CSEA or pay a service fee to CSEA. CSEA shall establish the amount for members and service fee payees. No later than September 15 of each year, CSEA shall certify to the Board in writing the dues and service fee schedule. The District shall deduct in accordance with the CSEA dues and service fee schedule, dues from the wages of employees who submit written dues authorization to the District. CSEA, Chapter 179, shall have the sole and exclusive right to have membership dues and service fees, if any, deducted from the payroll warrants of bargaining unit members by the District. This may be the option of the employee.
2. **Service Fee:** All members of the bargaining unit who are not members of CSEA and employees who hereafter come into the Bargaining Unit shall, as a condition of employment, within thirty (30) days, either apply for membership and execute a dues authorization or pay a service fee in an amount established by CSEA. The dues and/or service fee shall be made at the employee's option through payroll deduction or direct payment to CSEA. The District shall notify CSEA if a bargaining unit member has not submitted a dues deduction or service fee deduction authorization within the thirty (30) day requirement.
3. **Compliance:** In the event a bargaining unit member covered by this Agreement does not join CSEA or pay said service fee within thirty (30) days to CSEA as provided herein, such bargaining unit member shall be notified by CSEA of his/her failure to comply with this Agreement. If any employee is out of compliance after thirty (30) days, the District, upon receipt of written notification from CSEA, shall deduct from the employee's salary the appropriate dues or service fee and make said payment to CSEA.
4. **Objections Based on Morals:** Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or paying service fees to employee organizations as determined by the State organization, shall not be required to join, maintain membership in, or pay service fees to CSEA as a condition of employment. However, such employee shall be required, in lieu of a service fee required by this Agreement, to pay sums equal to such service fee to a non-religious, non-labor organization, charitable funds exempt from taxation under Section 501(c)(3) of Title 26 of the Internal Revenue Code. Any employee claiming this religious exemption shall furnish the Association with copies of receipts from the charity selected as proof that such payments have been made.
5. **Hold Harmless Provision:** As a condition of effectiveness of this Article, the Association agrees to indemnify and save the District, Governing Board, each individual School Board Member, and all administrators in the District harmless against any and all claims, demands, costs, lawsuits, judgments or other forms of liability and direct costs including all court or State administrative

agency costs that may be sustained out of or by reason of action taken by the District for the purpose of complying with this Article.

ARTICLE XXV: REOPENER

Negotiations will commence once either party sunshines their initial proposal. No later than April 1 of each contract year Article VI of this contract, plus up to three articles selected by the Association and up to three articles selected by the Governing Board, shall be reopened for a negotiated adjustment to the 2017-2018 and 2018-2019 years of this agreement. Both the Association and the Governing Board may use one of their three reopeners to introduce a new article. At any time, Articles that are mutually agreed upon may be discussed.

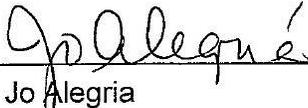
ARTICLE XXVI: DURATION

This contract and all addendums to this contract shall remain in full force and effect from ratification July 1, 2016 through June 30, 2019, subject to re-opener rights as provided in Article XXV of this agreement.

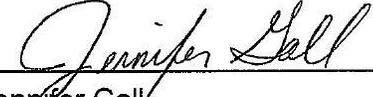
Cajon Valley Governing Board

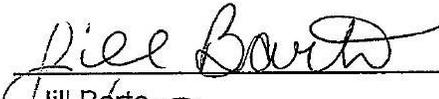
Governing Board Representatives

CSEA, Chapter 179
Representatives


Jo Alegria


Michelle Hayes


Jennifer Gall


Jill Barto


Scott Buxbaum


Prudence Langer


Karen Clark-Mejia

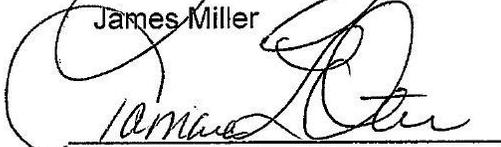

Angela Bishop


Mark Reagles

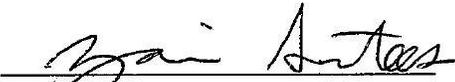

James Miller


Christina Wesley-Willis


Paul Stephens


Tamara Otero


Joseph Sanchez


Zarai Santos
Labor Relations Representative



DEPARTMENT OF INDUSTRIAL RELATIONS

STATE CONCILIATION SERVICE
30 FRONT STREET — ROOM 3022 4060
SAN DIEGO, CA 92101
714/237-7317

October 22, 1982

Ed Darning
Labor Consultant
Cajon Valley Union
School District
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El Cajon, CA 92022

