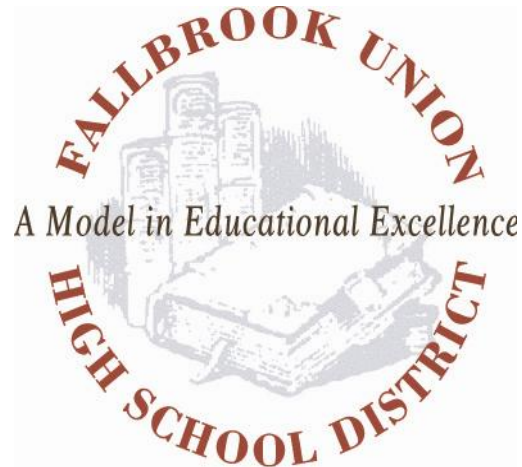


FALLBROOK UNION HIGH SCHOOL DISTRICT

EMPLOYEE HANDBOOK



This handbook is a guide to our district procedures
and does not create any contractual rights

2234 S. Stagecoach Lane
Fallbrook, CA 92028
760-723-6300
www.fuhsd.net

Please retain this handbook for the entire school year. Revisions/additions will be made available as necessary.

FORWARD/INTRODUCTION

The Board of Trustees recognizes that the success of district students and programs hinges on effective personnel. The District desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students. The district's personnel policies and related regulations are designed to ensure a supportive, positive climate, to be in conformance with state and federal laws and regulations, and to be consistent with collective bargaining agreements.

Every employee has a stake in the district's successful operation. All district employees are encouraged to express their ideas, concerns and proposals related to the improvement of working conditions and the total educational program.

This Employee Handbook is designed to assist you in your efforts to have a successful 2009-2010 school year. It includes information about numerous district procedures and operations as well as mandated notices that the district is required to provide. You are encouraged to be familiar with its contents. Questions should be directed to the supervising administrator, the responsible party as designated in this handbook, or to the superintendent.

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FALLBROOK UNION HIGH SCHOOL DISTRICT

MISSION STATEMENT

The Fallbrook Union High School District, in partnership with the community, provides an environment which offers all students a fundamentally sound education enabling them to function effectively as citizens, parents, life-long learners, consumers, and workers in a global society.

VISION STATEMENT

The Fallbrook Union High School District will create a national model of educational excellence which will be the pride of our community and will meet the needs of every student and staff member in the twenty-first century.

2009 – 2010 DISTRICT GOALS

- I. The Fallbrook Union High School District will support a rigorous academic program with an emphasis on closing the achievement gap for all students. A rigorous academic program is defined as incorporating the following:
 - Standards-aligned learning
 - Thinking skills emphasis on analysis, synthesis, and evaluation
 - Relevant 21st Century learning applications
 - High expectations for all students
- II. The Fallbrook Union High School District will develop and commence implementation of a district wide Educational Plan that results in students participating in an on-going educational program that prepares them for success in the 21st century.
- III. The Fallbrook Union High School District will utilize frequent and ongoing use of assessment data, including analysis of student work leading to data based decision making for teachers and administrators.
- IV. The Fallbrook Union High School District will facilitate training and opportunities for ongoing, job-embedded, professional development that supports effective teaching and learning for classroom teachers, paraprofessionals, and administrators.
- V. The Fallbrook Union High School District will implement technology strategies and resources and support achievement of the District's mission and goals.
- VI. The Fallbrook Union High School District facilities will provide a safe, clean, healthy, and accessible learning environment.
- VII. The Fallbrook Union High School District will continue to seek opportunities for cost savings and economic efficiencies while providing a fiscally sound budget plan that both supports the district educational mission and provides for a stable reserve balance.
- VIII. The Fallbrook Union High School District will continue the process of recruitment, selection, and hiring that provides for an effective, qualified work force that will implement and support 21st Century teaching and learning.
- IX. The Fallbrook Union High School District will cultivate and coordinate dialogue among members of the learning community for the purpose of maintaining an environment of open communication, trust, mutual respect, and integrity.

GUIDELINES AND REQUIREMENTS OF EMPLOYMENT

Equal Employment Opportunity

The Fallbrook Union High School District is committed to the full utilization of all human resources and to a policy of equal employment opportunity.

Unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex, or sexual orientation at any district site and/or activity is strictly prohibited.

Retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy is also prohibited.

You may discuss equal employment opportunity related questions with your site administrator or the Human Resources personnel.

Americans with Disability Act

The Fallbrook Union High School District is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which includes providing accommodations whenever necessary. In general, it is your responsibility to notify the Human Resources Department of the need for accommodation. Upon doing so, you may be asked for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

Before You Begin Working

Individuals appointed to the certificated and classified staff shall fulfill the following requirements prior to being placed in paid status with the District:

- A pre-employment physical examination (required for certain positions)
- A TB test proving evidence free of tuberculosis
- A review of identity and right to live/work in the United States
- Fingerprint clearance
- W-4, loyalty oath, emergency form, child abuse statement, drug-free work statement, medical benefit selection form (if applicable) and other pertinent forms
- DMV Driving Record Report (certain positions)

- Receipt of Workers' Compensation information
- Required Blood Borne Pathogen In-service
- Signature of Acceptable Use of Internet Contract
- Verification of transcripts for appropriate salary placement (Certificated)
- Valid credential(s) authorizing assignment (Certificated)
- Verification of previous employment/years of experience (certain positions)

If you have not completed this new employee "processing," you cannot begin work.

