

WEAVER UNION SCHOOL DISTRICT



Classified

New Employee Handbook

Congratulations on your new position with the Weaver Union School District!

We want to welcome you to the Weaver Union School District, and hope you will enjoy working with the students and staff at Weaver Union School District.

This employee handbook will provide you with some very important and helpful information. Each section gives an outline of information, as well as necessary forms and Standard Operating Procedures.

As a new classified employee to the District, we would like to inform you that classified employees are represented by the local union, Weaver Federation of Educational Employees, AFT, AFL-CIO.

Within one month of employment, the District will provide the union of any new employees, including name, address and phone number. The union should notify new employees of the ability to join. If you do not receive a membership packet to join, please contact the current Union Representative. Union dues will be deducted ten (10) months per year, beginning with the employee's first paycheck.

The WFEE Collective Bargaining Agreement may be accessed on the Weaver USD website. You may also contact your Union representative for a copy of the Collective Bargaining Agreement.

Current Union President:

Chris Easley, Weaver Middle School

ceasley@weaverusd.org

Current Union Representative:

Shannon Wilson

Phone Number: (559) 801-2356

Email: swilson@cft.org

If at any time you have any questions, please feel free to contact me.

Sincerely,

Michelle Joyner

Human Resources



Pay

Upon hiring employees will receive an “Offer of Employment” including, but not limited to, the following information:

- ❖ Hire date
- ❖ Position
- ❖ Hourly Rate of pay
- ❖ Annual Days of Employment
- ❖ Paid Holidays
- ❖ Annual Salary
- ❖ Monthly Salary
- ❖ Probationary End Date

Employees will receive twelve (12) monthly paychecks. The employee’s pay is calculated out for the year and the employee will receive a paycheck with the same amount each month.

If an employee resigns or is terminated from their position, the employee’s pay will be adjusted to reflect only the days the employee would have worked up to the date of resignation/termination. The employee will be paid out for any days worked, as well as any vacation the employee would have earned through the last day of employment. The employee will receive their last paycheck on the next scheduled payday. **The employee will not receive their final paycheck on the last day of employment.**

Employees are paid the last business day of the month. If the last business day of the month is on a weekend, then employees are paid the Friday before. Direct deposit is available for all employees. If an employee is interested in having pay directly deposited, they will need to complete and submit the form. Direct deposit may take up to two (2) months to take effect. Employees not signed up for direct deposit will have their paychecks mailed to their address on file.

Effective July 1st each year, employees will receive a “Step Raise”, depending on which step they are hired on. Employees will receive a salary scale showing the different steps, with your “Offer of Employment”.

Employees hired prior to December 5th, will receive a step raise with their “Offer of Employment” in July of the next school year. Employees hired after December 5th, will not get a step raise until July of their second full school year (Example: Employee hired Dec. 18, 2020 will not receive a step raise until July 2022).



Schedule / Hours

The employee's "Offer of Employment" will state how many days per year the employee is going to work. The scheduling of start time, end time, and breaks/lunch will be assigned by the employee's immediate supervisor.

Employees assigned to a workday of five (5) hours or more shall be entitled to a non-paid, duty-free lunch period of at least thirty (30) minutes per day; to be scheduled by the employee's immediate supervisor.

Employees assigned to a workday of three and a half (3.5) hours or more shall be entitled to a fifteen (15) minute rest period within each (3.5) hour period; to be scheduled by the employee's immediate supervisor.

The District may reduce part-time employees' assigned hours due to lack of funds or lack of work. If such an instance were to occur, the District shall give 45 calendar days' notice and base reduction(s) on seniority within the job classification where the reduction is to occur.

Employees are required to clock in and out at the start and end of each day. Employees who work more than five (5) hours per day are also required to clock in and out for lunch. Employees should not clock in/out for their paid 15 minute break(s).

