

# **New Haven Unified School District**

## **CLASSIFIED EMPLOYEE HANDBOOK**



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**Gertrude Gregorio, President**  
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## ***PURPOSE***

This handbook outlines the various policies, rules, and procedures governing classified personnel.

Not every policy, rule, or procedure relating to classified personnel practices is included in this booklet, nor have those included been copied verbatim.

This handbook should not be construed as modifying, extending, or otherwise affecting the negotiated contract. The contract shall take precedence when it is in conflict with this handbook.

District Policy books are available at each work site and include Board adopted policies and Administrative Regulations which serve as a guideline for the implementation of adopted policies.

***Copies of publications concerning classified employees are available from Personnel Services.***

## ***SUPERINTENDENT'S MESSAGE***

Welcome to the New Haven Unified School District. You have been selected to provide an important service for our district as a member of a team that believes in Equity, Stability, and Quality.

We take pride in our organization and the people who staff our schools. Your appointment is the result of a carefully designed selection process.

The supervisors, fellow workers, principals, and teachers with whom you work are dedicated people. They are ready to assist you.

Again, welcome to our District.

***Kari McVeigh, Superintendent***

## ***THE SCHOOL DISTRICT***

The New Haven Unified School District was created in 1965 by a merger of Decoto and Alvarado Elementary School Districts and Washington High School District.

Approximately 13,000 students attend the District's 12 schools. These schools are staffed by approximately, 1,350 employees, 515 of whom are classified personnel.

## ***THE BOARD OF EDUCATION***

There are five elected members who serve as the Board of Education. These Board members, all prominent and responsible citizens in the community, establish the policies under which the District is operated. Each member serves a term of four years.

Regular meetings of the Board of Education are held the first and third Tuesdays of each month at the Educational Services Center, 34200 Alvarado-Niles Road. All meetings are open to the public and begin at 7:30 p.m.

## ***EQUAL OPPORTUNITY EMPLOYMENT***

It shall be a policy of the Board of Education of the New Haven Unified School District to provide equal opportunities in employment practices and to assure that no inappropriate distinctions among applicants be made on the base of gender, race, color, religion, national origin, ethnic group, marital or parental status, age, physical or mental disability, or sexual orientation.

## ***THE CLASSIFIED SERVICE***

The Classified Service consists of non-certificated, non-management personnel. This section details how appointments are made and contains important information pertinent to you as a classified employee.

### **CLASSIFIED EMPLOYMENT PROCESS**

#### **1.0 APPLICATION PROCESS**

The purpose of the application process is to provide fair access to open positions to current employees and to outside applicants, so as to facilitate the filling of positions expeditiously with the most qualified personnel available. (Board Policy #4310) The process is described in the following sections:

1.1 The Personnel Department will accept applications for all existing positions at any time.

1.2 The Personnel Department will periodically advertise for applicants for all positions.

1.3 The Personnel Department will maintain employment lists in each service area (clerical, custodial, maintenance, gardening, paraprofessional, transportation, and food services) which are sufficient to meet the anticipated needs of the district.

## **2.0 EXAMINATION PROCESS**

2.1 When the Personnel Department determines that the employment list for a service area is not sufficient to meet the anticipated needs of the district, an examination for that service area will be held.

When the Personnel Department determines that a sufficient number of employees wish to take an examination in order to qualify for an employment list, an examination may be given.

2.2 The examination will be advertised in the Superintendent's Newsletter.

2.3 Based on the examination results, candidates may meet the minimum qualifications for one or more positions within a service area. Candidates will be notified which, if any, of the positions they qualify for within a service area.

Based on a review of application and examination results, applicants will be placed on any employment list for which the applicant is qualified and for which they have applied. Employment lists will be maintained in each of the following service areas: clerical, custodial, maintenance, gardening, paraprofessional, transportation, and food services.

## **3.0 CHANGE OF PLACEMENT ON EMPLOYMENT LISTS**

3.1 An individual may change placement on employment lists by taking the examination for one or more service areas. The results of the examination will be evaluated, and the applicant will be notified of the new placement, if any, based on the most recent examination results.