Tony Fernandez
Representative
C.S.E.A.
3643 Camino del Rio S. #322
San Diego, CA 92108

Wayne Outken
Director, Employee-Employer
Relations
Cajon Valley Union
School District
189 Roanoke Road
El Cajon, CA 92022

Gentlemen:

The official results of the agency shop election
which was conducted by myself on Wednesday,
October 20, 1982 are as follows:

Total of employees voting	=	289.
Those voting YES for Agency Shop	=	181.
Those voting NO for Agency Shop	=	106.

I have retained the voting list and the ballots
in my file. If in the future you have need of
these, call me. It was my pleasure being of
service to you.

Sincerely yours,

David B. Hart
Mediator/Conciliator

DBH:blc



CLASSIFIED EMPLOYEES SALARY SCHEDULE 2016-2017

750 E. Main St., El Cajon, CA 92020 www.cajonvalley.net
 Previous Base Range 3 - Step 1 = \$1933

Effective: July 1, 2016 (+2.69% COLA + 1 day<260)

STEP	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Sub Hrly	12.65	12.96	13.29	13.62	13.96	14.31	14.67	15.04	15.42	15.80	16.19	16.60	17.01	17.44	17.88	18.32	18.78	19.25
1	2,192	2,247	2,303	2,361	2,420	2,481	2,543	2,607	2,672	2,739	2,807	2,877	2,949	3,023	3,099	3,176	3,255	3,336
2	2,303	2,361	2,420	2,481	2,543	2,607	2,672	2,739	2,807	2,877	2,949	3,023	3,099	3,176	3,255	3,336	3,419	3,504
3	2,420	2,481	2,543	2,607	2,672	2,739	2,807	2,877	2,949	3,023	3,099	3,176	3,255	3,336	3,419	3,504	3,592	3,682
4	2,543	2,607	2,672	2,739	2,807	2,877	2,949	3,023	3,099	3,176	3,255	3,336	3,419	3,504	3,592	3,682	3,774	3,868
5	2,672	2,739	2,807	2,877	2,949	3,023	3,099	3,176	3,255	3,336	3,419	3,504	3,592	3,682	3,774	3,868	3,965	4,064
6	2,702	2,770	2,839	2,910	2,982	3,057	3,134	3,212	3,292	3,374	3,458	3,544	3,633	3,724	3,817	3,912	4,010	4,110
7	2,732	2,801	2,870	2,942	3,016	3,091	3,169	3,248	3,329	3,411	3,496	3,583	3,673	3,765	3,859	3,955	4,054	4,156
8	2,762	2,831	2,902	2,975	3,049	3,125	3,203	3,283	3,365	3,449	3,535	3,623	3,714	3,807	3,902	3,999	4,099	4,201
9	2,792	2,862	2,933	3,007	3,082	3,159	3,238	3,319	3,402	3,486	3,573	3,662	3,754	3,848	3,944	4,042	4,143	4,247
10	2,822	2,893	2,965	3,040	3,115	3,193	3,273	3,355	3,439	3,524	3,612	3,702	3,795	3,890	3,987	4,086	4,188	4,293
11	2,852	2,924	2,996	3,072	3,149	3,227	3,308	3,391	3,476	3,561	3,650	3,741	3,835	3,931	4,029	4,129	4,232	4,339
12	2,882	2,954	3,028	3,105	3,182	3,261	3,342	3,426	3,512	3,599	3,689	3,781	3,876	3,973	4,072	4,173	4,277	4,384
13	2,913	2,986	3,060	3,136	3,214	3,295	3,378	3,462	3,548	3,636	3,727	3,819	3,915	4,013	4,114	4,216	4,322	4,430
14	2,943	3,017	3,092	3,169	3,247	3,329	3,413	3,498	3,585	3,674	3,766	3,859	3,956	4,055	4,157	4,260	4,367	4,476
