



## **JUNCTION ELEMENTARY SCHOOL DISTRICT Employee Handbook**

This handbook is designed to give you basic information about district employment policies and procedures. You are referred, where appropriate, to such source documents as the current collective bargaining contracts, District Board Policies and Administrative Procedures, or to the District Office for more detailed or up-to-date information.

**This handbook is not intended to be and does not constitute a contract between the district and its employees**

# ABOUT THE DISTRICT

## MISSION STATEMENT

*The Mission of the Junction Elementary School District, in partnership with student, family, and community, is to professionally promote excellence, achievement, and self-worth, empowering students to be life-long learners and responsible citizens in our changing world.*

We Believe that

- Every student deserves to learn every day
- Positive relationships and a strong sense of community connect students to learning
- Teachers who challenge and care for students make a significant impact on students' lives
- To attain excellence, we can accept the best from every individual in our learning community

We Commit to

- Providing each student with an appropriate and challenging educational experience
- Maintaining a respectful environment that fosters learning through positive relationships among students, adults and our diverse community
- Hiring and retaining only the best educators and investing in their success
- Providing quality education based on high standards, effective practice, continuous improvement, and innovation

## DISTRICT CALENDAR

Junction Elementary School District operates on a traditional calendar. Most school districts in Shasta County follow this calendar. The calendar can be accessed on the District Website: [www.junctionesd.net](http://www.junctionesd.net).

### **Holidays recognized by the district are:**

New Year's Day	Christmas Eve
Lincoln's Day	Christmas Day
President's Day	Memorial Day
Independence Day	Martin Luther King Jr. Day
Labor Day	Veteran's Day
Thanksgiving Day & the Friday following Thanksgiving Day	

*\*Days of observance of these holidays are included in the annual district calendar.*

## CATEGORIES OF EMPLOYMENT

### **THE CERTIFICATED EMPLOYEE:**

Works in a position that requires a credential issued by the California Commission on Teacher Credentialing. Certificated positions include classroom teachers, specialists, librarians, nurses, counselors, psychologists, and administrators.

There are several categories of certificated employment in the district:

- ◆ Tenured - a certificated employee who has satisfactorily completed two years of probationary status. Tenured status begins on the first workday of the third consecutive school year with the district.
- ◆ Probationary - a certificated employee contracted for the school year in a position requiring certification qualifications who has not been classified as tenured, temporary, or as a substitute.
- ◆ Temporary - a certificated employee assigned temporarily whose funding of a limited nature, or who is a replacement for a teacher or administrator on a board-approved leave.
- ◆ Substitute - an employee who replaces a teacher or administrator who is temporarily absent from duty.

### **THE CLASSIFIED EMPLOYEE:**

Most positions not requiring teaching or related credentials are termed “classified.”

Such positions are termed “classified” because they are grouped according to the type of job duties and level of responsibility in order to establish job families and levels. Classified employees work in such diverse jobs as: Secretary, Custodian, Library Media Technician, Maintenance Worker, Instructional Aide, and Bus Driver.

There are several categories of classified employment in the district:

- ◆ Permanent - An employee who has satisfactorily completed a 6 month probationary period.
- ◆ Probationary - An employee who is serving a probationary period. A probationary employee can be released without cause during the first 6 months if it is determined that the employee’s continued employment is not in the best interest of the district.
- ◆ Short Term - An employee hired temporarily to perform a specific job, who, upon completion of the service will not be needed on a continuing basis.
- ◆ Substitute - A person employed to replace any classified employee who is temporarily absent from duty. If the district is engaged in a procedure to hire a regular employee to fill a vacancy, a substitute employee may be used

to fill that vacancy  
for not more than sixty (60) days.

- ◆ Limited Funded Position - A position that has been determined by the district to have no anticipated long-range funding.

## FIRST DAY OF WORK

Before beginning work, employees must successfully complete:

- ◆ a pre-employment physical examination
- ◆ a criminal background check including a fingerprint clearance
- ◆ completion of new hire forms
- ◆ complete required trainings

\*\*This includes coaches and any temporary employees or non-district personnel.

New certificated employees must also provide:

- ◆ verification of transcripts for appropriate salary placement
- ◆ valid credential(s) authorizing the assignment for which the employee is being employed

## POLICIES & PROCEDURES

**BOARD POLICIES** - These are policies that govern the district. Board Policies are often accompanied by Administrative Regulations, which describe how the district will implement the Board Policy. Board Policies are based on Education Code and other California laws and are reviewed periodically.

**Important Board Policies include, but are not limited to:**

4030 - Non-Discrimination/Affirmative Action - This board policy prohibits the district and its employees from discriminating against employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, sexual orientation, at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures.

4119.11- Sexual Harassment - The Governing Board and administrators expect every employee to be able to work in an appropriate, business-like environment. It is against the policies of the Governing Board and the law for an employee to "sexually harass" another person.