3.2 Length of Time on Employment Lists

3.3 An individual will remain on an employment list for two years following the most recent examination.

3.4 Current district employees

3.5 Current district employees will continue on employment lists of their service areas based on their most recent examination results. Placement on the employment list will continue during the time of their employment as long as a satisfactory evaluation is received.

3.6 Change of placement on employment lists

3.7 Current employees may change placement on an employment list by taking the examination for one or more service areas. The results of the examinations will be evaluated, and the applicants will be notified of their new placement, if any, based on the most recent examination results.

#### **4.0 SELECTION OF CLASSIFIED EMPLOYEES**

4.1 Selection of the recommended candidate to fill a vacancy shall be the responsibility of the Personnel Department under the supervision of the Superintendent or designee. (Board Policy #4103)

4.2 Vacancies shall be posted in the Superintendent's Newsletter. An employee may request transfer to a vacancy at another site within his/her classification. Each request shall be given priority consideration subject to the criteria stated in Article IX, Section 2 of the Classified Contract.

4.3 If the vacancy is not filled by transfer, the supervisor of the position which is vacant, in cooperation with the Personnel Department, will establish a Selection Committee to review all applications of current employees who applied for the vacancy and to screen applications of non-employees from the employment list who qualify for the vacancy, to determine who should be interviewed. The Selection Committee will include a classified employee from the unit. The Selection Committee will interview at least three (3) current employees for any vacancy if there are three (3) or more applications from current employees. The Selection Committee will also interview outside candidates that are considered to be highly qualified for the vacancy.

4.4 The Selection Committee will make a recommendation to the Superintendent through the Director of Personnel Services and the Associate Superintendent for Personnel for the filling of the vacancy.

#### **5.0 APPOINTMENT OF CLASSIFIED PERSONNEL**

5.1 Appointment of classified personnel will be made by the Board of Education upon the recommendation of the Superintendent.

# ***RESPONSIBILITIES***

## **EMPLOYMENT REQUIREMENTS**

Prior to employment, new employees must submit proof of negative results on a test for tuberculosis at their own expense. After employment, employees are required to have a test every four years. The district will notify employees of the date and location of the district-sponsored clinic. There is no charge to the employee for the tine test given at this clinic. Employees who have had a negative chest x-ray will need to confer with the district public health officer every four years to establish that they are free of tuberculosis symptoms.

Employees must also be fingerprinted and are required to sign a Loyalty Oath prior to employment. Fingerprint clearance must be received from the California Department of Justice before employment.

## **EMPLOYMENT PROCESSING**

After you have been appointed to a position, you will report to the Personnel Department to complete the necessary forms listed below:

*Emergency Card*

*Medical Coverage Form*

*Fingerprint Card*

*Dental Coverage Form*

*I-9 form*

*Employee Benefit Form*

*W-4 Form*

*CSEA Membership Forms*

*Oath of Allegiance*

*Beneficiary Form*

*Ten/Twelve Form (if applicable)*

You will also receive information and publications on the following:

*Code-a-Phone Card (if applicable)*

*Salary Schedule*

*Worker's Compensation*

*Work Year Calendar*

*Job Description*

*Evaluation Handbook*

*CSEA Contract*

*PERS Booklet*

When you report to your work location for the first time, make certain that you ask your immediate supervisor to furnish you with the following instructions:

The hours you are to work, as well as lunch and break periods.

How to record your time.

To whom you report and when.

The responsibilities of your job . . . just what is to be done . . . who will give you work . . . to whom the completed work should be given . . . who will answer questions about work.

Where and how supplies are obtained.

Procedures to follow if you must be absent from work.

**A WORD FROM THE MANAGEMENT**

Your supervisor is your key link to management. Your supervisor will work with you to ensure your overall effectiveness on the job. He/she will let you know exactly what is expected of you and keep you informed on district policies and procedures.

There may be times when you want advice about a problem or an answer to a question. Usually your immediate supervisor will be able to help you. If not, he/she will try to obtain the information you need. The Personnel Department staff is available to help you with any questions you may have about your employment or pay status.

