

# Reef-Sunset Unified School District District Employee Handbook



2019-2020

This is a living document and will be changed and updated as necessary!

**REEF-SUNSET UNIFIED SCHOOL DISTRICT  
RECEIPT OF EMPLOYEE HANDBOOK 2019-2020**

Print Name \_\_\_\_\_ Job Title \_\_\_\_\_

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I have received a copy of the 2019-2020 Reef-Sunset Unified School District Handbook and understand that I will retain it as long as I am an employee. This handbook summarizes the policies and practices in effect at the time of publication and supersedes all previously issued handbook and any policy or benefit statements or memoranda that are inconsistent with the policies described in the updated handbook.

Updates will be provided as necessary. Updates will supersede all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the updates provided.

The handbook outlines my responsibilities and obligations as an employee of the Reef-Sunset Unified School District. I understand that it is my responsibility to familiarize myself with all information in the handbook.

A copy of this receipt is to remain in the handbook.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**PLEASE RETURN SIGNED PAGE TO PERSONNEL DEPT.**

REEF-SUNSET UNIFIED SCHOOL DISTRICT  
DISTRICT EMPLOYEE HANDBOOK  
TABLE OF CONTENTS

About the Handbook	1
Absence Procedure	2
Calendar	2
Change of Address/Phone	2
Child Abuse Reporting	2
Classified Extra Service	3
Code of Ethics	3
Complaint (formal) Procedure	3
Conference Request	3
Contracts	4
Coursework, Pre-approval of	4
Computing Technology Use Agreement	4
District Staff Directory	4
Dress and Grooming	5
Emergency Forms	5
Employees requesting to bring their children to work	5
Equal Employment Opportunity/Non-Discrimination	5
Equipment Damage	5
Equipment, Staff-owned	5
Evaluations	6
Expense Report	6

Field Trip Procedures	7
Harassment	8
Health Benefits	8
Injury Accident, Report of/Employee Claim for Worker's Compensation	8
Leaves, Request for	8
Mail Procedures	9
Maintenance Request	9
Mandated Reporter	9
Meal breaks for Classified employees	10
Overtime, Comp Time Request	10
Payroll Distribution	10
Personnel Requisitions	11
Prep Period Coverage	11
Purchasing	11
Resignation/Retirement	12
Rest break for Classified employee	12
Staff Relations	12
Special Education	12
Stipend for extra duty activities	12
Stipend Payment Dates	13
Stipend for bilingual/special education assignments	13
Substitute Procedures	13
Telephones	14

Transportation – request for use of bus/van/car	14
Utilization of District facilities/equipment	14
<b><u>Board Policies, Regulations and Articles</u></b>	16
Child Abuse Prevention and Reporting BP 5141.4	17
Child Abuse Prevention and Reporting AR 5141.4	20
Professional Standards BP 4319.21	27
Dismissal/Suspension/Disciplinary Action E 4219.21	32
Complaints Concerning District Employees BP 1312.1	34
Complaints Concerning District Employees AR 1312.1	36
Complaints Concerning Instructional Materials BP 1312.2	39
Complaints Concerning Instructional Materials AR 1312.2	41
Complaints Concerning Instructional Materials E 1312.2	43
Uniform Complaint Procedure BP 1312.3	45
Uniform Complaint Procedure AR 1312.3	53
William Uniform Compliant Procedure E 1312.4	64
Appointment and Conditions of Employment AR 4112	71
Contracts AR 4112.1	74
Dress and Grooming BP 4219.22	76
Nondiscrimination in Employment BP 4030	78
Tobacco-Free School BP 3513.3	83
Tobacco-Free Schools AR 3513.3	86
Travel Expenses BP 3350	88
Travel Expenses AR 3350	91

Expense Claims and District Charge Cards AR 3350.1	93
Sexual Harassment BP 4119.11	95
Sexual Harassment AR 4119.11	98
Leaves BP 4261	102
Leaves AR 4261	105
Military Leave AR 4261.5	106
Family Care and Medical Leave AR 4261.8	112
Resignation BP 4117.2	126
Employee Safety BP 4257	128
Employee Safety AR 4257	130
Work-Related Injuries BP 4257.1	134
Drug and Alcohol-Free Workplace BP 4020	137
Oath or Affirmation AR 4112.3	140
Oath Or Affirmation E 4112.3	142
Employee Drug Testing BP 4112.41	143
Employees with Infectious Disease BP 4119.41	146
Universal Precautions AR 4119.43	149
Universal Precautions BP 4219.43	151
Universal Precautions AR 4219.43	155
Environmental Safety BP 3514	159
<b><u>District Forms</u></b>	163
Calendar – District	164
Certificated Request to Take Units	165

Change of Address Form	166
Child Abuse Reporting	167
Child Abuse Reporting Agencies	169
Classified Request to Take Units	170
Computing Technology Use Agreement	171
Conference Request Form	175
CVT Group Membership Enrollment	176
Driver Form for School Related Activities	177
Employee Emergency Data Sheet	178
Equipment Custody Record	179
Expense Report Form	180
Personnel Requisition	181
Purchase Order Request Form	182
Report of Absence Form	183
Report of Classified Extra Service	184
Responsibilities of the Injured Worker	185
Report of Employee Incident/Injury	186
Report of Substitute and Certificated Extra Service	187
Request for Leave Form	188
Request for Overtime Form	189
Request for Payment of Additional Responsibilities Stipend	190
Smartfind Employee Instructions	191
Transportation Request Form	201

Work Order Request Form	202
Worker's Compensation Claim Form	204
Worker's Compensation Medical Panel -- Revised 2015	205
<b><u>Appendix</u></b>	206
Certificated Salary Schedule	207
Certificated Salary Schedule -- Nurse	208
Classified Salary Schedule	209
Management/Supervisory/Confidential Salary Schedule	210
Administrative Salary Schedule	211
Occasional and Non-Represented Employees Salary Schedule	212
Stipend Category	213
Stipend Salary Schedule	214



## **ABOUT THE HANDBOOK**

This employee handbook is a resource guide which was created to acquaint you with everyday practices of the District and to assist you in finding answers to general questions so that you can learn more about Reef-Sunset Unified School District. Please take time to read through the entire handbook to become familiar with Reef-Sunset's values and practices. Please refer to this handbook when you have a question. If the handbook does not answer your question, you can ask your supervisor, review the Reef-Sunset Unified School District's Board Policies, Rules and Regulations, CSEA contracts or CTA contracts. You may request these items from the Human Resources Department.

When necessary, the Reef-Sunset Unified School District may modify, interpret, or rescind in whole, or in part, any of its published or unpublished policies or practices. If handbook statements are found to be in conflict with existing or future state or federal laws, such laws will supersede any statements made in this handbook.

# District Handbook

## Absence procedure

Upon return for a day or days of absence, regardless of the nature, (i.e. illness, other contractual leave or for district business) the employee must complete a *Report of Absence* form. **It is the responsibility of the employee to complete it.** Some school secretaries will help you with it, but it is not their responsibility. On each pay stub, you will be apprised of the number of hours that you have remaining of sick leave. The posting of sick days used is usually a month behind. If you have any questions, check with your school secretary first and then the Payroll Technician. **Please remember – It is your responsibility to keep track of your sick leave!**

## Calendar

Included is the 2019-20 School Year Calendar approved by the Board of Trustees. The 2020-2021 Calendar will be developed in January and February with final approval by the Board in March.

Work Year Calendar - All staff members who work a ten (10) or eleven (11) month work year will be required to submit a *Work Year Calendar* to their immediate supervisor. Any revisions during the year must also be submitted and approved. All staff members who work the regular 180/185 days or 12 months do not have to submit a work year calendar.

Vacation Calendars - All union twelve month employees must complete a yearly vacation calendar by June 30<sup>th</sup>, this calendar must be approved by the employee's immediate supervisor or designee. "Request for Leave" and "Report of Absence" forms must be submitted.

## Change of Address/Name/ Phone

As a reminder, any time a staff member changes address or phone numbers, he/she must complete and update the following: District Change of Address/Name/Phone form, insurance form (if eligible) and PERS/STRS forms. Be sure that you have given the District your mailing address as well as your home address if it is different. This information will be used for payroll, any correspondence from the district and for emergency purposes. If you wish to have your health benefit information updated, you will need to file a new health benefit form.

*Change of Address/Name/Phone* forms are located in the Human Resources Department and your school site office. It is the responsibility of each employee to submit a form to our office (changes will not be made without a written and signed form).

## Child Abuse Reporting

The law requires all staff members to report any suspected child abuse to the authorities. *Suspected Child Abuse* forms are available at all sites. Please speak with your immediate supervisor if you suspect child abuse. The law is very specific about this; a staff member is subject to fine and imprisonment if s/he does not report it. All

staff members are given an in-service and material on this subject upon being hired and yearly thereafter.

Procedures have been established in administrative rules and regulations to facilitate reporting and apprise advisors and administrators of reports, but only to the extent that procedures do not prohibit or impede the individual child care custodian from making a report directly to a child protective agency. Agency and phone number lists are posted in teachers' lounge and/or mail room at your school site.

*Refer to BP 5141.4 and AR 5141.4*

### **Classified Extra Service**

Any classified employee, who is asked to stay unassisted in a classroom/library alone for a full classroom period and agrees to do so, shall be compensated fifteen dollars (\$15.00) per period over and above his/her normal hourly salary. "Report of Classified Extra Service" form shall be filled and approved. Please see CSEA contract for further details.

### **Code of Ethics**

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach and who sincerely believe in the advancement of education and the betterment of working conditions.

*Refer to BP 4219.21 Exhibits 4219.21*

### **Complaint (Formal) Procedure**

A complaint procedure is included with this handbook which is self-explanatory. Please read before pursuing this matter. If you need help, contact your immediate supervisor unless that is the person you wish to file against (contact his/her supervisor in that case).

Complaints Concerning District Employees *BP 1312.1 AR 1312.1*

Complaints Concerning Instructional Materials Exhibit *1312.2*

Uniform Complaint Procedures *BP 1312.3 AR 1312.3*

Williams Uniform Complaint Procedures *AR 1312.4 E 1312.4*

### **Conference Request**

The District encourages staff to attend conferences when appropriate to the position, by district or site plans or by goals set to improve the quality of education to the district's students. The procedure follows:

1. With the site/program manager/s approval, complete a *Conference Request* form with coding and estimated expenses (we do not sign blank checks!) as well as conference requester's (originator) signature.
2. Complete a *Request for Leave* form if the conference is scheduled for a work day or days.
3. If a substitute is needed, be sure to include the cost on the *Conference Request* under the "estimated costs" column. Ask your principal's secretary to request a substitute or use **Smart Find (refer to school site procedure)**.

4. A *Purchase Request* for the conference registration and/or motel registration must accompany your *Conference Request* and *Request for Leave*.
5. If you are using school transportation or credit cards, please follow those procedures.
6. When returning from a conference, file an *Expense Report*, if applicable, complete with coding, the attendee's signature and the program manager's signature, and receipts to verify expenses. Be sure to keep all **itemized** receipts. The *State Education Accounting Manual* requires this for reimbursement.
  
7. File a *Report of Absence* form and share with staff what was learned at the conference, in-service, workshop, symposium or class.

### **Contracts**

Our district has bargaining agreements with West Kings County Teachers Association for our non-management, certificated staff. The California School Employees Association represents our classified staff with the exception of the confidential/management group. Both represented groups have "agency shop" language which requires our staff represented to pay dues. See respective contracts for "dues" language. Refer to *BP 4112.1* and *AR 4112*

### **Coursework, Pre-approval of**

In order for an employee to receive salary credit for coursework taken, the class must have pre-approval from the site administrator. A *Pre-approval of Coursework* form is available for both certificated and classified staff at the school sites or the district office. The District encourages staff to continue their education. See the respective contract for unit pay. All Certificated staff units must be submitted to the Personnel Office by October 31<sup>st</sup> of each year to affect that year's salary. Classified staff will receive compensation for units beginning the next July 1<sup>st</sup> after completion of the approved course.

### **Computing Technology Use Agreement**

Upon employment, each Reef-Sunset Unified School District (RSUSD) employee is permitted to use the computing technologies that are needed to complete assigned job responsibilities. The acquisition and use of workgroup computing technologies including portable, stand-alone and networked microcomputer, electronic mail, Internet and Intranet access, connectivity, and Web pages are governed by established policies published. Refer to "*Computing Technology Use Agreement.*"

### **District Staff Directory**

Each staff member will be provided with a staff directory. If your telephone number and/or address are unlisted, please indicate that on the form provided at the beginning of the school year. These directories are not to be given or sold to outside agencies. Please respect your fellow staff members and their needs for privacy.

### **Dress and Grooming**

The Superintendent believes that since all staff serve as role models, staff should maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming. *Refer to BP 4219.22*

The Superintendent encourages staff to wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities during school hours. Clothes that may be appropriate for shop instructors or gym teachers may not be appropriate for classroom teachers.

### **Emergency Forms**

*Employee Emergency Data forms* will be completed by all staff members at the beginning of each school year. Please be sure to give enough information for contacting family members if you have an accident or become ill enough to require emergency medical care. This information remains confidential and will be updated each year. If you need to make changes during the year, please ask for a new form from the principal's secretary or District Office.

### **Employees requesting to bring their children to work:**

Due to liability to the district, employees **may not** bring and keep their children at work with them during work hours.

### **Equal Employment Opportunity/ Non-Discrimination**

It is the policy of the district that in the selection, appointment, transfer, training opportunities, promotion, leaves of absence, discipline, and termination of all personnel, to accord equal consideration, impartial selection, and freedom from unlawful harassment regardless of race, color, national origin, ancestry, religious creed, marital status, sex, age over 40, physical or mental disability, medical conditions, pregnancy, actual or perceived sexual orientation, or Vietnam Era veteran status. *Refer to BP 4030 AR 4031*

### **Equipment Damage**

Please treat district vans/cars and equipment with the same care due your own. Much of the equipment you use is very costly and easily damaged. Never drive a van/car with the engine overheated or when the oil pressure light comes on. Stop the van/car and telephone the Transportation (386-5388) office or District office (386-9083). Someone will come and help you. Reimbursement for damage to cars or equipment due to willful negligence may be requested from the employee.

### **Equipment, Staff-owned**

The WKCTA contract allows for the district to pay for eyeglasses broken, clothing torn, or personal property damaged or destroyed in the course and scope of employment. The district will reimburse the employee for the cost of said damage up to two hundred fifty dollars (\$250). However, personal property includes only those items used for instructional purposes and with written approval in advance with the site administrator. See CTA contract for further information.

## **Evaluations**

### **Certificated:**

1. Every probationary certificated employee shall be evaluated by the administration in writing at least once each school year and shall be formally observed up to four (4) times every year.
2. Every permanent certificated employee with 3 to 9 years of service in the District and who has received previous evaluations rated "meeting" or "exceeding" standards shall be formally evaluated every two (2) years. Employees with at least 10 years of service in the District and has been rated "meeting" or "exceeding" standards shall formally be evaluated every three (3) years. *ARTICLE IX*

### **Classified:**

1. Every probationary classified employee shall be evaluated twice during probationary period of 12 months.
2. Every permanent classified employee shall be evaluated once every two years following three consecutive years of satisfactory evaluations.

### *ARTICLE XII*

*Refer to CTA/CSEA contract language regarding evaluations.*

## **Expense Report**

The District either reimburses employees for/or pays, through the use of the district credit card or a cash advance, actual and necessary expense incurred while participating in approved travel, conferences and workshops outside the district boundaries.

The District reimburses employees for required use of personal automobiles at the Board established rate per mile. It is equal to the IRS allowed rate.

In all cases where reimbursement for mileage or expenses are claimed, or where the district credit card is to be utilized, the following procedures shall be followed:

1. All expenditures for travel/conference or use of the district credit card, or cash advances shall be approved by the school principal and/or the business manager using the approved district *Conference Request* form. If the district credit card is to be used, or a cash advance is requested, such use or cash advance shall be indicated in the section of the request entitled "Explanation." Unless the estimated expenses exclusive of mileage reimbursement exceeds \$50.00, no cash advance will be given.
2. By the last day of the month within which the expenses are incurred or within which the district credit card is utilized, the district approved *Expense Report* form shall be submitted to the principal and/or assistant superintendent. The following are required with the submission:
  - Itemized receipts from each vendor accompanied by the cardholder copy of the charge slip for all charges on the district credit card
  - Receipts for all cash expenditures
  - Narrative for mileage or expenses as indicated on the form
  - Reconciliation of expenses for the month/conference
  - Signature of the employee

The principal and/or superintendent's designee shall review the form and sign approval for paying the expenses or mileage.

**Please note:** *Reports must be submitted within 30 days or they will not be honored.*

*Refer to BP 3350 AR 3350 AR 3350.1*

### **Field Trip Procedures**

If you are planning a field trip, you will want to follow school procedures with these district procedures in mind for a smooth field trip experience.

1. Fill out *Transportation Trip Request* form completely including the coding.
  - a. All transportation requests must be made at least two weeks in advance.
  - b. Call the Transportation Department to reserve a vehicle (bus, van or truck). Vehicles are on a first come first served basis.
  - c. Immediately fill-in Transportation Request, including the billing codes.
  - d. Direct the form to the Transportation Dept. via district mail or fax to 386-5388.

Note: As of September 17, 2005, cost per mile on vans is \$1.50; cost per mile on buses is \$4.50.

2. Have site administrator sign and approve.
3. Site approved request form must be received by the Transportation Supervisor **ten (10) working days in advance of trip. Food Service must have two (2) weeks notice if meals are needed for a field trip. (Note)** If field trip occurs during breakfast or lunch times, we are required to make meals available to students.
4. Starting time and return time must be stated and adhered to.
5. If a delay of return does occur, the site administrator/Transportation Supervisor is to be informed.
6. District approved permission slip must be signed by each parent of student going on trip. The permission slip must include time of arrival back from the trip and the location where students will disembark.
7. Personnel in charge of field trips/sport trips and bus drivers are reminded that students are **NOT TO BE LEFT UNSUPERVISED AT ANYTIME INCLUDING DISCHARGING POINT UPON RETURN FROM THE TRIP.**
8. Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while on the bus or being escorted across a street or highway (5 CAC 14103). Supervisors of students will assist the driver in maintaining discipline when requested to do so by the driver. If the students are unruly and/or do not represent the district in a positive manner, the Transportation Supervisor may recommend that students from that school/class/team not be allowed to use school transportation.
9. The driver of a school bus shall not discharge any school pupil unless the pupil is given into the custody of a parent or any person designated by the parent or the school [13 CAC 1217 (h)].

10. A school bus driver shall stop to receive or discharge pupils only at a school bus stop designated by the school district superintendent/designee for school activity trips [13 CAC 1227 (a)].
11. Transportation will be provided to Kettleman City for all KC students after a field trip.
12. Field trip information that must be on file at school site office:
  - Itinerary of trip
  - Copy of permission slip (original should be with supervisor of trip)
13. If a field trip is scheduled as an overnight, it must have approval by the superintendent/designee. All out-of-state field trips must have Board of Trustees approval.

### **Harassment**

Any form of harassment, including sexual harassment, is unacceptable whether it is between an employee and another employee, a supervisor, a manager, a subordinate, or a student.

*All harassing behavior is considered misconduct and may subject an employee to disciplinary action and/or immediate termination.*

Any person believing, he/she is a victim of harassment should notify appropriate administrative personnel in accordance with specific procedures outlined in *BP 4119.11 and AR 4119.11*.

### **Health benefits/add/subtract persons**

If you are covered by the District health benefit program and you need to add or remove a dependent to the plan, you have thirty (30) days to make the change. A new *health benefit* form must be completed anytime a change is made (name change, address or phone number change). If these changes are not made within the 30 days, the employee must make the change during “open window” which is the month of September. Don’t let this become a problem. If you need help, please call the Business Department.

### **Injury Accident, Report of /Employees Claim for Workers’ Compensation**

Report any injury or illness to your supervisor immediately. Your supervisor will give you a *Report of Injury/Illness* form so you can describe the injury or illness – what, where, when and how it happened. Complete it and return it to your supervisor as soon as possible. Enough information should be included to insure that necessary reports can be completed and arrangements made for medical treatment. Prompt reporting is the key. If it is needed you will also be given an *Employee’s Claim for Workers’ Compensation Benefits* form. *Refer to BP 4257.1*

### **Leaves, Request for**

Except for emergencies all requests for leave are to be approved in advance. Emergencies are defined as illness, illness in your immediate family or accidents. If you have any questions regarding the terminology, please ask your immediate supervisor.



You must complete a *Request for Leave* for district business as well as for contract leaves. If it is a Jury Duty Summons, please attach a copy of the summons to the request.

If you are requesting a leave that will cause you to be absent for a semester or longer, or for a family leave, please contact your supervisor or the Personnel Office. Refer to *BP 4261 AR 4261.5 AR 4261.8*

### **Mail Procedures**

Our district office and school sites are served by central mail at RSUSD district office; both U.S. postal mail and inter-district mail arrives and is centrally distributed at this address 205 N. Park Ave., Avenal.

Incoming district mail will be sorted and delivered to assigned departments and school sites to be further distributed to proper employees.

Outgoing U.S. mail is to be brought to the district and posted (metered) by school site office designee (small amounts of mail e.g. less than 20 mail pieces may be placed in the mail bag to be metered by the district designee). All mail should include the return address and zip code including the department/person to which it may be returned.

Large parcels must be taken to the post office to be weighed for postage before being delivered or brought over to the district for postage.

Please notify the Post Office when the school site office will be closed and no personnel will be available to receive mail, it is your school site responsibility to make arrangements for the holding and delivering of your U.S. mail.

Employees are **not allowed** to have alcohol, pharmaceuticals, knives, weapons, or other materials that are not allowed on a regular school campus delivered to RSUSD or any of its school sites or offices.

### **Maintenance Requests**

Each school will have a procedure for requesting maintenance work. When the services of the Maintenance Department are required, a district *work order* **must** be filled out in advance. Contact your Head Custodian or immediate supervisor for help if it is an emergency due to health or safety hazards.

### **Mandated Reporter, AB1432**

AB1432 requires that all mandated reporters complete Child Abuse Mandated Reporter Training, yearly. *All* District employees are considered mandated reporters. Every year upon the start of the school year, you will be required to complete the training and take the exam, online. Please visit our website at [www.rsusd.org](http://www.rsusd.org) to find the link or go to <http://mandatedreporterca.com/training/educators.htm>. A copy of your certificate must be submitted to the Human Resources office by the end of August of every year or by the end of the month of hired for new hires.

*Refer to BP 5141.4 and AR 5141.4*

### **Meal Breaks for Classified Employees**

CSEA members should follow their bargaining contract. All others will be assigned a meal break by their supervisor.

Meal breaks should be staggered with others in a department or a division of department to provide coverage. Meal breaks may not be used to allow an employee to come late or leave early (cannot be tacked on to beginning or end of work day). They are to be taken as close to the middle of the shift as possible and by the fifth hour worked for eight hour employees.

### **Overtime, Request for and Request for Comp Time**

All overtime must be pre-approved by the site administrator. Use the *Request for Overtime* form. On occasion, you may be asked to volunteer your time. You have the right to say *yes* or *no*. Overtime is given only when budgeted or approved by your supervisor.

Compensatory time earned must be reported on the *Classified Extra Service* form, as well as compensatory time taken, and must be submitted to payroll on a monthly basis.

After the overtime has taken place, the employee must file a *Report of Overtime* form and submit it to the supervisor. The supervisor will, in turn, send the form to the Business Office.

A *Request for Comp Time* is to be filed after overtime is worked if the employee prefers time off rather than pay. The immediate supervisor must approve your request regarding when this comp time will be taken and reported to payroll on a monthly basis. The CSEA contract requires that compensatory time may not be accrued over 120 hours. All but 40 hours must be taken before the end of the fiscal year. The remaining 40 may be carried over to the following fiscal year. All comp time shall be recorded at one and a half times the employee's current rate of pay when earned. A copy of the *Report of Overtime* must be filed with the request for comp time leave.

