Welcome to the Cajon Valley School District!

Orientation Reference Items:

Please review these 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.

If you have any questions about completing these forms please call Personnel Services at 588-3047.

SUBSTITUTE TEACHER LOYALTY PROGRAM

In recognition of your loyalty and service to the Cajon Valley Union School District (CVUSD), we are excited to announce the adoption of the **CVUSD Substitute Teacher Loyalty Program**. Effective August 16, 2017, all certificated substitutes are eligible for the program.

Substitute teachers have access to incremental pay increases based on the number of days worked during the current school year. Both full- and half-day assignments for both General Education and Special Education assignments are eligible. A full-day or half-day assignment count as one (1) day worked. Two half-day assignments within one day will also count as one (1) day worked. Please refer to the matrix below for an overview of days worked and the respective pay rates.

Days Worked During Current School Year	General Education Full-Day Rate	General Education Half-Day Rate	Special Education Full-Day Rate	Special Education Half-Day Rate
Days 1-40	$115	$60	$125	$65
Days 41-70	$125	$65	$135	$70
Days 71-120	$135	$70	$145	$75
Days 121-180	$155	$80	$155	$80
Retired CVUSD Teachers Days 1 - 180	$155	$80	$155	$80

Please note: *The maximum daily pay rate shall not exceed $155 full day/$80 half-day for both General and Special Education assignments. Incremental pay increases are based on the number of days worked during the current school year and will reset at the beginning of each new school year.*

We want your teaching experience with CVUSD to be rewarding while enhancing the academic program for our students. It is our sincere hope this program will encourage you to continue to be an essential part of our team.

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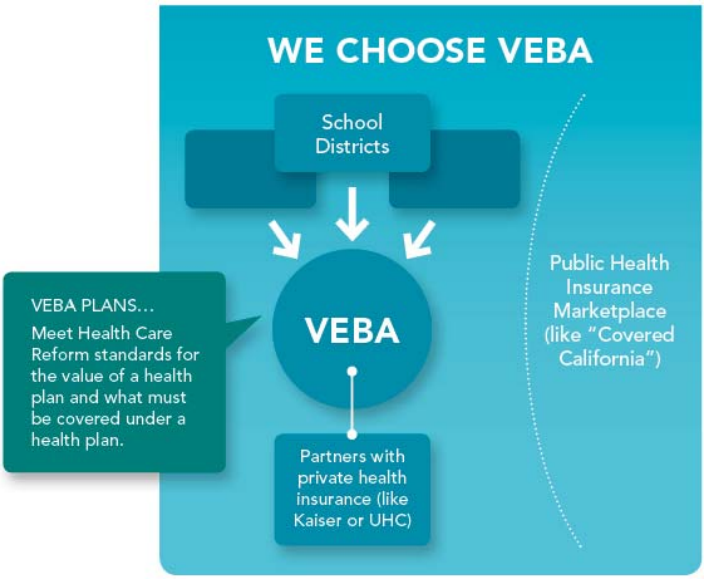
AFFORDABLE CARE ACT: WHAT YOU NEED TO KNOW

Dear New Employee:

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

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

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



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

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

What You Need To Do

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

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

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

INFORMATION ON
UNIVERSAL PRECAUTIONS AND BLOODBORNE PATHOGENS

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

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

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

Technique for washing hands:

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

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

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

Technique for using gloves:

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

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

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

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

POLICIES AND LAWS

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

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

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

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

VIRAL HEPATITIS - WHAT IS IT?

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

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

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

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

* Blood
* Saliva
* Sexual secretions

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

You can get Hepatitis B from:

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

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

Ways to avoid Hepatitis B:

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

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

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

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

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

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

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

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

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

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

There is no known cure for AIDS. Only an antibody blood test will diagnose it.
To prevent catching AIDS: AVOID ALL RISKY BEHAVIORS

IF YOU HAVE QUESTIONS, PLEASE, CONTACT:

	PHYSICAL INDICATORS	BEHAVIORAL INDICATORS
SEXUAL ABUSE	Difficulty in walking, sitting or running Pain or urination, defecation Pain or itching in genital area Torn, stained or bloody underclothing Bruises or bleeding in external genitalia or anal areas Genital discharge Veneral disease, especially in pre-teens Pregnancy Excessive masturbation	Seems ashamed/self-conscious of body and hides self Unwilling to change for gym or participate in PE class Withdrawal, fantasy or infantile behavior School difficulties Eating disorders Sleep disturbances Bedwetting or fecal soiling Poor peer relationships Seeks out or avoids adults Exhibits sexualized behavior towards adults or other children, or has specific knowledge of sex behond developmental age Is engaging in delinquent acts or runs away Attempts suicide Reports sexual assault by caretaker
EMOTIONAL TREATMENT	Speech disorders Delayed physical development Emotional maltreatment, often less tangible than other forms of child abuse and neglect, is more frequently indicated by behaviors of the child and caretaker	Constantly "seeking out" or "pestering" other adults for attention and affection Antisocial destructive "acting out" behavior Repetitive rhythmic movements (sucking, biting, rocking) Sleep disorders Behavior extremes Overly Adaptive Behavior: pseudo-mature, infantile Developmental lags (mental, emotional) Suicide attempts

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 that 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 custory 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.