**YOUR PLACE IN THE DISTRICT**

While on the job, you should remember that your behavior and appearance are very important.

Clothing worn by the employee should be appropriate for the task being performed.

**SUCCESS ON THE JOB**

When you are on the job, regardless of the nature of your task, the two basic ingredients for your success are courtesy and cooperation, whether you are in contact with the public, with other employees, or with students.

Be prompt in reporting for work and in completing assigned tasks. Habitual tardiness or absence from work may lead to disciplinary action. If an emergency makes it necessary for you to leave before the end of the working day, notify your immediate supervisor before leaving. Ask for clarification if instructions given by your supervisor are not clear. Make certain you understand how the work is to be done, when you are to be expected to finish a certain task, and which jobs must be completed first.

Strive for accuracy before speed, especially on a new job or with unfamiliar material. You gain nothing if mistakes are made and the work has to be redone. However, if you do make a mistake, find out what was wrong and learn from your mistakes.

Do not discuss school matters outside your job. Don't repeat confidential or personal information. To release information is the function of specific offices or individuals. Make certain that you report to your supervisor any unauthorized requests for personal information about students or employees.

Neatness counts and makes for a good work atmosphere so keep your working area as neat as possible, especially at the close of the day. Be sure that confidential information is put in a safe place.

Supplies and equipment are provided for school use only. Equipment is expensive--good care and proper handling on your part will prolong its life.

### **EMPLOYEE REPRESENTATION**

The New Haven Unified School District recognizes the California School Employees Association and its Washington Township Chapter No. 61 as the exclusive bargaining representative of all regular classified employees.

All newly hired, regular classified employees will have 30 days in which to join or elect to pay a service fee to the California School Employees Association.

## **EVALUATION/PROMOTION**

### **PROBATIONARY STATUS**

As a new employee, you have been assigned to a regular position. You will be known as a probationary employee, and you will continue in that status until after you have served satisfactorily on the job for six full months. Probationary employees may be removed from the service at any time during the probationary period if found to be unsatisfactory.

As a probationary employee, you may use only a prorated amount of your sick leave up to six days. Even though you earn vacation time as a probationary employee, you may not take vacation until you have successfully completed your probationary period. This does not pertain to being a probationary employee in a promotional classification.

Probationary employees shall be evaluated before the end of their fifth month of service. The supervisor shall, in writing, provide the Personnel Department and the employee with a statement as to whether the employee is recommended for permanency at the end of the six-month probationary period. Upon successful completion of the probationary period, you will become a permanent employee, and you will receive an adjustment to the second step of your salary range. A probationary period must be served for every new classification to which you are appointed, whether it is your initial post with the school district or one which you have reached on a promotional basis.

### **PERMANENT STATUS**

As a permanent employee, you will enjoy many rights and privileges in return for the fine job you did while serving your initial probationary period. Among these benefits are the following:

full sick leave benefits,

entitlement to take vacation,

progressive salary advancement through the five steps of the salary schedule,

due process rights regarding suspension, demotion, or dismissal (except for cause),

and, eventually, retirement.

### **CAREER ADVANCEMENT**

Employees may apply for accelerated longevity increments after completion of approved college work or the equivalent. Additional requirements are described in the CSEA contract.

### **TRANSFERS**

A transfer is a move from one assignment to another in the same classification (for example, transferring as Custodian I from one school to another). Transfer forms may be secured from the Personnel Department. The district reserves the right to assign or transfer employees according to program needs.

### **GRIEVANCES**

A grievance is an allegation that a provision of the contract has been violated, misapplied, or misinterpreted. If you believe this is the case, you should promptly present the problem to your immediate supervisor in an informal discussion.

Your supervisor will make every effort to find a resolution by informal means at this level. If the resolution is not satisfactory to you, you may file a formal grievance within 20 days of the event which you believe gave rise to the grievance. Forms are available at your work site or in the Personnel Department. Refer to your contract for timelines and guidelines.