If an employee forgets to clock in or out, the employee will need to contact the appropriate department supervisor immediately:

WEAVER: Principal / Vice Principal
PIONEER: Principal / Vice Principal
FARMDALE: Principal / Vice Principal
TRANSPORTATION: Director of Transportation
PRESCHOOL: Assistant Superintendent / Secretary
M&O DEPT: Director of M&O / Secretary
HEALTH OFFICE: District Nurse
SPECIAL ED OFFICE: Director of Special Ed
RECEPTION: Chief Business Officer
BUSINESS OFFICE: Chief Business Officer
IT DEPT: Network Technology Administrator
FOOD SERVICE: Director of Food Service
YARD DUTY: Principal / Vice Principal

Standard Operating Procedure (SOP) Time Clock

If an employee is unable to clock in when reporting to work, the employee will call your school site secretary and/or your immediate supervisor within 10 minutes of the time they are to clock in. Employees should not contact the Business Office or Human Resources Office.

To avoid being docked employees must do the following:

1. If an employee is absent, the employee must, upon return to work, immediately complete an absence form and turn it into their immediate supervisor for signature.
2. Employees should consult with their immediate supervisor at the end of each month to review timesheets for any missing absence forms or time clock issues.
3. If employees have any missing absence forms, they are required to submit missing absence form(s) to their immediate supervisor by the 1st working day of each month. Supervisors will attach the missing absence forms to the employee's timesheet, sign time sheets and submit to the H.R. Department by the 5th working day of the month. Employees should not come submit missing absence sheets to the Business Office or H.R. Department.

Employees are required to clock in and out at scheduled times, including lunch times, as assigned. Employees are not to deviate from your assigned hours/times without prior approval from their immediate supervisor.

Immediate supervisors include:

WEAVER: Principal / Vice Principal
PIONEER: Principal / Vice Principal
FARMDALE: Principal / Vice Principal
TRANSPORTATION: Director of Transportation
PRESCHOOL: Assistant Superintendent / Secretary
M&O DEPT: Director of M&O / Secretary
HEALTH OFFICE: District Nurse
SPECIAL ED OFFICE: Director of Special Ed
RECEPTION: Chief Business Officer
BUSINESS OFFICE: Chief Business Officer
IT DEPT: Network Technology Administrator
FOOD SERVICE: Director of Food Service
YARD DUTY: Principal / Vice Principal

The time clock is used to monitor employees' time to ensure that they are fulfilling contractual obligations to the District. Employees are required to clock in & out for any contracted days worked. The time clock is not to be used for extra duty or over-time.

Over-time and extra duty **must be pre-approved** by the employee's immediate supervisor and an Extra Duty or Over-Time time sheet filled out. All yard duty employees are also required to submit their time on a blue yard duty time sheet.



Vacation

Employees who work a schedule of less than twelve (12) months per year will have their vacation entitlement built into and paid by way of their annual salary.

Employees who work a schedule of twelve (12) months per year will accrue vacation monthly.

Annual vacation accrual amounts for employees are based on time the employee has been employed with the District. The accrual schedule can be found in Article XI, Section J of the Collective Bargaining Agreement.

Twelve (12) month employees are required to submit vacation requests to their immediate supervisor prior to September 1st. If requests are not received by September 1st, the immediate supervisor may schedule vacation days for the employee.

Employees may carry over no more than 50% of accrued vacation to the following school year.

Paid Holidays which fall within a scheduled vacation period shall not count toward the employee's vacation leave.

Earned vacation does not become a vested right until completion of the initial six (6) months of employment.

When employment is terminated, an employee will be entitled to all vacation pay earned and accumulated, up to and including the effective date of termination.

Twelve (12) month employees terminating services during the year shall be expected to use earned vacation, in lieu of reimbursement for such days.

Standard Operating Procedures (SOP) Vacation Request Procedure

“Clear, well-communicated vacation scheduling guidelines, including a consistent annual leave request process, will keep your staff happier and your business running more smoothly year-round.”