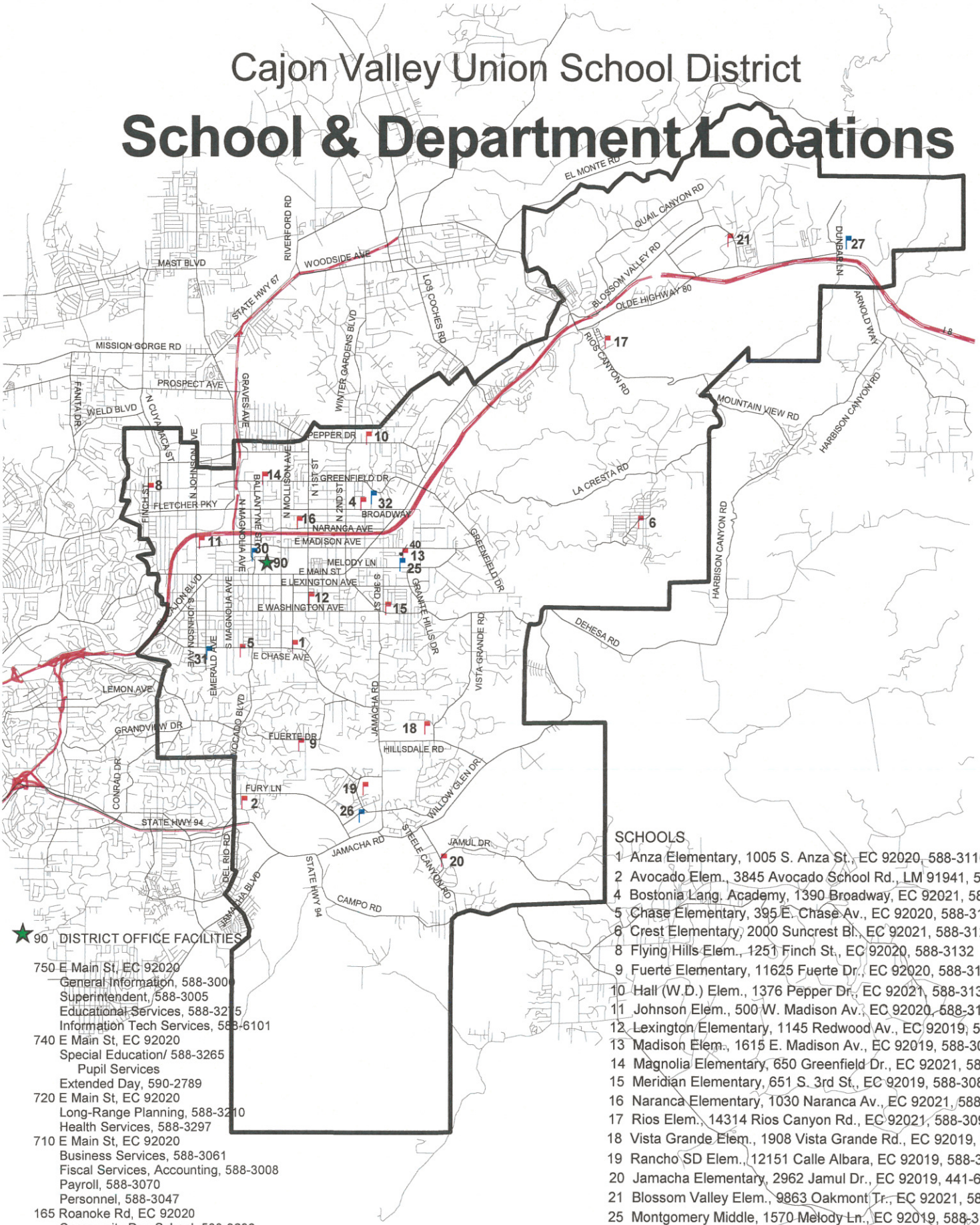
INDICATORS OF CHILD ABUSE/NEGLECT

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
PHYSICAL ABUSE	Unexplained Bruises, Welts, Lacerations or Abrasions: - 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 Unexplained Burns: - 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 Unexplained Fractures; - to skull, nose, facial structure - in various stages of healing - multiple or spiral fractures - fractures in child under two Inappropriate dress (long sleeves in hot weather)	Wary of physical contact with adults Clingy and indiscriminate attachment Seems frightened of parents or going home Drastic behavior change in and out of parents presence Seems overprotective of parent Exhibits extreme fear after making a mistake Apprehensive when other children cry Demonstrates extremes in behavior (aggressive/passive) Inappropriate and frequent anger Inability to make friends School behavior problems Substance Abuse Run away Self-mutilates or attempts suicide
NEGLECT	Consistently dirty, unwashed, hungry, or inappropriately dressed Without supervision for extended periods of time or when engaged in dangerous activities Consistently tired/listless Has unmet medical or dental needs Exploited, overworked Abandoned	Begging, stealing food Extended stays at school (early arrival/late departure) Truancy Constant fatigue, listlessness or falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caretaker Prostitution, stealing Attempts suicide

