



COTATI-ROHNERT PARK
UNIFIED SCHOOL DISTRICT

Employee Handbook



Maité Iturri,
Superintendent

7165 Burton Avenue
Rohnert Park, CA 94928

www.crpUSD.org
(707) 792-4722

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CRPUSD Welcome!

Welcome to the Cotati-Rohnert Park Unified School District. CRPUSD staff collaborate to provide students with an enriched educational experience. We believe in the power of continuous job embedded learning for all of our educators. We are a Professional Learning Community which means that we engage in “an ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students we serve.” Students are provided with technology district-wide and teachers infuse technology in lessons daily. All classrooms have Apple TVs and iPads for teachers and 1:1 devices for students. CRPUSD is focused on enhancing the student experience in school.

Our elementary schools have class size reduction kindergarten through third grade and numerous enrichment opportunities, including 5th grade outdoor education. Supportive parents and community members help make our elementary schools extraordinary places for our students to learn and thrive.

Lawrence Jones Middle School (LJMS) and Technology Middle School (TMS) offer comprehensive programs to meet the needs of the students in core academics and enrichment courses. Both schools offer a 6th grade outdoor education program, extracurricular sports, intramural sports, clubs and opportunities for student leadership. LJMS also offers Expeditionary Learning which provides hands-on, experiential learning outside of the classroom. TMS offers a small school experience for students in grades 6-8. Thomas Page Academy (TPA) offers a TK-8 program which provides middle school students the opportunity to be part of a challenging curriculum, with quality teachers, and an atmosphere that emphasizes communication and cooperation. Together, these elements create a safe and engaging learning environment in which all students can excel.

Rancho Cotate High School (RCHS) is one of the most comprehensive schools in the Bay Area. It has a core program, flexible learning schedules, Advanced Placement offerings, vocational education, and a great student body. Students have the opportunity to join an academy based on their future career interests. Technology High School (THS) continues to be one of the highest performing schools in the state. Students focus on Project Based Learning and thrive in Tech High's small group settings. Both high schools offer internships for students to provide work experience.

The CRPUSD Virtual Learning Academy (VLA) is an Independent Study program designed for students and families who want a flexible educational program that maximizes choice. It is open to students in grades K – 12. Our Academy utilizes an engaging online curriculum. It provides choice, flexibility, personalized learning, online and onsite activities, and certified teachers.

Achieving excellence by nurturing a love of learning

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DEPARTMENT OVERVIEW

BUSINESS SERVICES

Fiscal Services—Fiscal services provided include budget support, accounting, payroll, retirement accounting, accounts receivable, and accounts payable. This department produces payroll, vendor payments, and financial reports.

Technology Services— Technology Services staff provide training, technical support, and consultation for the use of technology resources to actively engage students in the learning process. The technology staff also supports student information data collection and reporting.

Maintenance and Operations—This department supports the general operations of the District and provides operational support to schools. The department oversees office services, and directs maintenance and repair operations.

EDUCATIONAL SERVICES

Curriculum and Instruction – Leadership and support of the District’s certificated and classified instructional team is a central role of the Educational Services Department. District and state assessment data and evidence-based instructional practices are utilized to strengthen the classroom experience for all students. Our District provides systematic interventions to ensure that all students are progressing and demonstrating academic growth. Our focus is learning and we work as a team to ensure that all children have a successful education in our district.

Student Services – The Student Services team is dedicated to providing a safe and orderly learning environment that enhances the educational experiences of our students. This department offers support for attendance, discipline, health, and guidance for our students and their families.

English Learner (EL) Services—Services are provided to support and promote the achievement of students learning English as a second language. Instructional strategy workshops, data reviews and teacher collaboration help staff improve students’ English language proficiency. An English Language Master Plan is reviewed and updated regularly with key stakeholder input through the District English Language Advisory Committee, DELAC.

Special Education Services — Special Education provides a variety of specialized instructional services for children who meet eligibility for an Individual Education Plan under the 13 eligibility categories as defined by California Education Code for students ages TK to 22. The Special Education department works diligently to ensure students with learning challenges are included successfully into general education classrooms and provided with the necessary supports and services to obtain academic growth including co-teaching, RSP or Learning Center Support and/or placement in Specialized Classrooms for some or all of the instructional day.

Our Special Day Class Programs Include: Mild Moderate Needs, Autism Focus, Extension Needs and Behavioral Emotional Support Team (BEST) classes.

Preschool Program—The Preschool Program serves special education eligible children, ages 3-5 years. Students are referred for eligibility evaluations from North Bay Regional Center, Community pre-schools and parents/guardians. Intake and assessment services are provided by a team that includes psychologists, speech therapists, service providers and special education teachers. Services include speech and language services, specialized academic instruction, and special day classes.

Expanded Learning Opportunities Program (ELO-P) - ELO-P is a grant provided to all districts throughout the state to provide academic, enrichment, recreational programming at no cost to students who meet one or more of the qualifying criteria. Students who are homeless, foster youth, designated as English Learners, or those who qualify for free or reduced meals qualify to receive all Expanded Learning offerings at no cost. The Expanded Learning Department works to provide after school, intersession and summer offerings for all students district wide. Teachers and support staff are encouraged to teach enrichment sessions based on interest and skills.

HUMAN RESOURCES

The Human Resources Department manages all facets of Cotati-Rohnert Park Unified School District's personnel procedures and serves as a professional resource for schools regarding employment issues.

Employee Recruitment and On-boarding - This department handles all recruitment and on-boarding for all certificated classified unrepresented coaches and management staff.

Teacher Induction Program—The North Coast Teacher Induction Program (NCTIP) provides support to new teachers and individuals seeking to become teachers by administering state-approved and state-funded credential programs leading to beginning teacher success. Joaquin Bernal is the District's Induction Coordinator (joaquin_bernal@crpusd.org).

Employee Benefits—This unit administers and manages benefits for CRPUSD personnel.

Employee Support- Human Resources manages all employee leaves and transfers. Staff members are supported with the Employee Assistance Program as needed.

