

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT’S POLICY AND ADMINISTRATIVE REGULATIONS

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(Concepts/Roles § 4000 Certified § 4100 Classified § 4200 Management § 4300)

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SP 4000

CONCEPTS AND ROLES IN PERSONNEL

The County Superintendent desires to attract and retain the best qualified persons for the benefit and welfare of students in the Butte County Office of Education programs and in order to meet the needs of the school districts served.

The County Superintendent believes that personnel policies must be:

1. implemented in an atmosphere of mutual trust and good will;
2. be consistent with the policies established by the Butte County Board of Education in the areas that reflect its responsibilities; and
3. be consistent with state and federal rules and regulations.

Role of the County Superintendent

Employ all certified, classified, and management personnel.

Assign, direct and supervise, either directly or through staff, the work of all employees.

Determine salary schedules for unrepresented, management and confidential employees.

Negotiate with employee organizations.

Establish beneficial working conditions.

Hear appropriate appeals as required and requested.

Foster and support equal employment opportunities.

Foster and support a high level of employee performance and satisfaction.

Utilize staff effectively.

Attract and retain qualified employees.

Plan and organize employee work assignments.

Evaluate employees to enhance performance and improve educational services.

Implement appropriate disciplinary action, as reasonable and necessary, according to County Superintendent policy and collective bargaining agreement.

Legal Reference:

Education Code

35020 Duties of employees fixed by governing board

35035 Powers and duties of County Superintendent

35160 Authority of governing board

44395 et seq. National Board for Professional Teaching Standards Certification Incentive Program

et seq. CA Peer Assistance and Review Program for Teachers

Government Code

3540-3549.3 Public educational employer-employee relations

12940 et seq. Discrimination prohibited; Unlawful practices generally

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4020

DRUG AND ALCOHOL-FREE WORKPLACE

The County Superintendent believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace.

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

The County Superintendent or designee shall notify employees of the prohibition against drug use and the actions that will be taken for violation of such prohibition.

An employee shall abide by the terms of this policy and shall notify Butte County Office of Education, within five days, of his/her conviction for violation in the workplace of any criminal drug statute.

The County Superintendent or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.

In accordance with law and collective bargaining agreements, the County Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

Drug-Free Awareness Program

The County Superintendent or designee shall establish a drug-free awareness program to inform employees about:

1. The dangers of drug abuse in the workplace
2. The policy of maintaining a drug-free workplace
3. Available drug counseling, rehabilitation, and employee assistance programs
4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace

Legal Reference:

Education Code

44011 Controlled substance offense

44425 Conviction of controlled substance offenses as ground for revocation of credential

44836 Employment of certificated persons convicted of controlled substance offenses

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44940 Compulsory leave of absence for certificated persons

44940.5 Procedures when employees are placed on compulsory leave of absence

45123 Employment after conviction of controlled substance offense

45304 Compulsory leave of absence for classified persons

Government Code

8350-8357 Drug-free workplace

United States Code, Title 20

7111-7117 Safe and Drug Free Schools and Communities Act

United States Code, Title 21

812 Schedule of controlled substances

United States Code, Title 41

701-707 Drug-Free Workplace Act

Code of Federal Regulations, Title 21

1308.01-1308.49 Schedule of controlled substances

Approved: November, 2010

Revised: November, 2015

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SP 4030

NON-DISCRIMINATION IN EMPLOYMENT

The County Superintendent desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The County Superintendent prohibits any employee from discriminating against or harassing other employees or job applicants on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

Prohibited discrimination consists of the taking of any adverse employment action against a person, including termination or denial of promotion, job assignment, or training, or in discriminating against the person in compensation, terms, conditions, or other privileges of employment based on any of the prohibited categories of discrimination listed above.

The prohibition against discrimination based on the religious creed of an employee or job applicant includes any discrimination based on the person's religious dress or grooming practices or any conflict between the person's religious belief, observance, or practice and an employment requirement. The prohibition against discrimination based on the sex of an employee or job applicant shall include any discrimination based on the person's pregnancy, childbirth, breastfeeding, or any related medical conditions.

Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The County Superintendent also prohibits retaliation against any employee or job applicant who complains, testifies, assists, or in any way participates in complaint procedures instituted pursuant to this policy.

Any employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

The following position is designated as Compliance Officer for Non-discrimination in Employment:

Assistant Superintendent / Human Resources Division

(title or position)

1859 Bird Street Oroville, CA 95965

(address)

530-532-5650

(telephone number)

bcoewebsite@bcoe.org

(email)

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Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of policy should, as appropriate, immediately contact his/her supervisor, the Compliance Officer, or the County Superintendent who shall advise the employee or applicant about the procedures for filing, investigating, and resolving any such complaint.

Complaints regarding employment discrimination or harassment shall immediately be investigated according to law.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Compliance Officer or County Superintendent as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

Training and Notifications

The County Superintendent or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the Superintendent's Policy and Administrative Regulations regarding discrimination.

The County Superintendent or designee shall regularly publicize Butte County Office of Education's non-discrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment.

Policy shall be posted in all Butte County Office of Education schools and offices including staff lounges.

Legal Reference:

Education Code

200-262.4 Prohibition of discrimination

Civil Code

51.7 Freedom from violence or intimidation

Government Code

11135 Unlawful discrimination

12900-12996 Fair Employment and Housing Act

Penal Code

422.56 Definitions, hate crimes

Code of Regulations, Title 2

7287.6 Terms, conditions and privileges of employment

Code of Regulations, Title 5

4900-4965 Nondiscrimination in elementary and secondary education programs

United States Code, Title 20

1681-1688 Title IX of the Education Amendments of 1972

United States Code, Title 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

United States Code, Title 42

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2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended
2000e – 2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age discrimination in federally assisted programs
12101-12213 Americans with Disabilities Act
Code of Federal Regulations, Title 28
35.101-35.190 Americans with Disabilities Act
Code of Federal Regulations, Title 34
100.6 Compliance information
104.7 Designation of responsible employee for Section 504
104.8 Notice
106.8 Designation of responsible employee and adoption of grievance procedures
106.9 Dissemination of policy
110.0-110.39 Non-discrimination on the basis of age

Approved: March, 2010

Revised: November, 2015

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4031

REGULATIONS REGARDING COMPLAINTS CONCERNING DISCRIMINATION IN EMPLOYMENT

Complaint Procedure

Any complaint by an employee or job applicant alleging discrimination or harassment shall be addressed in accordance with the following procedures:

1. **Notice and Receipt of Complaint:** Any employee or job applicant who believes he/she has been subjected to prohibited discrimination or harassment shall promptly inform his/her Supervisor, the Coordinator for Nondiscrimination in Employment, or the County Superintendent. The complainant may file a written complaint in accordance with this procedure, or if he/she is an employee, may first attempt to resolve the situation informally with his/her Supervisor. A Supervisor or Manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the Coordinator, whether or not the complainant files a written complaint. The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.
2. **Investigation Process:** The Coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five school days of receiving notice of the behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete. The Coordinator shall meet with the complainant to describe the complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The Coordinator shall inform the complainant that the allegations will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation. If the Coordinator determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation immediately. As part of this investigation, the Coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information. When necessary to carry out his/her investigation or to protect employee or student safety, the Coordinator may discuss the complaint with the County Superintendent or designee or legal counsel. The Coordinator also shall determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents do not occur. The Coordinator shall ensure that such interim measures do not constitute retaliation.
3. **Written Report on Findings and Corrective Action:** No more than 30 days after receiving the complaint, the Coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator shall notify the complainant and explain the reasons for the extension. The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, correct the effect on the complainant, and ensure that retaliation or further discrimination or harassment does not occur. The report shall be presented to the complainant, the person accused, and the County Superintendent or designee.
4. **Appeal to the County Superintendent:** The complainant or the person accused may appeal any findings to the County Superintendent within 10 working days of receiving the written report of the

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Coordinator's findings. Upon receiving an appeal, the County Superintendent shall schedule a meeting as soon as practicable. The County Superintendent shall render a decision within 10 working days.

Other Remedies

1. To file a valid complaint with the California Department of Fair Employment and Housing, within one year of the alleged discriminatory act(s), unless an exception exists;
2. To file a valid complaint directly with Equal Employment Opportunity Commission, within 180 days of the alleged discriminatory act(s);
3. To file a valid complaint with Equal Employment Opportunity Commission after first filing a complaint with the California Department of Fair Employment and Housing, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by the California Department of Fair Employment and Housing, whichever is earlier.

Legal Reference:

Education Code

200-262.4 Prohibition of discrimination

Civil Code

51.7 Freedom from violence or intimidation

Government Code

129020-12921 Nondiscrimination

12940-12948 Discrimination prohibited; unlawful practices, generally

United States Code, Title 20

1681-1688 Title IX of the Education Amendments of 1972

United States Code, Title 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

United States Code, Title 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e – 2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

12101-12213 Americans with Disabilities Act

Code of Federal Regulations, Title 28

35.101-35.190 Americans with Disabilities Act

Code of Federal Regulations, Title 34

106.8 Designation of responsible employee for Title IX

Approved: March, 2010

Revised:

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SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4032

REASONABLE ACCOMMODATION

Requests for reasonable accommodation may first be considered informally by the program or site administrator. If an accommodation cannot be made at the site because it would impose undue hardship or because of a lack of funds, the administrator shall ask that the request be submitted in writing to the Butte County Office of Education's Coordinator for Nondiscrimination in Employment the Assistant Superintendent of Human Resources. The administrator shall provide the employee with any assistance he/she may need in order to submit this request.

Reasonable accommodation may consist of a modification or adjustment to a job, a work environment or customary work practices and may include, but is not limited to:

1. Job restructuring;
2. Part-time or modified work schedules;
3. Reassignment to a vacant position;
4. Acquisition or modification of equipment or devices;
5. Appropriate adjustment or modification of examinations;
6. The provision of qualified readers or interpreters;
7. Use of accrued paid leave or unpaid leave for necessary treatment;
8. Reserved parking space for persons with mobility impairment.

Upon receiving a request to reasonably accommodate the physical or mental disability of an employee or qualified job applicant, the Coordinator shall:

1. Determine the essential functions of the job;
2. Consult with the employee or applicant to determine his/her precise limitations and how they may be mitigated;
3. With the employee or applicant's help, review the request for accommodation, identify potential means for providing accommodation, and assess their effectiveness; and
4. If possible, develop a plan for the accommodation that would satisfy the employee or applicant's concerns without imposing undue hardship on the Butte County Office of Education.

The Coordinator may confer with the site administrator, a medical advisor and other Butte County Office of Education staff before making a final decision. The Coordinator shall notify the employee or applicant of the results of his/her determination in writing and a copy filed in the Personnel file.

If the employee or applicant is not satisfied with the decision of the Coordinator, further appeal for reasonable accommodation shall be considered a complaint concerning discrimination in employment and may be taken to the County Superintendent in accordance with the Butte County Office of Education's procedure for such complaints. The employee or applicant also may appeal directly to the Office for Civil Rights at any point.

Legal Reference:

United States Code, Title 29 - Vocational Rehabilitation Act of 1973

United States Code, Title 42 - Americans with Disabilities Act

Approved: October, 2008

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4040

EMPLOYEE USE OF TECHNOLOGY

User Obligations and Responsibilities:

Employees are authorized to use Butte County Office of Education's technology services in accordance with user obligations and responsibilities specified in the Butte County Office of Education Superintendent's Policy and Administrative Regulations.

Employees shall be responsible for the appropriate use of technology and shall use Butte County Office of Education technological resources primarily for purposes related to their employment.

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, school district or Butte County Office of Education operations without authority.

The County Superintendent or designee shall ensure that all Butte County Office of Education computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The County Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

To ensure proper use, the County Superintendent or designee may monitor employee usage of technological resources, including the accessing of email and stored files. Monitoring may occur at any time without advance notice or consent.

The County Superintendent or designee shall establish Butte County Office of Education Administrative Regulations and an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of Butte County Office of Education technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Butte County Office of Education Superintendent's Policy and Administrative Regulation.

The County Superintendent or designee shall provide copies of related Butte County Office of Education Superintendent's Policy and Administrative Regulations and guidelines to all employees who use Butte County Office of Education technological resources. Employees shall be required to acknowledge in writing that they have read and understood Butte County Office of Education Acceptable Use Agreement.

Use of Cellular Phone or Mobile Communications Device

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

An employee that uses a cell phone or mobile communications device in violation of Butte County Office of Education Superintendent's Policy, or Administrative Regulations shall be subject to discipline.

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Legal Reference:

Education Code

51870-51874 Education technology

52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program

Government Code

3543.1 Rights of employee organizations

Penal Code

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

Vehicle Code

23123 Wireless telephones in vehicles

23123.5 Mobile communication devices; text messaging while driving

23125 Wireless telephones in school buses

United States Code, Title 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet Safety

United States Code, Title 47

254 Universal service discounts (E-rate)

Code of Federal Regulations, Title 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Approved: September, 2013

Revised: November, 2015

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4040

REGULATIONS REGARDING EMPLOYEE USE OF TECHNOLOGY

Employees are authorized to use Butte County Office of Education equipment to access the Internet or other online services in accordance with Superintendent's Policy, the Butte County Office of Education's Acceptable Use Agreement, and the user obligations and responsibilities specified below.

1. Employees are responsible for the proper use of all user accounts issued to them. Employees shall keep account information, home addresses, and telephone numbers private. They shall use the system only under the account to which they have been assigned.
2. Employees will safeguard their Butte County Office of Education technology account password(s) by changing them regularly, by not disclosing them to anyone, and by not making a digital or hardcopy record of their Butte County Office of Education password(s).
3. Employees shall use the system safely, responsibly, and for work-related purposes.
4. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be alleged as unlawful discrimination, intimidation, bullying or cyberbullying, or construed as harassment or disparagement of others based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, political beliefs, or any other characteristic identified in Education Code, Penal Code, or Government Code, or based on association with a person or group with one or more of these actual or perceived characteristics.
5. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Butte County Office of Education Superintendent's Policy, or Administrative Regulations.
6. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the County Superintendent or designee.
7. Copyrighted material shall be posted online only in accordance with applicable copyright laws.
8. Employees shall not attempt to interfere with other users' ability to send or receive e-mail, nor shall they attempt to read, delete, copy, modify, or forge other users' e-mail.
9. Users shall report any security problem or misuse of services to the County Superintendent or designee.
10. There should not be an assumption on the part of any user that his/her data, e-mail or web usage are confidential. Butte County Office of Education is a public agency and all digital content is considered public information to the extent that such records or portions of them are protected from public disclosure.

Supervisor Obligations and Responsibilities

1. Supervisors will request the Information Technology help desk to issue user information to new users.
2. Supervisors will not ask for user passwords for security purposes.
3. If a Supervisor believes that there is a potential issue of misuse, they must inform the appropriate Assistant Superintendent to request records from the user's computer.
4. The Assistant Superintendent will then confer with the Human Resources Assistant Superintendent on the rationale for obtaining records of a user.
5. The Human Resources Assistant Superintendent will then request copies of computer records for the Assistant Superintendent.

Approved: September, 2013

Revised: November, 2015

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4100

CERTIFICATED PERSONNEL

The County Superintendent recognizes that teachers and other certificated personnel work closely with students in carrying out the Butte County Office of Education's educational goals. The County Superintendent or designee shall ensure that the duties, responsibilities, and Butte County Office of Education expectations for certificated positions are clearly defined and made known to each member of the certificated staff.

Each certificated staff member shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations in accordance with law and negotiated agreements.

The County Superintendent strongly encourages certificated staff to continually improve their skills and pursue excellence within their profession.

Rules and regulations related to certificated personnel shall be available to all concerned and shall be administered in a fair and equitable manner.

Legal Reference:

Education Code

1042 Duties and responsibilities

1290 Staff

1293-1294 Staff

1204 Appointment, Qualifications, Salary and Expenses

1295 Staff

1311 et seq. Classified County School Employees

44800 et seq. Rights and duties

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4111

SP 4211

SP 4311

RECRUITMENT AND SELECTION

Butte County Office of Education employees constitute the most valuable resource for efficiently providing educational services. The Butte County Office of Education shall offer employment to the most highly qualified person available for each open position.

Recruitment procedures shall fulfill the following purposes:

1. recognizing new requirements, considering goals and priorities of the Butte County Office of Education, reviewing contractual obligations and determining new positions;
2. recruiting, attracting and recommending for selection the most appropriate and qualified staff in order to maintain the best possible instructional delivery system in the most cost effective means possible;
3. seeking candidates for employment who possess the following attributes: successful educational training and experience, expertise in assignment areas, good character, appreciation of children, and emotional and mental maturity.

Legal Reference:

Education Code

1293 Certificated employees; contracts

200-261 Educational equity

44066 Restrictions on certification requirements

44259 Minimum requirements for preliminary multiple or single subject teaching credential

44830 Employment of certificated persons

44830.5 Assignment of certificated employees to district; ethnic ration

44858 Age or marital status in employment positions requiring certification qualifications

44859 Prohibition against certain rules and regulations re: residency

Code of Regulation, Title 5

30-31 Affirmative action employment programs

Government Code

12900 California Fair Employment and Housing Act

12940 et seq. Discrimination prohibited; unlawful practices, generally

Title VII

Civil Rights Act as amended by Title IX Equal Employment Opportunity Act

Immigration Reform And Control Act Of 1986

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT’S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4111

AR 4211

AR 4311

REGULATIONS REGARDING RECRUITMENT AND SELECTION

The County Superintendent is committed to an open and competitive system in the recruitment and selection of personnel.

The position may be:

1. An administrative appointment by the County Superintendent;
2. An administrative transfer initiated by the County Superintendent;
3. A transfer opportunity, which may be requested by an employee;
4. A promotional opportunity for active employees; or
5. An open position for both active employees and outside candidates.

In order to promote consistent selection of quality personnel to fill positions for the Butte County Office of Education, the following selection procedures will be followed:

1. All proposed or potential employee positions will be submitted to Human Resources by submitting a Personnel Action form. If it is a newly created position, an explanation of the need, job description, and the funding source(s) must be attached.
2. All newly created positions will be referred to the County Superintendent by the appropriate Assistant Superintendent with a recommendation for disposition.

Recruitment

Following the approval of a position, formal announcement of the position may be published and distributed as appropriate.

The announcement must include:

1. General information about the position.
2. Specific requirements of the position.
3. The position's supervisory or directive sequence.
4. The date and time the application is due.
5. The timelines for screening, interviewing and notifications.
6. Other information regarding the position, funding or other limitations and constraints.

All recruitment announcements will be distributed appropriately. Posting of positions shall be as outlined in relevant bargaining unit agreements.

Posting of positions may be determined by position/location but shall be a minimum of:

Transfer Opportunity	5 working days
Promotional Opportunity/Only Active Employees	10 working days
Open Position for Active and Outside Candidates	10 working days
Management Openings	15 working days

“Open Until Filled” requires recruitment for no less than the minimum number of days.

Working days are defined as days when the Butte County Office of Education is open for public business.

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SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Screening

Following the closing date, application packets for positions will be screened for completeness by the appropriate Assistant Superintendent or designee. Application packets that are not complete will not be considered.

The appropriate Assistant Superintendent or designee will assist in the development of the screening criteria that may include testing or other requirements. The following testing requirements shall be part of the screening:

1. Candidates for clerical positions requiring word processing will be required to complete a pre-employment assessment adopted by the County Superintendent;
2. Candidates for positions requiring bilingual skills in a specified second language will be required to complete a written and / or verbal translation in the required language;
3. Candidates for instructional paraprofessional positions shall demonstrate proficiency in basic reading, writing and mathematical skills required for high school seniors pursuant to Education Code § 51216.
4. Candidates for instructional paraprofessional positions requiring specialized skills required by the job description shall complete a pre-employment assessment adopted by the County Superintendent.

All complete candidate application packets will be made available to the Screening Committee for the "initial paper screening."

In the event that there are a limited number of candidates for a position and the Assistant Superintendent or designee deems it prudent, the procedure may move directly to the interview process.

Screening Committee

The appropriate Assistant Superintendent or designee will appoint the members and chairperson of the Screening Committee for certificated and management positions. The chairperson of the committee must have completed Human Resources training for hiring practices and procedures as approved by the County Superintendent.

The Screening Committee shall consist of no less than two (2) members with representation by a management position and a peer position for which the person is applying. Peer positions on the screening and interview committees may be from any peer level employee of Butte County Office of Education.

If the position is a management position, the appropriate Assistant Superintendent of the department will participate in the screening.

It will be the responsibility of the Screening Committee Chairperson to follow the candidate screening procedures as outlined.

It will be the task of the Screening Committee to screen all application packets for the open position and recommend to the Assistant Superintendent up to three (3) candidates, providing there are three qualified candidates, for the oral interview process. The appropriate Assistant Superintendent may accept the slate of candidates as presented or may request that additional candidates be included for the interview process.

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SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

After the final list of candidates to be interviewed has been approved by the Assistant Superintendent or designee, Human Resources will notify all other candidates of their non-selection by regular U.S. mail.

Inquiries by non-selected candidates will be referred to the Chairperson of the Screening Committee. (Written information or explanations will not be given to non-selected candidates.)

Interview Committee

The appropriate Assistant Superintendent or designee will appoint the members and Chairperson of the Interview Committee. The Assistant Superintendent or his/her designee will assist in the development of interview criteria/questions. The chairperson of the committee must have completed Human Resources training for hiring practices and procedures as approved by the County Superintendent.

The Interview Committee will be composed of up to three (3) members. The Committee shall consist of a minimum of one (1) management position, one (1) peer position (similar to the position for which the person is applying), and a member at large from the department or site to which the person will be assigned.

In the case of instructional paraprofessional positions, the classroom teacher may be the member at large. In some instances, a parent representative may also be included. Exceptions to the composition or size of the Interview Committee may be approved by the appropriate Assistant Superintendent.

Peer positions on the screening and interview committees may be from any peer level employee of Butte County Office of Education.

If the position is a management position, the appropriate Assistant Superintendent will participate in the interview process.

The County Superintendent and Assistant Superintendent may also participate in the interviews when deemed appropriate. If the position is a classified management position, the Assistant Superintendent will participate in the interview process.

It will be the responsibility of the appropriate Assistant Superintendent or designee to notify Human Resources of the time, date, place and interview candidates. All arrangements for the interview process will be made by Human Resources.

It will be the responsibility of the chairperson to follow the procedures as outlined.

It will be the task of the Interview Committee to interview the candidates and make a recommendation to the appropriate Assistant Superintendent of up to three (3) candidates (in rank order) who most nearly match the criteria of the announced position. The Assistant Superintendent may either accept the recommendations or make a recommendation to the County Superintendent for employment or may request additional information regarding the recommendations for other candidates to be interviewed.

For multiple positions, recommendation will be made for the number of positions available rather than three candidates in rank order for each position.

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A minimum of three (3) relevant references from previous employers for each candidate will be checked by the members of the Interview Committee for any management position [at least two (2) reference for non-management] prior to making a recommendation to the County Superintendent.

The Assistant Superintendent will provide the County Superintendent with the names of up to three (3) top candidates in rank order for a final decision.

The County Superintendent will make all final employment decisions. Notification will not be given until the County Superintendent has approved the selection.

After a final selection has been made, it will be the responsibility of the appropriate Assistant Superintendent or designee to notify Human Resources and all selected candidates of their selection. Non-selected candidates will be notified by a personal telephone call from the Interview Committee Chairperson. Written or verbal information or explanation will not be given to non-selected candidates. If the candidate cannot be personally reached after three attempts, or does not return your call, Human Resources will be notified to send a notification by regular U.S. mail.

CONDITIONS OF EMPLOYMENT

Conditions of employment include but are not limited to the following:

1. Completing all recruitment requirements successfully;
2. Providing appropriate credentials and licenses as required by the job description;
3. Signing all documents as legally required;
4. Providing proof of eligibility to work in the United States;
5. Passing criminal records check/fingerprinting;
6. Providing proof of freedom from active tuberculosis;
7. Passing a job related physical examination when required and as appropriate.

Simultaneously with the offer of employment, specific jobs may also include a pre-employment physical ability test.

Health Examinations

The County Superintendent reserves the right to request a physical examination of prospective employee by a designated medical practitioner.

Certificated Personnel

The County Superintendent will not employ any certificated person who has not either demonstrated required basic skills proficiency, obtained a required waiver or will be otherwise employed pursuant to a child development permit. The County Superintendent may make provisions for teachers to hold emergency or provisional credentials in order to teach, providing no acceptable regularly credentialed teachers are available and meet the needs of the Butte County Office of Education. The County Superintendent directs that all employees take personal responsibility for renewing their credentials/licenses/permits. Each credential/license/permit actively used or required by the job description must be registered with the Butte County Office of Education prior to the first day of paid service. No warrant shall be issued to any certificated

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SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

employee who has failed to register and maintain the necessary credential/licensing with the Butte County Office of Education.

The basic skills proficiency test is not required of certificated persons who have been employed by another school district in a position requiring certification within 39 months prior to employment in the Butte County Office of Education or who are in a position requiring a child development permit.

Persons holding a designated subject special subjects credential or vocational designated subject credential shall not be required to take the state basic skills proficiency test as a condition of employment unless the specific credential requires the possession of a baccalaureate degree, in which case a Butte County Office of Education proficiency test shall be required, based on criteria established by the County Superintendent for these credentials.

Certificated/Classified Management

Certificated/Classified Management are at-will employees unless otherwise provided by written contract or law.

Classified Employees

Classified employees are entitled to continuing employment unless otherwise notified in writing.

Legal Reference:

Education Code

32340-32341 Unlawful issuance of a credential

44066 Restrictions on certification requirements

44250-44279 Credential types

44251 Period of credentials

44252 Issuance and renewal; basic skills proficiency test or criteria

44252.5 State basic skills proficiency test; administration; rules and regulations

44300-44303 Emergency permits

44277 Minimum requirements for maintaining valid teaching credentials

44278 Appeal; adverse actions related to programs of professional growth

44325-44328 District interns

44330-44355 Certificates and credentials

44830 Employment of certificated persons; requirement of proficiency in basic skills

44830.3 Employment of district interns

44842 Failure to notify governing board of intention to remain; failure to report for duty

44843 Notice of employment (to County Superintendent)

44857 Registration of certification document

44916 Time of classification; written statement of employment status

44929.20 Continuing contract; districts with less than 250 ADA

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

4112.1

EMPLOYMENT CONTRACTS AND AGREEMENTS

Upon initial employment, an acknowledgment of employment will be provided to the employee stating the number of days of service, start date and other relevant information deemed appropriate by the County Superintendent. The Human Resources Department shall be responsible for issuing and maintaining accurate employment records. Changes to the original contract are to be recorded and notification given to the employee.

Reemployment Notices

Probationary and permanent certificated employees may be requested to notify the Butte County Office of Education of their intent to remain in the Butte County Office of Education service for the next school year. This notice shall include a copy of Education Code 44842. If the employee, without good cause, fails to notify the Human Resources Office before July 1 that he / she will remain in the Butte County Office of Education service, the County Superintendent shall consider the employee to have declined re-employment and the employee's services may be terminated on June 30 of that year.

Legal Reference:

Education Code

44842 Failure to notify governing board of intention to remain; failure to report for duty

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4112.2

CERTIFICATION

All persons employed in positions requiring certification qualifications must have the appropriate credential or permit authorizing their employment in such positions.

Responsibility for Renewal

All certificated personnel are personally responsible for the renewing of credentials and for keeping them valid.

No Pay for Invalid Credential

Teachers whose credentials are invalid will not be paid for service rendered.

Responsibility for Registration

Each credential actively used by a teacher must be registered by the teacher with the Butte County Office of Education.

Certification and Registration Required

Teachers whose credentials are not on file with the Butte County Office of Education as required by law will be subject to automatic suspension.

Emergency Permits

Teachers may teach on emergency permits, in accordance with Education Code provisions.