Cajon Valley Union School District

School & Department Locations



SCHOOLS

1 Anza Elementary, 1005 S. Anza St., EC 92020, 588-3116
2 Avocado Elem., 3845 Avocado School Rd., LM 91941, 588-3100
4 Bostonia Lang. Academy, 1390 Broadway, EC 92021, 588-3121
5 Chase Elementary, 395 E. Chase Av., EC 92020, 588-3123
6 Crest Elementary, 2000 Suncrest Bl., EC 92021, 588-3128
8 Flying Hills Elem., 1251 Finch St., EC 92020, 588-3132
9 Fuerte Elementary, 11625 Fuerte Dr., EC 92020, 588-3134
10 Hall (W.D.) Elem., 1376 Pepper Dr., EC 92021, 588-3136
11 Johnson Elem., 500 W. Madison Av., EC 92020, 588-3139
12 Lexington Elementary, 1145 Redwood Av., EC 92019, 588-3075
13 Madison Elem., 1615 E. Madison Av., EC 92019, 588-3077
14 Magnolia Elementary, 650 Greenfield Dr., EC 92021, 588-3080
15 Meridian Elementary, 651 S. 3rd St., EC 92019, 588-3083
16 Naranca Elementary, 1030 Naranca Av., EC 92021, 588-3087
17 Rios Elem., 14314 Rios Canyon Rd., EC 92021, 588-3090
18 Vista Grande Elem., 1908 Vista Grande Rd., EC 92019, 588-3170
19 Rancho SD Elem., 12151 Calle Albara, EC 92019, 588-3211
20 Jamacha Elementary, 2962 Jamul Dr., EC 92019, 441-6150
21 Blossom Valley Elem., 9863 Oakmont Tr., EC 92021, 588-3678
25 Montgomery Middle, 1570 Melody Ln., EC 92019, 588-3107
26 Hillsdale Middle, 1301 Brabham St., EC 92019, 441-6156
27 Los Coches Ck Middle, 9669 Dunbar Ln., EC 92021, 938-8600
30 Cajon Valley Middle, 550 E. Park Av., EC 92020, 588-3092
31 Emerald Middle, 1221 S. Emerald Av., EC 92020, 588-3097
32 Greenfield Middle, 1495 Greenfield Dr., EC 92021, 588-3103
40 Sevick School, 1609 E. Madison Av., EC 92019, 588-3146
90 Community Day School, 165 Roanoke Rd., EC 92019, 588-3296

★90 DISTRICT OFFICE FACILITIES

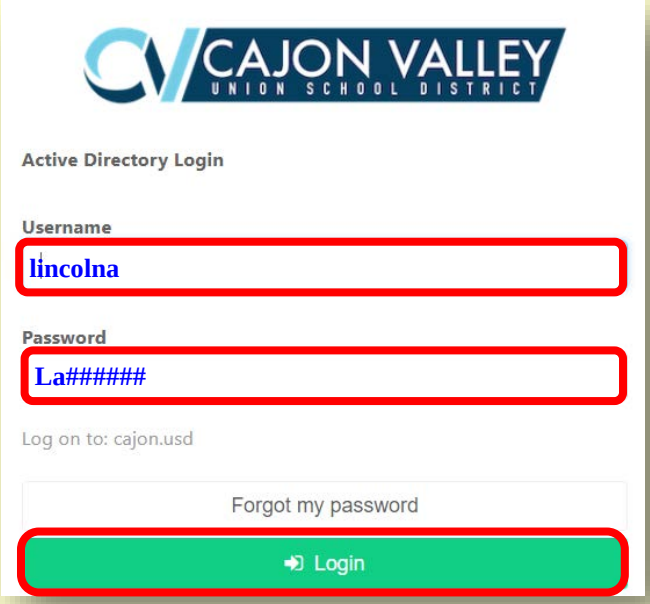
750 E Main St, EC 92020
General Information, 588-3000
Superintendent, 588-3005
Educational Services, 588-3215
Information Tech Services, 588-6101
740 E Main St, EC 92020
Special Education/ 588-3265
Pupil Services
Extended Day, 590-2789
720 E Main St, EC 92020
Long-Range Planning, 588-3210
Health Services, 588-3297
710 E Main St, EC 92020
Business Services, 588-3061
Fiscal Services, Accounting, 588-3008
Payroll, 588-3070
Personnel, 588-3047
165 Roanoke Rd, EC 92020
Community Day School, 588-3296
189 Roanoke Rd, EC 92020
Maintenance & Operations, 588-3023
225 Roanoke Rd, EC 92020
Child Nutrition, 588-3111
Print Shop, 588-3046
Purchasing, 588-3010
Warehouse, 588-3026
721 E Park Av, EC 92020
Transportation, 588-3177

