

Round Valley Unified School District

Employee Handbook 2024 - 2025

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Board of Trustees

*Peter Bauer
Cynthia O’Ferrall
Lew Chichester
Zoe George
Kay Richards*

The District maintains a schedule of monthly Board Meeting dates and times. Board meetings dates and times are posted on the district website. Board meeting calendars are available from the Superintendent’s Administrative Assistant.

District Administration

*Stephanie Steffano-Davis, Superintendent
Jessica Williamson, Business Manager
Amanda Derby, Round Valley High School Principal
Joe Dukepoo, Round Valley Elementary Principal*

This Employee Handbook (“Handbook”) is intended to guide and direct the relationship between the Round Valley Unified School District (“District”) and each employee. It is not intended to, nor does it, operate as a Contract of employment, express or implied.

A Message to New Staff

Welcome to Round Valley Unified School District!

Our district lies within a federally designated Frontier area (population density below 11 persons/square mile). The population of Covelo is approximately 1,170 (2008). The Round Valley Indian Tribes reservation, the largest land based reservation in the state, lies adjacent to Covelo. Approximately 1,500 tribal members live on the reservation. Round Valley Unified School District and Round Valley Indian Tribes are the largest employers in the valley.

The district is comprised of the following schools and programs:

Round Valley Elementary and Middle School

Round Valley High School

Yolla Bolly Continuation High School

Round Valley Independent Study

Round Valley Unified is the Charter agency for Eel River Charter School.

Our district serves the students who reside in Covelo, the Round Valley Tribal Community, and the surrounding rural area. Round Valley's 338 elementary/middle school students and 138 high school students are among the most geographically and culturally isolated in California.

RVUSD employs 94 people who include classroom teachers, counselors, health technician, librarian, instructional aides, food service and clerical staff, maintenance and operations staff and administrators. The District has the following special programs:

Preschool

Special Education

Class Size Reduction K-3, middle school

Title I-Compensatory Education

Title II-Teacher and Principal Training and Recruitment

Title VI-Indian Education

Career Technical Education

Home to School Transportation

Indian Education Federal Funding

Nutrition Program

We are excited to be involved in a comprehensive building expansion project where we have recently upgraded our school facilities and have completed a comprehensive building project where a new gymnasium was constructed on the high school campus! We are grateful to our community for their generous votes to enable this facilities bond project to become a reality!!

The District Staff extends a warm welcome to you. Please don't hesitate to contact a member of the district office staff for assistance. Your questions and comments are welcomed. May your experiences as a RVUSD employee be pleasant, productive, rewarding and long lasting!

Round Valley Unified School District Goals

Human Resources:

Attract and retain caring, effective teachers and staff, providing them with focused staff development and utilizing the evaluation system to ensure continuous improvement.

Student Learning and Achievement:

Meet or exceed State standards, with high expectations in an engaging, safe learning environment, with an assessment system that monitors and responds to student needs.

Setting Direction:

Reach out and involve students, teachers, other staff, parents and community members in supporting and implementing the district's vision, mission and educational goals.

Community Leadership:

Improve communications while engaging all stakeholders and clarifying channels of communication throughout the school district and the community.

Governance:

Continuously improve the governance team's effectiveness through on-going professional development.

Finance:

Achieve financial stability through alignment of resources, expenditures, and district goals based on student needs.

Facilities:

Involve staff and community to identify ways to maximize use of facilities and identify needs for modernization and additional space.