Sexual harassment in the workplace is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and California's Fair Employment and Housing Act. Briefly, sexual

harassment refers to both unwelcome sexual advances, or other visual, verbal, or physical conduct of a sexual nature and actions that create an intimidating, hostile, or offensive work environment based on an employee's sex. Under California law, the offensive conduct need not be motivated by sexual desire, but may be based upon an employee's actual or perceived sex or gender-identity, actual or perceived sexual orientation, and/or pregnancy, childbirth, or related medical conditions. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser, and actions that subject co-workers to a hostile work environment.

What is sexual harassment? Sexual harassment is defined by governmental guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

1. Submission to such conduct is made (either implied or obvious) as a condition of employment.
2. Submission to, or rejection of, such conduct is used as the basis for employment decisions affecting the person, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

If you feel you are being sexually harassed, your first course of action should be to tell the perpetrator that such conduct is unwelcome and that it must stop. If the offensive behavior does not cease, you should file a formal complaint through the District Office.

4112.4 - Health Examinations - Among other requirements, this board policy requires all employees to have a current tuberculosis (TB) certificate on file. TB certificates are good for four (4) years. The district will provide TB exams/certificates to continuing employees at no charge, or will reimburse an existing employee the cost of the TB exam.

This board policy also requires Child Nutrition Service Workers to obtain a health certificate before being assigned to work in any school cafeteria or kitchen in the district.

4119.42 - Blood Borne Pathogens - This administrative procedure is an exposure control plan for blood borne pathogens (skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials) that may result from the performance of an employee's duties.

4021 - Child Abuse Responsibilities - Employees are required to sign a statement acknowledging that they have read certain provisions of Penal Code Section 11166. This law requires childcare custodians who have knowledge of or observes child abuse to report such abuse to the appropriate agency immediately. The district's board policy also provides

information and assistance for employees regarding supervision of child abuse reporting requirements and procedures.

3513.3 - Tobacco-Free District - In response to Education Code 48901, the Governing Board adopted a policy that requires all district facilities and vehicles owned, leased or operated by the district to be tobacco-free. Tobacco-free means prohibition of the use of tobacco or tobacco products on or in any school district property by any staff, students, parents or other individuals.

4020 - Drug and Alcohol Free Workplace - On March 18, 1989, the Federal Drug- Free Workplace Act of 1988 became effective. This statute requires that the district certify that it will provide a drug-free workplace as a pre-condition to receiving federal funds or grants. Board policy prohibits employees from unlawfully manufacturing, distributing, dispensing, possessing, using or being under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations before, during or after school hours at school or in any other district workplace.

**ADDITIONAL INFORMATION:**

Junction Elementary School District takes the voices and concerns of its employees seriously. Should any incident occur in which an employee feels conflict with a co-worker, it is encouraged that a resolution be attempted by open communication between the upset parties. However, if you feel the need to make a complaint against Junction personnel, please direct these concerns to the Junction District Office. They will be reviewed by the superintendent and you will be contacted about any decisions or questions regarding your complaint.

**DRESS CODE**

All employees of Junction Elementary School District are expected to dress in a PROFESSIONAL MANNER. If we expect our students to adhere to the dress code, we as school employees should follow our own guidelines to set a good example.

BP 4119.22 - The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. The district shall not discriminate against employees based on hair texture and protective hairstyles, including, but not limited to braids, locks, and twists. The district shall not dismiss an employee, discriminate against an employee in compensation or in terms,

conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices.

Employees who are assigned playground or “yard” duty are required to wear shoes with closed toes and backs, per worker’s comp regulations.

## **JESD SOCIAL MEDIA – BEST PRACTICES**

### **Social Media Guidelines for Faculty & Staff**

Social Media can be a very powerful communication and educational tool for today’s society. Employees in the Junction Elementary School District (JESD) are encouraged to embark in the social media world and leverage these tools.

However, the following guidelines and best practices have been established to provide all employees direction on the appropriate use of various forms of social media.

### **What is social media?**

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the website. A large percentage of Internet traffic is centered around the use of social media. Social media includes but is not limited to: Facebook, Twitter, YouTube, Instagram, LinkedIn, blogs, wikis, social bookmarking, document sharing and email.

### **Personal Use of Social Media**

JESD employees are encouraged to keep their personal lives personal even in the digital world where personal and professional can become blurred. District procedure prohibits employees from engaging in communication with students via social media. Procedures also discourage communicating with parents of students via social media. If you have personal social media accounts, the following response is recommended when denying such requests:

*“If you are a student or parent requesting to be my ‘friend,’ please do not be surprised or offended if I ignore your request. As an employee of the Junction Elementary School District, our policy discourages me from communicating with students or parents on social media.”*

### **Best Practices for Social Media**

#### **Be Transparent**

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else’s identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.

In everything you do or say “act as though” you are a school employee.

The lines between public and private, personal and professional are blurred in the digital world. Even when you have a disclaimer or use a different user name, you will always be

considered to be a district employee. Whether it is clearly communicated or not, you will be identified as working for and sometimes representing the school in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district.