Article XI of the Classified Contract addresses vacation. The specific language states, “Vacations are ideally to be scheduled by the last day of August. Should the employee not submit a vacation schedule by the end of August, the immediate supervisor shall schedule vacation days, based on the days remaining.”

The following procedure will be utilized by the District to determine vacation schedules.

1. **Before September 1st** of the school year, employees will submit vacation requests to their immediate supervisor.
2. Requests shall be submitted on District absence forms. (WUSD Absence Report)
3. It is the responsibility of the employee to know the amount of vacation days available.
4. Employees are encouraged to request vacations in five (5) day increments, but requests for more than one (1) week may be taken. Full day vacations are encouraged over half day requests. A vacation should be a “day away from work”.
5. The immediate supervisor will review all requests within the department and develop a schedule within ten (10) work days upon receiving the requests. Employees will be notified by their immediate supervisor regarding approval or denial of requested vacation at this time.
6. If an employee’s request is denied, a request for alternative date(s) shall be submitted within five (5) working days of notification.
7. In the absence of a vacation request the immediate supervisor shall arrange vacations for employees and inform them within the same timeline.
8. Employees may carry over no more than 50% of annual vacation accrual for one year.
9. All provisions of Article XI of the Collective Bargaining Agreement shall be in effect with consideration of employees’ vacation approvals.
10. Vacation dates are subject to change.

***Employees should make sure to get vacation requests in before September 1st.**



Absences / Leaves / Extended Illness

Full-time employees who work five (5) days per week, and are scheduled twelve (12) months per year, shall be entitled to twelve (12) days of paid leave per year of service for purposes of personal illness or injury. Part-time employees, who work less than twelve (12) months per year, shall be entitled to at least nine (9) days of paid leave per year of service, for purposes of personal illness or injury. Pay for any day of personal illness or injury will be the same as the pay which would have been received had the employee worked during the day.

Employees new to the district will not be eligible to take more than six (6) days, or the proportionate amount to which they will be entitled, until the first day of the calendar month after completion of six (6) months of active service with the District. If an employee does not use the full amount of leave allowed in one year for personal illness or injury, the amount not taken will be accumulated from year to year.

Employees may use up to seven (7) days of personal illness or injury leave per year for personal necessity purposes. Employees are required to secure prior approval from the Superintendent for absences used for personal necessity purposes.

Employees who are absent from duty for less than a full scheduled work day will have personal illness or injury leave deducted in increments of one (1) hour. Employees will need to fill out an absence form for any days absent. The District may require verification of absence including, but not limited to certification by a licensed physician.

A Unit member absent from his/her duties due to a single long-term or extended illness or injury (in excess of ten (10) days) may, upon the verification of a physician, be entitled to an extended illness leave. In no case should this leave be construed to include day-to-day or occasional absences for illness or injury.

Such leave shall commence on the first day following the use of all illness or injury leave allowed in any one (1) fiscal year provided a physician's verification of the nature and duration of the illness or injury has been filed with the District. In the absence of such verification, this extended leave will not be available until such verification has been received.

Unit members who qualify for this leave and have accumulated illness or injury leave, vacation, or other paid leave to which he/she is entitled without loss of salary available may elect to use such leave and receive his/her regular salary during this five (5) month period for as long as such other paid leave is available. Upon the use of all other paid leave, provided that the five (5) months leave has not expired, the Unit member shall receive his/her regular salary, less the wage paid the substitute. In no case shall the amount paid the Unit member be less than twenty percent (20%) of his/her regular salary. The District may pay the District portion of Unit member fringe benefits during this five (5) month extended period of illness or injury leave.