Legal Reference:

Education Code

32340-32341

4406

44857

44225

44300

Generally, Education Code

44250-44274

44330-44354

44830

45034

45036

Title 5, Sections

80023 – 80027

80430

Labor Code

1420

Approved: November, 2006

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4112.2

REGULATIONS REGARDING CERTIFICATION

The County Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid credential or permit issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential.

The County Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

Basic Skills Proficiency

Butte County Office of Education shall not initially hire, on a permanent, temporary, or substitute basis, a certificated person seeking employment in the capacity designated in his/her credential unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law.

Butte County Office of Education may hire a certificated teacher who has not taken a test of basic skills proficiency if he/she has not yet been afforded the opportunity to take the test. The employee shall take the test at the earliest opportunity and may remain employed by Butte County Office of Education pending the receipt of his/her test results.

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law. An out-of-state prepared teacher applying to the CTC for a one-year non-renewable credential pending completion of the basic skills requirement shall pass Butte County Office of Education's basic skills proficiency test which is at least equivalent to the Butte County Office of Education test required for high school graduation.

Any person holding or applying for a designated subject special subjects credential which does not require possession of a bachelor's degree shall pass the Butte County Office of Education proficiency test in lieu of meeting the state basic skills requirement.

Butte County Office of Education shall charge a fee to cover the costs of developing, administering, and grading the Butte County Office of Education proficiency test.

Short-Term Staff Permit

Butte County Office of Education may request that the CTC issue a short-term staff permit (STSP) to an applicant who meets the qualifications whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to:

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. The applicant's need for additional time to complete pre-service requirements for enrollment into an approved internship program

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SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

4. Inability of the applicant to enroll in an approved internship program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an internship program or the applicant's withdrawal from an internship program

When requesting issuance of an STSP, Butte County Office of Education shall submit to the CTC:

1. Verification that it has conducted a local recruitment for the permit being requested
2. Verification that it has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit
3. Written justification for the permit signed by the County Superintendent or designee

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit.

Provisional Internship Permit

Butte County Office of Education may request that the CTC issue a provisional internship permit (PIP) to an applicant who meets the qualifications whenever a suitable credentialed teacher cannot be found after a diligent search. Butte County Office of Education shall verify all of the following:

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.
The search shall include, but not be limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media.
2. Orientation, guidance, and assistance shall be provided to the permit holder.
The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The County Superintendent or designee shall assign an experienced educator to guide and assist the permit holder.
3. Butte County Office of Education shall assist the permit holder in developing a personalized plan through a Butte County Office of Education selected assessment that would lead to subject matter competence related to the permit.
4. Butte County Office of Education shall assist the permit holder to seek and enroll in subject matter training, such as workshops or seminars and site-based courses, along with training in test taking strategies, and shall assist the permit holder in meeting the credential subject matter competence requirement related to the permit.
5. A notice of intent to employ the applicant in the identified position has been made public.
6. The candidate has been apprised of steps to earn a credential and enroll in an internship program.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit.

Credential Waiver/Long-Term Emergency Permits

If a teacher who has completed a teacher preparation program is unavailable for an assignment, Butte County Office of Education shall make reasonable efforts to recruit an individual for the assignment in the following order:

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SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

1. A candidate who is qualified to participate in and enrolls in an approved internship program in the region of Butte County Office of Education
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who is provided orientation, guidance, and assistance by Butte County Office of Education

If an individual who meets the criteria specified in item #1 or 2 above is not available to Butte County Office of Education, Butte County Office of Education may, as a last resort, request from the CTC a credential waiver or an emergency permit for the assignment of an individual who does not meet those criteria.

Butte County Office of Education may request an emergency permit authorizing resource specialist, Cross-cultural, Language and Academic Development (CLAD), bilingual, or teacher librarian services.

In order to request an emergency permit, Butte County Office of Education shall annually submit a County Superintendent approved Declaration of Need for Fully Qualified Educators on a form provided by the CTC. The declaration shall include certification that Butte County Office of Education has made reasonable efforts to recruit a fully prepared teacher for the assignment.

The County Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation to teaching which, to the extent reasonably feasible, shall occur before he/she begins a teaching assignment. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction at the assigned grade level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated Butte County Office of Education employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full time classroom teaching experience.

Emergency Substitute Teaching Permits

Butte County Office of Education may employ for day-to-day substitute teaching, at any grade level, a person with an emergency substitute permit issued by the CTC with the following restrictions:

1. A person holding an emergency 30-day substitute permit, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the CBEST, shall not serve as a substitute for more than 30 days for any one teacher during the school year. He/she shall not serve as a substitute in a special education classroom for more than 20 days for any one teacher during the school year.
2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year.
3. A person with an emergency substitute permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year.
4. A person with an emergency substitute permit for career technical education shall teach only in a program of technical, trade, or vocational education and not serve as a substitute for more than 30 days for any one teacher during the school year.

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the County Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet Butte County Office of Education's specified employment criteria.

Approved: July, 2011

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4112.3

SP 4212.3

SP 4312.3

OATH OR AFFIRMATION

All public employees are disaster service workers. As such, before beginning employment with the Butte County Office of Education, employees must take the oath or affirmation required by law. In the event of natural, manmade or war-caused emergencies that result in condition of disaster or extreme peril to life, property and resources, all Butte County Office of Education employees are subject to disaster service activities as assigned to them by their supervisors.

The County Superintendent or designee shall administer the above oath when Butte County Office of Education employees are hired.

At the advice of legal counsel, the County Superintendent or designee may exempt a prospective employee from taking the above oath if he/she raises a valid religious objection.

Legal Reference:

Education Code

60 Administration and certification of oaths

44334 Certificates and credentials

44354 Certificates and credentials

Government Code

3100-3109

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4112.4

SP 4212.4

SP 4312.4

HEALTH EXAMINATIONS

New Employees

The County Superintendent or designee shall ensure that new Butte County Office of Education employees comply with all the health examination requirements of California law.

All individuals employed in a certificated position for the first time in this state shall provide a medical certificate showing freedom from any disabling disease unfitting the applicant to instruct or associate with children. The cost of medical examinations shall be borne by the employee.

Continuing Employees

Continuing employees who test negative on tuberculin skin tests shall undergo a tuberculosis examination at least once every four years.

An employee found to have active tuberculosis shall not return to work until he / she is under medical treatment and is determined to be in a non-contagious status by his/her physician.

Employee must submit a physician's report to the Human Resources Department prior to returning to work indicating that they cannot communicate tuberculosis infection. The Human Resources Department shall maintain employee tuberculin clearance status records and shall notify employees when clearance is required.

The fee will be paid by Butte County Office of Education for a tuberculosis examination.

Employees may be required to pass a physical and/or psychological examination any time such an examination appears necessary to preserve the health and welfare of students and employees or to furnish medical proof of physical or mental ability to perform satisfactorily the assigned duties of an individual's position.

Legal Reference:

Education Code

44839 Employment

44839.5 Employment

44942 Resignations, Dismissals, and Leaves of Absence

45122 Employment

49406 General Powers--School Boards

Code of Regulations, Title 5

5502-5504

Approved: November, 2007

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4112.4

AR 4212.4

AR 4312.4

REGULATIONS REGARDING HEALTH EXAMINATIONS

Tuberculosis Tests

The cost of the pre-employment tuberculosis examination shall be paid by the applicant.

An applicant who was previously employed in another California school district or private or parochial school may fulfill the tuberculosis examination requirement either by producing a certificate showing that he/she was examined within the last four years and found to be free of active tuberculosis or by having his/her previous employer verify that it has on file a certificate which contains that evidence.

Every Butte County Office of Education employee who tests negative shall undergo a tuberculosis examination at least once every four years, or more often if so directed by the County Superintendent upon recommendation of the county health officer, for as long as the employee's test remains negative. An employee with a documented positive test for tuberculosis infection shall no longer be required to submit to the examination but shall be referred to the county health officer within 30 days of the examination to determine the need for follow-up care.

Tuberculosis tests for employees shall be provided by or at the expense of Butte County Office of Education.

If an employee's religious belief prevents him/her from undergoing a tuberculosis examination, the employee shall file an affidavit stating that he/she adheres to the faith or teachings of a well-recognized religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles, depends for healing upon prayer in the practice of religion and that, to the best of his/her knowledge or belief, he/she is free from active tuberculosis. In order to exempt the individual, the County Superintendent shall determine by resolution, after a hearing, that the health of students would not be jeopardized.

The County Superintendent or designee may exempt from the tuberculosis testing requirement classified employees who are employed for less than a school year if their functions do not require frequent or prolonged contact with students.

The County Superintendent or designee may exempt a pregnant employee from the requirement that a positive tuberculin skin test be followed by an x-ray of the lungs, for a period not to exceed 60 days following conclusion of the pregnancy.

Medical Certification for Communicable Diseases for Certificated Employees

The County Superintendent shall not fill a position requiring certification with an applicant who has not previously been employed in a certificated position in California or a retiree who has not been employed as a retiree, unless Butte County Office of Education has on file a medical certification completed and submitted directly to the Human Resources office by an authorized health care provider.

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The medical certification shall certify that the applicant or retiree is free from any disabling disease which would render him/her unfit to instruct or associate with children. The medical examination referred to in the certificate must have been conducted within six months of the date that the certificate is filed.

Applicants and retirees shall pay for the cost of obtaining the medical certification.

The County Superintendent may require certificated employees and/or retiree to undergo, at the Butte County Office of Education's expense, a periodic medical examination pursuant to Education Code to determine that they are free from any communicable disease making them unfit to instruct or associate with children.

Mental Examination for Certificated Employees

A certificated employee may be suspended or transferred to other duties if the County Superintendent has reasonable cause to believe that the employee is suffering from mental illness of such a degree as to render him/her incompetent to perform his/her duties. In such a case, the Butte County Office of Education shall follow the process specified in Education Code and the Butte County Office of Education's collective bargaining agreement, including the opportunity for the employee to be examined by a panel of psychiatrists or psychologists.

Legal Reference:

Education Code

44839 Medical certificate; periodic medical examination

44839.5 Requirements for employment of retiree

44932 Grounds for dismissal of permanent employee

44942 Suspension or transfer of certificated employee on ground of mental illness

45122 Physical examinations

49406 Examination for tuberculosis

Business and Professions Code

2700-2838 Nurses

3500-3546 Physician assistants

Health and Safety Code

121525 Private and parochial school employees, examination for tuberculosis

Code of Regulations, Title 5

5502 Filing of notice of physical examination for employment of retired persons

5503 Physical examination for employment of retired persons

5504 Medical certification procedures

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SP 4112.5

SP 4212.5

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CRIMINAL RECORD CHECK

No person will be hired or retained in classified or certificated positions that have been convicted of a violent or serious felony, unless that person has obtained a certificate of rehabilitation and pardon.

Applicants will be referred to a local law enforcement authority to complete LiveScanning. The local law enforcement authority shall transmit the LiveScan to the Bureau of Criminal Identification Investigation, State Department of Justice, for processing.

The Department of Justice will be requested to forward one copy of the fingerprint record to the Federal Bureau of Investigation for the purpose of obtaining any record of previous convictions of the applicant if:

1. The person has not resided in the State of California for at least one year immediately preceding the person's application for employment.
2. The person has resided for more than one year, but less than seven years, in the State of California and the Department of Justice has ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to, or the use of a controlled substance, by a minor.

The County Superintendent or designee shall request subsequent arrest service from the Department of Justice as provided under Penal Code 11105.2.

Temporary Certificates of Clearance

Before issuing a temporary certificate of clearance to an applicant whose credential is being processed, the Human Resources Department shall obtain a criminal record summary from the Department of Justice. The County Superintendent or designee shall not issue a temporary certificate of clearance if the applicant has been convicted of a violent or serious felony, unless the applicant has obtained a certificate of rehabilitation and pardon.

The Human Resources Department may issue a temporary certificate of clearance without obtaining a criminal record summary to an employee currently and continuously employed by a district within Butte County who is serving under a valid credential and has applied for a renewal of that credential or for an additional credential.

Legal Reference:

Education Code

45125 Employment

45125.5 Employment

45126 Employment

Penal Code

11075-11081 Criminal record dissemination

11105 Criminal identification and statistics

11105.2 Criminal identification and statistics

11105.3 Criminal identification and statistics

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11140-11144 Unlawful Furnishing of State Summary Criminal History Information

13300-13305 Local summary criminal history information

Government Code

6200-6203 Crimes relating to public records, documents and certificates

California Code of Regulations Title II

703, 708

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BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4112.6

SP 4212.6

SP 4312.6

EMPLOYEE RECORDS

Confidential individual personnel files are permanent records and shall be established and maintained for all employees in accordance with law and collective bargaining agreements.

Personnel files shall be made available for inspection as required by law. Inspection shall take place in the presence of a Butte County Office of Education representative. A record of file inspections shall be maintained.

The following records are, by law, not open to inspection by employees:

1. Records relating to the investigation of a possible criminal offense;
2. Letters of reference;
3. Ratings, reports or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination.

Non-credentialed employees shall have access to numerical scores obtained as result of written examinations.

Except for the ratings, reports or records specified above as not open to inspection, employees shall be notified whenever derogatory information is to be placed in their personnel files. Any employee so notified may ask to review and comment on the contents and shall have the right to enter, and have attached to any such derogatory statement, his/her own comments thereon. Such a review may take place during normal work hours. Upon request the employee shall be released from duty for this purpose without a salary reduction.

Home addresses, telephone numbers and other personal information regarding employees shall not be disclosed to the general public. It shall be each employee's responsibility to keep personnel records current by immediately reporting changes of address, number of dependents, telephone number changes, name changes, and other information as may be required.

Criminal Offender Record Information

Information received by the Butte County Office of Education from the Department of Justice is confidential. The Assistant Superintendent of Human Resources is the Record Custodian of all confidential fingerprint and criminal record history. The Record Custodian shall be subject to California Department of Justice fingerprinting and criminal background check requirements. The Record Custodian shall have and acknowledge an understanding of the laws regarding Criminal Offender Record Information.

Any questions regarding Criminal Offender Record Information shall be resolved by the Record Custodian. Criminal Offender Record Information shall be accessible only to the Record Custodian and shall be kept in a locked file separate from other personnel files. The contents of criminal offender records shall be disclosed only in accordance with law on a "needs to know" basis and shall not be reproduced. These records shall be used only for the purpose for which they were requested.

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Criminal Offender Record Information (continued)

Upon making a hiring determination, Criminal Offender Record Information shall be destroyed in accordance with law to the extent that the identity of the individual can no longer be reasonably ascertained.

Interagency Agreements

Upon Butte County Office of Education receipt from the Department of Justice of a criminal history record or report of subsequent arrest for any person on an inter-agency "common list of persons eligible for employment", notice shall be provided to the appropriate participating agency.

The County Superintendent's designee of Record Custodian will maintain a record of all persons to whom criminal history or arrest record information has been provided.

Legal Reference:

Education Code

44030 Effect of registration of certification document

44031 Personnel file contents and inspection

44663 Written evaluation and assessment of certificated employees and certificated non-instructional employees

44252 Issuance and renewal; basic skills proficiency list of criteria

44254 Restricted reading certificates

Attorney General Opinion

Opinion No. CV 75-53, June 6, 1975 (58 Cal Att. Gen. Op. 422)

Labor Code

1198.5

Approved: October, 2008

Revised:

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REGULATIONS REGARDING EMPLOYEE RECORDS

The County Superintendent directs that the Human Resources Department shall maintain personnel files for all current employees. All personnel files are confidential and shall be available only to the employee, persons authorized by the employee and those authorized by the County Superintendent. Employee files shall be maintained in the Human Resources Department. The Human Resources Assistant Superintendent shall determine the types of information to be included and be responsible for the processing of all material to be placed in a personnel file.

Ratings, reports, or records shall not be available for inspection by employees if they were obtained prior to the employment of the person involved, prepared by identifiable examination committee members or obtained in connection with a promotional examination. However, non-credentialed employees shall have access to any numerical scores obtained as result of written examinations.

Placement of Material in Personnel Files

1. All material to be placed in a personnel file shall be processed through the Human Resources Assistant Superintendent.
2. Material of a derogatory nature shall not be entered unless:
 - a. The material has been signed and dated by the originating person and approved for inclusion by the department Assistant Superintendent.
 - b. The employee is provided a copy with notice that he/she has an opportunity to comment and respond within 10 working days from receipt.
 - c. After the employee has had an opportunity to review and make written comments on the derogatory material, it shall be entered into the personnel file and shall become a part of the employee's record.

Personnel File Review

1. The Assistant Superintendents are authorized by the County Superintendent to review personnel files of employees. Other management personnel may review personnel files when they have valid "need to know" and with approval of an Assistant Superintendent.
2. Employees may make an appointment for review of his / her personnel file to be scheduled during normal working hours. Employee signs and dates a statement that he / she asked to review file, which becomes part of the personnel file.
 - a. Employees with assignments out-of-county may request a copy of their personnel file as outlined in paragraph 2.b. below in lieu of personally reviewing the file.
 - b. Requests for copies of material in personnel file must be in writing and approved by the Human Resources Assistant Superintendent.
 - c. Any request by employee to include materials in the file must be approved by the department Assistant Superintendent.
3. Confidential placement information in the file shall not be available for review unless marked "not confidential" or equivalent by a college, university or other placement office.
4. All reviews of personnel files shall be recorded, including notation of date and time reviewed.

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5. In no instance shall any material be removed from the file.
6. All personnel files will be reviewed in the Human Resources Department under observation of Human Resources Department staff.

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SP 4112.7

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ORIENTATION FOR NEW EMPLOYEES

The County Superintendent believes that it is important to have an effective orientation for all new employees.

For that reason, the County Superintendent assigns responsibility for new employee orientation to the Human Resources Department, which shall give careful consideration to the content, design, and delivery in the Butte County Office of Education's system of orienting new staff.

The first phase of orientation will be a Human Resources Department briefing that provides essential information regarding the Butte County Office of Education as an organization, review of mandated topics, safety, job related matters and requirements, day-to-day procedures and practices as well as financial matters of concern.

Work site specific training is the responsibility of the employee's direct supervisor.

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BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4112.8

SP 4212.8

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EMPLOYMENT OF RELATIVES

Employment of relations by blood or marriage in the Butte County Office of Education where there is an adverse impact on supervision, safety, security or morale, or involves potential conflicts of interests is prohibited. If two employees marry each other and there is an adverse impact on supervision, safety, security or morale or a reasonably foreseeable conflict of interest exists, one of the employees may be reassigned or transferred. In cases where no accommodation can be arranged, one of the employees must resign or be terminated. The choice of which will resign is to be made by the individual employees.

1. No employee shall in any way use personal power or influence to aid or hinder other employees or applicants for employment because of a personal relationship by virtue of blood, marriage, or adoption.
2. In order to comply with this policy, applicants for employment, employees offered promotional opportunities, and employees requesting transfer or reinstatement shall be required to indicate if they have any relatives who are employees of the Butte County Office of Education.
3. For the purposes of this policy, persons related by blood, marriage, or adoption (relatives) are any of the following: husband, wife, father, mother, son, daughter, brother, sister, half-brother, half-sister, grandparent, grandchild, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, first cousin, and domestic partner.

The County Superintendent prohibits the appointment of any person to a position for which his/her relative maintains management, supervisory, evaluation, or promotion responsibilities and prohibits an employee from participating in any decision that singularly applies to any of his/her relatives.

In addition, the County Superintendent or designee may determine, on a case-by-case basis, whether to appoint a person to a position in the same department or facility as an employee with whom he/she maintains a personal relationship when that relationship has the potential to create (1) an adverse impact on supervision, safety, security, or morale of other employees, or (2) a conflict of interest for the individuals involved which is greater because of their relationship than it would be for another person.

An employee shall notify his/her supervisor within 30 days of any change in his/her circumstances that may constitute a violation of this policy.

Legal reference:

Government Code

12940 Unlawful employment practices, exceptions

Approved: March, 2008

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4112.9

SP 4212.9

SP 4312.9

CHILD ABUSE

Employees shall be knowledgeable about the issues and reporting requirements of child abuse. New and substitute employees shall be provided a copy of Section 11166 et seq. of the Penal Code and sign the appropriate verification.

Legal Reference:

Education Code

44690-44691 Staff development in the detection of child abuse and neglect

Penal Code

273a Willful harm or injury to child; endangering person or health

11164-11174.3 Child Abuse and Neglect Reporting Act, especially

11166 Report; duty; time

11166.5 Required statements of mandated reporters

11172 Immunity from liability; liability for false reports Management Resources

Approved: July, 2004

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BUTTE COUNTY OFFICE OF EDUCATION

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AR 4112.22

REGULATIONS REGARDING STAFF TEACHING ENGLISH LANGUAGE LEARNERS

Definitions

English learner means a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English.

Instruction for English language development (ELD) means instruction designed specifically for English learners to develop their listening, speaking, reading, and writing skills in English.

Specially designed academic instruction in English (SDAIE) means instruction in a subject area, delivered in English, that is specially designed to meet the needs of English learners.

Primary language instruction includes both primary language development designed to develop English learners' listening, speaking, reading, and writing skills in their primary language and content instruction delivered in the primary language in any subject area.

Teacher Qualifications

The County Superintendent or designee shall ensure that any teacher with one or more English learners in his/her class possesses an English learner authorization issued by the Commission on Teacher Credentialing (CTC) authorizing ELD and/or SDAIE, as appropriate. A teacher possessing a bilingual authorization may be assigned to provide ELD, SDAIE, and/or primary language instruction.

A teacher with a designated subject teaching credential or a service credential with a special class authorization may enroll in a CTC approved staff development program and, upon successful completion, may apply to the CTC for a Certificate of Completion of Staff Development authorizing instruction in SDAIE.

The County Superintendent may, for the purpose of providing primary language instruction, hire bilingual teachers who are employed in public or private schools of a foreign country, state, territory, or possession, provided such teachers speak English fluently and hold the necessary sojourn credential issued by the CTC. After the initial two-year sojourn credential expires, the teacher may annually apply to the CTC for an extension for a total period of not more than five years. Any application for renewal shall include verification by the County Superintendent or designee that termination of the employment would adversely affect an existing bilingual program and that attempts to secure the employment of a qualified certificated California teacher have been unsuccessful.

Legal Reference:

Education Code

306 Definition, English learner

44253.1-44253.11 Certification for bilingual-cross-cultural competence

44258.9 County superintendent review of teacher assignments

44259.5 Standards for teachers of all students, including English language learners

44380-44386 Alternative certification

44856 Employment of teachers from foreign countries

52160-52178 Bilingual-Bicultural Act of 1976

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52180-52186 Bilingual teacher training assistance program
62001-62005. 5 Evaluation and sunseting of programs
99230-99242 Mathematics and Reading Professional Development Program
Code of Regulations, Title 5
6100-6125 Teacher qualifications, No Child Left Behind Act
80015 Requirements for the CLAD certification or English learner authorization
80015.1-80015.4 Requirements for CLAD, English learner authorization or bilingual authorization
80021 Short-Term Staff Permit
80021.1 Provisional Internship Program
80024.7-80024.8 Emergency CLAD and bilingual permits
United States Code, Title 20
6319 Highly qualified teachers
6601-6651 Training and recruiting high-quality teachers
6801-7014 Language instruction for English learners and immigrant students
7801 Definitions, highly qualified teacher
Code of Federal Regulations, Title 34
200.55-200.57 Highly qualified teachers

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AR 4112.23

REGULATIONS REGARDING SPECIAL EDUCATION STAFF

Qualifications/Assignment of Special Education Teachers

Any teacher assigned to serve students with disabilities shall possess an appropriate credential or other authorization that specifically authorizes him/her to teach students with that primary disability within the program placement recommended in the students' individualized education programs (IEP). Special education teachers who teach core academic subjects shall possess the qualifications required by the No Child Left Behind Act.

The permit is valid for up to one year from the date of issuance but may be renewed twice, for a total of three years in the specialty area, if renewal requirements are met.

Resource Specialists

The resource specialist program shall provide, but not be limited to:

1. Resource specialist(s) to provide instruction and services for students whose needs have been identified in their IEPs and who are assigned to regular classroom teachers for a majority of the school day
A student shall not be enrolled in a resource specialist program for a majority of a school day without approval by the student's IEP team.
2. Information and assistance for students with disabilities and their parents/guardians
3. Consultation, resource information, and material regarding students with disabilities to their parents/guardians and regular education staff members
4. Coordination of special education services with the regular school program for each student with disabilities enrolled in the resource specialist program
5. Monitoring of student progress on a regular basis, participation in the review and revision of IEPs as appropriate, and referral of students who do not demonstrate sufficient progress to the IEP team
6. At the secondary school level, emphasis on academic achievement, career and vocational development, and preparation for adult life

Resource specialists shall not simultaneously be assigned to serve as resource specialists and to teach regular classes.

The Butte County Office of Education's resource specialist program shall be under the direction of a resource specialist who possesses the qualifications specified in Education Code.

Teachers of Students with Autism

A teacher may be assigned to provide instruction to students with autism if he/she meets the qualifications described above in the section entitled "Qualifications/Assignment of Special Education Teachers."

In addition, a teacher whose education specialist credential or other previously issued credential authorizes him/her to provide instruction to students with mild and moderate disabilities may be assigned to provide instruction to students with autism, provided that the teacher consents to the assignment and satisfies either of the following criteria prior to the assignment:

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1. He/she has provided full-time instruction for at least one year prior to September 1, 2007, in a special education program that serves students with autism in accordance with their IEP and received a favorable evaluation or recommendation from the Butte County Office of Education or school to teach students with autism.
2. He/she has completed a minimum of three semester units of coursework in the subject of autism offered by a regionally accredited institution of higher education.

Caseloads

The County Superintendent or designee shall ensure that caseloads for special education teachers are within the maximum caseloads established by law, the collective bargaining agreement, and/or the comprehensive plan of the Special Education Local Plan Area (SELPA) in which Butte County Office of Education participates.

Legal Reference:

Education Code

44250-44279 Credentials, especially

44256 Credential types, specialist instruction

44258.9 Assignment monitoring

44265-44265.99 Special education credential

44325-44328 District interns

44830.3 District interns, supervision and professional development

56000-56865 Special education, especially

56195.8 Adoption of policies

56361 Program options

56362-56362.5 Resource specialist program

56363.3 Maximum caseload; language, speech, and hearing specialists

56441.7 Maximum caseload; language, speech, and hearing specialists serving children ages 3-5

CODE OF REGULATIONS, TITLE 5

3051.1 Language, speech and hearing development and remediation; appropriate credential

3100 Waivers of maximum caseload for resource specialists

6100-6126 Teacher qualifications, No Child Left Behind Act

80021 Short-term staffing permit

80021.1 Provisional internship permit

80025.4 Substitute teaching, special education

80026 Declaration of need for fully qualified educators

80027.1 Special education limited assignment teaching permit

80046.1 Adapted physical education specialist

80046.5 Credential holders authorized to serve students with disabilities

80047-80047.9 Credentials to provide instructional services to students with disabilities

80048-80048.9.3 Credential requirements and authorizations

80070.1-80070.8 Resource specialist certificate of competence

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act, especially

1401 Definition of highly qualified special education teacher

6319 Highly qualified teachers

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7801 Definitions, highly qualified teacher

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 Highly qualified teachers

300.8 Definition of autism

300.18 Highly qualified special education teachers

300.156 Special education personnel requirements

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SP 4112.24

TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT

Recognizing the importance of teacher effectiveness in improving student achievement, the County Superintendent desires to recruit and hire teachers who possess the subject matter knowledge and teaching skills required by the federal No Child Left Behind Act (NCLB) in programs for educationally disadvantaged students and for students in core academic subjects.

All teachers hired after the first day of the 2002-03 school year to teach core academic subjects in a program supported by Title I funds shall be "highly qualified," as defined by federal law and the State Board of Education, upon hire.

All teachers who were hired prior to the beginning of the 2002-03 school year in Title I programs and all teachers of core academic subjects in non-Title I programs shall demonstrate that they are "highly qualified" not later than the end of the 2006-07 school year.

The County Superintendent or designee shall monitor the distribution of "highly qualified" teachers among Butte County Office of Education schools and develop strategies, as needed, to encourage teachers who meet NCLB requirements to teach in schools with the lowest student performance.