### **DISCIPLINARY ACTION, PERMANENT EMPLOYEES**

According to Board Policy #4330, permanent employees may be suspended, demoted, or dismissed for any of the following causes:

1. Incompetence or inefficiency in the performance of duties of his/her position.
2. Inability to perform assigned duties due to failure to meet or retain job qualifications (including but not limited to failure to possess required licenses, failure to pass required tests).
3. Insubordination.
4. Carelessness or negligence in the performance of duty or in the care or use of District property.
5. Discourteous, offensive, or abusive conduct or language toward other employees, pupils, or the public.
6. Engaging in sexual harassment toward other employees, pupils, or the public.
7. Dishonesty.
8. Drinking or possession of alcoholic beverages on the job, or reporting to work while intoxicated.
9. Use or possession of narcotics or controlled substances while on the job or reporting to work while under the influence of a narcotic or controlled substance as defined in Education Code section 44011.
10. Engaging in political activity during assigned duty time.
11. Conviction of any crime involving moral turpitude.

12. Conviction of or charge of any sex or drug offenses as defined in Education Code section 44010, and as provided for in Education Code section 45304.

13. Absence without leave or repeated tardiness.

14. Abuse of leave privileges as provided by the contract.

15. Abandonment of position, or excessive absenteeism which adversely affects the efficient operation of the District.

16. Falsifying any information supplied to the District, including but not limited to, information supplied on application forms, employment records, or any other District records.

17. Persistent violation or refusal to obey rules and regulations or laws made applicable to public schools by the Governing board or by an appropriate federal, state, or local governmental agency.

18. Offering anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or accepting anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.

19. Physical or mental incapacity to perform assigned duties.

20. Conviction of any offense which is directly related to job performance.

This section shall not be construed to prevent layoffs for lack of work or lack of funds as permitted by the Education Code.

You may appeal disciplinary action and have a hearing on suspension, demotion, or dismissal by filing a "Request for Hearing" within five days after receipt of the written charges.

## **PROCEDURES AND REGULATIONS**

### **HOURS OF WORK AND OVERTIME**

The basic assignment for most classified employees is a 5-day, 37\_ hour week, not including the lunch period. Your exact schedule including hours of work, lunch period, and rest periods will be determined by your immediate supervisor.

Overtime is any time worked in excess of 7\_ hours in a day or worked in excess of 37\_ hours in a week.

**ALL** overtime must be specifically authorized by your supervisor before the overtime is worked. Overtime should be recorded exactly as worked on a separate white time card.

### **EMPLOYEE LUNCH AND BREAKS**

Classified employees' lunch periods shall be duty-free and not shorter than 30 minutes, except that bus drivers may be assigned no longer than 90 minutes.

Employee breaks are provided as follows:

One 15-minute period for employees who work more than 3 hours per day but less than 6 hours per day.

Two 10-minute periods for employees who work 6 hours per day but less than 7\_ hours per day.

Two 15-minute periods for employees who work 7\_ hours per day.

Employees are to remain at their work site during breaks, unless their supervisor approves their leaving. Employees who leave the site during their breaks must return in time to be ready to resume work at the conclusion of the break. Employees may leave their work site during lunch but must return in time to be ready to resume work at the conclusion of the lunch period.

### **PUBLICATIONS**

In addition to this booklet, there are other publications containing information concerning the organization and operation of the New Haven Unified School District. One of the most important publications is the California School Employees Association (C.S.E.A.)/New Haven Unified School District (NHUSD) contract. All publications are available in the Personnel Department.

### **CHANGE IN PERSONAL DATA**

Promptly report any change in name, address, telephone number, or number of dependents to your immediate supervisor and to the Personnel Department in order that tax, employment, and emergency forms can be updated.

### **BULLETIN BOARDS AND NEWSLETTERS**

Bulletins and weekly Personnel Vacancy update emails contain information for staff in the field. You should know where the bulletin board is located at your work site and check it often for information. Announcements of job opportunities are posted. Complete a Job Change Form if you wish to file for a vacancy or a Transfer form if you are interested in another location.

### **TELEPHONES**

Only in an emergency should business telephones be used for incoming and outgoing personal calls. These instances should be kept to a minimum, and their duration should be brief.