It is required for all health clerks and other selected employees to have a valid first aid and CPR certificate. It is also recommended for all other employees.

EMPLOYEE INFORMATION

Professional Standards

The Board of Trustees expects district employees to maintain the highest ethical standards, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

The District encourages employees to accept as guiding principles the professional standards and codes of ethics adopted by professional associations to which they may belong.

Your Responsibilities

Each employee has an obligation to observe and follow the Education Code and Fallbrook Union High School District's policies and regulations. They exist to provide students with a quality learning environment and to support employees with optimal conditions to fulfill their responsibilities.

Mandated Reporting Requirement

Per Penal Code definition, all district employees are mandated to report known and suspected incidents of child abuse. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect. Upon employment with the District, employees will be required to sign their understanding of their status as a mandated reporter.

Board Policy and Administrative Regulation 5141.4, Child Abuse and Reporting, describe the

reporting requirements and procedures.

Mandatory Emergency Assistance

Upon employment with the District, all employees are required to affirm their understanding of the fact that as public employees, they are disaster service workers pursuant to Government Code [3100](#) and [3102](#) and in the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, are subject to disaster services activities assigned to them by their immediate supervisors.

Attendance and Punctuality – Absence Reporting Instructions

Attendance and punctuality are important factors for success within our district. We work as a team, and this requires each person be in the right place at the right time.

If you are going to be late or absent from work, you must notify the District before the start of your workday. Absences must be reported through the Aesop attendance reporting system. Aesop offers both phone and Web services, so that you can create an absence anytime, anywhere. Online absences can be created as far as a year in advance. If needed, Aesop starts finding a qualified, available substitute to take your spot.

The procedures for both online and telephone reporting are as follows:

Create an absence on line

1. Log on to www.Aesoponline.com.
2. Enter your log-in ID and password.
3. Select the Create an Absence tab on the left.
4. Enter the start and end dates.
5. Choose the day(s) of the week.
6. Select if a substitute is required (Certificated & Custodian/Grounds Crew Only).
7. Specify the start and end times.
8. Click the **Next** button.
9. Verify all information.
10. Finalize the absence.
 - a. **SAVE** – Aesop will issue a confirmation number and find a substitute (if needed).
 - b. **SAVE & Assign** – Assign your own substitute (if available).

Create an absence by phone

1. Call Aesop at 1-800-942-3767 and log in.
2. Press 1 to create an absence.

3. Press 1 for today or select appropriate options. (Option 1 is not available when entering an absence after your school's Absence Cutoff Time.)
4. Select the absence reason.
5. Confirm the details of your absence.
6. Save your absence.

If you are absent more than three consecutive days due to illness or a medical condition, the District may require you to provide a written physician's statement upon return. If you are returning from a long-term absence, you must provide a physician's statement to the Human Resources Department before you return, so that your supervisor may become aware of and consider any limitations you may have. Sometimes, it may not be possible or safe to permit an employee with certain limitations to return to work. In other cases, more specific information from the doctor may be needed to evaluate your ability to function safely at your normal tasks. Providing information to Human Resources as soon as possible will prevent unnecessary delays in your return to work.

Professional Dress

All employees will dress in a manner acceptable by the profession they represent and appropriate to the position they hold. Dress will conform to the standards generally accepted by the community for casual business and office wear. The dress of teachers and other employees will serve as a role model and example for the students in the District.

Professional Work Environment

The appearance of our classrooms, offices, and facilities in general sends a powerful message to our students, parents, members of the community and our co-workers. That message should be one of personal and professional pride, of taking our jobs seriously, and of commitment to maintaining an environment that promotes learning and productivity. Please ensure your workplace leaves an inviting, helpful, and reassuring first impression.

Safety

Safety of the students under our supervision is of prime importance. It is your responsibility to report any unsafe situation to your administrator. Prompt attention to safety issues may prevent problems. We strive to provide a safe working environment for both students and employees. 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 your responsibility to use any safety equipment, clothing or procedures on the job as you have been instructed. Site administrators will review your site safety procedures, which will include earthquake, fire, and intruder drill routines.

Safety can only be achieved through teamwork. You must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your administrator of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your administrator immediately.
2. The use of alcoholic beverages, tobacco products, illegal drug substances or the abuse of legal prescription drugs during working hours will not be tolerated. The possession of alcoholic beverages or illegal drug substances on the District property is forbidden. (BP 4020)
3. Use, adjust, and repair machines and equipment only if you are trained and qualified.
4. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the proper safety procedure, don't guess; ask your administrator.
6. Know the locations, contents, and use of first aid and fire-fighting equipment, including AED's (automatic external defibrulators).