Substitute Assignment—The department also coordinates the recruitment, orientation, and may assist school sites with the placement of substitute employees in CRPUSD classrooms. Substitutes are assigned to fill teacher and assistant positions when absences occur.

Volunteer On-boarding- Human Resources handles the processing of all District volunteers, including fingerprinting clearances.

EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY, NONDISCRIMINATION AND NON-HARASSMENT

The Cotati-Rohnert Park Unified School District is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, reproductive health decision making, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation and any other characteristic protected by federal state or local law ("Protected Trait"). This policy applies to all terms and conditions of employment including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. Further, it is the expectation of the District that employees not discriminate against each other or non-employees based on the above-mentioned Protected Traits.

The District also complies with and supports the goals of the Americans with Disabilities Act (ADA) in hiring, accommodating, promoting, and retaining qualified employees with disabilities. All employees are expected to help implement the goals of the ADA.

The Cotati-Rohnert Park Unified School District is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the District expressly prohibits any form of unlawful employee harassment. Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based upon a person's actual or perceived Protected Trait. All such harassment is unlawful.

Sexual harassment is not tolerated in CRPUSD. It is the policy of the District to provide an education, employment, and business environment free of sexual harassment as defined by state and federal mandates. The District expressly prohibits unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where

- Submission is made either explicitly or implicitly a condition of employment;
- Submission is used as a basis for employment decisions affecting an individual;
- Such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Offensive comments, jokes, innuendos, and other sexually oriented statements are also prohibited.

All employees are responsible for helping to ensure that the work environment is free from harassment. If you feel that you have experienced or witnessed harassment, you should immediately notify your supervisor. Your complaint will be kept confidential to the maximum

extent possible. The District forbids retaliation against anyone who has reported harassment. Please see Board Policies 4119.11/4119.21 and Administrative Regulation 4119.11 for more information. The District will investigate all harassment complaints thoroughly and promptly. If the District determines that an employee has engaged in unlawful harassment or discrimination or retaliation, appropriate disciplinary action will be taken. Inquiries regarding the District's equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination or harassment complaints may be directed to

Dr. Jamal Fields, Title IX Coordinator/Title V Coordinator
7165 Burton Avenue, Rohnert Park, CA 94928 (707)792-4708

Dr. Jamal Fields, Section 504 Coordinator
7165 Burton Avenue, Rohnert Park, CA 94928 (707)792-47088

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education of the District's compliance with those provisions may also be directed to:

Office for Civil Rights U.S. Department of Education
50 Beale Street, Suite 7200 San Francisco, CA 94105
Telephone: (415) 486-5555 Fax: (415) 486-5570

California Civil Rights Department,
calcivilrights.ca.gov/complaintprocess
Toll Free: 800-884-1684 TTY: 800-700-2327

UNIFORM COMPLAINTS

A uniform complaint is a written statement alleging discrimination, harassment, or violation of a federal or state law. There are specific legal guidelines about what constitutes a uniform complaint, how such complaints are filed, timelines, resolution procedures, and appeals.

Employees may submit uniform complaints in writing to the Assistant Superintendent, Dr. Jamal Fields. Complaints must be submitted within six months of the alleged incident. All uniform complaints will be investigated as required by law and a written decision will be issued within 60 days. Not all complaints fall under the scope of the uniform complaint process. Please see Board Policy 1312.3 for more information.

MEDICAL EXAMINATIONS AND CRIMINAL HISTORY REVIEW

As part of the District's employment procedures, an applicant may be required to obtain a post-offer/pre-employment health examination by a medical practitioner to determine whether the applicant is capable of performing the responsibilities of a specified position. Any offer of employment that an applicant receives from the District is contingent upon, among other things, satisfactory completion of required health examinations.

The District may require post-offer/pre-employment health examinations for any open position provided the requirements are included in the announcement of the opening.

Tuberculin testing - To prevent the spread of tuberculosis in the education environment, each employee of the District must submit evidence of freedom from active tuberculin infection prior to employment and every four years thereafter. The Human Resources department notifies employees when testing is scheduled.

Fingerprinting—As a means of ensuring that no member of the staff has been convicted of a narcotics crime, sex crime, or other offense which would preclude their employment by an educational institution, the District requires that employees be fingerprinted. All employees must be fingerprinted and receive clearance from the state Department of Justice prior to the first day of employment. The processing fee is paid by the employee in most cases.

The District reserves the right to determine if a conviction would make a candidate unsuitable for employment. Questions about post-offer/pre-employment health examinations, tuberculin testing, or fingerprinting may be directed to the Human Resources Department.

MAINTAINING LICENSES AND CREDENTIALS

Many District positions require that employees hold specific credentials, certificates of competency, or licenses. Teaching credentials, administrative credentials, nurse services credentials, and driver's licenses are examples of such required certifications.

If you are employed in a position that requires licenses and/or credentials, you are personally responsible for keeping them current. Each license or credential actively used or required by your job description must be registered with the District. *The District may withhold your pay if you fail to register and maintain all required licenses, clearances, and credentials.*

If you have any questions about your credentialing status you can review through the California Commission on Teacher Credentialing (www.ctc.ca.gov) or contact our Human Resources Department.

PROBATIONARY PERIOD

You have been hired with the hope and expectation that your employment at the District will be long-term and satisfying. The initial period of employment, often called a probationary period, provides an opportunity for you and the District to get acquainted with each other and assess the ongoing viability of the employment relationship. During this initial period of employment, your supervisor will meet with you to discuss your performance and to provide you with written evaluations. In turn, you are encouraged to provide your supervisor with your views about continuing in your assigned position.

As specified in collective bargaining agreements, employees of the District serve in a probationary status upon initial employment. Probationary periods vary in length depending on the type of position and/or the terms specified in collective bargaining agreements. Certificated and classified staff employed on a temporary contract do not have a formal probationary period.

Temporary employees covering leaves, vacancies, or serving under a County Emergency Certificate, are at-will employees for one school year or for shorter periods of time.