### **Payroll Distribution**

Paychecks are available the last workday of the month for all employees. Paychecks will be sent to the site where the employee is assigned for distribution. June, July and December checks will be mailed to each employee with the exception of those employees who are currently on work status. Ten or eleven-month employees are paid in eleven or twelve equal payments, depending on position, and employees deferred pay election. Please make sure you have submitted any changes to your mailing address so that checks get to you in a timely manner.

1. Checks will be available for pick-up at the site office between the hours of 11:00 a.m. and 2:30 p.m. on the last working day of each month.
2. Any checks not picked up between these hours will be mailed by 3:30 p.m.
3. No checks will be distributed from the Business Office with the exception of those employees who are not assigned to a site.
4. If you are picking up someone else's check, you must have written authorization signed by them.

### **Personnel Requisitions**

For supervisors – If you are in need of a new employee due to resignations/retirements, budget augmentations, or board decisions, please use a *Personnel Requisition* to move the process. Positions will not be posted without an approved *Personnel Requisition*.

### **Prep Period coverage**

Each site will have procedures for *Prep Period Coverage*. All teachers must complete a *Substitute and Certificated Extra Service* form before payment can be made. If there is a problem with the payment, contact the Principal's secretary.

### **Purchasing**

1. "Purchase Order Request" will be entered into the FMS\* system at each site. You will not be able to put in a new order if money is not in the correct line of coding. (no overriding)
2. If any additional back-up needs to be mailed with payment, please include an extra copy with Requisition/Purchase order.  
Purchase orders are processed twice a week, Tuesday's and Friday's.
3. Once the request is forwarded to the district office, the following will occur:
  - A. Requests needing project manager approval need to be sent directly to that person and then they will be forwarded to accounts payable department.
  - B. Requests will then be reviewed for coding and proper authorization signatures.
  - C. A purchase order form is then printed and signed by the Superintendent/Business Manager/designee.
  - D. NCR copies of the purchase order are returned to the site or program manager.
  - E. The purchase order (white) will be returned to the site and it is their responsibility to mail, fax or phone orders.
4. When the merchandise is received by the site or program manager, the following will occur:
  - A. The pink copy of the purchase order shall be returned to the district office signed by the person who received and accounted for the accuracy of the merchandise. (Usually the secretary). The employee signature indicates that the merchandise was received in good order and in the amounts ordered. **Packing slips** shall be returned with the **pink** copy of the purchase order.
  - B. The district office will then process the payment as soon as the invoice is received.
3. When the purchase order is paid, the site or program manager shall receive a copy of the purchase order stamped "PAID" and indicate the actual amount paid. \*Financial Management System (County)

### **Resignation/Retirement**

Please inform your immediate supervisor *in writing* as soon as possible if you are planning to resign/retire. This will give the District time to advertise for a replacement. Please read the collective bargaining contract for more information.

*Refer to BP 4117.2*

### **Rest Breaks for Classified Employees**

You are allowed one continuous rest break of 15 minutes for each four hours worked, occurring near the middle of the work period. Breaks should be staggered with others in the department or division of department. Breaks may not be added on to a meal break. Breaks may not be used to allow an employee to come late or leave early (can't be tacked on to the beginning or end of work day). If you need additional time or a private place to express breast milk, please notify your supervisor.

### **Staff Relations**

All employees are expected to work together in a cooperative manner to serve the best interest of the district, school sites, the students, one another, and the public. Each employee has a job to do and the success of our district is very much related to a harmonious operation which requires an insight into, and willingness to put into practice, good interpersonal relationships, confidentiality, and concern for others.

In and about our district office and school sites there are necessary contacts amongst personnel. Each person has an important job to do and the success of our district is very much dependent on harmonious operations. An understanding of everyone's roles and an attitude of "together we will succeed" will result in better relationships and, in turn a more efficient job by everyone.

All employees are required to maintain a professional working relationship with other staff members.

### **Special Education**

Special Education is a very important program provided to our students. There are state and federal laws that define how we deal with identifying students for help. Each site has procedures. Please check with your site administrator if you have questions in this area. Our district provides nursing, speech, psychological and social services for students. Please check at your site for more information regarding these services.

### **Stipend for extra duty activities**

Please check your WKCTA contract for the list of stipends available. When you have been asked to perform extra duty under this section, you will be asked to complete a *Request for Payment of Additional Responsibilities Stipend* form at the end of the project/season to receive payment. Please remember that it is the employee's responsibility to file that form. Some stipends will be paid monthly such as a bilingual assignment or a special education assignment. Check with your site administrator.

### **Stipend Payment Dates**

You must have your signed stipend request forms into the payroll department by the 10<sup>th</sup> day of those months in order to receive payment on your next payroll check.

**There will be NO exceptions!**

### **Stipend for bilingual/special education assignments**

These assignments are made at the beginning of the school year and are paid on a monthly basis. It is the employee's responsibility to file the *Request for Payment of Additional Responsibilities Stipend* form, which requires site principal approval.

### **Substitute procedure**

Certificated substitutes - All requests for teacher substitutes must be made through **SmartFind at 559 772-4646**. **Teachers are to obtain substitutes through SmartFind Only**. SmartFind stops calling for substitutes 1 ½ hours before the start of school, so if you call SmartFind after 6:00 am you are not guaranteed a sub but you must still follow procedure no matter what time it is. When reporting an absence ALWAYS wait for the job number (**No job number means that the absence has NOT been created**) before leaving the system, this is your confirmation that your absence was received successfully. If you must cancel an absence, please do so as soon as possible. At a minimum, you must cancel at least two (2) hours before the start of school. **Note: Reports/Request for Absences are still expected.**

Classified substitutes – Please contact your immediate supervisor. The following procedures will be utilized: **All substitutes must be district approved!**

#### Lead Classified Employees:

1. Absence of 1 to 5 days – no substitute
2. Absences of 6 to 20 days – no substitute, but one of the subordinates shall be designated “Temporary Designee” to fulfill added responsibilities during the absence.
3. Absences of more than 20 days: You may either recommend that a subordinate be placed in the position as “substitute” and recommend a substitute for the subordinate or recommend an “outside” substitute for the absent lead classified employee.

#### All Classified Employees:

If no budget has been established for substitutes:

1. Absences of 1 to 5 days – no substitute
2. Absences for leave without pay – substitute
3. Absences for greater than 5 days with paid leave – you may recommend substitute replacement for 50% of the time when the employee to be replaced has exhausted regular sick leave or at the completion of 20 days, whichever is sooner.
4. Absences greater than 30 days – you may recommend full-time substitute replacement.

Site administrators may recommend immediate substitute replacement for essential services on the first day of absence or thereafter when it is demonstrated that either the program can not function without replacement or the health and safety of employees and

students would be jeopardized. Such determinations require the approval of the Superintendent or designee.

### **Telephones**

Incoming calls: Please answer your telephone by stating your name/and or extension, school site or department as instructed by your supervisor. The caller needs to know if they have the right number and/or extension. The telephone should be answered no later than the third ring. Remember, the caller's time is valuable.

Outgoing calls: Our district number is 559-386-9083. To call other school sites refer to the district directory, listen for the dial tone and dial the extension directly.

### **Emergency calls may be dialed by dialing 911.**

Personal use of the telephone (which includes personal cell phones) is discouraged and should be limited to emergencies or unusual circumstances only. All telephone calls should be kept brief.

### **Transportation – request for use of bus/van/car – insurance forms**

All employees who might be using a district vehicle or using their own vehicle to transport students must complete an Authorization for Release of Driver Record Information and *Driver Form* for school related activities. These forms can be obtained from the Human Resources office or the Transportation Department.

When using your vehicle to transport students on field trips or other school activity trips please:

1. Be sure that you have a valid driver's license and current liability insurance of at least \$300,000 per occurrence.
2. Check the safety of your vehicle; tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use a safety belt.
5. Be sure you have permission slips from all student passengers signed by their parents.

### **Utilization of District facilities/equipment**

1. Equipment purchased through categorical and other restricted funds for a specific program or site shall be used at that site or for that program, "*Equipment Custody Record*," form must be field out and approved.
2. Equipment purchased through general district funds or other unrestricted funds shall be loaned to other programs and sites for their use unless one of the following apply:
  - a. The site or program where the equipment was initially located is using the equipment on such a regular basis that the loan would severely restrict their use of the equipment.

- b. The site or program administrator adopts the position that there is too great a danger of loss or damage to equipment essential to his/her site or program.
- 3. Absolutely no equipment may be borrowed by one site or program from another site or program unless the site/program administrator or designee for both the loaning and borrowing site or program have consulted and agree on:
  - a. When the equipment shall be borrowed or used.
  - b. How it will be picked-up and returned.
- 4. Any site or program borrowing equipment from another shall be responsible for replacement or repair for damaged or lost equipment.
- 5. "Equipment Custody Record" forms have been given to your school site secretary.

**Reef-Sunset Unified  
School District**

**Board Policies,  
Administrative  
Regulations**

**And**

**Exhibits**



# **Reef-Sunset USD**

## **Board Policy**

### **Child Abuse Prevention And Reporting**

BP 5141.4

#### **Students**

The Board of Trustees is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

(cf. 1020 - Youth Services)

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

#### **Child Abuse Prevention**

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, include instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, inform students of available support resources, and teach students how to obtain help and disclose incidents of abuse.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

#### **Child Abuse Reporting**

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)  
(cf. 5145.7 - Sexual Harassment)

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters.

Legal Reference:

EDUCATION CODE

32280-32288 Comprehensive school safety plans  
33195 Heritage schools, mandated reporters  
33308.1 Guidelines on procedure for filing child abuse complaints  
44252 Teacher credentialing  
44691 Staff development in the detection of child abuse and neglect  
44807 Duty concerning conduct of students  
48906 Notification when student released to peace officer  
48987 Dissemination of reporting guidelines to parents  
49001 Prohibition of corporal punishment  
51220.5 Parenting skills education  
51900.6 Sexual abuse and sexual assault awareness and prevention

PENAL CODE

152.3 Duty to report murder, rape, or lewd or lascivious act  
273a Willful cruelty or unjustifiable punishment of child; endangering life or health  
288 Definition of lewd or lascivious act requiring reporting  
11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

UNITED STATES CODE, TITLE 42

11434a McKinney-Vento Homeless Assistance Act; definitions

COURT DECISIONS

Camreta v. Greene (2011) 131 S.Ct. 2020

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve

Health Framework for California Public Schools, Kindergarten Through Grade Twelve  
WEB SITES

California Attorney General's Office, Suspected Child Abuse Report Form:

[http://www.ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://www.ag.ca.gov/childabuse/pdf/ss_8572.pdf)

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss/ap>

California Department of Social Services, Children and Family Services Division:

<http://www.childsworld.ca.gov>

U.S. Department of Health and Human Services, Child Welfare Information Gateway:

<https://www.childwelfare.gov/can>

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT

adopted: April 16, 2015 Avenal, California

# **Reef-Sunset USD**

## **Administrative Regulation**

### **Child Abuse Prevention And Reporting**

AR 5141.4  
**Students**

#### Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

(cf. 4119.21/4219.21/4319.21 - Professional Standards)  
(cf. 5145.7 - Sexual Harassment)

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

(cf. 3515.3 - District Police/Security Department)

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect

himself/herself, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144 - Discipline)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145.2 - Athletic Competition)

6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

#### Reportable Offenses

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

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

## Responsibility for Reporting

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

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

(cf. 1240 - Volunteer Assistance)

## Reporting Procedures

### 1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Kings County Human Services  
1400 W. Lacey Blvd. #8  
Hanford, CA 93230  
(559) 852-3335

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

### 2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

### 3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

## Training

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services. (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

## Victim Interviews by Social Services

Whenever the Department of Social Services or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and



Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

#### Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

#### Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 - Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

(cf. 1312.3 - Uniform Complaint Procedures)

#### Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: April 16, 2015 Avenal, California

# Reef-Sunset USD

## Board Policy

### Professional Standards

BP 4319.21

#### Personnel

The Board of Trustees expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

(cf. 0200 - Goals for the School District)  
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)  
(cf. 5131 - Conduct)  
(cf. 5137 - Positive School Climate)

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

(cf. 2111 - Superintendent Governance Standards)  
(cf. 9005 - Governance Standards)

Each employee is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and to contribute to the learning and achievement of district students.

(cf. 4112.2 - Certification)  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

#### Inappropriate Conduct

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 3515.7 - Firearms on School Grounds)  
(cf. 4158/4258/4358 - Employee Security)

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child

4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student

5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time

6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members

7. Willfully disrupting district or school operations by loud or unreasonable noise or other action

(cf. 3515.2 - Disruptions)

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3513.4 - Drug and Alcohol Free Schools)

(cf. 4020 - Drug and Alcohol-Free Workplace)

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records

10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information

(cf. 3580 - District Records)  
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5125 - Student Records)  
(cf. 5125.1 - Release of Directory Information)

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

(cf. 4040 - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

#### Reports of Misconduct

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

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 4117.7/4317.7 - Employment Status Reports)  
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

#### Notifications

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination

44050 Employee code of conduct; interaction with students

44242.5 Reports and review of alleged misconduct

48980 Parental notifications

##### PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

##### CODE OF REGULATIONS, TITLE 5

80303 Reports of dismissal, resignation and other terminations for alleged misconduct

80331-80338 Rules of conduct for professional educators

#### Management Resources:

##### COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Professional Standards for Educational Leaders, February 2014

California Standards for the Teaching Profession, 2009

##### COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Professional Standards for Educational Leaders, 2015

##### NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

##### WESTED PUBLICATIONS

Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

##### WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education: <http://www.cde.ca.gov>  
California Federation of Teachers: <http://www.cft.org>  
California School Employees Association: <http://www.csea.com>  
California Teachers Association: <http://www.cta.org>  
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>  
Council of Chief State School Officers: <http://www.ccsso.org>  
WestEd: <http://www.wested.org>

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT  
adopted: February 15, 2018 Avenal, California

# Reef-Sunset USD

## Exhibit

### Dismissal/Suspension/Disciplinary Action

E 4219.21

#### Personnel

#### CODE OF ETHICS CLASSIFIED EMPLOYEES

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach and who sincerely believe in the advancement of education and the betterment of working conditions; therefore, the California School Employees' Association proposes this Code of Ethics as a standard for its members.

#### AS A SCHOOL EMPLOYEE I WILL:

1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service -- to the end that others may emulate my example.
2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
3. Be just in my criticism and be generous in my praise; to improve and not destroy.
4. At all times be courteous in my relations with students, parents, teachers and others.
5. Be a resourceful person who readily adapts himself to different kinds of work and changed conditions and finds better ways to do things.
6. Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.
7. Associate myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.
8. Always uphold my obligations as a citizen to my nation, my state, my school district and my community, and give them unswerving loyalty.
9. Always bear in mind that the purpose of CSEA is to promote the efficiency and raise the standards of all school employees and that I shall be equally obligated to assist all my fellow workers.



SOURCE: CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION

Exhibit REEF-SUNSET UNIFIED SCHOOL DISTRICT  
version: November 20, 2008 Avenal, California

# Reef-Sunset USD

## Board Policy

### Complaints Concerning District Employees

BP 1312.1

#### Community Relations

The Board of Trustees accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3515.2 - Disruptions)

The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires.

#### Legal Reference:

##### EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints

35146 Closed sessions

44031 Personnel file contents and inspection

44811 Disruption of public school activities

44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)

48987 Child abuse guidelines

##### GOVERNMENT CODE

54957 Closed session; complaints re employees

54957.6 Closed session; salaries or fringe benefits

##### PENAL CODE

273 Cruelty or unjustifiable punishment of child

11164-11174.3 Child Abuse and Neglect Reporting Act

##### WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction of juvenile court

Management Resources:

CDE LEGAL ADVISORIES

0910.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site (LO:4-93)

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT

adopted: May 21, 2009 Avenal, California

# **Reef-Sunset USD**

## **Administrative Regulation**

### **Complaints Concerning District Employees**

AR 1312.1  
**Community Relations**

The Superintendent or designee shall determine whether a complaint should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures.

(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 4144/4244/4344 - Complaints)

Complaints must be submitted in a timely fashion. Written complaints must be submitted within thirty (30) calendar days of the incident or within thirty (30) calendar days of the time the complainant should have known of the facts giving rise to the complaint, whichever occurs first. The District reserves the right not to investigate or respond to untimely complaints.

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against district employees:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns.
2. If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.
3. All complaints related to district personnel, other than administrators, shall be submitted in writing to the employee's principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Complaints related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee. Complaints related to the Superintendent shall be initially filed in writing with the Board of Trustees.
4. When a written complaint is received, the employee shall be notified within five calendar days or in accordance with collective bargaining agreements.
5. A written complaint shall include:
  - a. The full name of each employee involved

- b. A brief but specific summary of the complaint and the facts surrounding it
  - c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter; and
  - d. The desired resolution to the complaint.
6. Staff responsible for investigating complaints shall communicate with the complainant, investigate the complaint as needed, attempt to resolve the complaint to the satisfaction of the parties involved, and respond to the complainant in writing with his/her decision regarding the complaint within 30 calendar days.
7. Both the complainant and the employee against whom the complaint was made may appeal the decision of the principal or immediate supervisor to the Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the persons involved within 30 days. The Superintendent or designee shall review the written finding by the principal or immediate supervisor and may conduct further investigation into the complaint. The Superintendent or designee will attempt to render a written decision within thirty (30) calendar days of the date of the principal's or immediate supervisor's written findings. If additional time is needed, the superintendent or designee will notify the complainant. Parties should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent or designee may ask to address the Board regarding the complaint.
8. Before any Board consideration of a complaint, the Superintendent or designee shall submit to the Board his/her written report concerning the complaint, including but not limited to:
- a. The full name of each employee involved
  - b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response
  - c. A copy of the signed original complaint; and
  - d. A summary of the action taken by the Superintendent or designee, together with his/her specific finding that the problem has not been resolved and the reasons
9. The Board may uphold the Superintendent's or designee's decision without hearing the complaint.
10. All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available evidence.
11. A closed session may be held to hear the complaint in accordance with law.

(cf. 9321 - Closed Session Purposes and Agendas)  
(cf. 9323 - Meeting Conduct)

12. The decision of the Board shall be final. The Board will issue written findings within thirty (30) calendar days of the hearing or, if no hearing takes place, within thirty (30) calendar days of receipt of the Superintendent's or designee's written report.

Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law, Board policy and administrative regulation.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: May 21, 2009 Avenal, California  
revised: October 18, 2012

# Reef-Sunset USD

## Board Policy

### Complaints Concerning Instructional Materials

BP 1312.2

#### Community Relations

The Board of Trustees uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school.

When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.

(cf. 9322 - Agenda/Meeting Materials)

The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.

(cf. 6144 - Controversial Issues)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

When any challenged instructional material is reviewed by the district, it shall not be subject to further reconsideration for 12 months, unless the Superintendent determines that reconsideration is warranted.

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams uniform complaint procedure at AR 1312.4.

- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 1312.3 - Uniform Complaint Procedures)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

- 18111 Exclusion of books by governing board
- 35010 Control of district; prescription and enforcement of rules
- 35186 Williams Uniform Complaint Procedures
- 44805 Enforcement of course of studies; use of textbooks, rules and regulations
- 51501 Subject matter reflecting on race, color, etc.
- 60000-60005 Instructional materials, legislative intent
- 60040-60048 Instructional requirements and materials
- 60119 Public hearing on sufficiency of materials
- 60200-60206 Elementary school materials
- 60226 Requirements for publishers and manufacturers
- 60400-60411 High school textbooks
- 60510-60511 Donation of sale of obsolete instructional materials

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1002.90 Selection of Instructional Materials, CIL: 90/91-02

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Evaluation of Instructional Materials with Respect to Social Content, 1986 edition, revised 2001

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT

adopted: November 20, 2008 Avenal, California



# **Reef-Sunset USD**

## **Administrative Regulation**

### **Complaints Concerning Instructional Materials**

AR 1312.2

#### **Community Relations**

##### **Step 1: Informal Complaint**

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, he/she shall informally discuss the material in question with the principal.

##### **Step 2: Formal Complaint**

If the complainant is not satisfied with the principal's initial response, he/she shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection shall be given. Complainants shall sign all complaints and provide identifying information so that the district is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall acknowledge its receipt and answer any questions regarding procedure. The principal then shall notify the Superintendent or designee and the teacher(s) involved of the complaint.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.

##### **Step 3: Superintendent Determination**

The Superintendent or designee shall determine whether a review committee should be convened to review the complaint.

If the Superintendent or designee determines that a review committee is not necessary, he/she shall issue a decision regarding the complaint.

##### **Step 4: Review Committee**

If the Superintendent or designee determines that a review committee is necessary, he/she shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint

community members to serve on the committee.

The review committee shall review the criteria specified in Board policy and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant of the committee's decision within 15 days of receiving the committee's report.

Step 5: Appeal to the Board of Trustees

If the complainant remains unsatisfied, he/she may appeal the Superintendent's or the review committee's decision to the Board. The Board's decision shall be final.

(cf. 9322 - Agenda/Meeting Materials)

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: November 20, 2008 Avenal, California

# Reef-Sunset USD

## Exhibit

### Complaints Concerning Instructional Materials

E 1312.2

#### Community Relations

#### REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

This form is for use only by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of an instructional material. For complaints regarding sufficiency of instructional materials, please use the Williams Uniform Complaint Procedure complaint form.

Date: \_\_\_\_\_

Name of person filing complaint: \_\_\_\_\_  
Anonymous complaints will not be accepted.

Group represented (if any): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address, if any: \_\_\_\_\_

Address: \_\_\_\_\_

Material Being Challenged:

Title:

Author:

Publisher:      Date of Edition:

Name of school/classroom material was used: \_\_\_\_\_

1. Please specifically state the nature of your concern or objection and identify your objection by page, tape sequence, video frame, or words, as appropriate. You may use additional pages if necessary.

2. Did you read/view the entire selection?

3. For what age group would you recommend this material?
4. If not, what percentage did you read/view, or what parts?
5. What do you feel might be the result if a student reads/views this material?
6. What would you like the school to do about this material?  
Do not assign it to my child  
Withdraw it from all students  
Reconsider it

Signature of complainant

For District Use:

Request received by:    Date:

Title: \_\_\_\_\_

Action taken:            Date:

Exhibit REEF-SUNSET UNIFIED SCHOOL DISTRICT  
version: November 20, 2008 Avenal, California

# Reef-Sunset USD

## Board Policy

### Uniform Complaint Procedures

BP 1312.3

#### Community Relations

The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

#### Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; American Indian education centers and early childhood education program assessments; bilingual education; California Peer Assistance and Review programs for teachers; state career technical and technical education, career technical, and technical training programs; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; Economic Impact Aid; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; special education programs; California State Preschool Programs; Tobacco-Use Prevention Education programs; and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5131.62 - Tobacco)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6159 - Individualized Education Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)  
(cf. 6178.2 - Regional Occupational Center/Program)  
(cf. 6200 - Adult Education)

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)

5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)  
(cf. 3320 - Claims and Actions Against the District)

6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)  
(cf. 3100 - Budget)

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

(cf. 0420 - School Plans/Site Councils)

8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6173.3 - Education for Juvenile Court School Students)

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)

11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

13. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

14. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.