#### Use a Disclaimer

Include a disclaimer on your social media site which says something like this: “The opinions and positions expressed on this site are my own and do not necessarily reflect my school district’s positions, strategies, or opinions.” This standard disclaimer does not exempt employees from their responsibilities as explained in these guidelines. If asked by the media to comment on a school related issue, refer them to the correct department or person in the district or when in doubt, to the principal or superintendent.

#### School Values

Represent the district values. Express ideas and opinions in a respectful manner. All communications should be done in good taste. Build trust and responsibility in your relationships. Do not denigrate or insult others including students, staff, administrators, parents, or other districts. Don't use ethnic slurs, innuendos, obscenity or any other inappropriate content. Even though you are of legal age, consider carefully what you post through comments and photos. There are school districts who have taken disciplinary action on staff that made posts relative to alcohol and sexual activities.

#### Build Community/Positively Represent School

Represent the district and the students and parents you serve in the best light. Respect the privacy and the feelings of others. Under no circumstance should offensive comments be made about students or colleagues (including administrators) nor the district in general. Negative comments about people may amount to cyberbullying and could be deemed a disciplinary offense. Your posts and comments should help build and support the school community. Do not comment on nor forward unsupported information, e.g. rumors. You are responsible for what you post, be certain it is accurate and supports your organization. If you are about to publish something that makes you hesitate, wait a day, review the guidelines and talk to a colleague or supervisor. Once posted you can't take it back.

#### Share your Expertise

Write what you know and be accurate. Add value to the discussion. Post something useful. Provide worthwhile information and perspective. A district's most valuable asset is its staff represented by its people and what you publish may reflect on the school. Speak in the first person with your own voice and perspective.

#### Respect and Responsible

Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful for the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content in a social bookmarking site.



Consider the avatar you select. Do your tags, descriptions, and your image portray you in a professional manner?

### Own and Correct Mistakes

If you make a mistake, admit the mistake and correct it quickly. Clearly state if you've corrected a previous post. Even though damage may be done, it is best to admit your mistake and correct it. Apologize if appropriate.

### Confidential Information

Online postings and conversations are not private. Do not share confidential information whether it is internal school discussions or specific information about students or other staff. What you post will be seen by others and will be online for a long time. It can be forwarded or shared in just a few clicks. Do not write about colleagues or students without their permission.

### School Logos

Do not use any school logo or image without permission.

### Posting Photos or Movies without Permission

Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parent consent.

### Responding to Negative Comments and Criticism

How you respond to negative comments or criticism will say more about you and your character than what you post. If you delete a negative post, it discourages open communications. When publicly criticized or receiving a negative comment, first, stay cool and don't reply in haste. Express your view in a clear, logical way. Don't get personal and if you made a mistake, admit it and move ahead. It is not uncommon for a negative response to be answered by some other person, who supports your view. When in doubt, it's best to ignore a comment and not give it credibility by acknowledging it with a response publicly; perhaps a face-to-face meeting would be more appropriate.

### Response and Post Regularly

Post regularly. Don't post to your blog and then not post for three weeks. Readers won't have a reason to follow you if they can't expect new content regularly.

Respond to other's posts. Answer questions; thank people even if it's just a few words. Make it a two-way conversation.

### Spell Check and Abbreviations

Blog and wiki posts should be well written. What you post will be online for the world to read. Follow writing conventions including proper grammar, capitalization, and punctuation. Be cautious about using common abbreviations. While your circle of friends may understand what

you are saying, you may have readers from across the world who won't understand. When in doubt, define the abbreviation at least once in a post or include a definitions page on your site.

### Copyright and Fair Use

Respect copyright and fair use guidelines. Share what others have said by linking to the source and using embedded content. Be sure to cite your source when quoting. When using a hyperlink, confirm that link goes where it should and that the content is appropriate. It is recommended that all online content be licensed under a Creative Commons Attribution Non-Commercial Share Alike 3.0 United States License (<http://creativecommons.org/licenses/by-nc-sa/3.0/>).

### Personal Information

Be careful about sharing too much personal information. People often share information such as their pet name, their parents and children's names, where they grew up, and more. This information has been used by hackers to guess passwords. If you share that you will be out of town, a criminal may use this to target your home for a burglary. Be smart and don't share too much about yourself online.

### Video

YouTube is becoming an increasingly popular place to share personally created movies. You are responsible for all you do, say, and post online including video. Anything you post online should represent you in a professional manner as others will see you as connected to the school district. It disrupts learning to have days of conversation about a teacher created YouTube video with questionable content.

### Staff-Student Relations

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or e-mails; "texting" students; calling students on cell phones or allowing students to make personal calls to them unrelated to homework or class work; sending inappropriate pictures to students; discussing or revealing to student's personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing. Employees who post information on Facebook or similar web sites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, use of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and district officials and if warranted will be disciplined up to and including termination, depending upon the severity of the offense.