Jun 2016

CVUSD Staff Email, Intranet and Infinite Visions Login Information

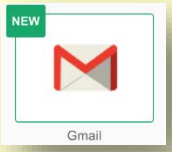
HELLOID

1. From the internet go to login.cajonvalley.net and type your **Username** (reminder: the username is everything to the left of the @ sign in your email address).
2. Type your password, and click Login. The default is last initial in uppercase + first initial in lowercase + employee ID number). For example, the Username and Password for Adam Lincoln would be:

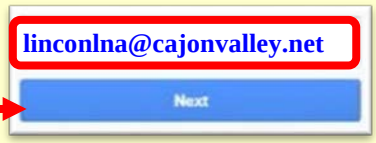


EMAIL

1. From the HelloID page click on the Gmail icon



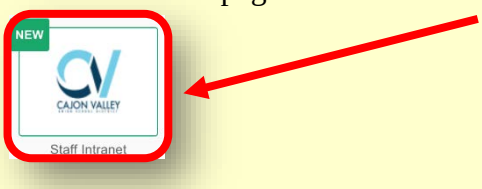
2. Type your email address and click **Next**



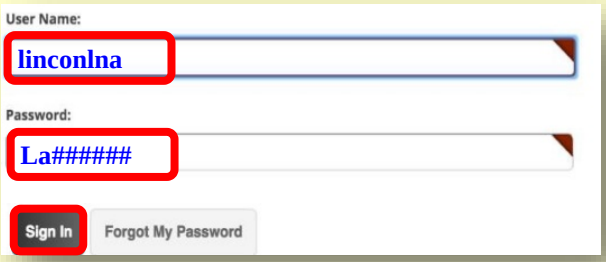
3. Type your password and click **Sign In**

STAFF INTRANET

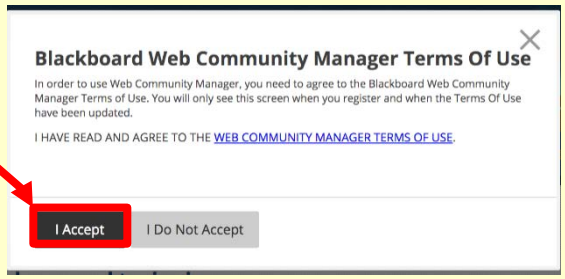
1. From the HelloID page click on the **Staff Intranet** icon



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



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



PASSWORD -The password is the **same** *for* ***HelloID, Email***, ***Google*** *apps,* ***iVisions*** *and* ***Staff*** *intranet. It is* ***not*** *the same password for PeopleSoft Online Paystubs*

The default password (the default is last initial in uppercase + first initial in lowercase + employee ID number), please contact IT at 441-6101 if you need your password reset to default. In the example below, the password for Adam Lincoln would be:

Password: **L a######**

(Capital last name initial)

(Lowercase first name initial)

(Replace # with employee ID number)

IVISIONS

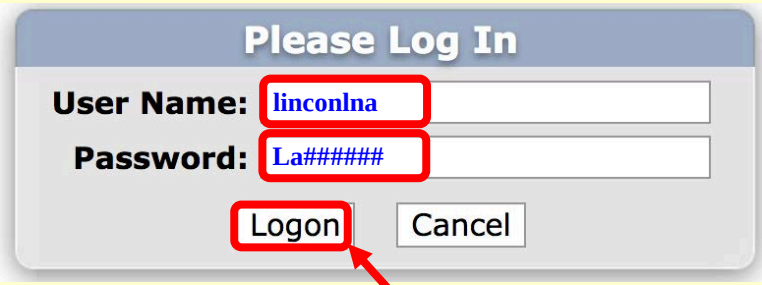
1. From the HelloID page click on the **Infinite Visions** icon

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

Q/Zangle **May not be available to all staff*

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

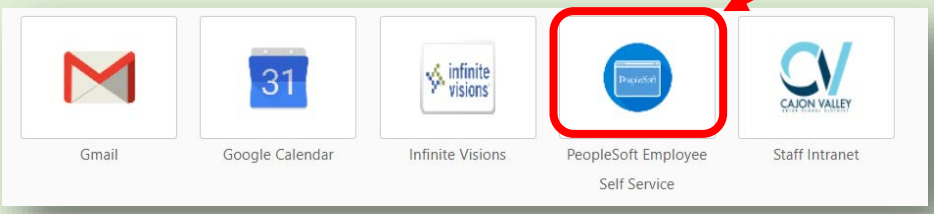
2. Log in with your User Name and Password
3. Your User Name is only the first part of your email address (leave out @cajonvalley.net)



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

PEOPLESOFT ONLINE PAYSTUBS

1. From the HelloID page click on the **PeopleSoft Employee Self Service** icon



2. Type your employee ID number as the User ID
3. Type your Password and click **Login**

   If you need help, email Information Technology Services at help@cajonvalley.net or call 441-6101 from Monday through Friday between 7:30-4:00pm.