If you are a member of a collective bargaining unit, please consult your contract for specific information about the length of your probationary period. Unrepresented employees may contact their supervisor or the Human Resources Department.

PAY PROCEDURES AND PAYROLL DEDUCTIONS

District employees are paid on a monthly basis, normally on the last working day of the month. There are several options available to you with regard to how you receive your monthly paycheck. You may:

- Obtain your pay via direct deposit to your bank or credit union;
- Pick up your paycheck from a designated employee in your department;
- Have your paycheck sent to you via U.S. mail.

Please review your paycheck for errors when it is received. If you find a mistake, report it to Business Services as soon as possible. You should also immediately report to Business Services any misplaced or lost payroll warrants. Business Services can verify that your warrant has not been cashed and issue a replacement warrant.

Upon separation from employment, you will be paid all amounts due to you in accordance with applicable law. Your final paycheck will normally be issued on the last day of the month in which your final day of District employment occurs. If payment on the last day of the month is not possible, payment will be made on the tenth day of the month following separation.

Payroll deductions—The District is required by law to make various deductions from your paycheck. These may include amounts for Federal and State income tax, Medicare, Social Security, and retirement. If you have questions about these deductions, consult the payroll staff in Business Services.

HEALTH AND WELFARE BENEFITS

The District has established a variety of employee benefit programs designed to assist you and eligible dependents in meeting the financial burdens that can result from illness, disability, and death. Benefit programs may include, but are not necessarily limited to, medical, dental, vision, and life insurance for employees and their eligible dependents; an income protection plan; and workers' compensation insurance. Detailed information regarding benefits is available from Human Resources.

The District negotiates with each collective bargaining unit concerning the payment schedule

for benefits, including the level of employee and employer contribution. Full-time district employees pay a percentage of the costs toward health and welfare benefits.

Employees who work less than full time pay an additional pro-rated share of their benefits depending on how many hours they work. Employees should refer to their respective collective bargaining agreements for specific information regarding their benefits.

You will enroll in the benefits program through the Human Resources Department. 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 in September of each year, to begin October 1 of each year.

Changes in Benefits -- Please report any changes, such as marriage, divorce, birth of a dependent, etc. to Human Resources immediately. You have thirty (30) days from the event to make the change. If you do not report the change within thirty (30) days you will have to wait for the next open enrollment period.

Third Party Administrators – Benefits for Cotati-Rohnert Park Unified School District employees are managed by California’s Valued Trust (CVT). If you have questions about your benefits, please contact California’s Valued Trust:

520 E. Herndon Avenue Fresno, CA 93720
1-800-CVT-9870

Benefits offered are listed below. For a complete description of the level of benefit coverage, refer to your collective bargaining agreement or the various benefit brochures:

- Medical Benefits for Employee and Dependents: Kaiser or Anthem Blue Cross
- Vision Benefits for Employee and Dependents: Vision Service Plan
- Dental Benefits for Employee and Dependents: Delta Dental
- Life Insurance for Employee Only (\$50,000): Metropolitan Life Insurance Company

Continuation of benefits—If you are covered by California’s Valued Trust, you have the right to choose continuation coverage for yourself if you lose group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part.) Please contact the Human Resources Department if you have any questions about the duration of your benefits.

If you are the spouse of an employee or a retiree covered by California’s Valued Trust, you have the right to choose continuation coverage for yourself if you lose group health coverage under the Trust for any of the following reasons:

1. The death of your spouse;
2. A termination of your spouse’s employment (for reasons other than gross misconduct);

- . Divorce or legal separation from your spouse;
or
- . Your spouse becomes eligible for Medicare.

In the case of a dependent child of an employee covered by California’s Valued Trust, you have the right to choose continuation coverage if group health coverage under the Trust is lost for any of the following reasons:

1. The death of your parent;
 2. A termination of your parent’s employment (for reasons other than gross misconduct) or reduction in a parent’s hours of employment within the Trust;
- . Parent’s divorce or legal separation;
 - . A parent becomes eligible for Medicare; or,
 - . The dependent ceases to be a “dependent child” under the Trust.

Under the law, the employee or a family member has the responsibility to inform CVT of a divorce, legal separation, or a child losing dependent status. Your employer has the responsibility to notify CVT of the employee’s death, termination of employment or reduction in hours, or Medicare eligibility. When CVT is notified that one of these events has happened, they will in turn notify you that you have the right to choose continuation of coverage.

Workers’ Compensation—If you experience an illness or injury arising from your employment, you may be eligible for workers’ compensation. The amount of benefits payable and the duration of payment will depend upon the nature of your illness or injury. Each and every occupational illness or injury, no matter how minor, must be reported immediately to your supervisor. If you are injured on the job, please call our RESIG Workers’ Compensation early intervention nurse at 836-7457 and notify your worksite/supervisor. This ensures that the District can assist you in obtaining the appropriate coverage. Please note that failure to follow this procedure may result in required reports not being filed in accordance with law, which may jeopardize your right to benefits. Questions regarding workers’ compensation insurance should be directed to the Human Resources Department at 792-4720.

Disability Insurance—If you experience an illness or injury which is not job-related or if your Workers’ Compensation claim is denied, you may be eligible for salary continuation through an income protection plan. The amount of the benefits payable and the duration of payment will depend on the nature and length of your illness or injury as well as your job classification, length of time in your retirement system, and your age at the time of your disability. If you will be absent from work for more than five days due to disability, or if you have questions regarding your eligibility for disability insurance, please contact Human Resources.

Tax Sheltered Annuities - Deductions for tax-sheltered annuities require that an account be established with National Benefit Services (NBS) at 1-800-274-0503 x5. Once an account is established, employees may select approved vendor prior to submitting paperwork. Please see www.403bcompare.com and look under Cotati-Rohnert Park Unified

School District to see the approved vendor list. The Salary Amendment Agreement is posted on the “Forms” section of the District website.