(cf. 3580 - District Records)

### Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, teacher vacancies and misassignments, or health and safety violations in any license-exempt California State Preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

### Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32280-32289 School safety plan, uniform complaint procedures

33380-33384 California Indian Education Centers

35186 Williams uniform complaint procedures

44500-44508 California Peer Assistance and Review Program for Teachers

46015 Parental leave for students  
48853-48853.5 Foster youth  
48985 Notices in language other than English  
49010-49014 Student fees  
49060-49079 Student records, especially:  
49069.5 Records of foster youth  
49490-49590 Child nutrition programs  
49701 Interstate Compact on Educational Opportunity for Military Children  
51210 Courses of study grades 1-6  
51223 Physical education, elementary schools  
51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements  
51226-51226.1 Career technical education  
51228.1-51228.3 Course periods without educational content  
52060-52077 Local control and accountability plan, especially:  
52075 Complaint for lack of compliance with local control and accountability plan requirements  
52160-52178 Bilingual education programs  
52300-52462 Career technical education  
52500-52616.24 Adult schools  
54000-54029 Economic Impact Aid  
54400-54425 Compensatory education programs  
54440-54445 Migrant education  
54460-54529 Compensatory education programs  
56000-56865 Special education programs  
59000-59300 Special schools and centers  
64000-64001 Consolidated application process; school plan for student achievement  
65000-65001 School site councils

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state  
12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

1596.792 California Child Day Care Act; general provisions and definitions  
1596.7925 California Child Day Care Act; health and safety regulations  
104420 Tobacco-Use Prevention Education

PENAL CODE

422.55 Hate crime; definition  
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

3080 Applicability of uniform complaint procedures to complaints regarding students with disabilities

4600-4670 Uniform complaint procedures  
4680-4687 Williams uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs  
UNITED STATES CODE, TITLE 20  
1221 Application of laws  
1232g Family Educational Rights and Privacy Act  
1681-1688 Title IX of the Education Amendments of 1972  
6301-6576 Title I Improving the Academic Achievement of the Disadvantaged  
6801-7014 Title III language instruction for limited English proficient and immigrant students  
UNITED STATES CODE, TITLE 29  
794 Section 504 of Rehabilitation Act of 1973  
UNITED STATES CODE, TITLE 42  
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
6101-6107 Age Discrimination Act of 1975  
12101-12213 Title II equal opportunity for individuals with disabilities  
CODE OF FEDERAL REGULATIONS, TITLE 28  
35.107 Nondiscrimination on basis of disability; complaints  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.1-99.67 Family Educational Rights and Privacy Act  
100.3 Prohibition of discrimination on basis of race, color or national origin  
104.7 Designation of responsible employee for Section 504  
106.8 Designation of responsible employee for Title IX  
106.9 Notification of nondiscrimination on basis of sex  
110.25 Notification of nondiscrimination on the basis of age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample UCP Board Policies and Procedures

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Family Policy Compliance Office: <https://www2.ed.gov/policy/gen/guid/fpco>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT  
adopted: May 16, 2019 Avenal, California

# **Reef-Sunset USD**

## **Administrative Regulation**

### **Uniform Complaint Procedures**

AR 1312.3

#### **Community Relations**

Except as the Board of Trustees may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 4030 - Nondiscrimination in Employment)

#### **Compliance Officers**

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

Director of Student Services

District Office

205 N. Park Ave.

Avenal, CA 93204

559-386-9083

myocum@rsusd.org

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the

compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)  
(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

#### Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)  
(cf. 1220 - Citizen Advisory Committees)  
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)  
(cf. 5145.6 - Parental Notifications)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy

2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3260 - Fees and Charges)

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred

5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6173.3 - Education for Juvenile Court School Students)

(cf. 6175 - Migrant Education Program)

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints

7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision

9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable

10. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on

the district web site and may be provided through district-supported social media, if available.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

### Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the



Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

### Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

### Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the

information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

#### Timeline for Final Decision

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the district's final written decision at the same time it is provided to the complainant.

## Final Written Decision

For all complaints, the district's final written decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
  - a. Statements made by any witnesses
  - b. The relative credibility of the individuals involved
  - c. How the complaining individual reacted to the incident
  - d. Any documentary or other evidence relating to the alleged conduct
  - e. Past instances of similar conduct by any alleged offenders
  - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. The manner in which the misconduct affected one or more students' education
  - b. The type, frequency, and duration of the misconduct
  - c. The relationship between the alleged victim(s) and offender(s)
  - d. The number of persons engaged in the conduct and at whom the conduct was directed
  - e. The size of the school, location of the incidents, and context in which they occurred
  - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a

remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
  - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
  - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender,

disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

### Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

(cf. 5137 - Positive School Climate)

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling

(cf. 6164.2 - Guidance/Counseling Services)

2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others

4. Positive behavior support

5. Referral to a student success team

(cf. 6164.5 - Student Success Teams)

6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

(cf. 6145 - Extracurricular and Cocurricular Activities)

7. Disciplinary action, such as suspension or expulsion, as permitted by law

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision. (5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, the respondent, in the same manner as the complainant, may file an appeal with CDE.

Upon notification by CDE that the district's decision has been appealed, the Superintendent or designee shall forward the following documents to CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's UCP
7. Other relevant information requested by CDE

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: May 16, 2019 Avenal, California

# Reef-Sunset USD

## Exhibit

### Williams Uniform Complaint Procedures

E 1312.4

#### Community Relations

##### Exhibit 1

#### NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: K-12 COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site:

<http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.



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Exhibit 2

1312.4  
Williams Uniform Complaint Procedures

K-12 COMPLAINT FORM:  
WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?  Yes  No

Contact information: (if response is requested)

Name:

Address:

Phone number: Day: Evening:

E-mail address, if any:

Date problem was observed:

Location of the problem that is the subject of this complaint:

School name/address:

Course title/grade level and teacher name:

Room number/name of room/location of facility:

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

\_\_\_ A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

\_\_\_ A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

\_\_\_ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

\_\_\_ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

\_\_\_ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

\_\_\_ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

\_\_\_ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

\_\_\_ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

\_\_\_ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

\_\_\_ For a school that serves students in any of grades 6-12 with 40 percent or more of its students from low-income families, as defined, the school has not stocked at least half of its

restrooms with feminine products at all times and made those products available to students at no cost.

\_\_\_ The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

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Please file this complaint at the following location:

\_\_\_\_\_  
(principal or designee)

\_\_\_\_\_  
(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_

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

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

Exhibit REEF-SUNSET UNIFIED SCHOOL DISTRICT  
version: May 16, 2019 Avenal, California

\_\_\_\_\_  
Exhibit 3

1312.4

Williams Uniform Complaint Procedures

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8235.5, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

Exhibit REEF-SUNSET UNIFIED SCHOOL DISTRICT  
version: May 16, 2019 Avenal, California

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Exhibit 4

1312.4

Williams Uniform Complaint Procedures

PRESCHOOL COMPLAINT FORM:  
WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 8235.5 requires that the complaint procedures in 5 CCR 4680-4687 be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?  Yes  No

Contact information: (if response is requested)

Name:

Address:

Phone number: Day: Evening:

E-mail address, if any:

Date problem was observed:

Location of the problem that is the subject of this complaint:

School name/address:

Room number/name of room/location of facility:

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

The preschool does not have outdoor shade that is safe and in good repair.

Drinking water is not accessible and/or readily available throughout the day.

The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.

Restroom facilities are not available only for preschoolers and kindergartners.

The preschool program does not provide visual supervision of children at all times.

Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.

\_\_\_ Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

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Please file this complaint at the following location:

\_\_\_\_\_  
(preschool administrator or designee)

\_\_\_\_\_  
(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

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

Exhibit REEF-SUNSET UNIFIED SCHOOL DISTRICT  
version: May 16, 2019 Avenal, California

# Reef-Sunset USD

## Administrative Regulation

### Appointment And Conditions Of Employment

AR 4112  
**Personnel**

Upon recommendation from the Superintendent or designee, the Board of Trustees shall approve the appointment of all certificated personnel. The position and the salary classification shall be reported to the Board at a regular meeting.

(cf. 4111 - Recruitment and Selection)  
(cf. 4121 - Temporary/Substitute Personnel)

Individuals appointed to the certificated staff shall:

1. Possess the appropriate certification qualifications and register the certification document in accordance with law and Board policy (Education Code 44250-44279, 44330)

(cf. 4112.2 - Certification)  
(cf. 4112.21 - Interns)

2. Demonstrate proficiency in basic skills as required by law and Board policy (Education Code 44252.5, 44830)

3. When required by the federal No Child Left Behind Act for teachers of core academic subjects, possess the qualifications of "highly qualified" teachers as defined in law, Board policy and administrative regulations (20 USC 6319)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)  
(cf. 6171 - Title I Programs)

4. Submit to fingerprinting as required by law (Education Code 44830.1)

5. Not have been convicted of a violent or serious felony as defined in Penal Code 667.5 or 1192.7, unless the individual has received a certificate of rehabilitation and pardon (Education Code 44830.1)

(cf. 4112.5/4312.5 - Criminal Record Check)  
(cf. 4118 - Suspension/Disciplinary Action)

6. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 44836)

7. Not have been required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)

(cf. 3515.5 - Sex Offender Notification)

8. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 44837)

9. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 44836)

10. Submit to a physical examination, tuberculosis testing and/or provide a medical certificate as required by law and Board policy (Education Code 44839, 49406)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

11. Furnish a statement of military service and, if any was rendered, a copy of the discharge or release from service or, if no such document is available, other suitable evidence of the termination of service (Education Code 44838)

12. File the oath or affirmation of allegiance required by Government Code 3100-3109

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

13. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy or administrative regulation

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Legal Reference:

EDUCATION CODE

35161 Powers and duties

44008 Effect of termination of probation

44009 Conviction of specified crimes; definitions

44010 Sex offense

44011 Controlled substance offense

44066 Limitation on certification requirements

44250-44277 Credential types

44330 Effect of registration of certification document

44830.1 Felons; certificated positions; criminal record summary; fingerprints

44836 Employment of person convicted of sex offenses or controlled substance offenses

44837 Employment of sexual sociopath

44838 Statement of military service

44839 Medical certificate



44839.5 Medical certificate for retirant  
49406 Examination for tuberculosis  
GOVERNMENT CODE  
3100-3109 Oaths or affirmations of allegiance for disaster service workers and public employees  
12940-12950 Unlawful employment practices  
PENAL CODE  
290 Registration of sex offenders  
290.95 Disclosure by persons required to register as sex offenders  
667.5 Prior prison terms, enhancement of prison terms  
1192.7 Plea bargaining limitation  
WELFARE AND INSTITUTIONS CODE  
6300-6332 Sexual psychopaths  
CODE OF REGULATIONS, TITLE 5  
6100-6125 Teacher qualifications, No Child Left Behind Act  
UNITED STATES CODE, TITLE 20  
6319 Highly qualified teachers  
7801 Definitions, highly qualified teacher  
CODE OF FEDERAL REGULATIONS, TITLE 34  
200.55-200.57 Highly qualified teachers

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: November 20, 2008 Avenal, California

# Reef-Sunset USD

## Administrative Regulation

### Contracts

AR 4112.1

### Personnel

When initially employed, certificated employees shall receive a written statement of their employment status and salary. In the case of temporary employees, this statement shall clearly indicate the temporary nature of the employment and the length of time for which the person is being employed. (Education Code 44916)

(cf. 4121 - Temporary/Substitute Personnel)

### Reemployment Notices

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

(cf. 4113 - Assignment)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 4117.4 - Dismissal)

(cf. 9122 - Secretary)

### Employee Notification

By May 15 of each year, each classroom teacher shall notify the Superintendent or designee of his/her intent to return to a teaching position for the next school year. (Education Code 44832)

An employee on leave of absence shall notify the district of his/her intent to remain in service the following year in accordance with law, Board policy and administrative regulation.

(cf. 4161/4261 - Leaves)

### Legal Reference:

#### EDUCATION CODE

44832 Teachers; notice of intent to return

44842 Failure to provide notice or to report to work

44843 Notice of employment (to county superintendent)  
44916 Time of classification; statement of employment status  
44929.20 Continuing contract-districts w/less than 250 ADA  
44955 Reduction in number of employees

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: November 20, 2008 Avenal, California

# Reef-Sunset USD

## Board Policy

### Dress And Grooming

BP 4119.22

#### Personnel

The Board of Trustees believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

- (cf. 4118 - Suspension/Disciplinary Action)
- (cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)
- (cf. 4218 - Dismissal/Suspension/Disciplinary Action)
- (cf. 5132 - Dress and Grooming)

#### Legal Reference:

##### EDUCATION CODE

- 35160 Authority of governing boards
- 35160.1 Broad authority of school districts

##### GOVERNMENT CODE

- 3543.2 Scope of representation
- 12949 Dress standards, consistency with gender identity

##### COURT DECISIONS

- San Mateo City School District v. PERB (1983) 33 Cal. 3d 850
  - Domico v. Rapides Parish School Board (5th Cir. 1982) 675 F.2d 100
  - East Hartford Education Assn. v. Board of Education (2d Cir. 1977) 562 F. 2d 856
  - Finot v. Pasadena Board of Education (1967) 250 Cal.App.2d 189
- ##### PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS
- Santa Ana Unified School District (1998) 22 PERC P29, 136
  - Inglewood Unified School District (1985) 10 PERC P17, 000

#### Management Resources:

##### WEB SITES

- Public Employment Relations Board: <http://www.perb.ca.gov>

adopted: November 20, 2008      Avenal, California

# Reef-Sunset USD

## Board Policy

### Nondiscrimination In Employment

BP 4030

#### Personnel

The Board of Trustees is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with the district to provide services, as applicable.

(cf. 1240 - Volunteer Assistance)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 4111/4211/4311 - Recruitment and Selection)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that it is necessary to comply with federal immigration law. (2 CCR 11028)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment

(cf. 4151/4251/4351 - Employee Compensation)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training

3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:

a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

(cf. 4033 - Lactation Accommodation)  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

c. Requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

d. Failure to make reasonable accommodation for the known physical or mental disability of an employee, or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee

(cf. 4032 - Reasonable Accommodation)

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign any document that releases the employee's right to

file a claim against the district or to disclose information about harassment or other unlawful employment practices. (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district 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.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act, especially:

12940-12952 Unlawful employment practices

12960-12976 Unlawful employment practices; complaints

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11006-11086 Discrimination in employment, especially:



11013 Recordkeeping  
 11019 Terms, conditions and privileges of employment  
 11023 Harassment and discrimination prevention and correction  
 11024 Sexual harassment training and education  
 11027-11028 National origin and ancestry discrimination  
 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  
 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  
 110.1-110.39 Nondiscrimination on the basis of age  
 COURT DECISIONS  
 Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863  
 Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS  
 California Law Prohibits Workplace Discrimination and Harassment  
 Transgender Rights in the Workplace  
 Workplace Harassment Guide for California Employers  
 Your Rights and Obligations as a Pregnant Employee  
 U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
 Notice of Non-Discrimination, August 2010  
 U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS  
 EEOC Compliance Manual  
 Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors,  
 June 1999  
 WEB SITES  
 California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>  
U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT  
adopted: May 16, 2019 Avenal, California

# Reef-Sunset USD

## Board Policy

### Tobacco-Free Schools

BP 3513.3

#### **Business and Noninstructional Operations**

The Board of Trustees recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

(cf. 3514 - Environmental Safety)  
(cf. 4159/4259/4359 - Employee Assistance Programs)  
(cf. 5030 - Student Wellness)  
(cf. 5131.62 - Tobacco)  
(cf. 5141.23 - Asthma Management)  
(cf. 6142.8 - Comprehensive Health Education)  
(cf. 6143 - Courses of Study)

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420, 104559)

These prohibitions apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

(cf. 1330 - Use of School Facilities)  
(cf. 1330.1 - Joint Use Agreements)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff

2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Legal Reference:

EDUCATION CODE

- 48900 Grounds for suspension/expulsion
- 48901 Prohibition against tobacco use by students

BUSINESS AND PROFESSIONS CODE

- 22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions

HEALTH AND SAFETY CODE

- 39002 Control of air pollution from nonvehicular sources
- 104350-104495 Tobacco use prevention, especially:
  - 104495 Prohibition of smoking and tobacco waste on playgrounds
  - 104559 Tobacco use prohibition
- 119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

- 3300 Employer, definition
- 6304 Safe and healthful workplace
- 6404.5 Occupational safety and health; use of tobacco products

UNITED STATES CODE, TITLE 20

- 6083 Nonsmoking policy for children's services
- 7111-7122 Student Support and Academic Enrichment Grants

CODE OF FEDERAL REGULATIONS, TITLE 21

- 1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

PUBLIC EMPLOYMENT AND RELATIONS BOARD RULINGS

- Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)
- CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

<http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>

California Department of Public Health, Tobacco Control:

<http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT

adopted: October 20, 2016 Avenal, California

# Reef-Sunset USD

## Administrative Regulation

### Tobacco-Free Schools

AR 3513.3

#### Business and Noninstructional Operations

##### Notifications

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code 104420)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

(cf. 1113 - District and School Web Sites)

The Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" are prominently displayed at all entrances to school property. (Health and Safety Code 104420, 104559)

##### Enforcement/Discipline

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises

3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code 6404.5)

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: October 20, 2016 Avenal, California

# Reef-Sunset USD

## Board Policy

### Travel Expenses

BP 3350

#### **Business and Noninstructional Operations**

The Board of Trustees recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.



The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033)

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

Meal costs shall be reimbursed based on documented actual expenses within the maximum amounts established by the Superintendent or designee and based on the time of day that travel for district business begins and ends.

Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

When approved by the Superintendent or designee, an employee may be issued a district credit card for use while on authorized district business. Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a district credit card, even if the employee intends to subsequently reimburse the district for the personal charges.

When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on district business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation. He/she shall refund to the district any

amount of cash advance exceeding the actual approved reimbursable expenses.

Legal Reference:

EDUCATION CODE

- 42634 Itemization of expenses
- 44016 Travel expense to employment interview
- 44032 Travel expenses
- 44033 Automobile allowance
- 44802 Student teacher's travel expense

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

Per Diem Rates (For Travel Within the Continental United States), Publication 1542

WEB SITES

Internal Revenue Service: <http://www.irs.gov>

U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT

adopted: October 17, 2013 Avenal, California

# **Reef-Sunset USD**

## **Administrative Regulation**

### **Travel Expenses**

AR 3350

#### **Business and Noninstructional Operations**

##### Travel/Reimbursement Authorization

1. Board members: As required by Education Code expenditures by Board members must be authorized in advance by the Board of Trustees.
2. Superintendent: Expenditures by the Superintendent are subject to the approval of the Board as authorized by his/her contract for service.
3. Administration: Expenditures of site/program managers are subject to approval by the Superintendent as Authorized by the established budget for such expenditures and subject to the limitations approved by the Board.
4. Other employees: Expenditures by other employees are subject to approval by their own site/program manager and the Superintendent or designee and to the limitations approved by the Board. Requests for travel/conference forms shall be used for advance approval.

##### Limitations

1. The district does not reimburse for expenses for family members.
2. The district does not reimburse for alcoholic beverages or for entertainment.
3. The district does not reimburse for expenditures unless they are substantiated by a receipt from the provider.
4. The district does not reimburse for expenditures unless they have been authorized and does not reimburse for expenditures greater than authorized amounts.
5. The district does not reimburse for expenditures unless they are submitted within 30 days from the date of expenditure on the approved district form.

##### Approvable Expenditures

Transportation Costs: Transportation costs by common carrier, such as train or airline, or automobile rental can be ordered after processing a purchase order requisition. The payment will be made when the invoice for the transportation is received.

Mileage Reimbursement of Personal Automobile: The district pays a mileage rate for the business use of automobiles. It may be paid as an advance for conferences with the appropriate advance form or reimbursed on an expense claim. For regular in-county travel, employees should submit a monthly expense claim, noting the date of travel, where traveled, number of miles, and reimbursement amount. Mileage will be calculated either from the home of the employee from their worksite, whichever is closest. Mileage to and from a district facility is not allowable without prior approval of the site/program manager.

Meals: The district will reimburse the actual amount for the meal only when overnight travel is required and only as substantiated by the itemized receipt/s provided and may not exceed the following maximum costs unless prior approval has been granted: Breakfast-\$9.00, Lunch-\$12.00, Dinner-\$20.00. If itemized receipt/s are submitted in excess of the allowable rate without prior approval only the above maximum amount will be reimbursed.

If meals are provided/offered as part of any conference/registration fee, those meals will not be reimbursed to the employee by the district unless prior approval has been granted by the site supervisor/manager. Dinner will only be claimed when the ending time for the conference/workshop plus the travel time would result in the individual returning to his/her work site later than 7:00 p.m. If family members travel with employees the family member's share of meals shall be identified on the receipt and not reimbursed.

Tips: The district will only reimburse tips for meals and such tips shall be no larger than 15 percent of the total bill. If actual cost for meals is claimed, tips may not exceed 15 percent of the meal cost. Alcoholic drinks are not to be paid from governmental funds and may not be claimed.

Lodging: Lodging accommodation charges may be reimbursed up to the actual cost as substantiated by a receipt from the provider. If family members stay with employees, the employee shall reimburse the district the difference between a single and double room.

Other Travel Costs: Telephone calls, taxicab fares, parking fees, and road tolls may be reimbursed with an expense claim with proper documentation.

Conference Registration: Conference registration may be paid with a purchase order requisition with the conference registration form attached. The registration payment request should be sent to the business department at least two weeks before payment is needed. When college or university credit is offered for such conference or workshop, the district will not reimburse the cost for such units earned.

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: November 18, 2010 Avenal, California

# Reef-Sunset USD

## Administrative Regulation

### Expenses Claims And District Charge Cards

AR 3350.1

#### Business and Noninstructional Operations

The district either reimburses employees or pays, through the use of the district charge card/cal cards, cash advance, actual and necessary expense incurred while participating in approved travel, conferences and workshops outside the district boundaries.

The district reimburses employees for required use of personal automobiles at the Board established rate per mile.

In all cases where reimbursement for mileage or expenses are claimed, or where the district charge card is to utilized, or where a cash advance for expenses is provided, the following procedures shall be followed:

1. All expenditures for travel/conference or use of the district charge card or cash advances by the school principal and/or the Superintendent using the approved district form "Conference Request" if the district charge card is to be used, or a cash advance is requested, such use or cash advance shall be indicated in the section of the request entitled "Explanation" unless the estimated expenses exclusive of mileage reimbursement entitled "Explanation" unless the estimated expenses exclusive of mileage reimbursement exceeds percent to .00 no cash advance will be given.
2. When the district charge card is to be utilized the card shall be signed out from the district office and a receipt for its return delivered to the employee when the card is returned.
3. When a cash advance is provided the employee shall sign for the receipt of the specific amount.
4. Within 30 calendar days from which the expenses are incurred or within which the district charge card is utilized, the district approved form "Report of Mileage and/or Expenses" shall be submitted to the principal and/or Superintendent. The following are required with the submission:
  - a. Receipts from each vendor accompanied by the cardholder copy of the charge slip for all charges on the district charge card.
  - b. Receipts for all cash expenditures.
  - c. Narrative for mileage or expenses as indicated on the form.

- d. Reconciliation of expenses for the month.
- e. Signature of the employee.

The principal and/or Superintendent's designee shall review the form and sign approval for paying the expenses or mileage.

The following administrators will receive a Cal Card for the purpose of approved school business, Superintendent, Assistant Superintendent, Business Manager, Personnel Manger, Administrative Assistant and each school site.

Each person shall follow the procedure purchasing manual for Cal Cards. Each card holder must ensure that any invoice/receipt have all necessary information required by auditors for those expenditures.

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: November 20, 2008 Avenal, California

# Reef-Sunset USD

## Board Policy

### Sexual Harassment

BP 4119.11

#### Personnel

The Board of Trustees is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim.

This policy shall apply to all district employees and to other persons on district property or with some employment relationship with the district, such as interns, volunteers, contractors, and job applicants.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

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

(cf. 4117.7/4317.7 - Employment Status Reports)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The 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 employees and others to whom the policy may apply

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

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

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

#### Sexual Harassment Reports and Complaints

Any district employee who feels that he/she has been sexually harassed in the performance of his/her district responsibilities or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her direct supervisor, another supervisor, the district's coordinator for nondiscrimination, the Superintendent, or, if available, a complaint hotline or an ombudsman. A supervisor or administrator who receives a harassment complaint shall promptly notify the coordinator.

