

COMPTON SCHOLS WE BELIEVE IN COMPTON SCHOLARS



COMPTON UNIFIED SCHOOL DISTRICT EMPLOYEE HANDBOOK

This handbook has been compiled to help you find answers or sources for answers to routine questions about your employment with the CUSD

www.compton.k12.ca.us

Superintendent's Message

On behalf of the Compton Unified School District Governing Board, I welcome you. The goal of our school district is to provide all students with an experience that prepares them for college and career readiness.

The Compton Unified School District currently serves approximately 21,000 students. We are proud of the success of our schools.

Our District has achieved tremendous success, inclusive of two National Blue Ribbon Schools, several California Distinguished Schools and Title I Achieving Schools that have been recognized for closing the achievement gap.

Our high schools were recently recognized for one of the highest increases in graduation rates in the state last year and are well on their way to accomplishing a similar increase this year.

All middle schools within our District offer Project Lead the Way to provide project based learning opportunities to students in science, technology, engineering and math (STEM). Robotics programs are an integral component of our high school and middle school programs.

We are one of a few school districts in Los Angeles County offering an Early College Program for high school students. Our early college program is an opportunity for students to concurrently complete their high school diploma, with the possibility of completing their Associate Arts Degree upon graduation from high school. We are pleased to offer this unique opportunity to our students.

There are hosts of opportunities for involvement at your school site and on District Committees. There is a direct correlation between employee involvement and student achievement. We look forward to your participation on various committees involving the following; PTA, School Site Council (SSC), ELAC and District level committees such as the District Advisory Committee (DAC) and the District English Learner Advisory Committee (DELAC).

We are committed to providing a quality education to all students with a focus on preparing them for their future.

I encourage you to become actively involved in the mission of the school district. We look forward to your involvement as a partner in the education of our students.

On behalf of the Governing Board and all employees within the Compton Unified School District, we wish you a productive and meaningful experience in CUSD.

Darin Brawley, Superintendent



Micah Ali PRESIDENT

Satra Zurita VICE-PRESIDENT

Charles Davis CLERK

LoWanda Green LEGISLATIVE REP.

Alma Pleasant MEMBER
Sandra Moss MEMBER
Mae Thomas MEMBER

Madison JacquetteSTUDENT BOARD MEMBERYazmine NavarroSTUDENT BOARD MEMBERJulio MoralesSTUDENT BOARD MEMBERDanielle BranchSTUDENT BOARD MEMBER

EXECUTIVE CABINET

Darin Brawley, Ed. D.

Superintendent

Shannon Soto, Ed. D. Mario Marcos
Chief Administrative Officer Executive Director
Business & Administrative Services Educational Services

Kimberly Tresvant, Ed. D. William Wu, JD

Executive Director Chief of School Police

Human Resources School Police

Tony BurrusJennifer Kang-Moon, Ed. D.Chief Information OfficerDirector

Information Technology Dept. Educational Services

Kathy Mooneyham Jorge Torres, Ed. D.
Senior Director Senior Director

College & Career Ready College & Career Ready

MISSION STATEMENT

We will ensure that every student has an equitable, high quality elementary and secondary education in a safe environment.

CORE BELIEFS

- We believe all students will learn at higher levels.
- We believe schools have an enormous impact on students' lives.
- We believe that all students shall be educated in a safe and orderly environment.
- We believe all students will reach their learning potential and that the achievement gap can be eliminated.
- We believe the Compton Unified School District will become a high performing educational institution.

OUR LCAP GOALS:

Goal #1 (Priority 2, 4 & 7)

All students will meet or exceed state academic standards that will prepare them to compete in the global society.

Goal #2 (Priority 1, 2 & 7)

All staff and community partners will collaborate to ensure all necessary materials, equipment and supports are provided to students within a safe and well-maintained learning environment.

Goal #3 (Priority 7 & 8)

Students will have full access to a variety of courses and enroll in a scope of study that will prepare them to be college and career ready.

Goal #4 (Priority 3, 5 & 6)

All staff will promote student engagement by building positive environments inclusive of parent and community participation.

Goal #5 (Priority 2, 4, & 7)

English Learners will acquire the academic and linguistic skills needed to attain grade level proficiency and college/career readiness.

EMPLOYEE HANDBOOK OVERVIEW

The Compton Unified School District (CUSD) Employee Handbook will provide **general guidelines** about Compton Unified School District policies and procedures for employer-employee relations. It is a **general guide** to assist you in becoming familiar with **some** of the privileges and obligations of your employment. This handbook also fulfills the district obligation to inform you annually of several policies, procedures, and responsibilities.

Whether you have just joined our staff or have been at Compton USD for a while, we are confident that you will find our district a dynamic and rewarding place to work, and we look forward to a productive and successful association.

None of the policies or guidelines in the handbook is intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period, or any specific type of work. Please use it in conjunction with Ed Code, Board policies, Collective Bargaining Agreements of Compton Education Association (CEA), the California School Employees Association (CSEA), Service Employees International Union Local 99 (SEIU), American Federation of Teachers (AFT) Police Officers Union, Teamsters Local 911 and with additional information provided by your supervisor.

Should any of the information presented in this handbook conflict with State or Federal Law, Board Policies of the Compton Unified School district, or with the respective Negotiated Agreements, the Laws, Policies, or Agreement will be deemed more correct. Additionally, these guidelines will be a working document and will be subject to modification, amendment or revocation by Compton USD at any time, without advance notice. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resource department.

Each employee of the Compton USD will have access to this handbook; it will be posted on our website. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all CUSD's employees. Furthermore, Compton Unified School District expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of CUSD's Board of Trustees, community members, parents, staff, students and the public.

Thank you in advance for your service and dedication to students of Compton Unified School district as we begin the New Year in our journey towards preparing students to be college and career ready. Whether your contribution is in the classroom, in transporting or feeding students so they are ready to learn, in ensuring clean and safe learning environments, or in managing district resources; fiscal or human, *your* efforts are critical to achieving our shared goal. Therefore, while our job descriptions may vary, our focus is the same: **Student Success**.

With your continued support and dedication, we will go from 'Good to Great' and Elevate in all that we do for every student, every day, in every classroom throughout the Compton Unified School district. This handbook and the information in it are for Compton USD employees only.

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DIRECTORY OF HUMAN RESOURCES

All service providers are under the direction and supervision of the Dr. Kimberly Tresvant, Executive Director, Human Resources & Employee Development. When using this directory, we ask that you contact the indicated person before contacting Dr. Tresvant.

NAME	EXT.	TITLE	RESPONSIBILITIES	
Dr. Kimberly Tresvant	55075	Executive Director	Negotiations, Collective Bargaining, Interpretation & Clarification of Rules, Policies and Procedures, Communications with Management, Certificated And Classified Employees, Communications with Board/Superintendent, Approval of Leaves of Absence, Grievances, Due process and Discipline, Handbook, Report, Employee Recognition Programs, Employee records/retirement, HR Handbook, HR systems, Substitute handbook Projected Staffing Needs, Career Advancement, Leadership and Supervision Workshops, Employee recruitment and Retention, Reference Checks, Management/Staff In-service, Investigations, Complaints, Chief Compliant Officer, Monitor Evaluations, Distribution of Contracts, Salary Schedule Preparation, Transfer and Reassignment, Assistance/Counsel for Substandard Performance, Trainings/In-service/Workshop for Staff, NT Orientation/Sub orientation, Non-Reemployment Process, , Drafting/Updating Job Descriptions, Monitoring of Employee Absences, Assistant Principal training (monthly)	
Michelle Fitzgerald	55254	Teacher on Special Assignment	COVID-19 Contact Tracing, Case Investigation, and Analysis; COVID-19 Data Management; Quarantine, Isolation, Leave, and Emotional/Mental Wellness Support; Daily Health Screening Review; COVID-19 District Webpage Management; COVID-19 Health Education; Liaison Duties with the Los Angeles County Department of Public Health; Vaccination Verification and Weekly Testing Data Oversight; CUSD Safety Protocol Edits and Revisions; School Site COVID-19 Safety Visitations.	
William Arguello	55046	HR Coordinator	Recruitment/Screening/Selection/Employment, Transfer requests & assignments, Certificated Staffing, Reference Checks: Pre/Post Interview, Projected Staffing Needs, Acceptance of Resignation/Exit Interviews, Long-Term Substitute Staffing, Sending Reasonable Assurance Letters, Personnel File: Maintenance/Viewing/ Derogatory Material, Non-Reemployment Process,	
Erika Lampkin	55193	HR Generalist	Employee/Employer Relations, Uniform Complaint Procedure, Skelly hearings, Compliance, all hearings, all certificated and classified personnel matters, Disciplinary Process, Grievances, Complaints, and Investigations,	

Amparo Briseno	55075	Sr. Personnel Technician	preparation of all discipline documents, Leaves of Absences, Subpoenas, Maintenance of Sick Leave Records, OSHA Compliance, Employee Assistance Counseling, Accommodations meetings, Disability assistance, Processing of Volunteers, maintaining employee T.B. results, Verifications of Employment, Orientation of New Personnel, Issuing District ID Cards, Fingerprinting, Reference Checks Certificated Employee Services, Reasonable Assurance Letters, Administrative responsibilities Maintaining dept. appointments, Board Agenda Preparation, Budget, Requisitions, conferences, refunds, 106s for all certificated employment, and Verifications of Employment.
Carmen Ochoa	55048	Personnel Technician	All Certificated Applicant Inquiries and Tracking, Vacancy Announcements, Advertising/Posting Vacancies, Reference Checks: Pre/Post Interview, Paper Screening/Testing of Applicants/Oral Interview - Individual Type/Panel Type/Phone, Annual Calendar updated and board approval. Human Resources Handbook, Ready reference Library, Website Homepage maintenance/Social media monitoring, Orientation of New Personnel
Aldo Alvarez	55032	Personnel Technician	Certificated, Classified Data input. Fingerprinting, Issuing District ID Cards, Employee personnel file updates and other duties as assigned.
Brenda Master	55035	Human Resources Technician	Certificated, Classified Data input. Fingerprinting, Issuing District ID Cards, Employee personnel file updates and other duties as assigned.
Mario Moore	55038	Human Resources Technician	Certificated, Classified Data input. Fingerprinting, Issuing District ID Cards, Employee personnel file updates and other duties as assigned.
Sharlene Tipeni	55049	Credential Supervisor	Monitoring Credentials, Monitoring Assignments/mis- assignments, Record of Units for Salary Schedule Advancement, Payroll Notification of Annual/Updated Salary Schedule Changes, CBEDS Accounting/Payroll Notification/Interaction, Credentialing Services, Substitute finder system management, Sub Recruitment and Screening, Sub Orientation & Handbook, Sub finder System, Verifications of Employment, Maintenance of Sick Leave Records, Sub Request/Assignment, Fingerprinting, Monitoring of Employee Absences, Pre-employment Physicals
Valencia Mosby	55035	Credential Technician	Credentialing Support, Initial Salary Schedule placement, Certificated Employment contracts, Verifications of Employment Establishing Personnel File, New Employee Procedures/Documents, fingerprinting, Issuing District ID Cards
Fitu Mui Ah-kui	55041	Clerk Typist III	HR Receptionist, Receives and direct all mail to proper HR personnel

EMPLOYEE HANDBOOK RECEIPT

Title/Position: School/Department:					
I agree to read the handbook and abide by the Standards, Policies, and Procedures defined or referenced in this document. This Compton Unified School District Employee Handbook will be accessible online at www.compton.k12.ca.us in Human Resources under the Administration link. A pdf copy will be sent to your district email box. However, employees may request a personal copy.					
Board Policies and Administrative procedures can be accessed online, where they can also be printed. The list of policies can also be found in the appendix of this handbook.					
The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or render obsolete the information summarized in this book. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.					
I understand that this handbook intends no modifications to contractual relationships or alterations of at- will employment relationships.					
I agree to comply with the District's policies and procedures, including those related to discrimination, harassment, intimidation, bullying of employees and students and reporting known or suspected student neglect and abuse. If requested to do so, I will cooperate with any District investigation of a possible violation of District policies or procedures by providing complete and truthful information in an oral and/ or written statement. I understand that failure to do so may subject me to discipline or termination from employment.					
I understand that I have an obligation to inform HR, my supervisor or department head of any changes in my personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Department if I have questions or concerns or need further explanation.					
I hereby acknowledge receipt of a copy or electronic version of the CUSD handbook.					
Signature Date					
Please electronically sign, or sign a paper copy of the form, date it as part of the Safe Schools training, and return it to your supervisor to be forwarded to the Human Resources Department.					

COMPTON UNIFIED SCHOOL DISTRICT Human Resources Department 501 South Santa Fe Ave. Compton, CA 90221 TELEPHONE: (310) 639-4321 Ext. 55075 FAX: (310) 764-5892

STAFF EMERGENCY INFORMATION SHEET

☐ Certificated ☐ Classified	Work Location (De	ot./Div.)		
Position:				
Full Name:Last	First	Midd	le	
Home Address (No Post Office Box):				
	Street	City	Zip Code	
Home telephone number: ()		Cell: ()	-	
Work telephone number: ()		Extension:		
Email address (<mark>required</mark>):				
Spouse/Significant Other Information	to contact in case	of emergency:		
Name:				
Address:				
Street	City	Zip Code		
Home telephone number: ()		Cell: ()		
Work telephone number: ()	<u>-</u>	Extension:		
Doctor:		Telephone number: ()	
Hospital:		Telephone number: ()	
Health Plan:		Telephone number: ()	
☐ My information has not changed from last school year.				
Print Name	Signature	Date		

Please complete the Emergency Information Staff Sheet which is turned in to HR and a copy will be maintained at your site.



STATEMENT OF NONDISCRIMINATION

The Compton Unified School District is committed to providing a safe working and learning environment that is free from discrimination, harassment, intimidation and bullying on the basis of race; actual or perceived, color, national origin, ethnic group ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, actual or perceived sexual orientation, sexual identity, gender expression, sex or association with a person or a group with one or more of these actual or perceived characteristics at any district site and/or activity. This nondiscrimination policy covers all district employment and opportunities, admissions, access to, and treatment of all individuals in the District's programs and activities, including adult and vocational education. The Compton Unified School District will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs or activities. A copy of the district's nondiscrimination policy or additional information prohibiting all forms of discrimination, harassment, inappropriate behavior and/or hate crimes is available at all school sites and offices and on our website.

For concerns regarding discrimination, harassment, intimidation or bullying in schools, which cannot be remedied at the school sites level, you should immediately contact **Dr. Kimberly Tresvant, Executive Director at 310-604-6721, 501 Santa Fe Ave. Compton, CA 90221 Email address: ktresvant@compton.k12.ca.us.** Dr. Kimberly Tresvant is responsible for coordinating the district's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972 (student's sex), sexual orientation, or gender identity (Title 5, CCR, §4910); race, color, or national origin (Title VI); or mental or physical disability Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies.

It is the intent of the District to ensure that students who are handicapped within the definition of **Section 504** are identified, evaluated, and, if qualified, provided with appropriate accommodations and the provision of a free appropriate public education (FAPE) to students and qualified adults with disabilities who may not be covered by the Individuals with Disabilities Education Improvement Act (IDEA). Due process rights of handicapped students and their parents under Section 504 will be enforced and a grievance procedure has been adopted that incorporates appropriate due process standards that provide opportunity for prompt and equitable resolution of complaints alleging any action prohibited by Section 504.

For Uniform Complaint Procedures complaints regarding unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics, you should immediately contact **Dr. Kimberly Tresvant, Executive Director at 310-604-6721, 501 Santa Fe Ave.** Compton, CA 90221 Email address: ktresvant@compton.k12.ca.us. (Education Code 234.1; 5 CCR 4621)

The district also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy. For concerns regarding discrimination, harassment, intimidation or bullying in employment, you should immediately contact **Dr. Kimberly Tresvant**, Executive Director at 310-604-6721, 501 Santa Fe Ave. Compton, CA 90221 Email address: ktresvant@compton.k12.ca.us.

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the coordinator in **Human Resources**, their principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the district's coordinator or their principal, whether or not the victim files a complaint. **Any school employee** who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the district coordinator or principal, whether or not the victim files a complaint.

AMERICANS WITH DISABILITIES ACT

Compton Unified School District will comply with the Americans with Disabilities Act of 1990 (ADA) which makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in State and local government services, public accommodations, transportation and telecommunications. The ADA protects individuals with disabilities who can perform the essential functions of a job with or without reasonable accommodation. The ADA requires employers to make reasonable accommodation to the known physical or mental limitations of qualified applicants or employees with disabilities.

Title I of the ADA protects "qualified individuals with a disability who can perform the essential functions of a job with or without reasonable accommodation." There are many decisions to be made on a case-by-case basis to determine such things as:

- a. Is this a qualified individual?
- b. Is this a disability?
- c. What are the essential functions of the position?
- d. What reasonable accommodation?

Such decisions must be made by a combination of personnel including Human Resources personnel, Risk Management, Worker's Comp, immediate supervisor, the Union (if applicable), and the individual.

The Division of Human Resources will serve as the organizational point of ADA cases using the following procedures:

- 1. If you are handling a situation that appears to require a decision dictated by the ADA, notify the Division of Human Resources and Employee Development in writing and include:
 - a. Name and title of individual.
 - b. Description of the apparent problem.
 - c. Current status of the individual.
- 2. Make recommendations regarding any individuals you believe should be included in a meeting to analyze and discuss the case.
- 3. A panel of staff members will outline the steps required by the case and the person(s) responsible for each step.
- 4. Additional meetings with the individual and/or union representatives will be established as part of the overall plan.

LIGHT DUTY, LIMITED DUTY AND MODIFIED DUTY

The Compton Unified School District provides all disabled applicants and employees with Reasonable Accommodation as defined by the Fair Employment and Housing Act (Government Code § 12940). Reasonable Accommodation is the modification or adjustment to a job, the work environment, or the way things are usually done that enables a qualified person with a disability or injury to enjoy equal employment opportunities.

General Information Regarding Return from Leaves

- Regardless of the length of the leave, all employees who have been off from work due to a
 workers' compensation leave (industrial injury) are to report to Human Resources prior to
 returning to work. No employee will be allowed to return to work unless first cleared by Human
 Resources to do so.
- All employees desiring to return from a personal medical leave with functional limitations / work
 restrictions must first report to Human Resources and provide a Certificate to Return to Work, or
 Further Treatment form. Form is available in Human Resource or on the District's website.
- Employee requests for return to work with functional limitations / work restrictions can take up to 5 working days for processing. Employees can ensure a timely return to work by providing Human Resource Services with a Certificate to Return to Work or Further Treatment form prior to the desired return to work date.
- During the period of time it may take to identify temporary modified or alternate work assignments, employees will remain off from work utilizing personal leave available and appropriate leaves.
- Work restrictions will be discussed with the injured/ill employee and with the site/department supervisor to ascertain if modified work (work in current classification) can be provided. If not, alternate work (performing miscellaneous work outside of current classification) will be explored.
- If modified or alternate work is not available employee will remain off work, utilizing all available leaves, including Family Medical Leave (FMLA).
- If employee is unable to return to work before all paid leaves are expired, the employee will be contacted to discuss extended unpaid leave options and the need for long term reasonable accommodation in alternate work.
- An employee who remains off work due to functional limitations / work restrictions that cannot be reasonably accommodated is required to continue to provide medical certification for all days missed from work to their site and Human Resources/Payroll.
- If a supervisor is concerned that an employee may be too injured or ill to perform all of the functions of the job without impacting performance expectations or their safety, the employee will be sent to meet with Human Resources to discuss any need for reasonable accommodation. This can occur even if an employee has not requested accommodation or submitted a medical note stating functional limitations / work restrictions. (cf. 4113.4, 4032)
- Should an employee's condition change such that the temporary work restrictions become permanent, Human Resources will engage with the employee in a more formal interactive reasonable accommodation process to determine what reasonable accommodations may be available to support the employee's permanent/long-term work restrictions. Reasonable accommodation in modified work, leave extensions or reassignment options will all be explored in accordance with the state and federal laws and District policies and regulations. (cf. 4032, 4113.4, 42 U.S.C. § 12101, et seq., Gov. Code § 12940)

Employees should refer to their respective contracts for additional information regarding situations where Human Resources may request additional medical information prior to returning an employee back to their workplace.

PROFESSIONAL STANDARDS

The Board of Trustees expects district employees to maintain the highest ethical standards, exhibit professional behavior, 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. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a 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. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

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
- 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
- 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
- 8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity
- 9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records
- 10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information
- 11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities
- 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

(cf. 4040 - Employee Use of Technology)

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.

- 13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
- 14. (cf. 4119.22/4219.22/4319.22 Dress and Grooming) Wearing inappropriate attire.

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.

<u>Any reports of employee misconduct shall be promptly investigated</u>. 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.

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. (**Source** BP 4219.21)

CODE OF ETHICS

(All Personnel)

The Board of Trustees expects district employees to maintain the highest ethical standards, to follow district policies and regulations, and to abide by state and national laws. Employee conduct should enhance the integrity of the district and the goals of the educational program.

The Board encourages district employees to accept as guiding principles the codes of ethics published by professional associations to which they may belong. (**Source:** BP 4119.21 4219.21, 4319.12)

Classified Personnel E 4219.21

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.
- 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

CODE OF ETHICS

(California Teachers Association)

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designed by the NEA or its affiliates.

Principle I: Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator -

- Shall not reasonably restrain the student from independent action in the pursuit of learning.
- Shall not unreasonably deny the student access to varying points of view.
- Shall not deliberately suppress or distort subject matter relevant to the student's progress.
- Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- Shall not intentionally expose the student to embarrassment or disparagement.

- Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religion beliefs, family, social, or cultural background, or sexual orientation, unfairly
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student.
- Shall not use professional relationships with students for private advantage.
- Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

Principle II: Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgement, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation of the profession, the educator -

- Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
- Shall not misrepresent his/her professional qualifications.
- Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
- Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
- Shall not assist a non-educator in the unauthorized practice of teaching.
- Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- Shall not knowingly make false or malicious statements about a colleague.
- Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.
- Adopted by the NEA

CODE OF ETHICS FOR EDUCATORS

(developed by the Association of America Educators (AAE))

This Code of Ethics for Educators was developed by the distinguished AAE Advisory Board and by the Executive Committee of AAE. It contains four basic principles relating to the rights of students and educators.

OVERVIEW

The professional educator strives to create a learning environment that nurtures to fulfillment the potential of all students. The professional educator acts with conscientious effort to exemplify the highest

ethical standards. The professional educator responsibly accepts that every child has a right to an uninterrupted education free from strikes or any other work stoppage tactics.

PRINCIPLE I: Ethical Conduct toward Students

The professional educator accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. We strongly affirm parents as the primary moral educators of their children. Nevertheless, we believe all educators are obligated to help foster civic virtues such as integrity, diligence, responsibility, cooperation, loyalty, fidelity, and respect-for the law, for human life, for others, and for self.

The professional educator, in accepting his or her position of public trust, measures success not only by the progress of each student toward realization of his or her personal potential, but also as a citizen of the greater community of the republic.

- 1. The professional educator deals considerately and justly with each student, and seeks to resolve problems, including discipline, according to law and school policy.
- 2. The professional educator does not intentionally expose the student to disparagement.
- 3. The professional educator does not reveal confidential information concerning students, unless required by law.
- 4. The professional educator makes a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
- 5. The professional educator endeavors to present facts without distortion, bias, or personal prejudice.

PRINCIPLE II: Ethical Conduct toward Practices and Performance

The professional educator assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence. The professional educator endeavors to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.

- 1. The professional educator applies for, accepts, or assigns a position or a responsibility on the basis of professional qualifications, and adheres to the terms of a contract or appointment.
- 2. The professional educator maintains sound mental health, physical stamina, and social prudence necessary to perform the duties of any professional assignment.
- 3. The professional educator continues professional growth.
- 4. The professional educator complies with written local school policies and applicable laws and regulations that are not in conflict with this code of ethics.
- 5. The professional educator does not intentionally misrepresent official policies of the school or educational organizations, and clearly distinguishes those views from his or her own personal opinions.
- 6. The professional educator honestly accounts for all funds committed to his or her charge.
- 7. The professional educator does not use institutional or professional privileges for personal or partisan advantage.

PRINCIPLE III: Ethical Conduct Toward Professional Colleagues

The professional educator, in exemplifying ethical relations with colleagues, accords just and equitable treatment to all members of the profession.

1. The professional educator does not reveal confidential information concerning colleagues unless

- required by law.
- 2. The professional educator does not willfully make false statements about a colleague or the school system.
- 3. The professional educator does not interfere with a colleague's freedom of choice, and works to eliminate coercion that forces educators to support actions and ideologies that violate individual professional integrity.

PRINCIPLE IV: Ethical Conduct toward Parents and Community

The professional educator pledges to protect public sovereignty over public education and private control of private education. The professional educator recognizes that quality education is the common goal of the public, boards of education, and educators, and that a cooperative effort is essential among these groups to attain that goal.

- 1. The professional educator makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
- 2. The professional educator endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in his or her classroom.
- 3. The professional educator manifests a positive and active role in school/community relations.

CALIFORNIA PROFESSIONAL STANDARDS FOR EDUCATIONAL LEADERS

Inherent in these standards is a strong commitment to cultural diversity and the use of technology as a powerful tool. A school administrator is an educational leader who promotes the success of all students by:

Standard 1: Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community

- 1. Facilitate the development of a shared vision for the achievement of all students based upon data from multiple measures of student learning and relevant qualitative indicators.
- 2. Communicate the shared vision so the entire school community understands and acts on the school's mission to become a standards-based education system.
- 3. Use the influence of diversity to improve teaching and learning.
- 4. Identify and address any barriers to accomplishing the vision.
- 5. Shape school programs, plans, and activities to ensure that they are integrated, articulated through the grades, and consistent with the vision.
- 6. Leverage and marshal sufficient resources, including technology, to implement and attain the vision for all students and all subgroups of students.

Standard 2: Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

- 1. Shape a culture in which high expectations are the norm for each student as evident in rigorous academic work.
- 2. Promote equity, fairness, and respect among all members of the school community.

- 3. Facilitate the use of a variety of appropriate content-based learning materials and learning strategies that recognize students as active learners, value reflection and inquiry, emphasize the quality versus the amount of student application and performance, and utilize appropriate and effective technology.
- 4. Guide and support the long-term professional development of all staff consistent with the ongoing effort to improve the learning of all students relative to the content standards.
- 5. Provide opportunities for all members of the school community to develop and use skills in collaboration, distributed leadership, and shared responsibility.
- 6. Create an accountability system grounded in standards-based teaching and learning.
- 7. Utilize multiple assessments to evaluate student learning in an ongoing process focused on improving the academic performance of each student.

Standard 3: Ensuring management of the organization, operations, and resources for a safe, efficient and effective learning environment

- 1. Sustain a safe, efficient, clean, well-maintained, and productive school environment that nurtures student learning and supports the professional growth of teachers and support staff.
- 2. Utilize effective and nurturing practices in establishing student behavior management systems.
- 3. Establish school structures and processes that support student learning.
- 4. Utilize effective systems management, organizational development, and problem-solving and decision-making techniques.
- 5. Align fiscal, human, and material resources to support the learning of all subgroups of students.
- 6. Monitor and evaluate the program and staff.
- 7. Manage legal and contractual agreements and records in ways that foster a professional work environment and secure privacy and confidentiality for all students and staff.

Standard 4: Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources

- 1. Recognize and respect the goals and aspirations of diverse family and community groups.
- 2. Treat diverse community stakeholder groups with fairness and respect.
- 3. Incorporate information about family and community expectations into school decision-making and activities.
- 4. Strengthen the school through the establishment of community, business, institutional, and civic partnerships.
- 5. Communicate information about the school on a regular and predictable basis through a variety of media.
- 6. Support the equitable success of all students and all subgroups of students by mobilizing and leveraging community support services.

Standard 5: Modeling a personal code of ethics and developing professional leadership capacity.

- 1. Model personal and professional ethics, integrity, justice, and fairness, and expect the same behaviors from others.
- 2. Protect the rights and confidentiality of students and staff.
- 3. Use the influence of office to enhance the educational program, not personal gain.
- 4. Make and communicate decisions based upon relevant data and research about effective teaching and learning, leadership, management practices, and equity.

- 5. Demonstrate knowledge of the standards-based curriculum and the ability to integrate and articulate programs throughout the grades.
- 6. Demonstrate skills in decision-making, problem solving, change management, planning, conflict management, and evaluation.
- 7. Reflect on personal leadership practices and recognize their impact and influence on the performance of others.
- 8. Engage in professional and personal development.
- 9. Encourage and inspire others to higher levels of performance, commitment, and motivation.
- 10. Sustain personal motivation, commitment, energy, and health by balancing professional and personal responsibilities.

Standard 6: Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

- 1. Work with The Board of Trustees and district and local leaders to influence policies that benefit students and support the improvement of teaching and learning.
- 2. Influence and support public policies that ensure the equitable distribution of resources and support for all subgroups of students.
- 3. Ensure that the school operates consistently within the parameters of federal, state, and local laws, policies, regulations, and statutory requirements.
- 4. Generate support for the school by two-way communications with key decision-makers in the school community.
- 5. Collect and report accurate records of school performance.
- 6. View oneself as a leader of a team and also as a member of a larger team.
- 7. Open the school to the public and welcome and facilitate constructive conversations about how to improve student learning and achievement.
- Source: California Professional Standards for Educational Leaders by California School Leadership Academy at WestEd and the Association of California School Administrators. Reprinted with permission. Intended for use with the descriptions of practice in Moving Standards into Everyday Work, available from WestEd.

MANDATED SUSPECTED CHILD ABUSE REPORTING

As the holder of a credential, certificate, or permit, which authorizes you to work with, observe, or have knowledge of children as part of your official duties, you are required to report every instance of child abuse which becomes known to you or which you reasonably suspect to have occurred to a child with whom you have professional contact. You must report your observations to a Child Protective Agency immediately, or as soon as practicably possible, by telephone and send a written report to the Child Protective Agency within 36 hours after you become aware of the abuse of the child. Your duty to report is individual, and no supervisor or administrator may impede or inhibit your duty to report, although you may also report to your supervisor or administrator. Your failure to report instances of child abuse known or reasonably suspected to you is a misdemeanor, punishable by up to six months in jail or by a fine of one thousand dollars (\$1000) or both. Reference: California Penal Code Section 11166.5.

CHILD ABUSE - WHAT IS IT?

Any act of omission or commission that endangers or impairs a child's physical or emotional health and development, including:

- Physical abuse non-accidental act resulting in injury; cutting twisting limbs, shaking, hitting, beating, burning, biting, or any other extreme physical mistreatment. (Report Police/Sheriff or child Abuse hotline)
- **Sexual abuse -** incest, any forced sexual activity, exposure to sexual stimulation not appropriate of the child's age, sexual exploitation of a minor. (report to Police/Sheriff)
- Neglect negligent failure of a parent or caretaker to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury has occurred; pattern of failure to provide for the child's emotional needs. (Report to Department of Children & Family Services, DCFS 1-800-540-4000)
- **Emotional abuse -** constantly blaming or demeaning; excessive yelling or shaming; frequently interacts with child in hostile manner. (Report to DCFS 1-800-540-4000)

NOTE: It is not up to the reporter to investigate or decide if the child's complaint is valid or not. All CUSD employees are mandated reporters, and must:

- Report suspected child abuse immediately
- Prior to calling, make sure to have all information needed to complete the written Suspected Child Abuse Report, (SCAR) http://ag.ca.gov/childabuse/pdf/ss-8572.pdf

What Is My Responsibility?

If you are a teacher, administrative officer, supervisor of child welfare and attendance, or certified pupil personnel employee, or a licensed nurse, you are a mandated reporter and it is your responsibility to:

- Identify incidents of suspected child abuse.
- Comply with laws requiring reporting of suspected child abuse to the proper authorities.

How Do I Report?

Call the Los Angeles County Department of Social Services, Protective Services Division, immediately at 1-800-540-4000 and provide the following information:

- Your name.
- Name of the child.

- Present location of the child.
- Nature and extent of injury.
- Any other information that led the reporter to suspect child abuse.
- Other information as requested. Within 36 hours, complete the Suspected Child Abuse (4-part NCR) as completely as possible. Retain the yellow (last) copy for your personal record. Mail the remaining copies to: Department of Social Services Attention: Child Protective Services

What Happens If I don't Report?

You may be found guilty of a misdemeanor and may be held liable for civil damages.

Can I Ask Someone to Report for Me? NO

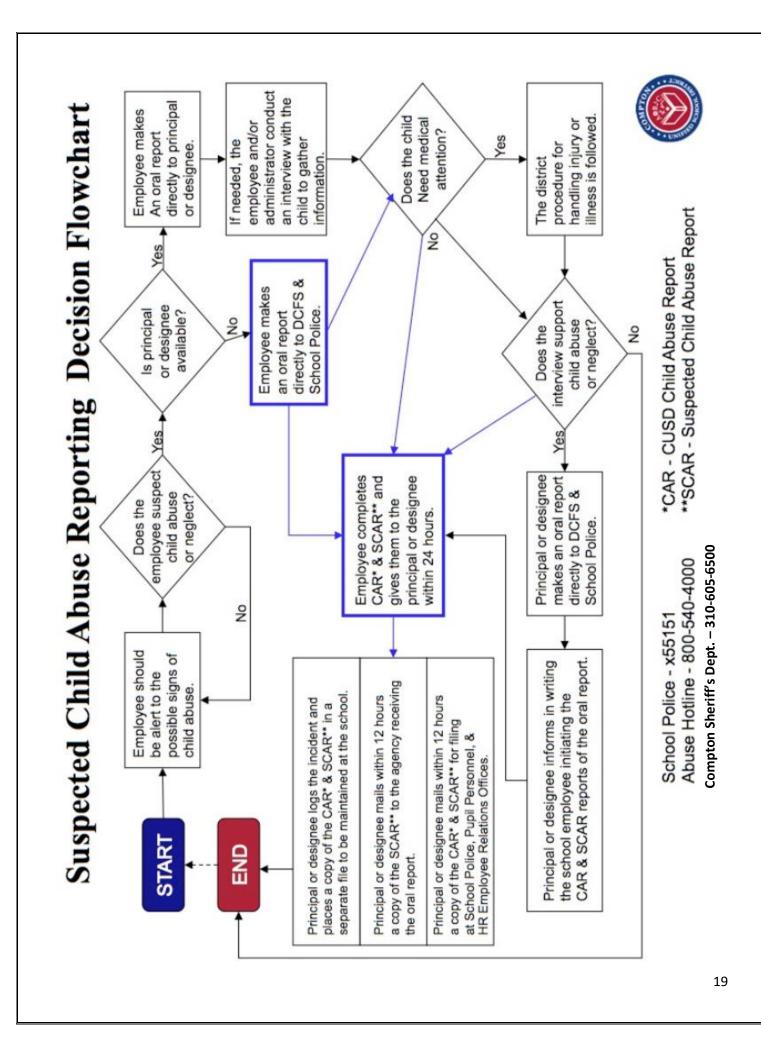
When two or more persons who are required to report are aware of an instance of suspected child abuse, it may be agreed that one will make the report. However, if any person who knows or should know that the person designated to report failed to do so, that person then has a duty to make the report.

What If the Suspected Child Abuse Is Unfounded?

You are not liable either in civil damages or for criminal prosecution for reporting as required by law.

Annual Training on Mandated Reporting for ALL School Employees

Assembly Bill 1432-Mandated reporters – requires school districts, county offices of education, charter schools, state special school, and diagnostic centers to provide annual training to all returning employees within 6 weeks of each school year and within the first 6 weeks of that person's employment.