Round Valley Unified School District LCAP Goals

- 1. Increase student achievement for all students, including low-income, foster youth, and English learners, through the use of high quality instructional materials that are aligned to the common core standards, implementation of intervention programs to meet the needs of struggling students, rigorous and actively engaged student learning opportunities, and high quality teacher professional development.**
- 2. Students will be provided a broad course of study that will meet their learning needs and academic goals**
- 3. Students will consistently attend school.**
- 4. Parents will increase their involvement in planning and decision-making within each school, and parents will increase involvement in event/activities within the schools.**
- 5. The District will provide a positive learning environment and students and parents will view the schools as safe and bully free.**

Who to call at the District Office:

<u>In the Business Office:</u>	<u>In the Superintendent's/HR Office</u>
<p>Jessica Williamson Ext. 107 Business Manager</p> <ul style="list-style-type: none"> • District budget • Deferred maintenance budgets • Transportation budgets • Facilities construction projects budgets • Special Education budgets • Supervise Business Services • Insurance administration committee • SACS Reporting • Program budgets • Categorical programs • Budget transfers, journal entries • Approval of requisitions/purchase orders • District student attendance and accounting • Audit A/P and payroll deposits • Health benefits committee member • Negotiations resource <p>Barbara Figueroa Ext. 102 Accounting Technician</p> <ul style="list-style-type: none"> • Payroll • Health benefits • Health benefits billing, receipts, deposits, • COBRA • Retiree health benefit tracking/processing • Employee Association contracts • New employee sign-up/orientation • Employee absence recording • Comp time/vacation recordkeeping 	<p>Kathleen Willits Ext. 101 Administrative Assistant and Personnel</p> <ul style="list-style-type: none"> • Appeals to the Superintendent • (suspension/credit/attendance/expulsion) • Expulsion documents • Board agenda and minutes • Superintendent's calendar • Superintendent's correspondence • Board Policies • Brown Act compliance • Management meeting agenda • Board member correspondence • Personnel issues/problems/concerns • Credentialing • New employee sign-up/orientation • Units for salary increments • Administration of leaves (Medical/unpaid/etc.) • District Postings • Data Control • Impact Aid Grant • ADA Reporting <p>Shelby Merrifield Ext. 100 Accounts Payable Technician</p> <ul style="list-style-type: none"> • Payments to vendors • Conference reimbursement and mileage • Accounts payable • Paper order • Postage machine • Annual paper order • Copy machine/postage machine • Deposits to MCOE • Budget transfers, journal entries • Data Control • ADA Reporting

Information for All Employees

Employment Requirements

□ T.B. Clearance

All employees are required to have on file with the District an intradermal tuberculosis test showing negative results. Renewal is required every four years. If an employee tests positive to the intradermal test, he/she must undergo a chest x-ray, the results of which will be reported to the Human Resources Office. Once an employee has a documented positive skin test which has been followed by an x-ray, the foregoing examination is no longer required. (Education Code 49406)

□ Fingerprint Clearance

Fingerprint clearance is required of all employees prior to beginning their employment with the District. The District will provide a live-scan form and information regarding how to get the fingerprinting completed.

□ Medical Assessment

The positions of Special Education Instructional Assistant, Custodian, Maintenance Worker, Food Service Worker and specific Special Education Teachers require a post-offer, pre-employment medical assessment. This assessment is completed through the North Bay Corporate Health Services and is offered at no cost to the prospective employee. Assessment is done to assure that the prospective employee can perform the physical requirements of the position.

Nondiscrimination Notice

The Round Valley Unified School District does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex, or sexual orientation in any of its policies, procedures or practices, nor does it condone such conduct by its officers, employees, agents, or students. This policy is in compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. This nondiscrimination policy covers admission and access to, and treatment and employment in, the District's programs and activities.

Title IX Provisions

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational, training, or other education program or activity operated by a recipient which receives or benefits from federal financial assistance.

School Closures/Delays Due to Inclement Weather

The district calendar includes snow days should weather cause the schools to be closed. In this case, the Direct Dial program will notify staff and students. Additionally, each school site has developed a staff

phone tree that will be implemented when school is closed. If you are in doubt regarding whether or not the school is closed, please contact your site or the district office. If your site is open, report to work as usual. If, however, your site is open but you are unable to report to work due to weather conditions, you will be required to use a personal necessity leave day. If you require a substitute, please notify your site regarding this.