Complaints of sexual harassment shall be filed and investigated in accordance with the complaint procedure specified in AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

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. (2 CCR 11023)

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

##### GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950 Sexual harassment; distribution of information

12950.1 Sexual harassment training

##### LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

##### CODE OF REGULATIONS, TITLE 2

11009 Employment discrimination

11021 Retaliation

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11034 Terms, conditions, and privileges of employment



CODE OF REGULATIONS, TITLE 5

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

UNITED STATES CODE, TITLE 20

1681-1688 Title IX prohibition against discrimination

UNITED STATES CODE, TITLE 42

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

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.9 Nondiscrimination on the basis of sex in education programs or activities

106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Promising Practices for Preventing Harassment, November 2017

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/index.html>

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT

adopted: May 17, 2018 Avenal, California

# Reef-Sunset USD

## Administrative Regulation

### Sexual Harassment

AR 4119.11  
Personnel

This administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

#### 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: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

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 the conduct is used as the basis for an employment decision affecting the individual.
3. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.

Prohibited sexual harassment also includes conduct which, regardless of whether or not it is motivated by sexual desire, is so severe or pervasive as to unreasonably interfere with the victim's work performance or create an intimidating, hostile, or offensive work environment.

Examples of actions that might constitute sexual harassment in the work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee, 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 Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. The training shall include how to recognize prohibited or harassing conduct, the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee. The training shall also include information about processes for employees to informally share or obtain information about harassment without filing a complaint.

(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 4030 - Nondiscrimination in Employment)  
(cf. 5145.7 - Sexual Harassment)

Every two years, the 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. (Government Code 12950.1)

A supervisory employee is any employee having the authority, in the interest of the district, 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. (Government Code 12926)

(cf. 4300 - Administrative and Supervisory Personnel)

The district's sexual harassment training and education program for supervisory employees shall be aimed at assisting them in preventing and effectively responding to incidents of sexual harassment, as well as implementing mechanisms to promptly address and correct wrongful behavior. The training shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws on the prohibition, prevention, and correction of sexual harassment, the remedies available to sexual harassment victims in civil actions, and potential district and/or individual exposure or liability

2. The types of conduct that constitute sexual harassment and practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources

3. A supervisor's obligation to report sexual harassment, discrimination, and retaliation of which he/she becomes aware and what to do if the supervisor himself/herself is personally accused of harassment
4. Strategies for preventing harassment, discrimination, and retaliation and appropriate steps to ensure that remedial measures are taken to correct harassing behavior, including an effective process for investigation of a complaint
5. The essential elements of the district's anti-harassment policy, including the limited confidentiality of the complaint process and resources for victims of unlawful sexual harassment, such as to whom they should report any alleged sexual harassment, and how to use the policy if a harassment complaint is filed
6. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received
7. The definition and 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
8. Practical examples of harassment based on gender identity, gender expression, and sexual orientation

The 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. (2 CCR 11024)

#### Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive a copy of an information sheet prepared by the California Department of Fair Employment and Housing (DFEH) or the district that contains, at a

minimum, components on: (Government Code 12950)

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 district's complaint process available to the employee
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 provided by 2 CCR 11021 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, the district shall post, in a prominent and accessible location, the DFEH poster on discrimination in employment and the illegality of sexual harassment and the DFEH poster regarding transgender rights. (Government Code 12950)

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: May 17, 2018 Avenal, California

# Reef-Sunset USD

## Board Policy

### Leaves

BP 4261

### Personnel

The Board of Trustees shall provide for paid and unpaid leaves of absence for employees in accordance with law, Board policy, administrative regulation, collective bargaining agreements, and merit system rules, as applicable.

(cf. 4141/4241 - Collective Bargaining Agreement)  
(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

The Board recognizes the following justifiable reasons for employee absence:

1. Personal illness or injury

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)  
(cf. 4261.1 - Personal Illness/Injury Leave)

2. Industrial accident or illness

(cf. 4161.11/4361.11 - Industrial Accident/Illness Leave)  
(cf. 4261.11 - Industrial Accident/Illness Leave)

3. Family care and medical leave

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

4. Military service

(cf. 4161.5/4261.5/4361.5 - Military Leave)

5. Personal necessity and personal emergencies

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

6. Disability leave for certificated employees in accordance with Education Code 44986

7. Vacations for classified staff and certificated management staff, as applicable

8. Sabbaticals for purposes of study or training related to the employee's job duties

(cf. 4161.3 - Professional Leaves)  
(cf. 4261.3 - Professional Leaves)

9. Attendance at work-related meetings and staff development opportunities

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

10. Compulsory leave

(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Long-Term Leaves

With Board approval, an employee may receive a leave of absence, without pay and without accruing seniority or service credit, for a period of up to one school year. Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested. All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated to a similar position as that held at the time leave was granted, unless otherwise agreed upon.

The Board shall consider any written request by an employee to return to work prior to the expiration date of the leave.

Administrative and Supervisory Personnel

Certificated administrative and supervisory employees who are not subject to the district's bargaining agreement for certificated employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other certificated employees unless otherwise specified in individual contract, memorandums of understanding, Board policy, administrative regulation, or law.

Classified administrative and supervisory employees who are not subject to the district's bargaining agreement for classified employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other classified employees unless otherwise specified in individual contract, memoranda of understanding, Board policy, administrative regulation, or law.

(cf. 2121 - Superintendent's Contract)  
(cf. 4300 - Administrative and Supervisory Personnel)  
(cf. 4312.1 - Contracts)

Legal Reference:

EDUCATION CODE

- 22850-22856 Pension benefits, STRS members on military leave
- 44018 Compensation for employees on active military duty
- 44036-44037 Leaves of absence for judicial and official appearances
- 44043.5 Catastrophic leave
- 44800 Effect of active military service on status of employees
- 44842 Failure to provide notice or to report to work
- 44940 Sex offenses and narcotic offenses; compulsory leave of absence
- 44962-44988 Leaves of absence (certificated)
- 45059 Employee ordered to active military/naval duty, computation of salary
- 45190-45210 Leaves of absence (classified)

FAMILY CODE

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

GOVERNMENT CODE

- 3543.1 Release time for representatives of employee organizations
- 3543.2 Scope of representation
- 12945.1-12945.2 California Family Rights Act
- 20990-21013 Pension benefits, PERS members on military leave

LABOR CODE

- 230-230.2 Leaves 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
- 233 Illness of child, parent, spouse or domestic partner

MILITARY AND VETERANS CODE

- 395-395.9 Military leave
- 395.10 Leave when spouse on leave from military deployment

UNITED STATES CODE, TITLE 29

- 2601-2654 Family and Medical Leave Act of 1993

UNITED STATES CODE, TITLE 38

- 4301-4334 Uniformed Services Employment and Reemployment Rights Act of 1994

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT

adopted: November 20, 2008 Avenal, California



# Reef-Sunset USD

## Administrative Regulation

### Leaves

AR 4261

### Personnel

#### Failure to Return to Service After Leave

In the case of a certificated employee who was on leave of absence for 20 or more consecutive working days after April 30 of the previous school year, the district may terminate the employment of such an employee if all of the following circumstances exist: (Education Code 44842)

1. The employee fails to report for duty, without good cause, at the beginning of the school year after having notified the Board of Trustees of his/her intention to remain in service with the district in accordance with Education Code 44842.
2. The district had specifically notified the employee, at least five days in advance, of the time and place at which the employee was to report to work.
3. The employee did not request or was not granted a leave of absence authorized by the Board.

(cf. 4112.1 - Contracts)

In any such case, the district may terminate the employee's employment on the day following 20 consecutive days of absence. (Education Code 44842)

(cf. 4117.4 - Dismissal)

#### Use of Leaves by Classified Employees

A classified employee may interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, as long as the employee provides adequate notice and relevant supporting information regarding the basis for such interruption or termination. (Education Code 45200)

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: November 20, 2008 Avenal, California

# Reef-Sunset USD

## Administrative Regulation

### Military Leave

AR 4261.5

#### Personnel

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, examination to determine fitness for duty, and performance of funeral honors duty. (Education Code 44800; Military and Veterans Code 395, 395.01, 395.02, 395.05, 395.1, 395.2, 395.9; 38 USC 4301, 4303, 4316)

(cf. 4161/4261 - Leaves)

(cf. 4361 - Leaves)

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 Superintendent or designee, unless the giving of such notice is precluded by military necessity or is otherwise impossible or unreasonable. (38 USC 4312; 20 CFR 1002.85, 1002.86)

#### 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: (Military and Veterans Code 389, 395, 395.01)

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 the district for at least one year immediately prior to the day the military leave begins. (Military and Veterans Code 389, 395.02)

3. War or Other Emergency: The employee, however long employed by the district, 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. (Military and Veterans Code 395.05)

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 the district 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 district employment when necessary to determine eligibility for compensation for military leave, all recognized military service performed during and prior to district employment shall be included.

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. (Education Code 45059)

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. The district shall not require the employee to use such leave. (38 USC 4316; 20 CFR 1002.153)

### 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. (38 USC 4317; 20 CFR 1002.164)

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. (38 USC 4316)

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. (38 USC 4317; 20 CFR 1002.166)

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 the district 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. (Military and Veterans Code 395)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

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. (Military and Veterans Code 395.1)

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. (Military and Veterans Code 395.05)

#### 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. (Education Code 22850-22856; Government Code 20990-21013)

#### 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. (Education Code 44800)

(cf. 4116 - Probationary/Permanent Status)

#### 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. (Education Code 44800; Military and Veterans Code 395, 395.2; 38 USC 4304, 4313; 20 CFR 1002.180-1002.181)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

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. (Education Code 44800; Military and Veterans Code 395.1)

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: (38 USC 4312; 20 CFR 1002.115, 1002.118)

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. (38 USC 4312; 20 CFR 1002.115, 1002.117)

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. (38 USC 4312; 20 CFR 1002.116)

(cf. 4032 - Reasonable Accommodation)

Upon receiving an application for reinstatement, the 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. (20 CFR 1002.181)

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. (Military and Veterans Code 395, 395.1; 38 USC 4313; 20 CFR 1002.192)

An employee failing to apply for reinstatement within the appropriate period does not

automatically forfeit his/her rights, but shall be subject to the Board's rules governing unexcused absences. (38 USC 4312)

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

1. The district's circumstances have so changed as to make such re-employment impossible or unreasonable, such as a reduction in force that would have included the employee. (38 USC 4312; 20 CFR 1002.139)
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 the district as defined in 20 CFR 1002.5 or 1002.198. (38 USC 4312; 20 CFR 1002.139)
3. The employee's position was for a brief, nonrecurrent period and there was no reasonable expectation that such employment will continue indefinitely or for a significant period. (38 USC 4312; 20 CFR 1002.139)
4. The employee's cumulative length of absence and length of all previous military leave while employed with the district exceeds five years, excluding those training and service obligations specified in 38 USC 4312(c). (38 USC 4312; 20 CFR 1002.99-1002.103)
5. The employee was separated from military service with a disqualifying discharge or under other than honorable conditions. (Military and Veterans Code 395.1; 20 USC 4304, 4312; 20 CFR 1002.134-1002.138)

#### Notices

The 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. (38 USC 4334)

This requirement may be met by posting the notice where the district customarily places notices for employees. (38 USC 4334)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

#### Legal Reference:

##### EDUCATION CODE

22850-22856 Pension benefits, STRS members on military leave

44018 Compensation for employees on active military duty

44800 Effect of active military service on status of employees

45059 Employee ordered to military/naval duty - computation of salary

##### GOVERNMENT CODE

18540 Definition of armed forces

18540.3 Recognized military service  
20990-21013 Pension benefits, PERS members on military leave  
MILITARY AND VETERANS CODE  
146 Events justifying calling of militia into active service  
389 Definitions; temporary military leave  
394 Nondiscrimination based on military service  
395-395.9 Military leave  
UNITED STATES CODE, TITLE 38  
4301-4334 Uniformed Services Employment and Reemployment Rights Act of 1994  
CODE OF FEDERAL REGULATIONS, TITLE 20  
1002.1-1002.314 Uniformed Services Employment and Reemployment Rights Act of 1994  
COURT DECISIONS  
Wright v. City of Santa Clara (1989) 213 Cal. App.3d 1503  
Bowers v. San Buenaventura (1977) 75 Cal. App.3d 65  
ATTORNEY GENERAL OPINIONS  
77 Ops.Cal.Atty.Gen. 209 (1994)  
69 Ops.Cal.Atty.Gen. 185 (1986)  
63 Ops.Cal.Atty.Gen. 924 (1978)  
19 Ops.Cal.Atty.Gen. 132 (1952)  
18 Ops.Cal.Atty.Gen. 178 (1951)

Management Resources:

U.S. DEPARTMENT OF LABOR PUBLICATIONS

A Non-Technical Resource Guide to the Uniformed Services Employment and Reemployment Rights Act (USERRA), rev. April 2005

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

The Uniformed Services Employment and Reemployment Rights Act (USERRA), NSBA Federal File: Guidance on Federal School Law, 2003

WEB SITES

National Committee for Employer Support of the Guard and Reserve: <http://www.esgr.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Labor, USERRA: <http://www.dol.gov/vets/programs/userra>

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: November 20, 2008 Avenal, California

# Reef-Sunset USD

## Administrative Regulation

### Family Care And Medical Leave

AR 4261.8  
Personnel

The district shall not deny any eligible employee the 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) nor restrain or interfere with the employee's exercise of such right. In addition, the district 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 district practice in relation to any of these laws or for his/her involvement in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4032 - Reasonable Accommodation)  
(cf. 4033 - Lactation Accommodation)

#### 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. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

Eligible employee for FMLA and CFRA purposes means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the previous 12-month period. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

Employee disabled by pregnancy means an employee whose health care provider states that the employee is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of the job or to perform any of them without undue risk to the employee or other persons or to the pregnancy's successful completion
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. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

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: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611; 29 CFR 825.113-825.115)

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

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 Family Code 300, including same sex partners in marriage, or a registered domestic partner within the meaning of Family Code 297-297.5. (Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

Eligibility

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2, 12945.6; 29 USC 2612; 29 CFR 825.112)

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 (parental leave)
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 servicemember with a serious injury or illness if the covered servicemember is the employee's spouse, child, parent, or next of kin, as defined

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

#### 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 servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

This 12-month period shall be a rolling period measured backward from the date an employee uses any family care and medical leave, as defined in 29 CFR 825.200. (29 CFR 825.200)

In addition, any 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. (Government Code 12945; 2 CCR 11042)

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 a child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

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. (2 CCR 11090; 29 USC 2612)

If both parents of a child work for the district, 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. (Government Code 12945.2, 12945.6; 2 CCR 11088; 29 USC 2612)

#### Use/Substitution of Paid Leave

An employee shall use his/her accrued vacation leave, other accrued time off, and any other paid time off negotiated with the district for any otherwise unpaid FMLA or CFRA leave not involving his/her own serious health condition. For PDL, CFRA, or FMLA leave due to an employee's own serious health condition, the employee shall use accrued sick leave and may use accrued vacation leave and other paid time off at his/her option. (Government Code 12945, 12945.2, 12945.6; 2 CCR 11044; 29 USC 2612)

The district and 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. (2 CCR 11092)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury 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, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (2 CCR 11042, 11090; 29 USC 2612)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

The basic minimum duration of leave for the birth, adoption, or foster care placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position under any of the following circumstances: (2 CCR 11041, 11090; 29 USC 2612)

1. The employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on a planned medical treatment for the employee or family member.
2. A medical certification is provided by the employee's health care provider that, because of pregnancy, the employee has a medical need to take intermittent leave or leave on a reduced

work schedule.

3. The district agrees to permit intermittent leave or leave on a reduced work schedule due to the birth, adoption, or foster care placement of the employee's child.

The 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. (2 CCR 11041, 11090; 29 USC 2612)

#### Request for Leave

The district 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 the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

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 Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

Based on the information provided by the employee, the 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 the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district 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 the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the 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 district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

## 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 Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 days, unless either the Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)

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
  - 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 the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The 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. (2 CCR 11091; 29 CFR 825.301)

If the 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 district-approved health care provider, at district expense. If the second opinion is contrary to the first, the 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 the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

For PDL, the 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 Superintendent or designee shall request the medical certification within two business days after the leave commences. The 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. (2 CCR 11050)

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 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. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because the employee 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. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 11050; 29 USC 2613)

The 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 shall address the employee's ability to perform the essential functions of his/her job.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

#### Rights to Reinstatement

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

leave ends. (Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)

However, the district 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: (Government Code 12945.2; 2 CCR 11089; 29 USC 2614)

1. The employee is a salaried "key employee" who is among the highest paid 10 percent of district 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 district operations.
3. The district 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.

(cf. 4117.3 - Personnel Reduction)

(cf. 4217.3 - Layoff/Rehire)

The district 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. (2 CCR 11089; 29 CFR 825.216)

The district 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. (2 CCR 11043)

#### 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 the district 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. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district 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 the district for premiums paid during the leave if he/she fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond his/her control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

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, the district 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. (Government Code 12945.2; 2 CCR 11044, 11092)

#### 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 the district 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. (29 USC 2612; 29 CFR 825.126)

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. (29 USC 2611; 29 CFR 825.126)

Qualifying exigencies include time needed to: (29 CFR 825.126)

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 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. (29 CFR 825.302)

An employee who is requesting leave for qualifying exigencies shall provide the 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 Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district'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

The district 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 servicemember 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 servicemember. 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. (29 USC 2611, 2612; 29 CFR 825.127)

Covered servicemember may be: (29 CFR 825.127)

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 servicemember means the biological, adopted, or foster child, stepchild, legal ward, or a child of any age for whom the covered servicemember stood in loco parentis. (29 CFR 825.127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered servicemember (except "parents in law"). (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered servicemember, or as designated in writing by the covered servicemember. (29 USC 2611, 2612)

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. (29 USC 2611; 29 CFR 825.127)

Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)

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 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 servicemember with a serious injury or illness shall provide the Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR 825.310.

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 the district 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. (29 USC 2612)

During the period of military caregiver leave, the district'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 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 district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)

The general notice shall also explain an employee's obligation to provide the 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. (2 CCR 11050, 11091)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

2. Eligibility Notice: When an employee requests leave, including PDL, or when the Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the Superintendent or designee shall, within five business days, provide notification to the employee of his/her eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)

3. Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the 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: (29 CFR 825.300)

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 the district 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 the district 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 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. (29 CFR 825.300)

4. Designation Notice: When the 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. (2 CCR 11091; 29 CFR 825.300)

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. (29 CFR 825.300)

If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present 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. (2 CCR 11091, 11097; 29 CFR 825.300)

Any time the information provided in the designation notice changes, the 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. (29 CFR 825.300)

## Records

The Superintendent or designee shall maintain records pertaining to an individual employee's use

of family care and medical leave in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

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

12945.6 Parental leave

12946 Fair Employment and Housing Act: discrimination prohibited

CODE OF REGULATIONS, TITLE 2

11035-11051 Sex discrimination: pregnancy, childbirth and related medical conditions

11087-11098 California Family Rights Act

UNITED STATES CODE, TITLE 1

7 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

COURT DECISIONS

United States v. Windsor, (2013) 699 F.3d 169

Faust v. California Portland Cement Company, (2007) 150 Cal.App.4th 864

Tellis v. Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045

Management Resources:

U.S. DEPARTMENT OF LABOR PUBLICATIONS

Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Labor, FMLA: <http://www.dol.gov/whd/fmla>

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT

approved: May 17, 2018 Avenal, California

# Reef-Sunset USD

## Board Policy

### Resignation

BP 4117.2

#### Personnel

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

The Board authorizes the Superintendent or designee to accept an employee's written resignation and to set its effective date. Once the Superintendent or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.

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. However, an employee and the Board may agree that a resignation will be accepted at a mutually agreed upon date not later than two years beyond the close of the school year during which the resignation is received by the Board. (Education Code 44930, 45201)

(cf. 4117.7 - Employment Status Reports)

#### Legal Reference:

##### EDUCATION CODE

35161 Board delegation of any powers or duties

44242.5 Reports of change in employment status, alleged misconduct

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

44433 Unauthorized departure from service as unprofessional conduct

44930 Acceptance and date of resignation

45201 Power to accept resignation

##### CODE OF REGULATIONS, TITLE 5

80303 Reports of change in employment status

80304 Notice of sexual misconduct

##### COURT DECISIONS

American Federation of Teachers, Local #1050 v. Board of Education of Pasadena Unified School District, (1980) 107 Cal.App.3d 829

adopted: November 20, 2008      Avenal, California

# Reef-Sunset USD

## Board Policy

### Employee Safety

BP 4257

#### Personnel

The Board of Trustees 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.

(cf. 0450 - Comprehensive Safety Plan)

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board 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 Superintendent or designee.

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

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4158/4258/4358 - Employee Security)

The Superintendent or designee shall ensure the ready availability of first aid materials at district workplaces and shall make effective provisions, in advance, for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

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 established pursuant to Labor Code 6401.7. (Labor Code 6310)

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

3400 Medical services and first aid

5095-5100 Control of noise exposure

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.95 Noise standards

Management Resources:

DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. August 2005

WEB SITES

California Department of Industrial Relations, Occupational Safety and Health:

[http://www.dir.ca.gov/occupational\\_safety.html](http://www.dir.ca.gov/occupational_safety.html)

Centers for Disease Control and Prevention: <http://www.cdc.gov>

National Hearing Conservation Association: <http://www.hearingconservation.org>

National Institute for Occupational Safety and Health: <http://www.cdc.gov/niosh>

U.S. Department of Labor, Occupational Safety and Health Administration: <http://www.osha.gov>

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT

adopted: June 17, 2010 Avenal, California

# Reef-Sunset USD

## Administrative Regulation

### Employee Safety

AR 4257  
Personnel

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

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)  
(cf. 4157.2/4257.2/4357.2 - Ergonomics)

#### Injury and Illness Prevention Program

The district's injury and illness prevention program shall cover all district employees and all other workers whom the district controls or directs and directly supervises on the job to the extent that 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 district's injury prevention program. (Labor Code 6401.7)

The district's injury and illness prevention program shall include: (Labor Code 6401.7; 8 CCR 3203)

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

(cf. 4156.2/4256.2/4356.2 - Awards and Recognition)

- b. Training and retraining programs
- c. Disciplinary actions

(cf. 4117.4 - Dismissal)  
(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

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. This 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 introducing into the workplace new substances, processes, procedures or equipment that represent a new occupational safety or health hazard
  - b. Whenever the district is made aware of a new or previously unrecognized hazard
- (cf. 3514 - Environmental Safety)  
(cf. 3514.1 - Hazardous Substances)
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 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 area except those necessary to correct the hazardous condition. Employees needed to correct the condition shall be provided necessary safeguards.

7. Training and instruction:
- 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 are introduced into the workplace and represent a new hazard
- d. Whenever the district is made aware of a new or previously unrecognized hazard
- e. To familiarize supervisors with the safety and health hazards to which employees under their immediate direction and control may be exposed

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Records of the steps taken to implement and maintain the injury and illness prevention program shall be kept in accordance with 8 CCR 3203.

#### Labor/Management Safety and Health Committee

The district's labor/management safety and health committee shall: (8 CCR 3203)

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 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 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 by the district to abate citations issued by Cal/OSHA

#### Hearing Protection

When information indicates that any employee's exposure to noise may equal or exceed an eight-hour average sound level of 85 decibels, the Superintendent or designee shall implement a hearing conservation program in accordance with state and federal regulations. (8 CCR 5097,

29 CFR 1910.95)

### 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. (Education Code 32030)

Such activities include, but are not limited to, the following: (Education Code 32031)

1. Working with hot molten metal
2. Milling, sawing, turning, shaping, cutting, grinding and stamping of any solid materials
3. Heat treating, tempering, or kiln firing of any metal or other materials
4. Gas or electric arc welding
5. Repair or servicing of any vehicles, machinery or equipment
6. Working with hot liquids or solids or with chemicals which are flammable, toxic, corrosive to living tissues, irritating, strongly sensitizing, radioactive, or which generate pressure through heat, decomposition, or other means

(cf. 5142 - Safety)

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: November 20, 2008 Avenal, California

# Reef-Sunset USD

## Administrative Regulation

### Work-Related Injuries

AR 4257.1  
Personnel

In order to provide medical benefits, temporary or permanent disability benefits, wage replacement, retraining or skill enhancement, and/or death benefits in the event that an employee becomes injured or ill in the course of employment, the district shall provide all employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process that reduces costs and facilitates employee recovery.