A violation of a safety precaution is in itself an unsafe act. It is your responsibility to become familiar with emergency procedures.

Mandatory/Recommended Employee Training

Employee training is a key component of the district's safety program and, for the most part, will be provided online through the Schools Insurance Program for Employees (SIPE). All employees will be required to complete certain training modules, and there are some positions with responsibilities that require additional modules to ensure that employees in those positions have appropriate safety training. Employees will be trained in the use of SIPE and informed of the modules that are both required and recommended in their relative positions.

All mandated trainings will occur during the employee's workday.

Emergency Notification System

In the event of an after-hours, emergency situation that necessitates notifying all district employees, the district's telephone dial-out system will provide that notification. Notification to a home phone and/or cell phone can be provided. Please make sure that the District Office has your current contact information. A Personal Information Change Form can be found on the district website and is available in the Human Resources Department.

WHAT IT MEANS TO BE AN EMPLOYEE

Employee Contracts

Certificated and Classified employees are covered by a collective bargaining agreement or "contract" between the District and their representative bargaining unit. The items covered in the contract represent a binding agreement between the parties on certain terms and conditions of employment and must be followed by employees and managers until it is replaced or revised. **You should read and become familiar with the current agreement**, as it covers many important aspects of your employment including:

- Work year and hours
- Evaluation
- Salary
- Payroll deductions
- Transfer and reassignment
- Health and welfare benefits
- Leaves of absence

Employee contracts can be found on the Fallbrook Union High School District website at www.fuhisd.net in the Online Resources section of Quick Links.

Categories of Employment

There are *three* types of employees in the district: (1) **Certificated**, teachers/counselors with teaching/service credentials; (2) **Classified**, clerical/technical, skilled workers, instructional aides, etc.; (3) **Administrators and Confidential**, either certificated or classified, depending upon the position and responsibilities.

Probationary Period - Certificated

Teachers who are hired with a probationary contract are considered probationary for a two-year period. You will acquire tenure status on the first day of the third year of your employment in the district. Teachers who are hired as a Temporary, an Intern, or as a Substitute do not earn tenure.

Probationary Period - Classified

Full-time and part-time classified employees have a probationary period of one year from the date of hire. During this time, you will receive quarterly evaluations. Permanent status is acquired at the end of one year.

Statements of Economic Interest

Certain groups of employees are required annually to file with the Fair Political Practices Commission a Statement of Economic Interests. Please consult BB 9270 for more information.

Offers of Employment

When initially employed, all employees shall receive a written statement of their employment status and salary. In the case of temporary employees, this statement shall clearly indicate the temporary nature of the employment.

Reemployment Notices – Certificated Employees Only

By May 30 of each year, the District will give, or mail by certified mail with return receipt requested, written notices to probationary and permanent certificated employees requesting that they notify the district of their intent to remain in district service for the next school year. This notice shall include a copy of Education Code 44842. If an employee, without good cause, fails to notify the district before July 1 that he/she will remain in district service, the employee may be deemed to have declined reemployment and the employee's services may be terminated on June 30 of that year.

Notices of Reasonable Assurance – Classified Employees Only

Classified employees are notified each year no later than 30 days prior to the last day of the school year that they have reasonable assurance of returning after the summer recess to a position within their classification.

Performance Reviews

Appropriate supervision and regular, comprehensive evaluations can help employees to continually improve in the performance of their responsibilities. Evaluations shall be made in accordance with procedures specified in negotiated contracts and based on job-specific standards of performance.

The Superintendent shall develop objective evaluation guidelines and standards for use in the district's evaluation system for certificated and classified administrative and supervisory personnel.

Applying for Other Positions

All vacancies are posted at the sites, the District Office, and www.EdJoin.org. Employees who meet the qualifications for a new or different position may apply by filing a letter of intent with the Human Resources Department before the closing date. It is a good idea to include a résumé so that your updated experience and qualifications can be considered.

Separation from the District

All employees who intend to separate from the District should submit a Notice of Intent to Resign/Retire Form. This form, which is available on the District website and in the Human Resources Department, will initiate the process.

At the end of your service to the District, you will be asked to complete an Employee Separation from Service form. This form will verify that you have returned all District property, such as keys, equipment, uniforms, etc. and will verify receipt of information regarding salary and benefits cessation.

Resignation – Classified

Should you decide to leave your employment with us, we ask you to provide the District notice in writing at least two weeks in advance. Your thoughtfulness will be appreciated and will be noted favorably should you ever wish to reapply for employment with the District.

Resignation – Certificated

Should you decide to leave your employment at the end of your contracted year, please submit a letter of resignation.

Certificated and classified resigning employees should notify the District of address changes during the calendar year in which termination occurs so that tax information will be sent to the proper address.

Retirement

All retirement processing takes place through STRS (certificated) or PERS (classified) as applicable. Potential retirees need to make an appointment with the appropriate agency to secure their retirement benefits. The District can assist with your application for retirement benefits, but the appropriate agency – STRS or PERS – administers all retirement benefits.