Round Valley Unified School District implements a shortened **Delayed Start Schedule** when weather and road conditions make it the safest course of action for all students and staff. The special schedule was developed to help cope with winter weather and avoid unnecessary cancellation of school. **The Delayed Start Schedule** allows students walking, driving and riding buses to avoid hazardous traffic conditions.

On days when the **Delayed Start Schedule** is in effect, classes begin and buses run 2 hours later. Morning breakfast will be cancelled when the 2 hour delay is in effect. Afternoon dismissal times and bus schedules are the same as regular school days. **Early release Days** are cancelled when a Delayed Start occurs on a scheduled Early release Day. Afternoon dismissal times and bus schedules are the same as regular school days.

All employees (school based and non-school based) are expected to report for duty 15 minutes prior to delayed start time. This allows **maximum** delay of two hours. Arriving late to work is only acceptable when severe weather causes hazardous driving conditions. If an employee does not report to work, s/he must take one day of leave.

Employee Property Reimbursement

The Governing Board does not authorize payment for the reimbursement of employee personal property which may be stolen or intentionally destroyed or damaged while being used for work-related purposes.

Health and Welfare Benefits

Medical, Dental and Vision Coverage

Certificated employees who work 60% or more and classified employees who work 6 hours or more per day and 180 days or more per year are eligible to receive health and welfare benefits. The District and the employee current share costs for these benefits. Benefits cover the employee, spouse and dependent children. The District also extends medical and dental coverage to domestic partners pursuant to the rules of the provider.

You will enroll in the various benefit plans through the Payroll/Accountant in the District Office. Coverage for the District health and welfare plans will be effective on the first day of the month after employment. If you do not enroll within thirty (30) days after employment, you must wait for the open enrollment period which is August/September of each year for benefits to be in effect October 1. Certificated employees who leave the District at the end of the school year in June will receive coverage through August. If you are a temporary employee whose contract is renewed for the next school year, there will be no break in health and welfare coverage.

Reporting Changes: Report any changes, such as marriage, divorce, birth of dependent, etc., to the District Office Accounting Technician immediately. You have 30 days from the event to make a change. **If you do not report a change or addition within 30 days, you will have to wait for the next open enrollment period.**

Medical and vision insurance will be provided through Blue Shield. Dental insurance will be provided through Delta Dental.

Your Rights Regarding COBRA

In 1986, a Federal law was enacted [Public Law 99-727, Title X] requiring that most employers sponsoring group health plans offer employees and their families the opportunity to continue their coverage for a specified amount of time at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law.

An employee, spouse, domestic partner or dependent covered by a health plan offered by the District, has the right to choose to purchase continuation coverage if the health coverage is lost due to:

- Termination of employment (for reasons other than gross misconduct)
- Reduction of hours
- Employee's death
- Divorce/legal separation
- Employee becoming eligible for Medicare

Under the law, the employee or a family member has the responsibility to inform the Trust Administrator of a divorce, legal separation, or a child losing dependent status. The District has the responsibility to notify the Trust Administrator of the employee's death, termination of employment or reduction in hours, or Medicare eligibility. When the Trust Administrator is notified that one of these events has happened, they will in turn notify you that you have the right to purchase continuation of coverage. Under the law, you have at least sixty (60) days from the date you would lose coverage because of one of the events described above to inform the Trust Administrator that you want to continue coverage. Specifics regarding the length of time you may purchase coverage will be provided to you by the Trust Administrator. The Trust Administrator for the District is Barbara Figueroa.

Reporting Child Abuse

Definition: Child abuse means a physical injury which is inflicted by other than accidental means on a child by another person. Child abuse also means sexual abuse of a child, neglect of a child, or abuse in out-of-home care.

California child abuse laws [P.C. 11166(a)] require designated persons to report any suspected child abuse. School district employees are among those persons required to report. Failure to report is punishable by six months in jail and/or a fine of up to \$1,000. In addition, professionals failing to report may be found civilly liable for subsequent injuries that occur due to the failure to report.