NONDISCRIMINATION IN EMPLOYMENT / 4030 BP

Book: Policies and Regulations

Status: Active

Section: 4000: Personnel

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

NONDISCRIMINATION IN EMPLOYMENT / 4030 AR

Book: Policies and Regulations
Section: 4000: Personnel

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)

Including them in each announcement, bulletin, or application form that is used in employee recruitment

a. Posting them in all district schools and offices, including staff lounges and other prominent locations
b. 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)

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

CAJON VALLEY
UNION SCHOOL DISTRICT

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

Date: July 3, 2018

From: Tracy Mueller, Payroll/Benefits Supervisor

Subject: **2018-2019 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	06/01/18	06/30/18	**07/31/18**
August	07/01/18	07/31/18	**08/31/18**
September	08/01/18	08/31/18	**09/28/18**
October	09/01/18	09/30/18	**10/31/18**
November	10/01/18	10/31/18	**11/30/18**
December	11/01/18	11/30/18	**12/21/18****
January	12/01/18	12/31/18	**01/31/19**
February	01/01/19	01/31/19	**02/28/19**
March	02/01/19	02/28/19	**03/29/19*****
April	03/01/19	03/31/19	**04/30/19**
May	04/01/19	04/30/19	**05/31/19**
June	05/01/19	05/31/19	**06/28/19**
July	06/01/19	06/30/19	**07/31/19**
August	07/01/19	07/31/19	**08/30/19**

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

Right-to-Know

Employee Training Program

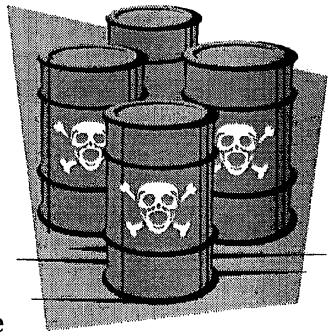
San Diego County Office of Education
Risk Management

"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.

NO SMOKING

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.

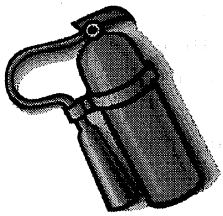
3. Reviewing with you the contents of Material Safety Data Sheet(s) of substances you work with. This includes any new substance or revised MSDS if the new information indicates a significant increase in risk to you.

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:

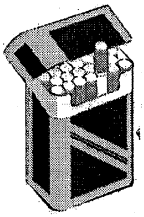


1. Material Safety Data Sheets
2. Container Labeling
3. District-Written Program
4. Employee Training

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.

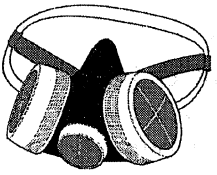
Carcinogens are substances known to produce cancer in people. There are currently less than 25 substances in this category. A number of others are suspected carcinogens and would also be considered hazardous.

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:

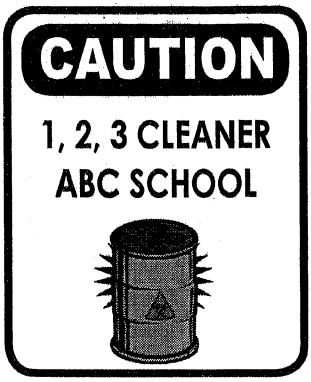
1. The name (identity) of the substance.

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.



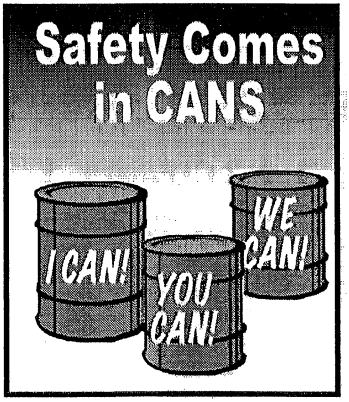
MATERIAL SAFETY DATA SHEETS (MSDS)

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

WAXIE SANITARY SUPPLY

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

29 CFR 1910.1200 OMB No. 1218-0072

Identity # 170281; 170282; 170284; 170285 Name SPRING CLEAN MINT ODOR DISINFECTANT