Additionally, certified personnel, depending upon the severity of the offense, may have their case forwarded to the appropriate state department for review and possible further

sanctions. The Superintendent or designees reserve the right to periodically conduct Internet searches to determine if employees have posted inappropriate materials on-line. If inappropriate use of computers and web sites is discovered, the Superintendent's designees will download the offensive material and promptly bring that misconduct to the attention of the Superintendent.

### Email

School district requires through acceptable use policies, that all electronic or any other communications by employees to students or parents at any time, from any email system shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

E-mail Etiquette: Don't put anything in an e-mail you don't want posted. Never assume privacy. E-mail lacks human interaction which leads to misinterpretation of feelings. Use proper punctuation. Don't use ALL CAPS (conveys as demanding & angry) or lowercase letters (e-mail is not important).

Make your e-mail quick and to the point (meetings, agendas, re-caps, information). Write the e-mail message first, then add names and/or distribution groups. If you can't respond in detail right away, reply you will get back to them by a certain time and do so accordingly. It is not acceptable to have an argument via e-mail; if you need to express your disagreement, it must be done in person or via phone.

Evaluation Steps: Does this e-mail need to be sent: If so, who needs it? Write a clear subject line. Avoid attachments if possible – consider sharing Google Docs but be sure the permissions are set how you want prior to sharing. Keep it short and to the point; long messages indicate that you should use the phone or meet in person. Last but not least SPELL CHECK!

Email between employees and students and parents shall be done through the school provided email application. Email must conform to school email policies.

## **CERTIFICATED INFORMATION**

### **Staff Meeting Etiquette:**

Be on time to staff meetings and refrain from bringing in outside work. Cell phones are to be silenced and texting is not allowable. Avoid side bar conversations. No other meetings or appointments are to be made on the day of staff meetings that would require early departure from the staff meeting. Assume good intentions.

### **Classroom Attendance:**

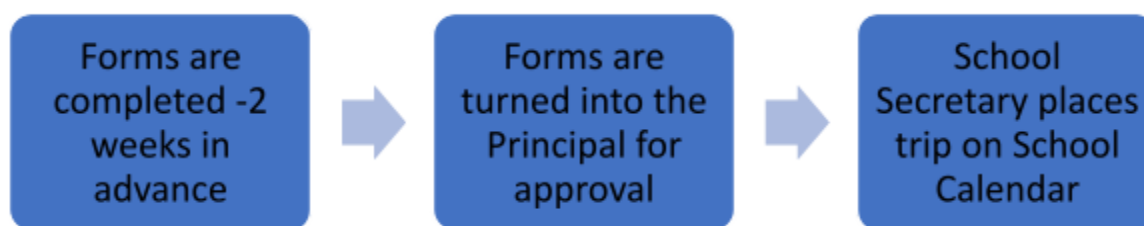
Attendance is the legal responsibility of the classroom teacher. The attendance is to be taken and entered into the computer NO LATER than 8:45am. Attendance for students arriving later will be fixed in the school office.

**Email:**

Email is to be checked every day (at a minimum before and after school). All staff members are responsible for information sent via email.

**Field Trips:**

When planning a field trip, fill out the Field Trip Request Form and make all necessary notifications as soon as possible so there is plenty of time before the field trip to make adjustments if necessary. If you are planning on needing sack lunches the lunch paperwork needs to be turned into the food service administrator a minimum of **seven days** in advance with student names. Only 2-3 extra sack lunches will be made, so it is imperative that we have an accurate count.



Once the field trip is approved, copies of the form will be distributed to the District Office, Transportation, Food Services, and the Originator of the request.

**Letters Home:**

A copy of letters home to parents (whole class) need to be sent to the site admin/secretary as well so that staff can field phone calls and answer questions as necessary.

**Notes and phone calls from parents:**

These need a prompt reply. When issues arise, it is the policy of the administration to refer parents directly to the staff member. It is difficult to stay out of the situation when the parent responds that they have called, sent notes or emails and have not received a response. If you receive an email or written letter from a parent that seems contentious it is better to reply by phone, and if necessary, set up a face to face meeting.

**Use of cell phones:**

Use of cell phones during the school days needs to be limited to emergency calls. Although there are many valid reasons for using a cell phone, texting, etc. even to communicate with other staff members, phones ringing and text tones create classroom distractions and gives an unprofessional appearance.

**Substitutes:**

If you have a substitute planned for an absence, please assign your shift to them through the ReadySub system. If you do not have a substitute planned, please enter the absence on Readysub and post to the sub "pool." If you realize, the evening before or the day of, that you

will not make it in, please contact the Principal or the school office and let them know that you will enter the absence into ReadySub yourself.

If you need assistance or have any questions about using the ReadySub system, please feel free to reach out to the District Office. Within two (2) days of returning, you need to complete and submit an Employee Absence Request form to the Principal.