## ***PROHIBITED PRACTICES***

**SMOKING** is prohibited on District property, in District facilities, and in District vehicles.

**YOU MAY NOT** possess or consume alcoholic beverages or controlled substances on district property, in district facilities, and in district vehicles. Appearing on the job under the influence of alcohol or controlled substances is cause for suspension and dismissal.

**SOLICITING OF FUNDS**, collecting money, circulating petitions, or engaging in political activities is generally prohibited while on duty and on school property.

**THE BORROWING** of school equipment or furniture by individuals for personal or private use is strictly prohibited.

**EMPLOYEES** will not be assisted by the district in the purchase of materials for personal use at a discount.

## ***BENEFITS***

### **HEALTH AND WELFARE BENEFITS**

Health and welfare benefits are outlined in the health and dental services brochures provided to all new full-time employees.

### **HOLIDAYS**

Classified employees are entitled to the holidays listed in the current contract provided such holidays fall during the normal work week or work year of the employee and the

employee is in paid status during any portion of the working day immediately preceding or succeeding the holiday.

## **VACATIONS**

All regular classified employees, permanent and probationary, earn 10 vacation days per year, if they are on a 12-month assignment. Employees working less than a full year, or working less than 7\_ hours per day, earn vacation on a prorated basis. You are eligible for 15 days of vacation per year after your fourth year of service. After 9 years of service, you earn 20 days per year. New employees must complete their probationary period before they are eligible to use their earned vacation.

# ***A B S E N C E S***

## **CALL-IN PROCEDURES FOR EACH DEPARTMENT**

When first reporting to your new job, you should check with your immediate supervisor as to the applicable call-in procedures when absent from your assignment.

When calling the Substitute Placement Clerk, be sure to give your name, classification, work site, length of absence, and reason.

If you have received notification of jury duty, you must call the Substitute Placement Clerk each day that you are required to report. You do not need to call if you have been notified but have not been required to report.

## **SCHOOL CLERICAL EMPLOYEES, PARAPROFESSIONALS, AND CAMPUS MONITORS**

Notify your supervisor the day before the absence, if possible, and

Call the ESC Code-a-Phone, 471-2950, by 6:30 a.m.

Call your school site after the office opens.

## **DISTRICT OFFICE CLERICAL EMPLOYEES**

Notify your supervisor the day before, if possible, or

Call your supervisor one hour prior to the starting time of your shift at the ESC, 471-1100, or

If you have to call before office hours, call the ESC Code-a-Phone, 471-2950, during the school year.

### **MAINTENANCE AND GARDENING EMPLOYEES**

Notify your supervisor the day before, if possible, or

Call the Corporation Yard, 471-5559, one-half hour prior to the start of your shift.

### **CUSTODIAL EMPLOYEES**

Notify your supervisor the day before, if possible, or

Call the Corporation Yard, 471-5559, one-half hour prior to the start of your shift.

### **BUS DRIVER EMPLOYEES**

Notify your supervisor the day before, if possible, or

Call the Corporation Yard, 471-5559, one hour prior to the starting time of your shift.

### **CAFETERIA EMPLOYEES**

If you work at a receiving school and will be absent from work, call the District Personnel Department, 471-1100, ext. 2114, between 7:30 and 8:30 a.m., stating your reason for being absent and length of absence. Also, state your school and working hours.

Employees at Searles, Barnard/White, and Logan are to call their managers directly at least one hour before their shift begins, or by 8:30 a.m., whichever is earlier.

Food Service Transport Drivers, Cafeteria Managers, and Lead Cafeteria Assistants are to call the Coordinator or the Supervisor of High School Food Services at least one hour before their shift begins.

## ***FINANCIAL POLICIES***

### **SALARY**

Your rate of pay is determined by the type of position to which you are assigned. Classified employees are listed by classification on a master salary schedule. A salary schedule may be obtained from the Personnel Department.

## **PAY DAY**

As a classified employee, you are paid on a monthly basis. Payroll warrants (pay checks) are normally issued on the last working day of each month in payment for work performed during that month. Your warrant will be delivered to you at your work site or you may pick it up from the Payroll Department if you wish. You must notify the Payroll Department of your intent to pick up your warrant at the Educational Services Center. Automatic deposit is also available.