Section 1
Manufactured For - Waxie Sanitary Supply
Address - 9353 Waxie Way Emergency Phone (Chem-Tel) 1-(800) 255-3924
City - San Diego State - CA 92123-1036 Phone - (800) 995-4466

Date Prepared- 1/21/1999

Section 2 - Hazardous Ingredients/Identity Information

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

Note:

VOC Content- 20 g/L

Section 3 - Physical/Chemical Characteristics

Boiling Point- >212 F
Vapor Pressure - Not Tested
Vapor Density - Not Tested
Solubility In Water- 100%
Appearance and Odor- GREEN/MINT ODOR

pH- 6.5-8.5
Specific Gravity- 0.995
Melting Point - Not Tested
Evaporation Rate - Not Tested

Section 4 - Fire and Explosion Hazard Data

Flash Point- None
LEL- Not Tested

Flammable Limits - Not Tested
UEL- Not Tested
DOT# NONE

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

Extinguishing Media- CO2, DRY FOAM
Special Fire Fighting Procedures NONE

Unusual Fire and Explosion Hazards- NONE

Section 5 - Reactivity Data

Stability - Stable
Conditions to Avoid - None

Incompatible Materials to Avoid- Anionic Materials, Strong Oxidizers
Hazardous Decomposition or Byproducts- CO, CO2
Hazardous Polymerization- NONE

Conditions to Avoid- None

Page 1of 2

Section 6 - Health Hazard Data

Routes of Entry
Inhalation? - Possible
Skin? - Possible
Ingestion? - Possible
Health Hazards - Same as Signs and Symptoms of Exposures
Note - All Chemicals in this Product are Found on the TSCA Inventory List.
OSHA Carcinogenicity? - None; NTP? - None; IARC Monographs? - None.

170281; 170282; 170284; 170285

Signs and symptons of over exposure:

Eyes - Burning Sensation

Skin- Irritant

Ingestion-Toxic, Do Not Induce Vomitting, Call Physician

Inhalation- Dizziness, Headaches, Irritation

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

Emergency and First Aid Procedures

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

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

Ingestion- Drink Large Amounts of Water, Call Physician

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

Section 7 - Precautions For Safe Handling and Use.
Steps to be taken in case material is released or spilled - Contain with an inert, absorbent material. Collect in an approved container and place in a proper waste disposal container.

Waste Disposal Method - Dispose of in accordance with state and local regulations.
Precautions To Be Taken in Handling and Storing - Store in a cool, dry place, out of direct sunlight. Do not freeze, less than or equal to 32 F, or heat above 110 F.

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

Section 8 - Control Measures
Respiratory Protection - Open all doors and windows. "If" there is an exposure, and it is above the TLV or PEL, a NIOSH approved respirator equipped for the exposure or suitable respiratory protection per 29 CRF 1910.134, is required.

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

Protective Gloves- Plastic or Rubber, Chemical Resistant

Eye Protection- Glasses, Goggles

Other Protective Clothing or Equipment- None

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

Other Special Requirements

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

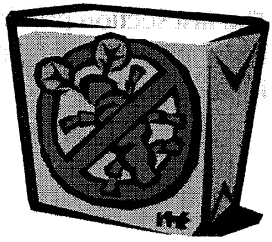
Page 2 of 2

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, CO_2, 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.

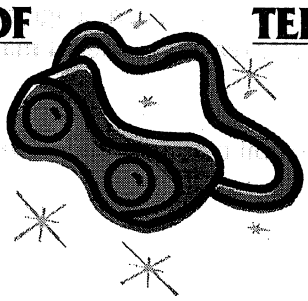
SUMMARY

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

Dr. Rudy M. Castruita
Superintendent of Schools

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.

DFEH-185-ENG / April 2017

DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

SEXUAL HARASSMENT

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:

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.

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

1. Distribute copies of this brochure or an alternative writing that complies with Government Code 12950. This pamphlet may be duplicated in any quantity.

2. Post a copy of the Department's employment poster entitled "California Law Prohibits Workplace Discrimination and Harassment."

3. Develop a harassment, discrimination, and retaliation prevention policy in accordance with 2 CCR 11023. The policy must:

   - Be in writing.
   - List all protected groups under the FEHA.
   - Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee comes into contact, from engaging in prohibited harassment.
   - Create a complaint process that ensures confidentiality to the extent possible; a timely response; an impartial and timely investigation by qualified personnel; documentation and tracking for reasonable progress; appropriate options for remedial actions and resolutions; and timely closures.
   - Provide a complaint mechanism that does not require an employee to complain directly to their immediate supervisor. That complaint mechanism must include, but is not limited to including: provisions for direct communication, either orally or in writing, with a designated company representative; and/or a complaint hotline; and/or access to an ombudsperson; and/or identification of DFEH and the United States Equal Employment Opportunity Commission as additional avenues for employees to lodge complaints.
   - Instruct supervisors to report any complaints of misconduct to a designated company representative, such as a human resources manager, so that the company can try to resolve the claim internally. Employers with 50 or more employees are required to include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024).
   - Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.
   - Make clear that employees shall not be retaliated against as a result of making a complaint or participating in an investigation.