## **CLASSIFIED INFORMATION**

### **ABSENCES/LEAVES**

If you are aware that you will be absent in advance, fill out an Employee Leave Request Form, and turn it in to the Principal to have it approved. Once approved, you will receive a copy of the signed form and you will need to enter the absence into our substitute system, ReadySub. Even if you do not require a substitute, the absence should still be entered into ReadySub. If you do not need a sub, select the “No Sub Needed” option.

If you are going to be absent and do not know in advance (if you wake up very ill, for example), please contact the Principal or the office to leave a message. Please always enter the absence into ReadySub yourself.

ReadySub offers the ability to assign your shift to a substitute, offer it to a select group of substitutes, or post it to all available substitutes. If you have a sub preplanned, please communicate that with your request.

If you need assistance or have any questions about using the ReadySub system, please feel free to reach out to the District Office. Leave Requests need to be filled out and submitted within two (2) days of return.

### **Email:**

Email is to be **checked every day** (at a minimum before and after school). All staff members are responsible for information sent via email.

### **School Medical Administrative Activities (SMAA):**

If you are in a position where you work with children during the day in a capacity other than lunch duty (Instructional Aides, Site secretaries, RSP Teachers, SDC Teachers, SMAA coordinators etc), you will be participating in SMAA. General Education Teachers do not participate in SMAA. You will be notified if you are chosen to take the Random Time Moment Survey by email so it is very important that you check your email daily.

Time Surveys will be sent by: [calec@pcgus.com](mailto:calec@pcgus.com)

### **PROMOTIONS/TRANSFERS:**

A promotion is defined as movement to a position on a higher range on the salary schedule. A transfer is defined as a change of job site but within the same position classification.

Promotions and transfers are considered terms/conditions of employment and are governed by the bargaining unit contract. Please refer to the bargaining unit contract for detailed terms of promotions/transfers.

## **RECLASSIFICATION**

(Classified Employees Only)

Reclassification is a review of an employee's current job classification. Reclassification may be appropriate when the duties of the position change.

### **STATUS CHANGES**

During a career with the district, an employee is likely to have one or more "status changes" such as transfer, leaves, promotions, etc. A personal situation may also change, i.e. marriage, divorce or children. When any personal changes occur, it is very important to notify the District Office as soon as possible. This prevents any delays in processing the necessary paperwork, which may affect payroll activity or other aspects of employment.

### **RESIGNATION**

Ordinarily, an employee should submit a resignation at least two (2) weeks in advance in order to leave the district in good standing. More notice is optional (and appreciated) to allow for a smooth transition. The resignation should state name, job title, reason for leaving and effective date and should be submitted to the District Office

## **EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**

The district has a responsibility to assure that personnel administration includes the establishment of rules and policies for personal behavior and for conducting school business. Employees who fail to abide by established policies and procedures will be subject to corrective discipline up to and including discharge. These policies are mandated by California Education Code, district policies and administrative procedures, other California statutes, and negotiated labor agreements.

Because Junction Elementary School District is a public employer, all individuals working in this district hold a public trust. Therefore, employees should avoid placing themselves in situations where they appear to be using a district position for personal gain. All employees are expected to treat the public, children and adults alike with "courtesy and care." This reflects our district's commitment to the community.

### **CONCERNS and COMPLAINTS**

An employee with a concern or a complaint about an issue should first discuss it with the

supervisor - especially if it impacts work or the department. The situation may often be resolved or made more manageable after a frank discussion. See uniform complaint process if there are concerns that cannot be addressed at this level.

### **THE COLLECTIVE BARGAINING PROCESS**

Beginning in 1976 with the passage of the “Rhodda Act,” school districts in California were authorized to bargain collectively with employee groups over wages, hours and certain other “terms and conditions of employment.”

All certificated employees, except for administration, are part of the “bargaining unit” represented by Junction Teachers Association (JTA).

All classified employees, except for administration, are part of the General Teamsters Local 137 Classified Employees Unit

The items covered in bargaining unit contracts represent a binding agreement between the parties on certain terms and conditions of employment which must be adhered to by employees and management. Read and become familiar with the current agreement. It governs many important aspects of employment such as: hours and overtime, evaluation, salary, health and welfare benefits, leaves of absence, etc.

Violations of master contract provisions may be grieved in accordance with grievance procedures found in the collective bargaining units.

A copy of the most current bargaining unit master contract is in the District Office.

## **STAFF DEVELOPMENT**

“Staff Development” is viewed by the Governing Board as a continuous, systematic effort to improve educational programs in the district through staff involvement in organized program planning, implementation and evaluation efforts, and activities to upgrade the knowledge and ability of the total school staff.

In our rapidly changing society, teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change, and other topics related to education. The Governing Board supports the principle of continuing training of teachers and the improvement of instruction.

Special emphasis is made to better prepare teachers and other school personnel to meet the needs of students of diverse cultural and ethnic backgrounds. Planning and implementation of such programs is done cooperatively by administrators, teachers, and parent advisory groups.