The County Superintendent or designee shall inform teachers of NCLB requirements and shall identify the additional qualifications, if any that individual teachers need to demonstrate in order to meet the requirements. He/she shall work with individual teachers to develop a plan for attaining full qualifications.

The County Superintendent or designee shall publicly report on the progress of Butte County Office of Education's teachers toward becoming fully qualified. Such reports shall include, but need not be limited to, the percentage of teachers in core academic subjects, at each school, who meet the definition of a "highly qualified" teacher in accordance with federal law, and the percentage of teachers who are receiving professional development to enable them to satisfy this definition.

Legal Reference:

Education Code

500-44508 Peer Assistance and Review Program for Teachers

44662 Performance evaluation; Stull Act review

44664 Teacher evaluation; program to improve performance

Code Of Regulations, Title 5

6100-6126 Teacher qualifications, No Child Left Behind Act

80021 Short-term staff permit

80021.1 Provisional internship permit

80089.3-80089.4 Subject matter authorizations

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AR 4112.24

REGULATIONS REGARDING TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT

Definitions

Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography.

Teacher new to the profession is a teacher who either graduated from an accredited institution of higher education and received a credential, or began an approved intern program, on or after July 1, 2002.

Teacher not new to the profession is a teacher who either graduated from an accredited institution of higher education and received a credential, or was enrolled in or had completed an approved intern program, before July 1, 2002.

Teacher Qualifications

To meet the teacher qualification requirements of the federal No Child Left Behind Act (NCLB) for staff teaching core academic subjects in Title I or non-Title I programs, a teacher shall meet all of the following conditions:

1. Hold at least a bachelor's degree
2. Hold a full credential or be currently enrolled in an approved intern program for less than three years
3. Demonstrate subject matter competency in accordance with the applicable requirements below

Subject matter competency shall be demonstrated in accordance with the following requirements based on the grade levels taught and the teacher's length of time in the profession:

1. An elementary teacher who is new to the profession shall pass a validated statewide subject matter examination certified by the Commission on Teacher Credentialing (CTC).
2. An elementary teacher who is not new to the profession shall complete one of the following:
 - a. A validated statewide subject matter examination that the CTC has utilized to determine subject matter competence for credentialing purposes
 - b. A high objective uniform state standard evaluation (HOUSSE), as described below, to determine the teacher's subject matter competence in each of the academic subjects taught by the teacher
3. A middle or high school teacher who is new to the profession shall pass or complete one of the following for every core academic subject currently assigned:
 - a. A validated statewide subject matter examination certified by the CTC
 - b. University subject matter program approved by the CTC
 - c. Undergraduate major in the subject taught
 - d. Graduate degree in the subject taught
 - e. Coursework equivalent to the undergraduate major
4. A middle or high school special education teacher who is new to the profession, holds a special education credential or is currently enrolled in an approved special education intern program for less than three years, and has demonstrated subject matter competence in mathematics, language arts, or science in accordance with item #3 above, may demonstrate competence in other core academic subjects through the HOUSSE, as described below. The HOUSSE shall be completed no later than two years after the date of employment.

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5. A middle or high school teacher who is not new to the profession shall pass or complete one of the following for every core subject assigned:
 - a. A validated statewide subject matter examination that the CTC has utilized to determine subject matter competence for credentialing purposes
 - b. University subject matter program approved by the CTC
 - c. Undergraduate major in the subject taught
 - d. Graduate degree in the subject taught
 - e. Coursework equivalent to the undergraduate major
 - f. Advanced certification or credential, such as certification from the National Board for Professional Teaching Standards
 - g. The HOUSSE option, as described below, to determine the teacher's subject matter competence in each of the academic subjects taught by the teacher

To determine a teacher's fulfillment of the HOUSSE option as described in items #2, #4 and #5 above, the County Superintendent or designee shall complete the following steps in the manner prescribed by the California Department of Education:

1. The County Superintendent or designee shall summarize the teacher's years of experience in the grade span or subject, core academic coursework in the assigned grade span or subject, in-depth standards-aligned professional development, and service to the profession in the relevant core academic content area.

If this summation does not identify sufficient experience, coursework, professional development, or service to demonstrate subject matter competency, the evaluation shall include direct observation and portfolio assessment in the grade span or subject taught. The observation and portfolio assessment shall be used to determine whether the teacher meets Standard 3 (understanding and organizing subject matter for student learning) and Standard 5.1 (establishing and communicating learning goals for all students) of the California Standards for the Teaching Profession.
2. If the teacher does not satisfactorily meet Standards 3 and 5.1 of the California Standards for the Teaching Profession, subject matter competency shall be demonstrated through completion of the Peer Assistance and Review Program for Teachers or other individualized professional development plan aimed at assisting the teacher to meet Standards 3 and 5.1.

A teacher who holds a supplementary authorization or is employed on a local teaching assignment shall meet the teacher qualification requirements of NCLB if he/she holds a California teaching credential and has demonstrated subject matter competency for the grade span and subject matter taught.

A teacher who has been determined by another school district in California to have met the teacher qualification requirements for the grade level and/or subject taught shall not be required to demonstrate again that he/she meets those requirements.

A teacher who has been determined to meet subject matter competency requirements outside of California shall be considered to have met those requirements for the particular subject and/or grade span in California. The date of issuance of a valid out-of-state credential shall be used to identify a teacher as new or not new to the profession.

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A teacher prepared in a country other than the United States shall be considered to have met NCLB teaching requirements if he/she:

1. Holds a degree from a foreign college or university that is at least equivalent to a bachelor's degree offered by an American institution of higher education
2. Has completed a teacher preparation program that meets CTC requirements for out-of-country trained teachers
3. Demonstrates subject matter competency for the grade span and subjects taught through the same or equivalent processes and methods required of California teachers
4. Holds a California teaching credential

A teacher shall not meet the teacher qualification requirements of NCLB if he/she is teaching with a short-term staff permit, a provisional internship permit, or a state or local waiver for the grade or subject taught.

Certification of Compliance

All teachers teaching core academic subjects shall complete and sign a certificate of compliance and attach retain the appropriate documentation. The County Superintendent or designee shall verify the information and signed original copy.

The principal of each school receiving Title I funds shall annually attest in writing as to whether the school is in compliance with federal requirements related to teacher qualifications. Copies of the attestation shall be maintained at the school and at Butte County Office of Education and shall be available to any member of the public upon request.

Butte County Office of Education Plan for Highly Qualified Teachers

Within the Title I local educational agency plan, the Superintendent or designee shall develop a plan for ensuring that all teachers of core academic subjects will meet NCLB requirements within the timelines established by law. As part of this plan, the Superintendent or designee shall provide high-quality professional development designed to enable teachers to meet NCLB requirements.

Parent Notifications

At the beginning of each school year, the County Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications

In addition, the County Superintendent or designee shall provide timely notice to individual parents/guardians of students attending a Title I school whenever their child has been assigned to or has been taught for four or

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more consecutive weeks by a teacher of a core academic subject who does not meet NCLB teacher qualification requirements.

Approved: July, 2008

Revised:

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EXHIBIT A (AR 4112.24)

Attestation Regarding Qualifications Of Title I Teachers

5 CCR 6100-6115, added by Register 2004, No. 9, describe required qualifications for elementary, middle and secondary teachers who are “new” and “not new” to the profession; see AR 4112.24.

Instructions: The following certification must be annually completed and signed by each principal in a school that operates a Title I program (school wide programs) and (targeted assistance schools).

School: _____

Principal: _____

I certify that all teachers hired after the first day of the school year to teach core academic subjects in a program supported by Title I funds meet the following qualifications:

1. Hold at least a bachelor’s degree
2. Have a credential or are currently enrolled in an approved intern program for less than three years
3. Have demonstrated subject matter competence for the grade level(s) taught and the teacher’s length of time in the profession

Signature of Principal

Date

Approved: July, 2008

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EXHIBIT B (AR 4112.24)

**TEACHER QUALIFICATIONS UNDER THE NO CHILD LEFT BEHIND ACT
PARENTAL NOTIFICATION OF TEACHER QUALIFICATIONS**

To Parents/Guardians:

Your child is attending a school receiving Title I federal funds under the federal No Child Left Behind Act (NCLB).

Under NCLB, teachers of core academic subjects are required to hold state certification and demonstrate subject matter competency for the grade span or subject matter taught. These requirements help us to ensure that all our students receive the best education by teachers who are highly skilled and knowledgeable in their subject areas.

This federal law requires the school to notify you that a teacher who has not yet completed the process for meeting NCLB requirements has taught your child for four or more consecutive weeks. However, the teacher is authorized to teach in California and is working toward completion of the requirements. Our school continues to monitor teacher qualifications and to provide additional support and training, as necessary, to help teachers meet the requirements.

You may contact _____ to request the qualifications of your child's teacher. [school]

If you have any questions, please contact _____ [principal]

at _____ [telephone number]

Approved: July, 2008

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4113

SP 4213

EMPLOYEE ASSIGNMENTS

The County Superintendent shall make employee assignments in accordance with the needs of the Butte County Office of Education and negotiated agreements.

Employees have no right of assignment to a particular work site.

Except where otherwise appropriate, certificated employees shall be assigned within the scope of their certificate and competency.

All certificated and classified management and professional staffs are exempt employees for the purpose of the Fair Labor Standards Act. The hours of work shall be determined by their work assignments.

The County Superintendent reserves the right to assign, reassign, schedule and modify all terms and conditions of employment in accordance with the needs of the Butte County Office of Education and negotiated agreements.

Legal Reference:

Education Code

35035 Powers and duties of County Superintendent

44256-44264 (re credentials and assignments of teachers)

44955 Reduction in number of employees

Government Code

3540 Agreement EDBOE & ECOSEA

3543.2 Scope of representation (re transfer/reassignment)

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4113

REGULATIONS REGARDING EMPLOYEE ASSIGNMENTS

Assignment to Departmentalized Classes Outside Credential Authorization

Any holder of a credential other than an emergency permit may be assigned, with his/her consent, to teach departmentalized classes in grades K-12 regardless of the designations on his/her teaching credential, provided that their subject matter knowledge is verified prior to the assignment.

Procedures for verifying a teacher's subject matter knowledge shall be developed and implemented by the Superintendent or designee with the involvement of appropriate subject matter specialists, including curriculum specialists, resource teachers, classroom teachers certified to teach the subject, staff assigned to regional subject matter projects or curriculum institutes, or college faculty.

Procedures to be used for this purpose shall specify:

1. One or more of the following ways in which subject matter competence shall be assessed:
 - a. Observation by subject matter specialists
 - b. Oral interviews
 - c. Demonstration lessons
 - d. Presentation of curricular portfolios
 - e. Written examinations
2. Specific criteria and standards for verifying subject matter knowledge by any of the above methods. These criteria shall include, but need not be limited to, evidence of the individual's knowledge of the subject matter to be taught, including demonstrated knowledge of the curriculum framework for the subject and the specific content of Butte County Office of Education's course of study for the subject at the grade level to be taught.

Whenever a teacher is assigned to teach departmentalized classes, the County Superintendent or designee shall notify the exclusive representative of Butte County Office of Education's certificated employees.

Assignment to Elective Courses Outside Credential Authorization

A full-time teacher with special skills and preparation outside his/her credential authorization may, with his/her consent and the prior approval of the Assistant Superintendent, be assigned to teach an elective course in the area of the special skills or preparation, excluding a course in English, mathematics, science, or social studies.

Assignment to Special Schedules

The County Superintendent or designee shall make every reasonable effort to accommodate the preferences of certificated staff when assigning them to schools with year-round or regular schedules.

Approved: March, 2009

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4113.4

SP 4213.4

SP 4313.4

TEMPORARY/MODIFIED LIGHT-DUTY ASSIGNMENT

The County Superintendent recognizes that, when employees have temporarily disabling medical conditions, temporary modified or light-duty assignments can allow Butte County Office of Education to continue to use their valuable knowledge, skills, and abilities while minimizing time away from work. Temporary modified/light-duty assignments may also serve to facilitate the employee's transition back to his/her regular duties or full-time work.

Any employee may request a modified or light-duty assignment when he/she has a temporary medical condition which prevents the performance of the essential functions of his/her current assignment or position. The Superintendent or designee shall determine, on a case-by-case basis, whether a suitable temporary position currently exists to accommodate the physical restrictions specified by the employee's medical provider.

An employee's initial assignment to a temporary modified or light-duty position shall be for a limited duration, not to exceed 30 days. At the end of the initial assignment, the employee may request that the Superintendent or designee extend the assignment. When requesting any such extension, the employee shall submit documentation from his/her medical provider verifying that the employee is still temporarily disabled and is not medically able to return to his/her regular assignment. Temporary assignments generally shall not exceed 90 days, but may be extended at the discretion of the County Superintendent or designee for an additional 90 days upon verification by the employee's medical provider that such an extension will allow the employee to return to unrestricted regular duties.

An employee who rejects a temporary modified/light-duty assignment may be subject to a loss of workers' compensation benefits in accordance with district's insurance policy.

Legal Reference:

Education Code

44984 Required rules for industrial accident and illness leave

45192 Industrial accident and illness leave for classified employees

Government Code

12900-12996 Fair Employment and Housing Act

12945.1-12945.2 California Family Rights Act

United States Code, Title 29

2601-2654 Family Care and Medical Leave Act

United States Code, Title 42

12101-12213 Americans with Disabilities

Approved: July, 2007

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4113.4

AR 4213.4

AR 4313.4

REGULATIONS REGARDING TEMPORARY MODIFIED / LIGHT DUTY ASSIGNMENT

Any employee who suffers a work-related injury shall provide the Butte County Office of Education with medical verification of his/her physical condition. Unless the treating physician provides a full release from work, the employee may be considered eligible for a temporary modified or light-duty assignment. If the treating physician does not specify work restrictions, the County Superintendent or designee may contact the physician to see if modified or light-duty work might be appropriate.

The County Superintendent or designee shall meet with the employee and his/her supervisor to determine whether the employee can return to his/her regular job with the medical restrictions specified by the physician.

If the employee is not able to return to his/her regular job with restrictions, the County Superintendent or designee shall seek a temporary modified or light-duty assignment for the employee. Employees who are given such assignment shall receive written notification of the assignments.

If no temporary modified or light-duty assignment can be found, the employee will be placed on temporary disability, sick leave, or other available leave to the extent available until an appropriate position within the medication restrictions is found, or until the medical restrictions are lifted. The County Superintendent or designee shall also monitor the status of any employee for whom the physician provided a full release from work to see if the employee could return to a temporary modified or light-duty assignment at a later date.

If an employee rejects a temporary modified or light-duty assignment, this refusal may provide a basis for terminating temporary disability benefits under workers' compensation.

The County Superintendent or designee shall monitor all temporary modified and light-duty assignments and may contact the physician for assistance in determining when the employee is ready to resume his/her regular duties.

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Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4114

SP 4214

SP 4314

TRANSFERS

The County Superintendent or designee may transfer personnel from one assignment to another when he/she believes the transfer will serve the best interests of the overall Butte County Office of Education.

Personnel may request a transfer by following procedures specified in Administrative Regulations and/or contractual agreements.

Involuntary transfers may become necessary when programs are reduced or canceled, when schools are closed or when transfers are otherwise required in order to accommodate program needs. Such transfers also may be made in order to contribute to an employee's professional growth and/or give supervisory staff an opportunity to evaluate the employee in a different setting.

Legal Reference:

Education Code

35035 Powers and duties of County Superintendent

44955 Reduction in number of permanent employees

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4114

AR 4214

AR 4314

REGULATIONS REGARDING TRANSFERS

Applying for Transfers

An employee may apply, in writing, to the Human Resources Department for transfer to a posted vacancy or the employee may make a general request for a transfer. An employee must apply for transfer prior to the end of a stated posting period to receive consideration.

Selection For Transfer

All applicants for a posted vacancy, including any qualified employee requesting a transfer into the position will be considered. Selection shall be based on the ability and qualifications of each applicant.

Administrative Transfer

The administration may initiate a transfer of an employee to meet operational needs of the Butte County Office of Education. The employee to be transferred will be given at least five workdays advance notice and the employee may request an opportunity to discuss the transfer with the Human Resources Department and/or an Assistant Superintendent.

Approved: November, 2006

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4115

SP 4215

PERFORMANCE EVALUATION

A continuous, uniform process for employee evaluation, assessment and appraisal shall be provided to:

1. Promote achievement of the Butte County Office of Education goals;
2. Provide a process for two-way communication to evaluate the performance of all certificated and classified personnel;
3. Clarify abilities and specific indicators most critical to job performance;
4. Offer recommendations, if any, regarding desired performance and improvement;
5. Increase the employees' understanding of performance from their supervisors viewpoint;
6. Obtain data for decisions regarding retention and assignment of staff;
7. Provide a formal method of recognizing staff achievement and growth;
8. Enhance job satisfaction, self-esteem;
9. Insure positive work relationships.

The performance appraisal process shall include the following basic steps to be followed in the evaluation and assessment of staff. The process is circular, beginning and ending with the summative employee appraisal. Each step of the process is intended to encourage a collaborative effort between the supervisor and the employee:

1. Orientation and clarification of evaluation cycle and forms;
2. Conference to review criteria upon which evaluation will be focused;
3. Development of performance plan (as applicable);
4. Formal and informal observations and data collection;
5. Formal and informal conferences based on observations and data collection;
6. Data analysis;
7. Formal evaluation conference;
8. Summative performance appraisal.

Evaluations will be scheduled as follows:

Teachers

Permanent employees shall be evaluated at least every other year. Nothing precludes evaluation to be conducted at such other times, as management deems appropriate. Others shall be evaluated annually.

Classified

Regular classified employees shall be evaluated every other year, or as outlined in their collective bargaining agreement.

Unsatisfactory Employees

Employees receiving any "unsatisfactory" rating in any evaluation area shall be evaluated periodically during the year in accordance with applicable collective bargaining agreements and established procedure until performance improves or separation from the Butte County Office of Education occurs.

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Legal Reference

Education Code

33039 Guidelines for teacher evaluation

35171 Evaluation of employee performance; printed rules

44660-44665 Evaluation and assessment of performance of certificated employees

Government Code

3543.2 Scope of representation

Approved: July, 2005

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4115

REGULATIONS REGARDING EVALUATION/SUPERVISION

The County Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties.

Frequency of Evaluations

Each probationary certificated employee shall be evaluated at least once each school year.

In addition, probationary teachers shall be formally observed and given constructive feedback at least once each semester and more often when necessary, as part of the evaluation process. Within three school days of each formal observation, a conference shall be held between the evaluator and the probationary teacher.

The performance of each certificated employee with permanent status shall be evaluated and assessed on a continuing basis as follows:

1. At least every other year
2. Annually, if the permanent employee has received an unsatisfactory evaluation until he/she receives a satisfactory evaluation or is separated from Butte County Office of Education.

Evaluation Criteria

The County Superintendent or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria:

1. Students' progress toward meeting district standards of expected achievement for their grade level in each area of study and, if applicable, towards the state-adopted content standards as measured by state-adopted criterion-referenced assessments
2. The instructional techniques and strategies used by the employee
3. The employee's adherence to curricular objectives
4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities

The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests.

Non-instructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities.

Evaluation Results

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last scheduled school day of the school year in which the evaluation takes place. Before the last scheduled school day of the school year, the employee and the evaluator shall meet to discuss the evaluation.

Non-instructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation.

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Instructional and non-instructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file.

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to teaching standards approved by the County Superintendent pursuant to Education Code 44662, the County Superintendent or designee shall so notify the employee in writing and shall describe the unsatisfactory performance. The County Superintendent or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in his/her performance.

Any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction shall participate in the Butte County Office of Education's peer assistance and review program.

The County Superintendent or designee may require any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the Butte County Office of Education's instructional objectives.

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BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4117.1

SP 4217.1

SP 4317.1

RETIREMENT

Employees should notify the County Superintendent of their intention to retire as soon as possible so that a suitable replacement may be found. Certificated and management staff must give notice by April 1 preceding the intended contract year of retirement. If requested, the County Superintendent may extend the April 1 deadline. The retirement shall be effective when accepted by the County Superintendent or designee.

Legal Reference:

Education Code

1294 Rights of certificated employees

22000 et seq. State Teachers' Retirement System

24200 Retirement allowance options

44420 Failure to fulfill contract as ground for suspension of diplomas and certificates

44907 Effect of retirement

Approved: July, 2004

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BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4117.2

SP 4217.2

SP 4317.2

RESIGNATION

Any employee who desires to resign his/her position shall submit a resignation in writing, which indicates the date that the employee intends as his/her last day of work. The County Superintendent encourages employees to provide advance notice that is appropriate for the position they hold.

Any employee's resignation shall become effective when accepted by the department or site administrator. The effective date of the resignation shall be a date not later than the close of the school year during which the resignation is received.

Exit interviews for resigning employees will be scheduled by the Human Resources department. Information provided by employees will be confidential. The purpose of exit interviews will be to provide positive information and constructive feedback for improvement.

Certificated

The County Superintendent discourages certificated employees from resigning during the school year in which they are contracted. Release from contract may depend on one of the following conditions:

1. The employee has acted in good faith in fulfilling his/her obligation to the Butte County Office of Education;
2. An acceptable, qualified replacement is identified and available.

When a certificated staff member leaves the employ of the Butte County Office of Education during the school year without obtaining acceptance of his/her resignation from the County Superintendent or leaves before the effective date of the resignation, the County Superintendent is obligated to report this fact with supporting evidence to the Commission for Teacher Preparation and Licensing. The Commission may suspend the credentials of an employee who leaves the Butte County Office of Education in this manner.

For purposes of this section, formal rejection or refusal to sign the employer's Offer of Employment by the date required thereon may be considered by the employer as a resignation.

Legal Reference:

Education Code

1294 Rights of certificated employees

44420 Failure to fulfill contract as ground for suspension of diplomas and certificates

44433

44930

45201

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Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4117.7

REGULATIONS REGARDING EMPLOYMENT STATUS REPORTS

Within 30 days of any change in the employment status of a credential holder working in a position requiring a credential made as a result of an allegation of misconduct, the County Superintendent or designee shall report the change to the Commission on Teacher Credentialing (CTC). The report shall be made whenever one of the following actions is taken as a result of alleged misconduct:

1. Dismissal
2. Non-re-election/non-re-employment
3. Suspension for more than 10 days
4. Placement on unpaid administrative leave for more than 10 days pursuant to a final adverse employment action
5. Resignation, retirement, or other departure from employment
6. Termination by a decision not to employ or re-employ

The report shall contain all known information about each alleged act of misconduct by the employee.

The report shall be made regardless of any proposed or actual agreement, settlement, or stipulation between the district and the employee not to make such a report. The report shall also be made if the allegations are withdrawn in consideration of the employee's resignation, retirement, or other failure to contest the truth of the allegations.

The County Superintendent or designee shall inform the employee in writing of the contents of current California Code of Regulations regarding a change in employment status as a result of alleged misconduct.

Within 10 days after receipt of a complaint, information, or indictment regarding an employee who has been charged with a "mandatory leave of absence offense" the County Superintendent or designee shall forward a copy of the received documents to the CTC. In addition, he/she shall report to the CTC any action taken in connection with extending the employee's mandatory leave beyond the initial period.

Notice of Other Violations

The County Superintendent or designee may notify the CTC of any of the following:

1. A complaint received by Butte County Office of Education regarding a credential holder's alleged sexual misconduct

The notice shall contain all of the following information:

- a. Name of the employee alleged to have engaged in the sexual misconduct
 - b. Name, age, and address of each victim of the alleged sexual misconduct
 - c. A summary of all information known regarding the alleged sexual misconduct
 - d. A summary of the action, if any, taken in response to the complaint of sexual misconduct
2. An employee's refusal, without good cause, to fulfill a valid employment contract, or departure from service without the consent of the County Superintendent
 3. An employee's knowing and willful use of student records in connection with, or in implicit or explicit attempts to recruit a student to be a customer for, any business owned by the credential holder or in which the credential holder is an employee
 4. An employee's knowing and willful reporting of false fiscal expenditure data relative to the conduct of any educational program

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BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT’S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4118

SP 4318

SUSPENSION/DISCIPLINARY ACTION

The County Superintendent expects all employees to exhibit professional and appropriate conduct and serve as positive role models both at school and in the community. An employee may be suspended or disciplined for unprofessional or inappropriate conduct in accordance with law, collective bargaining agreement, Butte County Office of Education Superintendent’s Policy, and Administrative Regulation.

The County Superintendent or designee may take disciplinary action as he/she deems appropriate in light of the particular facts and circumstances involved and based on the severity of the misconduct. Disciplinary actions may include, but not be limited to, verbal warnings, written warnings, reassignment, suspension, freezing, or reduction of wages, compulsory leave, or dismissal.

The County Superintendent or designee shall ensure that, consistent with law, disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

In accordance with law, the County Superintendent or designee shall notify the Commission on Teacher Credentialing when the status of a credentialed employee has been changed as a result of alleged misconduct.

Legal Reference:

Education Code

44008 Effect of termination of probation

44009 Conviction of specified crimes

44010 Sex offense-definitions

44011 Controlled substance offense – definitions

44242.5 Reports and review of alleged misconduct

44425 Conviction of a sex or narcotic offense

44660-44665 Evaluation and assessment of performance of certificated employees

44830.1 Criminal record summary certificated employees

44930-44988 Resignations, dismissal, and leave of absence, especially

44940 Sex offenses and narcotic offenses; compulsory leave of absence

44940.5 Compulsory leave of absence

45055 Drawing of warrants for teachers

48907 Exercise of free speech, expression

48950 Speech and other communication

51530 Advocacy or teaching of communism

Government Code

3543.2 Scope of representation

Health and Safety Code

11054 Schedule I; substances included

11055 Schedule II, substances included

11056 Schedule III, substances included

11357-11361 Marijuana

11363 Peyote

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

11364 Opium

11370.1 Possession of controlled substances with a firearm

Penal Code

187 Murder

291 School employees arrest for sex offense

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

Code of Regulations, Title 5

80303 Reports of change in employment status

80304 Notice of sexual misconduct

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BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4118

AR 4318

REGULATIONS REGARDING SUSPENSION/DISCIPLINARY ACTION

Suspension Without Pay

When a permanent certificated employee's unprofessional conduct is not considered serious enough to warrant dismissal, he/she may be suspended without pay on grounds of unprofessional conduct.

A probationary certificated employee may be suspended without pay for a specified period during the school year as an alternative to dismissal.

Prior to any disciplinary action on charges leading to suspension without pay on the grounds of unprofessional conduct, the County Superintendent, or designee shall give the employee written notice. This written notice shall:

1. Indicate the nature of the employee's unprofessional conduct
2. Cite specific instances of unprofessional behavior
3. Give the employee a 45-day opportunity to correct the misconduct and overcome the ground(s) for the charge(s)
4. Include the evaluation, if applicable

Mandatory Leave of Absence

Upon being informed that a certificated employee has been charged with a "mandatory leave of absence offense," the County Superintendent or designee shall immediately place the employee on a leave of absence.

A mandatory leave of absence offense includes:

1. Any sex offense
2. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances with the exception of marijuana, mescaline, peyote, or tetrahydrocannabinols

Upon receipt of notification from the Department of Justice by telephone that a current temporary, substitute, or probationary employee serving before March 15 of the his/her second probationary year has been convicted of a violent or serious felony, that employee shall be immediately placed on leave without pay. Upon receipt of written electronic notification of the conviction from the Department of Justice, such employee shall be automatically terminated and without regard to any other termination procedure.

An employee's compulsory leave may extend for not more than 10 days after the entry of judgment in the proceedings. However, the County Superintendent may extend a certificated employee's compulsory leave by giving notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless he/she demands a hearing.

Employee compensation during the period of compulsory leave shall be made in accordance with current Education Code.