(cf. 3320 - Claims and Actions Against the District)  
(cf. 4032 - Reasonable Accommodation)  
(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)  
(cf. 4154/4254/4354 - Health and Welfare Benefits)  
(cf. 4157/4257/4357 - Employee Safety)  
(cf. 4157.2/4257.2/4357.2 - Ergonomics)  
(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

The Superintendent or designee shall notify every new employee, at the time of hire or by the end of the first pay period, of his/her right to receive workers' compensation benefits if injured at work. (Labor Code 3551; 8 CCR 15596)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

In addition, a notice regarding workers' compensation benefits shall be posted in a conspicuous location frequented by employees, where the notice may be easily read during the workday. (Labor Code 3550)

In the event that an employee is injured or becomes ill in the course of employment, he/she shall report the work-related injury or illness to the Superintendent or designee as soon as practicable.

Within one working day of receiving notice or knowledge of any injury to an employee in the course of employment, the Superintendent or designee shall provide a claim form and notice of potential eligibility for workers' compensation benefits to the employee or, in the case of the employee's death, to his/her dependents. The claim form and notice shall be provided personally or by first class mail. (Labor Code 5401)

The Superintendent or designee shall additionally ensure that any employee who is a victim of a crime that occurred at the place of employment is given written notice personally or by first class mail within one working day of the crime, or when the district reasonably should have known of

the crime, that the employee is eligible for workers' compensation benefits for injuries, including psychiatric injuries, that may have resulted from the crime. (Labor Code 3553)

The Superintendent or designee shall ensure that all employee notices described above are in the form prescribed by the Department of Industrial Relations (DIR), Division of Workers Compensation.

Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent or designee shall report the incident to the DIR within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death must be filed with the DIR within five days after being notified of or learning about the death. (Labor Code 6409.1)

In addition, in every case involving death or serious injury or illness, the Superintendent or designee shall immediately make a report by telephone or email to the Division of Occupational Safety and Health. (Labor Code 6409.1)

Legal Reference:

EDUCATION CODE

44984 Industrial accident and illness leaves, certificated employees

45192 Industrial accident and illness leaves, classified employees

LABOR CODE

3200-4855 Workers' compensation, especially:

3550-3553 Employee notice

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 Provision of medical and hospital treatment by employer

4906 Disclosures and statements

5400-5413 Notice of injury or death

6409.1 Reports

CODE OF REGULATIONS, TITLE 8

15596 Notice of employee rights

Management Resources:

DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

A Guidebook for Injured Workers, 2016

Notice to Employees -- Injuries Caused by Work

Time of Hire Pamphlet

Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility

WEB SITES

California Department of Industrial Relations, Division of Occupational Safety and Health:

<http://www.dir.ca.gov/dosh>

California Department of Industrial Relations, Division of Workers Compensation:

<http://www.dir.ca.gov/dwc>

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: December 8, 2016 Avenal, California



# Reef-Sunset USD

## Board Policy

### Drug And Alcohol-Free Workplace

BP 4020

#### Personnel

The Board of Trustees 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.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace. (Government Code 8355; 41 USC 701)

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 noninstructional time in the classroom or workplace, at extracurricular or cocurricular 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.

(cf. 4032 - Reasonable Accommodation)

The Superintendent or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 701)

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute. (Government Code 8355; 41 USC 701)

The 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. (41 USC 701)

In accordance with law and the district's collective bargaining agreements, the 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.

(cf. 4112 - Appointment and Conditions of Employment)  
(cf. 4117.4 - Dismissal)  
(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4212 - Appointment and Conditions of Employment)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

#### Drug-Free Awareness Program

The Superintendent or designee shall establish a drug-free awareness program to inform employees about: (Government Code 8355; 41 USC 701)

1. The dangers of drug abuse in the workplace
2. The district's policy of maintaining a drug-free workplace
3. Available drug counseling, rehabilitation, and employee assistance programs

(cf. 4159/4259/4359 - 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 grounds for revocation of credential  
44836 Employment of certificated persons convicted of controlled substance offenses  
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

##### COURT DECISIONS

Cahoon v. Governing Board of Ventura USD, (2009) 171 Cal.App.4th 381

Ross v. RagingWire Telecommunications, Inc., (2008) 42 Cal.4th 920

Management Resources:

WEB SITES

California Department of Alcohol and Drug Programs: <http://www.adp.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Labor: <http://www.dol.gov>

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT

adopted: March 17, 2011 Avenal, California

# Reef-Sunset USD

## Administrative Regulation

### Oath Or Affirmation

AR 4112.3  
**Personnel**

All district employees are declared by law to be disaster service workers and thus shall take the oath or affirmation required for disaster service workers before beginning employment with the district. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all district employees are subject to disaster service activities as assigned to them by their supervisors or by law. (Government Code 3100-3102)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)  
(cf. 9224 - Oath or Affirmation)

Legally employed noncitizens shall be exempt from taking this oath. (Government Code 3101)

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

The Superintendent, deputy or assistant superintendent, principal or other person authorized in Education Code 60 shall administer the oath or affirmation when a district employee is hired.

In the case of intermittent, temporary, emergency or successive employments, the Superintendent or designee may determine that the oath shall be effective for all successive periods of employment which begin within one calendar year from the date that the oath was subscribed. (Government Code 3102)

(cf. 4121 - Temporary/Substitute Personnel)

The Superintendent or designee shall file the executed oath or affirmation within 30 days of the date on which it is taken and subscribed. An employee's oath or affirmation may be destroyed five years after the termination of employment. (Government Code 3105)

#### Reimbursement of Expenses for Disaster Service Workers

Whenever an employee seeks compensation or reimbursement of expenses as a disaster service worker, the Superintendent or designee shall ascertain and certify that the employee has taken the oath or affirmation. (Government Code 3107)

Legal Reference:

EDUCATION CODE

60 Persons authorized to administer and certify oaths

44334 Oath or affirmation required for credential

44354 Administration of oath required for credential

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

CALIFORNIA CONSTITUTION

Article 20, Section 3 Oath of office

COURT DECISIONS

Chilton v. Contra Costa Community College District 55 Cal. App. 3d 544 (1976)

Vogel v. County of Los Angeles (1967) 68 Cal. 2d 18, 22

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: November 20, 2008 Avenal, California

# Reef-Sunset USD

## Exhibit

### Oath Or Affirmation

E 4112.3

#### Personnel

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

I understand that as a public employee I am a disaster service worker pursuant to Government Code 3100 and 3102 and that I am required to take this oath before entering the duties of my employment. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, I am subject to disaster services activities assigned to me by my supervisor.

(Signature)

Certified by:

(Person who administers the oath)

Exhibit REEF-SUNSET UNIFIED SCHOOL DISTRICT  
version: November 20, 2008 Avenal, California

# Reef-Sunset USD

## Board Policy

### Employee Drug Testing

BP 4112.41

#### Personnel

The Board of Trustees maintains a drug- and alcohol-free workplace. In accordance with law, all employees shall render service without using, possessing, being impaired by, or being under the influence of alcohol or drugs.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 4020 - Drug and Alcohol-Free Workplace)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

(cf. 5131.61 - Drug Testing)

#### Pre-Employment Drug/Alcohol Testing for Safety-Sensitive Positions

Because students and staff have the right to a safe and secure campus where they are free from physical and psychological harm, the Board authorizes the testing of prospective employees in safety-sensitive positions for drug and alcohol use. The following positions are safety-sensitive and are subject to the district's program:

Position	Safety-Sensitive Duties
----------	-------------------------

_____	_____
_____	_____
_____	_____

Once a conditional offer of employment has been made, prospective employees in these identified positions shall undergo a pre-employment drug and alcohol screening for any substance which could impair their ability to safely and effectively perform their job functions. This screening shall be part of the employee's pre-employment physical examination.

Final selection of a job applicant for a position shall not be made until the applicant has successfully completed the screening.

All testing and medical examinations shall be conducted in accordance with state and federal law, Board policy, and administrative regulation.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Legal Reference:

EDUCATION CODE

- 44011 Controlled substance offense
- 44455 Conviction for controlled substance offenses as grounds for revocation of credential
- 44836 Employment of certificated persons convicted of controlled substance offenses
- 44940 Compulsory leave of absence for certificated persons
- 44940.5 Procedures when employees are placed on compulsory leave of absence
- 45123 Employment after conviction for controlled substance offense
- 45304 Compulsory leave of absence for classified persons
- 44839 Medical certificate; periodic medical examination
- 45122 Physical examinations

GOVERNMENT CODE

- 8350-8357 Drug-free workplace
- 12940 Unlawful employment practices

CODE OF REGULATIONS, TITLE 5

- 5504 Medical certification procedures

CALIFORNIA CONSTITUTION

- Article 1, Section 28(c) Right to Safe Schools

UNITED STATES CODE, TITLE 20

- 7101-7184 Safe and Drug-Free Schools and Communities Act

UNITED STATES CODE, TITLE 41

- 701-707 Drug-Free Workplace Act

COURT DECISIONS

- Lanier v. City of Woodburn, (2008, 9th Circuit) 518 F.3d 1147
- Knox County Education Association v. Knox County Board of Education, (1998, 6th Circuit) 158 F.3d 361
- Loder v. City of Glendale, (1997) 14 Cal. 4th 846
- Vernonia School District 47J v. Acton, (1995) 115 S.Ct. 2386
- International Brotherhood of Teamsters v. Department of Transportation, (1991) 932 F.2d 1292
- Skinner v. Railway Labor Executives' Assn, (1989) 489 U.S. 602
- National Treasury Employees Union v. Von Raab, (1989) 489 U.S. 456

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT

adopted: November 20, 2008 Avenal, California



# **Reef-Sunset USD**

## **Administrative Regulation**

### **Employee Drug Testing**

AR 4112.41  
**Personnel**

#### Pre-Employment Drug/Alcohol Screening for Safety-Sensitive Positions

Applicants shall sign a form consenting to the drug and alcohol testing. The consent form shall authorize release of the test results to the district. To ensure an individual's privacy, the district shall not use test results for any purpose other than those stated in Board policy and administrative regulation, shall maintain the confidentiality of screening records, and shall not disclose such records unless the applicant consents or the Superintendent or designee is presented with a court order requiring the disclosure.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 4112.4/4212.4/4312.4 - Health Examinations)

All initial screening tests shall be conducted at the district's expense. If an applicant's initial test is positive, a second test, at the district's expense, shall be administered as soon as possible to confirm the results. Upon obtaining a second positive result, the applicant may seek an independent drug and alcohol screening from a recognized medical laboratory at his/her own expense. Any applicant who fails to provide the district with a negative drug and alcohol screening report within five working days of a confirmed positive result shall be determined to have failed the screening and shall not be employed.

Failure to submit to the process or to complete the process shall preclude the applicant from being hired into the position. Disqualified applicants shall not be prohibited from applying for another job within the district.

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: November 20, 2008 Avenal, California

# Reef-Sunset USD

## Board Policy

### Employees With Infectious Disease

BP 4119.41

#### Personnel

The Board of Trustees desires to promote the health of district students and staff in order to reduce absenteeism and enhance employee and student performance. The Superintendent or designee shall develop strategies to prevent the outbreak or spread of infectious diseases at district schools.

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

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 noncasual 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.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

To prevent the outbreak or spread of infectious diseases, the 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.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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 district's emergency preparedness plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 5112.2 - Exclusions from Attendance)  
(cf. 5141.22 - Infectious Diseases)  
(cf. 5141.31 - Immunizations)

The 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 17 CCR 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. (17 CCR 2500, 2508)

(cf. 5141.6 - School Health Services)

#### Nondiscrimination/Reasonable Accommodation

The district 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. (Government Code 12900-12996; 29 USC 794; 42 USC 12101-12213)

(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4031 - Complaints Concerning Discrimination in Employment)

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 AR 4032 - Reasonable Accommodation.

(cf. 4032 - Reasonable Accommodation)

#### Legal Reference:

##### EDUCATION CODE

44839 Medical certificate; periodic medical examination

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  
COURT DECISIONS  
Chevron USA v. Echazabal, (2002) 536 U.S. 73, 122 S.Ct. 2045  
School Board of Nassau County, Florida v. Arline, (1987) 408 U.S. 273

Management Resources:

CSBA PUBLICATIONS

H1N1 Influenza (Swine Flu), Fact Sheet, April 2009

Pandemic Influenza, Fact Sheet, September 2007

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

California HIV/AIDS Laws, 2009, January 2010

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Public Health: <http://www.cdph.ca.gov>

California School Nurses Organization: <http://www.csno.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Health and Human Services: <http://www.hhs.gov>

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT  
adopted: October 18, 2012 Avenal, California

# Reef-Sunset USD

## Board Policy

### Universal Precautions

BP 4119.43

#### Personnel

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

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

(cf. 4157/4257/4357 - Employee Safety)  
(cf. 5141 - Health Care and Emergencies)  
(cf. 5141.22 - Infectious Diseases)  
(cf. 5141.24 - Specialized Health Care Services)  
(cf. 5141.6 - Student Health and Social Services)  
(cf. 6145.2 - Athletic Competition)

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

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

#### Legal Reference:

##### HEALTH AND SAFETY CODE

117600-118360 Handling and disposal of regulated waste

120875 Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B

120880 Information to employees of school district

##### CODE OF REGULATIONS, TITLE 8

5193 California bloodborne pathogens standard

##### CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

#### Management Resources:

##### CDE PROGRAM ADVISORIES

1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings

##### WEB SITES

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT  
adopted: November 20, 2008 Avenal, California

# **Reef-Sunset USD**

## **Administrative Regulation**

### **Universal Precautions**

AR 4119.43  
**Personnel**

#### Definitions

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

Personal protective equipment includes specialized clothing or equipment worn or used for protection against a hazard. General work clothes such as uniforms, pants, shirts or blouses not intended to function as protection against a hazard are not considered to be personal protective equipment. (8 CCR 5193(b))

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))

#### Employee Information

The Superintendent or designee shall distribute to employees information provided by the California Department of Education regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health plan benefits of the employees. Information shall be distributed at least annually, or more frequently if there is new information supplied by the California Department of Education. (Health and Safety Code 120875, 120880)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

#### Infection Control Practices

The Superintendent or designee shall ensure that the worksite is effectively maintained in a clean

and sanitary condition, and shall implement an appropriate written schedule for cleaning and decontamination of the worksite. (8 CCR 5193(d))

Where occupational exposure remains after the institution of engineering and work practice controls, the Superintendent or designee shall provide appropriate personal protective equipment at no cost to the employee. Such equipment may include gloves, gowns, masks, eye protection, and other devices that do not permit blood or other potentially infectious materials to pass through or reach the employee's clothes, skin, eyes, mouth or other mucous membranes under normal conditions of use. The Superintendent or designee shall maintain, repair, make accessible and require employees to use and properly handle protective equipment. (8 CCR 5193(d))

The Superintendent or designee shall provide handwashing facilities which are readily accessible to employees. When provision of handwashing facilities is not feasible, the Superintendent or designee shall provide an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. (8 CCR 5193(d))

For the prevention of infectious disease, employees shall routinely: (8 CCR 5193(d))

1. Perform all procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, spattering, and generating droplets of these substances.
2. Use personal protective equipment as appropriate.
  - a. Appropriate clothing, including but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments, shall be worn in occupational exposure situations.

If a garment becomes penetrated by blood or other potentially infectious materials, the employee shall remove the garment immediately or as soon as feasible. All personal protective equipment shall be removed prior to leaving the work area. When removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

- b. Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes and nonintact skin, and when handling or touching contaminated items or surfaces.

Disposable gloves shall be replaced as soon as practical when contaminated, or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. They shall not be washed or decontaminated for reuse. Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised, but must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

- c. Masks in combination with eye protection devices or face shields shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.



3. Wash hands and other skin surfaces thoroughly with soap and running water:
  - a. Immediately or as soon as feasible following contact of hands or any other skin or mucous membranes with blood or other potentially infectious materials
  - b. Immediately after removing gloves or other personal protective equipment

When handwashing facilities are not available, the employee shall use antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. In such instances, hands shall be washed with soap and running water as soon as feasible.

4. Refrain from eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas with a reasonable likelihood of occupational exposure.
5. Clean and decontaminate all equipment and environmental and work surfaces after contact with blood or other potentially infectious material, no later than the end of the shift or more frequently as required by state regulations.
6. Rather than using the hands directly, use mechanical means such as a brush and dust pan, tongs or forceps to clean up broken glassware which may be contaminated.
7. Use effective patient-handling techniques and other methods designed to minimize the risk of a sharps injury in all procedures involving the use of sharps in patient care.

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)  
(cf. 5141.24 - Specialized Health Care Services)

- a. Needleless systems shall be used to administer medication or fluids, withdraw body fluids after initial venous or arterial access is established, and conduct any other procedure involving the potential for an exposure incident for which a needleless system is available as an alternative to the use of needle devices. If needleless systems are not used, needles or non-needle sharps with engineered sharps injury protection shall be used.
  - b. Contaminated needles or other sharps shall not be broken, bent, recapped, removed from devices, or stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
  - c. Disposable sharps shall not be reused.
8. Handle, store, treat and dispose of regulated waste in accordance with Health and Safety Code 117600-118360 and other applicable state and federal regulations.

- a. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the requirements of 8 CCR 5193(d)(3)(D). Containers shall be easily accessible, maintained upright throughout use where feasible, and replaced as necessary to avoid

overfilling.

b. Specimens of blood or other potentially infectious material shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping.

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.6 - Student Health and Social Services)

(cf. 6145.2 - Athletic Competition)

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: November 20, 2008 Avenal, California

# **Reef-Sunset USD**

## **Administrative Regulation**

### **Universal Precautions**

AR 4219.43  
**Personnel**

#### Definitions

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4. Refrain from eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas with a reasonable likelihood of occupational exposure.
5. Clean and decontaminate all equipment and environmental and work surfaces after contact with blood or other potentially infectious material, no later than the end of the shift or more frequently as required by state regulations.
6. Rather than using the hands directly, use mechanical means such as a brush and dust pan, tongs or forceps to clean up broken glassware which may be contaminated.
7. Use effective patient-handling techniques and other methods designed to minimize the risk of a sharps injury in all procedures involving the use of sharps in patient care.

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)  
(cf. 5141.24 - Specialized Health Care Services)

- a. Needleless systems shall be used to administer medication or fluids, withdraw body fluids after initial venous or arterial access is established, and conduct any other procedure involving the potential for an exposure incident for which a needleless system is available as an alternative to the use of needle devices. If needleless systems are not used, needles or non-needle sharps with engineered sharps injury protection shall be used.
  - b. Contaminated needles or other sharps shall not be broken, bent, recapped, removed from devices, or stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
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8. Handle, store, treat and dispose of regulated waste in accordance with Health and Safety Code 117600-118360 and other applicable state and federal regulations.

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b. Specimens of blood or other potentially infectious material shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping.

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.6 - Student Health and Social Services)

(cf. 6145.2 - Athletic Competition)

Regulation REEF-SUNSET UNIFIED SCHOOL DISTRICT  
approved: November 20, 2008 Avenal, California

# Reef-Sunset USD

## Board Policy

### Environmental Safety

BP 3514

#### Business and Noninstructional Operations

The Board of Trustees recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks and shall develop strategies to prevent and/or mitigate environmental hazards. He/she shall consider the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff and students, including the impact on student achievement and attendance.

- (cf. 0200 - Goals for the School District)
- (cf. 0400 - Comprehensive Plans)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)
- (cf. 3516.3 - Earthquake Emergency Procedure System)
- (cf. 3517 - Facilities Inspection)
- (cf. 4157/4257/4357 - Employee Safety)
- (cf. 5142 - Safety)
- (cf. 7111 - Evaluating Existing Buildings)

Such strategies shall focus on maximizing healthy indoor air quality; monitoring the quality of outdoor air and adjusting outdoor activities as necessary; reducing exposure to vehicle emissions; minimizing exposure to lead and mercury; reducing the risk of unsafe drinking water; inspecting and properly abating asbestos; appropriately storing, using, and disposing of potentially hazardous substances; using effective least toxic pest management practices; reducing the risk of foodborne illness; and addressing any other environmental hazards identified during facilities inspections.

- (cf. 3510 - Green School Operations)
- (cf. 3513.3 - Tobacco-Free Schools)
- (cf. 3514.1 - Hazardous Substances)
- (cf. 3514.2 - Integrated Pest Management)
- (cf. 3516.5 - Emergency Schedules)
- (cf. 3540 - Transportation)
- (cf. 3541.1 - Transportation for School-Related Trips)
- (cf. 3542 - School Bus Drivers)
- (cf. 3550 - Food Service/Child Nutrition Program)
- (cf. 5141.23 - Asthma Management)
- (cf. 5141.7 - Sun Safety)

(cf. 5142.2 - Safe Routes to School Program)  
(cf. 6142.7 - Physical Education and Activity)  
(cf. 6163.2 - Animals at School)  
(cf. 7150 - Site Selection and Development)

In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, water boards, and other community organizations.

(cf. 1020 - Youth Services)

The Superintendent or designee shall provide the district's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmentally safe and healthy schools.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to remedy the hazard and may recommend health screening of staff and students.