EMPLOYEE NOTIFICATIONS

Human Resources is required by Federal law, State law, Education Code, and Board Policy to provide you with the following notifications which may affect the terms and conditions of your employment: When required by law, Board policy, or administrative regulation, district employees may be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

EDUCATION CODE

- 231.5 Sexual harassment policy
- 17612 Notification of pesticide use
- 22455.5 STRS information to potential members
- 22461 Postretirement compensation limitation
- 35031 Nonreelection of superintendent, assistant superintendent, or manager of classified services
- 35171 Notice of regulations pertaining to certificated employee evaluations
- 37616 Notice of public hearing on year-round schedule
- 44031 Personnel file contents, inspection
- 44663-44664 Evaluation of certificated employees
- 44842 Reemployment notices, certificated employees
- 44896 Transfer of administrator or supervisor to teaching position
- 44916 Written statement of employment status
- 44929.21 Reelection or nonreelection of probationary employee after second year
- 44934 Notice of disciplinary action for cause
- 44938 Notice of unprofessional conduct and opportunity to correct
- 44940.5-44941 Notification of suspension and intent to dismiss
- 44948.3-44948.5 Dismissal of probationary employees
- 44949 Cause, notice and right to hearing
- 44951 Continuation in position unless notified, administrative or supervisory personnel
- 44954 Nonreelection of temporary employees
- 44955 Reduction in number of employees
- 45113 Notification of charges, classified employees
- 45117 Notice of layoff, classified employees
- 45169 Employee salary data, classified employees
- 45192 Industrial and accident leave
- 45195 Additional leave
- 46162 Notice of public hearing on block schedule
- 49013 Complaints regarding student fees
- 49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion

GOVERNMENT CODE

- 1126 Incompatible activities of employees
- 3100-3109 Oath or affirmation of allegiance
- 8355 Certification of drug-free workplace, including notification
- 12950 Sexual harassment
- 54957 Complaints against employees; right to open session
- 54963 Unauthorized disclosure of confidential information

HEALTH AND SAFETY CODE

- 1797.196 Automated external defibrillators; notification of use and locations
- 104420 Tobacco-free schools

120875 Information on AIDS, AIDS-related conditions, and hepatitis B

120880 Notification to employees re AIDS, AIDS-related conditions, and hepatitis B

LABOR CODE

2800.2 Notification of availability of continuation health coverage

3550-3553 Notifications re: workers' compensation benefits

5401 Workers' compensation; claim form and notice of potential eligibility

PENAL CODE

11165.7 Child Abuse and Neglect Reporting Act; notification requirement

11166.5 Employment; statement of knowledge of duty to report child abuse or neglect

UNEMPLOYMENT INSURANCE CODE

2613 Disability insurance; notice of rights and benefits

CODE OF REGULATIONS, TITLE 2

7288.0 Sexual harassment training, provision of district policy

CODE OF REGULATIONS, TITLE 5

4622 Uniform complaint procedures

80303 Reports of change in employment status, alleged misconduct

CODE OF REGULATIONS, TITLE 8

3204 Employees exposed to bloodborne pathogens, access to exposure and medical records

5193 California bloodborne pathogens standard

CODE OF REGULATIONS, TITLE 13

2480 Vehicle idling, limitations

UNITED STATES CODE, TITLE 38

4344 Uniformed Services Employment and Reemployment Rights Act, notice requirement

UNITED STATES CODE, TITLE 41

8101-8106 Drug-Free Workplace Act

CODE OF FEDERAL REGULATIONS, TITLE 29

825.300 Family and Medical Leave Act; notice requirement

CODE OF FEDERAL REGULATIONS, TITLE 34

104.8 Nondiscrimination

106.9 Dissemination of policy, nondiscrimination on basis of sex

CODE OF FEDERAL REGULATIONS, TITLE 40

763.84 Asbestos inspections, response actions and post-response actions

763.93 Asbestos management plans

CODE OF FEDERAL REGULATIONS, TITLE 49

382.601 Controlled substance and alcohol use and testing notifications

EMPLOYMENT POLICIES AND PRACTICES

DEFINITION OF TERMS

- 1. **Employer**. The Compton Unified School District is the employer of all full-time, part-time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by Compton Unified School District.
- 2. **Full-Time Employee**: A Full Time Employee regularly works at least 35 hours per week.
- 3. **Part-Time Employee**: A Part Time Employee regularly works less than 35 hours per week but no less than 17 1/2 hours per week.
- 4. **Exempt Employee**. An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").
- 5. **Non-Exempt Employee**: A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). For Non-Exempt Employees, an accurate record of hours worked must be maintained. Compton Unified School District will compensate non-exempt employees in accordance with applicable federal and state law and regulations.
- 6. **Temporary Employee**: An individual employed, either on a full-time or part-time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by statute.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

EMPLOYMENT DOCUMENTS

The following are legal compliance forms for conditions required for employment:

- Offer of Employment Contract or Assignment (bargaining unit members & management)
- Department of Justice fingerprint clearance. (AR 4112.5)
- No Sex Offense Violation (Ed Code 44010) or Controlled Substance Violation (Ed Code 44011).
- TB Clearance (to be kept on file). (Ed Code 49406)
- Certificate of a Medical Examination certificated employees (Ed Code 44839)
- Back screen exam (specified classified positions).
- Notice for the Oath of Affirmation. (AR 4112.3)
- Notice of compliance for Equal Employment Opportunities/ADA requirements.
- Acknowledgement of legally mandated employment documents received including:
- Sexual Harassment Policy, Injury and Illness Prevention Program, Mandated Child Abuse Reporting, Nondiscrimination in Employment Policy, Hazardous Material Communication Program, Tobacco-Free Schools Policy

EMPLOYMENT OF PERSONNEL

All new hires for Compton Unified School District should be advised that their employment is contingent upon Board approval. Both classified and certificated new hires may not begin work before the Board approval meeting. New hires in management positions must be approved by the Board prior to service being rendered. When the job offer is made, the new hire should be advised that the offer is contingent upon Board approval. Promotions from within the District require the approval of the Board of Trustees.

DISTRICT INFORMATION

Additional District information may be viewed on the District's Website

- District Fact Sheet is designed to provide a general overview of the District
- District Directory provides the listing of site locations, maps, and their contact information
- After-hours District emergencies: Night Hotline 310-639-4321 X 55151
- Weekend District emergencies: 310-639-4321 X 55151
- Suspected fraud reporting: 310-639-4321 X 55151

Workers' Compensation Fraud Reporting: 916-854-5760

For specific site information, please contact your supervisor.

EQUAL EMPLOYMENT OPPORTUNITY

Compton Unified School District shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Trustees and Superintendent of Compton Unified School District will not discriminate against any employee or applicant in a manner that violates the law. Compton Unified School District is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.

Each person is evaluated on the basis of personal skill and merit. Compton Unified School District's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Superintendent shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

Compton Unified School District will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of Compton Unified School District may have violated the Equal Employment Opportunity Policy should report the possible violation to the Superintendent.

If Compton Unified School District determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and recommendation to the Board of trustees for termination. Employees who report, in

good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Compton Unified School District will inform the employee who made the complaint of the results of the investigation.

Compton Unified School District is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at Compton Unified School District for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on Compton Unified School District. Employees who believe that they may require an accommodation should discuss these needs with the Superintendent. If you have any questions regarding this policy, please contact the Superintendent @ Ext. 55125.

HOURS OF WORK, ATTENDANCE AND PUNCTUALITY

A. Hours of Work

The normal work week for Compton Unified School District shall consist of five (5), seven (7) hour days for Teachers and other instructional support staff with 30 minutes of uninterrupted lunch. Work hours for district staff are from 8:00 a.m. - 5:00 p.m., Monday through Friday, including one hour (unpaid) for lunch. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities. Subject to Compton Unified School District work assignments and Superintendent Approval, the employee's supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

B. Attendance and Punctuality

Attendance is a key factor in your job performance. The CUSD expects all employees to maintain a 98% or more attendance rate at work. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor and the office manager as far in advance as possible and no later than one hour before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor as soon as possible by every means necessary.

For all absences extending longer than one day, you must telephone your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to-work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence.

Except as provided in other policies, an employee who is absent from work for five consecutive days without doctor's note or notification to his or her supervisor or the Superintendent will be considered

to have voluntarily terminated his or her employment. The employee's final paycheck will be mailed to the last mailing address on file with Compton Unified School District.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, Compton Unified School District may counsel employees prior to termination for excessive absences, tardiness or leaving early.

SUB FINDER SYSTEM - SMART FIND EXPRESS - Certificated Employees

Human Resources currently use the E-School Solutions Smart Find Express Sub Finder System which places Substitute Teachers in uncovered classrooms. Human Resources provide you with information on how to access the Smart Find Express upon employment. Full-time Teachers as well as Substitute Teachers can access Smart Find Express via online or by using the telephone automated system. Human Resources is the designated Smart Find Express Operator.

In order for ALL employees to be active in Smart Find Express, each employee must call the automated number 310-898-6107 to activate their account. The automated voice will prompt the employee to change his/her Pin number, record their name, etc.

Employee Profile:

All employees should update their profile in Smart Find Express whenever a change occurs to their personal contact information such as email, address change, or phone numbers. The Secretary at the School Site also has access to change an employee's profile based on their sites employees only.

Smart Find Express Automated System:

All employees will be required to set a pin number that is at least 4 digits long. You can use the automated system to review current assignments, review available jobs, cancel a job, and review personal information. Remember, Smart Find Express only works from touch-tone telephones!

Smart Find Express Online Info:

All employees will use their Access ID number and Pin number to log into Smart Find Express Online. To visit Smart Find Express please go to comptonusd.eschoolsolutions.com

How Does Smart Find Express work online?

The Smart Find Express online system works in conjunction with the automated system. All data becomes instantly available, when either system is updated. Smart Find Express online system can be used on any device with Internet access. Simply enter the web address for Smart Find Express in your Internet Browser, comptonusd.eschoolsolutions.com, tap Enter on the keyboard, and the Sub system Log In screen will appear.

Administrator Guide

The administrator guide will not be distributed to employees in hard copy. The PDF file is in color and provides a sharper graphical representation of the *Smart Find Express* Sub finder and is much easier to

view and understand. The administrator guide is user-friendly and easy to follow with the direction from your computer screen.

If you need further assistance, please contact the Substitute Desk Technician, at 310-639-4321, ext. 55049 or by email stipeni@compton.k12.ca.us

<u>Absence Reporting Procedures</u> <u>SmartFindExpress - Compton Unified School District - Classified Personnel</u>

- Cafeteria Workers
- Attendance Clerks
- Secretaries
- Health Assistants
- Campus Security Assistants
- Clerk Typists
- Locker Room Attendants
- Instructional Assistant Academic Readiness Severe
- Instructional Assistant Health Care/CAN Severe
- Instructional Assistant Special Education
- Cooks

The SmartFindExpress substitute online system is available to you 24 hours a day, 7 days a week. You may interact with the system in two ways:

- 1. Phone (310) 898-6107
- 2. Internet https://comptonusd.eschoolsolutions.com

Classified Employees who will be absent are required to report their absence(s) within at least one hour of their scheduled reporting time or earlier, via the SmartFindExpress (SFE) online substitute system or by calling the SFE substitute phone line. The reason for the absence and its expected duration will be required when reporting an absence. It is further expected that ill or injured employees will inform their supervisor and the Human Resources (HR) department if there is a change in the anticipated length of absence. If an employee returns to work (without prior notification to his/her supervisor, secretary, or the HR department), sooner than the end date of his/her leave of absence, please keep in mind that a substitute has already been assigned for the day, and the district will only compensate one person. As a result, you (the employee) may be asked to return home for the day, and your return-towork date may be adjusted in the system, allowing you to return-to-work the following day. In addition to reporting your absences via SFE, you are still required to file an electronic leave of absence (E-LOA) via the district's intranet, no later than the sixth (6th) consecutive workday of absence, for payroll purposes. Employees who fail to report their absences via SFE will be considered to be on an unauthorized absence(s). Should an employee be absent for an unauthorized leave of six (6) consecutive working days, it may be grounds for dismissal due to "abandonment of position". In cases of a three-day consecutive absence, the SFE sub system will begin to search for a substitute for all classifications, with the exception of Cafeteria Workers, Cooks, Campus Security Assistants, and

Plant Workers. The SFE sub system will begin to search for a substitute immediately for these classifications.

For your convenience, orientation videos are available when you login to SmartFindExpress. Help Desk: (310) 639-4321, extensions 55185, or 55049.

OVERTIME

Overtime pay, which is applicable only to Non-Exempt Employees, is for any time worked in excess of 40 hours in a workweek. Only the Superintendent or his designee, upon the request of an employee's supervisor, may authorize overtime. Overtime rate is one and one-half time (1 1/2) the employee's straight time rate, except in special instances. No overtime and/or Extra Duty work shall be worked without the approval of the Superintendent or his designee with a fully approved e106.

ADDITIONAL DUTY DAYS & INCREASED WORK DAY-CERTIFICATED

<u>Certificated Employees-Additional Duty Days</u>

- 1. When an employee will work additional duty days, an e106 must be submitted with a start date, ending date and number days of work requested. e106 must be submitted by school secretary or other department secretaries requesting the extra assignment.
- 2. HR will ask Payroll to calculate the Pay based on the extra-duty or overtime rates of pay.

Increased Work Day (6th Period)

Pay for a teacher who has been asked to teach a sixth period is based upon the daily rate of pay and equals one-sixth of the daily rate. The daily rate is calculated to include the career increment. An eI06 should be used to request sixth period teaching assignments.

- 1. The e106 must be submitted when an employee has an increased workday (6th period)
- 2. The HR alerts Payroll that there is an increased workday.
- 3. Payroll receives the time from the school site on the Hourly Timesheet.

DRESS AND GROOMING

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. (Source: BP 4219.22)

• Teachers and all other employees are prohibited from wearing attire that students are also prohibited from wearing.

- With the exception of pupil free days, teachers are not to wear shorts or skirt/dresses of very short length (modest length allowed). Culottes of appropriate length are acceptable. We are role models for students, parents and the community. We set the standard.
- Appropriate attire for males includes but not limited to; collared shirt, casual or dress slacks, khakis, suits, ties, sweaters, sport coats, polo shirts and shoes with socks.
- Employees are allowed to wear athletic type shoes, but they must be in good condition without tears or stains. Dress sandals with proper foot coverings may also be worn by both male and female employees. Flip flops are not allowed (safety).
- Caps and hats are not allowed on campus except on "Hat Day."
- If denim/Jeans are worn, they are not to be faded, torn, frayed or tattered whether in fashion or not.
- All shirts must be properly tucked in and belts worn in a business-like manner.
- Saggy/Baggy/Transparent/Excessively low-cut clothes are also absolutely prohibited on district premises.
- Employees performing duty at ball games and/or other extracurricular activities shall dress in a manner befitting their profession or befitting the occasion (which may require work-type clothes, as approved by the principal).
- Uniforms are provided for certain staff members to distinguish them from others. <u>All such staff members</u> are expected to wear their uniforms as required by district policy.
- Prohibited attire includes but limited to: clothes with manufacturer logos, suggestive or offensive language; sweatshirts and sweatpants; caps, or bandanas worn during the school day; leggings as bottoms, body piercings except ears; overalls; and any clothing that is too low-cut, tight or not with an ample strap.
- The display of tattoos is prohibited; tattoos must remain covered when possible.
- The display of body piercing is prohibited with the exception of ear piercing for females.

NOTE: The direct Supervisor is responsible for enforcing the dress code. The Administration will be the final judge whether a staff member's clothing is appropriate for school. Please guide yourself according to the above stated guidelines so as not be embarrassed.

IDENTIFICATION BADGES

For everyone's safety and to simplify the identification of persons who do not belong on campus, the District provides identification badges for all staff, volunteers, and visitors. Please wear your badge at all times you are on a District property. If a permanent employee should misplace the badge, a new one may be obtained by contacting Human Resources Services for a replacement. Volunteers and visitors who come to your classroom or onto the work site must stop by the main office to sign in and obtain a visitor's badge. Please ask them to do so. All employees are to wear the District badge daily.

CREDENTIALS

All credentials must be registered with Los Angeles County Office of Education.

Certificated personnel must have a valid credential and shall not be assigned outside the scope of their credential or fields of study except as allowed by law.

Human Resources Department sends a letter of notification regarding an expiring credential to every certificated employee thirty days prior to the expiration date, allowing ample time to renew.

Recommended for a Preliminary Document

Once the Educator completes the program, it is the program sponsor's job to recommend them for the Preliminary document. California has a two-tiered credential system, and the Preliminary document is the first tier document. Preliminary documents have renewal requirements that need to be completed within the document's five-year validity period in order for the document to be renewed. Once the Educator completes the renewal requirements; a Clear document can be issued. California prepared educators will be required to complete an induction program in order to clear their documents.

Complete a Commission Approved Induction Program

TIPS, an acronym for "Teacher Induction Program and Support", is a state-funded program co-sponsored by the California Department of Education (CDE) and the Commission on Teacher Credentialing (CTC). The program engages preliminary credentialed teachers in a job-embedded formative assessment system of support and professional growth to fulfill the requirements for the California Clear Multiple Subjects, Single Subject, and Education Specialist credentials.

Recommended for a Clear document

Once the Educator completes the Induction program at the Los Angeles County Office or an approved institution of higher learning, it is the program sponsor's job to recommend them for the Clear document. If the teachers complete the Induction program in the district, the credentialing staff in Human Resources will recommend for the Clear document.

Clear documents can be renewed in 5-year increments, with only the submission application and a fee

CREDENTIAL EXPIRATION NOTIFICATION

The Director of Certificated Personnel will generate a list of credentials and expiration dates each July. Human Resources Department sends a letter of notification regarding an expiring credential to every certificated employee ninety days prior to the expiration date, allowing ample time to renew.

Renewals

Educators will log into their educator page and complete an online renewal application. This involves answering professional fitness questions and paying a fee. Once payment is complete, the renewal is electronically sent to the Commission, and automatically granted. It will take approximately 5-7 business days for newly granted renewals to be displayed online.

Note: Some applicants choose to submit their renewals via paper application. In this case they are subject to the 50 business day paper applications processing timeline at the Commission on Teacher Credentialing.

People on emergency permits with and without CBEST waivers are maintained in the Human Resources Tracking System (HRTS).

EVALUATIONS

CERTIFICATED EVALUATION TIME LINE 2020-2021 SCHOOL YEAR

Note: Late hires/transfers should have the CSTP's completed within the first 4 weeks of the day they start at your site.

By 10/15/2021	Evaluator shall notify unit member of who his/her evaluator is for the school year. Evaluator shall conduct 1 or more staff meetings to review standards, techniques for assessment, and the evaluation calendar of the year.						
Prior to 10/30/2021	Each unit member and his/her evaluator <u>shall meet in an initial evaluation</u> <u>conference to review the CSTP's</u> . The date of the evaluation conference will begin the period of observation. However, unit members shall be held accountable for their performance from the first day of school.						
Prior to 10/30/2021 *2/11/2022	 To be completed: A pre-formal observation conference must be held (usually a week prior to formal evaluation) to discuss strengths, areas of mutually agree foci and formal lesson to be observed. 						
	• First and second formal Evaluation of Probationary, interns and Temporary Contract Teachers due (It is acceptable to formally observe tenured teachers during this window).						
	Complete evaluation for Tenured Teachers.						
	• A post-observation conference must be held within 5 days to review and discuss formal observation. Improvement Plans for all identified certificated staff implemented and review process completed.						
	An evaluation conference must be held with these unit members prior to completing and submitting the evaluation.						
3/8/2022	60 days prior to the close of school year: Written copy will be presented to unit member evaluated.						
No later than 3/8/2022	A conference will be held between the unit member and his/her evaluator to discuss the evaluation.						

Observation and feedback of all certification employee is ongoing throughout the school year.

^{*}Recommendation to District for NON-REELECTION

CLASSIFIED

All employees are to be evaluated by their immediate supervisors in accordance with the following schedule: **Probationary employees** - at the end of the second (2nd), fourth (4th) and sixth (6th) month of service. Permanent employees – at least once a year.

Each appointment to a permanent position will include a probationary period of 6 months within the job classification. The probationary period is considered an extension of the selection process. During this time, the department will continue to assess the employee's ability to perform the job.

A written performance appraisal will be made to the employee three times during the probationary period, once before completion of the first half of the probationary period, one in the middle and again before the end of the probationary period. If a performance report is not prepared and submitted two weeks to the end of the 6 months, a probationary employee with poor evaluation will automatically acquires permanent <u>status</u> unless formally rejected for cause.

Permanent employees - at least once each year, during April, and at any time more than sixty (60) workdays later if the unit member leaves the control of that supervisor.

If an employee is absent during the evaluation period, he/she shall be evaluated within fifteen (15) workdays of his/her return to duty.

BY WHOM

Each immediate supervisor under whom the employee has served sixty (60) workdays or more during any rating period shall provide a performance evaluation, even though the employee may have left his/her control. Each employee shall be informed in writing of the name of his/her immediate supervisor and of the next level supervisor within thirty (30) workdays. Each new employee shall be so informed upon reporting to his/her assignment.

EMPLOYEE TRANSFERS CERTIFICATED TRANSFERS

VOLUNTARY TRANSFER REQUESTS

Pursuant to Article 8, Section 8.2.1of the Agreement between the Compton Unified School District (CUSD) and the Compton Education Association, "unit members may request a transfer by submitting an application for transfer to the Office of Certificated Personnel by April 15th of the school year."

If a certificated employee would like to **request a Voluntary Transfer**, you may submit an Interschool Voluntary Transfer Request Form to the Office of Human Resources. Please submit a completed form to Human Resources, between **March 15th and April 15 of each year**.

Transfer requests will not be considered after **April 15 or by the last working day before April 15th if it falls on a weekend**. At the same time, if you are planning not to return to CUSD for the upcoming school year, please inform this office immediately by submitting a Resignation Form with your tentative date. This information is necessary to enable us to determine a tentative list of vacancies for the upcoming School Year.

Certificated Transfer Form



COMPTON UNIFIED SCHOOL DISTRICT

Human Resources - Certificated Personnel 501 South Santa Fe Avenue Compton, CA 90221

> (310) 639-4321 Ext. 55075 (310) 764-5892 TELEPHONE:

INTERSCHOOL VOLUNTARY TRANSFER REQUEST FORM Form OCP 101

Please fill each section COMPLETELY and return to Andrea D. Credille, Senior Director - Human Resources, no later than the last day for transfer requests as set forth in the CUSD/CEA Agreement.

Section I (Please print or type)		
Name:		Date:
Current Position:	Home or cell telephone #:	
Current School/Location:		
Section II (Please print or type) Preferred Position:		
The second secon	Subject(s) or Grade	
Continue III (Diana mintantantan		
Section III (Please print or type) Preferred Location:		
First Choice:	School	
Second Choice:		
Third Choice:	School	
	School	
Section IV (Please print or type) Reason for change:		
·		
Section V		
SIGNATURE:		
DATE:		

Classified Transfer Form

COMPTON UNIFIED SCHOOL DISTRICT

Office of Personnel Commission - Classified Personnel

TRANSFER REQUEST - Permanent Classified Employee

Employee:			Date:
Address:			Telephone Number(s):
		Work:	
		Home:	
Present Classification:			
Location (School or District Office):		
Please check one or more preferred location	s. Your name will only b	e certified to those l	locations that you have checked.
Administration Offices 604-704 S. Tamarind Ave./723 S. Alameda Avenue	Administration Office 417 West Alondra	s	Administrative Offices 1623 East 118th Street
Administrative Offices 14431 South Stanford Avenue	Any Middle School		Any Elementary School
Any High School/Adult Education	Other		
Reason for request:			
			Note to the Employee:
Employee's Signature	Date		aced on the TRANSFER employment list and certified to rity in the Order of Precedence, when there is a vacancy.
(RETURN FORM TO PERSONNEL COMMISSION 604 SOUTH TAMARIND AVENUE, BUILDIN			Rules and Regulations; Article XI – C.S.E.A. Contract)
Distribution: White - Personnel Communication: Canary - Employee Pink - Human Resource		Director – Classif	ied Personnel Date

Revised 12/14//01

Classified Transfer Form...(continued)

Please Print Your Name Clearly and Legibly

TRANSFER REQUEST WORK HISTORY SHEET

(To be attached with original Transfer Request for Updated Employment History)

Transfer Request- Work History

Begin with your most recent job. List all jobs, and any periods of unemployment in the past ten years. Include any military service. Also, list any jobs you held more than ten years ago which relate to the duties or qualifications of the job for which you are applying. Be sure to include the number of hours per week that you worked. You may also list any volunteer experience, which relates to the job for which you are applying. You may attach additional pages if necessary. Resumes may be attached, but are not a substitute for completely filling out the application.

From:	Mo.	Yr.	Your Title:	Name of School/Administrative Office:
To:	Mo.	Yr.	Your Duties:	Address:
Sala	ry Per M	onth		City/State/Zip Code:
Hours Per Week		Veek		Supervisor's Name & Title:
From:	Mo.	Yr.	Your Title:	Name of School/Administrative Office:
To:	Mo.	Yr.	Your Duties:	Address:
Salary Per Month				City/State/Zip Code:
Hours Per Week		/eek		Supervisor's Name & Title:
From:	Mo.	Yr.	Your Title:	Name of School/Administrative Office:
To:	Mo.	Yr.	Your Duties:	Address:
Salary Per Month		onth		City/State/Zip Code:
Hours Per Week		/eek		Supervisor's Name & Title:

CONFIDENTIAL INFORMATION - DISCLOSURE

When phone calls are received from the public in HRED requesting information about employees pursuant to the Public Records Act, HR only provides the following information only:

- 1. Employee's Job Classification
- 2. Employee's Placement on the Salary Schedule

California Public Records Act, Government Code Section 6250 et seq. governs disclosure requirements of information prepared or used by Compton Unified School District. Section 6254 (c) provides for an exemption to disclosure of "personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy."

Civil Code Section 1798.3 (a) states: "The term personal information means any information that is maintained by an agency that identifies or describes an individual, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters and medical or employment history."

If a member of the public is concerned about the on-the-job activities of an employee, Compton Unified School District has a complaint process that is addressed in Board Policy. It is not in the best interest of the District, neither its employees nor the public to accede to demands, which constitute an unwarranted invasion of privacy.

Government Code 6254.3 states: The home addresses and home telephone numbers of state employees and employees of a school district or county office of education shall not be deemed to be public records and shall not be open to public inspection, except that disclosure of that information may be made as follows:

- 1. To an agent, or a family member of the individual to whom the information pertains.
- 2. To an officer or employee of another state agency, school district, or county office of education when necessary for the performance of its official duties.
- 3. To an employee organization pursuant to regulation and decision of the Public Employment Relations Board, except that the home addresses and home telephone numbers of employees performing law enforcement-related functions shall not be disclosed.
- 4. To an agent or employee of a health benefit plan providing health services or administering claims for health services to state, school districts and county offices of education employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents.

Upon written request of any employee, a state agency, school district, or county office of education shall not disclose the employee's home address or home telephone number pursuant to paragraph (3) of subdivision (a) and an agency shall remove the employee's home address and home telephone number from any mailing list maintained by the agency, except if the list is used exclusively by the agency to contact the employee.

- 1. Employees must agree in writing to publish home addresses and telephone numbers in the District Directory.
- 2. Even though the employee has agreed to publish this information, it should not be given out over the phone to members of the public who might inquire.



Compton Unified School District shall provide a competitive package of benefits to all eligible full-time and part-time employees. The following outline of available benefits is provided with the understanding that benefit plans may change from time to time, and the plan brochures (known as Summary Plan Descriptions) or contracts are to be considered the final word on the terms and conditions of the employee benefits provided by Compton Unified School District. For eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and statutes. The Superintendent will determine levels of deductibility and co-payments for all insurance related benefits annually.

ADDRESS/NAME CHANGES

It is the employee's responsibility to notify the Human Resources Department of address or name changes. Address changes can be made by the employee by filling out the forms for name/address change at the District office.



COMPTON UNIFIED SCHOOL DISTRICT

Human Resources Department

CHANGE OF ADDRESS/ NAME FORM

To change your name or address in our database, please submit this form, completed and signed to the Human Resources Department.

I am a (check one) Certificated Employee	Classified E	mployee Other:				
I am requesting a change of Address Name Phone # only						
New Phone # Name:						
CHANGE OF NAME (Classified Employees only) You must present original valid driver's license and social security card to confirm your change of name. (print or type)						
NEW NAME (Last Name, First Name and Middle	Name):	Last four digits of y	our SS#:			
Name as it currently appears in CUSD Records:		Date of Birth (MM/	(DD/YYYY)			
Reason for requesting change (e.g. marriage, div	orce, etc.):					
CHANGE OF ADDR						
NAME (Last Name, First Name and Middle Name):	Last four digits of your SS#: Date of Birth: MM/DD/YYYY					
PREVIOUS ADDRESS	•					
NO. AND STREET, APT., SUITE:						
CITY, STATE AND ZIP CODE:						
NEW ADDRESS						
NO. AND STREET, APT., SUITE:						
CITY, STATE AND ZIP CODE:						
Current Position:	Work Loc	cation:				
District email:	District email: Phone Number:					
I hereby request that all records in the Compton Unif	ied School (District System bearing	my former			
name/address be changed to show my new information. I certify that the following information is true						
and correct under penalty of perjury.	Data					
Signature: Date:						

OCP Form 161 (Rev. 01/2015)

AUTOMATIC PAYROLL DEPOSIT

The District established a direct deposit pay system to improve its payroll delivery service and increase efficiency. This structure helps the District pay its employees faster and more accurately. Direct deposit forms may be found online, or you may contact the Payroll Department for more information about the automatic payroll deposit service.

Employees are responsible for notifying the Payroll Department, in writing, at least 10 business days before a regular scheduled payday of any changes in the employee's banking status. If the change constitutes the closing of a currently designated account, an alternate account must be specified. If funds cannot be deposited in an account and are returned by the bank for any reason, a replacement check will not be issued until the funds are credited back to the District's bank account. Additionally, a \$20.00 replacement fee may be applied. The replacement check will be issued after the funds have been returned, and the employee will pick up their check in the Payroll Department and should bring a valid replacement direct deposit form.



DIRECT DEPOSIT AUTHORIZATION

NEW OR CHANGE	CANCEL					
NAME	SOCIAL SECURITY NO.					
DISTRICT	WORK TELEPHONE					
NAME OF BANK/CREDIT UNION/SAVINGS & LOAN	BRANCH#/LOCATION					
ADDRESS OF BANK/CREDIT UNION/SAVINGS & LOAN	TELEPHONE AT BRANCH					
ACCOUNT NO.	CHECKING SAVINGS					
I hereby authorize the above named District and the Los Angeles County Offices of Education (LACOE), and/or their agents, to initiate electronic deposits and, as necessary, debit corrections to previous deposits, to the above account. I understand: Direct Deposit status is not activated until 10 business days following a \$0 test transaction for NEW OR CHANGE authorization. I must submit a new authorization form if I change my account (name, institution, branch, type account, etc.) Direct Deposit status will be temporarily suspended if wages are garnished. Direct Deposit status may be suspended or rescinded by the District or LACOE, and payment made by the county warrant, if necessary to meet payroll deadline or under other extreme conditions. I agree to hold harmless and indemnity to the District and LACOE, and their officers, employees and agents from any claim or demand of whatever nature, including those based upon negligence of the Districts and LACOE and their officers, employees and agents for failure or delay in making deposits and/or corrections to deposits as herein authorized. This authorization replaces any previously made by me and is to remain in effect unit changes or cancelled by submission of a new Direct Deposit Authorization form. Signature: Date: Attached below is a voided check Attached below is a voided check						
ATTACH VOIDED CHECK						
	or District Use Only					
,	D Reference Guide)					
FINANCIAL INSTI	TUTION ROUTING NO.					
DWDI OVER DER	OSIT ACCOUNT NO.					
EMPLOTEE DEP	SII RECOUNT NO.					

INPUT BY: _____ DATE: ____

BENEFITS INFORMATION FOR SEPARATION

Described below is important information regarding employee compensation and benefits. We hope this information is helpful to you. The Compton Unified S chool District Staff is available to assist you in any way we can. Please contact the Payroll and Benefits Office at (310) 639-4321, ext. 55014 with your questions.

<u>Paycheck:</u> A final paycheck will be prepared by the District's payroll staff this check will include any pay due to the employee. For classified employees, this will include pay for any accumulated vacation and/or compensatory time. Once the check is prepared, it will be released to the person designated by the employee as the beneficiary for paycheck, or warrant, release. The Benefits Office can let you know the name of the designated beneficiary. If no designation is on file, the final pay warrant will become part of the employee's estate.

<u>Life Insurance:</u> The District will help you file a claim with the District paid life insurance carrier, such as Prudential, if the employee was participating. As soon as you obtain an official death certificate, make an appointment with Miya Jones, in the District's benefits office. She will assist with the paperwork to file a claim.

<u>Benefits:</u> Health benefits for the employee's dependents, including medical, dental and vision insurance, continue on District-paid basis through the end of the month in which the employee passed away. After the end of the month, dependents are eligible, at their own expense, to continue the benefits for up to 36 months. You will receive a separate letter providing details about continuation of benefits. Please contact Lucrecia Figueroa in the benefits office for assistance.

<u>Retirement:</u> If the employee was part of one of the State of California retirement systems, you will need to contact the retirement system directly to arrange for payment of any accumulated retirement funds to the designated beneficiaries.

<u>State Teachers Retirement System (STRS):</u> This applies to most teachers and certificated administrators. The phone number of the local office is (510) 887-0152.

<u>Public Employees Retirement System (PERS):</u> This applies to most classified employees working half time or more. The phone number of the local office is (415) 396-9700.

All classified employees contribute to the Social Security system. You will need to contact the Social Security Office directly. The phone number is (800) 772-1213.

<u>Other Deductions:</u> The employee may have other payroll deductions such as a tax shelter annuity, life insurance, salary protection plan, cancer insurance, disability program, etc. For each of these programs you will need to contact the agency directly.

COBRA – CONTINUATION OF GROUP HEALTH COVERAGE

In accordance with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) medical coverage may be continued by certain covered persons beyond the date coverage would otherwise terminate. This is referred to as "continuation coverage." This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the Jaw. We encourage you, your spouse, and your dependents (if applicable) to take time to read this notice carefully.

CUSD Employees who are covered by a medical, dental or vision program have the right to elect continuation of coverage if they lose coverage because of reduction of hours or termination of employment (for other than gross misconduct). You may elect to continue under selected plans for 18 months.

<u>Spouses of CUSD Employees</u> who are covered by a medical, dental or vision plan have the right to choose continuation of coverage for themselves for any of the following reasons: Death of spouse (continued for a 36 month period); termination of spouse's employment (for reasons other than gross misconduct); reduction in spouse's hours of employment (continued for 18 month period); divorce or legal separation from spouse (continued for 36 month period); or spouse becomes entitled to Medicare (continued for 36 month period).

Dependent Children of CUSD Employees who are covered by a medical, dental or vision plan, have the right to continuation coverage if coverage is lost for any of the following reasons: Death of parent (continued for a 36 month period); termination of parent's employment (for reasons other than gross misconduct); reduction in employment with CUSD (continued for 18 month period); parents' divorce or legal separation (continued for 36 month period); parent becomes entitled to Medicare (continued for 36 month period); or dependent ceases to be in "dependent child" status under CUSD's program (continued for 36 month period).

It is the responsibility of the employee and/or family member to inform the CUSD of a divorce, legal separation, or dependent child losing dependent status within 60 days of the vent date. Please call **Miya Jones at (310) 639-4321 ext. 55014**. Upon notification from the employee, spouse, or dependent, CUSD will notify you that you have the right to elect continuation of coverage enrolled in at the time that the loss of coverage occurred. You will then have at least 60 days from the date you would lose coverage due to a qualifying event described above to inform CUSD that you want the continuation coverage. You will then have a 45-day premium payment period; however, payment will have to be paid to the date that coverage first becomes effective. **If you do not choose continuation, your insurance coverage will end.**

If the event entitles you to 18 months of coverage and one or more of the following occurs during this 18-month period, your coverage may be extended to 36 months: death, divorce, legal separation, or Medicare entitlement. The 18-month period may be extended to 29 months if an individual is determined to be disabled (for Social Security purposes) and CUSD is notified of that determination within 60 days. The affected individual must also notify CUSD within 30 days of any final determination that the individual is no longer disabled. <u>In no event will coverage go beyond 3 years from the date of the event that originally made a qualified beneficiary eligible to elect coverage.</u>

DEATH OF AN EMPLOYEE - PROCEDURE

I. PURPOSE

The death of an employee is a serious loss to our District family and although is not a pleasant thought, we all must face the inevitability of death. Very few of us have taken the time to prepare adequate information to assist our families through this difficult period. Many district personnel are not aware of what must be done after the death of an employee. Therefore, if an active employee or an employee on a leave of absence dies, the death should be reported immediately to the Human Resources Department.

II. REPORTING PROCESS

A. Department/Site Responsibility

- 1. Review this guideline and complete the Death of an Employee Checklist Form.
- 2. Follow your department/school site's chain of command reporting process to inform HR.
- 3. Designate a staff member who will act as the liaison between your department/site and HR.
- **4.** Provide as many details as are known at the time to HR.

B. Human Resources Responsibility

- 1. The HR staff will gather as many details from the department/site liaison or the employee's relative and will inform the Assistant Superintendent of HR or designee.
- **2.** If the incident occurs during work hours, the HR staff will contact the next of kin as soon as possible.
- **3.** The HR staff will provide to the Payroll and Benefits office the most current Warrant Recipient Designation form executed by the employee, or other legal documentation permitting wage distribution to a beneficiary.
- 4. Proof of death.
- **5.** The HR department with notify the Payroll and Benefits office immediately after receiving this information.

C. Payroll and Benefits Office

- 1. Will process all claims for District-provided or sponsored insurance and benefits for the beneficiaries of the deceased employee.
- **2.** Ensures that documents and warrant are submitted to the Los Angeles County Office of Education Legal Claims for verification before release.
- **3.** Release final payment to the employee's beneficiary. (*See Checklist*)



COMPTON UNIFIED SCHOOL DISTRICT

Human Resources Department 501 S. Santa Fe Ave. Compton, CA 90221

Tel: 310-639-4321, ext. 55041

Fax: 310-764-5892

DEATH OF AN EMPLOYEE CHECK LIST FOR SUPERVISORS

	•	This checklist is designed to assist site and department administrators when the death of a current				
	CUSD employee occurs. Please contact the Human Resources Department with any questions					
regarding the	his checklist.					
Departmen	t Head:					
	know:	Department or Designee and share as many details as you				
	Employee's Name:					
	Title:	_				
	Date of Death:					
	Emergency Contact person					
	Emergency Contact Phone#:					
	Indicate reason for termination	on your payroll sheet.				
	Complete inventory and pack-u	p any personal belongings and create a list.				
	Send any personal belongings to	HR for pick-up by the family.				
	Ensure all phone voice message	s are cleared and greeting updated (if applicable).				
	Inform the Pupil Services Deparresources are needed for the sch	rtment Crisis Intervention Team if services and/or ool or department.				
	Notify Counseling Services Depstudents who might need assista	partment of the situation so they are available to meet with nice.				
Nam	e of Reporting Supervisor	Location				
	Signature	Date				

DISABILITY BENEFITS, STRS (Retroactive Right to Receive Benefits)

Disability benefits payable from State Teachers' Retirement System (STRS) are usually not effective earlier than the application date. However, a member's benefit effective date can be changed retroactively **TO A DATE PRIOR TO THE DATE OF APPLICATION** if it is determined that there is sufficient medical documentation to support an earlier date, e.g. when the treating physician has made an error in the projected recovery date and the member delays filing an application thinking he/she will return to work prior to meeting the eligibility waiting period. Of course, any effective date must be later than the last day of compensation including salary, sick leave, or sub-differential.

IF AN EMPLOYEE DISAGREES with the effective date, it can be challenged as noted below and made retroactive to a date prior to the date the employee filed the application if the onset date of disability preceded the date the application was filed. The onset date cannot be sooner than the last day of compensation.

THE DECISION CAN BE CHALLENGED pursuant to Education Code Section 22308 which allows for correction of a decision that was the result of surprise, inadvertence, mistake, or excusable neglect. This can be done by contacting STRS in writing and requesting a review of the onset date that was allowed.

The employee must provide the facts and medical documentation substantiating the claimed onset date showing an error or omission occurred. The evidence will be reviewed by the staff member handling the case. The staff member may grant relief. If the staff member does not grant the relief requested, the case will be moved to the Department Head or into Executive Review for further consideration.