## **DEDUCTIONS**

Your salary is subject to the following compulsory deductions:

Federal and State Income Tax. The amounts withheld are determined by your salary and the number of dependents for whom you claim exemptions.

Social Security.

Medicare Insurance.

Public Employees Retirement System (PERS).

You may also authorize the withholding of additional deductions for things such as credit union deposits, tax-sheltered annuities, and employee organization dues. Information regarding these and other deductions may be obtained from the Personnel and Payroll Departments.

State Disability Insurance (SDI).

## **MILEAGE**

Employees who are required to travel in non-district vehicles while performing their duties are reimbursed for mileage. Your supervisor will supply you with additional information if you are eligible for reimbursement.

## **JURY DUTY**

If you are called for jury duty, you will receive your regular salary during this service. In return, juror's fees received by the employee, exclusive of mileage fees, shall be paid to the district. You should notify your immediate supervisor and the Personnel Department as soon as you receive a notice to appear for jury service. Verification of jury duty or reporting for jury duty, issued by the Court, must be attached to your time card in order to

be paid for this type of absence. Any night shift employee who serves at least four hours of jury duty shall be entitled to jury duty leave for such day.

## ***S A F E T Y***

### **ON-THE- JOB INJURY**

If you are injured, no matter how slightly, report the accident immediately to your supervisor and ask for an accident report form. An accident report form and other appropriate forms should be completed in the case of a possible exposure to Bloodborne Pathogens.

The District carries Worker's Compensation Insurance. An accident report must be completed for all on-the-job injuries, whether you go to the doctor or not. ***If you go to the doctor, you must bring the Personnel Department a release from your physician to return to full or modified work before reporting to your work site.*** If you have any questions concerning your injury or pay status, you should contact the Personnel Department.

### **IN AN EMERGENCY**

Consult with your supervisor regarding measures to take in emergency situations involving pupil accident, disasters, vandalism, and fire.

### **SAFETY**

The District is very interested in the well-being of all employees, students, and the public. We take every precaution to assure safety in the schools and on other job sites. Be careful at all times and use proper safety procedures.

### **LOITERERS**

Be alert to the presence of strangers on school premises. Do not hesitate to inquire as to the name and business of any person found on the grounds or in the buildings. Report any questionable person to your supervisor or principal.

## ***L E A V E S***

### **PAID**

### **SICK LEAVE**

Regular, full-year employees are allowed full pay for 12 days each year for absence due to illness, injury, or dental or medical treatment. Employees working less than a full year earn sick leave on a prorated basis. Any unused portion is accumulated from year to year for future use. Probationary employees may use up to six days paid sick leave before they become permanent.

The District may require a verification from your physician any time you are absent.

### **PERSONAL NECESSITY LEAVE**

Classified employees may elect to use up to seven days of accumulated sick leave in any one school year for personal necessity. Refer to your current contract for the purposes for which you may use personal necessity leave and the required timelines.

### **INDUSTRIAL ACCIDENT OR ILLNESS LEAVE**

If you have a work-related injury or illness, you will receive your full pay while absent from work, limited to 65 working days in any one school year for the same accident or illness. You must have visited a physician. When an industrial accident or illness leave overlaps into the next school year, the employee shall be entitled to only the amount of unused leave due him for the same illness or injury. During paid leave of absence under this provision, the employee shall endorse to the District any temporary disability indemnity checks received due to industrial accident or illness.

### **BEREAVEMENT LEAVE**

In the event of the death of a member of the immediate family, classified employees shall be granted a maximum of three days paid leave, or five days if travel beyond a radius of 250 miles is required. The following relatives are considered members of the immediate family: mother, father, stepmother, stepfather, grandmother, grandfather, spouse, son, daughter, stepchild, brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or grandchild of the employee or his/her spouse, or any other person living in the immediate household of the employee. Bereavement leave must be initiated within five days of the death involved.

### **UNPAID**

### **REQUESTING A LEAVE**

A permanent, classified employee may, at the discretion of the Board of Education, be granted a leave of absence, without pay, for not more than one year.