Refer to Board Policy 4131 and Administrative Procedure 4131 for more information.

## **PROFESSIONAL DEVELOPMENT (Certificated Employees):**

Certificated employees will be asked to notify the District Office, in writing, by March 1<sup>st</sup> of each year, of their intentions to move to a different column on the salary schedule in the ensuing year, based on the completion of additional course work. This enables the District to accurately budget for salaries. Credit for salary purposes cannot be given for any course work taken without the prior written approval of the Professional Growth Committee. Units that will be applied for the current year salary schedule must be completed prior to the start of a school year. Official transcripts must be received in the District Office no later than November 1<sup>st</sup>. Refer to the certificated bargaining unit contract for detailed information.

### **Tehama Teacher Induction Program**

The Tehama Teacher Induction Program is designed to offer support for beginning teachers who have finished a credentialing program and who currently hold (or have applied for) a preliminary Multiple Subjects Credential, Preliminary Single Subject or a preliminary Education Specialist Credential. As outlined in SB2042, Tehama Teacher Induction is the main pathway to a Clear Credential.

Created by SB1422 in 1992, the Induction Program was established based on research gathered from the California New Teacher Project. This research identified the need to provide participation teachers with focused induction support that would be at a sufficient level of intensity to make a difference in the performance, retention, and satisfaction of the participating teachers.

### **EVALUATION PROCEDURES**

Evaluation of staff is one of the district's most important responsibilities.

Information on evaluation procedures may be found in the master contract. In addition, Administrative Procedures provide for evaluation procedures for other employees.

### **ATTENDANCE/LEAVES**

It is the expectation of the district that all employees maintain regular, reliable, and punctual attendance. Each department or school site has a call-in procedure to follow when illness or legitimate emergency situations occur that prevents an employee from reporting to work. Employees who work in an instructional setting (teachers, instructional aides, and others for whom substitutes are provided) must use the following procedure for obtaining a substitute:





If you are aware that you will be absent in advance, fill out an Employee Leave Request Form, and turn it in to the Principal to have it approved. Once approved, you will receive a copy of the signed form and you will need to enter the absence into our substitute system, ReadySub. Even if you do not require a substitute, the absence should still be entered into ReadySub. If you do not need a sub, select the “No Sub Needed” option.

If you are going to be absent and do not know in advance (if you wake up very ill, for example), please contact the Principal or the office to leave a message. Please always enter the absence into ReadySub yourself.

ReadySub offers the ability to assign your shift to a substitute, offer it to a select group of substitutes, or post it to all available substitutes. If you have a sub preplanned, please communicate that with your request.

If you need assistance or have any questions about using the ReadySub system, please feel free to reach out to the District Office. Leave Requests need to be filled out and submitted within two (2) days of return.

### **Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA)**

An unpaid leave of absence (FMLA and CFRA) may be granted to employees who have worked for Junction Elementary School District for a least one (1) year and a minimum of 1250 hours in the 12 months preceding the leave, who have a bonafide need to care for a seriously ill parent, spouse or child, or for the birth or adoption of a child, or the placement of a foster child. In addition, employees may be granted an unpaid leave of absence caused by their serious medical condition which prevents them from working. FMLA leave runs concurrently with CFRA leave, except when the leave is for pregnancy or pregnancy-related disability. If FMLA or CFRA leave is taken for your own serious health condition, the FMLA and CFRA leave entitlement runs concurrently with paid sick and extended illness leave.

Verification of the medical condition from the attending physician of the family member of the employee may be required. When possible, the District Office requests sufficient notice of the need for leave in order to plan for coverage of the workload. Junction Elementary School District reserves the right to have the employee examined by a physician of its choice as allowed by law.

The District will continue to pay all applicable group insurance premiums it ordinarily pays on behalf of the employee to a maximum of 12 weeks for either a family care or personal medical leave of absence. If the employee fails to return from this leave, the District may attempt to recoup the cost of the insurance premiums paid on behalf of the employee during the leave. Employees returning from leave may be returned to their original position or to an equivalent

position with equivalent pay.

If the employee returns to work outside of the legally allotted time for such a leave, the employee will only be reinstated if there is an available open position which they are qualified to fill.

Failure to return to work from a leave of absence on the agreed upon date may be interpreted as the employee's voluntary resignation.

## **HEALTH AND WELFARE BENEFITS**

The term "health and welfare" benefits covers employee medical insurance, dental coverage, life insurance and vision care. Benefit levels and eligibility are governed by the provisions of the current bargaining unit agreements.

For information and assistance with health and welfare benefits, contact the business office at 530-722-1702.

## **OTHER BENEFITS**

### **UNEMPLOYMENT INSURANCE**

All district employees may be covered by this program. For further information, contact the Employment Development Department of the State of California.

### **WORKERS' COMPENSATION**

If an employee is injured on the job, protection is provided by Workers' Compensation Insurance. Benefits are in the form of medical care, temporary disability benefits, necessary rehabilitation services, or death benefits to dependents.