FLEXIBLE EMPLOYEE BENEFIT PLAN

The District offers employees the opportunity to participate in a Flexible Employee Benefit Plan, sometimes called an IRS 125 Flex Plan, to meet personal and family health and welfare needs. Through participation in the Flex Plan, employees may direct a portion of their salary to medical and dependent care expenses on a nontaxable basis. The Flex Plan allows the use of pre-tax dollars for otherwise after-tax, out-of-pocket expenses associated with health insurance premiums, health care costs, child care, and day care for disabled dependents. This may result in a tax savings for participating employees.

American Fidelity is the district’s provider for both disability and flexible care plans. Michael Whittingham is our contact and he can be reached at 1-916-405-8156 or email at mike.whittingham@americanfidelity.com.

STATE RETIREMENT PLANS

The District has a retirement program to assist you in your post-employment years. Two state retirement plans are in effect for District employees: the California Public Employees’ Retirement System (CalPERS) for classified personnel and the California State Teachers’ Retirement System (CalSTRS) for certificated personnel. As specified in California’s Education Code, membership in and contributions to one of these two retirement systems is mandatory for most District employees. The District also contributes to the retirement systems on behalf of participating staff.

The Human Resources Department will provide you with information about retirement plans during your orientation session. They will tell you if participation is mandatory or optional.

Monthly contributions to CalPERS and CalSTRS are made for you by payroll deduction at the established rate of your total salary, exclusive of overtime for 40 hour/week employees. Please contact Human Resources or your retirement plan directly, if you have questions about your retirement plan. Both retirement systems have online resources, which can be accessed at www.calpers.ca.gov or www.calstrs.com.

EMPLOYEE ASSISTANCE PROGRAM

Through its Employee Assistance Program (EAP), the District provides employees with up to two hours of free confidential assistance in addressing personal and work-related problems that may interfere with job performance. The agency's professional counselors can help you deal with issues such as stress, balancing work and family needs, drug or alcohol problems, marital issues that impact your work performance, depression, parent/child tensions, work-related problems, coping with death or chronic illness, physical abuse, etc. After the initial assessment meeting, EAP will make a referral for follow-up services, if needed. Consult your health plan to determine if you are covered for these follow-up services.

To encourage candid discussion with the professional counselors, EAP services are completely confidential. No information is provided to the District without your permission; the agency does not even release the names of employees utilizing their services.

For more information about the Employee Assistance Program or to schedule a confidential appointment, call 1-877-397-1032 and identify yourself as a Cotati-Rohnert Park Unified School District employee. Additional EAP information is provided on our website at www.crpud.org/Employee-Assistance-Program.

COMMUTER BENEFIT PROGRAM

The District maintains a Commuter Benefit Program which may provide reimbursement for transportation costs to employees who ride a bicycle, take public transit, or carpool to work with another employee at least 10 days per month. For information, contact the Business Services Department at 707-792-4705.

PERSONNEL RECORDS

The District maintains personnel files on each employee. These files contain documentation regarding all aspects of employee tenure with the District, such as performance appraisals, beneficiary designation forms, disciplinary notices, and letters of commendation.

Keeping personnel records up-to-date—Keeping your employment record correct and up-to-date is very important. The Human Resources Department should be notified promptly of any changes in your name, home address or telephone number, marital status, number of dependents, name of beneficiary, dependents listed for insurance purposes, scholastic achievements, individuals to notify in case of emergency, and so forth.

Reviewing personnel records—Employees may inspect their personnel record, upon request, by contacting the Human Resources Department. Human Resources will arrange a convenient time for you to view your file when a member of their staff can be present.

You will be notified in writing by your supervisor or department director if disciplinary material is being placed in your personnel record. Upon notification, you will have the opportunity to review and comment on the contents of the material.

Further information about placing and reviewing material in personnel files can be found in collective bargaining agreements. Your supervisor, the Human Resources Department, or your union representative can answer any questions you may have about personnel records.

REIMBURSABLE EXPENSES

With prior approval, the District will reimburse ordinary and necessary expenses incurred by you in the performance of your job. It is the practice of the District to reimburse actual “out-of-pocket” expenses incurred as a result of attending authorized meetings, conferences, conventions and while performing other official duties. Information about current, established allowances for mileage, meals, parking, and lodging may be obtained from your supervisor or office manager.

Conference and Travel Expense Claim forms must be submitted to the Business Department through Informed K12 no later than June 30th of each year. All itemized receipts must be attached to the claim. It is recommended that you keep a copy of the claim and attachments. Reimbursement will typically be received within 15 to 21 days.

Please consult your supervisor if you have any questions about reimbursable expenses.

TERMINATION OF EMPLOYMENT

Employees desiring to terminate their employment relationship are urged to notify the District at least two weeks in advance of their intended resignation. Such notice should be submitted in writing and signed to your immediate supervisor and the Human Resources department. Proper notice generally allows the District sufficient time to calculate all monies to which you may be entitled and to include such monies in your final paycheck.

The District generally discourages certificated employees from resigning during the school year for which they have been contracted. However, release from contract may, in some instances, be granted.

Employees who plan to retire from District employment are urged to provide a minimum of two months’ notice. Proper notice ensures that any retirement benefits to which an employee is entitled commence in a timely manner.

Although the District hopes that all employment relationships are long-term and mutually rewarding, the District reserves the right to terminate an employment relationship during the probationary period without cause and after the probationary period for cause as specified in applicable collective bargaining agreements and/or management contracts.

ATTENDANCE AND ABSENCES

The District expects all employees to assume diligent responsibility for their attendance and promptness. Regular attendance at work is as important to you as it is to the District. Being at work as scheduled will assure you of a full paycheck each payday and will influence your opportunities for advancement. Unnecessary absences place an unfair burden on other employees and negatively affect the performance and productivity of the District.

The District recognizes that, due to illness and other compelling reasons, it may be necessary for you to be absent from work on occasion. Should you be unable to report to work as scheduled, you should notify the District as described below.