15	2,973	3,048	3,123	3,201	3,281	3,363	3,448	3,534	3,622	3,711	3,804	3,898	3,996	4,096	4,199	4,303	4,411	4,522
16	3,003	3,078	3,155	3,234	3,314	3,397	3,482	3,569	3,658	3,749	3,843	3,938	4,037	4,138	4,242	4,347	4,456	4,567
17	3,033	3,109	3,186	3,266	3,347	3,431	3,517	3,605	3,695	3,786	3,881	3,977	4,077	4,179	4,284	4,390	4,500	4,613
18	3,063	3,140	3,218	3,299	3,380	3,465	3,552	3,641	3,732	3,824	3,920	4,017	4,118	4,221	4,327	4,434	4,545	4,659
19	3,093	3,171	3,249	3,331	3,414	3,499	3,587	3,677	3,769	3,861	3,958	4,056	4,158	4,262	4,369	4,477	4,589	4,705
20	3,123	3,201	3,281	3,364	3,447	3,533	3,621	3,712	3,805	3,899	3,997	4,096	4,199	4,304	4,412	4,521	4,634	4,750
21	3,153	3,232	3,312	3,395	3,480	3,567	3,657	3,748	3,841	3,936	4,034	4,135	4,239	4,345	4,453	4,564	4,679	4,796
22	3,183	3,263	3,344	3,428	3,513	3,601	3,692	3,784	3,878	3,974	4,073	4,175	4,280	4,387	4,496	4,608	4,724	4,842
23	3,213	3,294	3,375	3,460	3,547	3,635	3,727	3,820	3,915	4,011	4,111	4,214	4,320	4,428	4,538	4,651	4,768	4,888
24	3,243	3,324	3,407	3,493	3,580	3,669	3,761	3,855	3,951	4,049	4,150	4,254	4,361	4,470	4,581	4,695	4,813	4,933
25	3,273	3,355	3,439	3,525	3,612	3,703	3,796	3,891	3,988	4,086	4,188	4,292	4,400	4,510	4,623	4,738	4,857	4,979
26	3,303	3,386	3,471	3,558	3,645	3,737	3,831	3,927	4,025	4,124	4,227	4,332	4,441	4,552	4,666	4,782	4,902	5,025
27	3,333	3,417	3,502	3,590	3,679	3,771	3,866	3,963	4,062	4,161	4,265	4,371	4,481	4,593	4,708	4,825	4,946	5,071
28	3,363	3,447	3,534	3,623	3,712	3,805	3,900	3,998	4,098	4,199	4,304	4,411	4,522	4,635	4,751	4,869	4,991	5,116
29	3,394	3,479	3,565	3,654	3,745	3,839	3,936	4,034	4,134	4,237	4,342	4,450	4,562	4,676	4,793	4,913	5,036	5,162
30	3,424	3,510	3,597	3,687	3,778	3,873	3,971	4,070	4,171	4,275	4,381	4,490	4,603	4,718	4,836	4,957	5,081	5,208
31	3,454	3,541	3,628	3,719	3,812	3,907	4,006	4,106	4,208	4,312	4,419	4,529	4,643	4,759	4,878	5,000	5,125	5,254
32	3,484	3,571	3,660	3,752	3,845	3,941	4,040	4,141	4,244	4,350	4,458	4,569	4,684	4,801	4,921	5,044	5,170	5,299
33	3,514	3,602	3,691	3,784	3,878	3,975	4,075	4,177	4,281	4,387	4,496	4,608	4,724	4,842	4,963	5,087	5,214	5,344
34+	3,544	3,633	3,723	3,817	3,911	4,009	4,110	4,213	4,318	4,425	4,535	4,648	4,765	4,884	5,006	5,131	5,259	5,390

Shaded steps show the longevity factor of 1.125% (based on Step 5, current range) added after the completion of 5 - 33 years of regularly employed service in the District. *Employees must satisfy contract requirements to qualify for the 6% retirement longevity. Refer to the negotiated contract or contact Personnel Services for additional information.