Requests for unpaid leaves of absence should be submitted to the Personnel Department on the appropriate form. The request must specify the length of leave and the reason for the request. The Personnel Department will submit recommended requests to the Board of Education for approval. The Personnel Department will notify the employee of the action taken by the Board.

Time spent on unpaid leave of absence shall not count toward seniority or longevity.

### **MATERNITY LEAVE**

The District shall upon request, grant an unpaid leave of absence not to exceed one year to any pregnant employee.

The employee must submit a statement from her doctor verifying pregnancy and estimating the date of delivery. The employee may use accumulated sick leave for any illness or disability resulting from pregnancy. The employee may continue to work as long as health will permit, as certified by her doctor, provided that she can safely and completely perform all her required duties. The Personnel Department will approve a return to work only after receiving written certification by the employee's physician that the employee can safely and completely perform all of the duties in her assigned position.

### **FAMILY CARE LEAVE**

The Federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) provide for what is known as Family Care Leave. The intent of the legislation is to provide for up to 12 weeks of unpaid leave for qualifying employees during which the employer maintains the employee's health coverage under any "group health plan." This leave is intended for use for birth or adoption of children, serious health conditions of a spouse, parent, or child, or serious health conditions of the employee.

Employees wishing to utilize the provisions of this leave should check to see that they meet the eligibility requirements for an employee and that the reason for the leave meets the intent of the legislation. Employees wishing to use Family Care Leave should submit a request for Family Care Leave which will be available in all offices and from all supervisors. Questions regarding the specific provisions of Family Care Leave or unique circumstance should be directed to the Personnel Office.

### **FAILURE TO RETURN FROM LEAVE OF ABSENCE**

Failure to report after the expiration of any authorized leave of absence may be grounds for the District to institute dismissal procedures.

### **RESIGNATIONS**

Resignations must be submitted to the Personnel Department on a resignation form or a letter addressed to the Board of education. You should give the District at least two weeks notice, if possible.

### **RETIREMENT**

Retirement forms should be submitted at least 90 days in advance of the retirement date. Classified employees of school districts are required by law to become members of the Public Employees Retirement System (PERS). Should you, in the future, go to work for some other school district in the state (except San Francisco), or for the State of California, your retirement membership shall be transferred. You will retain credit for the service already rendered in this district. Should you leave after five years of service, you may elect to leave your funds in PERS or withdraw the entire amount.

New full-time employees and former PERS members become members at the beginning of the pay period following their initial employment date. Part-time employees become members if their regular work schedule is four hours or more per day.

### **UNIFORM COMPLAINT PROCEDURES (Board Policy C-1312.3)**

The district shall investigate and seek to resolve complaints at the local level. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination/sexual harassment or failure to comply with state or federal law in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition program, and special education programs.

Complaints will be received by the Superintendent or designee who will give it to the Associate Superintendent of Instruction (Title IX officer), Associate Superintendent of Personnel, or the Deputy Superintendent for Non-Instruction. Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint.

Within 60 days of receiving the complaint, the compliance officer shall prepare a written report of the district's investigation and decision. If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's final decision.

The timeline for filing discrimination/sexual harassment complaints cannot exceed six months from the alleged occurrence or when knowledge was first obtained. Filing a complaint with the district does not preclude the complainant with pursuing civil law remedies including but not limited to injunctions, restraining orders, or other orders available to complainants.

Written procedures for the resolution of complaints are contained in Administrative Regulations #C1312.3, printed copies of which are available by request.

• *El formulario para quejas o reclamos se puede obtener en español en todas las escuelas.*

• *Nakalathala ang lahat ng mga solution sa mga problema at reklamo sa "Administrative Regulations #C1312.3," na maaaring ipamigay sa mga nag-nanais humiling ng copya.*

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures.

Complaints shall be investigated in a manner that protects the confidentiality of the parties and facts.

Students, parents, employees, and community members who feel that they have a grievance concerning discrimination/sexual harassment should contact:

Vicki Ballard, Coordinator, Personnel, Title IX Coordinator

Derek McNamara, Associate Superintendent, Personnel

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