A Unit member upon ability to fully resume the duties to which he/she was assigned, may do so at any time during the leaves granted under this section and time lost shall not be considered a break in service. If at the conclusion of all leaves of absence the Unit member is still unable to fully assume the duties of his/her position, he/she may be placed on a reemployment list for a period of thirty-nine (39) months. At any time, during the prescribed thirty-nine (39) months, the Unit member is able to fully assume the duties of his/her position, he/she shall be reemployed in the first vacancy in the classification of his/her previous assignment. His/her reemployment will take preference over all other applicants except those laid off, in which case he/she shall be ranked according to his/her proper seniority. Upon resumption of duties, the break in service shall be disregarded and the Unit member shall be fully restored to his/her status prior to the leave for illness or injury.

The District may require a physical examination to determine the fitness of a Unit member to work, provided the District pays the cost of such an examination.

Standard Operating Procedures (SOP) Classified Absence Accounting

1. All classified employees must fill out an **"Absence Report"** when they are absent from work.
2. If an absence is anticipated, the "Absence Report" must be filled out ***before*** leave starts. If absence is unanticipated (i.e. illness) "Absence Report" must be filled out within 24 hours of the employee's return to work.
3. If the employee's immediate supervisor approves the requested leave, the immediate supervisor will sign the bottom of the form, and submit it to Human Resources.
4. A classified employee must fill out the form completely and indicate what type of leave they are taking.
 - ❖ There are various contract rules regarding the different types of leaves for classified employees. Employees should refer to the Collective Bargaining Agreement for clarification.
5. **The employee must submit this paperwork to their immediate supervisor, not Human Resources.**
6. Around the beginning of each month, each department supervisor will review time accounting sheets (time clock sheets, or handwritten timesheets for yard duty) and vouch that absence forms for each day employees were absent or did not clock in have been submitted.
7. **The immediate supervisor, not the employee, will turn in all the "Absence Reports" for their department no later than the 7th of each month.**

Classified Substitutes

1. A classified substitute is not always necessary when filling a day-to-day absence.
2. A classified sub may only be necessary for a day-to-day absence if they are filling in for:
 - ❖ a bus route
 - ❖ filling in for an extended absence in the case of extended illness
 - ❖ Industrial Leave (work comp).
3. Outside of these parameters, approval from the Superintendent to bring in a substitute daily is required.
4. **Definition of a Substitute:** To put somebody in place of another, or take the place of another in an existing position.
5. A **"Classified Sub Timesheet"** must be filled out completely by the substitute employee and must indicate who they are substituting for.
6. **Once the employee signs the bottom, the employee must have the immediate supervisor sign.**
7. **At the end of the month, the immediate supervisor, not the employee, turns in the forms to Human Resources to be processed.**



Insurance

Weaver Union School District does offer medical insurance for all employees. The District pays a portion of the premium and the employee's portion is deducted from the employee's paycheck each month. The amounts differ based on what plan is chosen and the percentage of the year an employee works.

Full-time employees are required to choose one (1) of the offered plans. Part-time employees may choose to accept one of the insurance plans or decline the insurance.

The different insurance plans available, along with premium amounts, services covered, and other insurance information can be obtained from the Business Office.

Contact the Business Office if any of the following changes occur in order to update your insurance information properly:

- ❖ Lost insurance cards:
 - Employees may generate a **temporary** ID card from the Blue Cross website, www.bluecrossca.com.
 - The ID card will have their HCID (Health Care Identification Number). In order for you to print an ID card you will have to register as a user.
- ❖ Adding or Dropping dependent coverage.
- ❖ SISC offers a 30 day enrollment / dis-enrollment period from the date of marriage, birth, adoption, divorce, and birth date of a child up to the age of 25 not attending school full-time.
 - Dependents being added due to marriage are required to provide a copy of the Marriage Certificate at the time of enrollment to the Business Office.
 - If new dependents are not added within the 30 day deadline members will have to wait until the next open enrollment period in August.

The District does not pay into State Disability. This means that if an employee is off work due to a serious illness, injury, pregnancy, etc., the employee will not be able to collect state disability.

The District does offer Disability Insurance plans (Aflac, EDD paid directly by employees, etc.) for classified employees. Premium cost, covered services, and other detailed information on Disability Insurance plans offered can be obtained from the Business Office.