(cf. 5141.6 - School Health Services)

Legal Reference:

EDUCATION CODE

17002 Definition of "good repair"  
17070.75 Facilities inspection  
17582 Deferred maintenance fund  
17590 Asbestos abatement fund  
17608-17614 Healthy Schools Act of 2000, least toxic pest management practices  
32080-32081 Carbon monoxide devices  
32240-32245 Lead-Safe Schools Protection Act  
48980.3 Notification of pesticides  
49410-49410.7 Asbestos materials containment or removal

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals  
13180-13188 Healthy Schools Act of 2000, least toxic pest management practices

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

HEALTH AND SAFETY CODE



105400-105430 Indoor environmental quality  
113700-114437 California Retail Food Code, sanitation and safety requirements  
116277 Lead testing of potable water at schools and requirements to remedy  
CODE OF REGULATIONS, TITLE 5  
14010 Standards for school site selection  
CODE OF REGULATIONS, TITLE 8  
337-339 Hazardous substances list  
340-340.2 Occupational safety and health, rights of employees  
1528-1537 Construction safety orders; exposure to hazards  
5139-5223 Control of hazardous substances  
CODE OF REGULATIONS, TITLE 13  
2025 Retrofitting of diesel school buses  
2480 Vehicle idling  
CODE OF REGULATIONS, TITLE 17  
35001-36100 Lead abatement services  
CODE OF REGULATIONS, TITLE 22  
64670-64679 Lead and copper in drinking water  
CODE OF REGULATIONS, TITLE 24  
915.1-915.7 California Building Standards Code; carbon monoxide devices  
UNITED STATES CODE, TITLE 7  
136-136y Use of pesticides  
UNITED STATES CODE, TITLE 15  
2601-2629 Control of toxic substances  
2641-2656 Asbestos Hazard Emergency Response Act  
UNITED STATES CODE, TITLE 42  
1758 Food safety and inspections  
CODE OF FEDERAL REGULATIONS, TITLE 40  
141.1-141.723 Drinking water standards  
745.61-745.339 Lead-based paint standards  
763.80-763.99 Asbestos-containing materials in schools  
763.120-763.123 Asbestos worker protections

Management Resources:

CSBA PUBLICATIONS

Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments,  
Policy Brief, July 2008

Asthma Management in the Schools, Policy Brief, March 2008

Food Safety Requirements, Fact Sheet, October 2007

Sun Safety in Schools, Policy Brief, July 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Site Selection and Approval Guide, 2000

Indoor Air Quality, A Guide for Educators, 1995

CALIFORNIA DEPARTMENT OF HEALTH SERVICES PUBLICATIONS

Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child  
Care Facilities, April 1998

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY: AIR RESOURCES BOARD

## PUBLICATIONS

Facts about Truck and Bus Regulation School Bus Provisions, rev. March 22, 2011

## CALIFORNIA STATE WATER RESOURCES CONTROL BOARD PUBLICATIONS

Frequently Asked Questions about Lead Testing of Drinking Water in California Schools;  
Updated for Assembly Bill 746/Health and Safety Code 116277, December 15, 2017

## DIVISION OF THE STATE ARCHITECT PUBLICATIONS

K-12 Occupancy Classification and Load Factors, IR A-26, rev. April 18, 2012

## U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon,  
2016

Healthy School Environments Assessment Tool, rev. 2015

Indoor Air Quality Tools for Schools, rev. 2009

Mold Remediation in Schools and Commercial Buildings, September 2008

The ABCs of Asbestos in Schools, rev. August 2003

How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide,  
1996

## WEB SITES

CSBA: <http://www.csba.org>

AirNow: <http://www.airnow.gov>

American Association of School Administrators: <http://www.aasa.org>

California Air Resources Board: <http://www.arb.ca.gov>

California Building Standards: <http://www.bsc.ca.gov/codes.aspx>

California Department of Education, Health and Safety: <http://www.cde.ca.gov/ls/fa/hs>

California Department of Pesticide Regulation: <http://www.cdpr.ca.gov>

California Department of Public Health: <http://www.cdph.ca.gov>

California State Water Resources Control Board: <https://www.waterboards.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Consumer Product Safety Commission: <http://www.cpsc.gov>

National Center for Environmental Health: <http://www.cdc.gov/nceh>

Occupational Safety and Health Administration: <http://www.osha.gov>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT

adopted: June 21, 2018 Avenal, California

# **District Forms**



# REEF-SUNSET UNIFIED SCHOOL DISTRICT | 2019-2020

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2020						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 New Year's Day  
6 School Convenes  
20 Martin Luther King Jr. Day

19

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8 Certificated Staff Back  
14 First Day of School

13

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

10 Lincoln's Birthday  
17 Presidents' Day

18

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day

20

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 End of 2<sup>nd</sup> Trimester  
10, 12 Parent/Teach Conf (K-5)  
11 Parent/Teach Conf (9-12)  
17-18 Parent/Teach Conf (6-8)

22

OCTOBER 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 Teacher In-Service/No Sch  
16 Parent/Teach Conf (9-12)  
23-24 Parent/Teach Conf (6-8)

22

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6-13 Spring Break

16

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 End of 1<sup>st</sup> Trimester  
11 Veterans Day  
12, 14, 15 Parent/Teach Conf K-5)  
25-27 Non Teacher/Student Day  
28-29 Thanksgiving Holiday

15

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 Milton O. Wilen  
25 Memorial Day

20

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

13 Minimum Day  
16 Winter Break Starts  
24-25 Christmas Day Holiday

10

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5 Last Day of School – Min Days (1-5)

5

LEGEND: ■ FIRST/LAST DAY OF SCHOOL ■ EARLY OUTS ■ HOLIDAY/ NO SCHOOL □ MINIMUM DAY  
■ NON TEACHER/STUDENT DAY □ TEACHER IN-SERVICE DAY/ NO SCHOOL

REEF-SUNSET UNIFIED SCHOOL DISTRICT  
CERTIFICATED STAFF  
REQUEST FOR APPROVAL TO TAKE COURSE/WORKSHOP/CLINIC

Name \_\_\_\_\_ Date \_\_\_\_\_

In accordance with Article XV of the WKCTA/Reef-Sunset Unified School District

I request approval for the following course/workshop/clinic which is/are in my:

Teaching Field  Major  Minor

COURSE NAME \_\_\_\_\_ COURSE # \_\_\_\_\_

COURSE NAME \_\_\_\_\_ COURSE # \_\_\_\_\_

COURSE NAME \_\_\_\_\_ COURSE # \_\_\_\_\_

COURSE NAME \_\_\_\_\_ COURSE # \_\_\_\_\_

COURSE NAME \_\_\_\_\_ COURSE # \_\_\_\_\_

Total Number of Units \_\_\_\_\_  Quarter Units  Semester Units

*(Please refer to contract Article XV regarding Undergraduate Units)*

University/Program/Clinic/Workshop NAME: \_\_\_\_\_

*This course is not in my teaching field, major or minor but I request approval because\**

*\*Credential requirement, requirements for higher degree, etc. \*Please refer to number of units allowed per year for salary purposes.*

\*\*\*\*\*

**PRINCIPAL'S ACTION**

Approval Date \_\_\_\_\_

Disapproval

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

Reviewed by \_\_\_\_\_ Designated Administrator

REEF-SUNSET UNIFIED SCHOOL DISTRICT

NAME/ADDRESS/PHONE CHANGE FORM

*Please remember to visit the business office to change your address with CVT. You will need to call or visit the STRS/PERS website to change your address with them as well.*

EMPLOYEE NAME \_\_\_\_\_ SITE \_\_\_\_\_

NEW NAME

\_\_\_\_\_  
*(To update our system with your new name, please bring in a copy of your updated social security card)*

NEW ADDRESS \_\_\_\_\_

NEW PHONE NUMBER \_\_\_\_\_

EFFECTIVE AS OF \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

**Please print this form, complete, sign and return to the HR office.**



### SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

[Print Form](#) [Clear Form](#)

**To Be Completed by Mandated Child Abuse Reporters**  
PLEASE PRINT OR TYPE

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY		
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
	REPORTER'S TELEPHONE (DAYTIME)		SIGNATURE			TODAY'S DATE	
<b>B. REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT		<input type="checkbox"/> COUNTY PROBATION		AGENCY		
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)		ADDRESS		Street	City	Zip
<b>C. VICTIM</b> One report per victim	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY <input type="checkbox"/>	
	ADDRESS		Street	City	Zip	TELEPHONE	
	PRESENT LOCATION OF VICTIM			SCHOOL	CLASS	GRADE	
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME	
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE): <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY) _____		
	RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK		
<b>D. INVOLVED PARTIES</b>	<b>VICTIMS/SIBLINGS</b>						
	NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX
<b>D. INVOLVED PARTIES</b>	<b>VICTIMS/PARENTS/GUARDIANS</b>						
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY <input type="checkbox"/>	
	ADDRESS		Street	City	Zip	HOME PHONE	BUSINESS PHONE
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY <input type="checkbox"/>	
<b>D. INVOLVED PARTIES</b>	<b>SUSPECT</b>						
	SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY <input type="checkbox"/>	
	ADDRESS		Street	City	Zip	TELEPHONE	
<b>E. INCIDENT INFORMATION</b>	OTHER RELEVANT INFORMATION						
	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____						
	DATE/TIME OF INCIDENT		PLACE OF INCIDENT				
NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incident's involving the victim(s) or suspect)							

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code section 11169 to submit to DOJ a Child Abuse or Severe Neglect Indexing Form BCIA 8583 if (1) an active investigation was conducted and (2) the incident was determined to be substantiated.



## SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

### DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM BCIA 8572

All Penal Code (PC) references are located in Article 2.5 of the California PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://leginfo.legislature.ca.gov/faces/codes.xhtml> (specify "Penal Code" and search for sections 11164-11174.3). A mandated reporter must complete and submit form BCIA 8572 even if some of the requested information is not known. (PC section 11167(a).)

#### I. MANDATED CHILD ABUSE REPORTERS

Mandated child abuse reporters include all those individuals and entities listed in PC section 11165.7.

#### II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC section 11165.9.)

#### III. REPORTING RESPONSIBILITIES

Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof **within 36 hours** of receiving the information concerning the incident. (PC section 11166(a).)

No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC section 11172(a).)

#### IV. INSTRUCTIONS

**SECTION A – REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes/no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

#### IV. INSTRUCTIONS (continued)

**SECTION B – REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.

**SECTION C – VICTIM (One Report per Victim):** Enter the victim's name, birthdate or approximate age, sex, ethnicity, address, telephone number, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes/no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes/no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes/no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.

**SECTION D – INVOLVED PARTIES:** Enter the requested information for Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).

**SECTION E – INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

#### V. DISTRIBUTION

**Reporting Party:** After completing form BCIA 8572, retain a copy for your records and submit copies to the designated agency.

**Designated Agency:** **Within 36 hours** of receipt of form BCIA 8572, the initial designated agency will send a copy of the completed form to the district attorney and any additional designated agencies in compliance with PC sections 11166(j) and 11166(k).

#### ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romanian



## Local Child Abuse Reporting Agencies

Avenal Police Dept.	386-4444
JSO in Avenal – Kevin Carr	639-7057
Hanford Sherrifs’ Dept.	582-3211
Hanford Police Dept.	585-2535
Probation Dept.	582-3211
Kings County Welfare Dept.	582-3241
Suspected Child Abuse	1-866-582-8776

Reef-Sunset Unified School District  
Classified Employee Request for Approval  
To Take Units for Salary Schedule Advancement

Employee Name: \_\_\_\_\_ Site: \_\_\_\_\_ Date: \_\_\_\_\_

I respectfully request approval for the following class (one form per class):

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Brief course description: \_\_\_\_\_  
\_\_\_\_\_

College/Workshop: \_\_\_\_\_

Dates or semester term: \_\_\_\_\_

Units expected to be earned: \_\_\_\_\_

This course/workshop is in my assignment area and will be beneficial because: \_\_\_\_\_  
\_\_\_\_\_

This course/workshop is NOT in my assignment area but I request approval because: \_\_\_\_\_  
\_\_\_\_\_

.....  
PRINCIPAL'S ACTION

Approval Date \_\_\_\_\_

Disapproval

Remarks: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

Reviewed by \_\_\_\_\_ Designated Administrator

technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release the district and its personnel from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

School/Work Site: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit REEF-SUNSET UNIFIED SCHOOL DISTRICT  
Version: September 17, 2015 Avenal, California

# **Reef-Sunset USD**

## **Board Policy**

### **Employee Use Of Technology**

BP 4040  
**Personnel**

The Board of Trustees recognizes that technological resources enhance employee performance by offering effective tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, students, and the community; supporting district and school operations; and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

- (cf. 0440 - District Technology Plan)
- (cf. 1100 - Communication with the Public)
- (cf. 1113 - District and School Web Sites)
- (cf. 1114 - District-Sponsored Social Media)
- (cf. 4032 - Reasonable Accommodation)
- (cf. 4131 - Staff Development)
- (cf. 4231 - Staff Development)
- (cf. 4331 - Staff Development)

Employees shall be responsible for the appropriate use of technology and shall use district technology primarily for purposes related to their employment.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
- (cf. 4119.21/4219.21/4319.21 - Professional Standards)
- (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
- (cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)
- (cf. 5125 - Student Records)
- (cf. 5125.1 - Release of Directory Information)
- (cf. 6162.6 - Use of Copyrighted Materials)
- (cf. 6163.4 - Student Use of Technology)

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

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

COURT DECISIONS

City of Ontario v. Quon et al. (2010) 000 U.S. 08-1332

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

California Department of Education: <http://www.cde.ca.gov>

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

Policy REEF-SUNSET UNIFIED SCHOOL DISTRICT  
Adopted: September 17, 2015 Avenal, California

safety and security of district technology. The district is not responsible for any loss or damage incurred by an employee as a result of his/her personal use of district technology.

The employee in whose name district technology is issued is responsible for its proper use at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, employees shall not attempt to access any data, documents, emails, or programs in the district's system for which they do not have authorization.

Employees are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive
2. Disclose or in any way cause to be disclosed confidential or sensitive district, employee, or student information without prior authorization from a supervisor
3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee
4. Engage in unlawful use of district technology for political lobbying
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights
6. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers)
7. Install unauthorized software
8. Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or district practice

#### Privacy

Since the use of district technology is intended for use in conducting district business, no employee should have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from

## CONFERENCE REQUEST

NAME \_\_\_\_\_ DATE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TITLE OF CONFERENCE \_\_\_\_\_

CONFERENCE SPONSOR \_\_\_\_\_

CONFERENCE DATES \_\_\_\_\_ LOCATION \_\_\_\_\_

PURPOSE FOR ATTENDING	RPT.CD	/	FUND	/	LOC.	/	ACCT.	/	PROG.	ESTIMATED EXPENSES
EXPLANATION _____										CONFERENCE FEE \$ _____
_____										MEALS \$ _____
_____										LODGING \$ _____
_____										TRANSPORTATION TYPE \$ _____
_____										TRANSPORTATION COST \$ _____
_____										OTHER EXPENSE \$ _____
_____										<b>TOTAL COST</b> \$ _____

APPROVED      NOT APPROVED – SUPERVISOR \_\_\_\_\_

APPROVED      NOT APPROVED – SUPERINTENDENT \_\_\_\_\_

WHITE – DO

YELLOW – SITE

PINK – EMPLOYEE



**CALIFORNIA'S VALUED TRUST**  
 Healthcare Benefits for the Education Community  
 520 E. Herndon Ave. • Fresno, CA 93720  
 (800) 288-9870 • FAX (559) 437-2965  
 www.cvtrust.org

# GROUP MEMBERSHIP ENROLLMENT/CHANGE FORM

District Name \_\_\_\_\_

New Enrollment Effective Date: _____	<input type="checkbox"/> Enrollment Change Qualifying Event: <ul style="list-style-type: none"> <li><input type="checkbox"/> Open Enrollment</li> <li><input type="checkbox"/> Address Change</li> <li><input type="checkbox"/> Name Change</li> <li><input type="checkbox"/> Add/Remove Dep</li> <li><input type="checkbox"/> Retiree</li> </ul>
Effective Date: _____	Effective Date: _____

## EMPLOYEE INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  Male  Female

Social Security No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Married Date of Marriage \_\_\_\_\_ (Required)  Single  Divorced  Widow /Widower

Domestic Partner\* Date of Registration \_\_\_\_\_ (Required)

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ Email Address \_\_\_\_\_

Class:  Certificated  Classified  Trustee  Management  Confidential  Retiree  Full Time  Part Time

## BENEFIT PLAN SECTION

PPO Plan:  Plan 1  Plan 2  Plan 3  Plan 4  Plan 5  Plan 6  Plan 7  Plan 8  Plan 9  Plan 10  Bronze Plan  Wellness PPO Plan  HDHP 1  HDHP 2  HDHP 3

RX PLAN:  A  B  C  D  ValuRx

HMO Plans:\* Kaiser Permanente:  
 Plan 1  Plan 2  Plan 3  Plan 4  Plan 5  Plan 6  Plan 7  Plan 8  Kaiser Wellnes  HSA Plan  Bronze DHMO Plan

Kaiser Permanente w/Chiro:  
 Plan 1  Plan 2  Plan 3  Plan 4  Plan 5  Plan 6  Plan 7  Plan 8  Kaiser Wellnes  HSA Plan  Bronze DHMO Plan

CVT HMO:  
 Plan 1  Plan 2  Plan 3  Bronze Plan

Other Plans:  Dental-Incentive Plan  Dental-PPO Plan  Vision  Life\*  EAP

## DEPENDENT CODES

SP=Spouse CH=Child DD=Dependent of Domestic Partner AD=Adoption  
 DP=Domestic Partner SC=Step Child LG=Legal Guardianship

ADDITIONAL FORMS AND/OR INFORMATION REQUIRED WHEN ADDING OR DELETING DEPENDENTS. IF NOT INCLUDED, IT WILL DELAY ENROLLMENT.

## LIST ALL DEPENDENTS

DEP CODE*	LAST NAME, FIRST NAME AND MIDDLE INITIAL	GENDER	SOCIAL SECURITY	DATE OF BIRTH	AGE	M=MEDICAL D=DENTAL V=VISION (CIRCLE)			ENROLL
						M	D	V	
									ADD/DELETE *
									ADD/DELETE *
									ADD/DELETE *
									ADD/DELETE *
									ADD/DELETE *

\*Reason for deleting dependents: \_\_\_\_\_ (Required)

If a dependent is disabled, please indicate name of dependent here: \_\_\_\_\_

## OTHER MEDICAL COVERAGE INFO

Including yourself, do any of the persons listed above have other coverage?  Yes  No

Name _____	Insurance Carrier _____	Policy Number _____	Effective Date _____
Name _____	Insurance Carrier _____	Policy Number _____	Effective Date _____
Name _____	Insurance Carrier _____	Policy Number _____	Effective Date _____
Name _____	Insurance Carrier _____	Policy Number _____	Effective Date _____

## MEDICARE SECTION (PLEASE COMPLETE IF RETIRED)

Are you retired  Yes  No If Yes, do you have Medicare?  Yes  No

Do any of your dependents have Medicare?  Yes  No A copy of retiree's / dependent's Medicare card is required. If not included, it will delay enrollment.

## AUTHORIZATION - PLEASE READ CAREFULLY

CVT USE ONLY



REEF-SUNSET UNIFIED SCHOOL DISTRICT  
205 N. Park Ave. Avenal, CA 93204  
(559) 386-9083 (559) 386-5303

DRIVER FORM FOR SCHOOL RELATED ACTIVITIES DATE \_\_\_\_\_

Driver (check one) \_\_\_\_\_ Employee \_\_\_\_\_ Parent \_\_\_\_\_ Volunteer \_\_\_\_\_

Name \_\_\_\_\_ D.O.B \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Driver License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_ Approved \_\_\_\_ Denied Site Administrator \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Approved \_\_\_\_ Denied Superintendent \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Complete the rest of the form if you plan on taking a privately owned vehicle\*\***

VEHICLE INFORMATION:

Name of Owner \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Make \_\_\_\_\_ Year \_\_\_\_\_ License Plate # \_\_\_\_\_

Registration Expires \_\_\_\_\_ Seating Capacity \_\_\_\_\_ # of Seat Belts \_\_\_\_\_

INSURANCE INFORMATION:

Insurance Company \_\_\_\_\_ Agent's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Policy # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Liability Limits of Policy \_\_\_\_\_

*(The minimum acceptable liability limit for privately-owned vehicles is \$100,000) per occurrence. If you transport students often, it is recommended that your coverage be \$300,000 per occurrence.)*

*I certify that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damage.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Approved \_\_\_\_ Denied Site Administrator \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Approved \_\_\_\_ Denied Superintendent \_\_\_\_\_ Date \_\_\_\_\_

TO BE COMPLETED BY DISTRICT OFFICE ONLY:

DL INFO: On file: \_\_\_\_ Photocopy \_\_\_\_ Number Only \_\_\_\_ Comment \_\_\_\_\_

INFO TO SISK \_\_\_\_ yes \_\_\_\_ no date \_\_\_\_\_ COPIES TO: Transportation \_\_\_\_ yes \_\_\_\_ no / Site \_\_\_\_ yes \_\_\_\_ no

Comments: \_\_\_\_\_

District Office (original)

Transportation (yellow)

Site (pink)

Individual (golden)<sup>177</sup>

REEF-SUNSET UNIFIED SCHOOL DISTRICT  
EMPLOYEE EMERGENCY DATA SHEET

NAME \_\_\_\_\_ SITE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ HOME # \_\_\_\_\_

SPOUSE NAME \_\_\_\_\_ WORK # \_\_\_\_\_

My address has changed  (You will need to visit the business office to change your address with CVT/PERS/STRS)

.....  
**IN CASE OF EMERGENCY CONTACT**

1. \_\_\_\_\_  
NAME ADDRESS CITY PHONE

2. \_\_\_\_\_  
NAME ADDRESS CITY PHONE

**\*IN CASE OF INJURY WHILE ON THE JOB**

*Only employees who are covered by a District Health Insurance Plan are eligible to pre-designate a physician. To pre-designate a physician you must complete a Pre-designation of Physician form. Unless you have on file a request to be treated by our own physician and your physician has agreed, payment will not be made other than to approved facilities. All other employees must go to approved facilities.*

I request to be treated by the physician below in case of an emergency.

\_\_\_\_\_  
PHYSICIAN NAME PHONE

\_\_\_\_\_  
PHYSICIAN ADDRESS CITY

I certify I have read and understand that I will be responsible for expenses incurred unless I have provided the information above.

- \* Please be advised that the information in this sheet will go in the employee directory
- \* Note any changes and/or numbers and/or addresses
- \* PLEASE CHECK THE BOX IF YOU WANT YOUR INFORMATION TO BE KEPT CONFIDENTIAL.

UNLISTED ADDRESS       UNLISTED PHONE NUMBER

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

**REEF-SUNSET UNIFIED SCHOOL DISTRICT**

**205 N Park Ave  
Avenal, CA 93204  
(559) 386-9083**

**Equipment Custody Record**

(A copy of this form should remain in the possession of the employee named on this form.)

Equipment Value \_\_\_\_\_

Employee Name \_\_\_\_\_

Name of School \_\_\_\_\_

Equipment Type \_\_\_\_\_

Serial# \_\_\_\_\_

Model \_\_\_\_\_

Make \_\_\_\_\_

Condition Upon Check out \_\_\_\_\_

Condition Upon Check in \_\_\_\_\_

The equipment described above is loaned to the employee named on this form, and is to be used only for the purpose of instruction, demonstration, experimentation, or research. Said equipment is subject to return at the request of the District or Site principal upon 2 days prior notice.

The employee named above will be responsible for all loss or damage to the equipment. The district insurance policy will cover damages while the equipment is on the premises of district property. In all cases an investigation will be conducted to decide justification of insurance coverage. If the person named above is required to make reimbursement to the district, the lesser of: (1) the actual cost to repair or replace the Equipment, (2) the value stated above for the specific piece of Equipment, or (3) the fair market value of the Equipment just prior to the loss or damage will be imposed.

When equipment is checked back in, it is the responsibility of the person named above to ensure the record is cleared by verifying the date checked in has been recorded on both copies of this form. Individuals should keep a copy of this form for their records.