At least six months before your actual retirement date, you should contact your retirement system (STRS or PERS) to obtain all the necessary forms. This is very important since some of the forms take up to four months to process. Please contact these agencies directly. **(PERS)** Phone: (888) 225-7377, www.calpers.ca.gov; **(STRS)** Phone: (800) 228-5453, www.calstrs.com.

YOUR RIGHTS AS AN EMPLOYEE

Holidays (Classified and Administration)

As a minimum, the Fallbrook Union High School District observes federal holidays in accordance with an annual calendar. All classified employees and some administrators are eligible for paid holidays. You must be in a paid status the day before or the day after the holiday in order to be paid for the holiday. If you are absent the day before and after the holiday because of illness, a physician's statement may be required for you to receive holiday pay.

Vacation (Classified and Classified Administration)

Before completion of three years of service with the district, classified employees shall be entitled to receive one paid vacation day for each month of annual employment. Such leave shall be cumulative.

Upon completion of three years of service with the district, classified employees shall be entitled to receive one and one-quarter (1 1/4) paid vacation days for each month of annual employment. After ten (10) years of service, unit members accrue one and one half (1 1/2) days of vacation for each month worked. After twenty years of service, unit members shall accrue 1 3/4 days of paid vacation for each month worked.

Requests for Vacation and/or Leave

Requests for vacation and or leave should be submitted **electronically through the Aesop attendance reporting system** no later than two weeks in advance. When possible, vacation periods will be assigned in accordance with employee request, taking operating requirements into account.

A supervisor is not required to grant unpaid leave for absences of employee convenience. Employees who work during the student school year are expected to provide service during that time and unpaid leave or vacation is strongly discouraged. However, there are times and circumstances that may warrant occasional granting of time off during the school year. Unpaid personal leave may be granted only after all other options for paid leave have been exhausted. Except in emergencies, or if granted as a condition of employment, probationary employees may not be granted unpaid leave.

When an employee requests leave for a reason other than illness, personal necessity, or other valid reason, the employee's supervisor has the responsibility to approve or deny the leave based on the workload considerations and the instructional needs of students who may be affected by the employee's absence.

If the supervisor agrees to allow the absence, all appropriate sources of paid leave (including vacation) must be exhausted before authorizing unpaid personal leave.

The District Superintendent must approve requests for vacation or unpaid leave of greater than 10 workdays.

Leaves of Absence (including sick days)

Each of the types of leaves of absence is for a specific purpose, is governed by policy and/or contract, and is contingent upon proper request and notice. Please consult the appropriate employee contract for guidelines regarding the allocation and appropriate use of each type of leave.

It is important to remember that nearly all leave requests require advance approval from your supervisor. It is your responsibility to make sure that the appropriate request is **submitted electronically through the Aesop attendance reporting system** and to allow sufficient time so that if your leave is not approved, you may make alternate plans or submit additional information, as appropriate. Instructions in using the Aesop system are on Page 9.

Jury Duty

Employees shall be granted leave with pay to appear in court as jurors and may be granted leave to appear in court as witnesses other than litigants. (Education Code 44036, 44037) The employee shall turn over to the District any jury or witness fees received. (Education Code 44036) Notice, summons and subpoenas for court appearances must be submitted to the district office when requesting leave. When you complete jury duty, you must submit your court timesheet in order to validate your service and have your jury duty processed through our payroll system. The District continues to pay your salary for the days you serve on jury duty if it is during your work year unless you have submitted a request to reschedule your jury duty during your time off.

Postponement of Jury Duty.

As a way of encouraging continuity in the instructional program, certificated teachers who postpone jury service to the summer or vacation periods will be compensated for each day of jury service at the pay rate of daily substitutes.

Bereavement Leave

Employees are entitled to a period of leave upon the death of any member of the employee's immediate family. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (*Education Code 44985, 45194*)

At the employee's request, bereavement leave may be extended under personal necessity leave provisions. (*Education Code 44981, 45207*)

Please check your contract for specific family relationships covered under bereavement and the conditions that can determine the length of bereavement leave.

Family Care and Medical Leave (FMLA)

Under the Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with the District and have worked at least 1,250 hours in the 12-month fiscal year (July 1 to June 30) period before the date you want to begin your leave, you may have a right to an unpaid family care or medical leave (FMLA/CFRA leave) of up to 12 workweeks in a 12-month fiscal year (July 1 to June 30) period.

Unpaid leave *must* be granted for any of the following reasons:

- The birth, adoption, or foster care placement of your child;
- Your own serious health condition; or
- The serious health condition of your child, parent or spouse

At the District's or your option, certain kinds of *paid* leave may be substituted for unpaid leave.

If you should need to take a FMLA leave, please consult the Benefits department to learn more about your rights under these laws.

Your Pay

Direct Deposit Pay Stub Printing

The instructions for retrieving your pay stubs:

Please have a paystub handy because it has your employee number next to the partial social security number.