If benefits are still not allowed retroactive to the date of disability, an appeal may be made for a formal hearing. However, the procedure noted above avoids the onus of a formal administrative appeal process in cases where a member's onset date is prior to the filing for disability benefits was delayed because of the assumption that the medical condition would improve and allow the member to return to work.

HEALTH/LIFE INSURANCE

Compton Unified School District currently provides individual health and dental insurance benefits for eligible full-time and part-time employees except those who are insured through their spouse, retired military, or other plans, beginning after the first full month of employment. Eligible employees may elect to participate in available health plan(s) offered by Compton Unified School District. Compton Unified School District presently pays the individual insurance premium for all eligible employees. Compton Unified School District may require employees to pay a portion of insurance premium in the future. Information about Compton Unified School District's health plan(s) will be provided to the employee at the time of employment.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 – (HIPAA)

If you are declining enrollment in a benefit plan for yourself or your dependents (including your spouse) because of other health insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided that you request enrollment within 30 days after your other coverage ends. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself, your spouse or your dependents, provided that you request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

GUIDELINES FOR CHANGE OF STATUS

Any premiums deducted on a pre-tax basis from the employee's paycheck will be "locked in" for the duration of the plan year, which begins January 1 and ends December. New enrollments and changes may only be requested during the annual enrollment period in October unless a family status change or other qualified event, as identified by IRC Section 125, occurs such as*:

- Change in employee's legal marital status (i.e., marriage, divorce, death);
- Change in the number of employee's dependents (i.e., birth, adoption, death,);
- Change in employment status of employee, spouse, or dependent affecting eligibility;
- Dependent satisfies or ceases to satisfy eligibility requirements;
- HIPAA special enrollment rights;
- Judgments, decrees, or orders;
- Medicare or Medicaid entitlement;
- Family Medical Leave Act;
- COBRA qualifying events;
- Cancellation due to reduction in hours of service;
- Cancellation due to enrollment in a Qualified Health Plan;
- Change in coverage under another employer's plan (e.g., open enrollment of spouse's employer);

or

- Loss of group health coverage sponsored by a governmental or educational institution.
- * Please note this is an outline only and does not indicate special facts and circumstances for various events and benefits.

A change of status must be related to the reason for the change. The employee must request a change of election within 31 calendar days of the date of the qualifying event. For changes related to Medical and Medicare eligibility, the notification period is 60 days. Changes requested after this time frame will not be permitted until the next annual enrollment period.

Verifiable documentation of the qualifying event must be provided by the employee to the CUSD Benefits Office in order for a request to be processed. For the loss or gain of employment by a spouse or dependent, verification must be furnished in the form of a letter on company letterhead from the other employer and must include the following information:

• The effective date of employment or the date employment terminated;

- The effective date of insurance coverage or the date coverage terminated/will terminate; and
- A signature from an official of the company or the benefits counselor.

Premiums deducted on a post-tax basis may be canceled at any time.

Approved change of election requests for enrollment are effective the first day of the month on or following the date all required documents are submitted to the CUSD Benefits Office (exceptions may apply based on the qualifying event). Approved change of election requests for cancelation of coverage are effective the last day of the month in which all required documents are submitted to the CUSD Benefits Office.

Employees must contact the Benefits Office for assistance with a change of status.

PAYCHECKS

All permanent classified 8 hour employees are paid on the 10th and 25th of each month.

All permanent classified who work less than 8 hour employees are paid on the 10th of each month.

All non-permanent classified employees are paid on the 10th of each month.

All certificated personnel are paid on the 1st of each month.

If a pay date falls on a weekend or holiday, the employee will be paid on the previous work day. An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Every effort will be made to ensure that the employee's pay, leave, and other information on each paycheck are correct. It is the employee's responsibility to review their payroll statement each pay day for accuracy, including but not limited to compensation, leave, federal withholding status, and deductions. Paychecks or direct deposit vouchers will not be released to any person other than the District employee named on the check without the employee's written authorization.

Employees who leave CUSD will be paid their final check in accordance with the District pay schedule, unless doing so will result in overpayment. The final pay statement will be mailed to the address listed on the employment separation form, which should be completed in advance to allow time for processing.

PAYROLL AND PAY STUB INFORMATION

- Pay Warrants are distributed to your prime job location
- Direct Deposit is encouraged and can be submitted to payroll.
- Time Sheets: Must be submitted with authorized signatures to Payroll for warrants to be issued.
- PERS Deduction: Classified employees can get more information at (http://www.calpers.ca.gov)
- STRS Deduction: Certificated employees can get more information at (http://www.calstrs.com)
- State and Federal Taxes are deducted based on your W-4 form.
- Credit Union deductions are available. Payroll has these forms.
- Vacation days: Can only be used in accordance with the Classified Contract.

union dues, credit unions, voluntary Deductions include items such as FWT=Federal Withholding Taxes insurance coverage, wage levies SWT=State Withholding Taxes OASDI DED=Social Security MEDICARE DED=Medicare PERS RED=Public Employee Retirement System Calendar year-to-date accumulations for gross DEDUCTIONS FROM EMPLOYEE PAY STRS RED=State Teacher Retirement System After-Tax Deductions and garnishments, etc. 125DEPCARE= Section 125 Plan Benefits TSA XXXX=Tax Shelter Annuity 403b/457 125 MEDRMB=Section 125 Plan Benefits Medical/Dental Premium=Fringe Benefits REDUCTIONS FROM EMPLOYEE PAY Pre-Tax Deductions (if applicable) (if applicable) ROTH 403b earnings and taxable earnings. "ESA=Eamed Salary Advance TAXES 324 04 73 38 1513 86 154 50 7384 00 10-05-20XX XXXXXXX 1,765.95 10,307 00 2,805,13 1,496,74 202,85 40,75 \$1.064.79 YEAR TO DATE How to read your paycheck and direct deposit stub. ATO TOTALS 21.58 22 07 4 55 4 55 7 23 92 CLARSENT AMOUNT REDUCTIONS TAXES DEDUCTIONS S / 00 S / 00 CO 20,568.84 GROSS PAY 20,568.84 REDUCTIONS 82,347.91 TAXES 22,347.91 DEDUCTIONS NET PAY EIF 00≠Zero Allowance 22,347,91 PUM OTER DESCRIPING DESCRIPTION PERS RED PESS RED ESA 713 DEDUCTORSAMESANSC PERS CON CASOI DED MEDICAR DED 2007 TO TAXABLE BALANCES MEDICAR CON CSEA DUES WORK COMP CA SOI GROSS GROSS EARNS VICTORY CL OASDI CON OASDI GROSS MEDI GROSS MARITAL STATUS FWT STATE 2.778.13 27.00 S=Single 123456789 522.13 308.39 2,805,13 Sample Payroll Warrant CUSSIENT TAXABLE BALANCES 22.83 STATE MEDI GROSS OASDI GROSS CA SDI GROSS GA SDI GROSS GROSS EARN'S RATE & UNITS Rate=Rate of pay see pay hours/units/days paid or FEDERAL 60-30-20x 09-30-20x 09-30-20x Units=Number of deducted. SOSDOL DISTRICT OF LOS ANDELES COUNTY NOTE WARE FIRST NAME EMBAND COMPTISATION BLOSS & DESCRIPTION N M REGULAR LONGEVITY PERS CON=Public Employee Retirement System SERVEDONESS ESA =Earned Salary Advance STRS CON=State Teacher Retirement System OASDI CON=Social Security (if applicable) MEDICARE CON=Medicare (if applicable) VACATION SICK LEAVE WORK COMP=Workers Compensation SUI=State Unemployment Insurance NATELET NAME **EARNINGS TYPE** Extended Minutes Dock-Time Over Time Longevity Regular C=Certificated Employee Refro N=Classified Employee M=Monthly Pay Rate FRINGE BENEFITS EARNING PERIOD 07-31-XX = JUL H=Hourly Pay Rate CONTRIBUTIONS D=Daily Pay Rate L=Lump Sum Pay 08-31-XX = AUG 09-30-XX = SEP 10-31-XX = OCT

Employee's Withholding Certificate OMB No. 1545-0074 Form W-4 Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. (Rev. December 2020) ► Give Form W-4 to your employer. Department of the Treasure Internal Revenue Service Your withholding is subject to review by the IRS. (a) First name and middle initial Last name (b) Social security number Step 1: Enter Address Does your name match the Personal name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to Information City or town, state, and ZIP code www.ssa.gov. Single or Married filing separately Married filing jointly or Qualifying widow(er) Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy. Step 2: Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. **Multiple Jobs** or Spouse Do only one of the following. Works (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator. Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.) Step 3: If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Claim Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ Dependents Multiply the number of other dependents by \$500 ▶ Add the amounts above and enter the total here Step 4 (a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may (optional): include interest, dividends, and retirement income . . . 4(a) Other Adjustments (b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here 4(b) (c) Extra withholding. Enter any additional tax you want withheld each pay period 4(c) |S Step 5: Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. Sign Here Date Employee's signature (This form is not valid unless you sign it.) Employer identification **Employers** Employer's name and address First date of number (EIN) employment

Cat. No. 10220Q

Only

For Privacy Act and Paperwork Reduction Act Notice, see page 3.

Form W-4 (2021)

Form W-4 (2021) Page 2

General Instructions

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2021 if you meet both of the following conditions: you had no federal income tax liability in 2020 and you expect to have no federal income tax liability in 2021. You had no federal income tax liability in 2020 if (1) your total tax on line 24 on your 2020 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2021 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2022.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

- Expect to work only part of the year;
- Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare Tax;
- Have self-employment income (see below); or
- Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include other tax credits in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2021 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay each pay period, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Form W-4 (2021)

Step 2(b) - Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

1	Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter		
	that value on line 1. Then, skip to line 3	1	\$
2	Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.		
	a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a	2a	\$
	b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount		
	on line 2b	2b	\$
	c Add the amounts from lines 2a and 2b and enter the result on line 2c	2c	\$
3	Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.	3	
4	Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld)	4	s
	Step 4(b) - Deductions Worksheet (Keep for your records.)		4
1	Enter an estimate of your 2021 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income	1	\$
2	Enter: • \$25,100 if you're married filing jointly or qualifying widow(er) • \$18,800 if you're head of household • \$12,550 if you're single or married filing separately	2	\$
3	If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter *-0-*	3	\$
4	Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information	4	\$
5	Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4	5	\$

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commenwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to tederal and state agencies to enforce federal nortax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Form W-4 (2021) Page **4**

Married Filing Jointly or Qualifying Widow(er)												
Higher Paying Job				Lowe	r Paying	Job Annua	I Taxable	Wage & S	Salary			
Annual Taxable Wage & Salary	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$190	\$850	\$890	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,100	\$1,870	\$1,870
\$10,000 - 19,999	190	1,190	1,890	2,090	2,220	2,220	2,220	2,220	2,300	3,300	4,070	4,070
\$20,000 - 29,999	850	1,890	2,750	2,950	3,080	3,080	3,080	3,160	4,160	5,160	5,930	5,930
\$30,000 - 39,999	890	2,090	2,950	3,150	3,280	3,280	3,360	4,360	5,360	6,360	7,130	7,130
\$40,000 - 49,999	1,020	2,220	3,080	3,280	3,410	3,490	4,490	5,490	6,490	7,490	8,260	8,260
\$50,000 - 59,999	1,020	2,220	3,080	3,280	3,490	4,490	5,490	6,490	7,490	8,490	9,260	9,260
\$60,000 - 69,999	1,020	2,220	3,080	3,360	4,490	5,490	6,490	7,490	8,490	9,490	10,260	10,260
\$70,000 - 79,999	1,020	2,220	3,160	4,360	5,490	6,490	7,490	8,490	9,490	10,490	11,260	11,260
\$80,000 - 99,999 \$100,000 - 149,999	1,020	3,150 4,070	5,010	6,210 7,130	7,340 8,260	8,340 9,320	9,340	10,340	11,340	12,340	13,260 15,090	13,460 15,290
\$150,000 - 149,999 \$150,000 - 239,999	2,040	4,440	6,500	7,130	9,230	10,430	11,630	12,830	14,030	15,230	16,190	16,400
\$240,000 - 259,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,830	14,030	15,270	17,040	18,040
\$260,000 - 279,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,870	14,870	16,870	18,640	19,640
\$280,000 - 299,999	2,040	4,440	6,500	7,900	9,230	10,470	12,470	14,470	16,470	18,470	20,240	21,240
\$300,000 - 319,999	2,040	4,440	6,500	7,940	10,070	12,070	14,070	16,070	18,070	20,070	21,840	22,840
\$320,000 - 364,999	2,720	5,920	8,780	10,980	13,110	15,110	17,110	19,110	21,190	23,490	25,560	26,860
\$365,000 - 524,999	2,970	6,470	9,630	12,130	14,560	16,860	19,160	21,460	23,760	26,060	28,130	29,430
\$525,000 and over	3,140	6,840	10,200	12,900	15,530	18,030	20,530	23,030	25,530	28,030	30,300	31,800
						d Filing S		-				
Higher Paying Job				Lowe	r Paying	Job Annua	I Taxable	Wage & S	alary			
Annual Taxable Wage & Salary	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$440	\$940	\$1,020	\$1,020	\$1,410	\$1,870	\$1,870	\$1,870	\$1,870	\$2,030	\$2,040	\$2,040
\$10,000 - 19,999	940	1,540	1,620	2,020	3,020	3,470	3,470	3,470	3,640	3,840	3,840	3,840
\$20,000 - 29,999	1,020	1,620	2,100	3,100	4,100	4,550	4,550	4,720	4,920	5,120	5,120	5,120
\$30,000 - 39,999	1,020	2,020	3,100	4,100	5,100	5,550	5,720	5,920	6,120	6,320	6,320	6,320
\$40,000 - 59,999	1,870	3,470	4,550	5,550	6,690	7,340	7,540	7,740	7,940	8,140	8,150	8,150
\$60,000 - 79,999	1,870	3,470	4,690	5,890	7,090	7,740	7,940	8,140	8,340	8,540	9,190	9,990
\$80,000 - 99,999	2,000	3,810	5,090	6,290	7,490	8,140	8,340	8,540	9,390	10,390	11,190	11,990
\$100,000 - 124,999	2,040	3,840	5,120	6,320	7,520	8,360	9,360	10,360	11,360	12,360	13,410	14,510
\$125,000 - 149,999	2,040	3,840	5,120	6,910	8,910	10,360	11,360	12,450	13,750	15,050	16,160	17,260
\$150,000 - 174,999 \$175,000 - 199,999	2,220	4,830 5,320	6,910 7,490	8,910 9,790	10,910 12,090	12,600 13,850	13,900 15,150	15,200 16,450	16,500 17,750	17,800 19,050	18,910 20,150	20,010
\$200,000 - 249,999	2,720	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,820	20,130	22,030
\$250,000 - 249,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,820	20,930	22,030
\$400,000 - 449,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,910	21,220	22,520
\$450,000 and over	3,140	6,250	8,830	11,330	13,830	15,790	17,290	18,790	20,290	21,790	23,100	24,400
				-	lead of	Househo	ld					
Higher Paying Job				Lowe	r Paying	Job Annua	al Taxable	Wage & S	alary			
Annual Taxable Wage & Salary	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$820	\$930	\$1,020	\$1,020	\$1,020	\$1,420	\$1,870	\$1,870	\$1,910	\$2,040	\$2,040
\$10,000 - 19,999	820	1,900	2,130	2,220	2,220	2,620	3,620	4,070	4,110	4,310	4,440	4,440
\$20,000 - 29,999	930	2,130	2,360	2,450	2,850	3,850	4,850	5,340	5,540	5,740	5,870	5,870
\$30,000 - 39,999	1,020	2,220	2,450	2,940	3,940	4,940	5,980	6,630	6,830	7,030	7,160	7,160
\$40,000 - 59,999	1,020	2,470	3,700	4,790	5,800	7,000	8,200	8,850	9,050	9,250	9,380	9,380
\$60,000 - 79,999	1,870	4,070	5,310	6,600	7,800	9,000	10,200	10,850	11,050	11,250	11,520	12,320
\$80,000 - 99,999	1,880	4,280	5,710	7,000	8,200	9,400	10,600	11,250	11,590	12,590	13,520	14,320
\$100,000 - 124,999	2,040	4,440	5,870	7,160	8,360	9,560	11,240	12,690	13,690	14,690	15,670	16,770
\$125,000 - 149,999	2,040	4,440	5,870	7,240	9,240	11,240	13,240	14,690	15,890	17,190	18,420	19,520
\$150,000 - 174,999	2,040	4,920	7,150	9,240	11,240	13,290	15,590	17,340	18,640	19,940	21,170	22,270
\$175,000 - 199,999	2,720	5,920	8,150	10,440	12,740	15,040	17,340	19,090	20,390	21,690	22,920	24,020
\$200,000 - 249,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,880	24,980
\$250,000 - 349,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,880	24,980
\$350,000 - 449,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,900	25,200
\$450,000 and over	3,140	6,840	9,570	12,160	14,660	17,160	19,660	21,610	23,110	24,610	26,050	27,350

OVERTIME

Overtime pay, which is applicable only to Non-Exempt Employees, is for any time worked in excess of 40 hours in a work week. **Only the Superintendent or his designee**, upon the request of an employee's supervisor, may authorize overtime. Overtime rate is one and one-half time (11/2) the employee's straight time rate, except in instances.

OUTSIDE EMPLOYMENT

Individuals employed by Compton Unified School District may hold outside jobs as long as they meet the performance standards of their job with Compton Unified School District.

REIMBURSEMENT OF EXPENSES

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities, mileage or transportation, parking fees, internet service, and meal costs when required to attend a luncheon or banquet or out of town conferences, are all illustrative of reasonable and necessary expenses.

Employees serving in an official capacity for Compton Unified School District at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips and registration fees. When attending meetings that have been approved by the Superintendent, employees are reimbursed for travel expenses, course fees, and costs of meals and lodging at the current rates. Employees may also request a travel advance to cover anticipated expenses for approved travel. Employees also may be granted leave to attend a conference or professional meeting related to their professional development, and/or Compton Unified School District's current and anticipated work. Expenses for these purposes can be paid by Compton Unified School District, if funds are available, and the employee obtains prior written approval of such expenses.

Employees are responsible for transportation costs between the office and home during normal work hours. Transportation costs are paid by Compton Unified School District for work outside normal work hours if the employee is on official business for Compton Unified School District. Employees authorized to use their personal cars for Compton Unified School District business are reimbursed at the U.S. Internal Revenue Service approved rate.

Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement.

SOCIAL SECURITY/MEDICARE/MEDICAID

Compton Unified School District participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each paycheck and Compton Unified School District contributes at the applicable wage base as established by federal law.

TAX DEFERRED ANNUITY PLAN

Compton Unified School District offers a tax deferred annuity plan through payroll deduction at the employee's expense and which is subject to federal, state and local provisions. Compton Unified School District reserves the right to modify or terminate any employee benefits, at any time.

WORKERS' COMPENSATION AND UNEMPLOYMENT INSURANCE

Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and Compton Unified School District, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from Compton Unified School District. Compton Unified School District also participates in the District of Columbia unemployment program.

The Risk Management Department is responsible for establishing training and regulatory compliance programs to provide a safe environment for our students and staff in order to minimize employee injuries on the job as well as handle administration of Workers' Compensation and liability insurance programs. If you have any questions you should contact the **Risk Management and Safety Department at (310) 639-4321, Extension 55007.**

FACTS YOU SHOULD KNOW

WHO'S COVERED

Almost every employee in California is protected by workers' compensation, but there are a few exceptions. People in business for themselves and unpaid volunteers may not be covered; Maritime workers and federal employees are covered by similar laws.

WHAT'S COVERED?

Any injury or illness is covered if it's due to your job. It can be caused by one event like a fall, or repeated exposures, such as repetitive motion over time. Everything from first aid type injuries to serious accidents is covered. Workers' Compensation even covers injuries-including physical or psychiatric injuries resulting from worker place crime.

BENEFITS

The California workers' compensation law guarantees you three (3) kinds of benefits:

All reasonable and necessary medical care for your injury orillness

Tax-free payments to help replace lost wages while you are temporary disabled.

If your injury or illness causes permanent disability that prevents you from returning to work after sixty {60) days after your temporary disability ends and CUSD doesn't offer

Appropriate modified or alternative you may be eligible for a supplemental job displacement benefit. This is a non-transferable voucher for education related retraining and/or skill enhancement at state approved schools. Voucher amounts range from \$4,000.00 to \$10,000.00 depending on the level of disability.

WORKERS' COMPENSATION FRAUD IS A FELONY

Anyone who makes or causes to be made any knowingly false or fraudulent material statement for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony and may be fined and imprisoned.

WHAT SHOULD YOU DO IF YOU'RE INJURED ON THE JOB

Compton Unified School District will make sure you receive medical treatment if you are injured at work. To provide you with the medical services you must follow the guideline outline below:

The Industrial Clinics are:

Concentra Medical Clinic 2499 Z. Wilmington Avenue Compton, CA 90220 Immediate Medical Center 7300 Alondra Blvd. Suite #100 Paramount, CA 90723

LIFE THREATENING INJURY

- 1. Call 911 and report Accident Immediately.
- 2. Follow "Non-Life Threatening Injury" reporting procedure.

NON-LIFE TREATENING INJURY

- 1. Immediately report the injury to your supervisor and ask for an Employee Accident Report Form (F309).
- 2. Complete the Employee Accident Report Form (IA Form) giving complete details of your injury or exposures.
- 3. It's very important that you and your supervisor sign and date the IA Form.
- 4. Bring the completed IA Form (F-309) to the Department of Risk Management.
- 5. A member of the Risk Management staff will give you an Employee Claim Form (DWCl) to complete. Two copies of the DWC I will be returned to you, for you to keep for your records.
- 6. You may pre-designate your primary care physician to provide medical care by having him/her complete the pre-designated form prior to having a work related injury. The forms are available in Risk Management.
- 7. Give your Referral form to the receptionist at the Industrial Clinic.
- 8. After completion of your medical examination the receptionist will give you a Status Report. You must bring the Status Report to Department of Risk Management Immediately.
- 9. If you are taken off of work by the District's or your Pre-designated doctor for more than five (5) days you must complete a Leave of Absence form and a Return to Work. You can obtain both forms in Human Resources.

WORKER'S COMPENSATION CLAIM FORM



Risk Management Department				
EMPLOYEE	ACCIDENT REPORT			
FC	RM F-309			
		L	RESERVED FOR FILING STA	AMP
NSTRUCTIONS: Report all injuries within 24 hours, as benefits cannot be issue				
ompleted from this information. This form must be signed by the Princip	al/Department Head and immediately f	forward to	the Office of Risk Manag	gement
nd Safety Services PART A. EMPLOYEE INFORMATION				
Employee Name:	Sex: M	ale	Female	
Job Title:	sex. m	ule	remale	
Work Extension:	Home Phone Number:			
Home Address:	none mone.			$\neg \neg$
Last Four Digits of Social Security Number:	Current Work Status:	Perm	anent Employee	$\neg \neg$
Current Work Start Time:		_	titute Employee	
PART B. EMPLOYEE DEPARTMENT INFORMATION				
Site Location/Locations:	Department Secretary:			$\neg \neg$
Supervisor Name/Title:	Supervisor Contact Number	/Extension	on:	
Are you Currently enrolled in the Risk Management Modifie		LAICHS		
,	220, 1103.2			
PART C. INCIDENT/INJURY INFORMATION				
Date of Accident:	Specific Location of Accide	ent		
Witness Name	Witness Contac		r/Extension	
1.	1.			
2.	2.			
3.	3.			
DESCRIPTION OF INCIDENT/INJURY:				
CAUSE OF INJURY:				
 PRIMARY BODY PART(S) INJURED PLEASE BE SPECIFIC (LO 	OWER BACK, LEFT/RIGHT HAND, E	TC.):		
Nature of Incident/Injury (Strain/Burn/Contusion etc.)	Specific Activity Performing	When In	iury Occurred:	
realiste of molderny injury (origin) borny comosion etc.)	specific renamy renorming		gory occorred.	
Any Equipment Used At The Time of Injury:	Was Medical Treatment Given	at Site	YES O NO	0
,			_	
	Were You Admitted to the Eme	ergency R	oom YES N	o O
				$\overline{}$
 Prior To Completing This Form, Have You Seen A Physic 	cian Regarding This Injury:		YES O N	00
,				
If Yes, Please State The Name And Address Of The Physics				
	sician:			
and the state of t	sician:			
		071.4		
NOTICE: A VIOLATION OF THE C	ALIFORNIA INSURANCE CODE 18		Characa Banaina	
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WORKER'S COMPENSATION

State of California Department of Industrial Relations DIVISION OF WORKERS COMPENSATION



Estado de California Departamento de Relaciones Industriales DIVISION DE COMPENSACIÓN AL TRABAJADOR

WORKERS' COMPENSATION CLAIM FORM (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 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 as the cover sheet of this form.

You should also have received a pamphlet from your employer at time of hire describing workers' compensation benefits and the procedures to obtain them.

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.

PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL TRABAJADOR (DWC 1)

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 llomar a la Division de Compensación al Trabajador al (800) 736-7401 para oir información grabada. En la haja cubierta de esta forma está la explicación de los beneficios de compensación al trabajador.

Ud. también deberia haber recibido de su empleador al tiempo de ser empleado un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos.

Toda aquella persona que a proposito haga o cause que se produzea cualquier declaración o representación material faba o frandulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonía".

Em	ployeecomplete this section and see note above Empleado	complete esta sección y no	to la notación amilia				
	project-compacte this section and see hore moore 22mprenae	сотрые ема лессион у по	te ta notacion arriva.				
1.	Name. Nombre.	Today's Date. Fecha de	Ноу				
2.	Home Address, Dirección Residencial.						
3.	City. Ciudad St	ate. Estado.	Zip. Código Postal				
4.	Date of Injury. Fecha de la lesión (accidente).	Time of Injury. Ho	va en que ocurrió a.m p.m.				
5.	Address and description of where injury happened. Dirección	vlugar dónde ocurrió el accid	lente,				
6.	Describe injury and part of body affected. Describa la lesión	y parte del cuerpo afectada.					
7.	Social Security Number. Número de Seguro Social del Empl	eado.					
8.	Signature of employee. Firma del empleado.						
т.							
P. HI	ployercomplete this section and see note below. Empleador-	complete esta seccion y note	la notación abajo.				
9.	Name of employer. Nombre del empleador,						
	Address, Dirección.						
	Date employer first knew of injury. Fecha en que el empleac	lor supo por primera vez de l	a lesión a accidente				
	Date claim form was provided to employee. Fecha en que se						
	Date employer received claim form. Fecha en que el emplea						
	Name and address of insurance carrier or adjusting agency. Nom						
	The second secon	ore y unrecense us to composite	at seguros a agentia auministronoro de seguros.				
15.	Insurance Policy number. El número de la póliza del seguro.						
	Signature of employer representative. Firma del representant						
	Title. Titulo18.						
_		Temperature verification					
	ployer: You are required to date this form and provide copies to		e Ud. feche esta forma y que provéa copias a su				
	insurer or claims administrator and to the employee, dependent or	compañía de seguros, admin	istrador de reclamos, o dependiente/representante				
	representative who filed the claim within one working day of receipt of the form from the employee. de vectamos y al empleado que hayan presentado esta petición dentro del plazo de un dia hábil desde el momento de haber sido receibida la forma del empleado.						
ETC	MING THE BODM IS NOT AN ADMISSION OF TARREST						
SIG	SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISSION DE RESPONSABILIDAD						
	Singkeyer copys/Copia del Empleador 🔲 Employer copys/Copia del Empleador	Claims Administrator/Administra	dor de Reclamen 🔲 Temperary Recuipt/Recibo del Empleado				
Keer	Keerson & Associators 06/2010						

EMPLOYER'S COPY

PRE-DESIGNATION OF PERSONAL PHYSICIAN FORM

Form032014

Compton Unified School District

workers' compensation: Pre-Designation of Personal Physician

If you have health insurance and you are injured on the job <u>you have the right to be treated immediately by your personal physician (M.D., D.O), or medical group, if you notify your employer, in writing, prior to the injury.</u> Per Labor Code 4600 to qualify as the your predesignated, personal physician, the physician must agree, in writing, to treat you for a work related injury, must have previously directed your medical care and must retain your medical history and records. Your predesignated physician must be a family practitioner, general practitioner, board certified or board eligible internist, obstetrician-gynecologist or pediatrician. Your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors or medicine or osteopathy, which operates an integrated multi-specialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries.

cor	mprehensive medical services predominantly for non-occupational illnesses and injuries	
not	is is an optional form that can be used to notify your employer of your personal physiciar tify your employer, in <u>writing, prior</u> to being injured on the job and provide <u>written verif</u> quirements and agrees to be predesignated. Otherwise, you will be treated by one of your priders.	ication that your personal physician meets the above
p	acknowledge receipt of this form and elect <u>not</u> to predesignate my personal nedical treatment from my employers' medical provider. I understand that, at an provide written notification of my personal physician. I understand that the written	ny time in the future, I can change my mind and
"	njury.	
	imployee Signature:	Date:
	f I am injured on the job, <u>I wish</u> to be treated by my personal physician*: ame of Physician or Medical Group	Phone Number
Ad	ldress	
	his physician is my personal primary care physician who has previously directed cords.	my medical care and retains my medical history and
_ _	Employee Signature:	Date:
	ersonal Physician must be willing to be predesignated and treat you for a v his form is to be completed by your physician and returned to your E	
	PERSONAL PHYSICIAN ACKNO	DWLEDGEMENT
emplo	abor Code 4600 to qualify you must meet the criteria outlined above. You are not require type, does not sign, other documentation of the physicians' agreement to be predesignal ations, section 9780.1(a)(3).	
PERS	ONAL PHYSICIAN OR MEDICAL GROUP NAME:	
	<u>agree to treat</u> the above named employee in the event of an industrial accident or dhere to the Administrative Director's Rules and Regulations, Section 9785, regarding the second section of the Administrative Director's Rules and Regulations, Section 9785, regarding the second section of the Administrative Director's Rules and Regulations, Section 9785, regarding the second section of the Administrative Director's Rules and Regulations, Section 9785, regarding the second section of the Administrative Director's Rules and Regulations, Section 9785, regarding the second section of the Administrative Director's Rules and Regulations, Section 9785, regarding the second section of the Administrative Director's Rules and Regulations, Section 9785, regarding the second section of the Administrative Director's Rules and Regulations, Section 9785, regarding the second section of the Administrative Director's Rules and Regulations, Section 9785, regarding the second section of the Administrative Director's Rules and Regulations, Section 9785, regarding the second section of the Administrative Director's Rules and Regulations, Section 9785, regarding the second section of the section of the second section of the section of the second section of the sectio	
-	(Physician or Designated Employee of the Physician or Medical Group)	Date
	Please return completed form	to:
	[Compton Unified School District 501 South Santa Fe Ave	enue CA 90221 (310) 537-9076]

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All leaves and extensions of other LOAs must be requested online. Request for Leave of Absence should be submitted and approved <u>BEFORE the leave is actually taken.</u> All sections must be completed. The "Return from Leave" must also be submitted online. Help will be provided for all who need assistance in completing this online in the HR office. Please call Human Resources at extension 55075.

All Requests for Leaves of Absence are directed to the Department of Human Resources. The Executive Director of HR - approves or denies the request. If approved, the Request for Leave of Absence is disseminated to the employee, the employee's supervisor, fiscal services/payroll, risk management and the appropriate Intermediate Personnel Clerk for HRS input.

If denied, notice is sent through the LOA system electronically just as approvals are sent.

ABSENCE FOR EXAMINATION

Every employee in the classified service shall be permitted to be absent from his/her duties during work hours in order to take any examination for promotion in the District without deduction of pay or other penalty, provided that he/she gives a two (2) day notice to his/her immediate supervisor.

ADOPTION LEAVE

Please refer to the **FAMILY CARE and MEDICAL LEAVE**.

BEREAVEMENT LEAVE

Employees shall be entitled to bereavement leave with pay of five (5) days in the event of a death in the employee's immediate family (spouse/life partner, child or parent) and three (3) days for grandparent, sister or brother, father-in-law, mother-in-law, or grandchildren. If an employee wishes to take time off due to the death of an immediate family member, the employee should notify their immediate supervisor immediately. Approval of bereavement leave will occur in the absence of unusual operating requirements. An employee may use, with the Superintendent's approval, available paid leave for additional time off as necessary and in accordance with operating needs.

CIVIC RESPONSIBILITY

Compton Unified School District believes in the civic responsibility of its employees and encourages this by allowing employees time off to serve jury duty when required and to serve as nonpartisan Election Day poll workers when appropriate and approved.

1. *Election Day:* Poll Workers. Compton Unified School District will pay employees the difference between his or her salary and any amount paid by the government or any other source, unless prohibited by law for serving as an Election Day worker at the polls on official election days (not to exceed two elections in one given calendar year). While performing their official nonpartisan duties at the polls, Election Day workers may not engage in political

- activity or campaign for or against any candidate or ballot measure. Compton Unified School District requires that employees provide proof of service for their time at the polls. Employees interested in using this benefit, must have written approval from the Superintendent 30 days before the election. The Superintendent will assure that the employee's absence will not seriously interfere with the organization's operations.
- 2. *Jury Duty:* For time served on jury duty, Compton Unified School District will pay employees the difference between his or her salary and any amount paid by the government, unless prohibited by law, up to a maximum of ten days. If an employee is required to serve more than ten days of jury duty, Compton Unified School District will provide the employee with unpaid leave. Employees must provide Compton Unified School District a copy of proof of service received by court in which they serve.
- 3. *Night Jury Duty:* When an employee is required to serve on jury duty, which commences after 5:00 p.m., the District shall grant the following options:
 - a. All day shift members shall be required to work four (4) hours and shall be compensated for a full eight (8) hours shift.
 - b. All p.m. shift employees (3:00 p.m. to 11:00 p.m.) shall be compensated for the full eight (8) hours shift for duty after their starting time.
 - c. All early morning employees (11:00 p.m. to 7:00 a.m.) shall be required to report to work by 3:00 a.m. and work the remainder of their shift.
- 4. Witness Leave: Leave of absence to serve as a witness in a court case shall be granted an employee when he/she has been served a subpoena to appear as a witness, not as a litigant in the case. The length of the leave granted shall be for the number of days in attendance in court as certified by the clerk or the authorized officer of the court. The employee shall receive full pay during the leave period, provided the witness fees for such leave are assigned to and the subpoena or court certification is filed with the District. Request for leave of absence to serve as a witness should be made by presenting the official court summons to the department head.

FAMILY AND MEDICAL LEAVE (FMLA)

The Family and Medical Leave Act of 1993 provide up to 12 weeks of unpaid, job- protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for Compton Unified School District for at least one year, and for 1,250 hours over the previous 12 months (except full-time teachers). FMLA entitles you to paid benefits and rights back to your position.

Reasons for Taking Leave

<u>Unpaid</u> leave may be granted for any of the following:

- ➤ To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
 or
- ➤ For a serious health condition that makes the employee unable to perform his or her job, except for leave taken for disability due to pregnancy, childbirth or related medical conditions.

"Child" means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis as long as the child is under 18 years of age, or an adult dependent child. "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. A "serious health condition" must meet the criteria set forth in federal and/or state law, but generally involves incapacity of more than three days, inpatient care, chronic or long-term conditions requiring supervised medical treatment and/or multiple treatments for other serious health problems, or incapacity due to pregnancy or for prenatal care.

Terms of Leave

FMLA leave shall not exceed 12 workweeks during any 12-month period. The 12-month period shall begin with the date that any employee's first FMLA leave begins. FMLA leave shall run concurrently with the state Family Care and Medical Leave Act except for leave taken for pregnancy disability, childbirth or related medical conditions which extends beyond six weeks. If your pregnancy disability extends up to four months, you are entitled to 12 weeks of California Family Rights Act (CFRA) leave without benefits after your disability ends. Leave for the birth or placement of a child must be initiated within one year of the birth or placement of the child. Such leave shall not be taken intermittently or on a reduced leave schedule. If both parents of a child work for the District, FMLA leave for the birth or placement of the child shall be limited to a total of 12 weeks.

During FMLA leave, the employee must use all accrued vacation leave, other accrued time off, and any other paid or unpaid time off negotiated with the district. Accrued sick leave shall be used when the purpose of leave is one for which sick leave can be taken pursuant to bargaining unit agreements and/or Board policy. The employee will be required to provide advance leave notice and medical certification. Leave may be denied if requirements are not met.

- ➤ The employee ordinarily must provide 30-day advance notice when the leave is foreseeable.
- ➤ If leave is for planned medical treatment or supervision, the employee shall make a reasonable effort to schedule leave to avoid disruption of District operations.

Request for FMLA leave must be accompanied by a certification from the health care provider of the person requiring care to include:

- ➤ The date on which the serious health condition began.
- ➤ The probable duration of the condition
- ➤ If FMLA leave is due to an employee's serous health condition, the health care provider's certification that due to the serious health condition, the employee is unable to perform the functions of his or her job.
- FMLA leave for the care of a child, spouse or parent shall also include:
 - 1. Estimate amount of time the health care provider believes the employee needs to care for the child, parent or spouse.
 - 2. Statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the child, parent or spouse.

If additional leave is needed when time estimated expires, the employee must provide re-certification to include the above items.

Intermittent/Reduced Work Schedule Leave

FMLA leave may be taken intermittently or on a reduced work schedule when medically necessary and in such a case, the employee may be required:

- ➤ To take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment.
- ➤ To transfer temporarily to a different job with equivalent pay and benefits that can better accommodate recurring periods of leave.
- ➤ If the person is in an instructional capacity and request leave for more than 20% of the total number of working days during the period of medical treatment, the District may require the employee to choose one of the two options above.

Intermittent/Reduced Work Schedule Leave

Paid Benefits

During FMLA leave, the employee shall continue to be entitled to participate in the District's medical, dental and vision plans with the same District contribution that was in effect prior to the leave.

Unpaid Benefits

During FMLA leave, the employee shall be entitled to participate in life, disability and accident insurance plans, pension and retirement plans, supplemental unemployment benefit plans, and/or any other welfare benefit plan at the employee's expense.