To calculate monthly base pay: M (monthly rate divided by 173.33 = approximate hourly rate. Multiply hourly rate x number of contract days per year, divided by the number of monthly payments you receive per year (most school site employees receive 11 checks per year; most department employees receive 12 checks per year.) Example: \$2020 ÷ 173.33 = \$11.65 per hour. Then, \$11.65 per hour x 3 hours per day x 204 days = \$7,129.80 ÷ 11 pay = approximately \$648.16 base pay per month.

RANGE

STEP	24	25	26	27	28	29	30	31	32	33	34	35	37	40	45	46	47	Noon Duty 50-13
Sub Hrly	19.73	20.22	20.72	21.24	21.77	22.32	22.88	23.45	24.03	24.63	25.25	25.88	27.19	29.28	33.13	33.96	34.81	15.04
1	3,419	3,504	3,592	3,682	3,774	3,868	3,965	4,064	4,166	4,270	4,377	4,486	4,713	5,076	5,743	5,887	6,034	2,607
2	3,592	3,682	3,774	3,868	3,965	4,064	4,166	4,270	4,377	4,486	4,598	4,713	4,952	5,303	6,034	6,185	6,340	2,607
3	3,774	3,868	3,965	4,064	4,166	4,270	4,377	4,486	4,598	4,713	4,831	4,952	5,203	5,603	6,340	6,499	6,661	2,607
4	3,965	4,064	4,166	4,270	4,377	4,486	4,598	4,713	4,831	4,952	5,076	5,203	5,466	5,887	6,661	6,828	6,999	2,607
5	4,166	4,270	4,377	4,486	4,598	4,713	4,831	4,952	5,076	5,203	5,333	5,466	5,743	6,185	6,999	7,174	7,353	2,607
6	4,213	4,318	4,426	4,537	4,650	4,766	4,885	5,008	5,133	5,262	5,393	5,528	5,808	6,255	7,078	7,255	7,436	2,636
7	4,260	4,366	4,476	4,587	4,702	4,819	4,940	5,064	5,190	5,320	5,453	5,589	5,872	6,324	7,157	7,336	7,519	2,666
8	4,307	4,414	4,525	4,638	4,753	4,872	4,994	5,119	5,247	5,379	5,513	5,651	5,937	6,394	7,235	7,416	7,601	2,695
9	4,354	4,462	4,574	4,688	4,805	4,925	5,048	5,175	5,304	5,437	5,573	5,712	6,001	6,463	7,314	7,497	7,684	2,724
10	4,401	4,510	4,623	4,739	4,857	4,978	5,102	5,231	5,361	5,496	5,633	5,774	6,066	6,533	7,393	7,578	7,767	2,753
11	4,448	4,558	4,673	4,789	4,909	5,031	5,157	5,287	5,418	5,554	5,693	5,835	6,130	6,602	7,472	7,659	7,850	2,783
12	4,495	4,606	4,722	4,840	4,960	5,084	5,211	5,342	5,475	5,613	5,753	5,897	6,195	6,672	7,550	7,739	7,932	2,812
13	4,541	4,654	4,771	4,890	5,012	5,137	5,266	5,398	5,533	5,671	5,813	5,958	6,260	6,742	7,629	7,820	8,015	2,842
14	4,588	4,702	4,820	4,941	5,064	5,190	5,320	5,454	5,590	5,730	5,873	6,020	6,325	6,812	7,708	7,901	8,098	2,871