Reporting Absences—Notify your supervisor, office manager, department director, or other designated department employee as soon as possible regarding your upcoming absence. If it is impossible for you to notify the District of your absence, a family member or friend may do so for you. Your supervisor should be notified daily if your absence continues unless you are granted an authorized leave from the Human Resources Department. In addition, you must enter your absence in the Frontline Absence Management System (formerly AESOP) at www.absence.frontlineeducation.com. You will be able to customize your absence to note if a substitute is required or not for your position.

Absenteeism or tardiness that is not reported or is excessive in the judgment of the District is grounds for disciplinary action. Please note that if you are absent and fail to notify the District, we may assume you have abandoned your job.

Certificated and Classified Management Schedules — Because they work an individually-negotiated and nonstandard work schedule, management employees may be required to complete additional record-keeping documents to account for work and non-work days. Information about these record-keeping requirements will be provided to employees, as applicable, by the Human Resources Department.

VACATIONS

The District recognizes the importance of time away from the job and wishes employees to have opportunities for rest, recreation, and other personal activities.

If you are a **certificated** employee, your time away from work—your vacation—is realized through the scheduling of work and non-work days. As the activities of certificated employees are typically tied to student attendance, extended periods of non-work days are generally scheduled during the summer months with the exception of medical or pre-approved extended leaves of absences. Work schedules for certificated employees are determined by collective bargaining agreements and/or individually negotiated

employment contracts. As work schedules vary significantly from employee to employee, you may wish to consult these documents for additional information about your work schedule.

Please note that non-work days for certificated employees are unpaid days off from work.

Classified Employees - Annual vacations provide you with time away from your job. The amount of vacation you are entitled to depends upon your status as exempt or nonexempt, the number of hours in your work week, and your length of service with the District. Classified employees accumulate paid vacation at rates established by collective bargaining agreements. Consult your bargaining agreement for information about vacation allowances or contact the Human Resources Department.

If you are entitled to take vacation as time off, your vacation must be scheduled and approved by your supervisor in advance of being taken. Although vacation days begin accruing from the date of hire, no vacation may be taken until six months of continuous employment has been completed and your probationary period has been successfully passed.

Vacations may be taken as weekly periods, as individual days, or in half-hour increments as long as the period chosen meets with departmental approval. In the event that a holiday observed by the District falls within a scheduled vacation period, your vacation time will not be used.

Upon termination of employment, classified employees will be compensated for all accrued but unused vacation, unless your employment ends prior to the completion of your probationary period.

Questions regarding vacation and scheduled non-work days may be directed to your supervisor or the Human Resources Department. The Payroll department maintains ongoing records of the number of vacation days accrued by classified staff and how many days are available for use. Leave balances are also included on your monthly pay stub. Classified employees should also refer to the discussion of Attendance and Absences presented later in this handbook for information about scheduling vacations, obtaining supervisor approval, and recording days away from work.

REQUESTING LEAVE OR VACATION TIME

The District has developed a formal system for employees to request and report extended time away from work. This system provides an explanation for employee absences and allows for accurate record-keeping of leave usage.

Anticipated absences require prior approval. In such instances, reporting the absence via Frontline and Informed K12 function as both the means by which approvals are obtained and the documentation via which leave accounting takes place. Please submit absences through Informed K12 to your supervisor as far in advance as possible when the need for leave time is anticipated. Minimum notice of five working days is required except in special or emergency situations, but advance planning is requested whenever possible.

Your supervisor and/or the secretary in your department can instruct you on how to use Frontline and Informed K12 to request/reports absences. If you have questions about the amount of leave or vacation time available to you, consult your collective bargaining agreement or contact Human Resources at 792-4720. Please note that falsification of records is grounds for disciplinary action. If an employee has not reported their absence via Frontline, the supervisor's information will serve as official record.

HOLIDAYS

Please refer to your union's collective bargaining agreement regarding which days are designated as holidays.

Holidays falling on a Saturday are usually observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. You will be notified at the beginning of each school year of the actual date these holidays are observed by the District.

Typically, **certificated** staff have scheduled non-work days on holidays. Non-work days are unpaid days off from work. Typically, **classified** employees receive the above-mentioned holidays as paid days off from work. For questions about holidays, contact your supervisor or Human Resources and consult your collective bargaining agreement.

SICK LEAVE

The District recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, we provide paid sick days to employees. Employees accrue sick days at the rate of one day per month for each month of full-time employment. Part-time employees earn sick leave on a prorated basis.

Eligible employees may carry over an unlimited number of unused sick days from year to year to ensure that such days are available in the event of a long-term illness. However, no employee is paid for accrued unused sick days at the time of termination. Unused sick leave of retiring employees may be applied as service credits as allowed by the applicable retirement plan.

The procedure to follow when you are absent due to illness or injury is set forth in the discussion of Attendance and Absences presented later in this Handbook. When sick leave is used, you must verify your absence upon your return to work following the established procedure. If you are off work for more than five days due to illness or injury, you must provide a doctor's release to return to work before returning to your worksite. The doctor's release is submitted to the Human Resources Department. Human Resources staff will notify your department when you are cleared to return to work.

The District may require additional documentation from an employee's doctor or medical practitioner to verify sick leave absences. This documentation may be required when an employee's record shows extended chronic absenteeism a pattern of absences or exhaustion of earned sick leave, or in other instances deemed appropriate by the District.

Sick leave may be transferred from a prior employing school district or a county office of education if it has been less than one year since that employment ended. During your orientation session with the Human Resources Department, you can complete the necessary paperwork for this transaction.

Employees who have used all of their sick leave and are still absent due to illness or injury should contact Human Resources for information about long-term differential leave, long-term disability insurance, and other options available to ease the economic hardship caused by inability to work.

OTHER LEAVES OF ABSENCE

In addition to sick leave, the District provides employees with other types of leave to meet the wide variety of circumstances which cause individuals to be absent from their place of employment. Types of leaves recognized by the District include:

- Personal necessity leave (This type of leave is not in addition to sick leave, but provides greater flexibility in using sick leave for emergency situations);
- Family care leave;
- Parental leave/baby bonding;
- Pregnancy disability leave (PDL)
- Bereavement leave;
- Jury duty/witness leave;
- Long-term, unpaid leave of absence (including sabbaticals);
- Medical leave of absence;
- Military leave;
- Industrial injury or accident leave;
- Leave without pay.

