

The Human ReSOURCE

03/26/21

Volume 1

Welcome to Human Resources

The Human Resources department at the Reef-Sunset Unified School District believes that its employees are the heart of the important work we do each and every day to educate our students. We are committed to recruiting, hiring and retaining outstanding certificated, classified and leadership candidates to provide a quality educational program and services for our students. A top priority of the human resources department is to maintain and promote efficient, consistent, and supportive employee/employer relations and services. Please contact us if you have any questions.

Human Resources Staff

Title	Name	Phone	Email
Executive Director	Regina Green	386-9083 ext. 1035	rgreen@rsusd.org
Executive Assistant	Melanie Ruano	386-9083 ext. 1003	mruano@rsusd.org
Human Resource Analyst	Elena Moreno	386-9083 ext. 1011	emoreno@rsusd.org

Workers Compensation

If an employee suffers a work-related injury, the employee needs to immediately report the injury to their supervisor or the Human Resources at Reef-Sunset Unified School District. In a life-threatening emergency, the injured employee may call 911 or go immediately to the closest hospital. Please remember to report the injury within 8 hours by calling or texting (559) 383- 4098.



Employee Assistance Program (EAP)

The Reef-Sunset Unified District has an Employee Assistance Program (EAP) through CVT. This EAP is available for all employees. An EAP is confidential and provides support, resources and information to you at no charge.

[Please click here for more information.](#)

Excellence in Education

The Human Resources Department is pleased to be facilitating the RSUSD participation in the Kings County Excellence in Education. As we all know, educators work diligently every day and it is important for us all to highlight our accomplishments and celebrate them. Kings County Office of Education's Excellence in Education Awards have been a longstanding tradition, where employees are recognized for the contributions they make on a daily basis and will be formally recognized at the May Board Meeting of Trustees. Claudia Trevino will represent RSUSD as Classified Employee of the Year. Mayra Paredes will represent RSUSD as Certificated Employee of the Year.



MAYRA PAREDES

Subject(s):4th Grade

**Kettleman City Elementary
School**

**RSUSD Certificated Employee of
the Year**



CLAUDIA TREVINO

Student Information System Technician
Technology

Reef-Sunset Unified District Office
**RSUSD Classified Employee of
the Year**


Supplemental Early Retirement Plan

Requirements:

- ☐ Employee must be an Administrative, Certificated Non-Management or Classified Non-Management employee of the Reef-Sunset Unified School District, and
- ☐ Employee must be at least **55 years of age** with **five (5) years of continuous service** with the District by **June 30, 2021**, and
- ☐ Employee must retire from the District on or before June 30, 2021, and
- ☐ Employee must submit the SERP Enrollment Package and Irrevocable Letter of Resignation to the District Office no later than **May 4, 2021**.

Employee Resources

[Click Here](#)



RSUSD
Dedicated to Excellence in Education

**District Reopening
March 2021**

Frequently asked questions in English

CALIFORNIA ALL **COVID19.CA.GOV**
Your Actions Save Lives

SEARCH Search this site

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Your actions save lives

**Wear a mask, wash your hands,
and keep your distance**

SEE WHAT'S OPEN IN YOUR COUNTY →

Tracking COVID-19 in CA
Updated March 22, 2021 at 10:00 AM with data from March 21, 2021

CASES 3,547,278 total 2,000 today 5.3 new cases per 100K	DEATHS 56,545 total 427 today 0 new deaths per 100K
TESTS 52,408,982 total 212,625 today 1.7% test positivity	VACCINES ADMINISTERED 14,819,755 total

Details about this data are available in the [state dashboard](#).

[State dashboard](#) [County map](#)

**March 29 – April 5-2021- Spring Break No Instruction
(April 2, 2021 Holiday for Classified/Classified Management)**

EMPLOYEE COVID TESTING

MANDATORY FOR EMPLOYEES WHO WORK ON-SITE!

EVERY TUESDAY:

Avenal High School Parking Lot from 9:00 am- 4:30 pm

To pre-register, click the link below and complete the questionnaire:

<https://home.color.com/covid/sign-up/start?partner=cdph017>

Please use the link above if you are pre-registering to test at the AHS Parking Lot.

EVERY WEDNESDAY:

Kettleman City Elementary School, Room 4 from 9:00 am- 1:30 pm

District Board Room from 9:00 am- 1:30 pm

To pre-register, scan the QR code or click the link below and complete the questionnaire:

<https://home.color.com/covid/sign-up/start?partner=1673932staff>

SCAN to register in
advance:



Please use the link or QR Code to pre-registering for test in the Board Room or KCES.

Employees who tested positive in the last 3 months must provide documentation to HR. Employees will not be required to test for 3 months from date of positive test.

Please remember to email HR to confirm you have been tested for the week (mruano@rsusd.org or emoreno@rsusd.org)

This testing opportunity is made possible in partnership with United States Health and Human Services and Kings County Department of Public Health.