*My signature represents my full understanding that the use of District equipment for personal advantage, gain, or profit is inconsistent and in conflict with the duties of a District employee. The use of equipment, as a District employee must be directly related to my assigned duties. I understand and agree to the financial responsibilities require of me while in possession of district equipment. Lastly, I understand that District management has a responsibility and reserves the right to monitor my use of District equipment, to ensure that policies are being followed, and resources are being used appropriately.*

**Date Checked Out:** \_\_\_\_\_ **Date Checked In:** \_\_\_\_\_

**Employee Name (Printed)** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Date Signed** \_\_\_\_\_ **Administrator / Principal** \_\_\_\_\_



# Reef-Sunset Unified School District Personnel Requisition

Site/Program: \_\_\_\_\_ Originator: \_\_\_\_\_

Position: \_\_\_\_\_ Employee to be Replaced: \_\_\_\_\_

Funding Source: \_\_\_\_\_ Site: \_\_\_\_\_

Reason:  Replacement       New Position       Temporary Help

Type of employment:     Regular       Temp       Long-term substitute

Hours per day: \_\_\_\_\_ Work Year: \_\_\_\_\_ Short-term employment dates: \_\_\_\_\_

Range: \_\_\_\_\_ Column: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Originator Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Not approved \_\_\_\_\_

Fiscal Manager \_\_\_\_\_ PC# \_\_\_\_\_

Funding Source: \_\_\_\_\_

Business Manager \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

-----  
*Human Resources Use Only*

Employee Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ Site: \_\_\_\_\_

Col. \_\_\_\_\_ Range: \_\_\_\_\_ Step: \_\_\_\_\_

Employee Status: \_\_\_\_\_

Notes: \_\_\_\_\_



Reef-Sunset Unified School District  
REPORT OF ABSENCE

SSN: XXX-XX

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

School Site \_\_\_\_\_

Type of Absence (check one)

<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Jury Summons	<input type="checkbox"/> Industrial Accident
<input type="checkbox"/> Maternity/ Paternity Leave	<input type="checkbox"/> Vacation	<input type="checkbox"/> Comp Time Used
<input type="checkbox"/> Personal Necessity	<input type="checkbox"/> Floating Holiday	<input type="checkbox"/> Leave Without Pay
<input type="checkbox"/> Bereavement Leave	<input type="checkbox"/> District/School Release	<input type="checkbox"/> Other

Reason for Request \_\_\_\_\_

Dates Absent \_\_\_\_\_ Hours Absent \_\_\_\_\_

Employee Signature \_\_\_\_\_

\_\_\_\_\_  
Principal/Designee

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved





## RESPONSIBILITIES OF THE INJURED WORKER

- ◆ If/When medical treatment is needed; go to the facility of choice designated on District Medical Panel. If you need treatment on an emergency basis, go to the nearest Emergency Services Hospital. If you are covered by the District's health insurance, you can pre-designate (prior to an injury) your doctor, medical group, chiropractor or acupuncturist who can treat you as long as he/she has treated you in the past, has your medical history and records, is willing to abide by the reporting guidelines and treat you for work injuries and accepts fees in accordance with the medical fee schedule. Please know that if you choose either a chiropractor or acupuncturist, you must first go to the facility the District refers you to **prior** to being seen and advise the District or Claims Administrator of the change.
- ◆ If you are off work due to a work related injury, you **MUST** have the authorized treating doctor's release from work for it to be covered. Example: Injury occurs on Monday, and you leave work, you are off Tuesday and get in to see the doctor on Wednesday. Monday and Tuesday will be charged against your sick leave. The doctor can not/will not legally release you from work until he/she sees you. Time off without a doctor's release will be charged to sick leave.
- ◆ You must always give the District office a copy of **ALL work-status slips** issued to you by the doctor. If you cannot deliver the slip immediately, call the District Office Human Resource or Business Department and give them an update of your condition. Then, deliver the slip, mail or fax it within 24 hours. Also, it is **your responsibility** to keep your supervisor informed of your condition.
- ◆ If/When the doctor releases you to regular, modified, limited or light duty, **NOTIFY** the Human Resources or Business Office immediately. They will contact your supervisor and they will decide if and when modified, limited or light duty is available within your medical restrictions. **Please note, if you are released to return to work and do not report for duty, it could be charged against your sick leave and possible disciplinary action taken.**
- ◆ If the treating doctor has taken you off of work or released you to modified, limited or light duty, you must continue care until you are released to full duty or declared permanently unable to return to your usual and customary duties or are discharged from further care.
- ◆ Treatment and examination ***appointments should be scheduled around your work hours if at all possible.***
- ◆ Do not discuss your claim with any other employee/co-worker. Workers' Compensation Claims are confidential and should not be discussed with or by anyone at work except your supervisor or designated school district official.

REPORT OF EMPLOYEE INCIDENT / INJURY REPORT

EMPLOYEE SECTION

District Name: \_\_\_\_\_ Site: \_\_\_\_\_

Name of Injured: \_\_\_\_\_ SSN: \_\_\_\_\_

Job Title: \_\_\_\_\_ DOB: \_\_\_\_\_

Date Of Hire: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Department: \_\_\_\_\_ Hours Worked Per Day: \_\_\_\_\_

Date of Accident: \_\_\_\_\_ Date Reported: \_\_\_\_\_

Time of Accident: \_\_\_\_\_ am/pm Time Reported: \_\_\_\_\_ am/pm

Normal Daily Work Hours: \_\_\_\_\_ Time Injured Began Work Day of Injury: \_\_\_\_\_

Accident Location/Address: \_\_\_\_\_

Name Specific Injury & Body Part(s) Injured: \_\_\_\_\_

How Injury Happened: (Please Be Detailed) \_\_\_\_\_

Names/Job Titles of Witnesses: \_\_\_\_\_

Do You Have An Approved Pre-Designated Workers' Comp Form On File With Human Resources:
Yes / No If Yes - Dr. Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_
Address: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



SUPERVISOR SECTION

Did Injured Leave Work: Yes / No Date & Time: \_\_\_\_\_ am/pm

Did Injured Return To Work: Yes / No Date & Time: \_\_\_\_\_ am/pm

Were Others Involved/Injured: Yes / No If Yes - Who: \_\_\_\_\_

Work Schedule: (Circle One) 9 mo 10 mo 11 mo 12 mo Pay Schedule: (Circle One) 9 mo 10 mo 11 mo 12 mo

Classification: (Circle One) Certificated Classified Other: \_\_\_\_\_

Was DWC-1 Claim Form Provided: Yes / No If Yes - Date: \_\_\_\_\_

What Steps Have Been Taken To Prevent Similiar Injury: \_\_\_\_\_

Employer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 186

# REPORT OF SUBSTITUTE AND CERTIFICATED EXTRA SERVICE

Employee \_\_\_\_\_ SS# \_\_\_\_\_ School \_\_\_\_\_ Week of \_\_\_\_\_

Day	Date	Time*	Employee Replaced	Reason	Fund	Resource	Period	Goal	Function	Object	Site	Management
Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												

\* One day, period, or hours

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

Project Director \_\_\_\_\_ Date \_\_\_\_\_

INSTRUCTIONS

1. Complete one form per each employee for each week the employee is utilized.
2. Submit forms each week, on Monday or the first workday after a Monday Holiday, to the Payroll Department.
3. Submit ORIGINAL COPY to the Payroll Department. Retain second copy for school records. Give third copy to the employee.

OBJECT CODE GUIDE

- 110010: Substitute teacher and class coverage for legal and contract reasons.
- 110030: Substitute teacher and class coverage for School Business.
- 110040: Hourly pay for Saturday School, approved curriculum development, and home teaching.

Reef-Sunset Unified School District  
REQUEST FOR LEAVE

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

School \_\_\_\_\_ Dates requested to be absent \_\_\_\_\_

Time(s) requested to be absent \_\_\_\_\_ To \_\_\_\_\_ Total hours requested to be absent \_\_\_\_\_

Type of Absence (check one)

<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Jury Summons	<input type="checkbox"/> Industrial Accident
<input type="checkbox"/> Maternity/ Paternity Leave	<input type="checkbox"/> Vacation	<input type="checkbox"/> Comp Time Used
<input type="checkbox"/> Personal Necessity	<input type="checkbox"/> Floating Holiday	<input type="checkbox"/> Leave Without Pay
<input type="checkbox"/> Bereavement Leave	<input type="checkbox"/> District/School Release	<input type="checkbox"/> Other

Reason for Request \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Immediate Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved  Not Approved

# REQUEST OF OVERTIME

Reef-Sunset Unified School District

Name \_\_\_\_\_ Date of Report \_\_\_\_\_

School \_\_\_\_\_

Date (s) to be worked \_\_\_\_\_ Estimated number of hours \_\_\_\_\_

Reason for overtime: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Immediate Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Asst. Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Approve      \_\_\_\_\_ Not Approved

REEF-SUNSET UNIFIED SCHOOL DISTRICT  
 REQUEST FOR PAYMENT OF ADDITIONAL RESPONSIBILITIES STIPEND

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

School \_\_\_\_\_

Stipend Position \_\_\_\_\_

Stipend Step \_\_\_\_\_

Stipend Category \_\_\_\_\_

Stipend \$ \_\_\_\_\_

Explanation \_\_\_\_\_

Approved/Disapproved

\_\_\_\_\_  
 Originator's Signature

Date \_\_\_\_\_

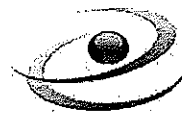
\_\_\_\_\_  
 Immediate Supervisor Signature

Date \_\_\_\_\_

\_\_\_\_\_  
 Superintendent/Designee

Date \_\_\_\_\_

Fund	Resource	Period	Goal	Function	Object	Site	Management



eSchool  
SOLUTIONS

# SmartFindExpress Employee User Guide

Version 2.5

May 2014



#### STATEMENT OF CONFIDENTIALITY

This information has been prepared for the express purpose of providing your organization with information about the functions and use of the eSchool Solutions SmartFindExpress system. This material contains proprietary product information and may not be reproduced, used by, or disclosed to persons not in the employ of the recipient without the prior written consent of eSchool Solutions. **Company Confidential/Do Not Distribute – Do Not Post on Unsecured Web Sites (such as your district web site).**

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Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

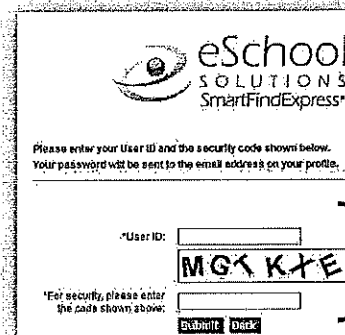
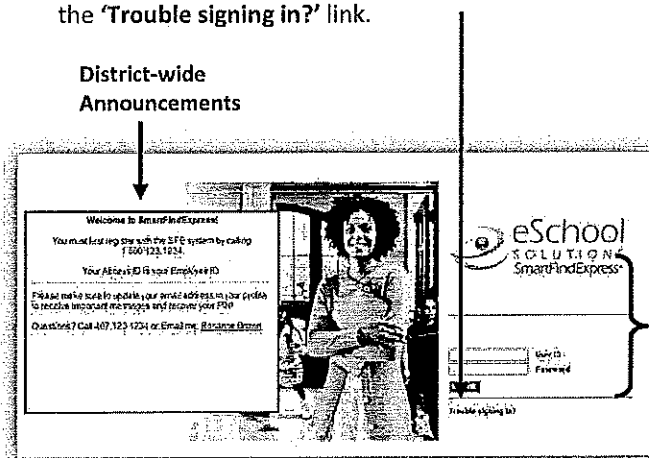
### Registering with the System

1. Call the main system number.
2. Enter your Access ID, followed by the star (\*) key.
3. When the system asks for your PIN, enter your Access ID again, followed by the star (\*) key.
4. You will be asked to record your name. Record your name and when you have finished recording, press the star (\*) key.
5. Next you will hear the primary location and classification that has been set up in your profile. If this information is not correct, continue with the registration process and then contact your system operator to correct the information.
6. Create your PIN. Enter the PIN you want to use followed by the star (\*) key. The PIN must be numeric, must meet the minimum length requirements for your system and cannot be more than 9 digits.

### Logging into SmartFindExpress

1. Open your Internet browser and access the SmartFindExpress site. The system Welcome message and any district-wide announcements are displayed.
2. Two identifiers are required to log in to the system: User ID and Password. Click *Submit* to access the system.
3. If you have forgotten your password, click the 'Trouble signing in?' link.
4. Follow the instructions on the screen and then click *Submit*. Your password will be sent to the email address on your profile.

 You must be registered with the system to use this feature.



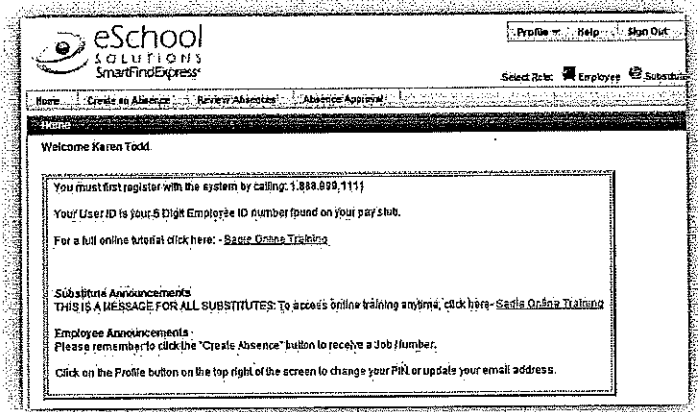
1. Enter User ID
2. Enter Security Code
3. Click Submit



- Upon successful login, the Employee home page is displayed. From your home page, you can manage your personal information, create absences and review absence information.

**From your Home Page you can:**

- ✓ **Modify Profile Information**
- ✓ **Get Help While You Work**
- ✓ **Change/Toggle User Role**
- ✓ **Create an Absence**
- ✓ **Review/Cancel Absences**
- ✓ **Review Absence Approval Requests**

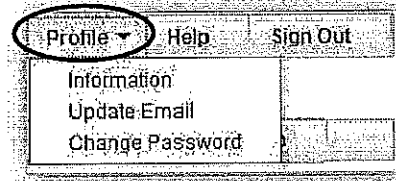


**Managing Profile Information**

The **Profile** feature lets you view profile information, update your email address and change your passwords.

**View Profile Information**

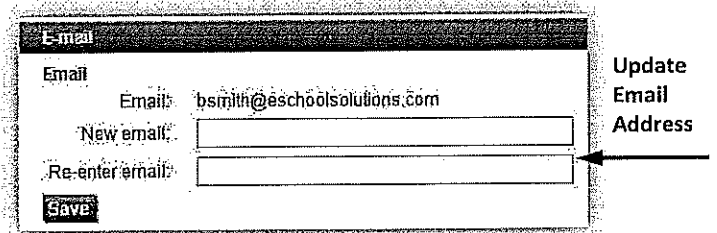
Your current status in the system and your address in the system are shown. Contact your system administrator with any changes.



**Update Your Email Address**

Type in your new email address and click Save.

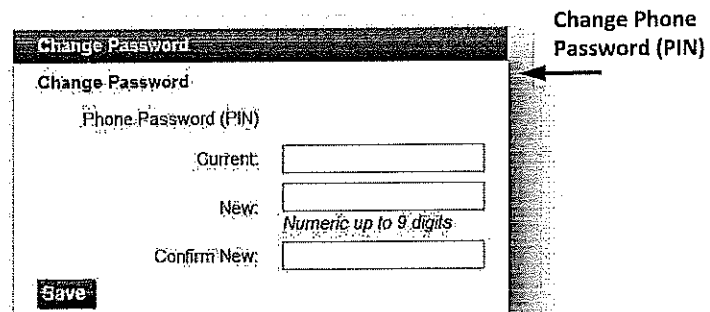
The system automatically sends Job Creation and Job Cancellation emails (if your district uses this feature). For more information, contact your System Operator.



**Change Password**

Enter your current password and the new password. You can enter up to 9 digits. Click Save.

**Note:** If your district is configured to use Web Passwords, the Change Password feature will include an option to change the Web password.



**Help**

**Getting Help While You Work**

Click the Help tab to access Help guides and How-to videos.

**Sign Out**

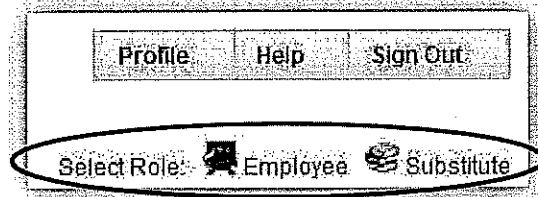
**Exiting the System**

Click the Sign Out tab to exit the system.

**Select Role**

**Change User Role**

For multi-role employees, the system lets you automatically switch between profiles to complete tasks. No need to log out of the system and back in again!

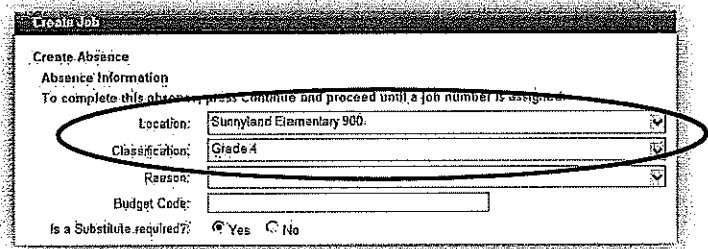


**Create an Absence**

1. Click Create an Absence to display the Create Absence page.
2. The Location field displays your primary location.
3. The Classification field displays your primary classification.



For Itinerant schedules, all of the locations and classifications you work are visible on the pull-down menu.



**Location**

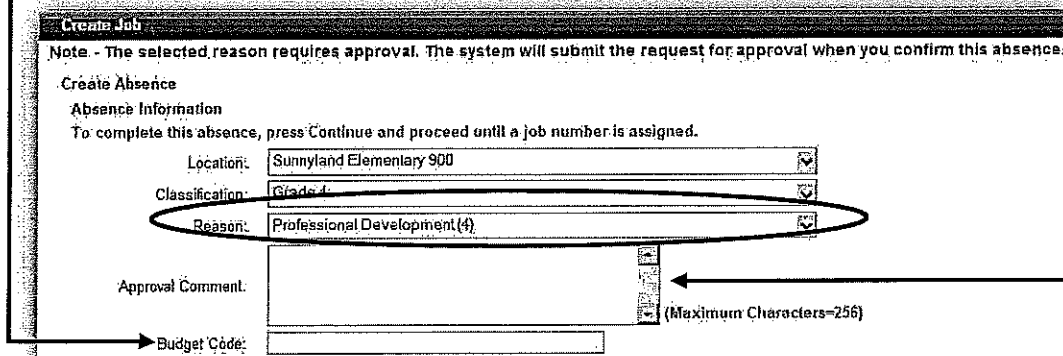
To report an absence for a different location, use the drop-down menu to change the location of the job.

**Classification**

To report an absence for a different classification, use the drop-down menu to change the classification of the job.

4. Select a Reason to assign to this absence.
5. If required, enter a budget code for the reason.

If you select a reason that requires administrator approval, the Create Job screen displays the following reminder: 'You can continue with the job creation with this reason or choose another reason.' You can also enter an Approval Comment to provide your approver.  
\* Absence Approvals may not be used in your district.



- Choose **Yes** or **No** to indicate if the absence requires a substitute.

If a substitute is not required to fill the absence, click **No**.

Is a Substitute required?  Yes  No

Click **No** if you do **NOT** need a substitute for your absence.

- The choice of indicating if a substitute is required is only offered if the absence would normally require a substitute.

- The default for entry of an absence is today's date. To edit the dates, click the calendar icon to display the calendar, or type in new dates. *You may not enter an absence for past dates.*

		Start		End	
Dates:		01/10/2011		01/10/2011	
		(MM/DD/YYYY)		(MM/DD/YYYY)	
		Absence		Substitute	
Weekly Schedule		Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)	End Time (hh:mm am)
Monday	<input checked="" type="checkbox"/>	08:00 AM	03:30 PM	08:00 AM	03:30 PM
Tuesday	<input checked="" type="checkbox"/>	08:00 AM	03:30 PM	08:00 AM	03:30 PM
Wednesday	<input checked="" type="checkbox"/>	08:00 AM	03:30 PM	08:00 AM	03:30 PM
Thursday	<input checked="" type="checkbox"/>	08:00 AM	03:30 PM	08:00 AM	03:30 PM
Friday	<input checked="" type="checkbox"/>	08:00 AM	03:30 PM	08:00 AM	03:30 PM

- The selected location's Start Time and End Time are displayed. Substitute times default to the absence times. To change the hour/minute or am/pm indicator, select the field and then use the up or down arrow on your keyboard to make changes.

If separate Absence and Substitute times are used, Start/End Time fields will display for both sets of time. A time modification to Absence Start will automatically reflect on Substitute Start Time; a time modification to Absence End Time will automatically reflect on Substitute End Time.

- You can modify your work schedule. The workdays must correspond to the days of the absence being reported.

If absence days are non-consecutive, or if each day of the multiple-day job has a different start/end time, make the adjustments to the weekly schedule.

- To specify a substitute for the absence, enter the substitute's ID number. If unknown, click **Name Lookup** to display the Substitute Name Lookup screen.

Substitute Name Lookup

Enter Name (or partial name), then press Search

Last Name:   Begins with  Contains

First Name:   Begins with  Contains

Records Per Page: 50

Search Exit

Substitute

Specify a Substitute? ID:  **Name Lookup**

PRE-ARRANGED?

If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

Has the substitute accepted this job?  Yes  No

If the substitute has accepted the job, click "Yes". The substitute will be assigned to the absence and the system will not call the substitute. This is called "Prearranging."

Click "No" if the substitute has not accepted the assignment. Phone calls will be made to offer the substitute the job. If the specified substitute does not accept the job the system will call other qualified substitutes.

11. Add any instructions you want to provide to the substitute. These instructions will also be voiced to a substitute over the telephone.
12. Attach any files that you want to provide to the substitute or administrator. Up to three attachments can be added.
13. Click **Continue** for the next page. If any errors are detected on the form, you will have the opportunity to make corrections.
14. Verify the absence information and then click **Create Absence** to create the job and receive a job number. To modify the absence information, click the **Cancel** button to return to the Create Job screen.
15. Clicking the **Create Absence** button displays the Create Absence Verification screen. A job number is created for the absence.

Substitute Instructions:

File Attachments:  Browse... (Maximum file size)

**Continue** **Reset**

---

**Create Job**

Note - The selected reason requires approval. The system will submit the

**Create Absence Confirmation**  
This absence will not be created until the 'Create Absence' button is pressed

Job Status: Approval Pending/Open  
 Employee: Karen Anderson  
 Location: Sunnyland Elementary  
 Classification: Grade 4  
 Reason: Professional Development (4)  
 Approval Comment: ESOL workshop  
 Budget Code: 23456789  
 Voice Instructions: None  
 Text Instructions: None  
 File Attachments: None

Dates: 02/01/2011 - 02/01/2011

Weekly Schedule:	Employee	Substitute
Tuesday	06:00 AM - 03:30 PM	08:00 AM - 03:30 PM

Specified Substitute:  
Assigned Substitute:

**Create Absence** **Cancel**

**Create Job**

**Create Absence Verification**

Job Number: 24378

Job Status: Approval Pending/Open  
 Employee: Karen Anderson  
 Location: Sunnyland Elementary  
 Classification: Grade 4

Job Creation - Successful.

**COMPLETE!** You **MUST** receive a Job Number for your absence to be recorded in the system and to receive a substitute.

## Review/Modify/Cancel Absences

1. Click the **Review Absences** Menu.
2. Search for absences by date range or enter the job number. Dates can be any date in the past, present, or future.
3. The default is to display the results in List View. Click the Calendar radial button to display your absences in Calendar format. The start and end times of the job are displayed.

**Calendar View**


Cal Year Month	Mon	Tue	Wed	Thu	Fri	Sat
September 2011						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 07:30 AM - 01:30 PM	19 07:30 AM - 04:30 PM	20 07:30 AM - 01:30 PM	21 07:30 AM - 01:30 PM
22	23	24	25	26	27	28
29	30					

**List View**

Job #	Start Date/Time	Location	Reason
End Date/Time	Classification	Substitute	
15810	10/14/2009 11:20 AM	Heritage Elementary - other	Professional - Primary
Cancelled	10/14/2009 03:20 PM	Grade 4	Wilkinson, Sharon
17875	11/12/2009 07:20 AM	Heritage Elementary - other	Professional - Primary
	11/12/2009 03:20 PM	Grade 4	Avoglia, Victoria
18316	01/07/2010 07:20 AM	Heritage Elementary - other	Professional - Primary
	01/07/2010 03:20 PM	Grade 4	Schmeller, Mima

4. Clicking the **job number** link displays the Review Absence Detail screen. You can view, update or cancel future absences.
5. To cancel an absence, click the **Cancel Job** button.

The system will notify the substitute of the cancelled job by placing a telephone call. Uncheck the "Notify" checkbox, if the assigned substitute does not need to be notified of the cancellation.

 The **Cancel Job** button may not appear on the screen depending on your district's policies regarding cancelling absences. Please contact your School Administrator if you do not have the ability to cancel your absence.

## Absence Approval

1. Click the **Absence Approval** Menu.
2. Enter the dates for the search, choose the location of the absence requests, and select the status or statuses for your search. Click Search.
3. The Absence Approval List displays summary information on the absence request.

The screenshot shows the top navigation bar with 'Absence Approval' highlighted. Below it is the 'Absence Approval' search form with fields for 'Search From', 'To', 'Location', 'Status' (Pending, Approved, Denied, Cancelled), and 'Records Per Page' (set to 50). A 'Search' button is at the bottom.