Recovery of Benefits

The District shall recover health premiums paid if the employee fails to return from FMLA after the leave period has expired, provided this is for a reason other than the continuation, recurrence or onset of a serious health condition that entitle the employee to family care and medical leave, or other circumstances beyond the employee's control.

Maintenance of Status

The employee shall retain his or her employee status with the District during the leave period. The leave shall not constitute a break in service for purposes of longevity or seniority. For purposes of layoff, recall, promotion, job assignment, and seniority-related benefits such as vacation, the employee returning from family care leave shall return with no less seniority than he or she had when leave was started.

Reinstatement

The District will reinstate the employee in the same or comparable position when FMLA leave ends. The District may refuse to reinstate the employee returning from leave to the same or comparable position if the following apply:

- > The employee is a salaried "key employee" who is among the highest paid 10 percent of the District's employees.
- > The refusal is necessary to prevent substantial and grievous economic injury to District operations.

> The District informs the employee of its intent to refuse reinstatement at the time when it determines that the refusal is necessary, and the employee fails to return to service within two Weeks after being informed.

Employment in the same or comparable position is defined as employment in a position with the same or similar duties and pay which can be performed at the same or similar geographical location. A determination related to restoration in an equivalent position shall be made on the basis of Board policies and bargaining unit agreements.

An employee who takes leave has no greater right to reinstatement then if he or she had been continuously employed. If the District reduces its work force during the leave period and the employee is laid off for legitimate reasons at that time, he or she is not entitled to reinstatement.

The District shall not refuse to hire and shall not discharge, fine, suspend, expel or discriminate against any employee because he or she exercises the right to family care leave or because he or she give information or testimony related to his or her or another person's family care leave in an inquiry related to family leave rights.

GENERAL PROVISIONS

Not later than the **sixth (6th) consecutive workday of absence**, an employee shall be required to complete the District Leave of Absence Request Form, for payroll purposes. The District may request verification of the reason for an absence, if it has reasonable cause to believe the purpose of the leave may have been violated.

Employees using any category of leave without pay shall not be entitled to compensation, accrual of leave, District contributions to fringe benefit premiums, annual increments, or the accrual of seniority for layoff or reductions in force, or other such purposes, nor shall probationary employees earn credit toward gaining permanency while using such leave. An employee on approved leave without pay may continue his/her enrollment in health and welfare plans by paying the full amount of the premiums in a periodic manner as required by the District.

If the District believes that an employee cannot safely or adequately perform the duties of his/her position or if an employee is using any leave based on an illness or an injury, the District may require that the employee be examined by a District-selected physician at District expense.

An employee who is absent for one-half (1/2) day or less shall have the time, in one-hour increments deducted from the employee's accumulated leave; and, if the absence exceeds more than one-half (1/2) day, a full day shall be deducted from the employee's accumulated leave.

<u>INDUSTRIAL ACCIDENT AND INDUSTRIAL ILLNESS LEAVE</u>

Please refer to **SECTION 3** *ECONOMIC BENEFITS, INSURANCE AND COMPENSATION* under **WORKERS' COMPENSATION and UNEMPLOYMENT INSURANCE**.

HOLIDAYS

Full-time employees (employees who regularly work at least 35 hours per week) receive one (1) paid day off for each full day of holiday (*Legal Holidays per Education Code Section 37220 and Local Holidays per Education Code 37220*) time. Employees will be entitled to payment for authorized holidays, provided that they were in a paid status during any portion of the working day immediately preceding or succeeding the holidays. Holiday benefits for Part-Time employees will be pro-rated in accordance with the hours regularly worked by the employee. Employees wishing to take religious holidays may substitute a religious holiday for one of those listed above, with advance approval from their supervisor and the Superintendent. Temporary employees are ineligible for holiday leave benefits. In those years when Independence Day, Christmas Eve and Christmas Day, and New Year's Day fall on Saturday or Sunday, the Superintendent will designate the work day that will replace the weekend holiday. This includes all other days approved by the Board of Trustees.

MILITARY LEAVE

Employees who are inducted into or enlist in the Armed Forces of the United States or are called to duty as a member of a reserve unit may take an unpaid leave in accordance with applicable law. The employee must provide advance notice of his or her need for a military leave and Compton Unified School District will request a copy of the employee's orders, which will be kept on record by Compton Unified School District.

The time an employee spends on military leave will be counted as continuous service for the purpose of determining eligibility and accrual for various benefit plans and policies.

For military leaves extending 30 days or less, Compton Unified School District will continue to pay the portion of the premium on health insurance, if any, that it was paying before military leave began. In order to continue such health insurance, the employee must continue to pay his or her portion of premiums during this period. For military leaves extending beyond 30 days, the employee will have the option to continue his or her insurance coverage at the employee's cost.

Upon return from military leave, employees will be reinstated as required by law and benefits will be reinstated with no waiting periods."

PERSONAL LEAVE

Compton Unified School District provides three (3) days of personal leave per calendar year to all Full-Time and Part-Time employees who have completed six months of employment. Personal leave benefits are prorated accordingly for part-time employees. Temporary employees are not eligible for paid personal leave benefits. Personal leave is accrued at the beginning of each year and cannot be carried into the next year. Personal leave may not be taken in the first six (6) months of employment. All personal leave is subject to prior approval by the supervisor and Superintendent and must be requested in hourly increments. No personal leave benefits are paid upon separation from employment with Compton Unified School District for any reason.

Extended Personal Leave

Employees who have been employed by Compton Unified School District for at least one year may apply for personal leaves of absence for up to eight weeks. Personal leaves are unpaid and are discretionary with the management of Compton Unified School District. When considering a request for a personal leave, Compton Unified School District will consider factors such as the employee's position, the employee's length of service, the employee's performance record including attendance, the purpose of the leave, the needs of the department in which the employee works, the effect of the leave on other employees, and Compton Unified School District's general business needs.

Personal leaves generally are unpaid. However, accrued vacation or personal time may be used to continue an employee's salary during the leave. Vacation and sick time will not continue to accrue during the leave of absence. Medical and life insurance benefits will continue on the same basis as if the employee were actively working.

Compton Unified School District cannot guarantee reinstatement upon return from a personal leave. Compton Unified School District will, however, make a reasonable effort to place the employee in an available position for which he or she is qualified. If such a position is not available, then the employee's employment will terminate. Even in that event, the employee may later apply for reemployment.

Employees who fail to report to work after an approved leave of absence are deemed to have voluntarily resigned. When an approved leave has been exhausted, the employee may request additional leave. The Superintendent must approve all unpaid leave.

PREGNANCY DISABILITY LEAVE

Family Medical Leave Act - California Family Rights Act

PREGNANCY DISABILITY- 6 WEEKS		
6 Weeks Pregnancy Disability with Benefits	Pregnancy Disability Ended	
6 Weeks FMLA Leave with Benefits	6 Weeks FMLA Leave = Total of 12 Weeks with Benefits	
6 Weeks CFRA Leave with Benefits 6 Weeks CFRA Leave = Total of 12 Weeks with No Benefits		
Must use accrued Sick Leave & Vacation Leave: Sub Differential Pay After Sick/Vacation Leave Exhausted		

- 1. Pregnancy disability is normally 6 weeks.
- 2. FMLA leave starts when pregnancy disability starts and runs concurrently for 12 total weeks.
- 3. CFRA leave starts when pregnancy disability starts and runs concurrently for 12 total weeks.
- 4. Board Policy requires that the employee use all accrued sick leave and vacation leave concurrently with FMLA / CFRA.
- 5. Employee will receive sub differential pay after sick leave and vacation leaves have been exhausted during the duration of the pregnancy disability.

PREGNANCY DISABILITY	- UP TO 4 MONTHS	
4 Months Pregnancy Disability with Benefits	Pregnancy Disability Ended -No Benefits	
12 Weeks FMLA Leave with Benefits. CFRA Does Not Apply.	CFRA Leave 12 Weeks - No Benefits	
Must Use Accrued Sick Leave & Vacation Leave: Sub Differential Pay After Sick Leave/Vacation Leave Exhausted		

- 1. Pregnancy disability can be granted up to four months.
- 2. FMLA leave starts when pregnancy disability starts and runs concurrently for 12 total weeks.
- 3. CFRA leave starts when pregnancy disability starts and runs concurrently for 12 total weeks.
- 4. Board Policy requires that the employee use all accrued sick leave and vacation leave concurrently with FMLA / CFRA.
- 5. Employee will receive sub differential pay after sick leave and vacation leaves have been exhausted during the duration of the pregnancy disability.

BENEFITS

- 1. FMLA and CFRA entitle the employee to benefits for 12 weeks during a normal pregnancy disability period of 6 weeks.
- 2. CFRA entitles the employee to 12 additional weeks of leave <u>without</u> benefits of pregnancy disability extended for up to 4 months. The CFRA leave begins when pregnancy disability ends.

A pregnant employee who has not received leave as provided under the "Parental leave" Article of the bargaining unit agreement is entitled to utilize accrued sick leave days and/or sub-deduct days for pregnancy/maternity disability subject to the following conditions:

- **A.** <u>Apply to Sick Leave:</u> Sick leave shall apply only to those days of absence during which the employee is actually unable to perform her assigned duties because of disability arising from pregnancy, child birth, miscarriage, and/or recovery therefrom.
- **B.** <u>Verification:</u> CUSD may require the employee to file a physician's verification, which clearly states the employee was incapable of meeting her normal work assignment.
- **C.** <u>Health Evaluation:</u> Within seven (7) calendar days after the termination of the leave, the employee shall submit a physician's written health evaluation including the reasons the employee was disabled during the period of absence. CUSD may require additional physician statements or reevaluation of the employee by her physician. (Any additional statement required shall be at CUSD's expense.)

Family Medical Leave Act: You are entitled to 12 weeks of Family Medical Leave with benefits if you qualify under guidelines set forth in the Family Medical Leave Act which will run concurrently with pregnancy disability.

California Family Rights Act: You are entitled to 12 weeks of leave under the California Family Rights Act which will run concurrently with pregnancy disability and FMLA leave if the disability is for six weeks. If your pregnancy disability extends up to four months, you are entitled to 12 weeks of CFRA leave without benefits after your disability ends.

Your sick leave will apply to the days you are disabled by pregnancy. Your vacation leave will apply

toward the remaining days of the FMLA or CFRA leave. When vacation leave is exhausted, you will be in unpaid leave status for the remainder of the FMLA or CFRA leaves. To apply, complete a Request for Unpaid Leave of Absence Form and sent it the Department of Human Resources and Employee Development.

Please refer to the attached "Sick Leave for Maternity Disability" and physician's statement which shall be required in all cases where employees request the use of paid sick leave for pregnancy disability, FMLA leave, or CFRA leave.

RETRAINING LEAVE

In the event that the Board of Trustees contemplates the abolition of positions in the classified service and creation of new positions because of automation, technological improvements, or for any other reason, it may provide for retraining of displaced employees.

To be eligible for retraining leave, an employee must:

- a. Have served at least three (3) years in the District;
- b. Be serving in a position which the District contemplates abolishing, or show that the retraining will clearly benefit the District; and,
- c. Indicate a willingness to serve the District at least two (2) years after successful completion of the retraining program.

The Board of Trustees shall prescribe the retraining program and may provide the program internally or designate the institution or place where the program is to be given.

The employee shall be considered a permanent employee for all purposes during the period of the retraining program and shall receive his/her normal compensation and benefits. The Board of Trustees may prescribe duties, if any, to be performed by the employee on behalf of the District during retraining leave.

The Board of Trustees shall provide for reasonable expenses necessary for the prescribed retraining, but may recover costs from the employee if he/she fails to complete the prescribed retraining program.

At its discretion, the Board of Trustees may establish retraining programs for other purposes and grant leaves of absence for retraining in the same manner as for study leaves of absence, except that the three (3) year service requirement shall prevail. Approval for such leave shall be discretionary with the Board of Trustees.

SCHOOL BUSINESS

Staff may be given limited time off by the Superintendent with pay to participate in educational opportunities related to the staff member's current or anticipated work with Compton Unified School District. An employee serving as an official representative of Compton Unified School District at a conference or meeting is considered on official business and not on leave.

SICK LEAVE

Sick leave benefits are earned on a prorated basis of one day (7 hours) per month for full-time employees beginning at first day of employment. Part-time employees receive prorated sick leave benefits, (i.e., 3.5 hours per month if the Employee works 17.5 hours per week). Temporary employees are not eligible for paid sick leave benefits. Use of sick leave is subject to approval by the supervisor and the Superintendent and must be requested in hourly increments.

Unused sick leave can accumulate from year to year up to a maximum of 30 days (210 hours) for full-time employees. This limitation on accrual of sick leave benefits is prorated accordingly for part-time employees. No sick leave benefits are paid upon separation of employment from Compton Unified School District for any reason. If an employee's illness or injury requires a consecutive absence of five (5) days or more, physician documentation will be required. Compton Unified School District also may recommend that the employee apply for state disability insurance (SDI). If the employee receives SDI and the compensation does not equal the employee's sick leave accruals, Compton Unified School District will make up the difference until all sick leave benefits are used.

Additional Sick Personal Leave

After exhaustion of all paid leave, the employee may be placed on additional unpaid leave upon request and with the approval of the Board of Trustees. The additional leave may be for any period of time up to a year, providing that the total leave time for any one (1) illness both paid and unpaid will not exceed two (2) years.

VACATION DAYS

During the first 90 days of employment full- and part-time employees will not earn Vacation benefits. During the remaining nine months of first year employment, a full-time employee will earn two weeks (10 days) of paid Vacation.

Full-time employees will continue to earn two weeks (10 days) of Vacation during the second year of employment. In their third year of employment, full-time employees will earn three weeks (15 days) of Vacation. During the fourth year and thereafter, full-time employees will earn four weeks (20 days) of Vacation per year. Temporary employees are ineligible for Vacation benefits.

Vacation benefits are prorated accordingly for Part-Time employees. Use of Vacation is subject to approval by the supervisor and Superintendent and must be requested in hourly increments, using the appropriate leave request form.

Employees are expected to use Vacation benefits in the fiscal year in which Vacation is earned. Employees may carry over unused Vacation from one year to the next only with the approval of the Superintendent. Employees may not accrue more than the maximum leave they are allowed. Once an employee reaches his or her annual ceiling, the employee ceases to accrue any additional Vacation benefits. If an employee later uses enough Vacation benefits to fall below the ceiling, the employee starts to accrue leave again from that date forward until he or she reaches his or her Vacation ceiling. Accordingly, employees are encouraged to use all Vacation benefits in the fiscal year in which they are earned in order to avoid reaching the ceiling limit.

CREATING AND SUBMITTING A LEAVE OF ABSENCE

Access the LOA Form through the District's Intranet. You will be prompted to login.



To begin the application click on the CREATE button.





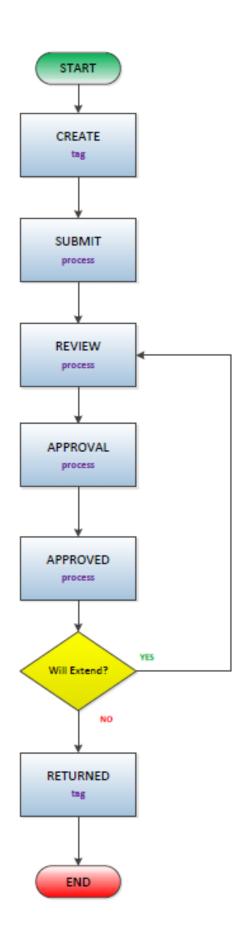
LOA Application Stages

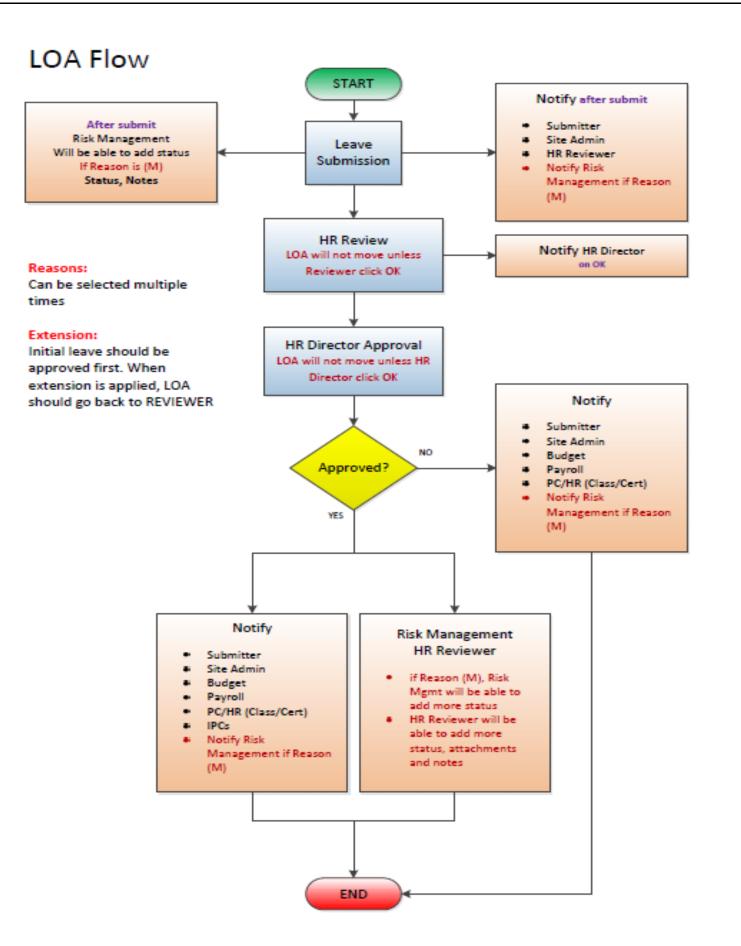
Note 1:

While LOA is on stage 2 to 4, HR Reviewer, HR Approver, Risk Mgmt and Submitter can add notes, status and upload documents.

Note 2:

Only on stage 4 that submitter can click RETURN to WORK







CELL PHONE USAGE GUIDELINES

Employee cell phone use:

Private cell phone use (including texting and email messaging) should be restricted to employee break and lunch time. The personal use of cellular phones and other electronic devices during the employee work hours is considered inappropriate and should be for emergencies only. Employees are encouraged to allow the voicemail function on their cellular phones to record personal messages during work time. At no time, except in the event of an emergency, should cell phone use disrupt classroom instruction or district office functions.

Laws for cell phone use while driving:

Two laws (SB 1613 and SB 33) dealing with the use of wireless telephones while driving prohibit drivers from using a wireless telephone while operating a motor vehicle unless the driver uses a hands-free device. Drivers who violate the laws will face a base fine for a first offense and additional increased fine for each subsequent offense. The law does allow for a driver to use a wireless telephone to make emergency calls to a law enforcement agency, a medical provider, the fire department, or other emergency services.

District personnel driving district vehicles:

The law does provide an exception for those operating a commercial motor truck or truck tractor (excluding pickups), to use a two-way radio operated by a "push-to-talk" feature. Otherwise, motorists must abide by the hands-free legislation.

TELEPHONE AND VOICEMAIL GUIDELINES

Office phones are for business use; they should not be used for lengthy personal conversations during work hours. Please note that whenever possible, a 'real person' should answer the phone and pick-up by the third ring. However, this is not always possible, hence the need for correct use of voicemail.

Main Office Telephone Greeting:

- As a general rule, telephones should be answered within three rings and not answered by an automated phone system during normal business hours.
- The voicemail greeting for all main numbers should be an "after hours" greeting. This greeting should convey the following information:
- Department/Office hours of operation;
- Options for caller (e.g., leave a message, web site address, fax number, information about critical services available after normal business hours); and
- All calls should be returned within 24 hours or the next business day.

Sample Phone Message: Thank you for contacting Compton Unified School District. You have reached the voicemail box of [state your Office/Department/School]. Our normal business hours are Monday through Friday (state the office hours...i.e., 8:00 a.m. a.m. to 5:00 p.m.). Please leave your name, number and a brief message and someone will return your call within 24 hours or the next business day. Again, thank you for calling. Have a great day.

Personal Greeting:

Please use the following guidelines when recording your personal greeting, and remember to change your message when you're going to be out of the office for a prolonged period of time, i.e. on vacation.

When in the office:

Hello. You've reached (name). I'm not able to take your call at the moment, so please leave me a message and I'll get back to you as soon as possible. If your call is urgent, please contact (name) on extension (number). Thank you.

You can elaborate as necessary, i.e. if you have a Payroll query; please contact (name) on extension (number). If you have an Accounts Payable query, please contact (name) on extension (number).

The more information you leave on your personal greeting, the more help you will be to your caller, and the less aggravated they will be to get your voicemail.

When on vacation:

Hello. You've reached (name). I'll be on vacation from (date), returning to the office on (date). In my absence, please contact (name) on extension (number) for assistance. Thank you.

Please also remember to put your e-mail out-of-office message on before you go on vacation with a message similar to the above, letting people know how long you'll be out of the office for, the date you will be returning to work, and who to contact in your absence. This will ensure people don't get upset when you don't respond to their e-mail right away!

Suggested vacation out-of-office message: I'm currently on vacation, returning to the office on (date). If your matter requires attention before this date, please contact (name, e-mail address and / or extension). Thank you.

Checking Voicemail

Make sure you check your voicemail several times a day, particularly when you are out of the office on School business.

Extended Absence Greeting:

• Every employee who will be out of the office for more than two business days should record an extended absence greeting. This greeting should outline the expected date of return, an alternative contact person, or forward all calls to an employee in the office.

Sample Phone Message: Thank you for contacting Compton Unified School District. You've reached the voicemail box of (state your name) in the (state your office/department/school). Currently, I am on leave and will return to the office on (state your expected date of return). If you wish to leave a message, please leave your name, number and a brief message, and I will call you when I return. If you need immediate assistance, please call (state the name of an alternate point of contact). Again, thank you for calling. Have a great day.

E-MAIL PROTOCOL FOR EFFECTIVE COMMUNICATION

E-mail has become an essential means to communicate and conduct business, the District has compiled the following list of guidelines and expectations for all e-mail users. As a District employee, you are provided with an e-mail account, you are expected to use it and respond to your business related e-mails in a timely manner. As you use e-mail, please be aware that there are dangers in today's cyberworld. Do not respond to unknown e-mails and beware of hidden readers because you may never know who will read the content of your e-mail because e-mail is not private. To use e-mail effectively, please observe the following recommendations:

Be Clear with Your Message

- Use good judgment as to when to use an e-mail, when to make a phone call or have a face-to-face conversation.
- Use a good descriptive subject title in the e-mail that is appropriate for your message.
- Does the message require a formal attachment or is the e-mail message alone appropriate?
- Be clear. There is always the chance that someone will misinterpret your message.
- The type of e-mail message you send is a reflection of your character.
- Is this a personal e-mail? If so, you should not use email on company time or equipment.

Practice E-mail Etiquette to Build Relationships

- Be polite and remember the golden rule "Type unto others as you would have them type unto you."
- Start your e-mail with Hello, Hi, Dear, or a simple greeting.
- End your e-mail with Thank You, Sincerely, Take it easy, a gentle good bye.
- Do not e-mail or respond when angry or upset. It is best to cool off and re-read the e-mail.
- Do not send an urgent e-mail and expect everyone to act on it immediately.
- Do not forward e-mail without the permission of the author.
- Keep editorial comments to yourself.

Consider the Following when Sending E-mail to a Group

- Is this message appropriate to the group?
- Should every member of the group receive this e-mail?
- Does this message apply to the members of this group?
- Must you feel obligated to read and respond to a group message? No, however, if you need to respond, only respond to key personnel not the entire group.
- Do not forward e-mails to groups unless you have interacted and made a response.
- Behave properly with list serves and groups.

Manage your E-mail

- Appropriate e-mail should be viewed and responded to within 24 hours.
- As a courtesy, if you are not able to respond within 48 hours, set e-mail to auto-reply and re-direct your customer to someone in the department or site who can assist them.

- E-mail should not be read during instructional time or when participating in a meeting.
- Parents and students may send you an e-mail. This message should be treated as if you received a
 phone call. It requires a timely response and should not be substituted for a parent conference if
 one is requested.
- Only reply to the sender, not to all.
- CC only when you wish to inform others and when you do not expect them to respond.
- Do not print every e-mail, this is wasteful. Organize your e-mails into folders.
- Delete and purge e-mails and folders once a week, including the sent e mails folder.

Employ These Top E-mail Etiquette Tips

- Remain gender neutral.
- Keep harassment and discrimination policies in mind.
- Do not use e-mail to let off steam.
- Control the urge to "flame" a conversation. This is a lose-lose situation.
- Never reply to spam and do not e-mail the world.
- Copy with care; Reply-to-all with care
- Be cautious when sending attachments.
- Edit your e-mail before you hit send. Resist the urge to capitalize.

Be aware of Spammer's Favorite Tricks

- Phony Subject Line
- Numeric Address Formats
- Celebrity Subject Headers
- Dictionary Spam
- Doubtful content
- Fake unsubscribe links
- Phony return address
- Forged headers
- Common Categories

Know and Observe E-mail Laws

- Employee's e-mail is the property of the employer, including the use of personal e-mail accounts such as Yahoo, Hotmail, and Google, etc... on company computers.
- E-mail is like a postcard anyone can read it and is vulnerable while in transit.
- E-mail can be subpoenaed; not only yours but anyone with whom you communicate.
- E-mail has an indefinite shelf life there is no such thing as deleted e-mail.

Review Employee Technology Use: Board Policy 4040

 Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources only for purposes related to their employment. Such use is a privilege

- which may be revoked at any time.
- Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or district operations without authority.
- All employees should have read and signed the District's Technology Use policy.

When on vacation:

Please remember to put your e-mail out-of-office message on before you go on vacation with a message similar to the one below, letting people know how long you'll be out of the office for, the date you will be returning to work, and who to contact in your absence. This will ensure people don't get upset when you don't respond to their e-mail right away!

Suggested e-mail out-of-office message: I'm currently on vacation, returning to the office on (date). If your matter requires attention before this date, please contact (name, e-mail address and / or extension). Thank you.

Out-of-the-Office Auto-response for Email:

• If an employee will be out of the office on scheduled leave, your email should reflect that schedule. It is the employee's responsibility to have an out-of-the-office, auto-response email.

Sample Email Message: Thank you for your message. I will be out of my office from (state the date(s) you will be away from your office), but will respond to your message when I return on (state your expected return date). If you need immediate assistance, please contact (state the name of an alternate point of contact) at (state your alternate's email address) or (state your alternate's telephone number).

Email Signature:

• All email signatures should contain the following information:

Sample Email Signature:

- Employee's Name
- Employee's Title
- Employee's Telephone Number
- Department Name
- Department Mailing Address
- CUSD Website Address <u>www.compton.k12.ca.us</u>

We hope these e-mail guidelines are helpful as everyone in the District makes an effort to communicate effectively and continue to build and improve our customer service.

CUSD CUSTOMER SERVICE STANDARDS FOR FACE TO FACE GUESTS

Purpose: To establish expectation for CUSD and ensure a welcoming environment for all guests of CUSD.

Visitors and Walk-ins:

- Acknowledge each guest immediately.
- If you are with another guest, make eye contact and tell them "you will be with them momentarily".
- Greet each guest with a smile.
- Use a positive and professional greeting.
- Treat all guests with respect and dignity.
- Always remain courteous during customer interactions.
- Listen carefully to the guest's inquiry.
- Advise all Non-English Speaking guests you will get them assistance in their language as soon as
 possible.
- Give guests specific directions when referring them to other locations for assistance.
- Tell our guests you do not know the answer and refer them to someone who does.
- Thank all guests for coming in and invite them back.
- Maintain Confidentiality and Privacy at all times, which mean you will need to be mindful of the level of your voice when answering their questions.

Proper salutation: Good Morning (or afternoon), How can I help you? Proper closing: Is there anything else I can assist you with?

STELLAR SERVICE MATRIX

Friendly Staff Members:	Helpful Staff Members:	Respectful Staff Members:	Professional Staff Members:
Greet guests within 30 seconds of their arrival with a smile and friendly welcome.	Are patient. Are problem-solvers.	Treat all customers fairly and equally.	Ensure workplace is neat, clean, attractive and welcoming.
Are eager to help customers and give them their full attention.	Have an "It is my job!" attitude.	Treat customers with courtesy and respect.	Present a professional image that conveys reliability, competence dependability, and respectfulness.
Answer phones within 3 rings with a smile in their voices.	Seek out answers for customers, rather than just passing them on to someone else.	Actively listen to customers and strive to understand their concerns and needs.	Present a professional image that conveys caring, commitment, compassion and confidence.
Communicate in a caring manner.	Respond to calls and emails within one Business day.	Acknowledge and apologize when anyone makes a mistake or a customer is inconvenienced.	Are knowledgeable about schools, programs and community.
Have friendly voicemail greetings that include: An invitation to leave a message, the promise of a quick response, and an	Walk guests to their Destinations and introduce them using their name	Do not discuss confidential information in public places.	Check their email, voicemail & mailbox at least once, preferably twice, each day.
alternative number for immediate help.	Try to ensure people to whom they transfer a call are available	Do not engage in gossip or make derogatory remarks about others	Leave an "out of the office" voicemail/email message if out for a day or more.
Always Strive hard to exceed customer expectations.	Address customer complaints in a timely and fair manner and follow up to ensure		Are flexible and open to change.
	concerns have been addressed.		Act with integrity.

-Source: Adapted from Burbank Unified School District

GUIDELINES FOR COMPTON UNIFIED SCHOOL DISTRICT <u>VOLUNTEERS</u>

Volunteers are welcomed in our schools. Volunteers play an important and valuable role in the Compton Unified School District. Students, teachers, staff, families and the community benefit from the work of individuals who freely share their talents and resources. We also know that volunteering is a rewarding way to serve students at varying levels.

A volunteer is a person who provides assistance or help to the schools without pay. This could be on a regular or semi-regular basis. We are thankful for the service we receive from all of our volunteers and we consider them a part of the CUSD family. This information is directed to help schools get the most out of their volunteers.

Volunteers help in many different ways: classrooms, playgrounds, libraries, offices, field trips, team sports and special projects.

Types of Volunteers

- **I. Under Direct Supervision of a Certificated Employee:** (May not work unsupervised with children.)
- **II. General School Volunteer:** Volunteering during school hours performing duties such as breakfast/lunch assistants, and classroom aides/helpers, library, playground supervisors.
- **III. Activities Volunteer:** Volunteering after school hours working on the campus at events such as booster, parent support clubs or after school clubs.
- **IV. Not Under Direct Supervision:** Coaches of performing arts and athletics, one-on-one tutoring, overnight trips, transporting students.

Volunteers in the classroom are to be used to work with individual students or small groups of students under the direction of a certificated staff. A volunteer is not to provide instruction to a classroom of students. <u>Volunteers are different from visitors</u>. <u>Volunteers provide some sort of service to the operation of classroom, school building, or District</u>.

Because the safety of our students is of the utmost importance, we require background checks of all non-employees involved in school programs.

All prospective volunteers must complete two forms – Application for Volunteer Service; which includes evidence **TB test** and Request for a Criminal History Record Check conducted via **LiveScan** – <u>in person</u> in the CUSD Human Resources office prior to working with students.

CREDIT UNIONS

All employees may become members of local credit unions.

<u>Mid-Cities School Credit Union</u> - (310) 638-5146 325 South Santa Fe Avenue, Compton, CA 90221

<u>Schools First Federal Credit Union</u> 800-462-8328 / 714-258-4000



<u>DUE PROCESS PROTECTIONS AND COMPLAINTS</u> (NON-DISCRIMINATION)

The Compton Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on disability, gender, gender identify, gender expression, genetic information, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. It is the policy of the District to provide to every person equal opportunity to receive an education as required by federal and/or state law. Complaints may be filed under the District's Uniform Complaint Procedures, in accordance with Board Policy 1312.3: Community Relations – Uniform Complaint Procedures and Administrative Regulations 1312.3 (Uniform Complaint Procedures) and 1312.4 (Williams Uniform Complaint Procedures). Copies of the District's Uniform Complaint Procedures are available free of charge at the District Office or at the school office.

NON-DISCRIMINATION IN EMPLOYMENT POLICY

The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy. Any district employee who engages or participates in unlawful discrimination, or who aids, abets, incites, compels or coerces another to discriminate, is in violation of this policy and is subject to disciplinary action, up to and including dismissal. (Source BP 4030)

COMPLAINT PROCEDURES

If any employee perceives comments, gestures or actions deemed to be offensive from any other employee, including supervisors or members of management, the employee should notify the immediate supervisor, or the Assistant Superintendent, Human Resources. Immediate supervisors will promptly report any complaint to the Assistant Superintendent, Human Resources. No employee is required to file any complaint with the alleged harasser.

The complainant may present such complaint orally or in writing. However, if the complaint is not resolved informally, the complainant must present such complaint in writing to the Human Resources Department. The statement shall be a clear, concise statement of the complaint and the circumstances involved. The District will promptly and thoroughly investigate any complaints of harassment, and will take immediate action to resolve such complaints (BP 4144).

Except as specified below, the following procedure shall be used for any complaint by an employee alleging misapplication of the district's policies, regulations, rules, or procedures or for "whistleblower" complaints by an employee or job applicant regarding an improper district activity including, but not

limited to, an allegation of gross mismanagement, a significant waste of funds, an abuse of authority, or a specific danger to public health or safety.

Complaints alleging unlawful discrimination on any basis specified in the district's nondiscrimination policies, including complaints of sexual harassment, shall be resolved in accordance with the district's procedure for complaints regarding discrimination in employment.

Complaints regarding unlawful discrimination in district programs or the district's failure to comply with state or federal laws regarding educational programs shall be resolved in accordance with the district's Uniform Complaint Procedures. Complaints regarding sufficiency of textbook materials, teacher vacancy or misassignment, an urgent or emergency facility condition, or the failure to provide intensive instruction to students who did not pass the high school exit examination by the end of grade 12 shall be resolved in accordance with the district's Williams Uniform Complaint Procedures. (Education Code 35186; 5 CCR 4621)

For complaints regarding working conditions or other subjects of negotiation, the employee shall use the grievance procedure specified in the applicable collective bargaining agreement.

Any of the time limits specified in this procedure may be extended by written agreement between the district and complainant.

Step 1: Informal Complaint Process

Prior to instituting a formal, written complaint, the employee shall first discuss the issue with his/her supervisor or the principal of the school where the alleged act took place. Formal complaint procedures shall not be initiated until the employee has first attempted to resolve the complaint informally.

Step 2: Site Level Formal Complaint Process

If a complaint has not been satisfactorily resolved through the informal process in Step 1, the complainant may file a written complaint with his/her immediate supervisor or principal within 60 days of the act or event which is the subject of the complaint. If an employee fails to file a written complaint within 60 days, the complaint shall be considered settled on the basis of the answer given at the preceding step.

In the written complaint, the employee shall specify the nature of the problem, including names, dates, locations, witnesses, the remedy sought by the employee, and a description of informal efforts to resolve the issue.

Within 10 working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint. Within five working days after the meeting, he/she shall prepare and send a written response to the complainant.

Step 3: District Level Appeal

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file the written complaint with the Superintendent or designee within five working days of receiving the written

response from the immediate supervisor or the principal. The complainant shall include all information presented to the immediate supervisor or principal at Step 2.

Within 10 working days of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation, including reviewing the investigation and written response by the immediate supervisor or principal at Step 2, and shall meet with the complainant in an effort to resolve the complaint. Within 10 working days after the meeting, he/she shall prepare and send a written response to the complainant.

Step 4: Appeal to the Governing Board

If a complaint has not been satisfactorily resolved at Step 3, the complainant may file a written appeal to the Board within five working days of receiving the Superintendent or designee's response. All information presented at Steps 1, 2, and 3 shall be included with the appeal, and the Superintendent or designee shall submit to the Board a written report describing attempts to resolve the complaint and the district's response.

The Board may uphold the findings by the Superintendent or designee without hearing the complaint or the Board may hear the complaint at a regular or special Board meeting. The hearing shall be held in closed session if the complaint relates to matters that may be addressed in closed session in accordance with law.

The Board shall make its decision within 30 days of the hearing and shall send its decision to all concerned parties. The Board's decision shall be final. (Source: All Personnel AR 4244)

The Governing Board designates the following compliance officer to receive and investigate all complaints and ensure District compliance with the law:

Executive Director
Human Resources Department
501 Santa Fe Ave.
Compton, CA 90248
310-639-4321 X 55075

You may contact the school office or the District office to obtain a copy of the District's complaint procedures.



Compton Unified School District Uniform Complaint Procedures Form

Last Name	Firs	t Name			
Student Name (if applicable)		Grade	Date of	of Birth	
Address				Apt. #	
City		State	Zip	Code	
Home Phone	Cell Phone	Work Ph	none		
Email Address					
Date of Alleged Violation	School/Office of Allege	ed Violation			
For allegations of noncompliance applicable:	e, please check the progr	am or activity refe	rred to in	your complaint, if	
 □ Adult Education □ Child Nutrition 	 □ Consolidated Category □ Regional Occupation 	nal Centers and F	rogram		ment
 □ Special Education □ After School Education/Safe 	□ Pupil Fees for Edu etv□ Agricultural Vocati			ster/Homeless	
■ Tobacco-Use Education				ysical Education M	linutes
□ Bilingual Education				onomic Impact Aid	i
☐ Migrant Education			■ Sta	ate Preschool	
 California Peer Assistance a Career/Technical Education, and Technical Training 			, and Ca	reer Technical	
 □ Courses without Educational □ American Indian Education C 				-	
For complaints of discrimination, student-to-student, and third par characteristics upon which the a	ty to student), please che	ck which of the ac			į
□ Sex	Sexual Orientation		_	Gender	
□ Gender Identity	 Gender Expression 	1		Ancestry	
☐ Genetic Information	□ Race or Ethnicity			Religion	
 ■ Marital Status ■ Color 	 □ National Origin □ Mental or Physical I 	No obility		Age Pregnancy Status	
☐ Immigration Status	Medical Information	•		Parental Status	
☐ Association with a person or g					ove
For complaints of bullying tha					
other complaints not listed on		•			

IX/Bullying Complaint

J

	at with any Compton	- Unified Cohool D	
Have you attempted to discuss your complain personnel? If so, with whom and what was the		n Unified School D	istrict
Have you attempted to discuss your complain personnel? If so, with whom and what was the		n Unified School D	istrict
Please provide copies of any written docume	e result?		
Please provide copies of any written docume complaint.	e result?		
personnel? If so, with whom and what was the	e result?		