1. Go to the District web page: www.fuhsd.net

2. Click on "links" under quick links.
3. Second heading "Employee Online Paystubs": Follow that link.
4. Follow directions to sign up for login and password.
5. View past stubs, select one and print.

Timesheets

Payroll periods run from the first of the month to the last day of the month. Even in months with short cut off times, i.e., November and December, it is the last working day of the month. All time sheets are due into Payroll by the third of the next month unless the third of the month falls over a weekend, in which case the timesheets are due on the next regular working day.

Pay warrants not picked up will be sent out in the U.S. mail the next working day. If the last working day of the month falls on a Friday or a holiday weekend, the warrant will be mailed out the next regular working day.

The dates are also applicable to TSA requests, W-4, and Direct Deposit forms.

Below is a schedule of all payroll due dates.

All paperwork to Payroll by this date	Will be reflected on this paycheck
August 3, 2009	August
September 3, 2009	September
October 5, 2009	October
November 3, 2009	November
December 3, 2009	December
January 4, 2010	January
February 3, 2010	February
March 3, 2010	March
April 5, 2010	April
May 3, 2010	May
June 3, 2010	June

Benefits

Full-Time Employees are eligible for the full fringe benefits package (Health, Life, Dental and Vision).

Part-Time Classified Employees work less than "a full week's hours" and may be eligible for fringe benefits. Any classified employee working over 1,000 hours or 20 hours per week on a regular basis per year must pay into the state Public Employees Retirement System (PERS).

STRS – State Teachers Retirement System (certificated)

CalSTRS primary responsibility is to provide retirement related benefits and services to teachers in public schools and community colleges. For more information, you can go to www.calstrs.ca.gov.

PERS – Public Employee Retirement System (classified)

PERS Plan – Is a retirement plan that is determined by contributions and earnings to a savings plan, CalPERS offers a "defined benefits" plan which provides a lifetime benefit that is calculated using a "formula." For more information you can go to www.calpers.ca.gov.

3121 Plan

The district offers an alternative plan for part time, substitutes and temporary employees. The 3121 Plan is a savings program for employees who are not eligible to participate in the State Employees' Retirement System.

The Plan is a partnership between San Diego County Board of Education Fringe Benefits Consortium, Life Insurance Company of the Southwest, and National Benefit Services, LLC.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your administrator. We ask for your assistance in alerting management to any condition which could lead or contribute to an employee accident. Should you desire to be treated by your personal physician, you must complete a "Choice of Personal Physician" form from Human Resources prior to sustaining an injury.

Health and Welfare-Medical Benefits

The term "health and welfare benefits" covers such items as employee medical insurance, dental coverage, life insurance and vision care. Other options, such as extended care, legal services, and disability plans may be purchased by employees as well. Most plans are available at initial employment in the District or during Open Enrollment, usually held each fall.

With the exception of the following conditions listed below, changes to health plans may be made only during open enrollment:

- Marriage or remarriage
- Divorce
- Birth of an eligible dependent
- Ineligibility of a current dependent due to age, marriage, or school status

For more information, contact payroll and benefits at extension 6194.

COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985)

COBRA governs insurance coverage for those who would otherwise become ineligible. This includes those who have experienced such "qualifying events" as:

- a) an employee who loses coverage because of a reduction in hours or termination of employment for other than gross misconduct;
- b) the spouse of an employee who loses coverage because of the above; or because of death, divorce or legal separation from the employee, or of the employee's eligibility for Medicare;
- c) the dependent child of an employee who would lose coverage because of a) or b) or because s/he has ceased to be a "dependent child" under the plan.

Since COBRA eligibility by law involves very strict application and notification requirements, you should contact the Human Resources office as soon as you think a "qualifying event" may occur. If your employment with the District ends, you will be notified automatically of your COBRA rights.

Employee Assistance Service for Education Program (EASE)

Through the umbrella of San Diego County School Districts' joint consortium or "JPA", employees are eligible to contact the professional staff of the Employment Assistance for Education Program, or EASE, for help with personal or family problems. These counselors help assess the problems and, if necessary, refer the employee to appropriate community resources or programs. All information shared is confidential and no report is made to the District as to contents or possible referrals. Call 1-800-722-EASE for confidential assistance.

OTHER THINGS YOU NEED TO KNOW

Changes in Personal Data

We need to maintain up-to-date information about you to ensure our ability to aid you and/or your family in matters of personal emergency. It will also help prevent any delays in processing the necessary paperwork that may affect your payroll activity. Changes must be submitted on a **Personal Information Change Form**, available at your school, the District Office, and the District website. Some common changes are:

1. Name change (submit new social security card)
2. Change of Address/Phone
3. Emergency Notification
4. Marital Status

Please notify the Human Resources Office as soon as possible regarding any changes to your personal information on record.

Mileage

Some positions in the District require an employee to travel to different job sites, or to travel outside the District in the regular course of his/her job. In some cases, the employee is provided with a District-owned and maintained vehicle; however, there may be times when an employee must use his/her vehicle. For such authorized travel, the employee is reimbursed within the IRS guidelines.