Optional Leave of Absence

The County Superintendent may require an immediate compulsory leave of absence when a certificated employee is charged with an "optional leave of absence offense" as specified in law. Such employees shall be subject to the same requirements regarding extension of the leave, furnishing of a bond, and payment of salaries for employees charged with mandatory leave of absence offenses.

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Protection of a Student's Free Speech or Press Rights

An employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student, or for refusing to infringe on a student's protected conduct, when that student is exercising his/her free speech or press rights.

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Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4119.2

SP 4219.2

SP 4319.2

CHILDREN IN THE WORKPLACE

Butte County Office of Education does not provide any type of child care assistance program for employees. In order to fulfill insurance liability, safety standards, supervision, employee responsibilities and the purposes and functions of the Butte County Office of Education, employees are required to provide for their children's care outside of the Butte County Office of Education facilities.

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BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4119.11

SP 4219.11

SP 4319.11

SEXUAL HARASSMENT

Butte County Office of Education prohibits sexual harassment of employees and job applicants, and also prohibits retaliatory behavior or action against employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

The County Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions.

Any employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the Principal, the Assistant Superintendent of Human Resources or the County Superintendent.

A supervisor, Principal or other administrator who receives a harassment complaint shall promptly notify the County Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with law. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against an employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

Legal Reference:

Education Code

200 et al. Prohibition of discrimination on the basis of sex

Government Code

12900-12996 Fair Employment and Housing Act, especially

12940 Prohibited discrimination

12950.1 Sexual harassment training

Labor Code

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

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Code of Regulations, Title 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

Code of Regulations, Title 5

4900-4965 Non-discrimination in elementary and secondary education programs receiving state financial assistance

United States Code, Title 42

2000d-2000d-7 Title VI, civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

Code of Federal Regulations, Title 34

106.9 Dissemination of policy

Approved: October 22, 2008

Revised: November, 2015

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SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4119.11

AR 4219.11

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REGULATIONS REGARDING SEXUAL HARASSMENT

Definitions

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when:

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Regardless of whether or not the alleged harasser was motivated by sexual desire, the conduct is sufficiently severe, persistent, pervasive, or objectively offensive as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Training

The County Superintendent or designee shall ensure that all employees receive training regarding sexual harassment policies when hired and periodically thereafter. Such training shall include the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee.

Every two years, the County Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted employees shall receive training within six months of their assumption of the new position. A supervisory employee is any employee with the authority to hire, transfer, suspend, lay-off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

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The sexual harassment training and education program for supervisory employees shall include the provision of:

1. Information and practical guidance regarding federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment
2. Practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation
3. A component on the prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance
4. A copy of the sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received
5. All other contents of mandated training

The County Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider.

Notifications

A copy of policy and administrative regulation shall:

1. Be displayed in a prominent location in the main administrative building, or other locations where notices of rules, regulations, procedures, and standards of conduct are posted
2. Be provided to every employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired
3. Appear in any school or publication that sets forth the school's or Butte County Office of Education's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of Butte County Office of Education's information sheets that contain at a minimum, components on:

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The complaint process available to the employees
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, Butte County Office of Education shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment.

Approved: October, 2008

Revised: November, 2015

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

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CODE OF ETHICS

The County Superintendent expects employees to maintain the highest ethical standards, exhibit professional behavior, follow Butte County Office of Education Superintendent's Policies and Administrative Regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of Butte County Office of Education and advance the goals of Butte County Office of Education's 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 students.

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

Staff Conduct with Students

The County Superintendent expects all employees to exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property. Inappropriate employee conduct shall include, but not be limited to, engaging in harassing or discriminatory behavior; engaging in inappropriate socialization or fraternization with a student; soliciting, encouraging, or establishing an inappropriate written, verbal, or physical relationship with a student; furnishing tobacco, alcohol, or other illegal or unauthorized substances to a student; or engaging in child abuse.

An employee who observes or has evidence of inappropriate conduct between another employee and a student shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse shall file a report pursuant to Butte County Office of Education's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any employee who is found to have engaged in inappropriate conduct with a student in violation of law or this policy shall be subject to disciplinary action.

Legal Reference:

Education Code

200-262.4 Prohibition of discrimination on the basis of sex

Penal Code

11164-11174.4 Child Abuse and Neglect Reporting Act

Code of Reg., Title V

80331-80338 Rules of conduct for Professional Educators

Approved: July, 2009

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4119.21

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REGULATIONS REGARDING CODE OF ETHICS

Rules of Conduct

The County Superintendent expects professional educators to follow the Rules of Conduct as outlined in the Code of Regulations, Title V, Section 80331-80338 and attached as Exhibit A (4119.21/4219.21/4319.21).

These rules are binding upon every employee of the Butte County Office of Education. The consequences of any willful breach may be revocation or suspension of the credential, or license, or private admonition of the holder in addition to appropriate disciplinary action;

Nothing in these rules is intended to limit or supersede any provision of law relating to the duties and obligations of the Butte County Office of Education staff or to the consequences of the violation of such duties and obligations. The prohibition of certain conduct in these rules is not to be interpreted as approval of conduct not specifically cited;

As used in regulations:

"Certificated person" means any person who holds a certificate, permit, credential, or other license authoring the performance of teaching or education-related service in grades K through 12 in California public schools;

"professional employment: means the performance for compensation of teaching or other education-related employment;

"Confidential information" means information made confidential by Section 35301 of the Education Code; or, information which was provided to the person solely for the purpose of facilitating his/her performance of professional services for or on behalf of the person or employer providing such information.

Approved: July, 2009

Revised:

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RULES OF CONDUCT

EXHIBIT A (4119.21)

EXHIBIT A (4219.21)

EXHIBIT A (4319.21)

80332 Professional Candor and Honesty in Letters or Memoranda of Employment Recommendation

1. Employees shall not write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true relating to the professional qualifications or personal fitness to perform services of any person whom the writer knows will use the letter or memorandum to obtain professional employment nor shall (s)he agree to provide a positive letter of recommendation which misrepresents facts as a condition of resignation or for withdrawing action against the employing agency.
2. This rule has no application to statements identified in the letter or memorandum as personal opinions of the writer but does apply to unqualified statements as fact that which the writer does not know to be true or to statements as fact that which the writer knows to be untrue.

80333 Withdrawal from Professional Employment

A certificated person shall not abandon professional employment without good cause. "Good cause" includes, but is not necessarily limited to, circumstances not caused by or under the voluntary control of the certificated person.

80334 Unauthorized Private Gain or Advantage

A certificated person shall not:

1. Use for his/her own private gain or advantage or to prejudice the rights or benefits of another person any confidential information relating to students or fellow professionals;
2. Use for his/her own private gain or advantage the time, facilities, equipment, or supplies which are the property of his/her employer without the express or clearly implied permission of his/her employer;
3. Accept any compensation or benefit or thing of value other than his/her regular compensation for the performance of any service which (s)he is required to render in the course and scope of his/her certificated employment. This rule shall not restrict performance of any overtime or supplemental services at the request of the school employer; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents or other persons in recognition or appreciation of service.

80335 Performance of Unauthorized Professional Services

A certificated person shall not, after July 1, 1989:

1. Knowingly, accept an assignment to perform professional services if (s)he does not possess a credential authorizing the service to be performed; unless he or she has first exhausted any existing local remedies to correct the situation, has then notified the County Superintendent of schools in writing of the incorrect assignment, and the County Superintendent of schools has made a determination, within 45 days of receipt of the notification, that the assignment was caused by extraordinary circumstances which make correction impossible, pursuant to the procedures referred to in Education Code Section 44258.9 (g) (2) and (3) .
2. Knowingly and willfully assign or require a subordinate certificated person to perform any professional service which the subordinate is not authorized to perform by his or her credential or which is not approved by appropriate governing board authorization, unless he or she has made reasonable

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attempts to correct the situation but has been unsuccessful, and has notified the County Superintendent of those attempts, and the County Superintendent has determined, within 45 days of being notified of the assignment, that the assignment was caused by extraordinary circumstances which make correction impossible.

3. Neither (1) nor (2) shall be applicable in a situation where extraordinary circumstances make the correction of the miss-assignment impossible.
4. There shall be no adverse action taken against a certificated person under this rule for actions attributable to circumstances beyond his or her control.

80336 Performance with Impaired Faculties

A certificated person shall not:

1. Perform or attempt to perform any duties or services authorized by his/her credential during any period in which he or she knows or is in possession of facts showing that his or her mental or intellectual faculties are substantially impaired for any reason, including but not limited to use of alcohol or any controlled substance.
2. Assign or require or permit a subordinate certificated person to perform any duties authorized by his or her credential during any period in which the superior certificated person knows or is in possession of facts showing that the subordinate certificated person's mental or intellectual faculties are substantially impaired for any reason, including but not limited to use of alcohol or any controlled substance.

For the purpose of this section, substantial impairment means a visible inability to perform the usual and customary duties of the position in a manner that does not represent a danger to pupils, employees, or school property. It does not include or mean inability attributable to lack of or inadequate professional preparation or education.

80337 Harassment and Retaliation Prohibited

No certificated person shall directly or indirectly use or threaten to use any official authority or influence in any manner whatsoever which tends to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any certificated person who in good faith reports, discloses, divulges, or otherwise brings to the attention of the Butte County Board of Education, the Commission on Teacher Credentialing or any other public agency authorized to take remedial action, any facts or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system, including but not limited to these rules of professional conduct.

80338 Discrimination Prohibited

A certificated person shall not, without good cause, in the course and scope of his/her certificated employment and solely because of race, color, creed, gender, national origin, handicapping condition or sexual orientation, refuse or fail to perform certificated services for any person.

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4119.22

SP 4219.22

SP 4319.22

DRESS CODE

Employees shall report to work dressed in a manner that is appropriate and consistent with their job assignment. No clothing shall be worn which:

1. Creates a safety hazard;
2. Is excessively revealing or provocative;
3. Displays any words, pictures, or designs, which would be considered by reasonable standards, to be vulgar, profane, and inappropriate for the workplace; or otherwise set an inappropriate example to students, parents or other employees.

Legal Reference:

Education Code

35160 Authority of governing boards

35160.1 Broad authority of school districts

Government Code

3543.2 Scope of representation

Approved: July, 2004

Revised:

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SP 4119.23

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SP 4319.23

UNAUTHORIZED RELEASE OF CONFIDENTIAL/PRIVILEGED INFORMATION

The County Superintendent, the Butte County Board of Education, administration and staff shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of the Butte County Office of Education permit disclosure. Information and records pertaining to closed sessions; negotiations and student records are not subject to public disclosure

Any employee who willfully releases confidential/privileged information about students, staff or any topic properly confined to a closed session shall be subject to disciplinary action up to and including dismissal. Confidential information includes any information relating to the County Superintendent's employer-employee strategies on matters in negotiation or matters to be placed in negotiation.

Any employee who willingly and for monetary gain uses or discloses confidential/privileged information as defined in Government Code § 1098 is guilty of a misdemeanor.

Any action by an employee, which inadvertently or carelessly results in release of confidential/privileged information, shall be recorded, and the record shall be placed in the employee's personnel file. Depending on the circumstances, the County Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

Legal Reference:

Education Code

35010 General provisions

35146 Meetings

44031 Rights and duties

44932 Resignations, Dismissals, and Leaves of Absence

44933 Resignations, Dismissals, and Leaves of Absence

45113 Employment

49060-49078 Pupil records

Government Code

1098 Prohibitions Applicable to Specified Officers

3540 General Provisions

54957 Meetings

54957.2 Meetings

54957.6 Meetings

Labor Code

1102.5 Political affiliations

United States Code, Title 20

1232g, Family Educational Rights Privacy Act

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4119.25

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SP 4319.25

POLITICAL ACTIVITIES OF EMPLOYEES

The County Superintendent respects the right of school employees to engage in political activities on their own time. When engaging in such activities, employees shall make it clear that they are acting as individuals and not as representatives of Butte County Office of Education.

Under no circumstances shall Butte County Office of Education employees:

1. Conduct political activities on Butte County Office of Education property during duty hours;
2. Solicit campaign support or contributions on Butte County Office of Education property during duty hours;
3. Use Butte County Office of Education equipment for the preparation or reproduction of campaign materials;
4. Post or distribute campaign materials on Butte County Office of Education property;
5. Disseminate campaign materials through Butte County Office of Education mail service or place them in staff mailboxes;
6. Permit the use of students to write, address or distribute campaign materials;
7. Wear button or articles of clothing that express political opinions on ballot measures or political candidates during elementary school classroom periods.

Like other citizens, employees may use school facilities for meetings under the Civic Center Act.

Legal Reference:

Education Code

7050-7057 Political Activities of School Officers and Employees

35174 Powers and duties

51520 Solicitations

Approved: July, 2004

Revised:

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SP 4119.41

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SP 4319.41

EMPLOYEES WITH INFECTIOUS DISEASE

The County Superintendent desires to promote the health of students and staff in order to reduce absenteeism and enhance student and employee performance. The County Superintendent or designee shall develop strategies to prevent the outbreak or spread of infectious diseases at all workplace locations.

An infectious disease is one that is caused by a microorganism and is potentially transmittable to another individual, whether through airborne transmission, bloodborne transmission, skin-to-skin contact, foodborne transmission, or other casual or non-casual means. A communicable infectious disease, such as influenza or chicken pox, is contagious and can be readily transmitted by infectious bacteria or viral organisms.

In accordance with law, job applicants shall be required to provide evidence that they are free of tuberculosis or any other communicable infectious disease prior to beginning employment.

To prevent the outbreak or spread of infectious diseases, the County Superintendent or designee may provide infection prevention supplies and information to employees, including information about recommended vaccinations. Employees also shall observe universal precautions to avoid contact with potentially infectious blood or other bodily fluids.

Plans for addressing a communicable infectious disease outbreak, including, but not limited to, plans for addressing employee shortages during such an outbreak, shall be included in the emergency preparedness plan.

The County Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable infectious disease. In addition, a school nurse or other health care provider who knows of or is in attendance on a case or suspected case of any of the diseases or conditions listed in the Code of Regulations, Title 17, Section 2500 shall make a report to the local health officer. If no health care provider is in attendance, any individual having knowledge of a person who is suspected to be suffering from one of the specified diseases or conditions may make a report to the local health officer.

Nondiscrimination/Reasonable Accommodation

Butte County Office of Education shall not discriminate against any employee or job applicant who has an infectious disease that meets the federal or state definition of a disability under the Americans with Disabilities Act, California Fair Employment and Housing Act, or Section 504 of the Federal Rehabilitation Act.

Upon request, any qualified person with a disability shall be provided reasonable accommodation to perform the essential duties of his/her position in accordance with the criteria and processes described in Butte County Office of Education's Superintendent's Policy 4032 - Reasonable Accommodation.

Legal Reference:

Education Code

44839 Medical certificate; periodic medical examination

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

44839.5 Requirements for employment of retirant

49406 Examination for tuberculosis (employees)

Civil Code

56-56.37 Confidentiality of medical information

Government Code

12900-12996 Fair Employment and Housing Act

Health And Safety Code

120975-121020 Mandated blood testing and confidentiality to protect public health

Code of Regulations, Title 2

7293.5 -7294.2 Discrimination based on disability

Code of Regulations, Title 5

5502-5504 Medical certification

Code of Regulations, Title 17

2500 Reportable diseases and conditions

2508 Reporting of communicable diseases; duty of schools

United States Code, Title 29

794 Section 504 of the Rehabilitation Act of 1973

United States Code, Title 42

12101-12213 Americans with Disabilities Act

Approved: July, 2004

Revised: November, 2015

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SP 4119.42

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EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

The County Superintendent or designee shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. A written Exposure Control Plan designed to protect employees from possible infection due to contact with bloodborne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV) shall be established.

The County Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the Butte County Office of Education's Exposure Control Plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

Any employee not identified as having occupational exposure in the Butte County Office of Education's exposure determination may petition to be included in the employee in-service and hepatitis B vaccination program. Any such petition should be submitted to the Human Resources Assistant Superintendent who shall evaluate the request and notify the petitioners of his/her decision. The Human Resources Assistant Superintendent may deny a request when there is no reasonable anticipation of contact with infectious material.

Legal Reference:

Labor Code

142.3 Authority of Cal/OSHA to adopt standards

144.7 Requirement to amend standards

Code of Regulations, Title 8

3204 Access to employee exposure and medical records

5193 California bloodborne pathogens standards

Code of Federal Regulations, Title 29

1910.1030 OSHA bloodborne pathogens standards

Approved: October, 2008

Revised: November 2015

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AR 4119.42

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REGULATIONS REGARDING EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

Definitions

Occupational Exposure means "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties."

Exposure Incident means "a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties." Parenteral contact means "piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions."

Exposure Control Plan

The Butte County Office of Education's Exposure Control Plan shall contain at least the following components:

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials;
2. A description of the schedule and method for implementing exposure control requirements, including, but not limited to:
 - a. Universal precautions;
 - b. Engineering and work practice controls;
 - c. Personal protective equipment;
 - d. Housekeeping schedules;
 - e. Hepatitis B vaccination;
 - f. Post-exposure evaluation and follow-up;
 - g. Informing employees about biohazards, including (1) labels and signs, and (2) training;
 - h. Maintenance of training and medical records.
3. The Butte County Office of Education's procedure for evaluating circumstances surrounding exposure incidents.

The Human Resources Department shall annually and whenever necessary, review and update the exposure control plan to:

1. Reflect new or modified tasks and procedures affecting occupational exposure;
2. Reflect new or revised employee positions with occupational exposure;
3. Review the exposure incidents, which occurred since the previous update.

The Butte County Office of Education's Exposure Control Plan shall be accessible to employees in accordance with law. It also shall be made available to the Chief or Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or his/her designee, upon request for examination and copying.

Exposure Determination

The Butte County Office of Education's exposure determination shall be made without regard to the use of personal protective equipment and shall include:

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1. All job classifications in which all employees have occupational exposure to bloodborne pathogens.
2. Job classifications in which some employees have occupational exposure.
3. All tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs and which are performed by employees listed in item #2 above.

Hepatitis B Vaccination

Hepatitis B vaccinations shall be provided at no cost to those employees determined to have occupational exposure to blood and other potentially infectious materials. Employees who decline to accept the vaccination shall sign the hepatitis B waiver statement as required by law.

Protective Equipment

The Butte County Office of Education shall provide appropriate personal protective equipment at no cost to the employee. The Butte County Office of Education shall maintain, repair, make accessible and require employees to use and properly handle protective equipment.

Information and Training

The Butte County Office of Education shall provide a training program as specified by law to all employees in job classifications which have been determined to have some degree of occupational exposure. This program shall be offered at the time of initial assignment, annually thereafter, and whenever a change of tasks or procedures affect the employee's exposure.

Employees who fall within the definition of designated first-aid providers shall also receive training. Such training shall include the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious.

Exposure Incidents

All exposure incidents must be reported as soon as possible to the Human Resources Assistant Superintendent. Following a report of an exposure incident, the Butte County Office of Education shall provide the exposed employee with a confidential medical evaluation and follow-up, as required by law. The Butte County Office of Education shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation.

Records

Medical and training records shall be kept in accordance with law. Medical records shall be maintained for the duration of employment plus thirty years. Training records shall be maintained for three years from the date of training.

An employee's records shall be made available to that employee and to the National Institute for Occupational Safety and Health in accordance with law. Medical records for each employee with occupational exposure will be kept confidential as appropriate and transferred or made available in accordance with law.

Approved: October, 2008

Revised: November, 2015

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UNIVERSAL PRECAUTIONS

All employees of Butte County Office of Education will be annually informed about precautions that can be taken to prevent exposure to AIDS/HIV and Hepatitis B in any work setting.

Employees with responsibility for administering first aid in school and on school buses should have current instruction and certification.

When providing school employee's first-aid training and training in CPR, adherence to current recommendations of the American Red Cross and the American Heart Association about using universal precautions to prevent the spread of infectious diseases is essential.

Universal precautions shall be observed throughout the Butte County Office of Education to protect employees, students, and any other persons in the work or school environment from contact with potentially infectious blood or other body fluids.

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

Legal Reference:

Health And Safety Code

117600-118360 Medical Waste

120875 Acquired Immune Deficiency Syndrome (Aids) Information

120880 Acquired Immune Deficiency Syndrome (Aids) Information

Code of Regulations, Title 8

5193

Code of Federal Regulations, Title 29

1910.1030

Approved: July, 2004

Revised: November, 2015

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AR 4119.43

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REGULATIONS REGARDING UNIVERSAL PRECAUTIONS

Definition

Universal precautions is an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. [Title 8, Section 5193]

Human immunodeficiency virus (HIV) and hepatitis B virus (HBV) can be found in blood, semen, vaginal secretions, and breast milk. Other body fluids such as feces, urine, vomit, nasal secretions, sputum, and saliva may contain infectious germs that cause other disease. It is not always possible to know when blood or body fluids are infectious; therefore, all body fluids shall be handled as if infectious.

All students and staff shall routinely observe the following universal precautions for the prevention of infectious disease:

1. Wear disposable waterproof gloves whenever you expect to come into direct contact with blood, other body fluids, or contaminated items or surfaces. This applies to incidents including, but not limited to, caring for nosebleeds or cuts, cleaning up spills, or handling clothes soiled by blood or body fluids. Do not reuse gloves. After each use, remove the gloves without touching them outside and dispose of them in a lined waste container. Gowns or smocks should also be worn if you anticipate soiling of clothes by body fluids or secretions;
2. Wash hands and any other contacted skin surfaces thoroughly for 15 to 30 seconds with dispensable soap and warm running water, rinse under running water, and thoroughly dry with disposable paper towels:
 - a. Immediately after any accidental contact with blood, body fluids, drainage from wounds, or with soiled garments, objects for surfaces.
 - b. Immediately after removing gloves, gowns, or smocks.
 - c. Before eating, drinking or feeding.
 - d. Before handling food, cleaning utensils or kitchen equipment.
 - e. Before and after using the toilet or diapering.When running water is not available, use antiseptic hand cleanser and clean towels or antiseptic towelettes, and use soap and running water as soon as feasible.
3. Clean surfaces and equipment contaminated with blood with soap and water and disinfect them promptly with a fresh solution of bleach (ten parts water to one part bleach) or other disinfectant. While cleaning, wear disposable gloves and use disposable towels whenever possible. Rinse mops or other non-disposable items in the disinfectant.
4. Properly dispose of contaminated materials and label them as biohazardous.
 - a. Place blood, body fluids, gloves, bloody dressings, and other absorbent materials into appropriately labeled plastic bags or lined waste containers.
 - b. Place needles, syringes, and other sharp disposable objects in leak-proof, puncture-proof containers.
 - c. Bag soiled towels/other laundry. Presoak with disinfectant and launder with soap and water.
 - d. Dispose of urine, vomitus, or feces in the sanitary sewer system.
5. Do not care for others' injuries if you have any uncovered bleeding or oozing wounds or non-intact skin conditions.

**BUTTE COUNTY OFFICE OF EDUCATION
SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS**

6. Use a mouthpiece, resuscitation bag, or other ventilation device when readily available in place of mouth-to-mouth resuscitation.

Staff shall immediately report any exposure incident or first aid incident in accordance with the Butte County Office of Education's Exposure Control Plan.

Approved: July, 2004

Revised: November, 2015

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4120

SP 4220

SP 4320

OTHER PERSONNEL

Professional Experts

Professional experts are employees who are hired on a temporary basis for a specific project or purpose regardless of the length of employment.

They are hired at the discretion of the County Superintendent.

They are not required to have certification and will not be a part of the classified service or represented by an employee bargaining unit.

Their employment is determined by the continuation of the specific program or project for which they were hired and the availability of funds in that project. The length of time for their employment and the conditions thereof will be determined by the availability of those special project funds and/or the discretion of the County Superintendent.

The County Superintendent fixes the duties and sets the compensation of professional expert employees. The County Superintendent will also determine the line of responsibility, supervision and evaluation.

Professional Expert Employees

They will be represented by the Assistant Superintendent of their assigned department. They are not eligible for early retirement benefits.

They are bound by their specific special project funds for employee compensation. Employee compensation will not exceed that of other Butte County Office of Education employees with like duties and responsibilities.

Professional experts will be placed on Schedule 7 for salary compensation at the discretion of the County Superintendent.

Legal Reference:

Education Code

45103 Classified Employees Employment

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT’S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4121

TEMPORARY / SUBSTITUTE PERSONNEL

The County Superintendent may employ substitute certificated personnel to fill positions of regularly employed persons absent from service.

The County Superintendent may classify as a temporary employee a teacher who is employed at least one semester and up to one school year. Persons whose service begins in the second semester and before March 15 may be classified as temporary employees even if employed for less than a semester. The County Superintendent shall determine the number of persons who shall be so employed based on the absence of regular employees due to leaves or long-term illness.

At the time an individual is hired, a written statement clearly indicating the temporary or long-term (over 20 days) substitute nature of the employment and the length of time for which the individual is being employed shall be provided to the employee.

The County Superintendent may dismiss substitute employees at any time.

The County Superintendent may release temporary employees at his/her discretion if such employees have served less than 75 percent of the school year. Temporary employees who have served 75 percent or more of the school year may be released as long as such employees are notified before the end of the school year of the Butte County Office of Education’s decision not to reelect them.

Temporary employees employed for more than 75 percent of the school year must be re-employed to fill any vacant position unless notified in writing that they will be released at the end of the school year. Temporary employees who have served 75 percent of two consecutive school years will receive “first priority” to fill vacant positions in which they taught during those years.

Any temporary employee who performs the duties normally required of certificated employees for at least 75 percent of the school year shall be deemed to have served a complete school year as a probationary employee if employed as a probationary employee for the following school year.

Before employing an individual who is on leave of absence from another school district, approval must be received from the County Superintendent.

Legal Reference:

Education Code

1293 Staff

1294.1 Staff

44300 Emergency Permits

44830 Employment

44845-44846 Employment

44914 Employment

44916-44921 Employment

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

44953 Resignations, dismissals and leaves of absence

44954 Resignations, dismissals and leaves of absence

44956 Resignations, dismissals and leaves of absence

44957 Resignations, dismissals and leaves of absence

44977 Resignations, dismissals and leaves of absence

45030 Salaries

56060-56063 Substitute Teachers

Code of Regulations, Title V

5502, 5503

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4121

REGULATIONS REGARDING TEMPORARY / SUBSTITUTE PERSONNEL

Substitute Employees

1. Employ a person as a substitute on a day-to-day basis for various teachers or teaching assignments for the same teacher but not to exceed 20 continuous days.
RATE: Rate to be established by the Butte County Superintendent
2. Employ a person as a substitute on a day-to-day basis for the same teacher for a continuous period of time exceeding 20 days but not longer than one semester.
RATE: Step 1 of Column A or B of the Non-Member BCTA Certificated Salary Schedule
Benefits: Accrued sick leave -BCOE only
3. Employ a person as a substitute on a day-to-day basis for a maximum of 60 days during recruitment for a new or vacated position.
RATE: Step 1 of Column A or B of the Non-Member BCTA Certificated Salary Schedule

Temporary Employees

1. Employ an individual as a temporary employee if the individual is going to teach a temporary class or classes for less than a full school year.
RATE: Placement on the Non-Member BCTA Certificated Salary Schedule according to credential status and/or years of service (maximum 11) and units beyond BA
2. Employ an individual as a temporary employee if the individual is going to be employed to replace a certificated employee who has been granted a leave for one semester or longer, or is experiencing a long-term illness that is expected to last more than one semester (18 weeks).
RATE: Placement on the Non-Member BCTA Certificated Salary Schedule according to credential status and/or years of service (maximum 11) and units beyond BA
3. Employ an individual as a temporary employee if the individual is employed to provide services less than one year in county community schools due to a temporary increase in enrollment.
RATE: Placement on the Non-Member BCTA Certificated Salary Schedule according to credential status and/or years of service (maximum 11) and units beyond BA
4. Summer school non-categorical classroom teachers, currently not employed by the Butte County Office of Education, shall be classified as temporary employees.
RATE: Step 1 of Column A or B of the Non-Member BCTA Certificated Salary Schedule

Approved: July, 2008

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4131

SP 4231

SP 4331

STAFF DEVELOPMENT

The County Superintendent recognizes that a competent well-trained staff is essential to carrying out the Butte County Office of Education goals. Besides providing opportunities for professional growth, staff development is viewed as a necessary, continuous and systematic effort to improve the Butte County Office of Education services and educational programs by involving all employees in activities that improve their skills and broaden their perceptions.