Workers' Compensation

If an employee is injured while working, the employee will need to fill out an Incident Report with the Human Resources Office or the School Office. The original Incident Report is kept on file in the Human Resources Office.

If the employee requests to seek medical attention for an injury on the job, the employee will need to obtain additional paperwork from the Human Resources Office referring the employee for treatment.

Injured employees needing medical attention will be referred to one of the District's currently designated physicians/facility:

Olivewood Meadows Occupational
374 W Olive Ave
Merced, CA 95348
Phone: (209) 205-1001

Patients First Urgent Care
394 E. Yosemite Ave., Suite B
Merced, Ca 95348
Phone: (209) 383-3990

Those employees who have notified the District in writing of their desire to be treated by a personal physician prior to the date of injury, will be referred to the Pre-designated physician for medical treatment.

The notification form of personal physician preference can be obtained from the Human Resources Office.

Standard Operating Procedure (SOP) Work Related Injuries

What to Do If an Employee is Injured and Does Not Seek Medical Attention:

1. Employees need to call Human Resources to report the injury. In the case of a serious accident or death, Human Resources and Superintendent must be informed immediately.
2. The employee needs to complete an Incident Report. Forms are located at all school sites as well as at the District Office and Human Resources.
3. If the incident report is completed at the school site, the **Original** incident report shall be forwarded to Human Resources. Incident report is kept on file in case there is a future need for physician care.
4. Do not send the incident report to the Third Party Administrator. The incident report is only provided in the case that the employee takes time off from work or seeks medical attention.
5. Any questions can be directed to Human Resources at (209) 723-7606.

What to Do If an Employee is Injured and Seeks Medical Attention

1. The employee needs to notify Human Resources to report the injury. Human Resources will need to fill out additional paperwork to refer the employee to an authorized physician/facility for medical treatment. If an employee is injured and they do plan to seek medical attention, OR will lose time from work due to the injury, it becomes an active claim.
2. In the case of a serious accident or death, Human Resources and Superintendent must be informed immediately.
3. If an employee has a "Predesignation of Personal Physician" form signed by their physician, on file with Human Resources, the district will send the employee to the employee's physician for treatment.
4. If the employee does not have a "Predesignation of Personal Physician" form on file with Human Resources, the employee will be sent to the district's authorized physician/facility.
5. The following forms need to be completed and provided to the employee at the time of the injury, by Human Resources, to take with them to the authorized physician/facility:
 - Treatment Authorization Form
 - Work Status Form
 - Prescription Authorization Form
 - DWC – 1 Form
6. The following forms should be completed and submitted to the Third Party Administrator within 72 hours after the injury occurs.
 - Form 5020 – Employer's Report of Occupational Injury or Illness
 - Incident Report
 - DWC – 1 Form
 - Treatment Authorization Form
 - Work Status Form



Tax Information / W-4

Taxes are taken from each employee's paycheck every month. The amount is based on the allowances the employee claimed on the W-4 form the employee filled out upon hire.

If an employee would like to change their allowance, a new W-4 must be completed and submitted by the 5th of the month to have it take effect on the next payroll.

If an employee claims EXEMPT on the W-4 form, the employee will need to fill out a new W-4 form annually by February 1.

PERS / Retirement

Employees who are hired in positions of more than 3 hours per day will automatically have funds from paycheck applied towards retirement.

The Weaver Union School District current provider for retirement is CalPERS.

Employees may sign up on the website at www.calpers.ca.gov to view contributions, balances, etc.

Appointments with Superintendent

If you would like to speak with the Superintendent, please call Janet Linden at Extension 1023 to arrange an appointment.

Board Meetings

Weaver Union School District Board of Trustees meets regularly on the second Wednesday of each month.

Meetings are held on a rotational basis utilizing the Library / Media Center at each school site.

Board Agenda and Board Minutes are posted on the Weaver Union School District webpage.