The types of leaves granted to employees, leave duration, and specifications as to salary continuance, accrual of benefits, and eligibility are issues that are negotiated with collective bargaining units. Employees who are members of collective bargaining units should consult their current agreement for detailed information about allowable leaves.

Non-union employees can obtain information from the Human Resources Department.

In all instances, employees who are requesting leave should endeavor to do so in advance. The procedure for requesting leave is presented in the Attendance and Absences section of this handbook. Please note that we request you submit a written request addressed to your supervisor and Human Resources for any paid leave over 5 or more days, and for all leaves without pay. Except in cases of emergency, such requests must be submitted eight weeks prior to the beginning date of the leave.

Time off for voting—If it is impossible for you to vote in a national or state election during off-duty hours due to time constraints, you will be allowed as much as two hours of paid time off to vote. Time off for voting must be arranged with your supervisor by written request (not electronic notice) at least two days in advance.

NATURAL DISASTERS

In the event of a natural disaster (earthquake, fire, severe winter storms, flood, etc.) listen to radio station KSRO 1350 AM. Please also sign up for a Nixle account at www.nixle.com. This station will announce if any district schools have been closed due to weather conditions and Nixle will give detailed reports about the situation and impacted areas.

If your site is closed, you do not need to report to work. 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 need to use a Personal Necessity day. Emergency days may be coded as unpaid/Personal Necessity for classified members on 260/261 day calendars. If you require a substitute, please report your absence into Frontline.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

PROFESSIONAL CONDUCT

The effective operation of the District requires the services of persons with integrity, high ideals, and human understanding. As an integral member of the District staff, you are expected to adhere to acceptable standards of professional conduct and endeavor to provide prompt and effective service to the clients of the District.

Please remember that, no matter what position you hold, you are a representative of the District. The people with whom you come in contact will form opinions about the District through observation of your conduct and attitudes. You are encouraged to observe the highest standards of professionalism and demonstrate sincere respect for the rights and feelings of others at all times.

PERSONAL APPEARANCE AND DEMEANOR

The District encourages employees to wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities. We recognize that different styles of dress may be appropriate for different jobs at the District. Whatever your job, you are expected to be appropriately attired to perform your assigned work and accommodate appropriate health and safety practices. Please use good judgment in your choice of work clothes and present yourself in a way that best represents you and the District. Employees are also expected to keep their work environments clean and orderly.

CONFIDENTIAL INFORMATION

In the course of your work, you may have access to information about school business, students, tests, and records which should be regarded as restricted, privileged, or confidential. Except for information which has been designated for public distribution, you are expected to maintain the confidentiality of the information to which you have access. Before leaving your work station for the day, please lock all files and clear all work areas of confidential materials.

Any employee who willfully releases confidential information will be subject to disciplinary action up to and including dismissal. Any employee who inadvertently or carelessly releases confidential information may also be subject to disciplinary action, including the denial of further access to such information and any other steps necessary to prevent further unauthorized release of information.

CHILD ABUSE/MANDATED REPORTING

All paid district employees are required to complete Mandated Reporter training by September 30th of every school year (AB 1432). For this purpose, adequate release time (not during certificated teacher prep time) shall be scheduled during the work day by the

supervisor or site administrator.

California law declares that the treatment of children, both inside and outside the home, is a valid public concern. Furthermore, child abuse laws 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 either to Child Protective Services (707-565-4304 or 800-870-7064), the Rohnert Park Department of Public Safety (707-586-2600) or the Cotati Department (707-792-4611).

A written report on the appropriate form must be filed within thirty-six (36) hours following the telephone call. You must provide the following information when you call:

1. Your name and occupation (this will be held strictly confidential)
2. The name and age of the child
 - . The present location of the child
 - . The nature and extent of injury and/or abuse
 - . Any other information, including what let you to suspect abuse
 - . Do not call the parent/guardian if you suspect the abuse is happening by the parent/guardian.

Reporting child abuse is an individual duty. Nobody can stop you from doing it legally or assume responsibility for doing it for you. However, you are expected to notify your immediate supervisor regarding the report. This person can assist you in the process of filing the written report properly. Should you have any questions, please contact your building Principal.

CONFLICT OF INTEREST

The responsibilities of the District necessitate that employees conduct their day-to-day activities in an ethical and responsible manner without conflict of interest in accordance with all applicable statutes, authorities, and regulations.

The District respects your rights to engage in activities outside of employment which are private in nature; however, you are expected to protect the District's interest, avoid undue outside influence on work-related decisions or activities, and comply with all applicable laws and regulations.

Your supervisor is available to review any activities which you believe might be a conflict of interest with your position at the District.

PERSONAL PROPERTY AND EMPLOYEE PROPERTY REIMBURSEMENT

District employees are encouraged to avoid bringing personal property to offices or classrooms for work-related purposes. The Board does not authorize payment for the reimbursement of employee personal property which may be stolen or intentionally damaged or destroyed while being used at work.

POLITICAL ACTIVITIES

The District respects the right of school employees to engage in political discussion on their own time and at their own expense. On such occasions, employees shall make it clear that they are acting as individuals and not as representatives of the District. Although employees may not conduct political activities on school property during work hours, they are free to discuss politics and solicit or receive funds or contributions for political purposes outside the employee's work hours, including the lunch period or other scheduled work break during the day.

SOLICITING AND SELLING

In the interest of maintaining a proper business environment and preventing inconvenience to others, we ask that employees not distribute promotional, political, controversial, and other non-instructional materials or solicit other employees unless approved by the Superintendent during the work day. Non-employees are likewise discouraged from distributing material or soliciting employees on District premises.

COMMUNICATION AND PROBLEM-SOLVING

On occasion, you may have a complaint, suggestion, observation, or question about your job. The District wishes to encourage employee communication and to consider both your ideas and your complaints. Please share any suggestions you have about how our operations could be improved.