The County Superintendent recognizes that he/she shares with its staff the responsibility of upgrading and updating abilities, performance, knowledge and attitudes. In our rapidly changing society, teachers must constantly review curriculum content, teaching methods and materials, and related goals. The County Superintendent encourages the ongoing training of teachers and improvement of instructional methods.

Employees shall be provided opportunities to develop increased competence beyond that which may be attained through the performance of assigned duties. Administrators, teachers, and support staff shall cooperate in planning and implementing such programs.

Legal Reference:

Education Code

1294 Rights on certificated employees

1296 Classification as permanent employee; application of section; notice; teaching position defined

44032 Travel expenses

44560-44564 Teacher preparation (esp. 44560, inservice preparation in ethnic backgrounds)

44580-44591 Inservice training of educational personnel

52034(g) Staff development activities affecting the improvement of elementary and secondary education act;

52800-52904 School-based program coordination act, especially

52854 Time during regular school year to advise students or conduct staff development programs

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4132

SP 4232

SP 4332

PUBLICATION OR CREATION OF MATERIALS

The County Superintendent recognizes the importance of creating a work environment that encourages employee innovation in creating and developing high-quality materials to improve student achievement and the efficiency of Butte County Office of Education operations.

The County Superintendent or designee shall oversee the development of instructional materials, computer programs, and other copyrightable materials by employees, independent contractors, and consultants. An employee, independent contractor, or consultant shall notify the County Superintendent or designee of his/her intent to publish or register a work developed in whole or in part within the scope of his/her employment.

Instructional materials, computer programs, and other copyrightable materials developed by an employee within the scope of his/her employment shall be the property of the Butte County Office of Education.

If an employee has developed copyrightable material during both work and non-working hours, and the work was within the scope of his/her employment, the County Superintendent or designee shall negotiate a contract with the employee to protect Butte County Office of Education's rights to the ownership or partial ownership of the copyright.

The County Superintendent or designee shall ensure that any contract with an independent contractor or consultant contains a provision specifying Butte County Office of Education's rights to ownership of the copyright of any work produced by the contractor or consultant for Butte County Office of Education.

The County Superintendent or designee may secure copyrights in the name of Butte County Office of Education for all copyrightable works developed by Butte County Office of Education. All royalties or revenues from these copyrights shall be used for the benefit of Butte County Office of Education.

Legal Reference:

Education Code

32360 Copyrights; use of funds

Copyrights; use of employee work time

35170 Authority to secure copyrights

35182 Marketing or licensing non-educational mainframe electronic data-processing software

60076 Royalties or other compensation

Labor Code

2870-2872 Inventions made by an employee

United States Code, Title 17

101-122 Subject matter and scope of copyright

201 Copyright ownership and transfer

Approved: July, 2008

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4135

SP 4235

SP 4335

SOLICITING AND SELLING

The County Superintendent fully supports school and non-profit organization fundraising activities by employees and students. Group and organization fundraising will be for the benefit of Butte County Office of Education programs and/or scholarships. Such activities are to take place during non-work and non-instructional time. All such activities are to be approved by the appropriate Assistant Superintendent prior to the activity.

Employees may bring school and non-profit organization fundraiser products to the Butte County Office of Education as long as all food items are commercially prepared and packaged.

Staff members shall not use their status as Butte County Office of Education employees to secure information such as names, addresses and telephone numbers for use in profit-making ventures.

Staff participation in "flower funds," "sickness and bereavement funds," "anniversary funds" and the like shall be a matter of individual discretion.

Legal Reference:

Education Code

51520 Prohibited solicitations on school premises

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4136

SP 4236

SP 4336

NON-SCHOOL EMPLOYMENT

In order to help maintain public trust in the integrity of Butte County Office of Education operations, the County Superintendent expects all employees to give the responsibility of their positions precedence over any other outside employment. An employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to his/her duties.

An outside activity shall be considered in conflict to an employee's employment when such activity:

1. Requires time periods that interfere with the proper, efficient discharge of the employee's duties
2. Entails compensation from an outside source for activities which are part of the employee's regular duties
3. Involves using Butte County Office of Education's name, prestige, time, facilities, equipment, or supplies for private gain
4. Involves service which will be wholly or in part subject to the approval or control of another employee or the County Superintendent

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with his/her immediate supervisor describing the nature of the employment and the time required. The employee's Assistant Superintendent or designee shall evaluate each request based on the employee's specific duties within Butte County Office of Education and determine whether to grant authorization for such employment.

The Assistant Superintendent or designee shall inform the employee whether the outside employment is prohibited. The employee may appeal an Assistant Superintendent or designee's denial of authorization to the County Superintendent or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

Tutoring

The County Superintendent expects teachers and other members of the instructional staff to make every effort to resolve student learning problems and to provide necessary services at school before recommending that parents/guardians engage a tutor or other professional help. By maintaining a competent, dedicated staff and adequate instructional resources, the County Superintendent seeks to minimize the need for individual tutoring.

To preclude conflict of interest, teachers shall not accept any kind of remuneration for tutoring a student enrolled in any of their classes. Teachers who tutor other students shall perform this service outside of school facilities and make their own arrangements with parent/guardians for the fees to be charged. The County Superintendent encourages teachers to tutor only in subjects or grade levels for which they are certificated.

Legal Reference:

Education Code

35160 Authority of governing boards

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

35160.1 Broad authority of school districts

51520 Prohibited solicitation on school premises

Government Code

1126 Incompatible activities of employees

1127 Incompatible activities; off duty work

1128 Incompatible activities, attorney

Code Of Regulations, Title 5

80334 Unauthorized private gain or advantage

Approved: July, 2008

Revised: November, 2015

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4141

SP 4241

COLLECTIVE BARGAINING

The County Superintendent recognizes that collective bargaining agreements are legally binding, bilateral agreements with the exclusive representatives of employees pertaining to terms and conditions of employment. The County Superintendent is committed to carrying out the provisions of each agreement and expects the agreements to be consistently and uniformly administered.

Following adoption of the collective bargaining agreement, the County Superintendent or designee shall review related Butte County Office of Education Superintendent's Policy and recommend any action needed to maintain consistency with the agreement. Whenever a Butte County Office of Education Superintendent's Policy conflicts with a provision in the collective bargaining agreement, the agreement shall be binding for those employees covered by the terms of the agreement.

Upon request by the Public Employment Relations Board, the County Superintendent or designee shall provide, within 15 days of the request, a copy of the written agreement and any amendments.

Legal Reference:

Education Code

35035 Additional powers and duties of superintendent, transfer authority

35036 Voluntary transfers

35160 Authority of governing boards

35160.1 Broad authority of school districts

45220-45320 Merit system, classified employees

Approved: March, 2007

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4143

SP 4243

NEGOTIATIONS/CONSULTATION

The County Superintendent recognizes his/her responsibility to represent the public's interests in the collective bargaining process. In negotiating agreements on employee contracts, the County Superintendent shall balance the needs of staff and the priorities of Butte County Office of Education in order to provide students with a high-quality instructional program based on a sound, realistic budget.

The County Superintendent shall negotiate in good faith with exclusive employee representatives on wages, hours of employment, and other terms and conditions of employment identified in law as being within the scope of representation.

The County Superintendent believes that effective negotiations require the input of all levels of the administration. The County Superintendent shall establish a bargaining team to assist in analyzing contract provisions and conducting contract negotiations.

The County Superintendent shall provide his/her negotiator(s) with expected outcomes and clear parameters for acceptable contract provisions which promote the realization of Butte County Office of Education goals and priorities.

The County Superintendent shall determine the collective bargaining approach or method to be used.

The County Superintendent with his/her bargaining team shall establish standards of conduct pertaining to the negotiations process for members of the bargaining team. Certain meetings related to negotiations shall be held in closed session when not required by state open meeting laws (the Brown Act) to be held in public. Matters discussed in these meetings shall be kept in strict confidence.

The County Superintendent and negotiator(s) shall not knowingly provide the employee organization with inaccurate information regarding the financial resources of Butte County Office of Education

The County Superintendent shall closely monitor the progress of negotiations and carefully consider how proposed contract provisions would affect the Butte County Office of Education's short- and long-term fiscal, programmatic, instructional, and personnel goals.

The County Superintendent shall keep the public informed about the progress of negotiations and the ways in which negotiations may affect Butte County Office of Education goals.

Any agreement adopted by the County Superintendent may be for a term not to exceed three years.

In the event of an impasse in negotiations, the County Superintendent shall participate in good faith in state mediation and fact-finding procedures.

Following adoption of the collective bargaining agreement, any subsequent amendments shall be executed in writing by the County Superintendent and the employees' exclusive representative.

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Consultation

The exclusive representative of certificated staff may consult with the County Superintendent on the definition of educational objectives, the determination of the content of courses and curriculum, and the selection of textbooks.

Legal Reference:

Government Code

3540-3549.3 Educational Employment Relations Act

Approved: March, 2007

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4143.1

SP 4243.1

PUBLIC NOTICE – PERSONNEL NEGOTIATIONS

Because the County Superintendent has a responsibility to represent the public's interest in negotiations with employee organizations, the County Superintendent is committed to keeping the public informed about issues being negotiated, providing members of the public an opportunity to express their views, and disclosing the position of the County Superintendent in accordance with law.

Public Notice/Sunshining of Initial Proposals

All initial contract proposals of the County Superintendent and an employee organization which relate to matters within the scope of representation shall be presented at a public Butte County Board of Education meeting and shall thereafter be public records.

Meeting and negotiating between Butte County Office of Education and employee organization representatives shall not take place on these initial proposals until a reasonable time has elapsed after the submission of these proposals to enable the public to become informed and to express itself regarding the proposals at a public Butte County Board of Education meeting.

After the public has had an opportunity to provide input, the Butte County Board of Education shall adopt its initial proposal at a public meeting.

New subjects of meeting and negotiating arising after the presentation of initial proposals shall be made public within 24 hours. If a vote is taken on any such subject by the Butte County Board of Education, each Board member's vote also shall be made public within 24 hours.

Public Disclosure of Proposed Agreement

Before entering into a written agreement covering matters within the scope of representation, the Butte County Board of Education shall disclose, at a public meeting, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by Butte County Office of Education under the agreement for the current and subsequent fiscal years.

The County Superintendent and Assistant Superintendent of Administrative Services shall certify, in writing, that any costs incurred by Butte County Office of Education under the agreement can be met by Butte County Office of Education during the term of the agreement and shall submit the certification to the Butte County Board of Education prior to the Butte County Board of Education's approval of the agreement. The certification shall itemize any budget revision necessary to meet the costs of the agreement in each year of its term.

A copy of the proposed agreement shall be made available to the public prior to the day of the Butte County Board of Education meeting.

The County Superintendent or designee shall prepare a summary of the major provisions and changes in the proposed agreement.

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Legal Reference:

Education Code

42130-42134 Financial reports and certifications

Government Code

3540.2 Meeting and negotiating in public educational employment

3547 Proposals relating to representation; informing public

3547.5 Major provisions of agreement with exclusive representative

Approved: March, 2007

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4144

SP 4244

SP 4344

COMPLAINT PROCEDURE

The County Superintendent recognizes the need for providing employees with a complaint process. The County Superintendent expects that employees and supervisors will make every effort to resolve employee complaints and disagreements informally before resorting to formal complaint procedures.

The following guidelines shall prescribe the manner in which complaints are handled:

1. A "complaint" shall be defined as an alleged misapplication of the Butte County Office of Education's policies, regulations, rules or procedures. Procedures for the resolution of employee complaints provide a route of appeal through administrative channels and to the County Superintendent, if necessary.
2. If the complaint is related to discrimination or sexual harassment, the procedure for complaints concerning discrimination and sexual harassment should be used. If the complaint involves subjects covered by a collective bargaining agreement, the appropriate grievance procedure should be used.
3. All matters related to a complaint shall be kept confidential. Only those individuals directly involved in resolving the complaint shall be informed of the complaint.
4. No reprisals shall be taken against any participant in a complaint procedure by reason of such participation.

Any complaint not taken to the next step within prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.

Legal Reference:

Government Code

3543 Rights, Obligations, Prohibitions, and Unfair Practices

3543.2 Rights, Obligations, Prohibitions, and Unfair Practices

53296 Disclosure of information; local government

53297 Disclosure of information; local government

53298 Disclosure of information; local government

53298.5 Disclosure of information; local government

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4144

AR 4244

AR 4344

REGULATIONS REGARDING COMPLAINT PROCEDURES

Informal Complaints

Employees are encouraged to resolve complaints informally. Formal complaint procedures shall not be initiated unless informal efforts to resolve the complaint have been exhausted and the complainant has provided a written description of such efforts.

Formal Complaint Procedure - Step 1

If a complaint has not been satisfactorily resolved by informal procedures, the complainant may file a written complaint with the immediate supervisor or principal within 60 days of the act or event, which is the subject of the complaint.

Within five working days of receiving the complaint, the immediate supervisor shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The immediate supervisor shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

Formal Complaint Procedure - Step 2

If a complaint has not been satisfactorily resolved at Step 1, the complainant may file the written complaint with the department Assistant Superintendent within ten working days of receiving the answer at Step 1. All information presented at Step 1 shall be included with the complaint.

Within ten working days of receiving the complaint, the department Assistant Superintendent shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The department Assistant Superintendent shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

Formal Complaint Procedure - Step 3

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file a written appeal to the County Superintendent within ten working days of receiving the answer at Step 2. All information presented at Steps 1 and 2 shall be included with the appeal.

The County Superintendent shall present a written answer to the appeal within ten working days of receipt of the complaint. The County Superintendent's decision is final.

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4151

SP 4251

SP 4351

EMPLOYEE COMPENSATION

The County Superintendent recognizes the importance of a fair salary schedule and salary policies in securing and retaining competent staff.

The County Superintendent assigns the responsibility for maintaining salary schedules to the Human Resources Division. With the exception of Schedule 7, the schedules shall contain a class or position title and a number of steps which provide salary increments for service and professional growth within each class.

All employees entering the Butte County Office of Education service are placed on a salary schedule based upon the position, training and experience.

Additional salary information is covered by the appropriate collective bargaining agreement.

Legal Reference:

Education Code

44977 Resignations, dismissals and leaves of absence

45022-45061 Salaries

Government Code

3543.2 Rights, Obligations, Prohibitions, and Unfair Practices

3543.7 Rights, Obligations, Prohibitions, and Unfair Practices

Approved: July, 2008

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4151

AR 4251

AR 4351

REGULATIONS REGARDING EMPLOYEE COMPENSATION

Classification

Certificated personnel shall be assigned to a class in accordance with training and experience. Step placement shall be based on in-county service rendered and credit for out-of-county experience granted at the time of initial employment. In each salary class B-E a valid preliminary or greater California credential is required.

Experience Credit - Initial Placement

1. Personnel may be credited with a maximum of eleven (11) years' experience for previous public or private service if such service has been rendered under contract in an accredited system.
2. Personnel must have taught on a full-time basis for 75 percent (or more of the number of days in a given school year) for a year of experience to be credited. Service for less than 75 percent or more of the number of days in a school year precludes step advancement for the ensuing school year.
3. The County Superintendent MAY grant additional experience credit upon initial placement to meet competitive salaries in hard-to-recruit geographical areas. The County Superintendent MAY authorize initial placement on a higher step to meet competitive salaries in hard-to-recruit geographical areas based on a comparison using at least two local school district and/or county office of education salary schedules.

Unit Verification - Initial Employment

1. Newly employed personnel shall present student copies of transcripts with the registrar's signature or copies of official transcripts with the registrar's signature or grade reports/credit certificates with an official seal and registrar's signature to verify initial placement on the salary schedule.
2. Newly employed personnel shall be responsible for securing and presenting to the Human Resources Department all documentation required for unit verification and/or in support of salary schedule placement. All documentation must be received within thirty (30) days following the effective date of the initial contract. Failure to present required documentation within the thirty (30) day period will result in the withholding of salary warrants until such documents are placed on file.

Step Advancement

1. Personnel will be entitled to advance one vertical step on the appropriate salary schedule for each year of service, except those whose placement is at the maximum step.
2. Personnel must have rendered paid service for 75 percent or more of the number of days in the regular school year, counting days of used sick leave, to advance one vertical step on the schedule.

Class Advancement

Applications for horizontal movement for the ensuing year shall be in writing on a form provided by the Human Resources Department and submitted by May 1st of the current year. Employees shall, by October 1st, furnish the Human Resources Department with transcript or grade slip proof that course work justifying movement and interim placement was successfully completed. Evidence of course completion submitted after October 1st will not result in movement until the following year.

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Definition of Credit

1. Units of Credit - Units of credit for the purpose of assigning personnel to a salary classification or advancement from one classification to another shall be on the basis of semester hours of college/university credit from an accredited institution, or equivalent.

Formula to convert quarter units to semester units:

$$\frac{2 \times \text{Quarter Units}}{3} = \text{Semester Units}$$

Formula to convert internship hours to semester units:

$$\frac{\text{Total approved internship hours}}{80 \text{ hours}} = \text{Semester Units}$$

Formula to convert continuing education units to semester units:

$$\text{Fifteen approved CEU's} = 1 \text{ Semester Unit}$$

Units of Credit Acceptable for the Purpose of Salary Assignment or Advancement

1. Defined as upper division and/or graduate work earned from an institution which is accredited by the American Association of Colleges and Universities or by the University of California after receipt of the Bachelor's Degree, or approved credits for the occupational internship, or for approved continuing education units for professional licensure related to subject area, or approved units taken by the holder of the Designated Subject Credential toward the Bachelor's Degree;
2. All units of credit must clearly fall within one of the following areas:
 - a. Credit applicable toward an advanced degree, which is in or closely related to the field of education;
 - b. Credit applicable for the purpose of certification in the field of education;
 - c. Credit included by title and course number within the field of professional education, which is deemed appropriate to the professional growth;
 - d. Credit closely related to the field of education, which will directly enhance the individual's expertise.
3. The following units are not applicable towards advancement on the salary schedule.
 - a. Units received for in-service programs, workshops or extension classes established in and by the Butte County Office of Education;
 - b. Attendance at an educational conference on a regular teaching day at Butte County Office of Education expense.

Units of Credit Requiring Prior Approval for the Purpose of Salary Assignment or Advancement

1. The following must be presented to the department Assistant Superintendent for prior approval. A Request for Prior Approval form should be prepared in duplicate and submitted to the Human Resources Department at least fourteen (14) days prior to date of registration for the course.

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

- a. Lower division coursework
Required for issuance or clearance of teaching credential, or;
Taken by the Designated Subjects Credential holder in pursuit of the Bachelor's Degree.
- b. Correspondence courses
- c. Occupational Internships
- d. Continuing education units

Professional Standards Committee

1. Purposes of the Committee: A Professional Standards Committee shall serve as decision body to decide appeals regarding denials of coursework by the department Assistant Superintendent.
2. The Committee: The County Superintendent shall appoint two (2) management employees to the committee; the BCTA shall appoint two (2) unit members to the committee. The department Assistant Superintendent shall serve as Chairperson. The Chairperson shall only vote in case of a tie vote of other members of the Committee.
3. Responsibilities
 - a. When considering appeals, the Committee should keep in mind that the credits presented for salary class assignments/advancement are meaningful, significant and related to current assignment or represent a reasonable objective for future employment.
 - b. In reviewing the appeal, the Committee shall generally be concerned with matters relating to the maintaining and raising of standards in regard to the value, level, nature, and academic rigorousness of all professional training submitted for salary class assignment/advancement.
 - c. The Committee shall serve as a decision-making body regarding any questions that may arise as to the acceptability or allowance of units of credit.

Approved: February, 2013

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4154

SP 4254

SP 4354

HEALTH AND WELFARE BENEFITS

The County Superintendent shall provide a health plan to full-time employees as negotiated with recognized bargaining units in accordance with the Government Code. Management employees shall be entitled to similar provisions as detailed in their Memorandum of Management.

Employees working less than full-time as defined by bargaining agreement language are not entitled to health benefits unless otherwise negotiated.

Eligibility begins on the first day of the month succeeding date of hire.

Coverage will be terminated effective the end of the month employment ceases except:

Certificated teaching staff terminated due to layoff or resignation at the end of the school year will continue coverage through the summer recess.

Continuation of Health and Welfare Benefits (COBRA)

Qualified employees and other qualified beneficiaries may continue to participate in the Butte County Office of Education group health and welfare benefit plans in accordance with state and federal law. The Human Resources Division shall advise all employees of their rights and responsibilities related to continuing their health insurance benefits when their eligibility changes.

Qualified employees and qualified beneficiaries shall be offered the opportunity to continue health insurance coverage when they otherwise would lose coverage due to one of the following qualifying events:

1. The death of a covered employee;
2. The termination other than by reason of the employee's gross misconduct or reduction in hours of the covered employees employment;
3. The divorce or legal separation of a covered employee;
4. Covered employee's becoming entitled to Medicare benefits
5. A dependent child ceasing to be a dependent child of a covered employee.

The County Superintendent or designee shall notify the health care service plan administrator of a qualifying event listed in item #1, 2, or 5 above, within 30 days of the event. A covered employee or qualified beneficiary shall notify the service plan administrator of a qualifying event listed in item #3 or 4 above within 60 days of the event or of the date that the beneficiary would lose coverage, whichever is later.

Continuation coverage shall be terminated in accordance with Butte County Office of Education insurance plan and federal and state law.

Retiree Health and Welfare Benefits

Any Butte County Office of Education employee officially retiring under either PERS or STRS will be allowed to continue medical, dental and/or vision benefit coverage under the existing approved plan by paying the appropriate premium.

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Retiree Health and Welfare Benefits (con't)

Any retiree no longer eligible under negotiated early retiree benefit provisions may continue medical coverage past age 65 by paying the appropriate premium. Notification will be given by the Butte County Office of Education sixty (60) days in advance of a retiree reaching age 65 asking for written confirmation of coverage continuation.

The retired employee must pay by the 20th of each month starting with the month before the first month of eligibility as a retiree.

Disability Insurance

The County Superintendent or designee shall give notice of disability insurance rights and benefits to each new employee and each employee leaving work due to pregnancy, non-occupational illness or injury, or the need to provide care for any sick or injured family member, or the need to bond with a minor child within the first year of the child's birth or placement in connection with foster care or adoption.

When disabled by an injury resulting from a violent act sustained while performing duties within the scope of employment and performing creditable employment, a certificated or classified employee may continue in the Butte County Office of Education health and dental care plans upon meeting criteria specified by law. The employee shall pay all employer and employee premiums and related administrative costs.

Legal Reference:

Education Code

1252 Duties, responsibilities and general powers

7000-7005 Health and Welfare Benefits

7008 Health and Welfare Benefits

44041 Rights and duties

44042 Rights and duties

44986 Resignations, dismissals and leaves of absence

45136 Employment

Government Code

22009.03 General provisions and definitions

22156 Division of Retirement Systems

22754 General provisions and definitions

22858 State Employees Retirement System

22859 State Employees Retirement System

53200-53210 Group Insurance

Health and Safety Code

1366.23-1366.28 California COBRA Program;

1373.621 Standards

Insurance Code

10166.5 Standard Non-forfeiture Law for Life Insurance

10128.50-10128.58 California COBRA Program

Unemployment Insurance Code

2613 General Provisions

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

United States Code, Title 26

4980B

United States Code, Title 29

1161-1168

United States Code, Title 42

1395

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BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4156.2

SP 4256.2

SP 4356.2

AWARDS AND RECOGNITION

The County Superintendent believes Butte County Office of Education's employees are its most valuable resource and encourages recognition of the services they provide. The County Superintendent or designee may issue service pins, certificates, plaques or other mementos in accordance with policy and administrative regulations.

The County Superintendent authorizes awards to employees whom:

1. Propose ideas or procedures, which eliminate or reduce Butte County Office of Education expenditures or improve Butte County Office of Education operations.
2. Perform special acts or services in the public interest.
3. By their superior accomplishments, make exceptional contributions to the efficiency, economy, or other improvement in Butte County Office of Education operations.

An Assistant Superintendent or his/her designee shall recommend individuals to the County Superintendent for awards.

Legal Reference:

Education Code

44015 Employees General Provisions

Approved: July, 2004

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BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4156.3

SP 4256.3

SP 4356.3

REIMBURSEMENT, LOSS OF PERSONAL PROPERTY

Employees are not encouraged to bring personal property or materials to the classrooms or other work-stations. Responsibility for loss or destruction of such property is not assumed by the Butte County Office of Education except as noted below.

Management/Confidential Personnel

When personal property of the employee is damaged in the line of duty without fault of the employee, or is stolen from the employee while the employee is in the line of duty, payment of the cost of replacing or repairing such property may be provided on a case by case basis.

If the property is not fully covered by insurance, payment of the difference between the insurance settlement and actual value or cost of repairing may be provided on a case-by-case basis.

Employees may be reimbursed up to \$500 for payment of damaged or stolen property upon presentation of a receipt for the purchase of a replacement with like property. The amount of the reimbursement shall not exceed the amount of the receipt or \$500 maximum.

As a condition for reimbursement, employees must file a claim with the business office within five (5) calendar days after the property is damaged or stolen.

Legal Reference:

Education Code

1273 Reimbursement for theft, destruction or damage of property

35213 Reimbursement for loss, destruction or damage of personal property

Approved: July, 2004

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BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4157

SP 4257

SP 4357

EMPLOYEE SAFETY

The County Superintendent is committed to maximizing employee safety and believes that workplace safety is every employee's responsibility. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful.

The County Superintendent expects all employees to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the County Superintendent or designee.

The County Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

The County Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law.

The County Superintendent or designee shall ensure the ready availability of first aid materials at all workplace sites and shall make effective provisions, in advance, for prompt medical treatment in the event of an employee's serious injury or illness.

No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health or for participating in any occupational health and safety committee.

Legal Reference;

Education Code

32030-32034 Eye Safety

32225-32226 Communications devices in classrooms

32280 -32289 School safety plans

44984 Required rules for industrial accident and illness leave of absence

Government Code

3543.2 Scope of bargaining

Labor Code

3300 Definitions

6305 Occupational safety and health standards; special order

6310 Retaliation for filing complaint prohibited

6400-6413.5 Responsibilities and duties of employers and employees, especially

6401.7 Injury and illness prevention program

Code of Regulations, Title 8

3203 Injury and illness prevention program

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

3400 Medical services and first aid
5095-5100 Control of noise exposure
Code of Federal Regulations, Title 29
1910.95 Noise standards

Approved: July, 2004

Revised: November, 2015

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4157

AR 4257

AR 4357

REGULATIONS REGARDING EMPLOYEE SAFETY

The County Superintendent or designee shall provide and implement safety devices, safeguards, methods, and processes that are reasonably adequate to render the employment and place of employment safe and healthful.

Injury and Illness Prevention Program

Butte County Office of Education's Injury and Illness Prevention Program shall cover all employees and all other workers whom Butte County Office of Education controls or directs and directly supervises on the job to the extent that the workers are exposed to hazards specific to their worksite and job assignment. The obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by the Butte County Office of Education's Injury and Illness Prevention Program.

The Injury and Illness Prevention Program shall include:

1. The name/position of the person(s) with authority and responsibility for implementing the program
2. A system for ensuring that employees comply with safe and healthful work practices, which may include, but not be limited to:
 - a. Recognition of employees who follow safe and healthful work practices
 - b. Training and retraining programs
 - c. Disciplinary actions
3. A system for communicating with employees, in a form readily understandable by all employees, on matters related to occupational health and safety, including provisions designed to encourage employees to report hazards at the worksite without fear of reprisal. The communications system may include, but not be limited to:
 - a. Meetings
 - b. Training programs
 - c. Posting
 - d. Written communications
 - e. A system of anonymous notification by employees about hazards
 - f. A labor/management safety and health committee
4. Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Such inspections shall be made:
 - a. Whenever new substances, processes, procedures, or equipment that represents a new occupational safety or health hazard is introduced into the workplace
 - b. Whenever the Maintenance, Operations and Facilities Manager is made aware of a new or previously unrecognized hazard
5. A procedure for investigating occupational injury or illness.
6. Methods and/or procedures for correcting unsafe or unhealthful conditions, work practices, and work procedures in a timely manner, based on the severity of the hazard, when the hazard is observed or discovered.