To claim mileage you must:

1. be traveling for approved purposes *and*
2. complete the appropriate employee mileage reimbursement form, *and*
3. submit the form to your administrator for approval.

Personal Telephone Calls

School and District Office telephones are maintained for the primary purpose of conducting school business. Occasionally, it may be necessary for you to make a personal call. Personal, long distance phone calls are to be paid for by employees by using their personal calling card. Cell phone use should be only during break time.

District Web Sites

District departments and school sites maintain web pages with up-to-date information and news. Many times questions about a process or procedure can be answered by accessing these sites. The District web page is located at www.fuhsd.net.

Bulletin Board

The FUHSTA and SEIU maintain bulletin boards at school sites. Information of interest and importance to employees is regularly posted by these employee associations.

Mail Boxes

Please check your personal mailbox on a regular basis. Clean it out periodically, or when necessary, in order to keep only up-to-date information in the box at all times.

E-mail

Make sure to check your e-mail at least once per day. Important messages need to be responded to in a timely manner. Be aware that computer files and communications over the district's electronic networks, including e-mail and voice mail, are not private and employees do not have a right of privacy in such information.

Voice Mail

If you have a phone number listed to you, you will have voice mail capabilities. Make sure to check your voice mail at least once per day for messages from staff and/or parents and respond to messages in a timely manner.

Personal Property

The District carries an insurance policy covering property owned by the District. If an item of personal property is damaged, stolen or destroyed in the course of performing your duties, claims are normally made against your homeowner's policy to cover these items.

DISTRICT POLICIES

This section of the Employee Handbook is designed to inform and/or remind you of Education Code and District Policies/Administrative Procedures that are to be implemented in order to provide students with a quality learning environment and to support employees with optimal conditions to fulfill their responsibilities. You are encouraged to familiarize yourself with its contents and to ensure that the laws/policies/procedures are being followed. Questions should be directed to the supervising administrator, the responsible party as designated in this handbook, or to the Superintendent.

The policies and regulations referenced in this section as well as all Board Policies, Administrative Regulations, and Bylaws may be accessed through the “Quick Links” section on the homepage of the district website, www.fuhsd.net.

Policy on Drug-Free Workplace

The Board of Trustees believes that the maintenance of drug- and alcohol-free workplaces is essential to school and district operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school district workplace. These prohibitions apply before, during and after school hours. A school district workplace is any place where school district work is performed, any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

The Superintendent or designee shall notify employees of these prohibitions. (Government Code [8355](#); 41 USC 702)

Drug and alcohol counseling, rehabilitation, and/or employee assistance programs are available through the San Diego County Office of Education EASE Program and other local agencies that are listed in the FUHSD Resource Directory available in the Student Services Office.

Refer to Board Policy 4020, Drug and Alcohol Free Workplace, for more detail.

Policy on Tobacco-Free Schools

The Board of Trustees recognizes the health hazards associated with tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students

and staff. Employees are encouraged to serve as models for good health practices that are consistent with the district's instructional programs.

In accordance with state and federal law, smoking is prohibited in all district facilities and vehicles. (20 USC 6083; Labor Code 6404.5)

The Board further prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students and visitors at any activity or athletic event on property owned, leased or rented by or from the district.

Refer to Board Policy and Administrative Regulation 3513.3, Tobacco-Free Schools, for more detail.

Policy on Harassment/Discrimination

The Fallbrook Union High School District is committed to offering employment opportunities based on ability and performance in a productive climate free of discrimination. Accordingly, unlawful harassment or discrimination by employees will not be tolerated. In addition, the District will endeavor to protect employees, to the extent possible, from reported unlawful harassment by non-employees in the workplace.

The District shall not unlawfully discriminate against employees or job applicants on the basis of race, color, ancestry, religious creed, national origin, physical handicap (including HIV and AIDS), mental disability, medical condition (cancer), sex, age or marital status.

Ethnic or racial slurs and other verbal or physical conduct relating to a person's race, color, ancestry, religious creed, national origin, physical handicap (including HIV and AIDS), mental disability, medical condition (cancer), sex, age or marital status, constitute harassment when they interfere with the person's work performance or create an intimidating work environment.

Sexual harassment has been defined by Federal and State regulations as a form of sex discrimination. It can consist of unwelcomed sexual advances, request for sexual favors, either (*written*) suggestive or obscene letters, notes and invitations or (*visual*) leering, gestures, displays of derogatory posters, cartoons, calendars or drawings, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is either explicitly or implicitly made a term or condition of employment
- B. Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting the person; or,
- C. Such conduct has the purpose or effect of interfering with a person's work performance or creating an intimidating, hostile or offensive working environment.

Employees who have knowledge of conduct by another employee, volunteer, or individual in the school community which may constitute sexual harassment of students are required to immediately report such conduct to any of the individuals specified in this policy. In addition, any manager or supervisor who is aware of conduct in violation of this policy shall immediately report such conduct to a designated administrator.

Refer to Board Policy/Administrative Regulation 4030, Non Discrimination in Employment, and Board Policy/Administrative Regulation 4119.11/4219/11/4319.11, Sexual Harassment, for more detail.