15	4,635	4,750	4,870	4,991	5,116	5,243	5,375	5,510	5,647	5,788	5,933	6,081	6,389	6,881	7,787	7,982	8,181	2,901
16	4,682	4,798	4,919	5,042	5,167	5,296	5,429	5,565	5,704	5,847	5,993	6,143	6,454	6,951	7,865	8,062	8,263	2,930
17	4,729	4,847	4,968	5,092	5,219	5,349	5,483	5,621	5,761	5,906	6,053	6,204	6,518	7,020	7,944	8,143	8,346	2,959
18	4,776	4,895	5,017	5,143	5,271	5,402	5,537	5,677	5,818	5,965	6,113	6,266	6,583	7,090	8,023	8,224	8,429	2,988
19	4,823	4,943	5,067	5,193	5,323	5,455	5,592	5,733	5,875	6,023	6,173	6,327	6,647	7,159	8,102	8,305	8,512	3,018
20	4,870	4,991	5,116	5,244	5,374	5,508	5,646	5,788	5,932	6,082	6,233	6,389	6,712	7,229	8,180	8,385	8,594	3,047
21	4,916	5,039	5,165	5,293	5,426	5,561	5,701	5,843	5,990	6,140	6,293	6,450	6,777	7,298	8,259	8,465	8,677	3,076
22	4,963	5,087	5,214	5,344	5,478	5,614	5,755	5,899	6,047	6,199	6,353	6,512	6,842	7,368	8,338	8,546	8,760	3,105
23	5,010	5,135	5,264	5,394	5,530	5,667	5,810	5,955	6,104	6,257	6,413	6,573	6,906	7,437	8,417	8,627	8,843	3,135
24	5,057	5,183	5,313	5,445	5,581	5,720	5,864	6,010	6,161	6,316	6,473	6,635	6,971	7,507	8,495	8,707	8,925	3,164
25	5,104	5,231	5,362	5,495	5,633	5,773	5,918	6,066	6,218	6,374	6,533	6,696	7,035	7,577	8,574	8,788	9,008	3,194
26	5,151	5,279	5,411	5,546	5,685	5,826	5,972	6,122	6,275	6,433	6,593	6,758	7,100	7,647	8,653	8,869	9,091	3,223
27	5,198	5,327	5,461	5,596	5,737	5,879	6,027	6,178	6,332	6,491	6,653	6,819	7,164	7,716	8,732	8,950	9,174	3,253
28	5,245	5,375	5,510	5,647	5,788	5,932	6,081	6,233	6,389	6,550	6,713	6,881	7,229	7,786	8,810	9,030	9,256	3,282
29	5,291	5,423	5,559	5,697	5,840	5,986	6,136	6,289	6,447	6,608	6,773	6,942	7,294	7,855	8,889	9,111	9,339	3,311
30	5,338	5,471	5,608	5,748	5,892	6,039	6,190	6,345	6,504	6,667	6,833	7,004	7,359	7,925	8,968	9,192	9,422	3,340
31	5,385	5,519	5,658	5,798	5,944	6,092	6,245	6,401	6,561	6,725	6,893	7,065	7,423	7,994	9,047	9,273	9,505	3,370
32	5,432	5,567	5,707	5,849	5,995	6,145	6,299	6,456	6,618	6,784	6,953	7,127	7,488	8,064	9,125	9,353	9,587	3,399
33	5,479	5,615	5,756	5,899	6,046	6,198	6,353	6,512	6,675	6,842	7,013	7,188	7,552	8,133	9,203	9,434	9,669	3,428
34+	5,526	5,663	5,805	5,950	6,098	6,251	6,407	6,568	6,732	6,901	7,073	7,250	7,617	8,203	9,282	9,515	9,752	3,457