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

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

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

6. In addition, employers who do business in California and employ 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.

SEXUAL HARRASSMENT / 4119.11, 4219.11, 4319.11 BP

Book: Policies and Regulations

Status: Active

Section: 4000: Personnel

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:
<u>EDUCATION CODE</u>
200-262.4 Prohibition of discrimination on the basis of sex
<u>GOVERNMENT CODE</u>
12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination
12950.1 Sexual harassment training
LABOR CODE
1101 Political activities of employees
1102.1 Discrimination: sexual orientation
CODE OF REGULATIONS, TITLE 2
11021 Retaliation
11023 Sexual harassment training and education
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments
CODE OF FEDERAL REGULATIONS, TITLE 34
106.9 Dissemination of policy
COURT DECISIONS
Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026
Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275
Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257
Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989
Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998
Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

SEXUAL HARRASSMENT / 4119.11, 4219.11, 4319.11 AR

Book: Policies and Regulations

Section: 4000: Personnel
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)

CAJON VALLEY UNION SCHOOL DISTRICT
SCHOOL YEAR CALENDAR
2018- 2019

☎ School Offices Open to the Public: August 15, 2018
First Day of School for Students: August 22, 2018
Last Day of School for Students: June 20, 2019
■ = School in Session
M = Minimum Day for All Students
ME = Minimum Day for Elementary Students Only

Student Days - 180
Teacher Days - 186
Counselor Days - 191
Return/Last Day:
♦ Office Staff (221 days)
◊ Designated Office Staff (210 days)

● Principals Return
○ Assistant Principals Return/Last Day
✶ Counselors Return/Last Day
P - Teacher Prep Days - Certificated
PD - Prof. Development Day - Certificated
FPD - Floating Prof. Dev. Day - Certificated
MPD - PD: All Staff - Certificated/Classified

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Elementary Reporting Periods
End of Trimester: November 2, March 1, June 20
Progress Reports: November 6 -16, March 8
End of Year Report Card: June 20

Middle School Reporting Periods
End of Trimester: November 2, March 1, June 20
Progress Reports: November 9, March 8
End of Year Report Card: June 20

Minimum Days for All Students: Every Monday (except Holidays) and the Last School Day - June 20, 2019
Additionally, Elementary Students have Minimum Days during Parent Conferences: November 6 - 16

Board Approved: 12/14/17

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.

CAJON VALLEY UNION SCHOOL DISTRICT

INFORMATION/INSTRUCTIONS FOR THE CERTIFICATED SUBSTITUTE

WELCOME

You, as a member of the instructional substitute staff, are important to us. It would be difficult for us to operate our schools on a satisfactory basis without persons such as yourself providing continuity of service during absences of regular staff members. We are confident that you will do everything possible to meet the high standards of today's education. We extend our sincere best wishes for a successful year.

ASSIGNMENT

Whenever possible, the automated substitute system will call you in advance for specific assignments or you can go online to Smartfind Express to look for assignments. In the case of advance assignments, *you are responsible for recording the information and the job number. Although you may, at any time, call or go online to review your job assignment(s)*

You will receive instructions regarding any assignment from the sub system. There may be "special instructions" recorded or written that give you more details about a specific job. Please listen/read carefully!

If you forget your PIN# call the system number 619-333-2578, it will be emailed to you so you must **enter your email address in the system as soon as possible after registering if it is not already there**.

PROCEDURES REGARDING CALLING

The *Substitute quick reference* (yellow tri-fold sheet) has detailed information on these procedures. One important feature to consider is that you do not have to wait for the system to call you; you may call the system or go online to review "available assignments." Remember to keep track of future assignments.

CANCELING AN ASSIGNMENT

We understand there may be times a substitute cannot work an assignment due to illness or other emergency. PLEASE either call or go online to the system to cancel a job by 8:00pm the night *BEFORE* the assignment ***at the very latest***. The system can then call other substitutes to fill the position. Failure to do this could leave the class without a teacher and result in a warning letter from the Assistant Superintendent of Personnel. For jobs canceled the morning of, **please call the site as well**.

Please note: entering "not available" dates in your profile **WILL NOT** automatically remove your name from a job; all that will do is keep the system from calling you. Your name **WILL** remain in the job and the site will be expecting you to show up. You **must cancel yourself** from the job.

ETHICS & DRESS

Substitutes are expected to maintain the same ethical standards as regular employees, i.e., stories or gossip should not be carried from building to building or to the public. *Dress: good taste, neat, professional, set an example for students***. Also, please do not use cell phones during class time, or use student restrooms during school hours. These are problems principals are reporting to the assistant superintendent.**

FEEDBACK FORMS & CLASSROOM INSTRUCTIONS

Substitute feedback forms are available at each school location. Please ask for the form if the site does not give you one at check in. Leave it for the absent teacher or Principal to complete. They will be forwarded to Personnel.