Dr. Kimberly Tresvant
Executive Director, Human Resources
District Title IX Coordinator
Compton Unified School District
501 S. Santa Fe Avenue
Compton, CA 90221
Fax: (310) 764-5892



GRIEVANCE PROCEDURES

To the Employee:

If you have a grievance, you should first discuss the problem with an immediate supervisor. If after this discussion you don't believe the problem has been satisfactorily resolved, you may discuss it with your supervisor's supervisor, or you may proceed directly with the written phase of the grievance procedure. Every effort should be made to find an acceptable solution by means of frank discussion at the lowest possible level of supervision. You should then file your grievance at any point of the oral or written procedures. You will be allowed a reasonable amount of work time for use in preparing your case.

Please refer to the Rules and Regulations of the Personnel Commission Section 80.100- Procedure for the Adjustment of Grievance Personnel.

In following the written grievance procedures, these are the steps to take:

First Step: Submit your grievance in writing within five working days after your oral discussion with your immediate supervisor on C1/Pers. Form 117 three copies to your supervisor. Attach additional sheets if necessary. Keep a copy of the form for your records.

Your supervisor's supervisor shall render his decision in writing within five working days after he receives your grievance.

If this decision is satisfactory to you, you may close the matter by nothing this conclusion on the C1/Pers. Form 117. Return it to the first level supervisor who completed step one, who will send the closed file to the Classified Personnel Office for retention.

Second Step: If you do not receive an answer from the first level review within five working days after submission of written grievance, nor are you satisfied with the answer, you may appeal in writing to the second level of review, indicating filed within five working days after you receive a written reply or within ten working days after the original submission date of your written grievance if no reply is received.

The supervisor who receives the grievance at this second step should reply to you in writing within five working days of receiving your appeal. Keep a copy of this correspondence within your copy of the grievance.

If this decision is acceptable to you, you may close this matter by doing nothing on the C1/pers. Form 117. Return it to the second level supervisor, who will send the closed file to the classified personnel office for retention.

Third Step: If you do not receive an answer from the second level review within five working days after submission of your written grievance, or you are not satisfied with the answer, you may appeal in writing to the Superintendent, indicating the reason the decision not acceptable and what action needs to be taken to resolve your grievance. This appeal must be filed within five working days after you receive a written reply or within ten working days after your submission of your written grievance for the Admin level review. Submit C1/Pers. Form 117 and two copies.

If the solution to the problem of this review is acceptable for you, return the file to the Superintendent to close the file as outlined above.

Final Board Appeal: If you receive no answer from the Superintendent within ten working days of the termination of the hearing by the Employee Relations Committee, or if the answer is unacceptable to you, you appeal in writing to the Board of Trustees, indicating the reason the decision is not acceptable and what action needs to be taken to resolve your grievance. This appeal must be filed within five working days after you receive a written reply or within fifteen working days after your submission of your written grievance for the Superintendent's level review. Submit C1/Pers. Form 117 and one copy. (The decision of the Board of Trustees shall be final.)

If you fail to appeal in writing from the decision of any level within five working days after receipt of the written decision, the grievance will be considered settled. If extra time is required in any above steps, it may be extended by mutual agreement of the employee and the reviewer.



The grievance will be sealed and placed in the personnel file of the classified employee after the Board of Trustees' decision. This file will be destroyed one year after the decision of the Board of Trustees is rendered.

COMPTON UNIFIED SCHOOL DISTRICT

Human Resources 501 South Santa Fe Ave. Compton, CA 90220

STEP 1

EMPLOYEE GRIEVANCE FORM CLASSIFIED PERSONNEL

NAME	DATE OF GRIEVANCE ACTION	CLASSIFICATION
DEPARTMENT/SCHOOL	•	
Description of Incident- (Include specific agree	ement article and section which is alleged to have been viol	lated: (Attach additional sheets if necessary)
Action Requested to Resolve Grievance:		
Informal Discussion with Supervisor:	Signature	Date Forwarded:
Informal Discussion with Supervisor.	Signature	Date 1 of warded.
Date:		
Representative (If any) (Name & Associa	tion):	
STEP ONE To Immediate Supervisor		Date Received:
•		
Date:		
Signature	Title	Date Forwarded:
Decision:		
This Decision □(IS) □(IS NOT) Acceptable to	Employee's Signature	Date Received:
me		
Reason: (Attach additional sheets if necessary)		
Action Requested to Resolve Grievanc	ρ.	
rection requested to resolve Grevane		
		Date Forwarded:
		Date Forwarded:

COMPTON UNIFIED SCHOOL DISTRICT

STEP 2

Human Resources 501 South Santa Fe Ave. Compton, CA 90220

EMPLOYEE GRIEVANCE FORM CLASSIFIED PERSONNEL

STEP TWO TO: PRINCIPAL/DEPARTMENT HEAD/CABINET LEVEL ADMINISTRATOR		DATE RECEIVED	
SIGNATURE TITLE		DATE FORWARDED	
DECISION:			
This Decision □(IS) □(IS NOT) Acceptable to me	Employer's Signature	Date Received;	
Reason: (Attach Additional Sheets of Necess	ary)		
Action Requested to Resolve Grievance:			
TANGET TO QUESTION OF THE STATE			
SUPERINTENDENT'S REVIEW- Employ	er/Employee Relations Committee	Date Received:	
Superintendent's Signature		Date Received:	
DECISION:			
22010111			
This Decision □(IS) □(IS NOT) Acceptable to me	Employer's Signature	Date Received:	
Reason: (Attach additional sheets if necessary)			
Reason. (Attach additional sheets if fiece	55a1 y)		
Action Requested to Resolve Grievance			
-			
Arbitration Level		Date Received:	
Findings and Recommendations of Arbitrator			
Signature of Arbitrator		Date Forwarded:	
Board of Trustees Resolution Signature of Person Receiving Arbitrator's Findings		Date Received:	
Date of Board Meeting Resolution Issue		1	



COMPTON UNIFIED SCHOOL DISTRICT EMPLOYEE GRIEVANCE FORM (Public Safety)

Date cause of grievance occurred or was first known:

Name		Classification		
Division/Department/School				
Description of Incident – (Include (Attach additional sheets if neces		reement article and sectio	n which is alleged to	o have been violated:
Action Requested to Resolve Grievance:				
Information Discussed with Supervisor	Signature		Date Forwarded:	
Representation (if any) (name & associar	tion):			
STEP ONE to Immediate Supervisor		Date Received:		
Signature	Title		Date Forwarded:	
Decision:				
This Decision (IS) (IS NOT) Acceptable to me.	Employee's S	iignature	Date Received:	
Reason: Attach additional sheets if necessary)				
Action Requested to Resolve Grievance:				
				Date Forwarded:



GRIEVANCE REPORT FORM (Certificated Employees) COMPTON UNIFIED SCHOOL DISTRICT

Name of Grievant	SILE	ASSIGNMENT	DATE FILED
STEP 1 A. Date cause of grievance occurred B. Statement of grievance	d or was first known		
2. Specific written policy rules or co	ontract article and section which a	are alleged to have been violated:	
C. Relief Sought			
DATE		SIGNATURE OF GRIEVANT	
D. Disposition by the principal			
DATE E. Position of grievant and/or associated in the control of	ciation	PRINCIPAL SIGNATURE	
DATE		SIGNATURE OF GRIEVANT	
STEP 2 A. Date received by Administrator-S Vocational Career Education	Secondary/Elementary or Assistar	nt Superintendent-Educational Services	or Assistant Superintendent-
B. Disposition by Administrator(s)			
DATE		ADMINITRATOR'S SIGNATI	JRE
C. Position of grievant and or assoc	iation 		
DATE		SIGNATURE OF GRIEVANT	



GRIEVANCE REPORT FORM (Certificated Employees) COMPTON UNIFIED SCHOOL DISTRICT

STE	EP 3
A.	Date submitted to advisory review panel via Superintendent
В.	Advisory Review Panel Members
	1. Chosen by Grievant
	2. Chosen by Superintendent or Designee
	3. Chairman
_	December of the Decime Panel
C.	Recommendation of the Review Panel
	DATE SIGNATURE OF GRIEVANT
=	1
Sτ	ep 4
A.	Data submitted to the Board of Trustoes
Α.	Date submitted to the Board of Trustees
В.	Review by Board of Trustees for oral arguments
	,
C.	Desicion randored by the Deard of Trustees
C.	Decision rendered by the Board of Trustees



COMPTON UNIFIED SCHOOL DISTRICT EMPLOYEE GRIEVANCE FORM (Public Safety)

TEP TWO to: Principal/Department Head/Cabinet Level Administrator		Date Received:
Signature	Title	Date Forwarded:
Decision:		
This Decision (IS) (IS NOT) Acceptable to me	Employee's Signature	Date Received:
Reason: (Attach additional sheets if necessary)		
Action Requested to Resolve Grievance:		
		Date Forwarded:
SUPERINTENDENT'S REVIEW – Employer/Empl	oyee Relations Committee	Date Received:
Superintendent's Signature		Date Forwarded:
This Decision (IS) (IS NOT) Acceptable to me.	Employee's signature	Date Received:
Reason: Attach additional sheets if necessary)		
Action Requested to Resolve Grievance:		
		Date Forwarded:
ARBITRATION LEVEL		Date Received:
Findings and Recommendations of Arbitrator: (Attach additional Sheets if Necessary)	
Signature of Arbitrator		Date Forwarded:
Board of Trustee Resolution	Signature of Person Receiving Arbitrator's Findings	Date Received:
Date of Decad Machine to Decade Novel		
Date of Board Meeting to Resolution Issued		



POLICY AGAINST WORKPLACE HARASSMENT

Compton Unified School District is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

Compton Unified School District's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Compton Unified School District has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Compton Unified School District's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Compton Unified School District's policy against harassment covers employees and other individuals who have a relationship with Compton Unified School District which enables Compton Unified School District to exercise some control over the individual's conduct in places and activities that relate to CUSD's work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

Prohibition of Sexual Harassment:

Compton Unified School District 's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against Compton Unified School District's policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

<u>Prohibition of Other Types of Discriminatory Harassment:</u>

It is also against Compton unified School District's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in Compton Unified School District's premises such as on an employee's desk or workspace or on Compton Unified School District's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against Compton Unified School District's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment:

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Compton Unified School District, you should report the incident immediately to your supervisor or to the Superintendent. Possible harassment by others with whom Compton Unified School District has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Compton Unified School District will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Compton Unified School District's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If Compton Unified School District determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who

cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Compton Unified School District will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Superintendent. In the case where the allegation of harassment is against the Superintendent, please notify the staff member designated as grievance officer.

NOTIFICATION OF TOBACCO FREE SCHOOLS STAFF POLICY (BOARD POLICY 3513.3)

The Board of Trustees recognizes that the health hazards associated with tobacco products, including the breathing of second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff. The board prohibits 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 104220; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students, and visitors at any 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. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possessions of prescription nicotine products. The use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground (Health and Safety Code 104495)

In addition, all employees are reminded that they are encouraged to serve as models for good health practices that are consistent with District's instructional programs. Therefore, please be mindful if you are using tobacco products offsite but close to District premises or wearing distinctive District uniforms, to be mindful of your conduct as it may be visible to the public and students.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures: When observed or discovered; and When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

INFECTIOUS DISEASES

Information about HIV/AIDS and Hepatitis B

I. HIV/AIDS

A. What is HIV/AIDS?

AIDS (Acquired Immune Deficiency Syndrome) is the advanced stage of HIV (Human Immunodeficiency Virus) infection. HIV attacks the body's immune system, leaving it vulnerable to life-threatening opportunistic infections and cancers. The virus also may directly attack the central nervous system and cause deterioration of the brain. Persons infected with HIV frequently have no apparent symptoms. They may look healthy. *There is no known cure for AIDS*.

B. How Is HIV infection spread?

Everyone infected with HIV, even a person without apparent symptoms, can transmit the virus to someone else. HIV infection can be transmitted by:

- Sexual activity involving direct contact with semen, blood or vaginal secretion of someone who is infected,
- Sharing unsterilized instruments for tattooing, ear piercing, shaving or acupuncture,
- Sharing intravenous (IV) needles and/ or syringes with someone who is infected,
- Direct contact with infected blood on broken skin,
- Accidental needle sticks with needles containing infected blood,
- Receiving blood transfusion or blood products from someone who is infected (a screening test has been used since 1985 that has reduced this risk to 1 in 68,000 in California [AIDS Update, December 1988]), or Being born to or breastfed by an infected mother.

C. The HIV/AIDS virus cannot be transmitted or spread:

- Through air or water.
- By coughing or sneezing.
- On surfaces such as phones, doorknobs, office equipment, tools, etc.
- By using drinking fountains, toilets, sinks, et c.
- Through kissing or biting. (There is no documentation of transmission through these modes.)

Symptoms

A person could be infected with HIV and not even know because it might take years to damage the immune system enough for symptoms to appear. They may not know for many years that they have the infection. When symptoms do appear, they often seem like many common illnesses such as:

- o Fever
- o Swollen Glands
- o Loss of Appetite
- o Night Sweats
- o Diarrhea

Only a physician or a blood test will identify the presence of HIV. As the HIV infected person becomes unable to fight off infections and certain Illnesses, they are diagnosed with AIDS.

II. HEPATITIS B

A. What is Hepatitis B?

Hepatitis B is an infection of the liver caused by a virus present in blood and other body fluids of infected persons. Less than 50 percent of persons who become infected show symptoms of illness. The symptoms are like those of hepatitis A and include fatigue, mild fever, muscle or joint aches, nausea, vomiting, loss of appetite, and abdominal pain. In some patients the urine turns dark and the skin becomes yellow. The onset of symptoms may appear from 6 weeks to 6 months after becoming infected with the virus. Death is uncommon in hepatitis B, but 5 to 10 percent of those infected become long-term virus carriers. Up to 25 percent of carriers may develop serious chronic liver disease. There is a highly effective vaccine to prevent infection with hepatitis B.

B. How is Hepatitis B spread?

An infected person can transmit hepatitis B as long as the virus remains in the blood. Transmission may occur as early as 4 weeks before any symptoms occur. A small number of people will carry the virus in their blood for years and are known as chronic carriers. Hepatitis B is transmitted by:

- Sharing intravenous (IV) needles and/or syringes with someone who is infected.
- Sexual activity involving direct contact with semen, blood, or vaginal secretions of someone who is infected.
- Sexual activity involving direct contact with semen, blood or vaginal secretions of someone who is infected,
- Direct contact of infected blood with mucous membrane of eye or mouth,
- Direct contact with infected blood on broken skin (e.g., cuts),
- Accidental needle sticks with needles containing infected blood,
- Sharing toothbrushes contaminated with infected blood, or
- Being born to an infected mother.

Symptoms - the symptoms of Hepatitis B can include one or more of the following:

- o Mild fever
- o Abdominal pain
- o Joint aches
- o Fatigue
- o Nausea
- Vomiting
- Loss of appetite
- o Muscle ache
- o Urine turns dark
- o Skin becomes yellowish jaundice)

III. WHAT ARE UNIVERSAL PRECAUTIONS?

Universal Precautions are precautions used in all situations and not limited to use with individuals known to be carrying a specific virus such as HIV or the virus causing Hepatitis B. In the school setting, those precautions should include: hand washing, using gloves, careful trash disposal, and using disinfectants and modification of cardiopulmonary resuscitation (CPR).

<u>Hand Washing:</u> Hand washing facilities should include soap and warm running water. Automatic dryers or paper towels can be used for drying. Classroom instruction about proper hand washing can be integrated into health instruction at all grade levels.

<u>Using Gloves:</u> All staff members who may be required to administer first aid involving blood or to handle body fluids that contain blood should have access to latex gloves in the areas where the gloves might be required to be used. Gloves should be used only once and then disposed properly. Hands must be thoroughly washed after gloves are removed.

<u>Trash Disposal:</u> Red plastic bags marked with the biohazardous waste symbol are recommended for disposal of trash containing blood or anybody spills that may contain blood. These wastes should be double-bagged. If needles, syringes or lancets are used in the school setting, they must be disposed of in a puncture proof container. Place intact needles and syringes in the designated container. Do not bend or break needles. Do not recap needles. **DO NOT HANDLE ANY NEEDLES, SYRINGES OR LANCETS!!!** If a student requires an injection, the school principal should be notified and arrangements will be made through his/her office.

<u>First Aid involving Blood and CPR:</u> Individuals with responsibility for administering first aid in schools, or on athletic fields, in the cafeteria, on the playgrounds or on school buses should have current CPR instruction and Certification. That instruction can be provided by certificated school nurses employed by the school district or by local agencies such as the American Red Cross and the American Heart Association. Gloves should be standard components of first-aid supplies in the schools so that they are readily accessible for emergencies and regular care given in school health offices, cafeterias and athletic training rooms. Devices that prevent backflow of fluids from the mouth of a victim being given CPR also should be readily accessible to those persons most likely to be the rescuers in the school setting. Such devices are available through the district warehouse.

IV. POLICIES AND LAWS

- o The laws state that the information regarding HIV/AIDS status requires written permission. The information may only be shared with persons specifically named.
- o While adults grant their own written permission to share their HIV/AIDS status, parents or guardians of children can grant written permission to share information on students under 18.
- Law prohibits sharing information about HIV/AIDS infected persons without consent, and that person is subject to civil penalty and fine not to exceed \$5,000.
- The policies for students with HIV/AIDS state that students must not be excluded or placed specially or solely because of their HIV status.
- o Only a student's physician may determine if school attendance is inappropriate due to the student's vulnerability to infections present at school.
- In the legalities of testing, it is a misdemeanor to disclose blood test results of HIV/AIDS positives except by written authorization (CH & S Code Chapter 1.11 & 1.12 Sections 199.21, 199.30, 199.31 & 199.37).
- o Pupils in grades 7 12 must receive AIDS prevention instruction at least once in junior high school or middle school and once in high school (California Education Code 51201.5).
- o Districts are required to provide in-service training for those employees who provide AIDS

- prevention instruction (California Education Code 51229.8).
- o Districts are required to provide annual training for all employees on issues related to blood borne pathogens. (California Health & Safety Code, Part 1 of Division L Section 199.81).
- Districts are required to maintain an Exposure Control Plan to blood borne pathogens (Title 8, California Code of Regulations, Section 5193).

ACCIDENT/EXPOSURE REPORTING AND INVESTIGATION

Procedures for reporting workplace accidents, blood borne pathogens, bodily fluids and hazardous substance exposures include:

- Report all accidents, injuries/illnesses and exposures to your supervisor, administrator and/or Risk Management immediately after occurrence.
- Secure and complete the necessary paperwork including State and District forms with your supervisor or administrator and submit to Human Resources Department

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

DRUG AND ALCOHOL-FREE WORKPLACE

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. An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace. (Government Code 8355; 41 USC 8103)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job. (Source: BP 4020)

SEXUAL HARASSMENT

Compton Unified School District has a **zero tolerance** for any form of sexual harassment. The Board of Education prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons, who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. 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; 5 CCR 4916)

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

- 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
- Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
- 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

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

- Providing training to employees in accordance with law and administrative regulation
- Publicizing and disseminating the district's sexual harassment policy to staff
- Ensuring prompt, thorough, and fair investigation of complaints
- Communicate *clear* expectations
- Encourage reporting
- Even though an employee does not complain, the conduct can be unwelcome
- Impose appropriate disciplinary action

Timeline to Follow

- Investigate, mediate and report to the complainant within 60 days.
- Give the complainant an opportunity to present relevant information.
- Prepare and forward a written report of the decision to the complainant.
- Advise the complainant of the 15-day appeal rights timeline in the report.

If the local decision is appealed, CDE will review the appeal and may request the district to provide the following information:

- **☆** The original complaint
- ☆ Copy of local decision
- **☆** Summary of local investigation
- Action taken to resolve original complaint

- **☆** Copy of UCP procedures
- **☆** Other relevant information

Training: must participate in training every two years.

Monthly log of Sexual Harassment cases or instances at each site is reported monthly to Erika Lampkin in Human Resources Dept.

- Employee to Student Sexual Harassment is not tolerated and may lead to disciplinary action.
- Student to Student Sexual Harassment should be reported to the site administrator.
- Contact your immediate supervisor or Human Resources if the harassment involves your supervisor.

Be careful. You may never know who is offended by your comments or action. Nothing employees do at work is really ever "private" including: conversations, telephone calls, websites visited, or email.







Leading Educators • Supporting Students • Serving Communities

Division of Human Resources Services

Employee Assistance Service for Education

10630 Downey Avenue, #100 • Downey, CA 90241-3463 • 562/922-6683

"Strength is the courage... to reach out!"

a

Personal or job stress getting you down? Interfering with your job performance?

THERE IS HELP AVAILABLE

As an employee of your district, you have access to the EASE program, a specialized counseling service...

- paid for by your district
- ✓ endorsed by labor and management
- ✓ staffed by professional counselors
- ✓ voluntary and CONFIDENTIAL

S

EASE provides face-to-face counseling, phone consultations and community referrals. Immediate family members are included.

1-800-882-1341

EASE counselors specialize in:

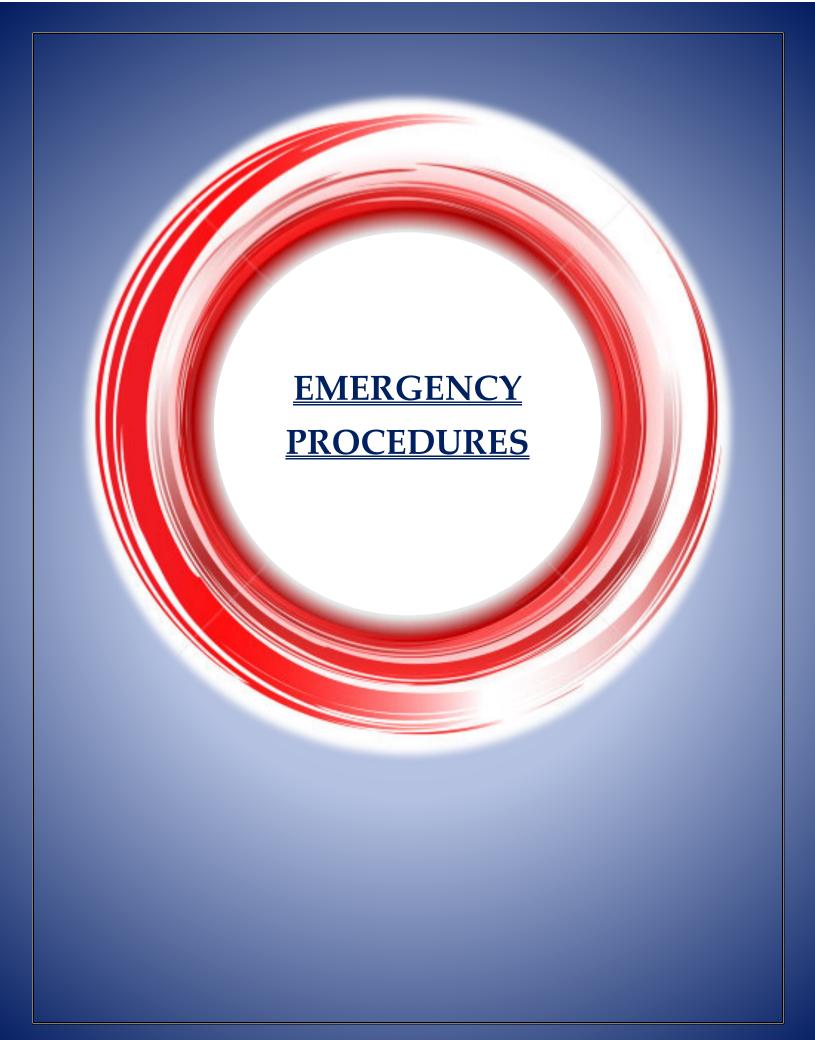
- family troubles
- emotional distress
- drug/alcohol problems
- job anxieties and stress
- grief, loss, transitions



EASE is primarily an assessment and brief counseling service and is best defined as a pre-treatment service. The emphasis is on early identification of problems affecting work performance, consultation with managers, labor representatives, employees and proactive intervention. EASE is not a substitute for a district's health-care plan. It is, however, a beneficial and effective extension of the provider plan.

Los Angeles County Office of Education 9300 Imperial Highway, Downey, California 90242-2890 Phone (562) 922-6683 Fax (562) 922-6690 www.lacoe.edu/ease

Arturo Delgado, Ed.D., superintendent Joseph Ybarra Jr., assistant superintendent, Human Resource Services



The emergency action plan is reviewed annually and outlines provisions for handling natural and manmade crisis situations, including procedures for personal safety and security, ways to ensure smooth administrative control of operations during a crisis, procedures to establish a clear, effective communications system, and guidelines for public safety agency involvement. All school staff should be familiar with the contents of their plan so that they are prepared to respond appropriately in a crisis.

Every effort shall be made to maintain the fire alarm system, regular and emergency exits of all buildings, and fire prevention measures. All staff and students shall receive instruction regarding emergency action plans by site administration.

The Board of Trustees encourages all employees to become proficient in first aid and cardiopulmonary resuscitation (CPR).

This plan conforms to the requirements for Standard Emergency Management System (SEMS) mandated by the Governor's Office of Emergency Services and incorporates the use of Incident Command System (ICS). The ICS provides the flexibility to rapidly activate and establish an organizational form around the functions that need to be performed.

-Excerpt from CUSD Emergency Action Plan

DRILLS

- Fire Drills will be conducted monthly or **ten times per school year**. Radio Communications checks shall be performed at least **3 times per year** during fire drills.
- Earthquake "Drop, Cover and Hold" drills will be held at least three times each school year.
- Lockdown Drills will be held least four times each school year.

EMERGENCY BELLS AND ACTIONS

Staff should be familiar with the general guidelines contained in this plan so that they are prepared to react in the event of an emergency. Regardless of the crisis situation, the school has four basic responses which each staff member must be familiar with:

- EVACUATE
- DUCK, COVER & HOLD ON
- LOCKDOWN
- Continue normal operations

All schools must have an annually updated Comprehensive Safety Plan which will include the following bells or announcements that will alert staff:

FIRE or EVACUATION

- Students will proceed to pre-designated evacuation area posted in your classroom.
- Teachers will take role when class reaches assembly area and report any missing or injured students to the principal.
- This signal should be given in the event of a fire, explosion, following an earthquake or structural failure, or any other occurrence which might make the school buildings unsafe.

DUCK, COVER, AND HOLD ON:

Teacher will give oral command of "DUCK, COVER, AND HOLD ON" to students when an earthquake, explosion, structural failure, or surprise attack occurs.

- If indoors, students and staff should seek cover under desks or sturdy tables and away from windows or objects which may topple.
- If outdoors, students and staff should move away from buildings, trees, or objects which may topple.
- When immediate emergency is over, and if safe to do so, teacher will instruct students to follow the evacuation procedure.

LOCKDOWN:

Announcement over public address system, "ATTENTION: We have a LOCKDOWN situation—begin LOCKDOWN procedures now. [PAUSE] ATTENTION: We have a LOCKDOWN situation—begin LOCKDOWN procedures now."

- Staff should independently initiate LOCKDOWN procedures if they become aware of a disturbance or violent situation on campus without warning.
- Teachers and other staff members are to immediately lock doors and have students lie on the floor and away from windows, if possible.
- While students are getting on floor, turn off lights, and close any shades and/or blinds if it appears safe to do so.
- When there is any evidence of a potential problem, classes outside will immediately return to locker rooms/classrooms, etc.
- Teachers and students are to remain in the classroom regardless of the bell schedule until an authorized staff member gives the ALL CLEAR signal.
- This action will not normally be preceded with any warning.
- If staff initiates a Lockdown in a classroom in response to an immediate threat and not in reaction to an instruction from the administration, the teacher should attempt to notify the administration via phone if possible to alert the campus of the emergency.
- The principal or designee will notify the District Office and the local law enforcement agency whenever a Lockdown is ordered.

ALL CLEAR:

All Clear or announcement over public address system, "Your attention please, ALL CLEAR. [PAUSE] ALL CLEAR. [PAUSE].

EVACUATION ROUTES

Evacuation routes must be posted in all classrooms, multi-purpose rooms, and the main exit of each facility. These routes should be followed during each drill and/or emergency. The school must predesignate an alternate or off-campus location for all students/staff to assemble for roll call in the event the primary evacuation area is unsafe. This location is not publicized for security purposes, but will be communicated to staff if the need arises to EVACUATE the campus.

COMMUNICATIONS

To keep lines of communication, open during an emergency, site telephones and cell phones will only be used to report emergency conditions or to request emergency assistance. Two-way radios are available at each site for emergency communication purposes.

In the event that telephone and/or electrical service are interrupted, other means must be relied upon to relay information. Two-way radios, a bullhorn, e-mail, and/or runners will be utilized within the school building and on school grounds.

The Principal will notify the District Office of the school's status and designate a staff member to monitor all communications.

During after-hours emergencies which may affect the opening of school, the Principal will make every effort to ensure staff and parents are updated via telephone, the District's homepage, the emergency hotline, the Parent Link Emergency Rapid Notification Service or through written communications (letter's or memos home).

Types of emergencies or disasters for which action must be taken include:

• FIRE OR EXPLOSION

- Within buildings
- o Fire near building

• EARTHQUAKES OR STRUCTURAL FAILURE

- Evacuation
- Search and Rescue teams (Inspect and assess damage)
- Maintenance and plant workers (Inspect for damaged utilities, shut off gas, electric and water if necessary)
- o First Aid Team (Tend to injuries)
- Student Release Team (Release students to parent and authorized Adults)

• CAMPUS DISRUPTION OR INTRUDER

- Lockdown Procedures
- BOMB THREAT

• HAZARDOUS MATERIALS INCIDENT

- Classroom incident
- o Off-Campus Incident
- LOSS OF UTILITIES

EMERGENCY TEAMS

During and after an emergency, the school's Emergency Teams are essential to ensure that everything possible is being done to save lives, prevent injuries, and protect property. The command structure of the Emergency Team follows the Standardized Emergency Management System (SEMS) format mandated by the Governor's Office of Emergency Services.

TEAM MEMBERSHIPS

The School's Emergency Teams shall be comprised of personnel selected by the Principal or Assistant Principal. Each team will consist of a team leader and individual team members. These persons shall receive training and may be required to participate in a number of "emergency readiness" activities before an actual disaster occurs, in order to be fully prepared to respond both during and after the emergency. It is essential that each team member focus on their pre-assigned task and the chain of command—no one person can do everything.

INCIDENT COMMAND TEAMS

• Function: Determine appropriate actions for students, i.e. EVACUATE school buildings, EVACUATE school site, return to class, etc.

MENTAL HEALTH TEAM

• Function: In response to notification of an emergency or disaster, sudden death, suicide, etc., the principal or designee should immediately notify the superintendent and assemble the Mental Health Team to help plan the response and prepare for the following day.

OPERATIONS TEAM

• Function: The Operations Team Chief and will manage the direct response to the disaster.

SEARCH & RESCUE TEAM

• Function (Always done in teams of no less than two people): If an EVACUATION occurs, predesignated Search & Rescue Teams above will physically check to ensure all classrooms/buildings are vacated, unless it is unsafe to enter a building due to fire or heavy structural damage.

MEDICAL, FIRST AID & TRIAGE TEAM

• Function: Report to Command Center to determine medical needs and plan.

SECURITY/DAMAGE ASSESSMENT TEAM

• Function: Report to Command Center or respond via radio to determine scope of emergency.

STUDENT ACCOUNTABILITY/RELEASE TEAM

• Function: Take Student Emergency Cards to Evacuation Area and account for all students and staff.

MORGUE TEAM

This team would only be activated in region-wide disasters where public agency support might not be readily available.

• If directed, set up morgue area.

LOGISTICS TEAMS

The Logistics Chief and will check in with the Incident Commander at the Command Center to determine what facilities, services, personnel, equipment, and materials will be needed in support of the Emergency Teams. The Logistics Chief will support the Operations Chief and Student Accountability/Release Team Leader by locating available staff and volunteers to assist with emergency operations.

SUPPLIES & EQUIPMENT PROCUREMENT TEAM

• Function: Access emergency supplies & begin distribution to Emergency Teams.

COMMUNICATIONS TEAM

• Function: Establishing, coordinating, and directing verbal and written communications within the school site and with the District Office.

FOOD & WATER TEAM (IF WARRANTED)

Function: Team Leader will report to Logistics Chief to determine whether the emergency will
require the school to address food and water needs of staff, students, emergency workers, or the
community.

PLANNING & INTELLIGENCE TEAM

The Planning & Intelligence Team Chief who will report to the Incident Commander at the Command Center and begin collecting information regarding the status of the school. The Planning & Intelligence Team Chief is responsible for ensuring the Incident Commander and District Office is aware of the latest information regarding injuries, missing students, damaged facilities and requests for assistance.

If the school EVACUATEs, the Planning & Intelligence Team Chief will be responsible for taking the Crisis Response Box (grab & go kit) from the office to the Command Center

ADVANCED PLANNING & SITUATIONAL ANALYSIS TEAM

• Function: Team Leader will report to Planning & Intelligence Chief and Collect all information pertinent to incident (internal and external)

RECORDS RECORDER AND INCIDENT LOGS TEAM

Function: Record all activity associated with the event

FINANCE AND ADMINISTRATION TEAM

The Finance & Administration Team Chief who will track and document all costs and staff time redirected to emergency and manage recovery records as required based on severity of the event. Chief will also work with Logistics Chief to assist with the purchasing of additional supplies.

• Function: Keeps accurate time records of event.

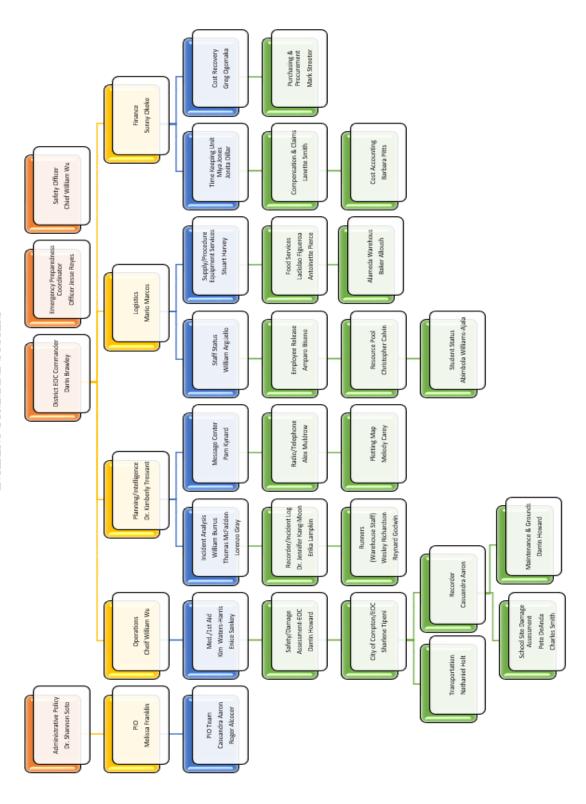
RECOVER RECORDS MANAGEMENT TEAM

Functions: Manages all records attributed to any emergency event of significance.

PURCHASING TEAM

• Function: Purchase needed items/supplies as requested by Incident Command

COMPTON UNIFIED SCHOOL DISTRICT STANDARD EMERGENCY MANAGEMENT SYSTEM (SEMS) INCIDENT COMMAND SYSTEM



EMERGENCY LOCKDOWN PROCEDURES

SCHOOL SITES

CODE RED – An incident(s) that is determined to be a threat to the safety of Students and Staff

In the event of any emergency that may require a lockdown, the school site administration and School Police will work cooperatively and keep each other informed of the incident. The school principal, administrative designee and/or School Police shall initiate the "Code RED" alert. If this is not possible, the principal shall be notified as soon as practical. A "Code RED" alert should be initiated under these circumstances:

- Armed intruder(s)
- Unrest in the community (Police activity adjacent to the school site)
- Student Unrest
- Any other situation that negatively impacts the safety and security of the campus

Primary Signal: One (1) bell (30 seconds in duration).

Secondary Alert: Notification by runners, telephone, radio intercom or P.A. system.

Instructions: INSIDE CLASSROOM / AUDITORIUM

1. Teachers will place red or green classroom status sheet in door jamb so at least half of the paper is protruding outward from the door. The laminated sheets are found inside the school issued Red Crisis Folder. Staff shall secure their classrooms, all offices and other site buildings immediately by closing and locking the classroom doors and windows. There will be no access to, or departure from, the room until the alert is deactivated. (Students should be advised that when they hear this announcement, they are to get inside the nearest classroom.)

Red Crisis folder contains:

Red sheet – will indicate to law enforcement that someone inside the room is injured or requires assistance.

Green sheet—will indicate to law enforcement that students are all accounted for and all is OK in your class and there are no injuries.

Orange Vest – To be worn by staff members when evacuations do occur so law enforcement can easily identify faculty from potential intruders or other outsiders.

- **2.** Push desk/ tables against entrance(s).
- **3.** Turn classroom lights off.
- 4. Gather at far end of room and remain quiet, away from windows.
- **5.** Get students into protected position, sitting or crouching.
- **6.** Take roll and account for all students.
- 7. Do not allow students to leave for any reason.
- 8. Wait for an all clear or further instructions from site administration.

Directions: OUTSIDE CLASSROOM / AUDITORIUM

- **1.** Stay calm
- **2.** All staff and students must be moved into the nearest classroom(s).
- **3.** If classes are not in session, (before school, break, lunch, after school) teachers are to open their doors and encourage students into classrooms. Staff and students locked out of classrooms are to be swept into the designated area by the site administration and designees

(i.e., cafeteria, library, or auditorium). Staff outside should avoid walking into any dangerous situation. Errands, restrooms, outside activities will all be interrupted during a "Code RED".