Complaint Procedures

Employee Grievance – Certificated / Classified

Employee shall consult their current contract, Article VII Grievance Procedures, for instructions in filing a grievance with the District. “Employee Grievance” form is located in the Superintendent’s Office.

Parent / Guardian – Complaint Against School Personnel

Direct the parent / guardian to the school office to obtain a “Complaint Against School Personnel” form.

The parent / guardian will need to give the completed form to Janet Linden for processing / investigation.

The Superintendent will then investigate the complaint and will contact the parent / guardian the outcome of the investigation.

Uniform Complaint Notice – Williams Act

This notice is updated annually and posted in each classroom / office for public viewing, easily accessible and not hidden.

Pursuant to California Education Code Section 35186; parents / guardians, pupils and teachers, are notified that:

- ❖ there are sufficient textbooks and instructional materials
- ❖ school facilities are clean, safe and maintained in good repair
- ❖ there are no teacher vacancies or mis-assignments

In the event there is a complaint, each school office shall have complaint forms available to the public. In addition, complaint forms are available:

- ❖ in the Superintendent’s Office
- ❖ Weaver website: www.weaverusd.org
- ❖ California Department of Education website: www.cde.ca.gov/re/cp/uc



I.T. Department

Phone: (209) 723-2181

Fax: (209) 725-7132

Chao Moua, Network Technology Administrator

Internal extension: 1021

Email: CMoua@weaverusd.org

Mark Ludden, Computer Technician

Internal extension: 9999

Email: MLudden@weaverusd.org

Travis Jackson, Computer Technician

Internal extension: 9999

Email: TJackson@weaverusd.org

Lee Thao, Computer Technician

Internal extension: 9999

Email: Lkthao@weaverusd.org

Computer / Printer Not Working

Please contact the IT Department via email or call the phone extension.

Provide details regarding the problem you are having with your computer / printer.

If you are not able to contact Support via email, please contact your Site Admin / Site Secretary and ask that they send an email to the IT Department.

Contact the IT Department via email if you have forgotten your password or if you are needing your password reset by email or phone.



The IT Department has a website to submit new work orders.

You will have to be logged into a district owned staff email account to view the pages on the site.

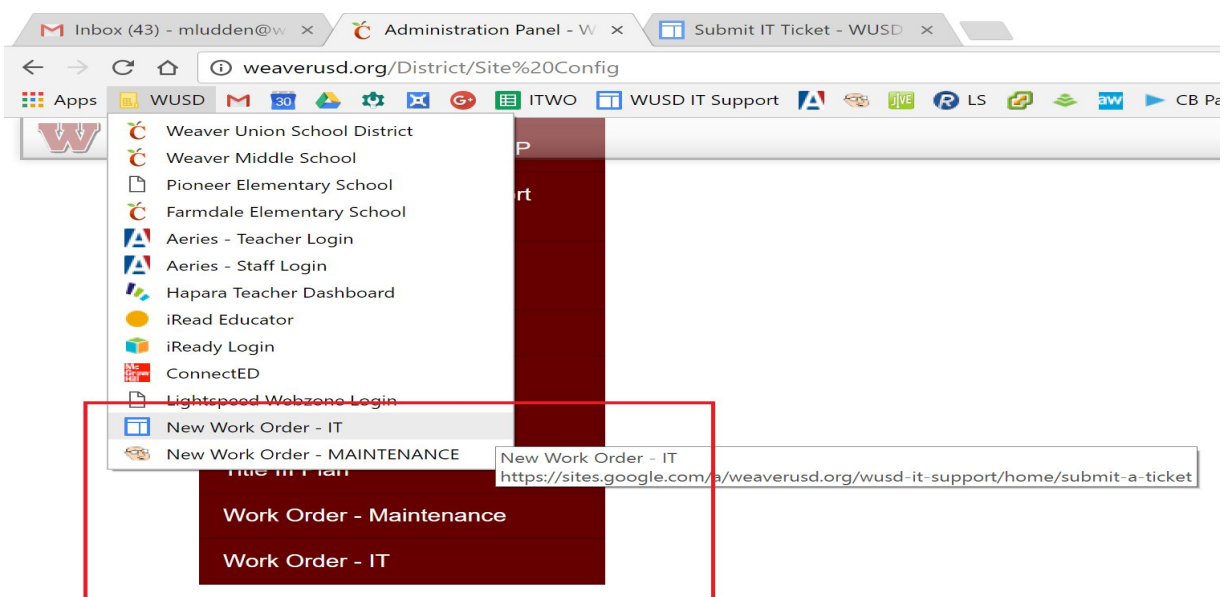
The website will have real-time IT status information with additional key services such as Google and Phone systems to know when services are out for everyone, or just you. You will also have specific support information on each product and service we currently support- no more guessing on who is in charge of what and wondering if you have a common question that has been answered already. Please comment on pages with information you think would be useful to other staff members on the very bottom of each page.