All injuries must be reported to the immediate supervisor within 24 hours or future benefits may be forfeited. A report must be submitted even if the employee chooses not to seek medical attention. Contact the District Office for further information. Filing of a claim does not automatically qualify an employee for benefits. Benefits will be determined by the district's workers' compensation administrator.

Employees may see their own personal physician in case of injury on the job if a written notice to do this is on file in the District Office prior to the injury. This notice should be filed at the time of hire, or the employee may notify the District Office to file this notice after initial employment. It is the employee's responsibility to file a new notice if the employee changes doctors. The Workers' Compensation Administrator still retains the right to have an employee see a workers' compensation doctor in addition to the selected personal physician.

A Workers' Compensation Handbook and Statement will be given to new employees when first hired with the district, and again if injured on the job. Read this booklet and become familiar

with the benefits that are available.

The District wants to ensure that employees promptly receive all of the benefits to which they are entitled to promote a speedy recovery and return to work.

The District has a return to work program for employees who are injured on the job. If an employee is released by their doctor with temporary job modifications, the district will make every attempt to make the necessary accommodations.

### **DISABILITY**

Junction Elementary School District employees do not participate in State Disability Insurance (SDI). If an employee is disabled and unable to work (verified by a doctor's note) and has exhausted all full-paid leave, the employee is eligible for differential pay. Differential Pay is the difference between your regular rate of pay and that of the substitute. Employees are entitled up to five months (100 days) of differential pay which may run concurrently with other leave(s). Refer to California Education Code Section 45196 for a description of differential pay.

## **SAFETY**

It is each employee's responsibility to report any unsafe situation to the immediate supervisor. Prompt attention to safety issues will prevent problems. No employee shall be reprimanded or discriminated against as a result of reporting any condition believed to be a violation of state or federal law or agency regulation. The district provides all safety equipment necessary to permit employees to perform assigned duties safely.

It is the employee's responsibility to use any safety equipment, clothing or procedures on the job as instructed. If injured on the job, it is important to report the injury to the supervisor immediately. The supervisor will direct the injured employee to seek appropriate assistance and submit the required accident report to the District Office for processing. The injured employee is required to receive clearance from Human Resources **prior to returning to work.**

## **PAYDAY**

### **TIMECARDS:**

Timecards, Absence Request Forms, and Substitute Assignment Forms are due to the site/department by 3:00 pm on the 15<sup>th</sup> for Regular Employees, and the 25<sup>th</sup> for Substitutes.

Please complete timecards with your name, reason for the extra duty, proper dates, total hours, employee's signature, and supervisor's signature. Without this information, your pay may be delayed.

### **PAYDAY:**

Payday is once a month, on the last working day of the month. If you do not have direct deposit, payroll warrants are available at the school office between 11:00 a.m. and 3:00 p.m. Paychecks must be signed out by the employee. Paychecks not picked up by 3:00 pm on

payday will be mailed.

## **RETIREMENT (STRS/PERS)**

In order to ensure that the retirement process is managed in a timely manner, it is recommended that planning begin well in advance. This is important because processing by the retirement system and Social Security Administration can take three to four months.

Contact the appropriate retirement system (STRS for certificated, PERS for classified) and/or the Social Security Administration for counseling about specific retirement options.

### **RETIREMENT BENEFITS**

There are different types of retirement benefits to which the district and/or the employee contribute. Employees are eligible for one or more of these depending upon hours of employment and selection of benefits.

Certificated staff who qualify, become members of the State Teachers' Retirement System (STRS). Regular classified employees may qualify for CalPERS. CalPERS membership qualifications include: Part-time/full time appointment to an average of 20 hours or more per week for more than 6 months (or 125 days/1,000 hours). CalPERS members contribute to both CalPERS and the Federal Social Security program (OASDI)

For more information about STRS, certificated employees may call (800) 228- 5453.

For more information about PERS, classified employees may call (888) 225-7377. For more information about FICA, employees may call (800) 772-1213.

Additional information regarding retirement benefits may be found in the employee master contracts.

## **PURCHASE ORDERS**

Please refer to the Purchasing Processes Packet for detailed descriptions of how to select the appropriate form for your purchase-related request. Email communication will no longer be accepted for any purchase-related requests.

### **HOW TO COMPLETE A PURCHASE ORDER REQUEST: (See separate JESD Purchasing Processes)**

Purchase Orders must be filled out completely and approved **prior** to making any purchases. Forms are available in the School and District Offices.

1. Make sure vendor's address, phone and fax numbers are correct and complete
2. Print neatly and double space items
3. If possible, include catalog and/or item number for each item and if possible, attach a completely filled out catalog order form.
4. Fill in the correct quantity, unit price and total price.
5. CA required we add **7.25 % state sales tax** no matter where purchased and add 10% for

shipping charges unless shipping costs are stated otherwise on catalog order form.