Misunderstandings or conflicts can arise in any organization and good communication goes a long way toward resolving such issues before they become problems. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Many incidents will resolve themselves naturally; however, should a situation persist that you believe is detrimental to you or the District, you should follow the procedure described here to bring your complaint to your supervisor's attention.

First, discuss the problem with your immediate supervisor. If your problem is not resolved after discussion with your supervisor or if you feel a discussion with your supervisor is inappropriate, you are encouraged to request a meeting with the Director of Human Resources or Assistant Superintendent. In an effort to resolve the problem, the Assistant Superintendent or designee will consider the facts, conduct an investigation, and review the matter with other staff as appropriate. You may request that a coworker or union

representative, if applicable, be present at any stage of this procedure.

If you are not satisfied with the Director of Human Resources or Assistant Superintendent's decision and wish to pursue the problem or complaint further, you may prepare a written summary of your concerns and request that the matter be reviewed by the Superintendent or designee.

The District does not tolerate any form of retaliation against employees availing themselves of this procedure. This procedure should not be construed, however, as preventing, limiting, or delaying the District from taking disciplinary action against any individual in circumstances where disciplinary action is appropriate.

Please see Board Policy 1312.3 regarding Uniform Complaints, as well as Board Policies 4119.11/4119.21 and Administrative Regulation 4119.11 regarding sexual harassment.

HEALTH AND SAFETY

DRUG, ALCOHOL, AND TOBACCO FREE WORKPLACE

It is the policy of the District to maintain a drug and alcohol free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to unacceptable safety risks, and undermines our ability to operate effectively and efficiently.

In this connection, please be advised that the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace is prohibited. If you violate this prohibition, you will be subject to criminal prosecution and/or disciplinary action in accordance with collective bargaining agreements, District policy, the California Education Code, and all other applicable state and federal laws and regulations.

As a condition of employment, all employees are required to abide by the District's policy of maintaining a drug, alcohol, and tobacco free workplace. The term "workplace" includes all premises where the activities of the District are conducted and in all places and all vehicles where you or any other employee are performing assigned duties.

Employees who feel they have a substance use/abuse problem are urged to voluntarily seek confidential assistance through the Employee Assistance Program or rehabilitation programs. To access these services, please call 1.877.397.1032.

In the event that you are convicted of any criminal drug statute violation occurring in the workplace (including a plea of *nolo contendere*, i.e., no contest), you must notify the District within five days of conviction.

Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. At its discretion, the District may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

Tobacco-free environment—Smoking, vaping, and tobacco use is prohibited in all facilities owned and/or operated by the District, whether indoors or out-of-doors, and in all District vehicles, whether on District property or off the premises.

MINIMIZING EXPOSURE TO BLOOD BORNE PATHOGENS

It is the policy of the District to meet federal and state standards for minimizing the risk of exposure to blood borne pathogens and other potentially infectious materials in the workplace. Employees who may be at risk of exposure to blood borne pathogens primarily include those individuals who provide direct care to students. Upon employment with the District, all employees are provided information about blood borne pathogens exposure control. For further information about minimizing exposure to blood borne pathogens please contact your Supervisor or Human Resources.

UNIVERSAL PRECAUTIONS

Universal Precautions are precautions used in all situations and not limited to use with individuals known to be carrying a specific virus such as HIV or the virus causing Hepatitis B. In a school setting, those precautions should include hand washing, using gloves, careful trash disposal, using disinfectants, and modification of cardiopulmonary resuscitation (CPR).

1. Thorough hand washing is the single most important factor in preventing the spread of infectious diseases and should be practiced routinely by all school personnel and taught to students as routine hygiene practice
2. All staff should wash their hands in the following circumstances:
 - Before handling food, drinking, eating or smoking
 - After toileting
 - After contact with body fluids or items soiled with body fluids
 - After touching or caring for students, especially those with nose, mouth, or other discharge
3. Scheduling time for students to wash hands before eating is suggested to encourage the practice
4. How to wash hands: Wet hands with running water and apply soap from a dispenser.

Lather well and wash vigorously for 15 to 20 seconds. Soap suspends easily-removable soil and microorganisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse well under running water with water draining from wrist to fingertips. Leave water running. Dry hands well with a paper towel, and then turn off the faucet with paper towel. Discard the towel.
5. Classroom instruction about proper hand washing should be integrated into health instruction at all grade levels.

FIRST AID INVOLVING BODILY FLUIDS AND CPR

1. Avoid direct skin contact with bodily fluid. If direct skin contact occurs, hands and other affected skin areas should be washed with soap and water immediately after contact has ended; to the extent practicable, using running water, liquid soap and disposable gauze, towels or tissues.
2. Disposable single use gloves should be used when contact with bodily fluids is anticipated (such as a bloody nose, diapering, etc.). Gloves should be standard components of first-aid supplies in schools so that they are readily accessible for emergencies and regular care given in school health offices, cafeterias, and athletic training rooms.
3. Any soiled clothing should be placed in a separate bag, sealed and placed in a plastic bag labeled with the student's name. Send home with the student.

TRASH DISPOSAL

1. Place soiled tissues, pad, gauze bandages, towels, etc., into a plastic bag and tie or seal the bag. Place it in a second plastic bag and leave unsealed.
2. If needles, syringes, or lancets are used in the school setting, arrange for a puncture-proof container. Place intact needles and syringes in the designated container. Do not bend or break needles. Do not recap needles. Contact your local Health Department for directions about disposal of contaminated materials.
3. Any soiled clothing should be placed in a separate plastic bag, sealed and placed in a plastic bag labeled with the student's name. Send home with the student.

USING DISINFECTANTS

1. Environmental surfaces contaminated with body fluids should be cleaned promptly with disposable towels and approved disinfectant. Disposable gloves should be worn. Disposable items should be discarded in plastic-lined wastebasket. Mop solution used to clean up body fluid spills should consist of the approved disinfectant. Used mops should be soaked in this solution 30 minutes and rinsed thoroughly before reusing.
2. After clean-up, remove gloves and wash hands.
3. If carpet is soiled, clean up immediately and disinfect with District approved disinfectant.