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, these procedures shall call for the removal of all exposed staff from the

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SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

area except those necessary to correct the hazardous condition. Employees needed to correct the condition shall be provided necessary safeguards.

7. Provision of training and instruction as follows:
 - a. To all new employees
 - b. To all employees given new job assignments for which training has not previously been received
 - c. Whenever new substances, processes, procedures, or equipment is introduced into the workplace and represents a new hazard
 - d. Whenever the district is made aware of a new or previously unrecognized hazard
 - e. To supervisors, to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed

Labor/Management Safety and Health Committee

The Butte County Office of Education's labor/management safety and health committee shall:

1. Meet regularly, but not less than quarterly.
2. Prepare and make available to affected employees written records of the safety and health issues discussed at committee meetings and maintained for review by the California Department of Industrial Relations' Division of Occupational Safety and Health (Cal/OSHA) upon request. These records shall be maintained for at least one year.
3. Review results of the periodic, scheduled worksite inspections.
4. Review investigations of occupational accidents and causes of incidents resulting in occupational injury or illness or exposure to hazardous substances. As appropriate, the committee may submit suggestions to the County Superintendent or designee regarding the prevention of future incidents.
5. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, it may conduct its own inspection and investigation to assist in remedial solutions.
6. Submit recommendations to assist in the evaluation of employee safety suggestions.
7. Upon request of Cal/OSHA, verify abatement action taken to abate citations issued by Cal/OSHA.

Hearing Protection

Whenever employee noise exposure equals or exceeds the standards specified in law, the County Superintendent or designee shall implement a hearing conservation program in accordance with state and federal regulations, including, when required, monitoring of sound levels, audiometric testing of affected employees, the provision of hearing protectors, and employee training.

Eye Safety Devices

Eye safety devices shall be worn by employees whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause injury to the eyes.

First Aid and Medical Services

To avoid unnecessary delay in medical treatment in the event of an employee's serious injury or illness, the Superintendent or designee shall use one or more of the following:

1. A communication system for contacting a physician or emergency medical service, such as access to 911 or equivalent telephone system. The communication system or the employees using the system shall have the ability to direct emergency services to the location of the injured or ill employee.

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2. Readily accessible and available on-site treatment facilities suitable for treatment of reasonably anticipated injury and illness.
3. Proper equipment for prompt medical transport when transportation of injured or ill employees is necessary and appropriate.

Approved: March, 2010

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4161.1

AR 4361.1

REGULATIONS REGARDING PERSONAL ILLNESS/INJURY LEAVE

Full-time certificated employees are entitled to 10 days leave of absence for personal illness or injury (sick leave) per school year, with full pay. Employees working less than five school days per week shall be granted comparable sick leave in proportion to the time they work.

An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued.

An employee who does not complete a given year of service shall be charged for any unearned sick leave used as of the date of termination of service.

Unused days of sick leave shall be accumulated from year to year without limitation.

Any certificated employee who leaves Butte County Office of Education after at least one school year of employment and accepts a certificated position in a district, county office of education, or community college district within one year shall have transferred with him/her the total amount of accumulated sick leave. Butte County Office of Education shall not require new employees to waive leave accumulated in a previous district.

Sick leave may be used by a certificated employee for absences due to:

1. Temporary inability to perform his/her duties because of illness, accident, or quarantine, whether or not the cause of the absence arises out of and in the course of employment
2. Pregnancy, miscarriage, childbirth, and recovery
3. Personal necessity
4. Medical and dental appointments, in increments of not less than one hour
5. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted
6. Illness of the employee's child, parent, spouse, registered domestic partner, or domestic partner's child in an amount not less than the sick leave that would be accrued by the employee during six months at his/her then current rate of entitlement

An employee shall notify Butte County Office of Education of his/her need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify Butte County Office of Education. If the duration of absence becomes shorter than estimated, the employee shall notify Butte County Office of Education not later than 3 p.m. of the day preceding the day on which he/she intends to return to work. If failure to so notify Butte County Office of Education results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted

During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or injury, continues to be absent from his/her duties for an additional period up to five school months, the employee shall receive his/her regular salary minus the actual cost of a substitute to fill the position. If Butte County Office of Education has made every reasonable effort to

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SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

secure the services of a substitute and has been unable to do so, the amount that would have been paid to a substitute shall be deducted from the employee's salary.

An employee shall not be provided more than one five-month period per illness or injury. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year.

If a certificated employee is not medically able to resume his/her duties after the five-month period provided pursuant to Education Code 44977, the employee shall be placed either in another position or on a re-employment list. Placement on the reemployment list shall be for 24 months for probationary employees or 39 months for permanent employees and shall begin at the expiration of the five-month period. If during this time the employee becomes medically able, he/she shall be returned to employment in a position for which he/she is credentialed and qualified.

Verification Requirements

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed absence form to his/her immediate supervisor.

The County Superintendent or designee may, at any time, require additional written verification by the employee's physician or other authorized health care provider. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury.

The County Superintendent or designee may require an employee to visit a physician selected by Butte County Office of Education, at Butte County Office of Education expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the County Superintendent or designee may, after giving notice to the employee, deny further leave.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to duty and stipulating any necessary restrictions or limitations.

Legal Reference:

Education Code

- 44964 Power to grant leave of absence in case of illness, accident, or quarantine
- 44965 Granting of leaves of absence for pregnancy and childbirth
- 44976 Transfer of leave rights when school is transferred to another district
- 44977 Salary deduction during absence from duties up to five months after sick leave is exhausted
- 44978 Provisions for sick leave of certificated employees
- 44978.1 Inability to return to duty; placement in another position or on reemployment list
- 44979 Transfer of accumulated sick leave to another district

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

44980 Transfer of accumulated sick leave to a county office of education

44981 Leave of absence for personal necessity

44983 Exception to sick leave when district adopts specific rule

44984 Industrial accident or illness

44986 Leave of absence for disability allowance applicant

Labor Code

220 Sections inapplicable to public employees

233 Illness of child, parent, spouse or domestic partner

234 Absence control policy

Code of Regulations, Title 5

5601 Transfer of accumulated sick leave

United States Code, Title 42

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

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Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4161.2

AR 4261.2

AR 4361.2

REGULATIONS REGARDING PERSONAL LEAVES

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and protections provided to a spouse's child shall also apply to a child of a registered domestic partner.

Whenever possible, employees shall request personal leaves in advance and prepare suitable lesson plans or instructions for a substitute employee.

Bereavement

Employees are entitled to bereavement leave as detailed in the employee agreements.

Personal Necessity

Employees are entitled to Personal Necessity leave as detailed in the employee agreements.

Legal Duties

Classified employees called for jury duty shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury fees.

Certificated employees also shall be granted leave for jury duty with pay up to the amount of the difference between the employee's regular earnings and any amount received as juror's fees.

An employee may take time off work in order to:

1. Serve on an inquest jury or trial jury
2. Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to a direct Supervisor when requesting leave.

Leaves for Crime Victims

An employee may be absent from work in order to attend judicial proceedings related to a crime when he/she is a victim, immediate family member of a victim, registered domestic partner of a victim, or child of a registered domestic partner of a victim of the following crimes:

1. A violent felony
2. A serious felony
3. A felony provision of law prescribing theft or embezzlement

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, compensatory time off that is otherwise available to the employee, or unpaid leave.

Prior to taking time off, an employee shall give his/her supervisor a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance

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SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. Butte County Office of Education shall keep confidential any records pertaining to the employee's absence from work.

Leaves for Victims of Domestic Violence or Sexual Assault

An employee who is a victim of domestic violence or sexual assault as defined by law may take time off work to obtain or attempt to obtain any relief including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or his/her child.

In addition, an employee who is a victim of domestic violence or sexual assault may take time off work to attend to the following activities:

1. Seek medical attention for injuries caused by domestic violence or sexual assault
2. Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault
3. Obtain psychological counseling related to an experience of domestic violence or sexual assault
4. Participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation

An employee who is a victim of domestic violence or sexual assault may use vacation, personal leave, or compensatory time off that is otherwise available to the employee under the applicable terms of employment.

Prior to taking time off, an employee shall give reasonable notice to his/her Supervisor, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following documents:

1. A police report indicating that the employee was a victim of domestic violence or sexual assault
2. A court order protecting or separating the employee from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that the employee has appeared in court
3. Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence or sexual assault

Butte County Office of Education shall maintain the confidentiality of such an employee to the extent authorized by law.

Personal Leave for a Child's School Activities

Any employee who is a parent/guardian, or grandparent having custody of one or more children who are enrolled in grades K-12, or who attend a licensed day care facility, may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to participate in school or day care activities.

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Such leave shall not exceed eight hours in any month of the year, and the employee shall give reasonable advance notice of the absence.

If both parents/guardians of a child are employed at the same work site, this leave shall be allowed for the first parent/guardian who applies. Simultaneous absence by the second parent may be granted by the County Superintendent or designee.

Upon request by the County Superintendent or designee, the employee shall provide documentation from the school or licensed day care facility that he/she participated in school or licensed day care facility activities on a specific date and at a particular time.

Service on Education Boards, Committees, and State or Employee Organizations

Upon request, certificated employees shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education boards, commissions, committees, or groups authorized by Education Code 44987.3 provided that all of the following conditions are met:

1. The service is performed in the state of California.
2. The board, commission, organization, or group informs Butte County Office of Education in writing of the service.
3. The board, commission, organization, or group agrees, prior to service, to reimburse Butte County Office of Education, upon Butte County Office of Education's Request request, for compensation paid to the employee's substitute and for actual related administrative costs.

Following Butte County Office of Education's payment to the employee for the leave of absence, the employee organization must reimburse Butte County Office of Education.

Upon request, certificated and classified employees shall be granted a leave of absence without loss of compensation to serve as an elected officer of an employee organization or any statewide or national employee organization with which the local organization is affiliated. The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization.

Spouse or Registered Domestic Partner on Leave from Military Deployment

An employee who works an average of 20 hours or more per week and whose spouse or registered domestic partner is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that his/her spouse or registered domestic partner is on leave from deployment during a military conflict.

The employee shall provide the County Superintendent or designee with notice, within two business days of receiving official notice that his/her spouse or registered domestic partner will be on leave from deployment, of his/her intention to take the leave. The employee shall submit written documentation certifying that his/her spouse or registered domestic partner will be on leave from deployment during the time that the leave is requested.

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Leave for Emergency Duty

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel.

An employee who is a volunteer firefighter shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire or law enforcement training.

Civil Air Patrol Leave

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to employees, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single emergency operational mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the County Superintendent or designee.

The employee shall give as much advance notice as possible of the intended dates of the leave. The County Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification.

Legal Reference:

Education Code

- 44036-44037 Leaves of absence for judicial and official appearances
- 44963 Power to grant leaves of absence (certificated)
- 44981 Leave of absence for personal necessity (certificated)
- 44985 Leave of absence due to death in immediate family (certificated)
- 44987 Service as officer of employee organization (certificated)
- 44987.3 Leave of absence to serve on certain boards, commissions, etc.
- 45190 Leaves of absence and vacations (classified)
- 45194 Bereavement leave of absence (classified)
- 45198 Effect of provisions authorizing leaves of absence
- 45207 Personal necessity (classified)
- 45210 Service as officer of employee organization (classified)
- 45240-45320 Merit system, classified employees

Family Code

- 297-297.5 Registered domestic partner rights, protections, and benefits

Government Code

- 3543.1 Release time for representatives of employee organizations

Labor Code

- 230-230.2 Leave for victims of domestic violence, sexual assault, or specified felonies
- 230.3 Leave for emergency personnel
- 230.4 Leave for volunteer firefighters
- 230.8 Leave to visit child's school
- 2333 Illness of child, parent, spouse, domestic partner or domestic partner's child

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

234 Absence control policy
1500-1507 Civil Air Patrol leave
Military and Veterans Code
395.10 Leave when spouse on leave from military deployment
Penal Code
667.5 Violent felony, defined
1192.7 Serious felony, defined
California Constitution § Article 1
Section 7 Religious discrimination
United States Code, Title 29
2612 Family and Medical Leave Act, leave requirements
United States Code, Title 42
2000d-2000d-7 Title VII, Civil Rights Act of 1964

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BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4161.5

AR 4261.5

AR 4361.5

REGULATIONS REGARDING MILITARY LEAVE

Military leave shall be granted in accordance with applicable state and federal law to employees performing military duties on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and examination to determine fitness for duty, and performance of funeral honors duty.

An employee who needs to be absent from the district to fulfill his/her military service shall provide advance written or verbal notice to the County Superintendent or designee, unless the giving of such notice is precluded by military necessity or is otherwise impossible or unreasonable.

Salary/Compensation

An employee shall receive his/her salary or compensation for the first 30 days of any one absence for military leave or during one fiscal year, under any of the following conditions:

1. Active Military Training or Exercises: The employee is granted a temporary military leave of absence to engage in ordered military duty for purposes of active military training, encampment, naval cruises, special exercises, or like activity as a member of the reserve corps or force of the United States Armed Forces, National Guard, or Naval Militia, provided that:
 - a. He/she has been employed by the district for at least one year immediately prior to the day the military leave begins.
 - b. The ordered duty does not exceed 180 days, including time involved in going to and returning from such duty.
2. Active Military Duty: The employee is on military leave, other than a temporary military leave, to engage in active military duty as a member of the reserve corps or force of the United States Armed Forces, the National Guard, or the Naval Militia, provided that he/she has been employed by Butte County Office of Education for at least one year immediately prior to the day the military leave begins.
3. War or Other Emergency: The employee, however long employed by Butte County Office of Education, is a member of the National Guard who is engaged in military or naval duty during a state of extreme emergency as declared by the Governor, or during such time as the National Guard may be on active duty in situations described in Military and Veterans Code 146, including travel time to and from such duty.
4. Inactive Duty Training: The employee is a member of the reserve corps or force of the United States Armed Forces, National Guard, or Naval Militia who is engaged in temporary inactive duty training, provided that he/she has been employed by Butte County Office of Education for at least one year immediately prior to the day the military leave begins and the ordered duty does not exceed 180 days, including time involved in going to and returning from such duty.

In determining the length of Butte County Office of Education employment when necessary to determine eligibility for compensation for military leave, all recognized military service performed during and prior to Butte County Office of Education employment shall be included.

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For classified employees, 30 days' compensation shall be one month's salary. For certificated employees, 30 days' compensation shall be one-tenth of the employee's annual salary.

Certificated employees shall not be entitled to compensation during non-teaching, non-paying months of the year.

During the period of military leave, an employee may, upon his/her own request, use any vacation or similar paid leave accrued before the commencement of the military leave. Butte County Office of Education shall not require the employee to use such leave.

Benefits

An employee may elect to continue his/her health plan coverage during the military leave. The maximum period of coverage for the employee and his/her dependents shall be either 24 months from the beginning of the leave or until the day after the employee fails to apply for or return to employment, whichever is less.

An employee on military leave may be required to pay the employee cost, if any, of any funded benefit to the extent that other employees on leave are so required.

An employee absent for 30 days or fewer shall not be required to pay more than the employee share for such coverage. An employee absent for 31 days or more may be required to pay not more than 102 percent of the full premium under the plan.

Any employee called into active military duty as a member of the California National Guard or a United States Military Reserve organization shall receive, for up to 180 days, the difference between the amount of his/her military pay and the amount the employee would have received from Butte County Office of Education and all benefits that the employee would have received if he/she had not been called to active military duty, unless the benefits are prohibited or limited by vendor contracts.

Vacation and Sick Leave Accrual

An employee on temporary military leave under the conditions described in item #1 Active Military Training or Exercises, in the section entitled "Salary/Compensation" above, shall continue to accrue the same vacation, sick leave, and holiday privileges to which he/she would otherwise be entitled if not absent.

An employee on military leave who is serving in active duty in time of war, national emergency, or United Nations military or police operation shall not accrue sick leave or vacation leave during the period of such leave.

However, an employee who is a National Guard member on active duty as described in item #3 **War or Other Emergency**, in the section entitled "Salary/Compensation" above, shall not suffer any loss or diminution of vacation or holiday privileges because of his/her leave of absence.

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Pension Plan Service Credit

Pension plan service credit and vesting shall continue during an employee's military leave as though no break in service had occurred. Payment of employer and employee contributions shall be made in accordance with law for members of the State Teachers' Retirement System or Public Employees' Retirement System.

Employment Status

Absence for military leave shall not affect the classification of any certificated employee. In the case of a certificated probationary employee, the period of such absence shall not count as part of the service required to obtain permanent status, but shall not be construed as a break in the continuity of service for any purpose.

Reinstatement Rights

At the conclusion of the military duty, an employee shall be promptly reinstated in the position held at the beginning of the leave, at the salary to which he/she would otherwise have been entitled, except under the conditions noted below.

Any employee who performs active military duty in time of war, national emergency, or United Nations military or police operation has a right to return to his/her position within six months of an honorable discharge or placement on inactive duty. Reinstatement rights shall not be extended to any such employee who fails to return within 12 months after the first date upon which he/she could terminate or could cause to be terminated his/her active service.

When an employee has been on military leave for reasons other than war or national emergency, the time frame for reinstatement shall depend on the length of military service as follows:

1. For a leave of 30 days or fewer, the employee shall report for duty no later than the beginning of the first full work day following the completion of military service, provided the employee has a period of eight hours to rest following transportation to his/her residence.
2. For a leave of 31-180 days, the employee shall submit a written or verbal application for reinstatement not later than 14 days after the completion of military service.
3. For a leave of more than 180 days, the employee shall submit a written or verbal application for reinstatement within 90 days after the completion of military service.

In cases where reporting within the periods specified in items #1 and #2 above is impossible or unreasonable through no fault of the employee, he/she shall report as soon as possible after the expiration of the period.

An employee who is hospitalized for, or convalescing from, an illness or injury incurred in or aggravated during the performance of military service shall report for duty or submit an application for reinstatement at the end of the period that is necessary to recover from such illness or injury, but no more than two years after the completion of military service unless circumstances beyond the employee's control make reporting within the two-year period impossible or unreasonable.

Upon receiving an application for reinstatement, the County Superintendent or designee shall reinstate the employee as soon as practicable under the circumstances of his/her case, but within a time period not to exceed two weeks, absent unusual circumstances.

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If the employee's previous position has been abolished, he/she shall be reinstated in a position of like seniority, status, and pay, if such position exists, or to a comparable vacant position for which he/she is qualified.

An employee failing to apply for reinstatement within the appropriate period does not automatically forfeit his/her rights, but shall be subject to the County Superintendent's rules governing unexcused absences.

The County Superintendent or designee may elect not to reinstate an employee following military leave if any of the following conditions exists:

1. Butte County Office of Education's circumstances has so changed as to make such re-employment impossible or unreasonable, such as a reduction in force that would have included the employee.
2. The accommodation, training, or effort described in 38 USC 4313(a)(3), (a)(4), or (b)(2)(B) would impose an undue hardship on Butte County Office of Education as defined in 20 CFR 1002.5 or 1002.198.
3. The employee's position was for a brief, non-recurrent period and there was no reasonable expectation that such employment will continue indefinitely or for a significant period.
4. The employee's cumulative length of absence and length of all previous military leave while employed with Butte County Office of Education exceeds five years, excluding those training and service obligations specified in 38 USC 4312(c).
5. The employee was separated from military service with a disqualifying discharge or under other than honorable conditions.

Notices

The County Superintendent or designee shall provide employees a notice of the rights, benefits, and obligations of employees granted military leave and of the district under the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 USC 4301-4334.

This requirement may be met by posting the notice where Butte County Office of Education customarily places notices for employees.

Approved: March, 2007

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4161.8

AR 4261.8

AR 4361.8

REGULATIONS REGARDING FAMILY CARE AND MEDICAL LEAVE

Butte County Office of Education shall not deny any eligible employee his/her right to family care, medical, or pregnancy disability leave (PDL) pursuant to the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the Fair Employment and Housing Act (FEHA) or restrain or interfere with the employee's exercise of such right. In addition, Butte County Office of Education shall not discharge an employee or discriminate or retaliate against him/her for taking such leave or for his/her opposition to or challenge of any unlawful practice in relation to any of these laws or for his/her involvement in any related inquiry or proceeding.

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child (son or daughter) means a biological, adopted, or foster child; a stepchild; a legal ward; or a child to whom the employee stands in loco parentis, as long as the child is under 18 years of age or an adult dependent child.

Eligible employee for FMLA and CFRA purposes means an employee who has been employed by Butte County Office of Education for at least 12 months and who has at least 1,250 hours of service with Butte County Office of Education during the previous 12-month period. However, these requirements shall not apply when an employee applies for PDL.

Employee disabled by pregnancy means a woman who, in the opinion of her health care provider, is:

1. Unable because of pregnancy to perform any one or more of the essential functions of her job or to perform any of them without undue risk to herself, her pregnancy's successful completion, or to other persons
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent; a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when the employee was a child. Parent does not include a spouse's parents.

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or his/her child, parent, or spouse, including, but not limited to, treatment for substance abuse, that involves either of the following:

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

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A person is considered an inpatient when a health care facility formally admits him/her to the facility with the expectation that he/she will remain overnight and occupy a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight. Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:
 - a. A period of incapacity of more than three consecutive full days
 - b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
 - c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
 - d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective
 - e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in California Family Code.

Eligibility

Butte County Office of Education shall grant FMLA or CFRA leave to eligible employees for any of the following reasons:

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (baby bonding)
2. To care for the employee's child, parent, or spouse with a serious health condition
3. The employee's own serious health condition that makes him/her unable to perform one or more essential functions of his/her position
4. Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. To care for a covered service member with a serious injury or illness if the covered service member is the employee's spouse, child, parent, or next of kin, as defined

In addition, Butte County Office of Education shall grant PDL to any female employee who is disabled by pregnancy, childbirth, or other related medical condition.

Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered service member as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. This 12-month period shall coincide with the fiscal year.

In addition, for each pregnancy, any female employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis.

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PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of her child or to bond with or care for the child.

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time.

If both parents of a child work for Butte County Office of Education, their family care and medical leave related to the birth or placement of the child shall be limited to a combined total of 12 work weeks. This restriction shall apply regardless of the legal status of both parents' relationship.

Use/Substitution of Paid Leave

During the period of PDL or any FMLA or CFRA leave, the employee may elect to use his/her accrued vacation leave, accrued sick leave, or any other paid time off negotiated with Butte County Office of Education that he/she is eligible to use.

Butte County Office of Education and the employee may also negotiate for the employee's use of any additional paid or unpaid time off instead of using the employee's CFRA leave.

Intermittent Leave/Reduced Work or Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or his/her child, parent, or spouse may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, Butte County Office of Education shall limit leave increments to the shortest period of time that the payroll system uses to account for absences or use of leave provided it is not to be greater than one hour.

The basic minimum duration of leave for the birth or placement of a child shall be two weeks. However, Butte County Office of Education shall grant a request for such leave of less than two weeks on any two occasions.

Butte County Office of Education may require an employee to transfer temporarily to an available alternative position if the employee is pregnant and provides medical certification from her health care provider of a medical need for intermittent leave or leave on a reduced work or leave schedule or if the employee's need for the intermittent leave or leave on a reduced work or leave schedule is foreseeable based on his/her planned medical treatment or that of a family member. This alternative position must have equivalent pay and benefits and must better accommodate recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule.

Request for Leave

Butte County Office of Education shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make Butte County Office of Education aware of the need to take the leave and the anticipated timing and duration of the leave.

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For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, he/she must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the County Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken.

Butte County Office of Education shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request.

Based on the information provided by the employee, the County Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if Butte County Office of Education is unable to determine whether the leave is CFRA qualifying.

When an employee is able to foresee the need for the PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide Butte County Office of Education with at least 30 days advance notice before the leave. When the 30 days' notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide Butte County Office of Education with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave.

In all instances, the employee shall consult with the County Superintendent or designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to Butte County Office of Education operations.

Certification of Health Condition

Within five business days of an employee's request for family care and medical leave for his/her own or his/her child's, parent's, or spouse's serious health condition, the County Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the request, the employee shall provide the certification within 15 days, unless either the County Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts.

The certification shall include the following:

1. The date on which the serious health condition began
2. The probable duration of the condition
3. If the employee is requesting leave to care for a child, parent, or spouse with a serious health condition, both of the following:
 - a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the child, parent, or spouse during a period of the treatment or supervision

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- b. Estimated amount of time the health care provider believes the employee needs to care for the child, parent, or spouse
4. If the employee is requesting leave because of his/her own serious health condition, a statement that due to the serious health condition, he/she is unable to work at all or is unable to perform one or more essential functions of his/her job
5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

When an employee has provided sufficient medical certification to enable Butte County Office of Education to determine whether the employee's leave request is FMLA/CFRA-eligible, the County Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The County Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee.

If the County Superintendent or designee doubts the validity of a certification that accompanies a request for leave for the employee's own serious health condition, he/she may require the employee to obtain a second opinion from a Butte County Office of Education -approved health care provider, at Butte County Office of Education's expense. If the second opinion is contrary to the first, the County Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and Butte County Office of Education, again at Butte County Office of Education's expense. The opinion of the third health care provider shall be final and binding.

For PDL, the County Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the County Superintendent or designee shall request the medical certification within two business days after the leave commences. The County Superintendent or designee may request certification at some later date if he/she has reason to question the appropriateness of the leave or its duration.

For PDL that is foreseeable and for which at least 30 days' notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the County Superintendent or designee which must be at least 15 days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts.

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because she is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave.

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, Butte County Office of Education may require the employee to provide recertification in the manner specified for the leave.

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The County Superintendent or designee shall not request any genetic information related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011.

Release to Return to Work

Upon expiration of an employee's PDL or family care and medical leave taken for his/her own serious health condition, the employee shall present certification from the health care provider that he/she is able to resume work.

The certification from the employee's health care provider shall address the employee's ability to perform the essential functions of his/her job.

Rights to Reinstatement

Upon granting an employee's request for PDL or FMLA/CFRA leave, the County Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends.

Butte County Office of Education may refuse to reinstate an employee returning from FMLA or CFRA leave to the same or a comparable position if all of the following apply:

1. The employee is a salaried "key employee" who is among the highest paid 10 percent of the employees who are employed within 75 miles of the employee's worksite.
2. The refusal is necessary to prevent substantial and grievous economic injury to Butte County Office of Education operations.
3. Butte County Office of Education informs the employee of its intent to refuse reinstatement at the time it determines that the refusal is necessary, and the employee fails to immediately return to service.

Butte County Office of Education may also refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee.

Butte County Office of Education may refuse to reinstate an employee to the same position after taking PDL if, at the time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL.

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, he/she shall maintain his/her status with Butte County Office of Education and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan.

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, Butte County Office of Education shall continue to provide an eligible employee the group health plan coverage that was in place before he/she took the leave. The employee shall reimburse Butte County Office of Education for premiums paid during the leave if he/she fails to return to Butte County Office of Education employment after the expiration of all available leaves and the failure is for a reason other than the

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continuation, recurrence, or onset of a serious health condition or other circumstances beyond his/her control.

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, Butte County Office of Education shall not make plan payments for an employee during any unpaid portion of the leave period and the leave period shall not be counted for purposes of time accrued under the plan.

Military Family Leave Resulting from Qualifying Exigencies

An eligible employee may take up to 12 work weeks of unpaid FMLA leave, during each 12-month period established by Butte County Office of Education in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while his/her child, parent, or spouse who is a military member is on covered active duty or on call to covered active duty status.