The screenshot shows the 'Absence Approval List' table with the following data row:

Job #	Start Date	End Date	Reason	Status	Level	Last Action By	Last Action
191	07/26/2010 08:00 AM	07/28/2010 04:00 PM	REASON ABSENCE 001	Pending	0/1	Todd, Karen	Submitted

An Absence Approval status can be:  
 ✓ Pending (Approval)  
 ✓ Approved  
 ✓ Denied  
 ✓ Cancelled

The Level field shows the approvals received highest level compared to the reason level required.

4. Click the **Level** link to display the **Absence Approval History** log for the request. The log shows the history of actions performed on the request for each level.

The screenshot shows the 'Absence Approval History' log for Job Number 243. It contains a table with the following data:


Action	Person	Date	Status
Submitted	Brown, Brett	09/01/2010	Pending
Denied	OPERATOR, ALL	09/01/2010	Denied

A 'Return' button is located below the table.

## Creating and Modifying Jobs over the Telephone

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

### Creating Absences


 Absences can be reported for today, tomorrow, or for specific dates in the future.

1. Call the main system number and enter your Access ID and PIN, both followed by the star (\*) key. Select "1" to create an absence.
2. If you have multiple locations and classifications in your profile, select one from the list. **NOTE:** *If you have multiple schedules for the same classification, you may not be able to create your absence on the telephone. You will be able to create the absence on the Web.*
3. Select the absence start/end dates. Indicate whether the absence is only for today, tomorrow, or if you want to enter the dates. Use MMDD format.
4. Select the absence start/end times. The default times for the absence location will play. Accept the default or enter specific times. Use HHMM format. Either the 12-hour clock or military times. Indicate am or pm for the 12-hour clock. If a multiple day absence, each day's times must be confirmed. The absence times are also used for the substitute times.
5. Select a reason for the absence and press the star (\*) key. A list of reasons is played, but the reason can be entered at any time.
6. Record special instructions for the substitute. The substitute will know the dates, times, location, classification of the absence and your name.
7. Choose if a substitute is required for the absence.
8. If a substitute is needed, you may specify or prearrange a substitute. Requesting a substitute means that only the specified substitute will be called for that job until the following occurs:
  - A set time designated to release the job to other substitutes
  - The specified substitute declines the job
  - The specified substitute becomes unavailable for the date(s) and times of the job.

The requested substitute can be prearranged. An absence is considered prearranged if you have talked with a substitute. Prearranged substitutes will not be called by the system. They have to access the system to obtain the job number.
9. Obtain the job number. Remain on the line and hear the job number played to you.

**Reminder:** No Job Number means that the absence has NOT been created!

## Review/Cancel/Modify a Job

 After reporting an absence, you can call in and review or cancel an absence or modify the special instructions of a future absence.

1. Call the main number and enter your Access ID and PIN, both followed by the star (\*) key.
2. Press "2" to review, cancel, or modify an absence.
3. Open and active jobs are played in date order. To view past jobs, use Web access. After each job is played, you can repeat the job information, hear the next job, modify special instructions, or cancel the job. To modify the job's dates, times or reason information, you must cancel the job and then create a new absence.
4. When canceling a job that has an assigned substitute and if allowed, you will be asked to indicate if the system should call the assigned substitute. To confirm cancellation, please wait until the system says, "Job number xxxxxx has been cancelled." If you do not stay on the telephone to hear the cancellation confirmation, there is no guarantee that the absence has been cancelled.

### Entering Alphabetic Characters on the Telephone:

Press the digit that corresponds to the letter. For example, for A, B or C press 1.

If the system determines there are multiple codes that apply to the key presses, you will hear a list of codes. Choose the correct code from the list.



### TRANSPORTATION REQUEST

Date: \_\_\_\_\_

1. \_\_\_\_\_ requests transportation to \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_ for \_\_\_\_\_ persons for following purpose  
Date number

2. Distance one way \_\_\_\_\_ miles

3. Time of Departure \_\_\_\_\_ (A.M.) (P.M.) From \_\_\_\_\_

4. Estimated time of return \_\_\_\_\_ (A.M.) (P.M.) To \_\_\_\_\_

5. (a) Transportation requested by: \_\_\_\_\_

(b) School approval by: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_  
RPT. CD FUND LOC. ACCT. PRG.

(c) District approval by: \_\_\_\_\_  
Name Title

Vehicle assigned to trip: \_\_\_\_\_ ; \_\_\_\_\_  
Bus or Buses No. Car or cars No.

By \_\_\_\_\_  
Signature of Transportation Supervisor

White: District

Yellow: Principal

Pink: Originator

Gold: Transportation

Reef-Sunset Unified School District  
WORK ORDER REQUEST

School/Department: \_\_\_\_\_ Date: \_\_\_\_\_

Requested By: \_\_\_\_\_ Approved By: \_\_\_\_\_

Describe exactly what is wrong:

Principal's Recommendation and Approval: (Mark one priority)

Emergency

Within two weeks

Within one month

Whenever possible

Signature

Date

**MAINTENANCE DEPARTMENT USE:**

Section 1 (To be completed when work is scheduled) \_\_\_\_\_ Not Approved

Accepted Priority: (Mark one priority and indicated estimated date)

Emergency

Within two weeks

Within one month

Whenever possible

Explanation:

Signature

Date

Section II (To be completed when work is finished)

**LABOR**

**PURCHASE ORDERS**

Date	Name	Time Spent	Vendor	P.O. number	Amount

Total Hours \_\_\_\_\_

Total Amount \_\_\_\_\_

**Material from stock**

Units	Material	Unit Cost	Amount

Total Amount \_\_\_\_\_

Director of Maintenance

Date

## TRANSPORTATION REQUEST

Date: \_\_\_\_\_

1. \_\_\_\_\_ requests transportation to \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_ for \_\_\_\_\_ persons for following purpose  
Date number

2. Distance one way \_\_\_\_\_ miles

3. Time of Departure \_\_\_\_\_ (A.M.) (P.M.) From \_\_\_\_\_

4. Estimated time of return \_\_\_\_\_ (A.M.) (P.M.) To \_\_\_\_\_

5. (a) Transportation requested by: \_\_\_\_\_

(b) School approval by: \_\_\_\_\_ | RPT. CD | FUND | LOC. | ACCT. | PRG.

(c) District approval by: \_\_\_\_\_  
Name Title

Vehicle assigned to trip: \_\_\_\_\_ : \_\_\_\_\_  
Bus or Buses No. Car or cars No.

By \_\_\_\_\_  
Signature of Transportation Supervisor

White: District

Yellow: Principal

Pink: Originator

Gold: Transportation



**WORKERS' COMPENSATION CLAIM FORM (DWC 1)**

**PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL TRABAJADOR (DWC 1)**

**Employee:** Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at (800) 736-7401. An explanation of workers' compensation benefits is included in the Notice of Potential Eligibility, which is the cover sheet of this form. Detach and save this notice for future reference.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them. You may receive written notices from your employer or its claims administrator about your claim. If your claims administrator offers to send you notices electronically, and you agree to receive these notices only by email, please provide your email address below and check the appropriate box. If you later decide you want to receive the notices by mail, you must inform your employer in writing.

**Empleado:** Complete la sección "Empleado" y entregue la forma a su empleador. Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la División de Compensación al Trabajador al (800) 736-7401 para oír información grabada. Una explicación de los beneficios de compensación de trabajadores está incluido en la Notificación de Posible Elegibilidad, que es la hoja de portada de esta forma. Separe y guarde esta notificación como referencia para el futuro.

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos. Es posible que reciba notificaciones escritas de su empleador o de su administrador de reclamos sobre su reclamo. Si su administrador de reclamos ofrece enviarle notificaciones electrónicamente, y usted acepta recibir estas notificaciones solo por correo electrónico, por favor proporcione su dirección de correo electrónico abajo y marque la caja apropiada. Si usted decide después que quiere recibir las notificaciones por correo, usted debe de informar a su empleador por escrito.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonia".

**Employee—complete this section and see note above**

**Empleado—complete esta sección y note la notación arriba.**

1. Name. *Nombre.* \_\_\_\_\_ Today's Date. *Fecha de Hoy.* \_\_\_\_\_

2. Home Address. *Dirección Residencial.* \_\_\_\_\_

3. City. *Ciudad.* \_\_\_\_\_ State. *Estado.* \_\_\_\_\_ Zip. *Código Postal.* \_\_\_\_\_

4. Date of Injury. *Fecha de la lesión (accidente).* \_\_\_\_\_ Time of Injury. *Hora en que ocurrió.* \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

5. Address and description of where injury happened. *Dirección/lugar dónde ocurrió el accidente.* \_\_\_\_\_

6. Describe injury and part of body affected. *Describe la lesión y parte del cuerpo afectada.* \_\_\_\_\_

7. Social Security Number. *Número de Seguro Social del Empleado.* \_\_\_\_\_

8.  Check if you agree to receive notices about your claim by email only.  *Marque si usted acepta recibir notificaciones sobre su reclamo solo por correo electrónico.* Employee's e-mail. \_\_\_\_\_ *Correo electrónico del empleado.* \_\_\_\_\_

You will receive benefit notices by regular mail if you do not choose, or your claims administrator does not offer, an electronic service option. *Usted recibirá notificaciones de beneficios por correo ordinario si usted no escoge, o su administrador de reclamos no le ofrece, una opción de servicio electrónico.*

9. Signature of employee. *Firma del empleado.* \_\_\_\_\_

**Employer—complete this section and see note below. Empleador—complete esta sección y note la notación abajo.**

10. Name of employer. *Nombre del empleador.* \_\_\_\_\_

11. Address. *Dirección.* \_\_\_\_\_

12. Date employer first knew of injury. *Fecha en que el empleador supo por primera vez de la lesión o accidente.* \_\_\_\_\_

13. Date claim form was provided to employee. *Fecha en que se le entregó al empleado la petición.* \_\_\_\_\_

14. Date employer received claim form. *Fecha en que el empleado devolvió la petición al empleador.* \_\_\_\_\_

15. Name and address of insurance carrier or adjusting agency. *Nombre y dirección de la compañía de seguros o agencia administradora de seguros.* \_\_\_\_\_

16. Insurance Policy Number. *El número de la póliza de Seguro.* \_\_\_\_\_

17. Signature of employer representative. *Firma del representante del empleador.* \_\_\_\_\_

18. Title. *Título.* \_\_\_\_\_ 19. Telephone. *Teléfono.* \_\_\_\_\_

**Employer:** You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within **one working day** of receipt of the form from the employee.

**Empleador:** Se requiere que Ud. feche esta forma y que provéa copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de **un día hábil** desde el momento de haber sido recibida la forma del empleado.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

Employer copy/Copia del Empleador  Employee copy/Copia del Empleado  Claims Administrator/Administrador de Reclamos  Temporary Receipt/Recibo del Empleado

# WORKERS' COMPENSATION MEDICAL PANEL

## HANFORD

### **KINGS INDUSTRIAL OCCUPATIONAL HEALTH CENTER**

1028 North Douty Street  
Hanford, CA 93230  
(559) 589-0800  
24 hour on-call for emergencies  
Monday – Friday 8:00 a.m. – 5:00 p.m.

## VISALIA

### **VALLEY INDUSTRIAL MEDICAL GROUP, INC.**

225 South Chinowth  
Visalia, CA 93291  
(559) 627-3222  
24 hour on-call number for emergencies  
Monday-Friday 7:30 a.m. – 6:00 p.m.

## FRESNO

### **CONCENTRA FRESNO NORTH**

7265 N. First Street #105  
Fresno, CA 93720  
(559) 431-8181 DIAL "0"  
Monday - Friday 7:00 a.m. - 7:00 p.m.

### Eye Injuries

#### **DR. JEFFERY WHITE**

715 North Irwin Street  
Hanford, CA 93230  
(559) 584-1630  
Monday – Friday 8:30 a.m. – 5:00 p.m.

### Dental Injuries

#### **ME HER-ELLIS, DDS Inc.**

1222 North Douty Street  
Hanford, CA 93230  
(559) 582-2827  
Monday – Thursday 8:00 a.m. – 5:00 p.m.

### Workers' Comp Insurance Information:

Kings County Self-Insured Schools  
876 East D Street, Lemoore, CA 93245  
Contact: Cyndi Parra  
(559) 589-7059 office (559) 589-7069 fax  
(559) 381-2990 cell

IN THE EVENT OF WORK RELATED EMERGENCY, GO TO THE CLOSEST HOSPITAL OR EMERGENCY ROOM FOR IMMEDIATE TREATMENT, OR CALL AN AMBULANCE DEPENDING ON THE SEVERITY OF THE INJURY.

**CONTACT WORKERS' COMP AS SOON AS POSSIBLE AFTER INJURY**

# Appendix



Certificated Salary Schedule  
Reef-Sunset Unified School District  
2019-2020

Step	Column I BA + 15	Column II BA + 30	Column III BA + 45	Column IV BA + 60	Column V BA + 75
	Monthly				
1	\$ 51,228	\$ 53,999	\$ 56,304	\$ 58,605	\$ 60,911
2	\$ 51,228	\$ 56,094	\$ 58,394	\$ 60,699	\$ 63,001
3		\$ 58,184	\$ 60,487	\$ 62,787	\$ 65,092
4		\$ 60,274	\$ 62,576	\$ 64,883	\$ 67,182
5		\$ 62,366	\$ 64,672	\$ 66,973	\$ 69,276
6		\$ 65,092	\$ 67,417	\$ 69,739	\$ 72,065
7		\$ 67,202	\$ 69,531	\$ 71,851	\$ 74,178
8		\$ 69,317	\$ 71,639	\$ 73,967	\$ 76,290
9		\$ 71,427	\$ 73,752	\$ 76,078	\$ 78,405
10		\$ 73,541	\$ 75,861	\$ 78,190	\$ 80,513
11				\$ 81,082	\$ 83,428
12				\$ 83,214	\$ 85,558
13				\$ 85,345	\$ 87,696
14				\$ 87,475	\$ 89,822
L1(15)				\$ 89,030	\$ 91,376
L2(17)				\$ 90,577	\$ 92,927
L3(19)				\$ 92,132	\$ 94,480
L4(21)					\$ 96,031
L5(23)					\$ 97,580
L6(25)					\$ 98,984
L7(27)					\$ 100,391

Master \$1,200.00  
 Doctorate \$1,400.00  
 Work Days 185  
 3.5% Above 2018-2019

Unit Members employed to fill the following positions shall receive compensation in addition to their regularly scheduled amounts as indicated:  
 District Psychologist: Regular teacher schedule + 10 workdays=schedule + 15%  
 Counselor: Regular teacher schedule + 10 work days= schedule + 15%  
 Speech Therapist: Regular teacher schedule + 10 work days= schedule + 15%  
 Ag Instructor summer work: Schedule + 15%  
 Special Education teacher: clear special education credential=schedule + 5%  
 Resource Teachers and Instructional Strategies Specialist: Regular Teacher Schedule +5 work days= schedule + 7%

Superintendent 

2/15/19



Certificated Salary Schedule  
Reef-Sunset Unified School District  
School Nurse  
2019-2020

Step	
1	83,360
2	85,610
3	87,923
4	90,295
5	92,734

Master Degree \$1,200.00  
Doctorate \$1,400.00  
Work Days 185  
3.5% above 2018-2019 Salary Schedule

Superintendent: 

Date: 5-10-19



**Reef-Sunset Unified School District  
Classified Salary Schedule  
2019-2020**

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5
Student Supervisor Aide	1	12.81	13.21	13.83	14.38	14.94
Cafeteria Assistant	3	15.04	15.27	16.17	16.91	17.90
Inst. Aide/Adult Student Support Aide Liason	5	15.24	16.01	16.81	17.62	18.54
Office Clerk Registrar	9	16.25	17.11	17.96	18.87	19.83
Instructional Aide Special Needs/One-On-One Sp. Needs	10	16.59	17.36	18.16	18.96	19.89
PBIS Aide	11	17.02	17.79	18.61	19.44	20.39
Part Time Bus Drivers	13	17.74	18.59	19.35	20.33	21.16
Cafe Coord/Adm Sec I/Custodian						
Grounds I/Lib Med Clerk	15	17.83	18.68	19.61	20.63	21.64
Admin. Receptionist	16	17.96	18.79	19.62	20.65	21.68
Bus Driver/Utility	17	18.88	19.61	20.61	20.96	22.47
Lead Bus Dr/Vehicle Ser	21	19.83	20.63	21.63	22.00	23.67
Info Tech I/Internet Help Desk	23	20.51	21.27	22.07	22.91	23.81
Maintenance	19	21.45	22.30	23.20	24.19	24.97
Account Clerk	20	22.11	23.12	24.19	22.15	26.45
Administrative Secretary II /SIST	22	22.18	23.22	24.27	25.39	26.55
Head Custodian/Head Grounds/LVN/HVAC/Plumber	25	24.59	25.70	26.88	28.12	29.42
Payroll Technician/Info Tech II	26	25.62	26.79	28.05	29.32	30.68

**Longevity Recognition of Base Salary**

10-14 Years	4%
15-19 Years	5%
20-24 Years	6%
25-29 Years	7%
30 Years	8%

Longevity pay for part-time employees shall be paid on a prorated basis.

**Approved College Units**

1-4	\$250 per year
5-9	\$500 per year
10+	\$750 per year

**Bilingual Stipend of 2% of salary - To receive a bilingual stipend, the employee must pass a district-adopted and district administered written and oral test.**

**Split, Swing or Night Shift work: \$.30 per hour additional**

**Substitute work in a higher classification equals Step 1 of higher class or 5% of current class, whichever is highest.**

3% above 2018-2019 Salary Schedule

Effective July 1, 2019

Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_



Reef-Sunset Unified School District  
 Management/Supervisory/Confidential  
 2019-2020 Salary Schedule

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>Confidential Positions</b>						
3 Project Clerk	47,481	49,666	51,947	54,338	56,836	59,448
5 Executive Sec Senior Account Clerk	51,593	53,970	56,445	59,046	61,760	64,600
9 Budget Analyst	69,785	73,087	76,295	79,724	83,314	87,065
<b>Supervisory Positions</b>						
6 Asset Sup Transp. Maint	62,802	65,233	67,777	70,432	73,215	76,118
8 Transportation Supervisor	60,965	63,760	66,698	69,770	72,978	76,335
9 Program Manager Food Service Asst. Tech Support	69,785	73,087	76,295	79,724	83,314	87,065
10 Fiscal Manager Comp Network Sup Tech Admin. Assistant	76,819	79,889	83,084	86,405	89,868	93,463
11 Director of Technology Director of Maintenance & Operations	86,405	89,868	93,463	97,200	101,087	105,132
12 Chief Business Officer	116,455	120,838	125,221	131,481	138,058	144,959

- 1 Two personal business days to be used for any reason
- 2 Total of three Floating Holidays
- 3 One additional sick leave day was applied in 2009.
- 4 The district provides membership in a professional association of the Confidential/Classified Mgmt. choice.
- 5 Units/steps are the same as CSEA's current unit/steps.
- 6 All positions are 260 days except those that are stated otherwise.
- 7 Negotiated for 2019-2020 School Year
- 8 4% above 2019-2020 Salary Schedule
- 9 Effective July 1, 2019
- 10 Masters 1,200.00
- 11 Doctorate 1,400.00

Superintendent: *[Signature]* Date: 6/10/19



Administrative Salary Schedule  
 Reef-Sunset Unified School District  
 2019-2020

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
<b>Student Support Coord.</b> 205 Days (Elem/Middle)	100,901	105,181	109,459	113,731	118,010	122,287	127,177
<b>Assistant Principal</b> 210 Days (AHS)	106,315	110,827	115,331	119,834	124,346	128,849	134,004
<b>Elementary Principal</b> 210 Days	109,269	113,904	118,536	123,163	127,799	132,424	137,724
<b>Alt. Ed Coord./Adult School Principal</b> 215 Days	108,845	113,462	118,074	122,687	127,304	131,917	137,196
<b>Middle Sch. Principal</b> 215 Days	111,867	116,615	121,353	126,095	130,843	135,580	141,005
<b>High Sch. Principal</b> 215 Days	113,883	118,714	123,543	128,366	133,202	138,023	143,544
<b>Director</b> 215 Days	113,883	118,714	123,543	128,366	133,202	138,023	143,544
<b>Asst. Superintendent</b> 220 Days	119,628	124,701	129,774	134,840	139,914	144,985	150,782

Master \$1,200.00  
 Doctorate \$1,400.00  
 4% above 2018-2019 Salary Schedule  
 Effective Date 7/1/2019

Superintendent: \_\_\_\_\_ Date: 4-4-19

REEF-SUNSET UNIFIED SCHOOL DISTRICT

SALARY SCHEDULE FOR OCCASIONAL AND NON-REPRESENTED EMPLOYEES

Revised by the Board on March 20, 2014

ADOPTED  
3-20-14  
DATE

CLASSIFIED: (No health insurance benefits provided for these positions)

- 1. Substitute Step 1 of Classification
- 2. Summer Swim Pool Manager \$16/hr
- 3. Beginning Lifeguard \$11/hr  
One or more years experience \$11.50/hr
- 4. Beginning Lifeguard Summer Instructor \$13  
One or more years experience \$13.50
- 5. Occasional Student Labor Minimum Wage
- 6. Occasional Labor Step 1 of most similar classification

Summer Program Work

<u>Position Held</u>	<u>Summer Position</u>
Employees who hold lower classification	Step 1 of Classification
Employees who hold same classification	Current Step on Classification
Employees who hold higher classification	Step 5 of Classification
Outside Employees	Step 1 of Classification

CERTIFICATED:

1. Substitute Teacher

Emergency Day to Day Substitute Credential

Half day	\$62.50 (can be used in certain circumstances)
1-10 consecutive days	\$125
11-30 consecutive days	\$130 (limited to 30 days and includes planning responsibility)

Emergency Long Term Replacement Credential or Regular Clear or Preliminary Teaching Credential

Half Day	\$67.50 (can be used in certain circumstances)
1-10 consecutive days	\$135

From the 11<sup>th</sup> consecutive day or from the first day the Superintendent determines the assignment will extend beyond 11 consecutive days, the daily rate will be based on appropriate salary schedule placement. If the Superintendent determines the assignment will extend to greater than 50% of the school year, health insurance may be provided.

73

**APPENDIX B**

**STIPEND CATEGORY**

**CATEGORY A**

- \* High School ASB Advisor
- \* High School Athletic Director

**CATEGORY B**

- High School Varsity Head Coach
- High School Spirit Advisor
- High School Agriculture Program Director

**CATEGORY C**

- High School Junior Varsity Coach
- High School Varsity Assistant Coach
- Middle School Athletic Coach
- \*Middle School Athletic Director
- \*Middle School ASB Advisor
- \*Yearbook
- \*Music Director

**CATEGORY D**

- Elementary School ASB Advisor
- Middle School Spirit Advisor
- \*Grade Level Coordinator K-8<sup>th</sup> grade
- \*Division Chair 9-12<sup>th</sup> grade

**CATEGORY E**

- Advanced Placement Teacher (AP)
- 6<sup>th</sup> Grade Outdoor Ed. Coordinator
- 8<sup>th</sup> Grade Activities Coordinator
- Club Advisor

**CATEGORY F**

- Sixth Grade Camp Chaperones
- Spelling Bee Coordinator
- Peach Blossom Coordinator

Revised 02/17/09

\*Items on Additional Responsibility Stipends list with an asterisk are paid on a monthly basis

Article XV, Section D, #5

### Stipend Salary Schedule

	1	2	3	4	5
Category A	2582	2663	2746	2829	2911
Category B	2194	2264	2335	2405	2474
Category C	1806	1865	1922	1981	2038
Category D	1291	1332	1373	1415	1455
Category E	1034	1066	1099	1131	1164
Category F	646	667	686	707	729

3.5% above 2017-2018 Stipend Schedule  
Effective July 1, 2018