You are required to immediately report the suspected child abuse by phone to Mendocino County Child Protective Services at 707-459-6222. You are expected to immediately notify your administrator or supervisor regarding the report.

Annual Notifications and Trainings

All personnel are provided an opportunity to complete on-line mandatory training on specific topics. The District requires all training to be completed in a timely manner. Human Resource personnel will provide information regarding access to the trainings and will provide a timeline for completion of trainings.

Each year all staff receives mandated notifications with the distribution of the directory. The notifications that are sent out are:

Child Abuse Reporting Statement, Penal Code Sections 11166 and 11167, Sexual Harassment brochure from the Department of Fair Employment and Housing, Board Policy 4119.11 and 5145.7 regarding Sexual Harassment, Board Policy 4030 Non-Discrimination in Employment, Board Policy 4020 Drug- and Alcohol-Free Workplace, Board Policy 3513.3 Tobacco-Free Schools, and Board Policy 1312.3 Uniform Complaint Procedures.

Additionally, the following notifications are given to all new employees when completing employment sign-up and acknowledgment of receipt of applicable notifications is required.

All Staff: Child Abuse Reporting Statement, Penal Code Sections 11166 and 11167, Sexual Harassment brochure from the Department of Fair Employment and Housing, Board Policy 4119.11 Sexual Harassment-Personnel, 5145.7 Sexual Harassment-Students, 4030 Non-Discrimination, 4020 Drug-Alcohol Free Workplace, 3513.3 Tobacco Free Schools, and 1312.3 Uniform Complaint Procedures, 4119.42 Exposure Control Plan for Bloodborne Pathogens, 4112.6 Personnel Files.

Certificated Staff Only: 4154 Health and Welfare Benefits, 4115 Evaluation/Supervision, 4112.2 Certification, 4117.3 Personnel Reduction, 4118 Suspension/Disciplinary Action, 4158 Employee Security.

Classified Staff Only: 4212 Appointment and Conditions of Employment, 4217.3 Layoff/Rehire, 4261.1 Personal Illness and Injury Leave, 4261.11 Industrial Accident/Illness Leave, 4218 Dismissal/Suspension/disciplinary Action.

Administrative Staff Only: 4313.2 Promotion/Demotion/Reclassification, 4315 Evaluation/ Supervision, 4317.3 Personnel Reduction.

Travel Expense Reimbursement

Travel includes attendance at workshops, seminars, conventions, conferences or other meetings of interest to the District. Expenditures incurred for curricular, special services and other activities must be legally authorized to be performed by the superintendent or designee.

Reimbursement for travel expenses shall be based upon actual and necessary expense. District employees, while on school business, may receive mileage reimbursement at the IRS/GSA-approved rate for use of their own vehicles when approved in advance. No receipt is required.

Meals shall be paid at the current GSA per Meals and Incidental Expenses for area traveled to. Receipts will no longer be required. For same day trips, meal expenses will be the daily rate divided by 3 and paid according to meals needed (i.e. breakfast and lunch).

Lodging shall be paid/reimbursed for the employee only at the current GSA rate for the area plus tax. If a spouse is in attendance, reimbursement shall not exceed the rate for single occupancy. A receipt for lodging is required.

Economy, standard, tourist, or similar air fare rates are allowed. The employee has the option of selecting the mode of transportation, but the District shall make reimbursement for the mode of transportation least costly to the District.

The employee is responsible for securing proper authorization for travel, and is required to prepare a claim which shows in detail all expenditures incurred. Receipts for expenses incurred shall be attached to the claim and the claimant shall certify by signature that all amounts were actual and necessary.

Supplemental Pay Claim

When a classified or certificated employee is authorized by their site principal or district supervisor to provide additional work at a paid rate, a Classified or Certificated Supplemental Time Sheet must be completed by the employee. These time sheets are available from the Business Office.