Notice of Nondiscrimination

The District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities. District programs and facilities, viewed in their entirety, shall be in compliance with the American Disabilities Act.

Refer to Board Policy 0410, Nondiscrimination in District Programs and Activities, and Administrative Regulation 4032, Reasonable Accommodation, for more detail.

Confidentiality of Student Information

State law and District policy require that all information about students is handled in a confidential manner. Your assistance is needed to implement the guidelines identified below:

1. If you are a teacher, discuss information about your students only with the student's parent, the principal, or other staff who may be immediately involved with the student such as the school counselor, psychologist or nurse.
2. If you are not a teacher, discuss information about a student only with the student's teacher, the principal, or other staff who may be immediately involved with the student such as the school counselor, psychologist or nurse.
3. Do not discuss any information about a student with anyone other than those individuals identified above. This includes other school staff.
4. Unless you are the student's teacher, do not discuss any student with any person outside of the school including the student's parents.
5. If a parent asks you about his/her child's program, refer the parent to the child's teacher.
6. If you have concerns regarding a student with whom you are working, talk with the student's teacher.
7. Please understand that a violation of confidentiality can put both the District and you at risk of litigation. It is also cause for the District to not utilize your services.

Child Abuse Reporting Procedures

By Penal Code definition, all District employees are *Mandated Reporters*: Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers; campus supervisors; and administrators, presenters or counselors of a child abuse prevention program. (Penal Code 11165.7)

Reportable Offenses

A mandated reporter shall make a report using district procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department. (Penal Code 11166)

Child Abuse Children's Service Bureau

Voice Numbers: (858) 560-2191 or (800) 344-6000

Fax Numbers: (858) 694-5725, (858) 694-5240, (858) 694-5241, or (858) 694-5469

The mandated reporter shall make this report by filing the "Suspected Child Abuse Report," Form SS8572 by FAX immediately or as soon as practicably possible. (Penal Code 11166) Reports filed on the weekends should be telephoned and followed by a FAXed report on the subsequent Monday.

When the telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall prepare and send to the appropriate agency a written report which includes a completed Department of Justice form. (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the above form from either the district or the appropriate agency.

Refer to Board Policy/Administrative Regulation 5141.4, Child Abuse Reporting Procedures, for more detail.

Policy on Uniform Complaint Procedure

The Board of Trustees recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

Compliance Officer

The Board of Trustees designates the following compliance officer to receive and investigate complaints and to ensure district compliance with law:

Shawn Wirth, Ed.D.
2234 South Stage Coach Lane
Fallbrook, CA 92028
(760) 723-6332, ext. 6299

Refer to Board Policy/Administrative Regulation 1312.3, Uniform Complaint Procedures, for more detail.

Complaints other Than Uniform Complaint Procedure Matters

The Board of Trustees believes that the quality of the educational program can improve when the district listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process.

The Board encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate district procedures. District procedures shall be readily accessible to the public.

Refer to Board Policy and Administrative Regulation 4144, Complaints, and Board Policy and Administrative Regulation 1312.1, Complaints Concerning District Employees, for more detail.

Complaints Concerning Instructional Materials

Complaints concerning instructional materials will be accepted only from staff, district residents, or the parents/guardians of children enrolled in a district school.

Refer to Board Policy/Administrative Regulation 1312.2, Complaints Concerning Instructional Materials, for more detail.

Williams Uniform Complaint Procedures

Education Code 35186 requires that the following notice be posted in each classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.
4. Pupils, including English learners, who have not passed one or both parts of the exit examination by the end of grade 12 are to be provided the opportunity to receive intensive

instruction and services for up to two consecutive academic years after the completion of grade 12.

5. A complaint form can be obtained at the school principal's office or the District Office, or District website. You may also download a copy of the California Department of Education complaint form from the following website: <http://www.cde.ca.gov/re/cp/us>.

Refer to Administrative Regulation 1312.4, Williams Uniform Complaint Procedures.

HIV/AIDS Education, Sex Education, and Notice To Parents

The Legislature has increased our responsibilities as educators to provide factual, explicit information to students concerning sex education, sexually transmitted disease, and related issues. This is a sensitive area. Depending upon the beliefs of a particular family, a parent may object to his or her student receiving certain types of instruction.

Education Code Section 51550 requires that each parent or guardian receive written notification that his or her student will be enrolled in a class in which human reproductive organs and their functions and processes are described, illustrated, or discussed. The parent must have the opportunity to request in writing, in advance, that his or her child not attend the class. The written notification must advise the parent of the opportunity to inspect and review written or audiovisual materials to be used in the class prior to conducting the class.

Education Code Section 51820 requires that the parent or guardian receive advanced written notification at least 15 days prior to the beginning of any unit of instruction on venereal disease.

Any written request from the parent that the student not attend a class of this nature must be honored. In addition, Education Code 51240 provides that any parent may request in writing that his or her pupil be excused from any instruction on health, family life, or sex education where it conflicts with the religious beliefs of the parent or guardian.