4. Once inside the designated area, follow Steps 1-8 of "Code RED" directions when inside a classroom or auditorium.

Parents/ Visitors/ & Guests: All parents, visitors, and/or guests should be directed to the parent center as soon as practical. All parents, visitors, or guests outside should avoid walking into any dangerous situation. All errands, restrooms, volunteer activities will all be interrupted during a "Code RED". The Community Relations Specialist (CRS) will take roll and account for all individuals under her supervision. Once inside the designated area, follow Steps 1-8 of "Code RED" directions when inside a classroom or auditorium

ADMINISTRATION OFFICES

As soon as practical contact Compton School Police Department – 911 via any CUSD phone. Update the Compton School Police Communications Department with the most current information available. Turn on district hand held radios. Only allow law enforcement access into the Main Office.

Code RED Modification: There are situations (police activity nearby) where a lock down is appropriate but activity inside the building can continue as usual. Less restrictive lock down conditions may be used based upon facts known to the administrator and/or school police personnel.

In the event of an extended "Code RED", school police will make every effort to provide safe passage to restrooms, food, water, and reunification areas for students, staff, and parents as needed.

Primary Deactivation: • Code GREEN – All clear/emergency is over.

Law Enforcement release of the "Code RED" will be indicated via a longer (1 minute) bell or via emergency runners, telephone, or radio. Students can be released at the end of that bell/notification.

After Action: Some incidents will require the use of Crisis Management personnel.

These people should not be brought onto the campus until the incident is secure and the all clear announcement has been given.

Code YELLOW: Shelter - in - Place

Primary Signal: Notification by runners, telephone, radio intercom or p.a. system.

Directions: In the event of an area odor, gas leak, overbearing heat or rain, the site administrator or designee may place the site on a "Code YELLOW". Students will perform all scheduled classroom activities as usual. All outdoor activities will be conducted indoors until incident is deemed safe. Staff will make every effort to provide safe passage to restrooms, food, and water for students and staff, as needed. (During an area odor/gas leak incident windows should be closed and air conditioning shutoff.)

- 1. Lock doors, but admit students assigned to your class.
- 2. Do not leave your class or allow students to leave without administrative permission.

- 3. Continue instruction.
- 4. Create a list of students not in the classroom.
- 5. Call office in an emergency.
- 6. Do not make cell phone calls. (*Bomb Threat*).
- 7. Compton School Police will provide continuous coverage of the incident.

Primary Deactivation: Code GREEN – All clear/emergency is over.

Law Enforcement release of the "Code YELLOW" will be indicated via emergency runners, telephone, or radio. Students can be released at the end of that bell/ notification.

Other Safety Reminders

- 1. When sending students on an errand or to the restroom, send them by pairs. (Elementary & Middle Schools)
- **2.** Lock and secure your classroom door(s) when leaving for resources, recess, and at the end of the day.
- **3.** Avoid leaving the class alone, except for emergencies.
- **4.** Any adult who is not wearing a badge or visitor's sticker should be sent to the main office.
- **5.** Review Code RED / Code YELLOW, and evacuation procedures with students.

<u>Administrative Procedures</u> - One of the three codes will occur during a lockdown situation, follow instructions on:

- ➤ Code RED An extreme condition where there is a strong possibility of imminent danger.
- Code YELLOW A need for a perimeter lock down due to a situation whereby school police or city police notify the school that there is some kind of dangerous situation off campus but close enough to possibly create danger for students.
- Code GREEN All clear/emergency is over.



EMPLOYEE USE OF TECHNOLOGY

The Compton Unified School District recognizes and supports advances in technology. While these technologies provide a valuable resource to the district, it is important that the district's use of technology be appropriate for district purposes. Inappropriate use may result in loss of employee productivity, service, compromised security, lost data, and other negative consequences.

District technology includes, but is not limited, to the district's Internet/Intranet/Extranet-related systems, email system, phone system including voice mail, video conferencing, computers, and the computer network including Internet access through the network, storage media, and office equipment. Use of district technology by each and every employee, student, volunteer, contractor, or other individual shall constitute that person's acknowledgment of an agreement to abide by this regulation. District technology, including the data and products of its use, is the property of the district.

- **1.** The District reserves the right to monitor the use of district technology without notice and consent to ensure that:
 - a. Public resources are appropriately used for district-related business;
 - **b.** Applicable district policies and regulations, including those regarding harassment and nondiscrimination, are followed;
 - **c.** Any personal use of district technology does not interfere with district business or job duties and is minimal in terms of use and cost.
- 2. The district may require new registration, account information or password changes from any person to continue services, either on a regular basis or without notice. Passwords should not be given to any individual except authorized district personnel and supervisors. Passwords should not be stored in easily accessible areas, i.e., under keyboards, on monitors, or in desk drawers. Users shall not login others using their personal user ID or password credentials.
- **3.** The district reserves the right to periodically purge electronic mail messages stored on the district server.
- **4.** Users of district technology shall not have an expectation of privacy in any matter created, received, stored in, or sent from district technology, including password-protected matter, all of which may be public records.
- **5.** A parental approval form is required for each student allowed access to office technology, specific computers, or the Internet. Parents and students shall be provided with Board Policy 238 describing how students will be expected to use the equipment and what will constitute unacceptable behavior.
- 6. Electronic mail use must be in accordance with guidelines established by the District. Electronic mail messages for broadcast to all employees must be approved by a district administrator or a designee prior to being sent to the electronic mail account designated for this purpose. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.
- 7. Employees will report all incidents of unacceptable use immediately without inquiry to their supervisor who will report it to the Assistant Superintendent of Human Resources and Instruction or Assistant Superintendent, Business Services, for handling. All incidents of viruses, malicious software or security failures shall be reported immediately to the IT Help Desk and the Assistant Superintendent, Business Services.
- **8.** All the rules of conduct described in the school's campus code and district's policies and regulations apply on the Internet and other on-line services. The user in whose name an on-line services account

- is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses, and telephone numbers private. They shall use the system only under their own account.
- **9.** Unauthorized staff, volunteers, parents, family members, or significant others may not configure, diagnose, or repair any district equipment. Only district approved personnel shall be authorized to perform this work.
- **10.** Security systems that are not approved by the District are strictly prohibited; i.e., CMOS passwords, unapproved wireless access points, or third party security applications. If such systems are discovered, the equipment shall be erased and configured to district standards.
- 11. Prohibited uses of district technology include the following:
 - a. Using district technology for commercial advertising, gain, or fraud;
 - b. Using district technology for unauthorized personal or non-profit purposes;
 - c. Political activities;
 - d. Religious activities;
 - e. Intentionally disabling or bypassing security systems or procedures;
 - **f.** Unauthorized use of another's passwords or computer to access files, resources or systems, or unauthorized use of an account belonging to another user;
 - g. Unauthorized access to protected systems containing student, personnel, financial, or other data;
 - **h.** Using district technology to access, obtain or distribute confidential, personal, or private information without authorization or unauthorized possession of any data that might be considered a violation of these rules in paper, magnet, or other form;
 - i. Using district computers to copy software or using software in violation of copyright or license agreements;
 - **j.** Copying district software, files or documents for personal use or downloading or installing personal software on district computers for non-district purposes;
 - **k.** Unauthorized use or possession of services, real property, or intellectual property;
 - 1. Sending, creating, intentionally receiving or storing any material in violation of any United States or California laws or district policy. Such material includes, but is not limited to:
 - (1) Copyrighted, trademarked, or patented material;
 - (2) Inaccurate, disruptive, threatening, racist, or discriminatory, sexist or obscene material. "Obscene material" is defined as (a) the subject as a whole appeal to the prurient interest (shameful or morbid interest in nudity, sex or excretion) of the average person, using contemporary community standards; (b) the work depicts or describes in a patently offensive way sexual conduct proscribed by the state statute, and (c) the work as a whole lacks serious literary, artistic, political, or scientific value;
 - (3) Any material that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs;
 - (4) Material protected by privilege, trade secret, privacy, or confidentiality laws.
 - **m.** Forging documents or electronic mail messages or using District technology to create, send, or receive message using someone else's user name or address or portraying someone else as the originator of the message or document without authorization;
 - **n.** Sending or forwarding chain letters which is defined as correspondence directing the recipient to send out multiple copies;
 - **o.** Using district technology to either create a computer virus or other malicious software or to knowingly initiate a computer virus or other malicious software on the network or other district

- technology, or any other processes that would damage computers, computer systems or computer networks;
- **p.** Using the network or electronic mail in a manner inconsistent with other district policies, regulations, or procedures;
- **q.** Intentionally disrupting network traffic or degrading or disrupting equipment and system performance;
- r. Accessing or exploring on-line locations, chat rooms such as "my space", yahoo chat, etc., materials or on-line games that do not support the curriculum and/or appropriate for school-related work;
- s. Vandalizing and/or tampering with equipment, programs, files, system performance, or other components of the network, including copying, distributing, or modifying copyrighted software;
- t. Causing congestion on any technological system or interfering with the work of others, e.g., engaging in chain letters, unapproved chat rooms or in peer-to-peer networking applications such as Napster, Gnutella, etc., broadcasting messages to lists or individuals, modifying or deleting files;
- Attempting to infiltrate or "hack" into any technological system, or interfering with another person's ability to use that system, including password sniffing, using a key logger, and/or port scanning;
- v. Using unauthorized fee-based services on the internet or via the phone system for dial-up connections;
- w. Intentionally wasting finite resources, e.g., on-line games, instant messaging;
- x. Coaching, helping, observing, or joining any unauthorized activity on any technological system;
- **y.** Posting anonymous messages, unapproved web pages, or unlawful or libelous information on the system;
- **z.** Granting remote or local control of a networked system to a third party.
- **12.** Technology equipment (hardware or software) may not be taken, or copies to be taken, home or off-site without written permission signed by a district administrator.
- 13. The district may provide the staff with a district-issued cell phone for employment-related purposes, including emergency situations, and for personal use. Employee telephone expenses that result from use which is not related to district business, is personal in nature, and is not otherwise deemed as emergency or essential by the employee's supervisor, shall be subject to reimbursement from the employee to the district within 60 days of use. As an alternative, the employee may pay the district a flat rate monthly fee of \$15.00 as reimbursement for personal use of a district-issued cell phone. Monthly reimbursement shall be provided via payroll deduction (Form 4045-1).
- **14.** Personal or non-district purchased hardware and software will not be allowed to connect or integrate into the district network unless stipulated by another board regulation.
- **15.** Donated hardware and software must meet minimum standards and licensing requirements from the district IT department and must have board approval.
- **16.** Consequences for violations of the policy or regulation include the following:
 - a. Suspension or revocation of access to district technology;
 - **b.** Suspension or revocation of network privileges, including electronic mail;
 - **c.** Disciplinary action, up to and including termination;
 - **d.** Civil or criminal action against the offender, where appropriate.



Mr. Christopher Calvin Senior Director of Classified Personnel Services

Personnel Commissioners Ms. Angela Burrell, Chairperson Ms. Ieesha Hayward, Vice Chairperson Mr. Gregory Pitts, Member

What We Do . . .

The Personnel Commission is in independent body charged with the responsibility of ensuring that the classified service operations are administered within the intent of the merit system provisions of the Education code. The activities of the Personnel Commission are primarily in four areas:

Classification: Studying jobs to determine what their principal duties are and what kinds of skills, knowledge and abilities the people who perform them require.

Wage and Salary Administration: Providing salary data to the Board of Trustees and employee organizations and recommending wages and salaries for jobs in the classified service.

Laws and Rules: Interpreting State merit system laws and rules that govern classified employee rights and obligations.

Appeals from Disciplinary Action: Hearing appeals from classified employees who have been subjected to disciplinary action.

The Personnel Commission generally meets on the 1st Thursday of each month and is composed of three members as follows: One is appointed by the Board of Trustees; another is nominated by the employee organizations; and the third is selected by the other two appointees.

The Commissioners serve three-year terms and may be reappointed.

Competitive Merit System

The Education Code establishes the concepts of merit and competition in the selection and retention of employees. "Merit" is defined as satisfactorily demonstrating one's skills, knowledge and abilities through a job related examination as well as performance while on the job. "Competition" is having more qualified candidates than the number of vacancies so those who have demonstrated that they are best qualified, by receiving the highest scores on a job related examination, are considered for employment.

The Classified Personnel program of C.U.S.D. is based upon this Merit System concept.

Recruitment Announcement

As required by the Education Code, the Personnel Commission issues recruitment announcements for

positions that will be, or currently are vacant in the District. These announcements provide information concerning the position, deadline for filing of the application and the minimum qualifications. Announcements are posted through email communications to all departments and school sites in the school district to enable employees to apply and compete for any and all promotional job opportunities.

Application

Since 2010, The Personnel Commission has transitioned from paper application to applications being submitted online. When completing the application, all fields of the application must be fully and correctly completed and submitted by the closing date on the job announcement. *An application will be accepted only if it clearly indicates the minimum qualifications for a position area met*. The Personnel Commission Office will answer any questions concerning applications and the application procedure.

The information on the application is subject to review and verification; failure to honestly and fully complete the application may be grounds for rejection and/or dismissal after employment. If your application is acceptable as meeting the required qualifications for the position you will be asked to participate in the examination process.

If your application is rejected for any reason, you may appeal (in writing) the rejection to the Personnel Commission.

The Examination

To qualify as an examination, a test must can have three (3) distinctive parts, but may consist of only one (1) at the discretion of the Sr. Director of Classified Personnel Services. Below are the descriptions of the testing program and methods used by Compton Unified School District:

- A. Written examinations normally measure the specific knowledge and abilities covering the subject matter found to be necessary to satisfactorily perform the duties of the job.
- B. Performance examination measure skills and knowledge and abilities and normally cover physical activities such as operating tools or equipment, use of safety procedures, sanitation, etc.
- C. Supplemental Questionnaire is used to determine the critical knowledge, skills and abilities for the performance of this job for which you are competing. The questionnaire allows the applicant to in a very detail manner elaborate on their past experiences related specifically to the job which you have submitted the application.

Oral or interview panels, also test knowledge and abilities and may evaluate the candidate's education, experience and ability as it relates to performance on the job. Please note: ALL oral interviews are electronically recorded.

Other testing methods may be used by the Personnel Commission as long as they are job related.

Applicants must obtain an overall score of 70% on the examination to be placed on an eligibility list.

As a District employee, you have the privilege of taking an examination for a District position during working hours without loss of pay. You should, however, notify your supervisor at least two (2) work days before the examination. (Refer to Classified Rule 60.700.9.)

Review

Following a test, there is a review period of one month when candidates may review the written test or grading criteria for a performance examination. The review is by appointment only. During this period, candidates may challenge impropriety on the conduct of the examination; discrimination by or the incompetency of a rater. The challenge must be submitted in writing to the Sr. Director of Classified Personnel Services and the candidate does have appeal rights to the Personnel Commission (Section 40.200.11 of the Classified Rules and Regulations).

Credits

Final scores of all successful competitors in the promotional examination will be adjusted to add seniority credits. Permanent District Employees receive promotional credit at a rate of one-fourth (1/4) of one point for each year of service in Compton Unified School District, not to exceed a total of five (5) points. (Section 40.200.3 of the Classified Rules and Regulations).

In entry-level examinations, veterans who served during designated periods of war or national emergency receive a total of five point's credit; disabled veterans receive ten points. Proof of veteran's status/disability must be submitted to the Sr. Director of Classified Personnel Services prior to the date of the examination.

Eligibility Lists

Candidates who achieve an overall score of 70% on the examination that were completed will be placed on the eligibility list and shall be ranked in descending order of the scores which they achieve on the examination(s). If the examination was announced on a "Promotional" bases, District employees who have received a regular appointment shall be placed on the promotional list according to rank.

If the examination was announced on an "Open" basis, all candidates are placed on one list according to rank. If announced on an "Open/Promotional" basis, permanent District employees are placed on the "Promotional" list and all other candidates are placed on the "Open" list.

Eligibility lists are normally established for a one-year period, but may be extended for one additional year, if there are sufficient candidates on the list to continue to meet the needs of the District. An eligibility list may also be terminated within the first year if there are no candidates who are ready and willing to accept a position.

Certification

When a vacancy occurs, the top three (3) ranks of candidates on an eligibility list who have indicated their willingness to accept the type of position available, are notified (i.e., certified). Normally, Promotional List candidates are certified before candidates on the Open List.

The supervisor interviewing for the position may consider the candidates certified from the Eligibility List as well as current or past District employees who have requested re-employment, transfer, demotion (in lieu of layoff or to return to a former classification), etc.

Certification for appointment shall be in the following order of precedence: (Classified Rules and Regulations 50.200.1)

- A. Layoff Reemployment List
- B. Transfer (In Class)
- C. Voluntary Demotion
- D. Promotional Eligibility List
- E. Lateral Transfer
- F. Reinstatement
- G. Open Eligibility List

Appointment

Prior to beginning employment with the District, all employees are required to submit to and pass a physical examination by a medical doctor designated by the District and at the District's expense.

Further, while employed by the District, an employee may be required to submit to additional physical examination(s) if there is reasonable cause to believe that he/she has a communicable disease, cannot perform the duties of their position or has some condition which presents a safety or health hazard to students, himself/herself or other District personnel.

State law requires all employees to swear, affirm or certify allegiance to the United States and the State of California, and to be fingerprinted for the purpose of completion of a confidential background investigation. Classified Personnel Services will obtain references from your former employer(s). A candidate <u>may</u> be disqualified for criminal, poor driving, or employment in a particular position. Any candidate so disqualified may appeal to the Personnel Commission.

Employment Data

Upon initial employment, and upon each change in classification, regular classified employees shall be furnished with copies of the appropriate job or class specification, salary data and information concerning the assignment, work location, workweek and duty hours. (Education Code Section 45169)

Probation

All employees serve a probationary period when first appointed to a new classification. The length of the probation is normally one-hundred thirty (130) days of paid service. During this period, you have the opportunity to demonstrate that you can perform efficiently in your new assignment. Upon completion of the probationary period and the recommendation of your supervisor, you acquire permanent status with the Compton Unified School District. For those classes designated as executive or administrative by the Personnel Commission, the probationary period is one-year with quarterly evaluations.

Personnel File

Every District employee has the right to inspect his/her official personnel file upon written request made through the Human Resources Department, provided the request is made at a time when the employee is not actually required to perform service for the District.

Personnel files are maintained by the Human Resources Department located at 501 S. Santa Fe Avenue, 1st Floor of the Administrative.

Compensation

Initial employment is normally compensated at step one (1) on the salary range of the Classified Salary Schedule; regular probationary employees receive their first step increase after six (6) months or one hundred and thirty (130) days of satisfactory service, then annual step increases each year until the maximum step (Step 5) is reached on the Classified Salary Schedule.

Rest Periods

For each four (4) hours of work performed during a day, you are entitled to a fifteen (15) minute rest period to be taken in the middle of the work period if possible.

These breaks are provided to help you to relax and be able to perform your duties more effectively and efficiently. If you do not take your rest period, <u>they cannot be used to lengthen the lunch period</u>, <u>shorten the work day or be used to make up lost time</u>.



Employee Union Associations

Most employees of the District are represented by a bargaining unit in matters related to wages, hours and other terms and conditions of employment. There is one (1) bargaining unit (Employee Association) for certificated employees and four (4) bargaining units (Employee Associations) for classified employees in the District. You are and/or may become a member of the union representing your classification.

<u>Confidential employees</u> are not represented in negotiations by an exclusive employee representative because they have access to or possess information relating to the school district's involvement in employer/employee relations. Confidential employees have the right to represent themselves individually or be represented by an employee organization composed entirely of confidential employees; however, such an organization may not formally negotiate with the school district.

A *supervisory employee* is one who has the responsibility to assign work to and direct other employees.

A <u>management employee</u> is one who has significant responsibility for formulating District policies or administering District programs. Management employees may not be represented by an exclusive bargaining representative but, like confidential employees, they may represent themselves individually or be represented unofficially by an employee organization.

CUSD Bargaining Units

California Teachers Association (CTA) / Compton Education Association (CEA)

- Represents Academic Intervention Coaches, full and part time Adult School and ROP Teachers, Child Welfare and Attendance Counselors, Curriculum Specialists, Counselors, Elementary and Secondary Classroom Teachers, Individual Instructors, Instrumental Music Teachers, Intervention Support Facilitators, Librarians and Media Specialists, PAR Consulting Teachers, Preschool Teachers, Project Facilitators, School Nurses, Teachers on Special Assignment, Temporary Contract Teachers, and Vocal Music Teachers

California School Employees Association — Chapter 30 (CSEA) (Schedule "N")

-Represents all Instructional Assistants, Health Assistants, Community Relation Specialist and Library Assistants

Teamsters Local 911 (Schedule "W & 8")

-Represents Office Support Staff, Maintenance Staff, Student Nutrition staff, Campus Security, School Police Dispatchers and IT staff.

American Federation of Teachers (AFT) (Schedule "3")

-Represents Police Officers, Training Officers and Detectives

Supervisory Employee Union (SEIU—Local 99 (Schedule" "V)

-Represents all Supervisors, Plant Managers.



ANNUAL PURCHASING PROCEDURES

The following are procedures regarding the issuance of purchase orders including those less than \$150.00 and the utilization of open purchase orders.

I. THE DUTIES OF PURCHASING ARE CENTRALIZED UNDER THE DIRECTOR OF PURCHASING, CONTRACTS REPROGRAPHICS AND WAREHOUSE (PCRW).

The Purchasing, Contracts and Reprographics Department shall conduct all purchase transactions for the District, and shall be the only department authorized to contact vendors to obtain goods and services prior to the issuance of a purchase order. The Director of the PCRW Department shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with Governing Board Policies.

The fundamental functions of the PCRW Department are as follows:

- 1. Buy proper product/service for the purpose required.
- 2. Buy the proper amount of the product/service.
- 3. Pay the proper price.
- 4. Protect the District from liability.

Every transaction between buyer and seller involving the transfer of property shall be by purchase order or formal contract.

Purchase Orders shall be signed by the Director of PCRW and/or designee. All other purchase obligations such as contracts and leases shall be signed by the Superintendent or the Chief Administrative Officer of Business Services.

Specifications governing materials and services are the responsibility of the requesting department. In the procurement of the required materials or services, the Director of PCRW and the Purchasing Department staff shall ensure that all materials and services procured meet the legal opinions and limitations prescribed by law and are in accordance with Governing Board Policies.

II. CENTRALIZED PURCHASING SUMMARY

The goal of the Purchasing and Contracts Department is to provide the best possible service and support to ALL District school sites and Departments. The Purchasing Department is empowered by the Board of Trustees to serve the best interest of the District in all transactions while obtaining the maximum value for the dollars expended. This is to be accomplished while also providing the assistance necessary to ensure the educational success in supporting our school sites and Departments. The Purchasing Department is the only District Department authorized to negotiate a "legal District purchase". All other purchases outside of the protocols and procedures of the Purchasing Department can be deemed an "illegal purchase" and become the sole responsibility of the initiating purchaser. Items ordered in any manner other than that established by this Department is not an obligation of Compton Unified School District (CUSD). An official hard copy of a purchase order is required for official transactions. It should be noted the Superintendent and the Chief Administrator of Business Services are authorized to sign ALL manner of Contracts; the Purchasing Director has signature authority involving purchase orders.

It is the sole responsibility of the CUSD school/department sites to track or monitor the completion status of your requisition once submitted into the approval work flow of the SmarteTools.

District sites are:

1) Encouraged to provide <u>sufficient time</u> for processing requisitions in advance particularly those involving conference registration, hotel registration, hotel stays and all purchases that are being transacted through vendors that have strict timelines or deadline policies.

[Ref. attached online requisition sample for document format details]

- 2) Encouraged to ONLY order Just-in-Time items on <u>Just-in-Time Open purchase order</u> using only the authorized contracted Just-in-Time vendors (S.W. (Southwest) School Supply or Office Depot). Requisitions ordering Just-in-Time items from "non-CUSD contracted vendors" will be denied.
- 3) Advised not to mix technology products on a single requisition when ordering equipment or security devices (i.e. Lenovo Computers, Apple Computers). Security lock down devices should be on separate requisitions.

III. TIMELY PROCESSING OF PURCHASE REQUISITIONS

Requisitions assigned to Purchasing staff are randomly monitored to ensure timelines are adhered to fully. Any Buyer who doesn't process requisitions(s) in accordance with the timelines below, may be required to provide written explanation as to why the purchase requisition(s) was not processed in accordance with the below timelines. Excessive violations of this requirement may result in disciplinary action.

For equipment, supplies and/or services when the value is from:

\$1.00 *to* **\$1,000.00** Turn around time is five (5) to ten (10) days providing all information is complete, has been pre-encumbered, and has all appropriate signatures.

\$1,001.00 *to* **\$5,000.00** Turn around time is five (5) to ten (10) days providing all information is complete, has been pre-encumbered, and has all appropriate signatures.

Printing is considered as supplies, not service and as of January 1, 2016 has a threshold amount of \$87,800.

For equipment, supplies or services the value is:

\$5,001.00 to **\$15,000.00** Turn around time is ten (10) to thirty (30) days providing all information is complete, has been pre-encumbered and has all appropriate signatures.

The exception to the timeline is for Facilities action items that may not be an emergency initially, but if no action is taken an emergency could arise. Those requisitions should be endorsed with the Deputy Superintendent's signature.

Any Request for Purchase for Public Work Projects in excess of \$15,000.00 requires the bidding process which can take from 6 to 8 weeks based upon the Public Contract Code and/or Education Code Requirements (i.e., advertising, bidding evaluation and awarding of contract). Request for Supplies or Equipment in excess of \$87,800 will require a Bid whose project timeline is estimated at forty-five (45) to sixty (60) days complete process execution, evaluation and authorized award.

The procedures that have been identified will be closely adhered too.

IV. OPEN PURCHASE ORDER

Open Purchase Orders are for acquiring supplies on an "as-needed/emergency" basis for a specific period of time and within a specified maximum dollar amount.

Open Purchase Orders are the sole responsibility of the department head and they are held accountable for monitoring its use. The individuals authorized to purchase items or receive services should be limited to no more than three persons. Their names shall be noted in the "Comment Description Line" of the online requisition and shall be identified on the face of the Purchase Order. The department head or site administrator shall determine who those individuals will be. (See attached examples for details on submitting "Online requisitions" in the correct format to the Purchasing Department. Make sure you have submitted your requisition into the workflow in SmarteTools. NOTE: "Online requisitions" that are incomplete will be returned to the originator for corrections.) Specific instructions will be provided to assist with entering information necessary for Purchasing to process the requisition.

The Open Purchase Order is used for one commodity type and not to be mistaken for including complex list that can be construed as deviating from the normal purchasing process. When completing this type of request it is recommended to include a summary statement of the items intended for purchase against the open purchase. This information can also be listed in the "Description Field" or the "Comments Field" when generating the online requisition.

Open Purchase Orders will not be processed for equipment. Additionally, Open Purchase Orders may not be used to acquire items, which require additions and/or attachment to District buildings and/or grounds.

All school sites and departments are authorized the following thresholds for their Open Purchase Orders per transaction:

Elementary	\$2,000.00	Middle Schools	\$3,000.00
High Schools	\$4,000.00	Departments	\$4,000.00

Standard Warehouse Stocked items are not to be purchased on Open Purchase Orders; the only exception to this is the **Just in Time System** that utilizes Groups 31 and 20.

Maintenance, School Police, Student Nutrition and Warehouse Services are the only exception to this procedure. There are no other exceptions to this procedure without written approval from the Superintendent or the Deputy Superintendent of Business Services.

V. OPEN PURCHASE ORDER CHANGES

Any Change Notice and/or amendment exceeding 10% in value of the original requisition amount, requires a new online requisition for processing of increased amount.

Change Notices will not be issued to incorporate items received that were not on the original request. If an item is ordered and received that was not on the original request, it is considered an unauthorized purchase and shall comply with the direction for unauthorized purchases.

It is the responsibility of the requestor to acquire Board approval for changes related to a Board Item prior to execution of a changed Purchase Order.

Please direct any questions or concerns to Purchasing Services at extension 55103.

ANNUAL NOTICE - DISTRICT PRINTING PROCEDURES

(REPROGRAPHICS REQUEST-ONLINE)

In an effort to fully meet the printing needs of the District School sites and Departments, all reprographic requests must be submitted through the SmarteTools online system. This process will also apply to custom envelopes imprinted with a School site address, a specific Department name and address, and or District Logo.

(Reminder: The Reprographics Department will have the opportunity to provide custom envelope printing services in-house. THE REQUESTOR MUST NOTE IN THE COMMENTS AREA OF THE MSR "SEND TO REPROGRAPHICS DEPT FOR PRINTING" TO ENSURE THE ENVELOPES ARE FORWARDED TO THE REPROGRAPHICS DEPARMENT FOR PRINTING SERVICE. If this comment is not entered on the MSR, the items may be delivered to the requesting site as is standard procedure for Warehouse Supply items. Please note, the standard District Business Envelopes, District Letterhead Envelopes, Accounting Envelopes, & Payroll Envelopes will remain Warehouse Stock items and should continue to be ordered using the online Material Stock Request (MSR) Form. With the exception of the following departments, Accounting Department & Payroll Department, all other departments and school site.'i must follow the printing procedures noted in this bulletin for receipt of custom printed envelopes.)

Below are the procedures to follow to ensure timely cost effective processing of your Reprographic requests:

PROCEDURES FOR REPROGRAPHICS REOUEST

STEP 1

In order to begin the process, you must complete the pre-numbered **Reprographics Form** and include the following information:

Since all users will be utilizing the District's email address there is no need to type the entire email address. Only type the address up to the "@" symbol.

For example: jsmith@

Note: See attached sample Reprographics Form.

-For an imprinted envelope request, enter the quantity of imprinted envelopes in the number of sets/copies" field, i.e. 2-boxes; Envelope units of measure = 500/box

STEP 2(A)

If the Reprographics print job will be paid through categorical programs, the request must first be submitted to Special Projects (along with the documents to be reproduced) for their review and approval. Once it has been approved by Special Projects, proceed with submission to the Reprographics Department.

STEP 2(B)

If the Reprographics request will be paid under General Funds (Unrestricted/Non categorical), submit your request directly to the Reprographics Department (along with the documents to be reproduced) for their review and approval.

STEP 3

Reprographics staff will review all reprographics requests and will send an email to the originator (requestor) with information on the cost for the print order. At this time, Reprographics will also request that the originator initiate an online requisition through SmarteTools.

STEP 4

The Originator (requestor) must initiate an online requisition through SmarteTools (as instructed by Reprographics).

In the online requisition under the "Comments Field" the following information must be included:

- ✓ Contact Name and Phone#/Extension
- ✓ School Site or Department Name
- ✓ Reprographics Request Number
- ✓ Project Name

Reprographics Request with Digital Originals

Digital files are preferred for submission via email as a **PDF** file to the attention of Craig Butler (cvbutler@compton.kl2.ca.us), Melody Carey (mcarey@compton.kl2.ca.us), and Michael Scott (mscott@compton.kl2.ca.us) referencing the Reprographics request number. *Note:* If the digital file size exceeds the District's email file limit, please submit sample using aflash drive or CD.

STEP 5

Reprographics staff will start the job once the online requisition is received through the SmarteTools automated system notifier. It is the responsibility of the originating department/school site to ensure their requisition(s) has been properly submitted into the workflow for approval and also monitor the approval status.

STEP 6

Upon completion of the print job, Reprographics staff will notify the originator to confirm arrangements regarding the pick-up or district mail delivery of the completed documents.

Reprographics Request Flow Chart:

The attached is a flow chart depicting the Reprographics Request Process.

No quotes will be given over the telephone; all paperwork must be provided to Reprographics staff PRIOR to submitting a SmarteTools request.

Please contact the Reprographics Department if you have any questions regarding this bulletin. Craig Butler (x55164), Melody Carey (x55162) and Michael Scott (x55165).

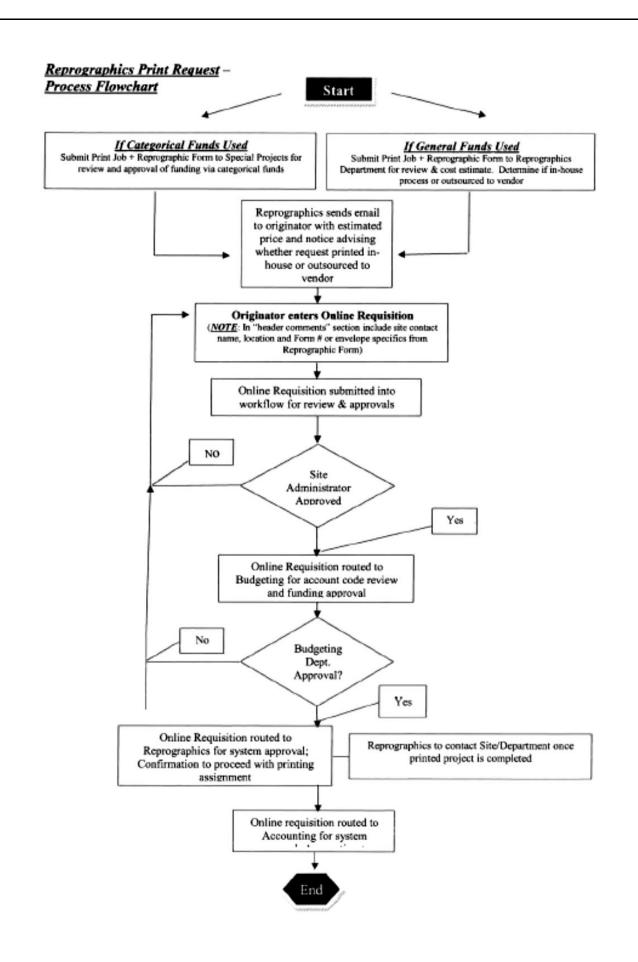
If assistance is needed processing an online requisition for Reprographic service, please contact the Budgeting Department and request to speak with the Specialist or Analyst assigned to your specific school site or department.

Request for Reprographic Services Please Fill Out Form Completely For Assistance call: 55162 • 55164 • 55165

REQUEST NO.	P		

							Date _	
SCHOOL OR DEPARTMENT					PRINCIPA	L or DEPARTMENT HE	AO SIGNATURE (#	(AMDATONY)
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BUFF	GREEN	□ B	LUE/GOLD	□ 84	BUFF		REEN	☐ 42" xft
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SALMON	☐ NEON BLUE		ED/BLACK	□ s#	LMON	□ N	EON BLUE	☐ 3-PART
☐ PINK	TURQUOISE		OLD/BLACK	□ PI	NK	□™	URQUOISE	☐ 4-PART
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LETTER FOLD	☐ HALF FOLD ☐	ZEE FOLD			FORMS	NUMBERING from	n #	_ to #
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DISTRIBUTION: WHITE - REPROGRAPHICS . YELLOW - ORIGINATOR COPY



UNAUTHORIZED PURCHASES

In accordance with all previously issued bulletins, any deviation from District policies/procedures for the purchase of supplies, services, and equipment <u>will not be processed</u> by Compton Unified School District (CUSD) Purchasing Department. <u>All purchase requests must be processed</u> through the creation of an online requisition. <u>All purchase orders are generated by the Purchasing/Contracts Department.</u> Any deviation, other than an emergency as defined below, will be considered an <u>"unauthorized purchase".</u>

DEFINITIONS:

<u>Unauthorized purchase:</u> Any service, supply or equipment received from a vendor before an authorized purchase order is issued to the vendor to execute previously described matter(s).

<u>Proper authorization:</u> The procurement process is initiated through the Online Requisition Module (SmarteTools) then executed by completing a Request for Quote (RFQ), Request for Proposal (RFP) or Bid before the item is procured, NOT after the item is procured.

Emergency: A transaction deemed necessary due to a health and safety issue of students, staff or employees and/or in the interest of the protection of District property.

Note: An online requisition must be processed, however, all emergency requisitions must be accompanied with written justification and must follow the standard process for the procurement process to help ensure payment to the vendor will not be delayed. Applicable authorization from LACOE and CUSD Executive Board will apply.

There are no exceptions to this procedure.

AN EMPLOYEE WHO MAKES A PURCHASE WITHOUT PROPER AUTHORIZATION MAY BE PERSONALLY LIABLE TO THE VENDOR.

Questions regarding this procedure should be directed to Mark Streeter, Director of Purchasing, Contracts Reprographics & Warehouse, (310) 639-4321, 55103.

AIRLINE TICKET CANCELLATION PROCEDURES

The District strives to use its funding with cost efficiency; hence is now part of the State of California Government State Travel Program. Therefore, when it comes to traveling, the majority of airline tickets purchased through District funds fall into a non-refundable category.

District staff occasionally cancels a booked flight due to unforeseen circumstances, resulting in an airline credit booked under the individual's name for the flight and not to the District. The airline issued credit is generally good for one (1) full year. *Employees may use the credit from the original purchase for future travel, but for District Business only.* The public views all District funds as public funds not subject to gifting.

If a District employee uses the ticket for future flights, he/she is required to notify the District by providing evidence associated with the flight. Non-District business use of the airline ticket will constitute a gift of public funds which is prohibited under Article 16, Section 6 of the California State Constitution. Therefore, the employee is required to refund the District based on the credit amount provided.

Employees that have officially resigned/terminated from the District, are required to refund the District with the amount credited by the airline under their name. The Department that initiated the purchase of the ticket has the responsibility to properly notify the former employee to refund the District for the airline purchase.

USE OF REVOLVING CASH FUND

This bulletin serves as a reissuance of previous bulletins regarding the use of Revolving Cash Fund. Note that there have been changes per the attached approved Board Policy No. 3314.2.

PAYMENTS BY REVOLVING CASH

A Revolving Cash Fund Request must be completed for each employee requesting reimbursement of expenses.

Revolving Requests must be a minimum of *\$25 (out-of-pocket expenses should be accumulated until reaching minimum) and maximum of \$500 (maximum of \$100 per item).

A Revolving Cash Fund Request requires the approval of the Administrator/Principal responsible for the budget to be charged and the approval of the cabinet-level administrator. Requests "payable to" any cabinet-level administrator will require the approval of the Superintendent. <u>Any out-of-pocket reimbursement in the amount of \$75 and above must be pre-approved by the Chief Administrative Officer or Superintendent.</u>

AUTHORIZED USES UNDER REVOLVING FUND

Employee Cash Advance

A Payroll Request from Revolving Cash Fund Form is presented by the Payroll Department to issue a check for an employee who did not receive a payroll check or the amount of the check was in error.