Covered active duty means duty during the deployment of a member of the regular Armed Forces to a foreign country or duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law.

Qualifying exigencies include time needed to:

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment
2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status
3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 days of leave per instance) with a military member who is on short-term, temporary, Rest and Recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings
8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the County Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable.

An employee who is requesting leave for qualifying exigencies shall provide the County Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the County Superintendent or

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designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information as required by law.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis.

During the period of qualified exigency leave, Butte County Office of Education's rule regarding an employee's use of his/her accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Military Caregiver Leave

Butte County Office of Education shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered service member with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, son, daughter, parent, or next of kin of the covered service member. This 26-week period is not in addition to, but rather is inclusive of, the 12 work weeks of leave that may be taken for other FMLA qualifying reasons.

Covered service member may be:

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

Son or daughter of a covered service member means the biological, adopted, or foster child, stepchild, legal ward, or a child of any age for whom the covered service member stood in loco parentis.

Parent of a covered service member means the covered service member's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered service member (except "parents in law").

Next of kin means the nearest blood relative to the covered service member, or as designated in writing by the covered service member.

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Serious injury or illness means:

1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and

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that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
 - a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered him/her unable to perform the duties of his/her office, grade, rank, or rating
 - b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
 - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to his/her military service or that would do so but for treatment received by the veteran
 - d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered service member with a serious injury or illness shall provide the County Superintendent or designee with certification from an authorized health care provider of the service member that contains the information by law.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for Butte County Office of Education and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period.

During the period of military caregiver leave, Butte County Office of Education's rule regarding an employee's use of his/her accrued vacation leave and other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Notifications

The County Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

1. General Notice: Information explaining the provisions of the FEHA/PDL and FMLA/CFRA and employee rights and obligations shall be posted in a conspicuous place on Butte County Office of Education premises, or electronically, and shall be included in employee handbooks. The general notice shall also explain an employee's obligation to provide the County Superintendent or designee with at least 30 days' notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave.

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2. Eligibility Notice: When an employee requests leave, including PDL, or when the County Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the County Superintendent or designee shall, within five business days, provide notification to the employee of his/her eligibility to take such leave.
3. Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the County Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable:
 - a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying
 - b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification
 - c. The employee's right to use paid leave, whether Butte County Office of Education will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave
 - d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of failure to make payments on a timely basis
 - e. The employee's status as a "key employee" if applicable, potential consequence that restoration may be denied following the FMLA leave, and explanation of the conditions required for such denial
 - f. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave
 - g. The employee's potential liability for health insurance premiums paid by Butte County Office of Education during the employee's unpaid FMLA leave should the employee not return to service after the leave

Any time the information provided in the above notice changes, the County Superintendent or designee shall, within five business days of his/her receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice.

4. Designation Notice: When the County Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, he/she shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination.

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period.

If Butte County Office of Education requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If Butte County Office of Education requires an employee to present

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a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement.

Any time the information provided in the designation notice changes, the County Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice.

Records

The County Superintendent or designee shall maintain records pertaining to an individual employee's use of family care and medical leave in accordance with law.

Legal Reference:

Education Code

44965 Granting of leaves of absence for pregnancy and childbirth

Family Code

297-297.5 Rights, protections and benefits under law; registered domestic partners

300 Validity of marriage

Government Code

12926 Fair employment and housing act, definitions

12940 Unlawful employment practices

12945 Pregnancy; childbirth or related medical condition; unlawful practice

12945.1-12945.2 California Family Rights Act

Code of Regulations, Title 2

11035-11051 Sex discrimination; pregnancy, childbirth and related medical conditions

11087-11098 California Family Rights Act 12946 Fair Employment and Housing Act: discrimination prohibited

United States Code, Title 1

Definition of marriage

United States Code, Title 29

2601-2654 Family and Medical Leave Act of 1993, as amended

United States Code, Title 42

2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008

Code of Federal Regulations, Title 29

825.100 – 825.800 Family and Medical Leave Act of 1993

Approved: July, 2010

Revised: November, 2015

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT’S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4161.9

SP 4261.9

SP 4361.9

CATASTROPHIC LEAVE

Purpose

The purpose of a Catastrophic Leave Program is to allow Butte County Office of Education the opportunity to provide extended leave for employees experiencing a catastrophic event demanding their leave from work. For these reasons, Butte County Office of Education has created the Catastrophic Leave Bank to make available a depository by which qualifying employees are permitted to donate eligible leave credits to assist eligible employees when that employee or member of his or her family suffers from a catastrophic illness or injury.

According to Education Code, “Catastrophic illness” or “injury” means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee’s family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off.”

Employees shall contact the Butte County Office of Education Human Resources Division for more information when faced with hardships that may be addressed by submitting an application for consideration of Catastrophic Leave benefits from the Catastrophic Leave Bank.

Structure of the Catastrophic Leave Bank

The Catastrophic Leave Bank will be administered by a committee comprised of the following members:

- (1) Member appointed by the Butte County Teachers’ Association
- (1) Member appointed by the California School Employees Association Bargaining Unit #436
- (1) Member appointed by the California School Employees Association Bargaining Unit #736
- (1) Member appointed by the Butte County Management Association

The charge of the Committee will be to:

1. Meet as needed and whenever a Catastrophic Leave Application Request has been submitted for consideration;
2. Review all Catastrophic Leave Application Requests submitted for consideration;
3. Ensure all eligibility requirements have been met by employee submitting a Catastrophic Leave Application Request for consideration;
4. Monitor the balance of days in the Catastrophic Leave Bank.

Employees are encouraged to review the Butte County Office of Education Administrative Regulations for more information regarding the Catastrophic Leave Bank and to seek assistance from their immediate supervisor and the Human Resources Division with any unanswered inquiries.

Legal Reference:

Education Code

44043.5

54261.8

Approved: July, 2016

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4161.9

AR 4261.9

AR 4361.9

REGULATIONS REGARDING CATASTROPHIC LEAVE PROGRAM

Butte County Office of Education has created the Catastrophic Leave Bank to make available a depository by which qualifying employees are permitted to donate eligible leave credits to assist eligible employees when that employee or member of his or her family suffers from a catastrophic illness or injury.

MEMBERSHIP

Any Butte County Office of Education permanent or probationary employee can become a member of the Butte County Office of Education Catastrophic Leave Bank following the completion of twelve months of service.

Membership must be requested during one of two Open Enrollment periods for the Catastrophic Leave Bank. Enrollment periods will occur in May and September of each year. A special enrollment consideration will be given to employees who have a start date after July 1; these employees will be given an opportunity to contribute upon their first year anniversary.

Participation in the Butte County Office of Education Catastrophic Leave Bank is strictly voluntary.

DONATIONS OF LEAVE CREDITS

Donations will be made each year as necessary during the open enrollment periods. Donations entitle the employee to membership in the bank for a period of one year from the enrollment date. Verification of membership will be confirmed annually. The Butte County Office of Education Catastrophic Leave Bank Committee may decide to suspend the donations if the Butte County Office of Education Catastrophic Leave Bank is sufficiently funded.

Each participating eligible member's donation shall be a minimum of one (1) day from his/her accrued sick leave balance provided that such balance before the deduction of the one (1) day contribution is no less than seven (7) days. A "day" shall be a day that the eligible member is expected to be on duty as determined by his or her contract with Butte County Office of Education. Days shall be contributed without regard to the daily rate of the member.

A member's donation request to the Butte County Office of Education Catastrophic Leave Bank shall be completed on the appropriate donation form and shall be authorized by the unit member on an annual basis during the enrollment period. To continue membership in the Butte County Office of Education Catastrophic Leave Bank a new donation form must be submitted each time contributions are solicited.

Member contributions to the Butte County Office of Education Catastrophic Leave Bank are irrevocable and once contributed become the property of the Butte County Office of Education Catastrophic Leave Bank, except in the case of dissolution of the Butte County Office of Education Catastrophic Leave Bank.

Approval or disapproval of any membership donation form and/or forms for use by the Butte County Office of Education Catastrophic Leave Bank shall not be subject to any grievance process.

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The Butte County Office of Education Catastrophic Leave Bank Committee will annually review and assess whether new donations are needed from existing members, and may establish special enrollment periods to solicit further donations. New members would have to contribute in any event.

PROGRAM OBTAINABILITY

Butte County Office of Education Catastrophic Leave Bank members who have exhausted all sick leave and other paid leave may submit a written application request, on the required form, to the Butte County Office of Education's Human Resources Division to request the withdrawal of hours from the Butte County Office of Education Catastrophic Leave Bank. Application requests shall be reviewed by the Butte County Office of Education Catastrophic Leave Bank Committee, and the decision of the Committee reported to the applicant, in writing within ten (10) days of receipt of the application request.

The Butte County Office of Education, the Butte County Teachers' Association, the California School Employees Association Bargaining Unit #436, the California School Employees Association Bargaining Unit #736, the Butte County Management Association, the Butte County Office of Education Catastrophic Leave Bank Committee shall not be held responsible if the Bank becomes depleted during the year.

WITHDRAWALS FROM THE BANK

The Butte County Office of Education Catastrophic Leave Bank members whose sick leave and other paid leaves are exhausted may withdraw from the Butte County Office of Education Catastrophic Leave Bank for catastrophic illness or injury with the approval of the Butte County Office of Education Catastrophic Leave Bank Committee.

Catastrophic illness or injury shall be defined as any illness or injury that incapacitates an employee [member] or a member of the employee's immediate family, for over ten (10) consecutive days of duty. If a reoccurrence or a second illness or injury incapacitates an employee [member] or member of the employee's immediate family within twelve (12) months, it shall be deemed catastrophic after five (5) consecutive days.

For example, a Butte County Office of Education Catastrophic Leave Bank member who used the Butte County Office of Education Catastrophic Leave Bank, after exhaustion of sick leave and other paid leaves, to care for his/her spouse who dies of cancer, and after returning to work, suffers a heart attack, shall be deemed to have a second catastrophic illness and may again withdraw from the Butte County Office of Education Catastrophic Leave Bank after five (5) consecutive days off work.

If a Butte County Office of Education Catastrophic Leave Bank member is incapacitated, a representative of the member, or a family member may, on behalf of the Butte County Office of Education Catastrophic Leave Bank member, submit applications to the Butte County Office of Education Catastrophic Leave Bank Committee.

Withdrawals from the Butte County Office of Education Catastrophic Leave Bank shall be granted in units of no more than thirty (30) days. Butte County Office of Education Catastrophic Leave Bank members may submit requests for extensions of withdrawals as their prior grants expire. A Butte County Office of Education Catastrophic Leave Bank member's withdrawals may not exceed the statutory maximum period of twelve (12) consecutive months.

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Butte County Office of Education Catastrophic Bank members applying to withdraw or extend their withdrawal shall be required to:

1. Submit the appropriate leave request forms to the Butte County Office of Education Human Resources Division at the Butte County Office of Education along with a Certification of Health Care Provider; and
2. Use any leave credits that they continue to accrue while in paid status before using leave hours withdrawn from the Butte County Office of Education Catastrophic Leave Bank.

The Butte County Office of Education Catastrophic Leave Bank member is required to use any additional sick leave days from the Butte County Office of Education Catastrophic Leave Bank for purposes for which the leave is approved. If a member is deemed qualified to return to work by their physician prior to the termination of the approved leave bank allotment, the remaining days shall be returned to the Butte County Office of Education Catastrophic Leave Bank.

If an employee is granted disability or retirement pay, any back pay received by the employee shall not result in the employee receiving compensation more than his/her regular pay rate. The sick leave bank shall be reimbursed for all excess days at a rate equal to the amount received from disability or retirement. Disability leave (if paid by Butte County Office of Education) will be coordinated with catastrophic leaves under Coordination of Benefits.

If the Butte County Office of Education Catastrophic Leave Bank does not have sufficient days to fund a withdrawal request, the Butte County Office of Education Catastrophic Leave Bank Committee is under no obligation to pay the requesting Butte County Office of Education Catastrophic Leave Bank member any funds whatsoever. If a request for withdrawal, or an extension of withdrawal, is denied because of insufficient days to fund the request, they shall notify the requesting Butte County Office of Education Catastrophic Leave Bank member, in writing, of the reason for the denial.

The decision of the Butte County Office of Education Catastrophic Leave Bank Committee is final and not grievable.

ADMINISTRATION

The Butte County Office of Education Catastrophic Leave Bank Committee shall have the responsibility of maintaining the records of the Butte County Office of Education Catastrophic Leave Bank in conjunction with the Butte County Office of Education Human Resources Division. The Butte County Office of Education Catastrophic Leave Bank Committee shall receive Butte County Office of Education Catastrophic Leave Bank member withdrawal requests, verify the validity of requests, approve or deny the requests, and communicate its decisions, in writing to the member, and the Butte County Office of Education Human Resources Division who will notify the Butte County Office of Education Payroll Department.

The Butte County Office of Education Catastrophic Leave Bank Committee's authority shall be limited to the administration of the Butte County Office of Education Catastrophic Bank and shall review all properly submitted requests complying with the terms of the Butte County Office of Education Superintendent's Policy and Administrative Regulations.

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Butte County Office of Education Catastrophic Leave Bank member applications shall be reviewed with a decision of the Butte County Office of Education Catastrophic Leave Bank Committee reported to the member in writing within ten (10) days of receipt of the application.

The Butte County Office of Education Catastrophic Leave Bank Committee shall keep all records confidential and shall not disclose the nature of the request except as necessary to process the request for withdrawal. Records will be archived by school year.

By August 15th of each year, the Butte County Office of Education Catastrophic Leave Bank Committee will receive information regarding:

1. The total number of accumulated days in the Butte County Office of Education Catastrophic Leave Bank as of June 30th of the previous school year.
2. The names of all Butte County Office of Education Catastrophic Leave Bank members.

By the end of each calendar quarter, Butte County Office of Education shall notify the committee of the following:

1. The total number of days in the Butte County Office of Education Catastrophic Leave Bank at the beginning of the quarter.
2. The total number of days awarded during the quarter and to whom they were awarded.
3. The total number of days remaining in the Butte County Office of Education Catastrophic Leave Bank on the last day of the quarter.

DISSOLUTION OF THE BANK

In the event it becomes necessary to dissolve the Butte County Office of Education Catastrophic Leave Bank, the days remaining in the Butte County Office of Education Catastrophic Leave Bank shall be distributed equally to the accumulated sick leave balance of each of the current members of the Butte County Office of Education Catastrophic Leave Bank.

Approved: July, 2016

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4200

CLASSIFIED PERSONNEL

The Superintendent recognizes that classified personnel are very important in carrying out the educational goals. The Superintendent or designee shall ensure that the duties, responsibilities, and Butte County Office of Education expectations for classified positions are clearly defined and made known to each member of the classified staff.

Each classified staff member shall be held accountable for duties assigned to him/her and shall undergo regular performance evaluations in accordance with law and negotiated agreements.

The superintendent strongly encourages classified staff to continually improve their skills and pursue excellence within their profession.

Superintendent's Policy and Administrative Regulations related to classified personnel shall be available to all concerned and shall be administered in a fair and equitable manner.

Approved: July, 2005

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4211

REGULATIONS REGARDING RECRUITMENT AND SELECTION

The position may be:

1. An administrative appointment by the County Superintendent;
2. An administrative transfer initiated by the County Superintendent;
3. A transfer opportunity which may be requested by an employee;
4. A promotional opportunity for active employees;
5. An open position for both active employees and outside candidates.

In order to promote consistent selection of quality personnel to fill positions for the Butte County Office of Education, the following selection procedures will be followed:

1. All proposed or potential employee positions will be submitted to the Human Resources Department by submitting a Personnel Position Budget Request form. If it is a newly created position, an explanation of the need, job description, and the funding source(s) must be attached.
2. All newly created positions will be referred to the County Superintendent by the appropriate Assistant Superintendent with a recommendation for disposition.

Recruitment

Following the approval of a position, formal announcement of the position may be published and distributed as appropriate.

The announcement must include:

1. General information about the position;
2. Specific requirements of the position;
3. The position's supervisory or directive sequence;
4. The date and time the application is due;
5. The timelines for screening, interviewing and notifications;
6. Other information regarding the position, funding or other limitations and constraints.

All recruitment announcements will be given appropriate dissemination. Posting of positions shall be as outlined in relevant bargaining unit agreements.

Screening

Following the closing date, application packets will be screened for completeness by the appropriate Assistant Superintendent or his / her designee. Application packets that are not complete will not be considered.

The appropriate Assistant Superintendent or his / her designee will assist in the development of the screening criteria. The following testing requirements shall be part of the screening:

1. Candidates for clerical positions requiring word processing will be required to complete a pre-employment assessment adopted by the County Superintendent;
2. Candidates for positions requiring bilingual skills in a specified second language will be required to complete a written and / or verbal translation in the required language;

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SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

3. Candidates for instructional paraprofessional positions shall demonstrate proficiency in basic reading, writing and mathematical skills required for high school seniors pursuant to Education Code § 51216.
4. Candidates for instructional paraprofessional positions requiring specialized skills required by the job description shall complete a pre-employment assessment adopted by the County Superintendent.

In the event there are a limited number of candidates for a position and the Assistant Superintendent or his / her designee deems it prudent, the procedure may move directly to the interview process.

Screening Committee

The appropriate Assistant Superintendent or his / her designee will appoint the members of the Screening Committee. The Screening Committee shall be comprised of at least one (1) management position and one (1) peer position.

The Screening Committee will recommend to the appropriate Assistant Superintendent a minimum of four (4) candidates for the oral interview process. The appropriate Assistant Superintendent may accept the slate of candidates as presented or may request that additional candidates be included for the interview process.

After the final list of candidates to be interviewed has been approved by the Assistant Superintendent of his / her designee, the Human Resources Department will notify all other candidates of their non-selection by regular U.S. mail.

Inquiries by non-selected candidates will be directed to the Human Resources Department.

Interview Committee

The appropriate Assistant Superintendent of his / her designee will appoint the members and chairperson of the Interview Committee. The Assistant Superintendent of his / her designee will assist in the development of interview criteria / questions.

The Interview Committee will be composed of a minimum of three (3) members. The Committee shall consist of a minimum of one (1) management position, one (1) peer position (similar to the position for which the person is applying), and a member at large from the department or site to which the person will be assigned. In the case of instructional paraprofessional positions, the classroom teacher may be the member at large. In some instances, a parent representative may also be included. Exceptions to the composition or size of the Interview Committee may be approved by the appropriate Assistant Superintendent.

Peer positions on the screening and interview committees may be from any peer level employee of Butte County Office of Education.

The Assistant Superintendent may also participate in the interviews when deemed appropriate. If the position is a classified management position, the Assistant Superintendent will participate in the interview process.

It will be the responsibility of the appropriate Assistant Superintendent or his / her designee to notify the Human Resources Department of the time, date, place and interview candidates. All arrangements for the interview process will be made by the Human Resources Department.

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

It will be the responsibility of the chairperson to follow the procedures as outlined.

It will be the task of the Interview Committee to interview candidates and make a recommendation to the appropriate Assistant Superintendent of the three (3) candidates (in rank order) who most nearly match the criteria of the announced position. The Assistant Superintendent may either accept the recommendations and make a recommendation to the County Superintendent for employment or may request additional candidates be interviewed.

For multiple positions, recommendation will be made for the number of positions available rather than three candidates in rank order for each position.

A minimum of two (2) references from previous employers, for each candidate will be completed by the Interview Committee Chairperson for the three top candidates prior to making a recommendation to the County Superintendent.

All final employment decisions will be made by the County Superintendent. Notification will not be given until the County Superintendent has approved the selection.

After a final selection has been made, it will be the responsibility of the appropriate Assistant Superintendent or his / her designee to notify the Human Resources Department and all selected candidates of their selection. Non-selected candidates will be notified by a personal telephone call from the Interview Committee Chairperson. Written or verbal information or explanation will not be given to non-selected candidates. If the candidate cannot be personally reached after three attempts, Human Resources will be notified to send a notification by regular U.S. mail.

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4213.2

RECLASSIFICATION PROCESS

Justification for reclassification of a classified position is the gradual addition or change of duties that are performed on an ongoing, daily basis that substantially changes the position. An employee must be in the current position a minimum of three (3) years.

1. The employee seeking reclassification shall submit a completed Request for Reclassification form to their immediate supervisor and a copy to CSEA with specific identification of:
 - a. The tasks being performed on an ongoing basis which are outside of their present assigned job description, and which are specifically identified as requirements of the reclassification level they are seeking.
 - b. Any skills or training which qualify them for consideration of reclassification to the new position.
2. A Reclassification Review Committee composed of the immediate supervisor/office manager, the Assistant Superintendent of the department, a peer currently in a position at the requested classification level (appointed by CSEA), and the CSEA chapter President/designee. The committee shall review the request with the Assistant Superintendent of Human Resources. The Assistant Superintendent will serve as chair of the committee.
 - a. If the committee determines that the reclassification warrants consideration and that the tasks being performed are necessary and cannot be performed without a reclassification of the employee, a recommendation for reclassification will be forwarded to the County Superintendent and Cabinet for consideration. A recommendation for reclassification will require unanimous support from the committee.
 - b. If the committee determines that consideration for reclassification is not warranted, the Assistant Superintendent of the department will review with Cabinet and will inform the employee of the committee's decision.
 - c. If the committee cannot agree on a recommendation, the committee may request a joint meeting with the County Superintendent and Cabinet. The County Superintendent may request additional input to the committee as deemed necessary.
 - d. The employee making the request may be asked to attend the meeting and show additional cause for requesting the reclassification. Additional "cause" might include:
 - 1) Any new information or considerations not included in the original request.
 - 2) Evidence that the employee is performing a "new" job or "the" job for which the reclassification is being requested.
 - 3) The request is based on administrator initiated work, organizational structure, or management design which is consistent with the reclassification being requested.
 - e. The County Superintendent, with input from the committee, will make the final determination regarding all reclassification requests, and will inform the employee of the final decision.
 - f. The County Superintendent/designee will meet with CSEA to negotiate the implementation of the reclassification.

Approved: October, 2008

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4216

PROBATIONARY / PERMANENT STATUS

Employees newly hired for regular positions in the classified service shall be considered probationary employees until they have satisfactorily completed six months of probationary service. Upon satisfactorily completing this period, they shall become permanent classified employees of Butte County Office of Education.

Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed six months of service in that position.

Probationary employees shall receive a written performance evaluation by their supervisor during the probationary period. These evaluations shall indicate whether the evaluator is satisfied or not satisfied with the employee's ability, performance, and compatibility with the job.

The County Superintendent or designee may dismiss an employee during the initial probationary period. A permanent employee who was promoted to a higher classification may be returned during the probationary period to his/her former classification.

Substitute and short-term employees who are employed for less than seventy-five percent (75%) of the school year shall not be considered part of the classified service and shall not qualify for benefits of the regular classified employees.

Legal Reference:

Education Code

1311 Classified County School Employees

45103 Classified employees employment

45113 Classified employees employment

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4218

DISMISSAL / DEMOTION / SUSPENSION (DISCIPLINARY ACTION)

A permanent classified employee may be dismissed, demoted, or suspended for reasonable cause as determined by an Assistant Superintendent.

No dismissal, demotion, or suspension shall be taken against any permanent employee for any cause which arose prior to the date upon which the employee became permanent, nor for any cause which arose more than two (2) years preceding the date of the filing of the notice of cause, unless such cause was concealed or not disclosed by such employee when it could reasonably be assumed that the employee should have disclosed the facts to the appropriate authority in the Butte County Office of Education.

Probationary employees may be dismissed or demoted prior to completion of the probationary period.

A permanent or probationary employee shall not be considered to have been dismissed or demoted until final action is taken by an Assistant Superintendent.

Suspension With Pay

The County Superintendent or Assistant Superintendent may place an employee on administrative leave with pay at any time.

Legal Reference:

Education Code

1311 Classified county school employees

7000-7006 Health and welfare benefits

7055 Political activities of school officers and employees

44009-11 General provisions

45101 Employment

45113 Employment

45116 Employment

Skelly vs. State Personnel Board, 15 Cal. 3d 194

Government Code

1028 Disqualifications for Office or Employment

Code of Civil Rights

1013

Approved: July, 2010

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4218

REGULATIONS REGARDING DISMISSAL / DEMOTION / SUSPENSION (DISCIPLINARY ACTION)

Dismissal

Dismissal means an involuntary separation from service initiated by the employee's supervisor and approved by an Assistant Superintendent.

Demotion

Demotion means an involuntary change in the employee's classification resulting in a reduction in pay rate, either rate per month or rate per hour.

Demotion due to reclassification when the employee is performing satisfactorily shall not be considered disciplinary action.

Suspension

Suspension means an involuntary absence from work, either with pay or without pay, imposed by the employee's immediate supervisor or an Assistant Superintendent subject to the following conditions:

1. An employee may be suspended with pay by a management employee for up to three (3) working days. The management employee may not impose such suspension until having verbally informed the employee of the specific act(s) or omission(s) causing the suspension. The Assistant Superintendent of Human Resources shall be notified immediately of the suspension.
2. A permanent employee may be suspended without pay by an Assistant Superintendent for up to three (3) working days. Prior to such suspension, the employee shall be notified in writing of the specific act(s) or omission(s) causing the suspension and shall be provided the right to a hearing with the County Superintendent or designee.

Cause

A permanent classified employee may be subject to disciplinary action, i.e. dismissal, demotion or suspension, for the following causes:

1. Incompetency, a pattern of inefficiency, or continued negligence in the performance of assigned duties.
2. Insubordination including, but not limited to, refusal to do reasonably assigned work or any other serious breach of discipline.
3. Discourteous, offensive or abusive conduct toward other employees, pupils or the public.
4. Misuse or theft, destruction or mishandling of Butte County Office of Education property or property of employees.
5. Offering anything of value offering any service in exchange for special treatment in connection with the employees job or employment; or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
6. Possession of opened alcoholic beverage containers, drinking alcoholic beverages, being intoxicated while on the job or unauthorized use of narcotics or habit forming drugs not prescribed by a licensed physician.
7. Engaging in political or personal activities during assigned hours of employment.
8. Conviction of any felony or crime.
9. Conviction of a sex offense as defined in Education Code Section 44010 or a narcotics offense as defined in Education Code Section 44011.
10. Repeated or unexcused absence or tardiness after warning.

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SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

11. Abuse of leave privileges.
12. Physical or mental unfitness for service.
13. Knowingly falsifying any information supplied to the Butte County Office of Education including but not limited to information supplied on application forms, employment records and other records.
14. Persistent violation or refusal to obey safety rules or other procedures made applicable to the Butte County Office of Education by the County Superintendent or by any appropriate state or governmental agency.
15. Any willful failure of good conduct tending to injure the public service or its reputation with particular regard to students.
16. Abandonment of position, which shall be interpreted to mean an absence without continued notification in excess of one (1) day, except in case of dire emergency.
17. Membership in the Communist Party or any other organization which advocates the overthrow of federal, state or local government by force, violence or other unlawful means as defined in Section 1028 of the Government Code.
18. Willful or persistent violation of Butte County Office of Education rules and regulations or adopted and implemented procedures of a division or department when such procedures are made known to the employee in writing.
19. Refusal to accept changes in shift assignment, working hours or work location provided that such changes were made in accordance with Butte County Office of Education rules and regulations.
20. Any other cause which when considered can reasonably be interpreted as negatively affecting, to a significant degree, the purposes and functions of the Butte County Office of Education, a department, a work site or the employee.

Notice of Disciplinary Action

Prior to formal approval of disciplinary action, the Director/Manager will forward the list of complaints to the Assistant Superintendent with the recommendation that disciplinary action be approved. Such prior notice shall contain:

1. A statement of the charges, which have resulted in the recommendation for disciplinary action.
2. A statement of the specific rules and/or regulations that have been violated by the employee.
3. A statement of the facts upon which the charges are based and copies of all relevant written materials supporting the facts.
4. A statement of the employee's right to respond to the charges.