You can access the IT work order forms from our district website on the left hand column or directly from your WUSD Bookmarks folder in your district Chrome account. If you don't have this folder, sign into your Chrome browser or device to access the shared folder.

Current Open Tickets: If Travis or I have not taken care of your issue, please resubmit your IT Work Order to put it back on our radar.

HP Fan and Flickering Screens: Thanks everyone for the reports so far, I am keeping track of everyone that is in need of repair so far.

Phone and Email Support: If we get emails or phone calls now, we will convert those into Work Orders and remind you of the website.





Maintenance & Operations

Phone: (209) 725-7129

Fax: (209) 725-9046

Mark Mendez, Director

Internal extension: 1112

Email: MMendez@weaverusd.org

Lourdes Linan

Internal extension: 1114

Email: MainOps@weaverusd.org

Department includes:

- ❖ School Custodians
- ❖ Cafeteria Custodians
- ❖ Building Maintenance
- ❖ Yard Maintenance
- ❖ HVAC Maintenance & repair

Responsibilities:

- ❖ Work Orders
- ❖ Key requests
- ❖ Building projects
- ❖ School cleanliness & maintenance
- ❖ Heater / AC unit maintenance & Repair
- ❖ Landscape maintenance & repair



Custodial Duties

Daily duties

- ❖ Empty garbage cans
- ❖ Sweep & mop tiled floors
- ❖ Vacuum carpeted areas
- ❖ Pick up loose litter
- ❖ Turn off AC and/or heaters
- ❖ Turn off lights
- ❖ Secure doors and gates
- ❖ Scrub sinks
- ❖ Remove cobwebs inside and outside
- ❖ Wipe doors
- ❖ Disinfect countertops
- ❖ Day custodian will help blow down sites each morning
- ❖ Clean desktops
- ❖ Clean windows and sills
- ❖ Sweep the sidewalk in front of classrooms

Weekly duties

- ❖ Dust flat surfaces
- ❖ Clean and condition whiteboards (Fridays)

Monthly duties

- ❖ Sign off on fire extinguishers in your area (1st week of each month)

“As needed” duties

- ❖ Sweep hallways daily
- ❖ Change light bulbs / Mark broken fixtures and report
- ❖ Wipe stains off walls
- ❖ Change trash can liners
- ❖ Spot clean carpets
- ❖ Change ceiling tiles
- ❖ Remove any graffiti noticed and/or reported