Claim for Reimbursement

A Claim for Reimbursement may be completed when an employee has made an out-of-pocket purchase that has been previously authorized by the site principal. The forms are available in each school office or from the Business Office. Please contact the Business Office regarding restrictions that may apply before making any out-of-pocket purchases. Employees will not be reimbursed for unauthorized purchases.

Board Policies and Administrative Regulations

Uniform Complaint Procedures BP 1312.3 (a)

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; California State Preschool Programs; and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000.
2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics.
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student.
4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements.
5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities.
6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians.
7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding.
8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily

completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements.

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements.

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country

11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions

12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement

13. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations

14. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

15. Any other complaint as specified in district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall

keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and missed assignments shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures.

Nondiscrimination in Employment BP 4030

All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or other person contracted to provide services to the district shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to organize and manage 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:

Superintendent and/or Human Resources Coordinator PO Box 276 Covelo, CA 95428 (707) 983-6171
mgorman@rvusd.us and/or kwillits@rvusd.us

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees, and post electronically in a conspicuous location on computers for employee use, up-to-date California Department of Fair Employment and Housing (DFEH) posters on the prohibition of workplace discrimination and harassment, the rights of transgender employees, and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth.
2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by:
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
 - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
 - c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available
3. Disseminate the district's nondiscrimination policy and administrative regulation to all employees by one or more of the following methods:
 - a. Printing and providing a copy to all employees, with an acknowledgment form for each employee to sign and return
 - b. Sending a copy via email with an acknowledgment return form
 - c. Posting a copy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
 - d. Discussing the policy and regulation with employees upon hire and/or during a new hire orientation session
 - e. Any other way that ensures employees receive and understand the policy
4. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior
5. Provide training 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. The district may also provide bystander intervention training to employees which includes information and practical guidance on how to recognize potentially problematic behaviors and which may motivate them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention.
6. 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
7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce.

Complaint Procedure

Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The complainant's direct supervisor may be bypassed in filing a complaint when the supervisor is the subject of the complaint. The complainant may first attempt to resolve the situation informally with the complainant's supervisor before filing a written complaint.

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, any available evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

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 alleged discriminatory or harassing 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 investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed as necessary to conduct an effective investigation.

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin 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.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

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

3. Written Report on Findings and Remedial/Corrective Action: No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties 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 shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

4. Appeal to the Board of Trustees: 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.

Other Remedies

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

1. For filing a complaint with DFEH alleging a violation of Government Code [12940-12952](#), within three years of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code [12960](#)
2. For filing a complaint with EEOC, within 180 days of the alleged discriminatory act
3. For filing a 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

Exposure Control Plan for Blood borne Pathogens BP 4119.42, 4219.43

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

The exposure control plan shall be consistent with the district's injury and illness prevention program established pursuant to Labor Code 6401.7 and 8 CCR 3203.

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

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

In the event that an employee has an exposure incident, the district shall implement follow-up procedures in accordance with the exposure control plan. All such incidents shall be evaluated to determine whether changes need to be made in district practices.

Please read Exposure Control Plan for Blood borne Pathogens ARs for details.

Sexual Harassment BP4119.11 Personnel

The Board of Trustees is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim.

This policy shall apply to all district employees and to other persons on district property or with some employment relationship with the district, such as interns, volunteers, contractors, and job applicants.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

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 employees and others to whom the policy may apply
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

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

Sexual Harassment Reports and Complaints

Any district employee who feels that he/she has been sexually harassed in the performance of his/her district responsibilities or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her direct supervisor, another supervisor, the district's coordinator for nondiscrimination, the Superintendent, or, if available, a complaint hotline or an ombudsman. A supervisor or administrator who receives a harassment complaint shall promptly notify the coordinator.