- **Reimbursement to an employee** for purchase of emergency health and safety materials/supplies. Note: The Warehouse carries items that may be utilized for health and safety purposes.
- Out-of-pocket expense

<u>Reimbursement to an employee for conference/workshop attendance expense at a per diem of \$60 (including gratuity).</u> Conference/Workshop must be Board approved prior to event.

50-mile Rule - (Meals: Maximum **\$40** <u>\$60</u> per diem <u>including gratuity</u>) honored only if over 50 miles (one way) if itemized on the Conference Application and Board-approved.

• Mileage

Use Mileage Expense Claim Form - Reimburse actual mileage (at the Internal Revenue Service) driven from the employee's work site or home, whichever is less.

Original itemized receipts must be attached to each request (no exceptions). <u>Any Revolving</u>

<u>Request submitted with copies of receipts, will not be honored as a legitimate reimbursement and will be returned immediately to the originating department/site.</u>

UNAUTHORIZED USES OF REVOLVING FUND

- Reimbursement for items stocked in the District Warehouse will not be honored (See Warehouse Stock Catalogue online).
- Employee purchase of any items with personal funds which reimbursement is expected, prior to approval in writing from the site Principal/Administrator, Supervising Director, Chief Administrative Officer or Superintendent will not be reimbursed.
- <u>Conference/Workshop-Related Expenses (Board Approved)</u>
 Revolving Cash Funds <u>shall not</u> be used for Hotel, Airfare and Registration fees related to conference attendance. This should be processed through <u>the District's Procurement</u> Process (Refer to Bulletin Issued August 29, 2014 #14/15-1008 -Annual Purchase Procedures). Certified Board-approval is required.

• Payment of Officials/EMTs

Revolving Cash Funds *shall not* be used to process payment for officials/Emergency Medical Technicians (EMTs). <u>Officials/EMTs must</u> be processed through the "Athletics Voucher Request Form."

• Membership Fees

Unless stipulated in an employee/administrator contract, individual membership fees are not permitted.

Department Heads, Principals and Administrators should carefully review Revolving Requests before signing (approving) to adhere to the guidelines. Any outside Purchases must follow <u>the</u> <u>District's Procurement Process</u> (Online PeopleSoft Requisition Module).

Release of Revolving Checks

Revolving Checks <u>shall not</u> be sent to school sites and departments. Checks (not payable to an employee) will be mailed by the Fiscal Services Accounting Department. Checks payable to an employee must be released by the Fiscal Services Department -Accounting Section and employees must sign proof of receipt. A carbon copy of the Revolving form will be sent to the originating school site/department showing release of check to payee.

Those that will not follow Revolving Cash Policy are solely responsible for payment of invoices for orders not authorized by the District.

^{*} Accumulate small out-of-pocket expenses until reaching minimum of \$25 before submitting a request for reimbursement

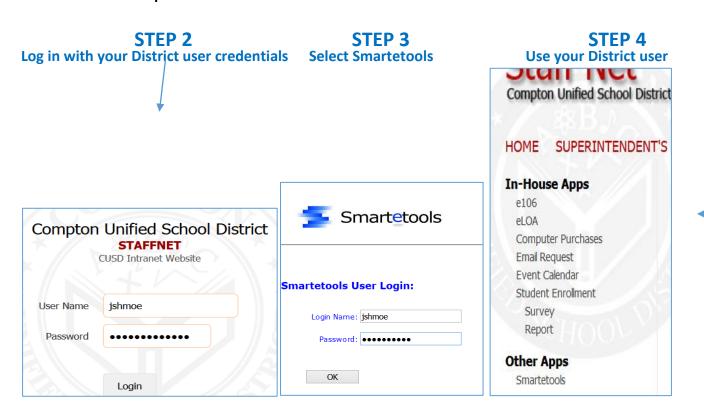
How to Access Smartetools

To acess Smartetools go to the District's Intranet and select the Smartetools link.

STEP 1 - From the District's Home Page Access the Intranet. -

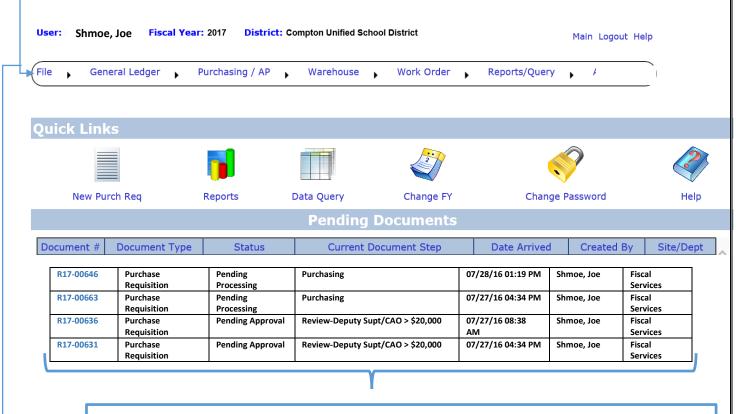


Your username and password are the same for the Intranet and Smartetools.



Note: If you are not able to log in with your current District's credentials, contact the Fiscal Services Department at Ext. 55052.

The main menu displays the areas which you are authorized to use.



The above *Pending Documents* section is a list of requisitions that you may have entered into the system and have routed. They are in the process of being approved but have not yet been assigned a purchase order.

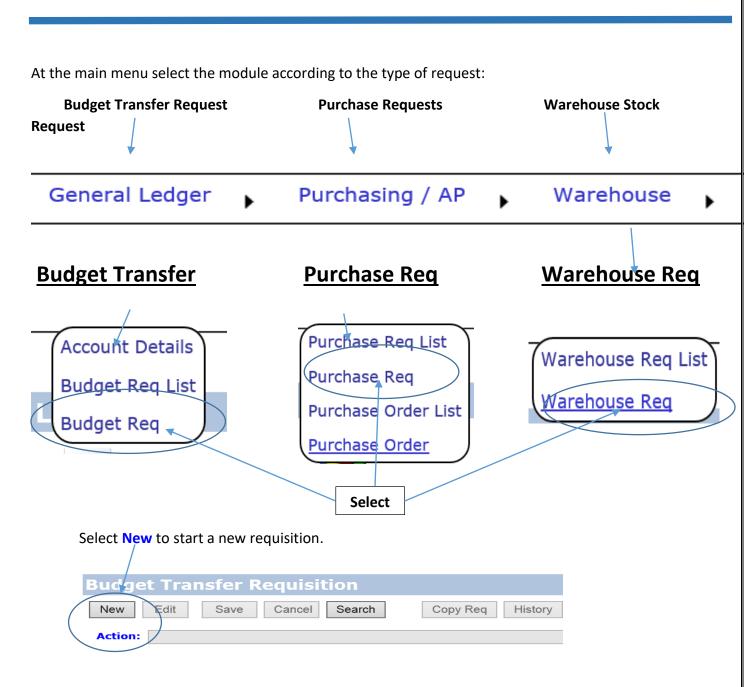
File - Allows you to change your password, Change Fiscal Year (only when instructed), and access help

documents.

General Ledger – Use this module to create and submit *Budget Transfers Requests* online **Purchasing/AP** – Use this module to create and submit *Purchase Requisitions* online **Warehouse** – Use this module to create and submit *Warehouse Stock Requests* online **Work Order** – Not an active module (N/A)

Reports/Query – Use this to look up your budget

Quick Links - Displays shortcuts to certain modules.



Next, follow the steps in this manual for the module you selected.



PERSONNEL REDUCTION

The Board of Trustees may reduce the number of certificated personnel, or their hours and wages, due to any of the following conditions: (Education Code 44955)

- 1. Declining enrollment, provided that the percentage of reduction in probationary and permanent certificated personnel shall not exceed the corresponding percentage of student attendance lost
- 2. Reduction or discontinuance of programs or services
- 3. State-mandated modification of the curriculum
- 4. The fiscal crisis that may occur after enactment of the Budget Act when the total revenue limit per ADA has not increased by at least two percent (Education Code 44955.5)

The Board recognizes that its authority in the reduction of personnel is subject to legal requirements. Except as otherwise provided by statute, a permanent employee who is certificated and competent to render a service shall not be terminated or given a reduction in hours and wages while a probationary employee or other employee with less seniority is retained to render the service. (Education Code 44955).

To be considered competent, an employee must have academic training and one year of full-time experience in the specialized area to which the district would be able to assign him/her. The district will also consider how recent the employee's experience is.

RESIGNATION

Any district employee who desires to resign his/her position shall submit, a completed Resignation Form, 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 employee may not thereafter withdraw the resignation.

The effective date of the resignation shall be a date no 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)

Employee electronic accounts will be disabled immediately after the last day worked and deleted completely 15 days after the last day worked.



COMPTON UNIFIED SCHOOL DISTRICT Human Resources

(310) 639-4321, Ext. 55041 (310) 764-5892 Telephone: FAX:

Resignation Form (Complete all sections. Please submit this form to Human Resources)

Last, First and Middle		S. S.	# (Last 4 digits only	Classified Certificated
Last, Filst diff middle				()
Street Address	City	State	Zip Code	Telephone
E-mail address				
			Teachers Onl	
Job Title	Assigned Loca	ation		Subject/Grade Level
RESIGNATION,				
effective close of work (give exact date)				
Retirement (Note: It is the responsibility of the employee to contact STRS or PERS regarding retirement				
benefis) Disability	Person	nal		
Employment, Other District	Retur	ning to So	chool	
Family Responsibility			reign Country	
Marriage or Joining				
Spouse	Movii	_		
Changing Profession	Other	(please sp	eciry)	
Signature of Employee			Date	
Signature of Site Administrator			Date	
Signature of Personnel Commission Administrator of	or Designee		Date	
Signature of Human Resources Administrator or (Designee		Date	Accepted
☐ ACCEPTANCE will be delayed until suitable repl	acement is av	ailable.		

Revised 04/29/14

RETIREMENT PLAN

Compton Unified School District provides a retirement program for eligible full-time and part-time employees who are 21 years of age or older. Compton Unified School District contributes to the employee's retirement plan when employee becomes vested after one year of employment. Eligible employees may contribute to retirement plan at start of employment. Employer percentage contributions to the retirement program is reviewed and determined annually by the Compton Unified School District Board of Trustees. Information about Compton Unified School District's retirement plan will be provided to the employee at the time of employment.

SUSPENSION/DISCIPLINARY ACTION

The Board of Trustees desires that employees understand what is considered unacceptable conduct. Any violation of Board policy or administrative regulations shall be subject to disciplinary action. The Superintendent or designee may take disciplinary action as he/she deems appropriate in light of the particular facts and circumstances involved. He/she shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

<u>Disciplinary Guideline</u> - The Superintendent or designee shall prepare written guidelines which identify types of misconduct and possible consequences.

<u>Suspension Without Pay -</u> When a permanent certificated employee's unprofessional conduct is not considered serious enough to warrant dismissal, he/she may be suspended without pay on grounds of unprofessional conduct, following procedures designated in Education Code 44932.

<u>Notice of Unprofessional Conduct - Prior</u> to the filing of written charges leading to suspension without pay, the employee shall receive a notice which indicates the nature of his/her unprofessional conduct, cites specific instances of unprofessional behavior, and gives him/her a 45-day opportunity to correct this conduct and avoid suspension.

<u>Nonperformance of Duties -</u> Whenever an employee refuses to perform assigned work without an acceptable reason, the Superintendent or designee shall deduct from his/her wages an amount reasonably related to the time not worked. (Education Code 45055)

<u>Compulsory Leave -</u> The Board of Trustees shall immediately place on compulsory leave of absence any certificated employee who is charged with committing: (Education Code 44940)

- 1. Any sex offense as defined in Education Code 44010
- 2. Any offense involving the unlawful sale, use or exchange to minors of controlled substances identified in law as a mandatory leave offense

The Board also may require an immediate compulsory leave of absence when a certificated employee is charged with other offenses specified in law. (Education Code 44940). This leave may extend for not more than 10 days after the entry of judgment in the proceedings. (Education Code 44940)

The Board may extend a certificated employee's compulsory leave by giving him/her notice, within 10 days after the entry of judgment in the proceedings, that he/she will be dismissed in 30 days unless he/she demands a hearing. (Education Code 44940.5)

NONRENEWAL OF CONTRACT EMPLOYEES (DISMISSAL - CERTIFICATED/TEACHERS)

Step by step procedures for non-reelection of emergency/probationary certificated employees please refer to the following Ed Codes.

Dismissal of Permanent Employees:	Reference:	ED CODE 44932
Dismissal of Probationary Employees	Reference:	ED CODE 44948.3
Decision not to Rehire:	Reference:	ED CODE 44919.21
Dismissal of Substitute Employee	Reference:	Director of Human Resources

EXIT INTERVIEWS AND PROCEDURES

If possible, exit interviews will be scheduled for all employees leaving the District. All District keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Depending on the circumstances of an employee's separation from employment, the employee may be designated as ineligible for rehire



ALL PERSONNEL AR 4219.11

SEXUAL HARASSMENT

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; 5 CCR 4916)

- 1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
- 2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
- 3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
- 4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

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

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

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Training: 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 newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

The district's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1; 2 CCR 7288.0).

SEXUAL HARASSMENT (continued)

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures.

Notifications

Policy Adopted: 10/15

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 each faculty member, all members of the administrative staff, and all members of the support staff 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 either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, 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 (cf. 4031 Complaints Concerning Discrimination in Employment)
- 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 7287.8 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, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950).

COMPTON UNIFIED SCHOOL DISTRICT Compton, California

STUDENTS BP 5145.3(a)

NONDISCRIMINATION/HARASSMENT

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)

School personnel must take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 6164.6 - Identification and Education Under Section 504)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, includes physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees.

NON DISCRIMINATION/HARASSMENT (continued)

He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

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(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1330 - Use of Facilities)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6164.2 - Guidance/Counseling Services)
```

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

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(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.2 - Freedom of Speech/Expression)

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination
48900.3 Suspension or expulsion for act of hate violence
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48900.4 Suspension or expulsion for threats or harassment

Administrative Regulation

AR 1312.3

Uniform Complaint Procedures

Community Relations

Except as the Governing Board 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) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual(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)

Assistant Superintendent
(title or position)
501 S. Santa Fe Avenue, Compton, CA 90221
(address)
(310) 639-4321 Ext. 55045
(telephone number)
aajala@compton.k12.ca.us
(email)

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 if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against or implicating a compliance officer may be filed with the Superintendent or designee.

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 include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those involving alleged 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.

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(cf. 4331 - Staff Development)
(cf. 9124 - Attorney)
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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, if possible, one or more interim measures. The interim measures may 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)

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

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(cf. 0420 - School Plans/Site Councils)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 1220 - Citizen Advisory Committees)
(cf. 3260 - Fees and Charges)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
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(cf. 5145.6 - Parental Notifications)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
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The annual notification and complete contact information of the compliance officer(s) may be posted on the district web site and, if available, provided through district-supported social media.

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(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
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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.

The notice shall:

- Identify the person(s), position(s), or unit(s) responsible for receiving complaints
- Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
- 3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
- Include statements that:
- a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
- b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

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- c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date 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.
- d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
- e. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
- f. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
- g. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:
- Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
- (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
- (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1
- h. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
- The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

Copies of the district's UCP are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officer 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.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

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 accordance with the following:

- A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
- 2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay 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. 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 a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when 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 or alleged victim of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) requests confidentiality, the compliance officer shall inform him/her 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.
- If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Mediation

Within three business days after the compliance officer receives the complaint, he/she 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 his/her 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 to 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 his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her 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. He/she 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. 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. (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)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

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)

Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant. (5 CCR 4631)

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.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends 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. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

 The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:

- Statements made by any witnesses
- The relative credibility of the individuals involved
- How the complaining individual reacted to the incident
- Any documentary or other evidence relating to the alleged conduct
- Past instances of similar conduct by any alleged offenders
- Past false allegations made by the complainant
- The conclusion(s) of law
- Disposition of the complaint
- 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:

- How the misconduct affected one or more students' education
- The type, frequency, and duration of the misconduct
- The relationship between the alleged victim(s) and offender(s)
- The number of persons engaged in the conduct and at whom the conduct was directed
- The size of the school, location of the incidents, and context in which they occurred
- Other incidents at the school involving different individuals
- 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:

The corrective actions imposed on the individual found to have engaged in the conduct

that relate directly to the subject of the complaint

- Individual remedies offered or provided to the complainant or another person who was the subject of the complaint
- Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
- Notice of the complainant's right to appeal the district's decision to the 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.

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:

- He/she 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 the CDE. (Education Code 262.3)
- 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)
- 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 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.

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

- Counseling
- Academic support

- Health services
- Assignment of an escort to allow the victim to move safely about campus
- Information regarding available resources and how to report similar incidents or retaliation
- Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
- Restorative justice
- Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
- Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

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:

- Transfer from a class or school as permitted by law
- Parent/guardian conference
- Education regarding the impact of the conduct on others
- Positive behavior support
- Referral to a student success team
- Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
- Disciplinary action, such as suspension or expulsion, as permitted by law

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.

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 may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

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

- A copy of the original complaint
- A copy of the written decision
- A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
- 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
- A report of any action taken to resolve the complaint
- A copy of the district's uniform complaint procedures
- Other relevant information requested by the CDE

REVOLVING FUNDS

District Revolving Fund

The Board of Trustees has established by resolution a revolving cash fund for use by the Superintendent or designee in paying for goods, services and other charges determined by the Board, including supplemental payments required to correct any payroll errors. (Education Code 42800-42806, 45167)

At the request of the Board, County Auditor or County Superintendent of Schools, the Superintendent or designee shall give an account of the fund. (Education Code 42804)

The funds shall be deposited in a bank doing business locally, whose deposits are insured by FDIC. The Superintendent or designee shall be responsible for all payments into the account as well as expenditures from the account subject to the restrictions established by the Board.

The Board shall review and revise fund usage as appropriate.

(cf. 3400 - Management of District Assets/ Accounts)

Additional Revolving Funds

The Board also may, by resolution, establish revolving cash funds for use by school principals and other administrative officials to pay for goods and services. The total amount of the funds shall not exceed three percent of the current year's instructional supply budget. (Education Code 42810)

No funds maintained in a revolving fund shall be used in an attempt to influence government decisions, for entertainment purposes, or for any other purpose not related to classroom instruction. (Education Code 42810)

The Board shall name the administrators who will have use and control of the funds. Officials so named shall be responsible for all payments into the accounts as well as expenditures from the accounts, subject to restrictions established by the Board.

The revolving cash fund for supplies shall be subject to the bonding provisions of Education Code 42801.

(cf. 3530 - Risk Management/Insurance)

The Board shall provide an audit of revolving funds on a regular basis. (Education Code 42810)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

41020 Audits of all district funds

42238 Local taxation by school districts

42800-42806 Revolving cash fund

42810 Revolving cash funds; use; administrators

45167 Error in salary

Policy

COMPTON UNIFIED SCHOOL DISTRICT

Adopted: October 28, 2014

Compton, California

PAYMENTS BY REVOLVING

A Revolving Cash Fund Request must be completed for each employee requesting reimbursement of expenses.

Revolving Requests must be a minimum of \$25 (out-of-pocket expenses should be accumulated until reaching minimum) and maximum of \$500 (maximum of \$100 per item).

A Revolving Cash Fund Request requires the approval of the Administrator /Principal responsible for the budget to be charged and the approval of the cabinet-level administrator. Requests "payable to" any cabinet-level administrator will require the approval of the Superintendent. Any out-of-pocket reimbursement in the amount of \$75 and above must be pre- approved by the Chief Administrative Officer or Superintendent.

AUTHORIZED USES UNDER REVOLVING FUND

Employee Cash Advance

A Payroll Request from Revolving Cash Fund Form is presented by the Payroll Department to issue a check for an employee who did not receive a payroll check or the amount of the check was in error.

Reimbursement to an employee for purchase of emergency health and safety materials/supplies. Note: The Warehouse carries items that may be utilized for health and safety purposes.

Out-of-pocket expense

Reimbursement to an employee for conference/workshop attendance expense at a per diem of \$60 (including gratuity). Conference/Workshop must be Board approved prior to event.

Original itemized receipts must be attached to each request (no exceptions). Any Revolving Requested submitted with copies of receipts will not be honored as a legitimate reimbursement and will be returned immediately to the originating department/site.

50-mile Rule

Travel and Hotel Stay (Meals: Maximum \$60 per diem including gratuity) honored only if over 50 miles (one way) if itemized on the Conference Application and Board-approved.

Mileage

Use Mileage Expense Claim Form - Reimburse actual mileage (at the Internal Revenue Service) driven from the employee's work site or home, whichever is less.

Department Heads, Principals and Administrators should carefully review Revolving Requests before signing (approving) to adhere to the guidelines. Any outside Purchases must follow the District's Procurement Process (or Online Requisition Module).

Those that will not follow the above are solely responsible for payment of invoices for orders not authorized by the District.

Business and Non-Instructional Operations

AR 3314.2(b)

PAYMENTS BY REVOLVING CASH (continued)

Release of Revolving Checks

Revolving Checks shall not be sent to school sites and departments. Checks (not payable to an employee) will be mailed by the Fiscal Services Accounting Department. Checks payable to an employee must be released by the Fiscal Services Department - Accounting Section and employees must sign proof of receipt. A carbon copy of the Revolving form will be sent to the originating school site/department showing release of check to payee.

UNAUTHORIZED USES OF REVOLVING FUND

Reimbursement for items stocked in the District Warehouse will not be honored (See Warehouse Stock Catalogue online).

Employee purchase of any items with personal funds which reimbursement is expected, pior to approval in writing from the site Principal/Administrator, Supervising Director, Chief Administrative Officer or Superintendent will not be reimbursed.

Conference/Workshop-Related Expenses (Board Approved)

Revolving Cash Funds shall not be used for Hotel, Airfare and Registration fees related to conference attendance. This should be processed through the District's Procurement Process (or the Online Requisition Module in PeopleSoft if already set-up). Certified Board-approval is required.

Payment of Officials/EMTs

Revolving Cash Funds shall not be used to process payment for officials/Emergency Medical Technicians (EMTs). Officials/EMTs must be processed through the "Athletics Voucher Request Form."

Membership Fees

Unless stipulated in an employee/administrator contract, individual membership fees are not permitted.

Those that will not follow Revolving Cash Policy are solely responsible for payment of invoices for orders not authorized by the District.

Policy

adopted: October 28, 2014

COMPTON UNIFIED SCHOOL DISTRICT Compton, California

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

Policy: COMPTON UNIFIED SCHOOL DISTRICT Approved: November 24, 2015 Compton, California

Administrative Regulation

Dismissal

AR 4117.4

Personnel

Permanent Employees

Permanent employees shall not be dismissed from their position except when cause for dismissal can be shown. Cause and procedures for dismissal are defined by provisions of Education Code 44932-44947.

(cf. 4116 - Probationary/Permanent Status)

Probationary Employees

During the school year, certificated probationary employees may be dismissed for causes specified in Education Code 44932 or for unsatisfactory performance determined pursuant to Education Code 44660-44665. Procedures and time limits for such action shall be those set forth in Education Code 44948.3.

(cf. 4115 - Evaluation/Supervision)

At the end of the school year, The Board of Trustees may decide not to rehire probationary employees without a statement of reasons, giving notice in accordance with Education Code 44929.21.

(cf. 4117.6 - Decision Not to Rehire)

Legal References:

EDUCATION CODE

44660-44665 Evaluation and assessment of performance

44842 Automatic declining of employment

44918 Substitute or temporary employee; reemployment rights

44929.21 Districts with 250 ADA or more; notice of reelection decision.

44929.23 Districts with daily attendance less than 250

44932-44947 Suspension and/or dismissal of permanent employees

44948 Dismissal or suspension of probationary employees during school year

44948.2 Election to use provisions of Education Code 44948.3

44948.3 Dismissal of probationary employees (over 250 ADA)

44948.5 Dismissal of probationary employees (under 250 ADA)

44949 Cause, notice and right to hearing for dismissal of probationary employee

44953 Dismissal of substitute employees

44955 Reduction in number of permanent employees

GOVERNMENT CODE

3543.2 Scope of representation (re duty of district to meet and negotiate regarding causes and procedures for discipline less than dismissal)

Regulation: COMPTON UNIFIED SCHOOL DISTRICT Approved: November 24, 2015 Compton, California

Board Policy

Suspension/Disciplinary Action

BP 4118

Personnel

The Board of Trustees expects all employees to exhibit professional and appropriate conduct and serve as positive role models both at school and in the community. An employee may be suspended or disciplined for unprofessional or inappropriate conduct in accordance with law, the district's collective bargaining agreement, Board policy, and administrative regulation.

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(cf. 4000 - Concepts and Roles)
(cf. 4112.5/4312.5 - Criminal Record Check)
(cf. 4117.4 - Dismissal)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4141/4241 - Collective Bargaining Agreement)
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The Superintendent or designee may take disciplinary action as he/she deems appropriate in light of the particular facts and circumstances involved and based on the severity of the misconduct. Disciplinary actions may include, but not be limited to, verbal warnings, written warnings, reassignment, suspension, freezing or reduction of wages, compulsory leave, or dismissal.

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

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(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4032 - Complaints Concerning Discrimination in Employment)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.1/4219.4319.1 - Civil and Legal Rights)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
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In accordance with law, the Superintendent or designee shall notify the Commission on Teacher Credentialing when the status of a credentialed employee has been changed as a result of alleged misconduct.

(cf. 4117.7 - Employment Status Reports)

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Legal Reference:
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EDUCATION CODE

44008 Effect of termination of probation

44009 Conviction of specified crimes

44010 Sex offense - definitions

44011 Controlled substance offense - definitions

44242.5 Reports and review of alleged misconduct

44425 Conviction of a sex or narcotic offense

44660-44665 Evaluation and assessment of performance of certificated employees

44830.1 Criminal record summary certificated employees

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

44940 Sex offenses and narcotic offenses; compulsory leave of absence

44940.5 Compulsory leave of absence

45055 Drawing of warrants for teachers

48907 Exercise of free speech, expression

48950 Speech and other communication

51530 Advocacy or teaching of communism

GOVERNMENT CODE

3543.2 Scope of representation

HEALTH AND SAFETY CODE

11054 Schedule I; substances included

11055 Schedule II, substances included

11056 Schedule III, substances included

11357-11361 Marijuana

11363 Peyote

11364 Opium

11370.1 Possession of controlled substances with a firearm

PENAL CODE

187 Murder

291 School employees arrest for sex offense

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

CODE OF REGULATIONS, TITLE 5

80303 Reports of change in employment status

80304 Notice of sexual misconduct

COURT DECISIONS

Crowl v. Commission on Professional Competence, (1990) 225 Cal. App. 3d 334

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California's Laws and Rules Pertaining to the Discipline of Professional Certificated Personnel, 2007 WEB SITES

CSBA: http://www.csba.org

Commission on Teacher Credentialing: http://www.ctc.ca.gov

Policy COMPTON UNIFIED SCHOOL DISTRICT Approved: November 24, 2015 Compton, California

Certificated Personnel AR 4118(a)

SUSPENSION/DISCIPLINARY ACTION (continued)

Disciplinary Guidelines

The Superintendent or designee shall prepare written guidelines which identify types of misconduct and possible consequences. Disciplinary guidelines shall describe progressive disciplinary actions which may be taken, including verbal warning, written warning, reassignment, suspension, freezing or reducing of wages, compulsory leave and dismissal.

Suspension Without Pav

When a permanent certificated employee's unprofessional conduct is not considered serious enough to warrant dismissal, he/she may be suspended without pay on grounds of unprofessional conduct, following procedures designated in Education Code 44932.

A probationary certificated employee may be suspended without pay for a specified period as an alternative to dismissal during the school year, following procedures designated in Education Code 44948.3.

Notice of Unprofessional Conduct

Prior to the filing of written charges leading to suspension without pay, the employee shall receive a notice which indicates the nature of his/her unprofessional conduct, cites specific instances of unprofessional behavior, and gives him/her a 45-day opportunity to correct this conduct and avoid suspension. This notice shall also include the employee's evaluation made pursuant to Education Code 44664, if applicable. If the employee demonstrates full remediation during the above 45 days, disciplinary action shall not be taken.

(cf. 4115 - Evaluation/Supervision)

Nonperformance of Duties

Whenever an employee refuses to perform assigned work without an acceptable reason, the Superintendent or designee shall deduct from his/her wages an amount reasonably related to the time not worked. (Education Code 45055)

(cf. 4141.6 - Concerted Action/Work Stoppage)

SUSPENSION/DISCIPLINARY ACTION (continued)

Compulsory Leave

The Board of Trustees shall immediately place on compulsory leave of absence any certificated employee who is charged with committing: (Education Code 44940)

- 1. Any sex offense as defined in Education Code 44010
- 2. Any offense involving the unlawful sale, use or exchange to minors of controlled substances identified in law as a mandatory leave offense

The Board also may require an immediate compulsory leave of absence when a certificated employee is charged with other offenses specified in law. (Education Code 44940)

This leave may extend for not more than 10 days after the entry of judgment in the proceedings. (Education Code 44940)

The Board may extend a certificated employee's compulsory leave by giving him/her notice, within 10 days after the entry of judgment in the proceedings, that he/she will be dismissed in 30 days unless he/she demands a hearing. (Education Code 44940.5)

(cf. 4117.4 - Dismissal)

Employee compensation during the period of compulsory leave shall be made in accordance with Education Code 44940.5.

COMPTON UNIFIED SCHOOL DISTRICT

Board Policy Social Media Policy For Teachers And Staff

BP4041(a)

Personnel

The Compton Unified School District (CUSD or the "District") has developed the following guidelines to provide direction for CUSD employees when personally or professionally participating in online social media activities. Although social media can be useful for many purposes, care must be taken to maintain an atmosphere of professionalism consistent with the behavior expected of school employees as outlined in Federal and/or state law. Board policy and school rules. In addition to reading and adhering to these guidelines, employees should become familiar with Board policies as violations of adopted Board Policies are subject to disciplinary actions. These policies can be found on the Board website at:

http://www.compton.k12.ca.us/board/gamut-online.

What is social media?

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the Internet. Social media can include text, audio, video, images, podcasts, and other multimedia communications. Examples of social media include but are not limited to Facebook, Instagram, LinkedIn. Snapchat, Twitter, YouTube, blogs, Edmodo, wikis, and photo or video sharing.

Administrative Regulations Regarding Social Media

The Board recognizes the importance of social media for employees, and acknowledges that employees have the right under the First Amendment to speak out on matters of public concern. However, the Board will regulate the use of social media by employees, including employees' personal use of social media when such use:

- a. is used to harass co-workers or other members of the school community;
- b. creates a hostile work environment;
- breaches confidentiality obligations of District employees;
- d. disrupts the work of the District;
- e. harms the goodwill and reputation of the District, or its employees in the community;
- f. violates the law, Board policies and/or other school rules and regulations; or
- g. is materially detrimental to the health, safety, or learning experience of any student.

Social Media Policy For Teachers And Staff

BP4041(b)

This Social Media Policy applies:

- to all District employees;
- to social media activity for District or personal purposes;
- to social media activity while on or off duty, when on or off the District's premises, and while using the District's or personal electronic resources;
- to social media activity that relates in any way to, or may reflect on or impact, the District, its employees, students or parents; and
- regardless whether you identify your affiliation with the District in your social media activity or in your account profile or post anonymously or using a pseudonym.

Accountability

Employees of the District are personally responsible for the content they publish online, both in their roles as professionals and on their personal social media accounts. Because digital content lives in perpetuity, anything you publish will be public for a long time. Use common sense and adhere to the following rules when posting content online.

- a. Don't post, do, say, or write anything on a social network that you would not want to see on the front page of the local newspaper or disseminated to the public through social media channels.
- Don't misrepresent your identity or someone else's online. If you are not willing to own your online comments, don't post them.

Professionalism

- a Recognize that as public employees, your online behavior directly reflects on the District; do nothing on social media that will have a negative impact on the integrity and image of the District. Your profile and all content on your social networks should project a professional image and should not have a negative impact on your ability to maintain the respect of colleagues, parents, and students. Your online behavior should reflect the same standards of honesty, respect, and consideration that you would exercise face-to-face or expect for yourself. What is inappropriate in your classroom, school site, department or other educational setting should be deemed inappropriate online.
- b Your social media activity is subject to all pertinent District policies, including, but not limited to, the Protection of Confidential Information, Anti-Harassment & Anti-Discrimination Policy, Technology Use Policy, Internet and Intranet Use Policy and other conduct policies.

Social Media Policy For Teachers And Staff

BP4041(c)

- c Monitor the content of your social networking "pages" and remove anything inappropriate or questionable immediately. Inappropriate or questionable content includes, but is not limited to, content that is vulgar, obscene, pornographic, threatening, intimidating, defamatory, hate speech, or a violation of the District's policies against discrimination, harassment, or hostility on account of a legally protected class, status or characteristic, such as race, age, or disability. You should not post any content, image or video of yourself that depicts you engaging in illegal conduct, such as acts of violence or the illegal use of drugs, or in conduct that violates any District policy.
- d Avoid posting links to or affiliating yourself with sites that are unprofessional or inappropriate.
- e Refrain from engaging in unprofessional or inappropriate dialogue and commentary. Diversity and inclusion are core CUSD values. Before you post, consider the impact of your words and images on those whose background and perspective may be different from yours, including your co-workers, students and parents. When you disagree with someone's views expressed in social media, pause before you respond, and please strive to be civil in your response. Remember that anyone posting in social media could be a member of the CUSD community.
- f Use caution when "friending" or connecting online personally with students or parents for purposes unrelated to the child's education. Consider creating a professional social media account to use with students for educational purposes.
- g Do not use any social media site affiliated with the District to promote any political cause, or fundraise.

No Privacy

- a. Online postings and conversations are not private. Anything you post can be forwarded or shared with many others in just a few clicks. There are, however, steps you can take to safeguard your own privacy and that of others.
- b. Exercise care with your privacy settings and profile content.
- c. Do not post confidential information or specific non-directory information about students or District staff online. If a parent has not signed a media release form provided to them at the beginning of each school year, their children may NOT appear in any social media posts by the District or its staff.

Social Media Policy For Teachers And Staff

BP4041(d)

Use of District Identification and District/School Logos

- a. The Compton Unified School District identification and/or CUSD/School logos cannot be used in any form of social media or web presence unless approved by the Superintendent or designee. When using the CUSD/School approved logo, follow the CUSD Branding Guidelines established by the District.
- b. Sponsor logos are permissible on District-related websites, with the prior approval of the Superintendent or designee. Advertising for third-party events or activities unassociated with official District business is strictly prohibited.

General District Sites and Social Media Accounts

The District's general social media sites, including the District's Facebook, Twitter and YouTube accounts, will be managed by the Superintendent or designee. Duplicate, unofficial sites shall be reported, investigated, and, in appropriate circumstances, shut down.

Academic Use of Social Networking

- a. All of the guidelines above apply to the use of social networking in the classroom as well. Staff members are responsible for the content and activity of any social networking applications being used as part of their curriculum and instruction. Staff members should monitor these applications regularly and discuss appropriate use with their students. Inappropriate content should be removed immediately. The same rules and policies that govern student conduct at school apply to their social networking activity when social networking is used as part of the curriculum, including District approved Distance Learning platforms. Staff members are equally responsible for enforcing these rules and policies in the social networking arena in the classroom.
- b. Teachers and students shall not post or otherwise disclose any information, including videos, photos or schedules, that could help someone from the general public locate or contact the student in person.
- c. Parents shall be notified by a staff member before students are asked to use a social networking website that requires a personal email address to join. Staff members shall prepare alternative assignments or methods of participation for students whose parents do not consent to their use of a personal email account.
- d. Staff are permitted to link social media accounts to the CUSD website if the accounts are used for professional purposes for teaching and learning. No personal social media accounts should be linked to the CUSD website or other school related websites.

Adopted: COMPTON UNIFIED SCHOOL DISTRICT Compton, California

August 11, 2020

COMPTON UNIFIED SCHOOL DISTRICT Board Policy

Distance Learning

BP 6157(a)

Instruction

The Board of Trustees recognizes that distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is closed due to widespread illness, natural disaster, or other emergency.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.5 - Emergency Schedules)

(cf. 4113.5/4213.5/4313.5 - Working Remotely)

(cf. 6158 - Independent Study)

The District may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback.

The Superintendent or designee shall review and select distance learning courses and identify the means and methods for delivery such instruction, which may include those taught by District staff or others, that are of high academic quality and are aligned with District standards and curricula. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction between the teacher and students.

(cf. 6141 - Curriculum Development and Evaluation) (cf. 6143 - Courses of Study)

The Superintendent or designee shall, plan for schoolwide or long-term distance learning in the event of a school closure. In developing the plan, the Superintendent or designee shall analyze the course sequence, prioritize content and standards to be completed, and recommend the grading criteria. In such circumstances, students' social-emotional wellness shall be taken into account, and schedules and learning experiences shall be designed to build continuity, routine, and regular connections with students.

(cf. 5141.5 - Mental Health)

BP 6157(b)

Instruction

As needed, the Superintendent or designee shall provide teachers with training and ongoing support, including technological support and guidance, to effectively implement distance learning. The District shall also provide opportunities for teachers to communicate and collaborate with each other to exchange information on effective practices.

```
(cf. 4131 - Staff Development)
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Staff shall comply with all copyright regulations in developing materials to be used in distance education courses.