*Steps 6-33 show the opportunity for 0% - 125% (based on Step 5 current range) added after the completion of 5 - 33 years of regularly employed service in the District. *Employees must satisfy contract requirements to qualify for the 6% retirement lumpsum. Refer to the negotiated contract or contact Personnel Services for additional information.

To calculate monthly base pay: Monthly rate divided by 173.33 = approximate hourly rate. Multiply the hourly rate x number of hours per day x number of contract days per year, divided by the number of monthly payments you receive per year (most school site employees receive 11 checks per year; most department employees receive 12 checks per year). Example: \$2020 ÷ 173.33 = \$11.65 per hour. Then, \$11.65 per hour x 8 hours per day x 206 days = \$19,800 ÷ 12 pay = approximately \$1,650 per month.

Event Approved: 03/28/17

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>DUTY DAYS</u>	<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>DUTY DAYS</u>
ACCOUNTING			SECRETARIAL		
Budget & Special Programs Analyst	40	260	Administrative Assistant II	28	260
Accountant	33	260	School Office Manager/Bilingual	28	221
Accounting Technician	30	240/260	School Office Manager	26	221
Payroll & Benefits Technician	26	260	Administrative Assistant I	24	260
Accounting Assistant III	25	260	Secretary/Bilingual	23	240/260
Accounting Assistant II	23	260	Secretary	21	240/260
Purchasing Assistant II	21	260			
Accounting Assistant I	20	260	TECHNICAL/PARAPROFESSIONAL		
Purchasing Assistant I	19	260	Occupational Therapist	46	240/260
CHILD NUTRITION CENTER			Data & Assessment Technician	34	240
Child Nutrition Purchasing Assistant	19	240/260	Planning Technician	34	260
CNS Lead – Production/Serving Kitchen	17	212	Senior Buyer	32	260
CNS Lead – A La Carte/Breakfast/Catering	17	206	Certified Occupational Therapy Assistant	31	206/240
CNS Lead – Distribution	17	206/209/240	Buyer	29	260
CNS Lead – Cook	17	206	Educational Services Programs Assistant	29	260
CNS Lead – Baker	17	212	Health Care Specialist	27	210
CNS Lead – Serving Kitchen	15	209	Special Education Technician	27	260
Child Nutrition Worker II	11	206/208	Storekeeper II	27	260
Child Nutrition Worker I	09	206	Inventory Control Technician	26	260
			Interpreter for the Deaf	25	206
			Deafblind Intervener	25	206
			Offset Press Operator	25	260
			Printing & Web Services Technician	25	260
			Storekeeper I	25	260
			Assistant Buyer	23	260
CLERICAL			District Library Catalog Technician	23	260
Personnel Assistant	23	260	Print Shop Technician	22	260
Office Technician/Bilingual	21	260	Library Media Technician II/Bilingual	22	170
Office Technician	19	260	Delivery Driver/Warehouse Worker	21	260
Counseling Technician/Bilingual	19	221	Family Liaison/Bilingual	21	206
Office Assistant II/Bilingual	18	210/221/240/260	Parent Facilitator/Bilingual	21	227
Clerk Typist III	17	240/260	Personnel Technician/Credentials	21	260
Counseling Technician	17	221	Personnel Technician	21	260
District Receptionist	16	240	Community Liaison/Bilingual	20	206/221
Office Assistant II	16	210/221/240/260	Library Media Technician II	20	170
Office Assistant I/Bilingual	13	206/240	Library Media Technician I/Bilingual	20	170/192
Instructional Media Services Assistant	13	240	Parent Facilitator	19	227
Office Assistant I	11	206/212	Community Liaison	18	206/221
Office Aide/Bilingual	10	206	Health Assistant/Bilingual	18	210
Office Aide	08	206	Library Media Technician I	18	170/192
			Health Assistant	16	210
			Print Shop Assistant	16	260
			Special Ed Adaptive Equipment Technician	16	240
EXTENDED DAY PROGRAM SERVICES			TECHNOLOGY SERVICES		
Early Childhood Program Lead II	20	209/260	Network Analyst	47	260
Early Childhood Program Lead I	18	209/260	Database Administrator	45	260
Extended Day Program Site Lead	15	209/260	Database Specialist	37	260
Extended Day Program Assistant	12	209	Computer/Network Technician II	37	260
Early Childhood Program Aide II	11	206	Programmer	35	260
Extended Day Program Aide	06	206	Assistant Database/Network Analyst	35	260
			Computer/Network Technician I	33	260
			Help Desk Technician	31	260
			Computer Support Technician	29	260
INSTRUCTIONAL SERVICES SUPPORT			TRANSPORTATION		
Guidance Technician/Bilingual	20	206	Heavy Duty Mechanic	31	260
Behavioral Support Assistant	19	206	Transportation Dispatcher/Scheduler	27	260
Bilingual/Bicultural Interpreter	18	206	Driver Instructor	27	260
Guidance Technician	18	206	Transportation Operations Assistant	26	260
Special Education Classroom Asst/Bilingual	18	129/168/206/221	School Bus Driver II	22	240/260
Instructional/Health Care Technician	17	206	School Bus Driver I	21	208
Campus Safety Assistant	16	206	Mechanic's Assistant	20	260
Special Education Classroom Asst (SECA)	16	129/168/206/221	Van Driver-Student Transportation	17	208
Alternative Learning Program Assistant	15	206	Bus Attendant	10	208
Vocational Education Assistant	15	206			
English Language Development Assistant	13	203/206			
Volunteer Liaison/Trainer/Bilingual	12	206			
Instructional Assistant	11	203/206			
Special Ed Classroom Asst Trainee/Bilingual	11	129/168/206/221			
Volunteer Liaison/Trainer	10	206			
Special Education Classroom Asst Trainee	09	129/168/206/221			
Locker Room Attendant	07	206			
MAINTENANCE			<i>Note: Any regular employee providing lunch supervision as a part of their daily contract will be paid at Range 9, step 3.</i>		
Heating, Ventilation, A/C & Refrig Techn	33	260	Questions regarding payroll may be directed to the Payroll Department at 588-3070.		
Asbestos Tech/Gnl Maint Repair Mech	32	260	* (Reallocated)		
Lead Painter	32	260	** (Title changed/added)		
Lead Carpenter	32	260			
Electronics Technician	31	260			
Electrician	31	260			
Security Systems Technician	31	260			
Plumber	31	260			
General Maintenance Repair Mechanic	30	260			
Carpenter	30	260			
Painter	29	260			
Maintenance Service Technician	25	260			
OPERATIONS					
Grounds Equipment Operator	26	260			
Grounds/Irrigation Technician	25	260			
Day Custodian	20	260			
Day Custodian/Groundskeeper	20	260			
Groundskeeper II	20	260			
Groundskeeper I	18	260			
Night Custodian	17	260			