Follow the regular teacher's lesson plans and schedule as closely as possible. If there are no lesson plans, be prepared with plans of your own which fit into any situation. **A note indicating class progress must be left for the teacher, summarizing the completion of lesson plans. The classroom must be left in a clean and orderly condition.** It is the responsibility of each substitute to become familiar with the Governing Board policies of the District, particularly the 5000 series which deals with students. Copies of the District's policies are available at each work location.

COMPENSATION

Listed below are the substitute teacher rates:

Daily Rate (Reg. Ed classes)	$115.00 per day
Long-Term* (11th day in same assignment, not retroactive)	$125.00 per day
Half Day Assignment (up to 3.5 hours per day)	$ 60.00 per day
Half Day/Long-Term* (11th day in same assignment, not retroactive)	$ 65.00 per day

Daily Rate for Special Ed Assignments	$125.00 per day
Long term* (11th day in same assignment, not retroactive)	$135.00 per day
Half Day Assignment (up to3.5 hrs. per day)	$ 65.00 per day
Half Day/Long-Term* (11th day same assignment, not retroactive)	$ 70.00 per day
Daily Rate for Retirees (Reg. Ed Classes)	$155.00 per day
Half Day Assignment for Retirees (up to 3.5 hours per day)	$ 80.00 per day

Subs who accept an assignment titled: Certificated working SECA (Special Education Classroom Assistant, will be compensated at the $115.00/day or $60/half day rate (long term rate does not apply). *This is due to the fact you are working as an aide not the teacher.*

Note: *You must have a credential (not a 30-day teaching permit) to be eligible for long term assignments.*

Substitutes are paid the last working day of each month, covering service from the 1st to the last working day of the **previous** month (i.e. September check pays for all time worked in August) It is recommended you fill out a direct deposit form; the pay stub can be viewed and printed as needed on the district's website.
(See the Payroll time line sheet for more information). Otherwise **Pay checks can be picked up on payday in PAYROLL between 8:00am and 4:30pm** on payday**.** Any not picked up by 4:30 will be mailed.

Any questions about discrepancies in time paid may be directed to the substitute desk at 588-3037. (Please check your profile and run a list of all your jobs for the month in question **first**) If time is missing from a site, you must contact the office manager first to send verification to the sub desk for processing.

CONTACT THE PERSONNEL DEPARTMENT IMMEDIATELY IF YOU;

Change your address and/or phone number
Change your name (requires a new social security card before a change can be processed in Personnel/payroll).
You are no longer available for substituting.

REASONABLE ASSURANCE

The Notification of Reasonable Assurance letter was included in your orientation packet. The letter states you have reasonable assurance of returning to work in your usual capacity at the close of the academic year and after all holiday and recess periods during the year. You may, nonetheless, file an Unemployment Insurance (UI) claim. Your entitlement to benefits will be determined by the Employment Development Department (EDD) and not by the Cajon Valley Union School District. For more information on UI claims, please go to https://edd.ca.gov/unemployment/FAQ_-_School_Employees.htm.

TERMINATION

Substitutes may be terminated for any of the following reasons with or without notice from personnel: (Once terminated a sub will not be reinstated for at least 6 months)

- At the substitute's request.
- Performance concerns.
- Failure to access the system to enter dates not available, excessive unanswered, canceled jobs or declined calls.
- Expired credential/30-day teaching permit**
- Expired TB* (must be renewed every 4 years)

** County Office Of Education will hold your pay check, please **keep track of when both expire** and renew at least a month before expiration date at the latest. NO reminder letters are sent, this is your responsibility to keep track of. Your credential/permit and *TB expiration dates are entered in the system and will block you from jobs. Please email or fax the **2nd** confirmation screen (with the document details/new expiration date) from the county after you renew to the sub desk as the county does NOT notify us. Renewed TB goes to the personnel department.

FINAL NOTE:

Mondays/Fridays are difficult days to fill jobs. You may get a call from the sub desk requesting you take a new assignment, pulling you from one you are in. PLEASE understand this is a last resort but necessary as teachers out ill/PN take precedence over all other reason, sites are aware subs may be pulled even if they pre-arrange with you. Your cooperation is greatly appreciated.

Any questions/concerns, please email: subdesk@cajonvalley.net. Thank you!

PRIME
A Keenan Solution

CAJON VALLEY
UNION SCHOOL DISTRICT

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@harborsys.com

  General information regarding the MPN can also be found at the following website: www.harborsys.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 <u>not</u> 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 <u>MPN Independent Medical Review (IMR)</u>. 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.

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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

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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]

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