Complaints of sexual harassment shall be filed and investigated in accordance with the complaint procedure specified in 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.

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.

Drug and Alcohol-Free Workplace BP 4020 Personnel

The Board of Trustees believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace.

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

The Superintendent or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition.

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute.

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

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

Bullying BP 5131.2 Students

The Board of Trustees recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code [48900](#), the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code [46600](#), the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code [48900\(r\)](#).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Sexual Harassment BP 5145.7 Students

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

Hate-Motivated Behavior BP 5145.9 Students

The Board of Trustees is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

The district shall provide students with age-appropriate instruction that includes the development of social-emotional learning, promotes their understanding of and respect for human rights, diversity, and acceptance in a multicultural society, and provides strategies to manage conflicts constructively.

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.

Complaint Process

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Workers' Compensation

Keenan and Associates provides Worker's Compensation coverage for the District. All employees of the District are covered by the insurance for illness/injury that occurs because of your job.

The California workers' compensation law guarantees you three kinds of benefits:

- Medical treatment to cure the injury . . . and no deductibles.
- Tax-free payments to help replace lost wages while you're temporarily disabled. Additional payments are made if the injury results in a permanent disability or death.
- Rehabilitation services necessary to get you back to work. The amount of the payments, and when and how they're paid, are part of state law. Only the state Legislature can change the amounts.

WORKERS' COMPENSATION FRAUD IS A FELONY

Anyone who knowingly files or assists in the filing of a false workers' compensation claim may be fined up to \$50,000 and sent to prison for up to five years (Insurance Code section 1871.4).

Bloodborne Pathogens

Please refer to the section on Board Policies in this manual which provides the policy for Bloodborne pathogens. Also, please refer to the Bloodborne Pathogens AR Policies that can be obtained at the district office.

Information for Classified Employees

Employment Sign-up

Employees will meet individually or in a group with the Human Resources/Administrative Assistant to complete appropriate paperwork to sign-up as a district employee. The following items are required to complete employee sign-up:

- Driver's license
- Social Security Identification card
- Verification of TB clearance
- Receipt of fingerprints taken
- Medical exam (when required)

Probationary Period

Upon employment, classified employees serve a probationary period for nine (9) months for the purpose of assessing their ability to perform the job. The nine (9) month probationary period may be extended by the Superintendent to no more than one (1) year. Probationary employees may be released for no cause during the probationary period. Upon successful completion of the probationary period, the probationary employee becomes a regular employee of the District.

Evaluations

During the nine month probationary period, an employee is evaluated twice; once near the end of the third month and once at the end of the eighth month. Thereafter, evaluations are given annually prior to May 1st.

Salary Placement

New employees are placed initially at Step 1 at the Range appropriate for their job title. However, the District may place new employees at higher steps based upon individual background, training and experience.

Step increases are granted annually on July 1. Newly hired unit members shall receive their first step increase on that July 1 which follows the completion of their first six (6) calendar months of employment.

Pay Period

Pay warrants are awarded on the last working day of each month for work performed during that month. Overtime, or other supplementary work, is paid on the supplementary payroll. The deadline for submitting claim forms for payment is the last workday of each month for payment on the 10th of the following month.

Employees may elect to have their pay warrants deposited directly to their bank account by choosing the Direct Deposit option. See the Payroll/Accountant.

Holidays

Regular, full time employees are entitled to fifteen (15) paid holidays per year.

Longevity

Longevity payments as specified in the CSEA Collective Bargaining Agreement are made after the completion of 9, 14, 19, and 24 years of continuous employment with the district.

□ **Work Year, Work Hours and Rest Periods**

Classified employees are hired for various work years from school year to twelve month. The variations are listed below, with their equivalent number of work days per year. The work year totals shown below include an employee's work days, holidays and vacation days.

School Year	=	same as the number of student instruction days
10.5 month	=	230 days per year
11 month	=	240 days per year
11.5 month	=	250 days per year
12 month	=	260 days per year *
* some years = 261 days		

Work hours per day are designated by the District per position.