FOR OFFICE USE:

CSEA ID _____

AREA _____

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Application for Membership and Salary Deduction Authorization



PLEASE PRINT

Last 4 Digits of SSN _____ Chapter Name _____ Chapter Number _____ E-mail _____

Last Name _____ Legal First Name _____ MI _____ DOB | _____ | _____ | _____ | Female Male
Mo Day Yr

Street Address _____ City _____ State _____ Zip _____ Home Telephone _____

Mailing Address (if different) _____ City _____ State _____ Zip _____ Cell Telephone _____

District/Employer _____ Work Site _____ Employee number _____ Work Telephone _____

Select one: 9 Month Employee 10 Month Employee 11 Month Employee 12 Month Employee Other _____

Select one: 1. Maintenance & Operations 2. Office & Technical 3. Food Service 4. Transportation 5. Paraeducator 6. Special Services

I wish to be represented by CSEA as my sole and exclusive collective bargaining representative for all matters relating to wages, hours and other terms and conditions of employment.

I hereby apply for membership in CSEA and agree to abide by the Constitution and Bylaws and written policy of CSEA at any level. I hereby separately authorize and direct my employer to deduct from my salary and pay to CSEA its regular rate of dues and chapter dues. If an increase or decrease in dues is adopted by CSEA members, this authorization shall include the then-established dues and no new authorization shall be required. This dues authorization is voluntarily made in order to pay my fair share of CSEAs costs for representing me, and is not conditioned on my present or future membership in CSEA. This authorization shall be irrevocable for a period of one year from the date of my signature, and shall be automatically renewed for successive annual periods unless revoked by written notice to my employer and CSEA within a window period between 40 days and 30 days prior to the anniversary date of my signature.

***NOTE:** Your CSEA membership in good standing for the above purposes and for establishing voting rights and eligibility to hold CSEA offices will not commence until the first of the month after the first payroll deduction has been taken, unless cash payment for the interim period is remitted with this application.

SUPPORT CSEA'S POLITICAL EDUCATION FUND

I hereby authorize my employer to deduct each month the sum of: \$3.00 \$5.00 \$10.00 Other \$ _____ (Please select your choice).

I understand that my contributions will be used to advance the political interests of classified employees, public education, working families and the labor movement by supporting federal, state and local candidates, and that any contributions over \$200 per calendar year will be used to support or oppose ballot measures and pass school bonds and parcel taxes. I understand that this authorization is voluntary and that I may refuse to contribute without reprisal. The amounts shown are only suggestions. You are free to indicate any amount you choose and there will be no favor or disadvantage by reason of the amount of your contribution or your decision not to contribute. This authorization may be revoked in writing at any time. Contributions to the CSEA Political Education Fund are not deductible for federal income tax purposes. The effective date will be the date of the next payroll following receipt of this application by the employer.

Initial here



**California School Employees Association
PACE of CSEA Victory Club
Federal and State PAC**

Mailing address:
California School Employees Association
2045 Lundy Avenue, San Jose, CA 95131

★ Date _____ Member's signature _____