REPAIR



School Dude / Work Order System

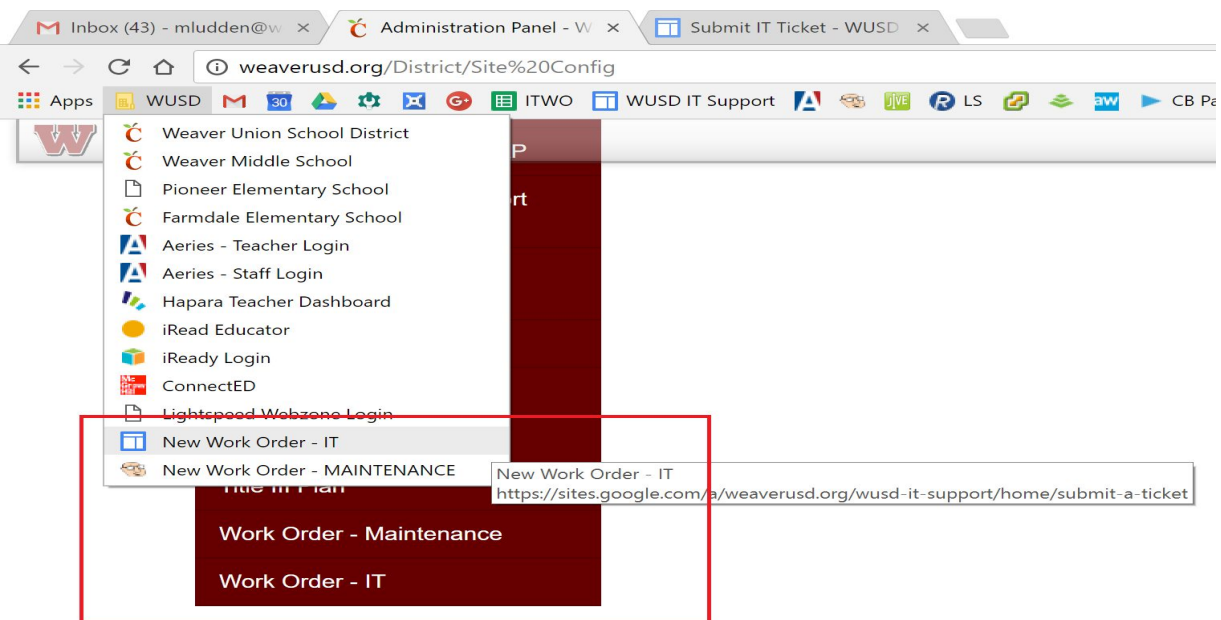
The Maintenance & Operations (M & O) Department has a website in place to be used to submit new work orders. You will have to be logged into a district owned staff email account to view the pages on the site.

The website will have real-time status information with additional key services such as Google and Phone systems to know when services are out for everyone, or just you. You will also have specific support information on each service we currently support - no more guessing on who is in charge of what and wondering if you have a common question that has been answered already.

You can access the M & O work order system from your desktop computer, the Weaver Union School District website on the left hand column or directly from your WUSD Bookmarks folder in your district Chrome account. If you don't have this folder, sign into your Chrome browser or device to access the shared folder

To sign into your Schooldude Account to submit a maintenance work order, use your school email address and password: newuser

You will be required to change it the first time you login. When submitting the work order, be as specific as possible on your category and type in the password: password



Classified New Employee Handbook

ACKNOWLEDGEMENT:

I, _____, have received, reviewed and understand the Classified Employee Handbook upon my hire and that I will receive a revised handbook each time it is updated.

I understand that the following topics are covered in the handbook:

- 1. Pay**
- 2. Schedule / Hours**
- 3. Vacation**
- 4. Absences / Leaves / Extended Illness**
- 5. Insurance**
- 6. Workers' Compensation**
- 7. Tax Information / W-4**
- 8. PERS / Retirement**
- 9. Appointments with the Superintendent**
- 10. Board Meetings**
- 11. Complaint Procedures**
- 12. I.T. Department**
- 13. M & O Department**

I further understand and agree that I was given information regarding participation in the Weaver Federation of Educational Employees (WFEE) Union and that I should contact WFEE for information regarding membership, union dues, etc. I have been advised where I can review and/or obtain a copy of the current WFEE Collective Bargaining Agreement.

Signature of Employee

Date

Signature of HR Representative

Date