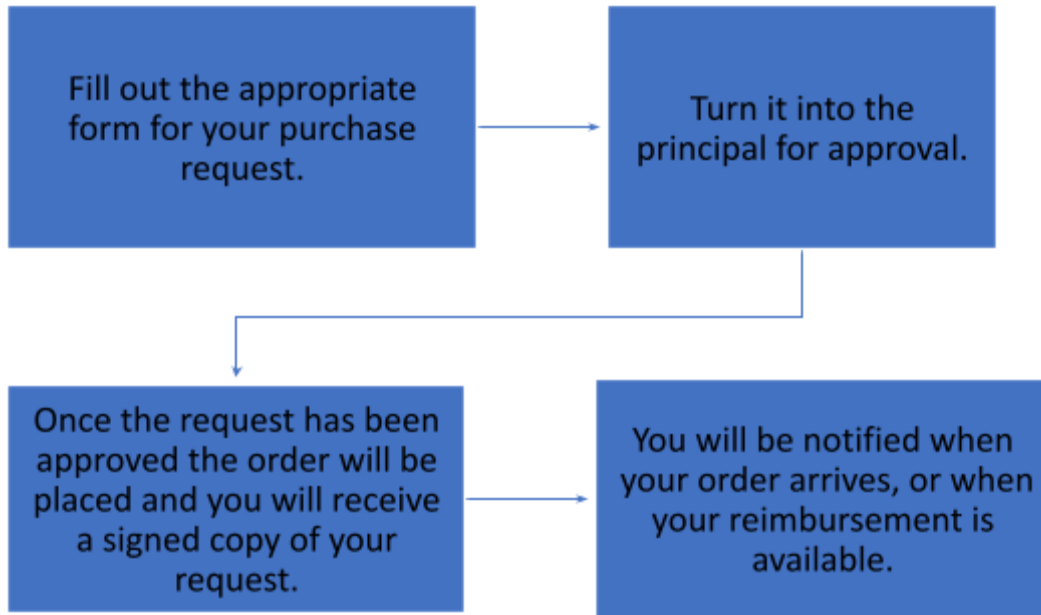
Make a copy of your order before you turn it into the office/District secretary for approval and processing.

1. When the order arrives, you must immediately check it against the packing slip and make sure it is complete. If it is not complete, contact the school/district secretary immediately. If it is complete, indicate "OK to pay" on the invoice and send it to the school/administrative secretary.
2. All purchases will be deducted from the teacher's budget, unless it is clearly marked and approved that this is a school administrator's or district's purchase' be sure to list all account numbers on Request for Purchase Order.

### **Reimbursements**

Purchases for incidentals or items found at a special price may be made by making the purchase and completing a Request for Purchase Order within 24 hours indicating "reimbursement to follow". In this case, an Expense Reimbursement Form must be filled out and turned in with the original receipt.

- Expense Reimbursement Forms are located in the School Office and the District Office.
  - A. Make sure to tape the original receipt to a separate sheet of blank paper, ensuring that the tape does not cover any written part of the receipt.
  - B. **Do not use highlighters on any receipts.**
  - C. Do not mix school purchases with personal purchases.
  - D. Receipts that include alcohol or tobacco items on them will **not** be reimbursed per Shasta County Office of Education.
    - \* This form and original receipts need to be turned in to the Principal for approval and then will be sent to the school/ administrative secretary to be processed.
    - \*Reimbursements need to be turned in immediately and should not be held onto throughout the year and turned in all at once. Reimbursements will only be made for purchases within the fiscal year.



### **PURCHASING WITH STUDENT BODY, CLASS OR CLUB FUNDS**

Teachers and clubs wishing to use club or class account funds for any purpose must make a written request indicating the amount needed, justification for the request and the required signatures. The request is to be submitted to the School/District Secretary.

### **A FINAL WORD**

This handbook is intended to provide employees with basic information rather than the “final word” about the Junction Elementary School District and their rights, benefits and obligations as an employee. The rules and policies upon which this handbook is based are subject to change as revisions in the law, Governing Board Policies and Procedures, and employee contracts occur. Employees should consult the appropriate bargaining unit contract or other documents if there are any questions about information in this handbook. You are encouraged to contact the District Office for any questions.

The Junction Elementary School District looks forward to a rich and mutually satisfying working relationship with you in our efforts to provide a quality education for every student.

## **JUNCTION ELEMENTARY SCHOOL DISTRICT Acknowledgment of Receipt of Employee Handbook**

I, \_\_\_\_\_, acknowledge that I have received and reviewed a copy of the Junction Elementary School District Employee Handbook, which outlines the policies, procedures and expectations of the District, as well as my responsibilities as an employee.

I understand:

- I am expected to know and be familiar with the contents of this handbook, including policies and procedures.
  
- If I have questions or concerns about a policy, I should and will communicate these concerns to my supervisor, or the District Office.
  
- This handbook is not intended to, nor does it establish any contract between Junction Elementary School District and its employees.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

Board Approved: 6/14/21