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(cf. 6162.6 - Use of Copyrighted Materials)
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The District shall take steps to ensure that distance learning opportunities are available to all students, including economically disadvantaged students, students with disabilities, and English learners. Teachers may use multiple District approved methods of providing instruction to meet student needs. All online programming and Internet content shall meet accessibility standards for students with disabilities, including compatibility with commonly used assistive technologies.

```
(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)
(cf. 6159 - Individualized Education Program)
(cf. 6174 - Education for English Learners)
```

The Superintendent or designee shall assess students' access to technological devices and the Internet and, consistent with the District's budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use District technology responsibly in accordance with the District's Acceptable Use Agreement. To the extent possible, the District shall make technical and academic support available to students.

```
(cf. 0440 - District Technology Plan)
(cf. 3311.4 - Procurement of Technological Equipment)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 6163.4 - Student Use of Technology)
```

Teachers shall provide regular communications to students and parents/guardians about expectations, assignments, and available resources to assist the student in successful completion of distance learning coursework.

```
(cf. 6020 - Parent Involvement)
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BP 6157(c)

Instruction

Grading of distance learning assignments and assessments of end-of-course knowledge and understanding of the subject matter shall be consistent with District policy on grading for equivalent courses.

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6146.3 - Reciprocity of Academic Credit)

(cf. 6146.11 - Alternative Credits Toward Graduation)

Legal Reference:

EDUCATION CODE

35182.5 Contracts for electronic products or services; prohibitions

51210-51212 Course of study for grades 1-6

51220-51229 Course of study for grades 7-12

51740-51741 Authority to provide instruction by correspondence

51745-51749.3 Independent study

51865 California distance learning policy

PUBLIC CONTRACT CODE

20118.2 Contracting by school Districts; technological equipment

UNITED STATES CODE, TITLE 20

7131 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate); Internet safety

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

COVID-19 Guidance for K-12 Schools

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines

WEB SITES

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

World Wide Web Consortium, Web Accessibility Initiative: http://www.w3.org/wai

Adopted: COMPTON UNIFIED SCHOOL DISTRICT

Compton, California August 11, 2020

COMPTON UNIFIED SCHOOL DISTRICT

Board Policy

Working Remotely

BP 4113.5(a)

Personnel

The Governing Board recognizes that it may be necessary to direct employees to work remotely at home or at another alternative location when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the District's ability to effectively conduct operations at the school or worksite. A full-time, part-time, or short-term remote work arrangement may also be granted by the Superintendent or designee to an individual employee, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder District operations. Remote work must be approved by the superintendent or designee in advance.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.5 - Emergency Schedules)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4113 - Assignment)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 6157 - Distance Learning)

The opportunity to work remotely shall be entirely at the District's discretion, and no grievance or appeal right may arise from District denial of any employee request for remote work.

Employees approved for remote work shall comply with all District policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

(cf. 4141/4241 - Collective Bargaining Agreement) (cf. 4151/4251/4351 - Employee Compensation) (cf. 4154/4254/4354 - Health and Welfare Benefits)

Unless otherwise approved in advance by the Superintendent or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

BP 4113.5(b)

Personnel

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

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions.

```
(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)
(cf. 4157.2/4257.2/4357.2 - Ergonomics)
```

The District may provide to employees who work remotely supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the District in order to safeguard confidential information. Employees shall be responsible for maintaining and protecting equipment on loan from the District and shall adhere to the District's Acceptable Use Agreement. The employee's personally owned equipment may only be used for District business when approved by the Superintendent or designee.

```
(cf. 4040 - Employee Use of Technology)
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)
```

Work done at a remote work location is considered official public business. District records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public in accordance with law. Steps employees will be required to take to protect the confidentiality of information include the use of securing materials in safes, locked file cabinets, desks or similar secure location, regular password maintenance, and any other measures appropriate for the job and the environment.

```
(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 5125 - Student Records)
```

Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination of remote work responsibilities. Employees shall be required to attend virtual or in-person meetings when directed by their supervisor.

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(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
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BP 4113.5(c)

Personnel

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.

(cf. 4115 - Evaluation/Supervision)
(cf. 4215 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)

Remote work arrangements may be discontinued at any time at the discretion of the Superintendent or designee. The Superintendent or designee will provide notice of a decision to discontinue any remote work arrangement.

Legal Reference:
GOVERNMENT CODE
6250-6270 California Public Records Act
12900-12996 Fair Employment and Housing Act
LABOR CODE
226.7 Mandated meal, rest, or recovery periods
6400 Safe and healthful employment and place of employment
6401 Unsafe workplace
UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act

Management Resources:

WEB SITES

California Department of Industrial Relations: http://www.dir.ca.gov

Adopted: COMPTON UNIFIED SCHOOL DISTRICT

Compton, California August 11, 2020

COMPTON UNIFIED SCHOOL DISTRICT Board Policy COVID-19 Mitigation Plan

BP 0470(a)

Philosophy, Goals, Objectives and Comprehensive Plans

The following policy establishes actions that will be taken by the district to provide a safe learning and working environment during the coronavirus (COVID-19) pandemic, and shall supersede any conflicting language in existing district policies or administrative regulations until the Governing Board determines that the need for this policy no longer exists. The Board acknowledges that, due to the evolving nature of the pandemic, federal, state, and local orders impacting district operations are subject to change without notice. In the event that any federal, state, or local order may conflict with this policy, the order shall govern.

```
(cf. 2210 - Administrative Discretion Regarding Board Policy)
(cf. 5141.22 - Infectious Diseases)
(cf. 9310 - Board Policies)
```

The Board may also adopt resolutions or take other actions as needed to respond to such orders or provide further direction during the pandemic.

The Board recognizes that students and staff have the right to a safe campus that protects their physical and psychological health and well-being. School campuses shall only be open when deemed safe for in-person instruction. The Board's decision to reopen school campuses for classes, before or after school programs, child care centers, and/or preschool programs shall be made in consultation with state and local health officials, the county office of education, and neighboring school districts. The district shall evaluate its capacity to implement safety precautions and to conduct full or partial school operations, and shall consider student, parent/guardian, and community input.

```
(cf. 0400 - Comprehensive Plans)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
```

Prior to the return to on-campus teaching and learning, the Superintendent or designee shall provide to students, parents/guardians, and train staff on the current information about COVID-19, including its symptoms, how it is transmitted, how to prevent transmission, the current recommendations from the state and local departments of public health, and any other information and/or resources to prepare for a safe return to on-campus teaching and learning. The Superintendent or designee shall also provide information and training to staff on the processes and protocols the district will follow to minimize the health risks associated with COVID-19, including, but not limited to, physically separating individuals (physical distancing), limits on large gatherings, the provision of personal protective equipment (PPE) such as masks

BP 0470(b)

Philosophy, Goals, Objectives and Comprehensive Plans

and gloves, and the sanitization of facilities.

```
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6020 - Parent Involvement)
```

Student Support

The Board recognizes that the consequences of the COVID-19 pandemic, including fear for one's safety, the economic crisis, the loss of school-based relationships, and disruptions in student learning, impact all students but may have a disproportionate effect on the youngest students, students with disabilities, those students most vulnerable to basic needs insecurity or child abuse and neglect, and other at-risk students.

```
(cf. 0415- Equity)
```

As school campuses reopen, staff shall provide a caring and nurturing educational environment for students. The district may provide instruction on social-emotional well-being to all students, including information on how to deal with stress and anxiety in healthy ways and the importance of emotional well-being for academic success.

```
(cf. 6142.8 - Comprehensive Health Education)
```

Staff shall pay careful attention to students' increased mental health concerns. Counseling, other support services, and/or referrals to other agencies shall be available to assist students in dealing with the social and emotional effects of COVID-19, such as stress, anxiety, depression, grief, social isolation, and post-traumatic stress disorder.

```
(cf. 5141.5 - Mental Health)
(cf. 5141.52 - Suicide Prevention)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
```

As needed, the district may provide referrals of students and families to basic needs assistance or social services, and may assess students for eligibility for the free and reduced-price meal program or assistance under the McKinney-Vento Homeless Assistance Act.

```
(cf. 6173 - Education for Homeless Children)
```

The Superintendent or designee shall ensure that staff understand their obligations as mandated reporters to report suspected child abuse or neglect, regardless of whether the student is on campus or participating in distance learning.

```
(cf. 5141.4 - Child Abuse Prevention and Reporting)
```

The Superintendent or designee may provide information to staff and parents/guardians regarding how to provide mental health support to students. The Superintendent or designee may also provide assistance to staff who are experiencing emotional difficulties as a result of COVID-19

Instruction/Schedules

The district shall offer a combination of on-campus instruction and distance learning to meet the needs of all students.

```
(cf. 6157 - Distance Learning)
(cf. 6158 - Independent Study)
```

The Superintendent or designee shall determine a schedule of on-campus instruction for each school. If all students cannot attend on-campus instruction for the entire school day due to space limitations as a result of physical distancing requirements, the Superintendent or designee shall consider arrangements for rotating groups of students, such as on a daily or weekly basis, and/or shall provide on-campus instruction to students with the greatest need for in-person supervision.

```
(cf. 6111 - School Calendar)
(cf. 6112 - School Day)
```

Priority for on-campus instruction shall be given to the lowest performing students, students with disabilities, elementary level students, students at risk of child abuse and neglect, homeless students, foster youth, and English learners. To the extent practicable, the district shall also consider the needs of essential workers, as designated in the Governor's executive orders, for child care during normal school hours.

```
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Learners)
```

On-campus instruction may be prioritized for subjects that are difficult to deliver through distance learning, such as laboratory science, art, or career technical education.

For distance learning, lessons may be delivered through live video sessions, pre-recorded lectures, or other technology-based distance learning platforms and/or the district may supplement on-campus instruction with home assignments. As much as possible, distance learning shall be provided through small-group synchronous learning.

Appropriate training shall be provided to teachers and other instructional staff involved in distance learning, including training on how to use any technology or platform approved for distance learning by the District and opportunities for the sharing of best practices among instructional staff. Available training resources may also be provided to students and parents/guardians when necessary.

BP 0470(d)

Philosophy, Goals, Objectives and Comprehensive Plans

Evaluation of Academic Progress Following Campus Closure

Upon return to on-campus instruction following an extended campus closure, the Superintendent or designee shall evaluate the impact of the campus closure on students' academic progress. Such evaluation may:

- Address student-specific needs arising from the transition back into on-campus instruction
- Consider whether or not a student has experienced a regression of skills and/or lack of progress
- If regression and/or a lack of progress is present, identify opportunities for recovery, including supplemental educational services and/or new or different support services

(cf. 6179 - Supplemental Instruction)

For students with disabilities, the evaluation of academic progress shall also be used to determine whether an additional or revised individualized education program (IEP) or Section 504 plan is needed for the student to be academically successful when returning to on-campus instruction. The Superintendent or designee may prioritize urgent student need in scheduling initial and triennial assessments and annual IEP meetings. The Superintendent or designee shall ensure district compliance with all procedural timelines for IEPs and Section 504 plans as required, unless amended by executive order.

```
(cf. 6159 - Individualized Education Program)
(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)
```

Grading

For each grading period, student progress shall be reported in accordance with BP/AR 5121 - Grades/Evaluation of Student Achievement. However, in the event that school campuses are closed for an extended period of time during any grading period, the Board may, upon recommendation by the Superintendent or designee, adopt one or more alternative grading policies which may vary by grade level or type of course. Options for such grading include, but are not limited to:

- Assignment of final grades based on the student's grades when the campus shutdown occurred, with opportunities to increase the final grade based on progress through distance learning or other assignments and assessments
- Assignment of pass/no pass grades for all courses

 Grading based on students' understanding of applicable course content through assessments, projects, portfolios, or other appropriate means

(cf. 5121 - Grades/Evaluation of Student Achievement)

Health Screening of Students

To the extent feasible, students shall be screened for COVID-19 symptoms before boarding a school bus and/or upon arrival at school each day. The Superintendent or designee shall work with local health officials to determine the appropriate means of screening, which may include temperature checks with a no-touch thermometer or health screenings.

If the screening indicates a fever or other COVID-19 symptoms, or if the student exhibits symptoms at any time during the school day, the student shall be placed in a supervised isolation area until the student's parent/guardian is contacted and the student can be transported home or to a health care facility. School staff may provide the parent/guardian with referrals to school or community health centers for further testing. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff. (Education Code 49450)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

Student Absence and Attendance

The Board recognizes that COVID-19 will continue to impact the attendance of students following the reopening of school campuses. The Superintendent or designee shall notify students and parents/guardians of expectations regarding school attendance. Such notification shall direct any student who contracts the virus or lives with someone who has been diagnosed with COVID-19 to stay home in accordance with state and local health directives so as to curtail the spread of the disease.

Students who are infected with COVID-19 shall be excluded from on-campus instruction for 10 days from the date of the positive test or onset of symptoms, unless a medical provider states in writing that the student is no longer contagious. (Education Code 49451; Health and Safety Code 120230; 5 CCR 202)

Students who are identified as being in a high-risk population for serious complications from COVID-19 because of a medical condition may request assessment and accommodations under Section 504 and/or an alternative instructional method that allows the student to continue receiving instruction off campus.

When a student is absent, the student's parent/guardian shall notify the school of the reason for the absence. A physician's verification of a student's illness or quarantine may be submitted, but is not required.

(cf. 5113 - Absences and Excuses)

If a student would otherwise be required to attend on-campus instruction but is kept home by the parents/guardians due to concerns for the welfare of their child, the principal or designee shall work with the student and parent/guardian to find alternative means of instruction, which may include distance or blended learning, independent study, printed class assignments, or other reasonable means.

(cf. 6154 - Homework/Makeup Work)

The Superintendent or designee shall maintain enrollment and student attendance data, including the participation of students in distance learning, and shall report data in accordance with state requirements.

The district employee designated as the attendance supervisor pursuant to Education Code 48240 shall track patterns of student absence throughout the district and regularly report such information to the Superintendent. When a student who is participating in distance learning repeatedly fails to check in with the teacher when required, the teacher and/or attendance supervisor shall attempt to contact the student or parent/guardian to resolve the issues leading to the absence.

(cf. 5113.1 - Chronic Absence and Truancy) (cf. 5113.11 - Attendance Supervision)

Physical Distancing

In order to maintain a campus environment that allows for physical distancing, the district shall assess the capacity of school facilities, including classrooms, cafeterias, multi-purpose rooms, gyms, and outdoor areas, and determine the means by which the facilities can best be utilized considering space and time alternatives. To the extent reasonably possible, the district may:

- Within classrooms, space desks at least six feet apart and position them in a way that limits students facing each other
- Stagger students in areas of high traffic, such as when students are using lockers, lining up for class, or passing between classes to ensure physical distancing
- Mark six-foot boundaries within classrooms, common areas, outdoor spaces, and places
 where students are likely to gather so that students and staff are more readily aware of
 and can more easily abide by physical distancing requirements

- 4. Utilize restroom stalls and sinks in a manner that allows for physical distancing, such as limiting the number of students and/or staff who may use the restroom at a time, blocking off every other stall, urinal, or sink from use if they are without barriers, and/or marking six-foot physical distancing boundaries.
- Minimize the mixing of students from different classrooms in common spaces, such as in cafeterias and libraries
- Conduct recess and physical education classes in a manner that allows for physical distancing and minimizes the use of physical education equipment unless it is cleaned after student use.
- Assess the capacity of school buses and develop a plan for bus routes and bus seating consistent with physical distancing objectives

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(cf. 3540 - Transportation)
(cf. 3543 - Transportation Safety and Emergencies)
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 Encourage students to walk, bicycle, or travel by private vehicle to reduce the number of students traveling on school buses. Schools may provide designated areas with proper distancing for bicycles to be stored during the school day, and may mark spaces for private vehicle drop-off and pick-up zones.

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(cf. 5142.2 - Safe Routes to School Program)
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Large gatherings, such as assemblies, rallies, field trips, extracurricular activities, and athletic events, shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may grant an exception if an activity can be arranged to take place in phases or per class, or modified in a manner that would keep participants from violating physical distancing recommendations. When deciding whether an activity may resume, the Superintendent or designee may consider the size of the group that participates, the extent to which the students and other attendees have physical contact, whether the activity can be modified to avoid physical contact, if shared equipment is required for the activity, and if physical distancing can be maintained.

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(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6153 - School-Sponsored Trips)
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Personal Protective Equipment and Hygiene Practices

The Board encourages students, staff, and visitors to wear PPE while on school campuses or school buses, especially in high-traffic areas and/or when physical distancing is not possible. If the use of PPE in schools is required by state or local health officials, the district shall provide PPE to students and staff who do not bring their own personal PPE. Students and staff shall be

provided instruction in the proper use, removal, disposal, and cleaning of PPE.

Face coverings shall not be required for children younger than two years, or for anyone who has trouble breathing or is incapacitated or otherwise unable to remove the covering without assistance. Reasonable accommodations shall be made for anyone who is unable to wear a face covering for medical reasons. An alternative may be a face shield with chin guard.

The Board also encourages students and staff to practice good hygiene, such as appropriate covering of coughs and sneezes and regular hand washing of at least 20 seconds, including before eating and after blowing one's nose, coughing, or sneezing. The district shall provide adequate time and opportunity for students to wash hands, and shall make hand sanitizer available in areas where handwashing is less accessible. Signage regarding healthy hygiene practices and how to stop the spread of COVID-19 may be posted in and around school facilities.

Sanitization of Facilities and Equipment

School facilities, school buses, and shared equipment such as desks, tables, sports/playground equipment, computers, door handles, light switches, and other frequently used equipment and supplies shall be cleaned and disinfected daily with appropriate cleaning agents. Disinfectants and cleaning agents shall be stored properly and in a manner not accessible to students.

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(cf. 3510 - Green School Operations)
(cf. 3514.1 - Hazardous Substances)
(cf. 4157/4257/4357 - Employee Safety)
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The Superintendent or designee shall ensure that ventilation systems are operating properly and that air flow and ventilation within district facilities is increased, to the extent possible, by opening windows and doors and using fans and air conditioning. Garbage shall be removed daily and disposed of safely.

Food Services

The Superintendent or designee shall ensure that students have access to clean drinking water other than through a drinking fountain, and food which is procured, stored, and served in a manner that reduces the likelihood of COVID-19 transmission and follows state and national guidelines for nutrition.

(cf. 3550 - Food Service/Child Nutrition Program)

For meals that are consumed on school grounds, the Superintendent or designee shall ensure that students will be able to maintain proper physical distancing while eating. In order to do so, the Superintendent or designee may consider the consumption of meals in classrooms, gyms, the outdoors, and/or other district grounds. Students will be reminded not to share lunches, drinks or utensils.

Meal service shall also be available to students participating in distance learning, which may include and/or entirely consist of a "grab and go" service or delivery.

Due to the changing financial circumstances of many families as a result of COVID-19, the Superintendent or designee shall regularly provide information to students and parents/guardians regarding the free and reduced-price meal program, eligibility, and how to apply for the program.

(cf. 3553 - Free and Reduced Price Meals)

Staff

Prior to reopening campuses, the Superintendent or designee shall review staff assignments and, upon request, may reassign employees to reduce exposure to the virus, especially for high-risk staff. When feasible for the position, employees may be granted a remote work assignment.

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(cf. 4030 - Nondiscrimination in Employment)
(cf. 4113 - Assignment)
(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)
(cf. 4113.5/4213.5/4313.5 - Working Remotely)
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In the event that employees are unable to perform their duties due to partial or full closure of campuses, the Board shall compensate employees as permitted by law.

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(cf. 4151/4251/4351 - Employee Compensation)
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Any employee who contracts the virus, shows symptoms of possible infection, or is caring for someone who has been diagnosed with the virus shall self-quarantine for the period of time recommended by health authorities in order to prevent the spread of the disease to students or other staff.

An employee may use personal illness and injury leave and/or family care and medical leave, as applicable, if the employee is unable to work or telework because the employee is ill or needs to take care of a spouse, parent/guardian, or child with COVID-19 or other serious health condition. (Education Code 44978, 45191; Government Code 12945.1-12945.2; Labor Code 245-249; 29 USC 2601-2654)

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(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)
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Until December 31, 2020, an eligible employee may take paid sick leave for up to 80 hours, or the number of hours that a part-time employee works on average over a two-week period, if the employee is unable to work or telework because the employee is: (29 USC 2601)

Subject to a federal, state, or local quarantine or isolation order related to COVID-19

- Advised by a health care provider to self-quarantine due to concerns related to COVID-
- Experiencing symptoms of COVID-19 and seeking a medical diagnosis
- Caring for an individual who is subject to a federal, state, or local quarantine or isolation order or has been advised by a health care provider to self-quarantine
- Caring for the employee's child whose school or child care provider is closed or unavailable for reasons related to COVID-19
- Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services

Employees shall be paid their regular rate of pay for leave taken pursuant to items #1-3 above, or two-thirds their regular rate of pay for leave taken pursuant to items #4-6 above, within the limits specified in law. (29 USC 2601)

For the purpose specified in item #5 above, eligible employees who have been employed by the district for at least 30 calendar days shall be granted extended leave for up to 12 work weeks upon request. The first 10 days of such leave shall be unpaid unless the employee uses accrued vacation leave, personal leave, sick leave, or paid sick leave granted pursuant to 29 USC 2601. After the first 10 days, the district shall pay not less than two-thirds of the employee's regular pay for the number of hours per week the employee normally works, with a maximum of \$200 per day and \$10,000 for the total period. Eligibility for extended leave for this purpose is subject to the employee's eligibility for leave pursuant to the Family and Medical Leave Act. (29 USC 2601, 2620)

The district shall post, in conspicuous places where employee notices are customarily posted, a notice prepared by the U.S. Department of Labor regarding the requirements of 29 USC 2601 and 2620. (29 USC 2601)

Follow-Up with Infected Persons/Contact Tracing

The Superintendent or designee shall work with county health officials to track confirmed cases of students and staff with COVID-19, including, but not limited to, following up with students, their parents/guardians, and staff who exhibit symptoms while at school and those who report an absence or miss work due to illness. The Superintendent or designee shall report confirmed cases to local health authorities.

If a student, family member of a student, or staff member has tested positive for COVID-19, the school principal shall facilitate contact-tracing to identify potentially exposed individuals and ask them to self-quarantine, which may include not participating in on-campus instruction. While maintaining the privacy of the infected person, the district shall inform other students and staff with whom the infected person may have had contact in school.

BP 0470(k)

Philosophy, Goals, Objectives and Comprehensive Plans

Nondiscrimination

The Board prohibits discrimination based on actual or perceived medical condition or disability status. (Government Code 11135)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff. (Education Code 49450)

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

The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on COVID status, exposure, or high-risk status.

(cf. 1312.3 - Uniform Complaint Procedures) (cf. 5131.2 - Bullying) (cf. 5145.3 - Nondiscrimination/Harassment)

Community Relations

The Superintendent or designee shall use a variety of methods to regularly communicate with students, parents/guardians, and the community regarding district operations, school schedules, and steps the district is taking to promote the health and safety of students. In addition, the members of the Board have a responsibility as community leaders to communicate matters of public interest in a manner that is consistent with Board policies and bylaws regarding public statements.

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(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 9010 - Public Statements)
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The district shall continue to collaborate with local health officials and agencies, community organizations, and other stakeholders to ensure that district operations reflect current recommendations and best practices for keeping students, staff, and visitors safe during the COVID-19 state of emergency. The Superintendent or designee shall keep informed about resources and services available in the community to assist students and families in need.

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(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)
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While the Board recognizes the rights of parents/guardians to participate in the education of their

children and the critical importance of parental involvement in the educational process, all visitors and volunteers are encouraged to respect guidelines regarding physical distancing and large gatherings. School visitors and volunteers shall be limited in number and expected to observe all district protocols for COVID-19. The Superintendent or designee may place signage around the school advising that visitors and volunteers may be required to use PPE while on school sites and interacting with school personnel, and may keep a supply of such equipment available for their use.

(cf. 1240 - Volunteer Assistance)
(cf. 1250 - Visitors/Outsiders)

Use of school facilities by persons or organizations for community purposes involving large gatherings shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may only grant an exception if the number of participants in the activity will be limited and the person or organization follows the processes and protocols established by the district to minimize the health risks associated with COVID-19.

(cf. 1330 - Use of School Facilities)

Potential Reclosure of Campus

The district shall monitor student and staff absences and data provided by local health officials to determine if there is a risk of resurgence of COVID-19 and a need to reclose school campuses for the protection of students, staff, and the community. The Superintendent or designee shall develop plans and procedures for alternative methods of operations to the extent possible in the event that reclosure becomes necessary.

If any person diagnosed with COVID-19 is known to have been in district building(s), the Superintendent or designee shall immediately determine a course of action. The area of the building or room should be closed until cleaning and disinfecting can be completed. If necessary, the district can consult with local health officials to determine if any other actions are recommended.

If local health officials report that there has been no community transmission of COVID-19, or minimal to moderate transmission in the community, school campuses may not necessarily be closed, but the district shall continue to take all preventative measures described in this policy.

If local health officials report substantial community transmission of COVID-19, campus closures of more than two weeks may be necessary, and the Superintendent or designee shall cancel group activities and events during that period. Campuses shall not reopen until recommended by local health officials.

Legal Reference: EDUCATION CODE

44978 Sick leave for certificated employees

45191 Leave of absence for illness and injury, classified employees

48205 Excused absences

48213 Prior parent notification of exclusion; exemption

48240 Supervisors of attendance

49451 Exemption from physical exam; exclusion from attendance

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12945.1-12945.2 California Family Rights Act

HEALTH AND SAFETY CODE

120230 Exclusion from attendance

LABOR CODE

245-249 Healthy Workplaces, Healthy Families Act of 2014

CODE OF REGULATIONS, TITLE 2

11087-11098 California Family Rights Act

CODE OF REGULATIONS, TITLE 5

202 Exclusion from attendance

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act of 1993, as amended, especially:

2601 Paid sick leave

2620 Public health emergency leave

UNITED STATES CODE, TITLE 42

1760 Note National School Lunch program waivers addressing COVID-19

CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.702 Family and Medical Leave Act of 1993

Management Resources:

CSBA PUBLICATIONS

Sample School Board Resolution on Grading During Emergency School Closures

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

FAQs for 2019 Novel Coronavirus

FAOs on Grading and Graduation Requirements

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

CDPH Guidance for the Prevention of COVID-19 Transmission for Gathering, March 16, 2020

School Guidance on Novel Coronavirus or COVID-19, March 7, 2020

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Considerations for Schools, rev. May 19, 2020

Interim Guidance for Schools and Day Camps, May 2020

Interim Guidance for Administrators of U.S. K-12 Schools and Child Care Programs to Plan.

Prepare, and Respond to Coronavirus Disease 2019 (COVID-19), March 25, 2020

OFFICE OF THE GOVERNOR PUBLICATIONS

Executive Order N-30-20, March 17, 2020

Executive Order N-26-20, March 13, 2020

BP 0470(n)

Philosophy, Goals, Objectives and Comprehensive Plans

OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS

Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations, Memorandum M-20-17, March 19, 2020

U.S. DEPARTMENT OF LABOR POSTERS

Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave Under the

Families First Coronavirus Response Act

WEB SITES

CSBA: http://www.csba.org

California Department of Education: http://www.cde.ca.gov California Department of Public Health: http://www.cdph.ca.gov

Centers for Disease Control and Prevention: http://www.cdc.gov/coronavirus/2019-ncov

Office of the Governor: http://www.gov.ca.gov

Office of Management and Budget: http://www.whitehouse.gov/omb

U.S. Department of Labor: http://www.dol.gov World Health Organization: http://www.who.int

Adopted: COMPTON UNIFIED SCHOOL DISTRICT

Compton, California August 11, 2020

All Personnel

Board Policy

Unauthorized Release Of Confidential/Privileged Information

BP 4119.23

Personnel

The Board of Trustees recognizes the importance of keeping confidential information confidential. Staff shall maintain the confidentiality of information acquired in the course of their employment. Confidential/privileged information shall be released only to the extent authorized by law.

Disclosure of Closed Session Information

An employee shall not disclose confidential information acquired by being present during a closed session to a person not entitled to receive such information, unless the Board authorizes disclosure of that information. (Government Code 54963)

Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session. (Government Code 54963)

(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)

An employee who willfully discloses confidential information acquired during a closed session may be subject to disciplinary action if he/she has received training or notice as to the requirements of this policy. (Government Code 54963)

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

The district shall not take disciplinary action against any employee for disclosing confidential information acquired in a closed session, nor shall the disclosure be considered a violation of the law or Board policy, when the employee is: (Government Code 54963)

 Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action

Disclosing information that is not confidential

Other Disclosures

An employee who willfully releases confidential/privileged information about the district, students or staff shall be subject to disciplinary action.

No employee shall disclose confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the employee.

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(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 6164.2 - Guidance/Counseling Services)
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Any action by an employee which inadvertently or carelessly results in release of confidential/privileged information shall be recorded, and the record shall be placed in the employee's personnel file. Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35146 Closed sessions

35160 Authority of governing boards

44031 Personnel file contents and inspection

44932 Grounds for dismissal of permanent employees

44933 Other grounds for dismissal

45113 Rules and regulations for classified service

49060-49079 Pupil records

GOVERNMENT CODE

1098 Public officials and employees: confidential information

6250-6270 Inspection of public records

54950-54963 Brown Act

UNITED STATES CODE, TITLE 20

1232g Family Education Rights and Privacy Act

Management Resources:

WEB SITES

CSBA: http://www.csba.org

Board Policy

Political Activities Of Employees

BP 4119.25

Personnel

The Board of Trustees respects the right of school employees to engage in political discussions and activities on their own time and at their own expense. On such occasions, employees shall make it clear that they are acting as individuals and not as representatives of the district.

(cf. 1160 - Political Processes)

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

(cf. 1330 - Use of School Facilities)

Employees shall refrain from prohibited activities identified in law and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.

(cf. 1325 - Advertising and Promotion)

(cf. 4118 - Suspension/Disciplinary Action)

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

Legal Reference:

EDUCATION CODE

7050-7057 Political activities of school officers and employees

38130-38139 Civic Center Act

51520 Prohibited solicitations on school premises

GOVERNMENT CODE

3543.1 Rights of employee organizations

COURT DECISIONS

Downs v. Los Angeles Unified School District, (9th Cir. 2000) 228 F.3d 1003

California Teachers Association v. Governing Board of San Diego Unified School District, (1996) 45 Cal.App. 4th 1383

L.A. Teachers Union v. L.A. City Board of Education, (1969) 71 Cal.2d 551

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Attv.Gen. 106 (2001)

84 Ops.Cal.Atty.Gen. 52 (2001)

77 Ops.Cal.Attv.Gen. 56 (1994)

PERB RULINGS

California Federation of Teachers, Local 1931 v. San Diego Community College District (2001) PERB Order #1467 (26 PERC 33014)

Administrative Regulation

Political Activities Of Employees

AR 4119.25

Personnel

District employees shall not:

 Use district funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to The Board of Trustees (Education Code 7054)

(cf. 1160 - Political Processes)

- During working hours and on district property, solicit or receive any political funds or contributions to promote the passage or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service or other working conditions (Education Code 7056)
- During working hours and on district property, solicit or receive any political funds or contributions to promote the passage or defeat of other types of ballot measures
- Use district time to urge the passage or defeat of any ballot measure or candidate
- Use district equipment for the preparation or reproduction of political campaign materials, even if the district is reimbursed

(cf. 3512 - Equipment)

- Post or distribute political campaign materials on district property
- Disseminate political campaign materials through the district's mail service, e-mail or staff mailboxes

(cf. 4040 - Employee Use of Technology)

- Use students to write, address or distribute political campaign materials
- Present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of opposing views

(cf. 6144 - Controversial Issues)

 Wear buttons or articles of clothing that express political opinions on ballot measures or candidates during instructional time However, teachers shall not be prohibited from wearing political buttons during noninstructional time, such as Back-to-School Night.

Nothing in Board policy or administrative regulation shall be construed to prevent employees from soliciting or receiving funds or contributions for political purposes during nonworking time, including before and after school, the lunch period or other scheduled work

Employee Organizations

Employee organizations may use district mailboxes and other means to communicate with employees, subject to reasonable regulation. Employee organizations may have access at reasonable times to areas in which employees work; may use institutional bulletin boards, mailboxes, and other means of communication and may use district facilities at reasonable times for the purpose of meetings. (Government Code 3543.1)

October 27, 2015

However, employee organizations shall not use district funds, services, supplies or equipment, such as the district mail system, to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054)

(cf. 4140/4240/4340 - Bargaining Units)

Access to district communication channels shall be limited in cases where such access would be disruptive to district operations.

In the event of a concerted action or work stoppage, political activities by employee organizations and individual employees shall be restricted to peaceful informational picketing and other activities allowed by law.

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

Regulation: COMPTON UNIFIED SCHOOL DISTRICT Approved: November 24, 2015Compton, California

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 blood-borne 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 - School Health 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 COMPTON UNIFIED SCHOOL DISTRICT Approved: November 24, 2015 Compton, California

Certificated Personnel

Board Policy

Temporary/Substitute Personnel

BP 4121

Personnel

The Board of Trustees recognizes that substitute and temporary personnel perform an essential role in promoting student achievement and desires to employ highly qualified, appropriately credentialed employees to fill such positions.

(cf. 4112.2 - Certification)

Hiring

The Superintendent or designee shall recommend candidates for substitute or temporary positions, and shall ensure that all substitute and temporary employees are assigned in accordance with law and the authorizations specified in their credential.

(cf. 4113 - Assignment)

Substitute personnel may be employed on an on-call, day-to-day basis.

In addition, after September 1 of any school year, the Board may employ substitute personnel for the remainder of the school year for positions for which no regular employee is available. The district shall first demonstrate to the Commission on Teacher Credentialing the inability to acquire the services of a qualified regular employee. (Education Code 44917)

(cf. 4117.14/4317.14 - Postretirement Employment)

Permanent or probationary certificated employees who were laid off pursuant to Education Code 44955 and who have a preferred right of reappointment shall be given priority for substitute service in the order of their original employment. (Education Code 44956, 44957)

(cf. 4117.3 - Personnel Reduction)

Classification

At the time of initial employment and each July thereafter, the Board shall classify substitute and temporary employees as such. (Education Code 44915, 44916)

The Board may classify as substitute personnel a teacher hired to fill the position of a regularly employed person who is absent from service. (Education Code 44917)

The Board may classify as a temporary employee a teacher who is employed for at least one

semester and up to one complete school year based on the need for additional certificated employees when regular employees are absent due to leaves or long-term illness. Any person whose service begins in the second semester and before March 15 may be classified as a temporary employee even if employed for less than a semester. The Board shall determine the number of persons who shall be so employed, which shall not exceed the identified need based on the absence of regular employees. (Education Code 44920)

The Board also shall classify as temporary employees those certificated persons, other than substitute employees, who are employed to:

- Serve from day-to-day during the first three months of any school term to teach temporary classes which shall not exist after that time, or perform any other duties which do not last longer than the first three months of any school term (Education Code 44919)
- Teach in special day and evening classes for adults or in schools of migratory population for not more than four months of any school term (Education Code 44919)
- Serve in a limited assignment supervising student athletic activities provided such assignments have first been made available to teachers presently employed in the district (Education Code 44919)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

- Serve in a position for a period not to exceed 20 working days in order to prevent the stoppage of district business during an emergency when persons are not immediately available for probationary classification (Education Code 44919)
- Serve only for the first semester because the district expects a reduction in student enrollment during the second semester due to midyear graduations (Education Code 44921)

For purposes of classifying employees pursuant to item #1 or 2 above, the school year shall not be divided into more than two school terms. (Education Code 44919)

Any employee hired to provide services in a categorically funded program or project may be employed for a period less than a full school year. He/she may be classified as a temporary employee if the period of employment will end at the expiration of that program or project. (Education Code 44909)

Salary and Benefits

The Board shall adopt and make public a salary schedule setting the daily or pay period rate(s) for substitute employees for all categories or classes of certificated employees of the district. (Education Code 44977, 45030)

Release from Employment/Dismissal

The Board may dismiss a substitute employee at any time at its discretion. (Education Code 44953)

The Board may release a temporary employee at its discretion if the employee has served less than 75 percent of the number of days the regular schools of the district are maintained. After serving 75 percent of the number of days that district schools are maintained during one school year, a temporary employee may be released as long as he/she is notified, before the last day of June, of the district's decision not to reelect him/her for the following school year. (Education Code 37200, 44954)

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

Legal Reference:

EDUCATION CODE

- 22455.5 Provision of retirement plan information to potential members
- 22515 Irrevocable election to join retirement plan
- 37200 School calendar
- 44252.5 State basic skills assessment required for certificated personnel
- 44300 Emergency teaching or specialist permits
- 44830 Employment of certificated persons; requirements of proficiency in basic skills
- 44839.5 Employment of retirant
- 44845 Date of employment
- 44846 Criteria for reemployment preferences
- 44909 Employees providing services through categorically funded programs
- 44914 Substitute and probationary employment computation for classification as permanent employee
- 44915 Classification of probationary employees
- 44916 Time of classification; statement of employment status
- 44917 Classification of substitute employees
- 44918 Substitute or temporary employee deemed probationary employee; reemployment rights
- 44919 Classification of temporary employees
- 44920 Employment of certain temporary employees; classifications
- 44921 Employment of temporary employees; reemployment rights (unified and high school districts)
- 44953 Dismissal of substitute employees
- 44954 Release of temporary employees
- 44955 Layoff of permanent and probationary employees
- 44956 Rights of laid-off permanent employees to substitute positions
- 44957 Rights of laid-off probationary employees to substitute positions
- 44977 Salary schedule for substitute employees
- 45030 Substitutes
- 45041 Computation of salary
- 45042 Alternative method of computation for less than one school year
- 45043 Compensation for employment beginning in the second semester

56060-56063 Substitute teachers in special education

GOVERNMENT CODE

3540.1 Educational Employment Relations Act, definitions

CODE OF REGULATIONS, TITLE 5

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

5503 Physical examination for employment of retired persons

5590 Temporary athletic team coach

80025-80025.5 Emergency substitute teaching permits

COURT DECISIONS

McIntyre v. Sonoma Valley Unified School District (2012) 206 Cal. App. 4th 170

Stockton Teachers Association CTA/NEA v. Stockton Unified School District (2012) 204 Cal.App.4th 446

Neily v. Manhattan Beach Unified School District, (2011) 192 Cal. App. 4th 187

California Teachers Association v. Vallejo City Unified School District, (2007) 149 Cal.App.4th

Bakersfield Elementary Teachers Assn. v. Bakersfield City School District, (2006) 145

Cal.App.4th 1260, 1277

Kavanaugh v. West Sonoma Union High School District, (2003) 29 Cal.4th 911

Management Resources:

WEB SITES

CSBA: http://www.csba.org

Commission on Teacher Credentialing: http://www.ctc.ca.gov

Policy: COMPTON UNIFIED SCHOOL DISTRICT

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