INJURY AND ILLNESS PREVENTION

In order to ensure the health and safety of all employees, the District has in place an Injury and Illness Prevention Plan. This Plan, in its entirety, is available for inspection on the District website under the Human Resources Department at the District Office, the Maintenance and Operations Department, and in all of the sites' main offices. Employees have the following rights under this program:

- To be advised of occupational safety and health hazards and receive training on safe work conditions, practices and personal protective equipment;
- To provide information to the employer on safety hazards, request information or make safety suggestions without fear of reprisal.

Employees have a duty to comply with the following requirements to make the workplace safe for themselves and fellow employees:

- Know the safe work practices for the general work area and for your job.
- Comply with working conditions, safe work practices and personal protective requirements for your job.
- Report unsafe conditions and injuries/illnesses to your supervisor.

If you identify an unsafe condition or an occupational safety or health hazard, please notify your supervisor in writing immediately. If you are not comfortable submitting the report to your supervisor, please forward the information to Josh Savage in the Maintenance and Operations Department through the intra-district mail to ensure anonymity. You may complete an electronic work order submission for repair of a condition through your my.crpUSD.org dashboard. The District would like to assure you that you can provide reports on safety hazards, request safety information, or make safety suggestions without fear of reprisal.

Employees should understand that compliance with safety requirements is a condition of employment that will be evaluated, together with other aspects of your performance, as part of the performance appraisal process. Due to the importance of safety considerations, employees who violate safety standards, cause hazardous or dangerous situations, or allow hazardous conditions to remain when they could be effectively remedied may be subject to disciplinary action up to and including termination.

For further information about safety issues, see contact your supervisor.

Workers Compensation - California Workers Compensation law requires that every employer provide workers compensation benefits to employees who have an illness or injury that arises out of and in the course of their employment. If you believe you have suffered a work-related illness or injury report it immediately to the school's Office Manager or your supervisor. The Office Manager will instruct you to contact the Redwood Empire Schools Insurance Group (RESIG) early intervention nurse at (707-836-7457) to complete reporting requirements. If you have questions about your workers compensation coverage or a claim, please contact Human Resources (707-792-4720).

EMERGENCY PREPAREDNESS

Each District site has a disaster plan for employees to follow in the event of an earthquake, fire, or other major disaster. Your supervisor or the administrator at your site will provide you with a copy of the disaster plan for your location. Please familiarize yourself with the plan and keep these plans confidential.

Emergency preparedness drills will be conducted periodically to further acquaint you with the procedures to follow in an emergency.

DISASTER SERVICE WORKER STATUS

Under state law, District employees are considered “disaster service workers” and may be assigned to perform activities that promote the protection of public health and safety or the preservation of lives and property in the event of a declared emergency. Therefore, you are encouraged to attend all safety and disaster response training offered to employees and to prepare your family to respond to a disaster even if you are not present.

USE OF CELL PHONES WHEN DRIVING FOR WORK-RELATED BUSINESS

When operating a vehicle to perform District business, employees are reminded to follow all applicable laws and to practice safe driving procedures. Employees who receive a cellular telephone or cell phone reimbursement for the purpose of conducting official business are expected to use a hands-free device and refrain from checking email or texting when using District-supplied telecommunications services while driving.

FACILITIES AND OFFICE OPERATIONS

District employees work in a variety of facilities throughout the District. Wherever you are assigned, please observe that facility's guidelines as they pertain to security, parking, equipment usage, and housekeeping procedures for common areas such as employee lounges and kitchens. Your supervisor or the administrator at your work site will acquaint you with applicable guidelines.

SECURITY

Access to all District facilities is limited to authorized persons only and many facilities have security systems in place during non-work hours. If you require access to your job site during non-work hours, please see your supervisor. Please follow security guidelines carefully and exercise extreme care so that unauthorized persons do not enter the building.

You are also requested to secure files and clear work areas of confidential materials prior to departing your work location at the conclusion of your workday. At all times, it is advisable to see that your personal property and valuables are kept in a safe place.

ENERGY CONSERVATION AND RECYCLING

The District recognizes the value of energy conservation and recycling and requests employee participation in all efforts to implement environmentally responsible programs. Please participate in the recycling program at your site, if applicable, and conserve energy whenever possible.

COMMUNICATION AND CORRESPONDENCE

District telephone and computer systems are intended for official business use. When replying to incoming telephone calls and email messages, employees are expected to treat every caller with respect and courtesy. It is requested that you keep personal calls and email brief and to a minimum.

BULLETIN BOARDS

To ensure that employees have access to posted information, bulletin boards are located throughout our facilities in areas that employees frequently visit. Bulletin boards are used to communicate official government information on equal employment opportunity, wage and hour laws, health and safety regulations, and other issues. They are also used to communicate information of particular interest to employees.

PERSONNEL ADMINISTRATION

COLLECTIVE BARGAINING AGREEMENTS

There are currently three collective bargaining units that represent employees of the District. Confidential and management employees are not represented. Thus, the terms and conditions of employment at the District are not the same for all individuals.

If you are a member of a collective bargaining unit, many of the terms and conditions of your employment—including your wages, holidays, vacation entitlement, etc.—are defined in the collective bargaining agreement entered into between the District and the union that represents you. Please refer to this document for current and specific information regarding your employment at the District. However, in addition to the items covered in collective bargaining agreements, there is other information that impacts your employment relationship with the District.

Since this Employee Handbook is a general publication prepared for all District employees, it is possible that a conflict may arise between an item in this Handbook and an item in your collective bargaining agreement. If such a conflict does exist, the terms in your agreement will govern without nullifying any other items in this publication.

If you have questions regarding your employment as expressed in your collective bargaining agreement, contact your union representative. Other questions may be directed to your supervisor or the Human Resources Department.