PRINCIPALS, AS WELL AS TEACHERS, HAVE A STATUTORY RESPONSIBILITY TO ASSURE THAT PARENTS RECEIVE THIS ADVANCE NOTIFICATION, AND FAILURE TO DO SO COULD RESULT IN REVOCATION OF THE CREDENTIAL OF THE TEACHER, THE PRINCIPAL, OR BOTH.

Universal Precautions

In order to protect employees from contact with potentially infectious blood or other body fluids, the Board of Trustees requires that universal precautions be observed throughout the district.

Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether blood borne pathogens are known to be present.

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan or other safety procedures.

Definitions

Universal precautions are an approach to infection control. All human blood and certain human body fluids, including but not limited to semen, vaginal secretions and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV) and other blood borne pathogens. (8 CCR 5193(b))

Refer to Board Policy/Administrative Regulation 4119.43, Universal Precautions, for more detail.

Employee Use of Technology

District computers, networks, communication systems, and Internet connection shall only be used for employment-related purposes. This technology may not be used to conduct unauthorized personal business or transmit confidential or identifying information about students, employees or district affairs. For purposes of this provision, confidential information includes, but is not limited to, the addresses, telephone numbers, last names, and personal or private facts of students or employees. E-mails should not be transmitted to students and/or parents of students on matters unrelated to the student's education.

The employee whose name is listed on the electronic services account is responsible for its proper use at all time. Users shall keep their assigned or unassigned personal account numbers private, and shall use the system only under their own account number.

Use of the district's electronic system to promote political, unethical, or illegal practices is strictly prohibited.

Whenever using district e-mail that includes a return address identifying the Fallbrook Union High School District, or school within the district, users should ensure that their personal statements are not attributed to the district.

Privacy

Employees should be aware that computer files and communications over the district's electronic networks, including e-mail and voice mail, are not private and employees do not have a right of privacy in such information.

To ensure proper use of district technology, the superintendent or designee may monitor or audit the district's technological resources, including but not limited to, network transmissions, system files, e-mail, and voice mail systems, at any time for any reason without advance notice or consent.

Employee Use of Facilities

Employees desiring to use district facilities outside of the regular workday are required to have prior approval. District facility use forms shall be completed and approved.

Special Education Referrals

Pursuant to Education Code section 56321, whenever an assessment for the development or revision of an individualized education program is to be conducted, the parent of the pupil must be given, in writing, a proposed assessment plan within fifteen (15) days of the referral for assessment. Teachers are required to immediately refer any and all parent requests and referrals for special education assessment to the school site principal.

Reasonable Accommodation

The District is committed to provide equal employment and educational opportunities for individuals with disabilities and does not discriminate on the basis of a disability in the admission, access, treatment, or employment in its programs or activities.

Requests for Reasonable Accommodation

The district designates the position of District Compliance Officer as specified in BP 4030 - Nondiscrimination in Employment to coordinate its efforts to comply with the Americans with Disabilities Act (ADA) and to investigate complaints.

Refer to Administrative Regulation 4032, Reasonable Accommodation, for more detail.

Criminal Offender Record Information

The Superintendent or designee shall ensure that no person who has been convicted of a violent or serious felony is hired in a position requiring certification qualifications or supervising positions requiring certification qualifications, unless that person has obtained a certificate of rehabilitation and a pardon.

No Child Left Behind (NCLB) Requirements

NCLB requires that by the end of the 2005-2006 school year, all teachers who teach the following subjects meet NCLB compliance requirements: English, Reading/Language Arts, Mathematics, Science, Arts, Civics & Government, Economics, Foreign Language, History and Geography.

NCLB requires that all instructional Aides (Paraprofessionals) who are funded by Title I be NCLB compliant.

Employees needing more information about their NCLB status should contact the Human Resources office.

Employee Security

The Board of Trustees desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

The Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

When violence is directed against an employee by any individual and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

Reporting of Injurious Objects

The Board requires school employees to take immediate action upon being made aware that any person is in possession of an injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

An employee may use reasonable and necessary force when necessary for self-defense, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49001)

Employees shall promptly report to their principal or other immediate supervisor any attack, assault or physical threat made against them by a student.

Notice Regarding Student Offenses Committed While Under School Jurisdiction

The Superintendent or designee shall inform the teacher of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform any of the student's teacher(s) that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

Employee Conflict Of Interest

State law and Board Bylaw 9270 prohibit District employees from engaging in any of the following activities:

- 1) Participating in making a decision of the District which the employee has reason to know will have a foreseeable material, financial effect on his/her business interests or income;
- 2) Making such a decision;
- 3) In any way attempting to use their official position to influence such a decision;
- 4) Having a business relationship with a current district vendor;
- 5) Accepting compensation from any vendor who has done business with the District in the last two years.

Certificated employees who make or influence district purchasing decisions are encouraged to review and familiarize themselves with Board Bylaw 9270 and to direct any questions they may have concerning application of the policy to the Superintendent of the Fallbrook Union High School District.