Rest periods (breaks) are granted at the rate of ten (10) minutes per four (4) consecutive hours worked, and are normally granted once during each four (4) hour block of work.

An employee working five (5) hours or more in a day shall be entitled to a 30 minute uninterrupted lunch period which shall not count as part of the employee's regular work day.

Overtime will be paid in accordance with Board policy, the bargaining unit contract, and state and federal law.

□ **Sick Leave**

Sick leave is awarded at one day per month worked. A "day" for an employee equals the number of hours of regular work in a work day. Sick leave may be accumulated without limit and translated into service credit upon retirement. Employees may use up to seven (7) days of accumulated sick leave for personal necessity and up to three (3) days of personal necessity leave for person business. Probationary employees may use no more than six (6) days of sick leave during the probationary period.

If you leave this district and become employed at another school district within a year, you may have your sick leave balance transferred to your new district.

□ **Personal Necessity Leave**

Sick leave may be used in cases of personal necessity. Allowable personal necessity is defined in the CSEA Contract, Article XIII, Number 6. Additionally, sick leave may be used for the employee to care for the illness of a child, spouse, or parent. Personal Necessity may not be used for the purpose of extending a vacation or holiday.

□ **Personal Business Leave**

With three (3) working days prior approval, employees may use up to three (3) of the allowed personal necessity days annually for personal business.

□ **Reporting Absences**

When you are absent from your job for any period of time and for any reason, you are required to notify your immediate supervisor. Notification of an absence should be given at least two hours prior to the start of your work shift, or earlier if possible. On the day of your return, complete a Staff Absence Form in its entirety and submit it to the school secretary.

□ **Medical Leaves of Absence**

Should you become ill or injured and unable to perform the duties of your job, please notify the District Office. You may be entitled to leaves of absence under Education Code, bargaining unit contract, or state or federal law.

☐ **Maternity Leave**

Female employees are eligible for unpaid maternity leave beyond sick leave benefits. The employee shall provide the District with documentation from the physician verifying the commencement and termination date of the leave.

☐ **Bereavement Leave**

Employees are granted paid bereavement leave not to exceed five (5) days to be utilized for the death of the employee's immediate family. (See CSEA Contract for definition of immediate family)

☐ **Vacation**

All classified employees earn vacation time. Employees assigned less than twelve (12) months service per year are paid an amount equal to their vacation time, rather than given the time off. Vacation is accrued at the following rate for employees working 12 months per year:

Years Completed	Days Earned
1-5	10
6-10	15
After 10	20

☐ **Overtime/Comp Time**

Prior authorization is required before an employee may work overtime. The authorization must state if the employee is to be paid in comp time or overtime. Overtime is time worked in excess of 8 hours in any one day, or time worked in excess of 40 hours in any calendar week. Overtime hours are compensated at a rate equal to time-and-one-half the regular rate of pay. An employee may elect to accrue comp time in lieu of payment for overtime. Comp time shall be calculated at the rate of one-and-one-half hours for each overtime hour worked. Comp time must be taken with supervisor's approval within nine (9) months of the month in which it is earned.

☐ **Professional Growth Program**

The Professional Growth Program rewards all permanent, participating classified employees for training outside of the normal workday. The training recognized must be pre-approved by the professional growth committee.

Employees may earn yearly salary increments of \$300 per four (4) units of college credit earned. One unit shall equal twenty (20) hours of instructional time, equivalent to one semester unit). An employee may earn only one salary increment per year. Any credit earned in excess of the number needed for a base salary increment may be applied toward subsequent increments up to a limit of three (3) such salary increments.