When the Assistant Superintendent has taken action to suspend, demote or dismiss an employee, the employee shall be notified in writing within ten (10) working days of the disciplinary action. A notice of disciplinary action shall contain:

1. A statement of charges in ordinary and concise language of the specific acts and/or omissions of the employee, which have resulted in the disciplinary action.
2. A statement of the specific rules and/or regulations that have been violated by the employee and the relevant cause(s) for disciplinary action as specified in this section.
3. Copies of all relevant written materials upon which the charges are based.
4. A statement of the employee's right to appeal to the County Superintendent for a hearing on the charges.

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SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

A notice of disciplinary action shall be accompanied by a card or paper which, if signed by the employee and filed with the Human Resources Department within five (5) working days of receipt of the notice, shall constitute a denial of all the charges and a demand for a hearing.

A notice of disciplinary action shall be handed personally to the employee or sent by certified or registered mail. The notification requirement shall be deemed to have been complied with if a copy of the notice is deposited in the United States Post Office, addressed to the employee at the last known mailing address on file in the employee's official personnel folder.

For purposes of this regulation if a notice is mailed, the postmark date of the notice shall be the official date of notification. Five (5) calendar days after the postmark date shall be the official date of receipt of the notification.

Right of Appeal

Upon receipt of notice the Assistant Superintendent has taken action to suspend, demote or dismiss an employee, the employee may within five (5) working days appeal to the County Superintendent for a hearing. An appeal shall be considered to have been made if the employee signs the card or paper provided with the notice, which constitutes a denial of the charges and a demand for a hearing, and files such card or paper with the Human Resources Department within the specified time.

Hearing Procedure

After an employee has made and filed an appeal in answer to charges, the County Superintendent shall order a hearing. If a hearing is to be conducted, the County Superintendent shall then fix the time and place of the hearing which shall be within a reasonable length of time from the receipt of the appeal, but in no event will the hearing be held less than five (5) days after services of the notice of disciplinary action to the employee.

The County Superintendent may appoint a hearing officer to conduct any hearing and report findings and recommendations. Such recommendations shall not be binding on the County Superintendent.

Hearings shall be conducted in the manner most conducive to determination of the truth, and neither the County Superintendent nor the hearing officers shall be bound by technical rules of evidence. Decisions made by the County Superintendent shall not be invalidated by any informality in the proceedings.

The County Superintendent or hearing officer shall determine the relevancy, weight and credibility of testimony and evidence. Findings shall be based on a preponderance of evidence.

The County Superintendent and the employee may be represented by separate legal counsel or other designated representatives.

A hearing shall be held in closed session unless an open hearing is requested by the employee. The County Superintendent or hearing officer may exclude witnesses not under examination except the employee and the party attempting to substantiate the charges against the employee and respective counsel.

If a hearing officer has been appointed, a written report of the hearing officer's findings and recommendations shall be submitted to the County Superintendent with copies sent to both parties involved.

The County Superintendent shall render judgment as soon after the conclusion of the hearing as possible and in no event later than twenty-one (21) calendar days after the hearing or after receipt of the hearing officer's report.

Approved: October, 2008

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4261.1

REGULATIONS REGARDING PERSONAL ILLNESS/INJURY LEAVE

Purposes of Leave

A classified employee may use personal illness or injury leave granted by Butte County Office of Education for the following purposes:

1. Absences caused by accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact during the performance of the employee's duties with other persons having a contagious disease
2. Absences due to pregnancy, childbirth, and recovery
3. Cases of personal necessity as specified in Education Code 45207
4. Medical or dental appointments, in increments of not less than one hour
5. Cases of industrial accident or illness when leave granted specifically for that purpose has been exhausted
6. Illness of the employee's child, parent, spouse, registered domestic partner, or domestic partner's child, up to the amount of leave that would be accrued during six months for personal illness or injury

Notification of Absence

An employee shall notify the County Superintendent or the designated manager or supervisor of his/her need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify Butte County Office of Education. If the duration of absence becomes shorter than estimated, the employee shall notify Butte County Office of Education not later than 3 p.m. of the day proceeding the day on which he/she intends to return to work.

Verification Requirements

After any absence due to illness or injury, the employee shall submit a completed and signed Butte County Office of Education absence form to his/her immediate Supervisor.

The County Superintendent or designee may, at any time, require additional written verification by the employee's physician or medical practitioner. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury.

The County Superintendent or designee may require an employee to visit a physician selected by Butte County Office of Education and at Butte County Office of Education's expense in order to receive a statement as to the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the statement concludes that the employee's condition does not warrant continued absence, the County Superintendent or designee, after giving notice to the employee, may deny further leave.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return and stipulating any recommended restrictions or limitations.

Verification requirements shall not discriminate against any employee on the basis of his/her religious practice.

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

4261.1

REGULATIONS REGARDING PERSONAL ILLNESS/INJURY LEAVE

Accrual of Leave

Any classified employee employed five days a week is entitled to 12 days leave of absence, with full pay, for personal illness or injury per fiscal year. An employee who serves less than a full fiscal year or fewer than five days a week shall be granted comparable leave in proportion to the time he/she works.

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new employee shall not be entitled to more than six days of such leave until he/she has completed six months of active service with Butte County Office of Education.

Unused days of personal illness or injury leave shall be accumulated from year to year without limitation.

Upon employment with Butte County Office of Education, a new classified employee shall receive credit for any personal illness or injury leave accumulated in a previous school district, county office of education, or community college district if he/she left employment with that district within the previous year and had been employed by the previous district for at least one year. If the employee's previous employment had been terminated for cause, the County Superintendent may determine whether to accept the transfer of the accumulated leave.

An employee who does not complete a given year of service shall be charged for any unearned personal illness or injury leave used as of the date of termination.

Extension of Leave

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available personal illness or injury leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. Total leave so granted shall not exceed 18 months.

If the employee is still unable to resume his/her duties after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to resume the duties of his/her position, he/she shall be reemployed in the first vacancy in the classification of his/her previous assignment. The employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to his/her seniority.

Compensation

A classified employee who has exhausted all paid leave, including personal illness or injury leave shall receive his/her salary, minus the actual amount paid a substitute employed to fill the position during the employee's absence for the remaining days within a total five-month period of absence.

The five-month period shall commence on the first day of the leave of absence and shall run concurrently with any other paid leave.

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

Legal Reference:

Education Code

45103 Substitute employees

45190 Leaves of absence and vacations

45191 Leaves of absence for illness and injury

45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)

45195 Additional leave for nonindustrial accident or illness; reemployment preference

45196 Salary; deductions during sick leave

45202 Transfer of accumulated sick leave and other benefits

Approved: July, 2007

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4300

MANAGEMENT/SUPERVISORY/CONFIDENTIAL PERSONNEL

It is the intent of the County Superintendent to analyze the needs of the Butte County Office of Education on an annual basis to determine which management positions may not be necessary for the following year.

Management, supervisory and confidential positions shall be defined as follows:

1. Management employees are those having significant responsibilities for formulating County Office of Education policies or administering Butte County Office of Education programs and whom the County Superintendent has legally designated as management.
2. Supervisory employees are those who have the authority to make recommendations to the County Superintendent or designee concerning the employees under their supervision. This authority shall extend to the following areas: hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, direction, work assignment and discipline.
3. Confidential employees are those employees who, in the regular course of their duties, may have access to or possess information relating to their employer's employer-employee relations.

Legal Reference:

Education Code

35031 Officers and agents

45100.5 Classified Employees Employment

45104.5 Classified Employees Employment

45108.5 Classified Employees Employment

45108.7 Classified Employees Employment

45256.5 Merit system

Government Code

3540.1 Meeting And Negotiating In Public Educational Employment;

3545 Unit Determinations

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4313

ASSIGNMENT

The County Superintendent shall make employee assignments in accordance with the needs of the Butte County Office of Education.

Employees have no right of assignment to a particular work site.

Except where otherwise appropriate, certificated management employees shall be assigned within the scope of their certificate and competency.

All certificated and classified management and professional staffs are exempt employees for the purpose of the Fair Labor Standards Act. The hours of work shall be determined by their work assignments.

The County Superintendent reserves the right to assign, reassign, schedule and modify all terms and conditions of employment in accordance with the needs of the Butte County Office of Education.

The County Superintendent designates in accordance with law salaried positions, which are exempt from overtime. Persons holding these positions work whatever hours are necessary in order to fulfill their assignments. Their positions are set apart from other positions by virtue of the duties, flexibility of hours, salary, benefit structure and authority that they entail.

Management Work Year

The "regular" work year for certificated management positions is stated in number of days for contract purposes. The "regular" work year for classified management positions is 12 months. The regular work year shall start on July 1 and extend through June 30. The number of days as indicated on the management salary schedule, and on individual contracts, shall comprise the "regular" work year.

Work Schedules

Management work schedules may be fulfilled in a flexible manner in order to best meet the demands of the tasks to be accomplished. The standard workweek for management employees is Monday through Friday.

Saturday and/or Sunday may be considered a duty day only with prior approval or directive by an Assistant Superintendent, and:

1. It is a mandatory activity of Butte County Office of Education; or
2. The activity is required as a part of employee's job responsibilities; or
3. It is a conference that has been requested, pre-approved in writing, and meets the criteria of 1 or 2.

Certificated Management

A maximum of 8 work days over the contracted work year may be carried over to the next contracted work year and taken as non-duty days that count towards the fulfillment of the contract.

Upon termination of employment, a maximum of 8 unused carry over workdays shall be paid at the employee's daily rate.

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

A record of the days worked shall be maintained and reported on the Employment Record (ER).

Extra Work for Extra Pay

Management personnel may be assigned "extra work for extra pay" responsibilities as determined by the County Superintendent.

"Extra work for extra pay" requests may also be made by management personnel to the County Superintendent. Requests will be submitted in writing with a recommendation by the program administrator. Requests for "extra work for extra pay" may be made annually.

Consideration for approval will be made on an individual basis. The rationale for the request must include a description of the work that will be accomplished during the "extra work" assignment.

If approved, "extra work for extra pay" assignments will be identified as such in contracts which will be separate and apart from the regular work year contracts.

"Extra work for extra pay" time will not be counted as part of the regular contract year. It will not be used for the purpose of extending the regular contract year, or for the purpose of calculating employer contributions for employee benefits under STRS.

Legal Reference:

United States Code, Title 29

201-216 Fair Labor Standards Act

Code Of Federal Regulations, Title 29

511-800

Education Code

45108.5 Classified Employees Employment

45130 Classified Employees Employment

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4313.1

RECLASSIFICATION PROCESS

Justification for reclassification of a management position is the gradual addition or change of duties that are performed on an ongoing, daily basis that substantially changes the position. An employee must be in the current position a minimum of three (3) years.

1. The reclassification process may be initiated by the management employee, his/her supervisor or the division Assistant Superintendent. The initiating party seeking reclassification shall submit a completed Request for Reclassification form to the employee's immediate supervisor. Information about the tasks being performed on an ongoing basis which are outside of their present assigned job description, and which are specifically identified as requirements of the reclassification level they are seeking shall be detailed. In addition, any skills or training which qualify them for consideration of reclassification to the new position shall be included.
2. A reclassification review committee shall be convened, composed of the immediate supervisor, the Assistant Superintendent of the division, the Assistant Superintendent of Human Resources, a peer currently in a position at the requested classification level and the BCMA President/or designee. The Assistant Superintendent of the employee's division will serve as chair of the committee.
 - a. If the committee determines that the reclassification warrants consideration and that the tasks being performed are necessary and cannot be performed without a reclassification of the employee, a recommendation for reclassification will be forwarded to the County Superintendent for consideration. A recommendation for reclassification will require unanimous support from the committee.
 - b. If the committee determines that consideration for reclassification is not warranted, the Assistant Superintendent of the division will review with Cabinet and will inform the employee of the committee's decision.
 - c. If the committee cannot agree on a recommendation, the committee may request a joint meeting with the County Superintendent and Cabinet. The County Superintendent may request additional input to the committee as deemed necessary.
 - d. The employee involved in the request may be asked to attend the meeting and show additional cause for the reclassification. Additional "cause" might include:
 - 1) Any new information or considerations not included in the original request.
 - 2) Evidence that the employee is performing a "new" job or "the" job for which the reclassification is being requested.
 - 3) The request is based on administrator initiated work, organizational structure, or management design which is consistent with the reclassification being requested.
 - e. The County Superintendent, with input from the committee, will make the final determination regarding all reclassification requests, and will inform all parties of the final decision.

Approved: August, 2008

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4313.2

DEMOTION / REASSIGNMENT

The County Superintendent may authorize the demotion or reassignment of any administrative or supervisory employee when such action is determined to be in the best interest of the Butte County Office of Education.

The County Superintendent or designee shall ensure that Butte County Office of Education complies with all applicable statutory deadlines and due process procedures when an employee is to be demoted or reassigned.

Legal Reference:

Education Code

35031 Senior management employee in the classified service: non-reelection

44660-44665 Evaluation and assessment of performance of certificated employees

44850.1 No tenure in administrative or supervisory positions

44896 Transfer of administrator or supervisor to teaching position

44897 Classification of administrator or supervisor to a teaching position

44951 Continuation in position unless notified

45101 Definitions (including disciplinary action, cause)

45113 Rules for classified service in districts not incorporating the merit system

52055.5 Meeting or exceeding growth requirements

52055.650 Review by state board

52055.57 Districts identified or at risk of identification for program improvement

Approved: March, 2007

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4313.2

REGULATION REGARDING DEMOTION / REASSIGNMENT

Certificated Administrative Employees

Permanent certificated management staff are not entitled to seniority rights in their administrative positions. However, such staff shall earn and/or retain any seniority earned in service as a classroom teacher or site administrator.

End of Year Release/Reassignment of Certificated Administrators

By March 15, an employee shall be notified by either registered mail or in person that he/she may be released or reassigned from his/her position for the following school year. If the notice is presented to the employee in person, Butte County Office of Education shall obtain his/her signature acknowledging receipt of the notice on Butte County Office of Education's copy of the written notice.

If the March 15 notice indicates that release or reassignment is only a possibility, the County Superintendent shall take additional action to release/reassign the employee before the new school year and shall send the employee a second notice by June 30 indicating that he/she has been released or reassigned.

If the employee is to be released or reassigned to a teaching position, the County Superintendent shall give the employee, upon his/her request, a written statement of the reasons for the release/reassignment. If the reasons include incompetence as an administrator or supervisor, the Butte County Office of Education shall have completed an evaluation of the employee within the 60-day period immediately preceding the notice date.

Approved: March, 2007

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4313.5

EMPLOYEE TELECOMMUTING

Definition

Telecommuting is defined as working at home, for a predetermined time period, during work hours to fulfill a specific task or assignment designated by the manager's supervisor and approved by the division Assistant Superintendent.

The telecommuting work option is available to management employees only. Telecommuting is a cooperative arrangement between supervisor and employee, not an entitlement, and is based on:

1. The needs of the job, work group, and Butte County Office of Education;
2. The employee's past and present levels of performance.

Jobs suitable for telecommuting are characterized by clearly defined tasks and work products. A telecommuter's performance is measured by product results, not work location.

Each telecommuting arrangement will be jointly agreed between the supervisor and employee with approval by the division Assistant Superintendent. Telecommuting is voluntary and may be terminated at any time, at will, by either Butte County Office of Education or the employee.

Telecommuting does not change the basic terms and conditions of employment as a manager of Butte County Office of Education. Telecommuting is limited to 10 days per fiscal year for any management employee.

Responsibilities

Butte County Office of Education provided equipment, supplies or software at home is not an entitlement of telecommuting. Telecommuter's may be expected to provide telecommuting equipment such as computer, modem, printer and telephone access line at their own expense. Butte County Office of Education does not assume any liability for loss, damage or wear of employee-owned equipment nor its technical support.

At the County Superintendent's discretion, telecommuting equipment, dial-up access, supplies or software may be provided based on business need. Such equipment and/or software will remain the property of Butte County Office of Education and is insured under the Butte County Office of Education liability policy. However, the employee's homeowner's policy will incur primary responsibility for theft or vandalism. Damage to equipment and/or software due to negligence is the employee's responsibility.

Employees who work at home will take all precautions necessary to secure proprietary information in their home and prevent unauthorized access to any Butte County Office of Education system from their home.

Telecommuters who work at home will have a designated work space maintained by the employee.

The employee has the responsibility to maintain his/her home work space in safe condition, free from hazards or other dangers. The employee agrees that Butte County Office of Education reserves the right to visit the employee's home work space for the purpose of determining that it is safe and free from hazards. The employee remains liable for injuries to third parties and/or members of the employee's family on the employee's premises.

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4313.5

EMPLOYEE TELECOMMUTING

Telecommuting is not an alternative to Butte County Office of Education's established leave provisions, e.g., sick leave and family care. Telecommuters who work at home will manage dependent care and personal responsibilities in a way that allows them to successfully fulfill job responsibilities.

Approved: August, 2008

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4314

TRANSFERS

The County Superintendent recognizes the importance of placing employees in positions that best utilize their skills and talents, help improve student achievement, and provide the most benefit to Butte County Office of Education.

The County Superintendent or designee, shall approve the transfer or rotation of administrative or supervisory personnel to the same position at another location for reasons including, but not limited to, the need to improve student achievement and operational efficiency, utilize the skills and talents of the employee more effectively, provide opportunities for professional growth, provide an opportunity for evaluating employees in different school settings or locations, and best accommodate the overall needs of Butte County Office of Education.

The County Superintendent or designee shall establish procedures to enable administrative or supervisory personnel to request a transfer to a vacant position.

Legal Reference:

Education Code

35031 Senior management employee in the classified service: non-reelection

35035 Additional powers and duties of superintendent

44850.1 No tenure in administrative or supervisory positions

44896 Transfer of administrator or supervisor to teaching position

44897 Classification of administrator or supervisor to a teaching position

44951 Continuation in position unless notified

45101 Definitions (including disciplinary action, cause)

45113 Rules for classified service in districts not incorporating the merit system

52055.57 Districts identified or at risk of identification for program improvement

United States Code, Title 20

6316 School and district improvement

Approved: March, 2007

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

AR 4314

REGULATIONS REGARDING TRANSFERS

Involuntary Transfer

Before recommending the transfer or lateral rotation of an employee, the County Superintendent or designee shall confer with the affected employee and notify him/her of the intent to recommend the transfer. For transfers effective at the beginning of the school year, this conference shall take place before May 30. Affected employees shall be notified of the final decision, in writing, as soon as practicable.

Voluntary Transfer

The employee shall submit a transfer request to the County Superintendent or designee at the time of the known vacancy. The employee shall be notified in writing of the decision whether or not to grant the transfer request.

Transfer requests may be withdrawn by the employee at any time prior to the final decision.

Approved: March, 2007

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4315

EVALUATION/SUPERVISION

The County Superintendent recognizes the importance of regular and comprehensive evaluations of administrative and supervisory personnel to provide ongoing feedback for continuous improvement of employee performance. Evaluations shall be linked to Butte County Office of Education's Mission and Goals, strategic plan, school improvement goals, professional development plan, and goals for student achievement.

Certificated Administrative and Supervisory Personnel

The County Superintendent shall develop objective evaluation guidelines and standards for use in Butte County Office of Education's evaluation system for certificated administrative and supervisory personnel. Such standards may include those of the California Professional Standards for Education Leaders as well as other standards and criteria developed by the County Superintendent.

Each certificated administrative and supervisory employee shall be evaluated every other year.

Any certificated administrative and supervisory employee who is new to a position shall be evaluated each year for the first two years in the position. Evaluation is a continuous process and shall occur between scheduled periods.

Evaluations shall be conducted within the timelines specified in law, Board policy, and administrative regulation. The evaluation process for certificated administrative and supervisory personnel shall be the same as for other certificated instructional personnel.

Legal Reference:

Education Code

33039 State guidelines for teacher evaluation procedures

35171 Availability of rules and regulations for evaluation of performance

44660-44665 Evaluation and assessment of performance of certificated employees

45113 Rules and regulations for the classified service in districts not incorporating the merit system

Government Code

3543.2 Scope of representation

United States Code, Title 20

6319 Highly qualified teachers

7801 Definition of highly qualified teacher

Approved: July, 2007

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4315.1

COMPETENCE IN EVALUATION

The County Superintendent or designee will assess and certify the competency of management and supervisory employees assigned to evaluate employees every two (2) years. Certification of competency will be part of management and supervisory employee evaluation.

Evaluator competency will be based on the following criteria:

All Evaluators

1. Be familiar with Butte County Office of Education policies and procedures for personnel supervision, performance evaluation and staff development:
 - a. Be knowledgeable of the legal provisions and policies and procedures governing supervision, evaluation and dismissal.
 - b. Follow Butte County Office of Education procedures, policies and priorities relating to job requirements.
 - c. Ensure that employees are aware of Butte County Office of Education adopted evaluation procedures and the criteria for judging performance quality.
 - d. Apply Butte County Office of Education criteria for judging employee performance.
 - e. Use goals and objectives for improved performance practices.
 - f. Design inservice opportunities and provide resources for employees acquiring needed skills to meet performance standards.
 - g. Monitor employee progress toward goals and objectives.
 - h. Summarize evaluations, making recommendations and commendations.

Evaluators of Teaching Staff

1. Possess a valid administrative credential.
2. Be competent in instructional methodologies used by teachers they are assigned to evaluate, including:
 - a. Knowledge of expected content coverage.
 - b. Planning for the achievement of specified objectives.
 - c. Analyzing a task into its prerequisite skills and sequences of learning.
 - d. Applying principles of learning, including human development.
 - e. Applying a repertoire of teaching strategies depending on the instructional objectives and the learners' needs, styles and capacities.
 - f. Monitoring students' progress toward goal achievement.
 - g. Monitoring students' on-task behavior.
 - h. Gathering data about and keeping records of student progress.
 - i. Analyzing, evaluating and modifying the effectiveness of teaching strategies.
 - j. Applying classroom management skills, including setting classroom rules and using appropriate interventions.
 - k. Demonstrating behaviors that promote equal opportunity, such as proximity and opportunity for response and access to student leadership opportunities.

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

COMPETENCE IN EVALUATION

3. Be skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction:
 - a. Conference with teachers before and after instruction.
 - b. Observe classroom instruction and student performance.
 - c. Facilitate the teacher's analysis, evaluation and modification of the teaching strategies and lesson design.
 - d. Design in-service strategies for instructional improvement.
 - e. Facilitate the acquisition of materials, facility arrangement, scheduling and provide resources or other support services needed to improve instruction and learning.
4. Be familiar with Butte County Office of Education curriculum priorities, policies and practices, Butte County Office of Education standards for student progress, and Butte County Office of Education policies and procedures related to personnel supervision, performance evaluation and staff development
5. Participate in at least one in-service per year in clinical supervision and/or other approved instructional and evaluation techniques.

Legal Reference:

Education Code

33039 Powers and duties

44660-44665 Evaluation and Assessment of Performance of Certificated Employees

44681-44689 Administrator training and evaluation

Government Code

3543.2 Rights, Obligations, Prohibitions, and Unfair Practices

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4316

PROBATIONARY / PERMANENT STATUS

The County Superintendent or designee may dismiss an employee during the initial probationary period.

Employees newly hired for classified management positions shall be considered probationary employees until they have satisfactorily completed one (1) year of probationary service. Upon satisfactorily completing this period, they shall become permanent classified employees of Butte County Office of Education.

Probationary employees shall receive a written performance evaluation by their supervisor during the probationary period. These evaluations shall indicate whether the evaluator is satisfied or not satisfied with the employee's ability, performance, and compatibility with the job.

Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily complete one (1) year of service in that position.

Substitute and short-term employees who are employed for less than seventy-five percent (75%) of the school year shall not be considered part of the classified service and shall not qualify for benefits of the regular classified employees.

Legal Reference:

Education Code

1311 Classified County School Employees

45103 Classified employees employment

45113 Classified employees employment

Approved: November, 2009

Revised:

BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4317.3

PERSONNEL REDUCTION

Certificated Management

Certificated management staff serves at the pleasure of the County Superintendent.

When the County Superintendent needs to reduce the number and/or kind of certificated management staff notification shall be by certified mail or in person. If the notice is presented in person, the employee's signature acknowledging receipt of the notice shall be obtained on the Butte County Office of Education copy of the notice.

Certificated managers do not earn permanency as teachers. If permanency was earned as a teacher by teaching in the county service, it is retained on advancement to an administrative position. The County Superintendent may place displaced personnel in other certificated positions (causing no reduction in the overall number of certificated employees of the Butte County Office of Education).

Classified Management/Supervisory/Confidential Employees

Classified managers, supervisory and confidential employees, except for those designated as Senior Management employees, shall be entitled to the same procedure and have the same layoff rights as all other classified employees. Layoff proceedings shall be carried out in consultation with legal counsel.

The County Superintendent may abolish any or all positions of the senior management of the classified service. Any employee occupying a senior management position abolished shall become a member of the classified or certificated service in a position to which he/she would otherwise be entitled if the employee had not been in a senior management position.

Legal Reference:

Education Code

44951 Resignations, dismissals and leaves of absence

45100.5 Employment

45104.5 Employment

45108.5 Employment

45108.7 Employment

45114 Employment

45256.5 Merit System

45380 Retraining and study

Government Code

3540.1 General provisions

3543.4 Rights, obligations, prohibitions and unfair practices

3545 Unit determinations

Approved: July, 2004

Revised:

BUTTE COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4361

LEAVES

Management employees shall be entitled to those leave provisions provided in the Memorandum of Management Policies and Procedures.

Educational Leave for Management Employees

The County Superintendent recognizes that opportunities arise, which if taken advantage of, can enhance both the skill level of the employee and future operations of the Butte County Office of Education. For example, an employee may be invited as a guest lecturer at a university for a period of time or may be invited to work for another public agency in a related professional position. Should a management employee wish to take advantage of these or similar circumstances, the following procedures and time lines must be followed:

1. The employee must notify, in writing, his/her immediate supervisor prior to March 1st preceding the fiscal/academic year for which the leave is requested.
2. The leave request must be accompanied by a written rationale which describes how the activities the employee is engaged in during the leave period will benefit:
 - a. The professional growth of the employee, and
 - b. The Butte County Office of Education upon the employee's return to the Butte County Office of Education.
3. The request for the leave must receive a positive recommendation from the employee's Assistant Superintendent before it goes to the County Superintendent for final approval.
4. The leave may be granted for one fiscal/academic year.
5. The employee must notify his immediate supervisor in writing no later than February 15th of the leave year of his/her decision to return or not return the next fiscal/academic year. Failure to notify will result in a notification of non-reemployment for the next fiscal/academic year.
6. The County Superintendent will make efforts to reinstate the employee in the same position held prior to taking the leave.
7. A leave that imposes any additional expenses upon the Butte County Office of Education will not be approved.

Legal Reference:

Education Code

44962-44988 Resignations, dismissals and leaves of absence

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BUTTE COUNTY OFFICE OF EDUCATION SUPERINTENDENT'S POLICY AND ADMINISTRATIVE REGULATIONS

SP 4362

VACATION/HOLIDAYS

Vacation

Confidential and supervisory classified employees shall earn vacation in accordance with conditions stated in the Memorandum of Management.

Classified management employees shall earn a maximum of 22 days vacation per year. Employees working a prorated work year shall earn prorated vacation.

Vacation may, with the approval of the supervisor, be taken at any time during the school year. The employee may be granted vacation during the school year even though not earned at the time the vacation is taken except during the initial six months of employment.

A maximum of eight (8) days may be carried over for use in the next year. Amounts in excess of the maximum shall be paid.

Upon separation from service, the employee shall be entitled to lump-sum compensation for all earned and unused vacation. Employees granted vacation, which was not yet earned at the time of separation, shall have the salary amount of the unearned vacation days deducted from their severance check.

Holidays

Management, supervisory and confidential employees shall be entitled to the paid holidays listed on the management calendar, provided they are in paid status during the working day immediately preceding or the working day succeeding the holiday.

Legal Reference:

Education Code

37220 Saturdays and Holidays

37222 Saturdays and Holidays

45197 Resignation and leaves of absence

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