Information for Certificated Employees

Employment Sign-up

Employees will meet individually or in a group with the Human Resources/Administrative Assistant to complete appropriate paperwork to sign-up as a district employee. The following items are required to complete employee sign-up:

- Driver's license
- Social Security Identification card
- Verification of TB clearance
- Receipt of fingerprints taken
- Original credential
- Official transcripts
- Verification of teaching experience
- CBEST card (if applicable)
- No Child Left Behind "Highly Qualified Teacher" certification

Salary Placement

Employees are given credit for years of public school teaching experience (K-12) up to fifteen (15) years of previous service. Private school experience for step increment on the salary schedule may, as determined by the District, be accepted providing the private school was state accredited and the unit member in question held a valid credential at the time of teaching.

Employees hired to teach industrial education subjects may be granted credit for appropriate work as a journeyman, in lieu of teaching experience.

Pay Period

Pay warrants are awarded on the last working day of each month for work performed during that month. Supplementary work is paid on the supplementary payroll. The deadline for submitting claim forms for payment is the last working day of each month for payment on the 10th of the following month.

Employees may elect to have their pay warrants deposited directly to their bank account by choosing the Direct Deposit option. See the Payroll/Accountant.

Salary Credit for College Units

Normally, course credit for salary placement and movement shall be given for upper division, graduate and post-graduate course work related to an employee's assignment and/or subject matter or grade level. However, exceptions may be made when courses are a part of a planned program of professional growth certified by the building principal and/or the superintendent.

Unit members requesting reclassification from one column to another must file such requests with the District Office no later than September 15th of each year. Supporting records or transcripts verifying units of study that are to apply toward such a reclassification must be filed with the District Office no later than November 1 of the ensuing year.

Credential

It is the responsibility of the individual teacher to keep his/her teaching credential current. Renewals should be done approximately six months prior to expiration. In accordance with Education Code Section 45034, the district may only issue pay warrants to a teacher who holds a valid, current credential.

Securing a Substitute

Notify the school secretary and the district office as soon as such need is known. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated,

you must again notify the secretary and the district office of the need for a substitute. If the duration of absence is unknown and becomes shorter than estimated, you must notify the school site of your intent to return by at least 3:00 p.m. of the working day preceding the day you return.

Reporting an Absence

When you return from an absence you must submit an absence slip to the school secretary by the end of the day on which you return to work. Forms are available from the secretary.

Sick Leave

Ten (10) days of sick leave are awarded to full time certificated employees and is prorated for part-time employees. Sick leave may be accumulated without limit and translated into service credit upon retirement.

If you leave this district and become employed at another school district within a year, you may have your sick leave balance transferred to your new district.

Personal Necessity Leave

Employees may use up to seven (7) days of accumulated sick leave for personal necessity.

Medical Leaves of Absence

Should you become ill or injured and unable to perform the duties of your job, please notify the District Office. You may be entitled to leaves of absence under Education Code, bargaining unit contract, or state or federal law.

Maternity/Paternity/Adoption Leave

Female employees are entitled to take sick leave because of pregnancy, miscarriage, childbirth, and related recovery. Sick leaves may be claimed only for the period during which the employee's physician certifies in writing that she is physically unable to perform her normal duties.

An employee shall be granted, upon request, five (5) days of absence which will be deducted from sick leave at the time of birth of the child. The employee may use this leave at the time of birth or when the mother and child return from the hospital.

An employee adopting a child shall be granted, upon request, five (5) days of absence which will be deducted from sick leave at the time the child is received into custody.

For specific information regarding maternity/paternity/adoption leaves, please contact the Human Resources/Administrative Assistant for specific individualized information.

Bereavement Leave

Employees are granted paid bereavement leave not to exceed three (3) days if the bereaved travels 300 or fewer miles one way, or five (5) days if the bereaved travels more than 300 miles one way, for the death of any member of the employee's immediate family. (See RVTA Contract for definition of immediate family)

Attendance Incentive Plan

Certificated employees participate in an Attendance Incentive Plan where employees can earn stipends for positive attendance. Please refer to your RVTA Contract for specific details of this program.