

CLASSIFIED EMPLOYEE HANDBOOK



Redlands Unified School District
20 W. Lugonia Avenue
Redlands, CA 92374
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TABLE OF CONTENTS

| | |
|--|----|
| District Organization..... | 2 |
| Superintendent’s Message..... | 3 |
| Welcome – Assistant Superintendent, Human Resources..... | 4 |
| Affirmative Action/Discrimination Complaint Process..... | 5 |
| Public Relations..... | 5 |
| Uniform Complaint Procedures..... | 5 |
| Preemployment Physical Examination..... | 12 |
| Fingerprinting Requirement..... | 13 |
| Notification of Employment..... | 13 |
| TB Clearance Report | 12 |
| Salary..... | 13 |
| Longevity Increments..... | 13 |
| Shift Differential..... | 13 |
| Holidays..... | 14 |
| Professional Growth..... | 14 |
| Health and Welfare Benefits..... | 14 |
| Vacation Entitlement..... | 14 |
| Probationary Period..... | 14 |
| Promotional Opportunities..... | 14 |
| Overtime..... | 15 |
| Hours of Work..... | 15 |
| Lunch and Rest Periods..... | 15 |
| Transfer and Reassignment..... | 15 |
| Attendance..... | 15 |
| Keys..... | 16 |
| Performance Evaluations..... | 16 |
| Personnel File..... | 16 |
| Security..... | 16 |
| Safety..... | 16 |
| Workers’ Compensation..... | 16 |
| Auto Mileage Allowance..... | 17 |
| Telephones..... | 17 |
| Change of Address/Status..... | 17 |
| Federal Social Security..... | 17 |
| Retirement..... | 17 |
| Resignation..... | 18 |
| Disciplinary Action | 18 |
| Layoff..... | 19 |
| Reemployment..... | 19 |
| Unemployment Insurance..... | 19 |
| Employee Notifications..... | 19 |
| Working Conditions..... | 19 |

REDLANDS UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

PATTY HOLOHAN

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Superintendent of Schools

SABINE ROBERTSON-PHILLIPS
Assistant Superintendent, Human Resources

KENNETH WAGNER
Assistant Superintendent, Educational Services

JASON HILL
Assistant Superintendent, Business Services

PERSONNEL TECHNICIAN – CLASSIFIED

Ashley Palmer

TO ALL CLASSIFIED EMPLOYEES

Welcome to the Redlands Unified School District! Together, our classified, certificated, and management team members provide education and services for more than 21,000 students attending our schools. By joining the classified employee ranks, you have become a vital and important component to our students' success.

Your contribution is vital to the educational success of the students attending Redlands Unified School District. This booklet is designed to provide you information on important policies and procedures to assist you as you work within our District. Please take time to review this booklet and discuss any questions you may have with your immediate supervisor.

Again, congratulations on your selection as an employee of the Redlands Unified School District, and welcome to our Team!

A handwritten signature in cursive script that reads "Mauricio V. Arellano".

MAURICIO ARELLANO
Superintendent of Schools

WELCOME TO THE REDLANDS UNIFIED SCHOOL DISTRICT!

Our heartiest congratulations on your selection as a member of our District team. As a part of the Redlands Unified School District you will have an opportunity to make a significant contribution to the District's educational program. The job you will perform is important to the success of our students' education and well-being.

We hope this booklet will assist you in becoming acquainted with our school district, and some of the regulations and procedures which affect you directly.

Your immediate supervisor will be working with you to help you become knowledgeable regarding your new responsibilities. We are confident that you will find your position in our District both challenging and exciting.

YOU ARE A VALUED EMPLOYEE.



Sabine Robertson-Phillips
Assistant Superintendent, Human Resources

GENERAL

THE SCHOOL DISTRICT EXPECTS, you to be a loyal, productive worker carrying your full share of the load; to be conscientious in attendance, dependable and courteous; to perform a full day’s work for a full day’s pay; and to act in such a way that you will do your part in maintaining the respect of the community for those working in the public schools.

THE IMPORTANCE OF PUBLIC RELATIONS cannot be sufficiently emphasized. Thousands of children, parents, faculty members, and visitors will pass through our offices, classrooms, and facilities each year.

YOUR voice on the telephone, or YOUR personal greeting as they come to you for information or assistance, will give them a very definite impression of our school district.

Let us make it a FAVORABLE first impression to pave the way for future cordial relationships, keeping the channels of communication open and friendly by being prompt, cheerful, helpful, and efficient in all our contacts with children, parents, and co-workers.

- Look Pleasant
- Sound Pleasant
- Be Pleasant

It doesn’t take a second longer! A positive image is a high priority in our District!

COLLECTIVE BARGAINING

All classified employees, except confidential, management, and substitutes, are represented by Redlands Education Support Professionals Association Collective Bargaining Unit. The Bargaining Unit negotiates its own contract with the District covering employees’ salaries, benefits, and working conditions. The contract may be found on the District website at www.redlandsusd.net. Be certain that you study the contract since it covers many of the conditions that directly affect your employment with the District.

RUSD AFFIRMATIVE ACTION

The Redlands Unified School District has a Board adopted affirmative action plan for increased employment opportunities for ethnic minorities, women, and men in areas of underrepresentation/underutilization.

POLICY ON UNIFORM COMPLAINT PROCEDURES

(BP/AR 1312.3 – Uniform Complaint Procedures)

The Governing Board recognizes that the District has the primary responsibility to ensure compliance with applicable State and Federal laws and regulations governing educational programs. The District shall investigate any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying and shall seek to resolve those complaints in accordance with the District's uniform complaint procedures.

The District shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of sex, sexual orientation, gender, gender identity or expression, genetic information, ethnic group identification, race or ethnicity, ancestry, nationality, national origin, religion, marital or parental status, color, mental or physical disability, or age; or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures shall also be used to address any complaint alleging the District's failure to comply with the prohibition against requiring pupils to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and State and/or Federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, childcare and development programs, child nutrition programs, and special education programs.

All complaints shall be investigated and resolved within sixty (60) calendar days of the District's receipt of the complaint. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

The District's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, teacher vacancies and misassignments, and deficiency in the District's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

In investigating complaints, the confidentiality of the parties involved, and the integrity of the process, shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

The Board prohibits retaliation in any form against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades or work assignments of the complainant.

I. Compliance Officer(s)

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

Assistant Superintendent, Educational Services
Executive Director, Special Services
Director, Secondary Education
Director, Elementary Education
Director, Student Services
Director, English Learners & Parent Engagement
Director, Instructional Technology & Accountability
Director, Accountability, Staff Dev. & School Improvement

II. Notifications

The Superintendent or designee shall annually provide written notification of the District's uniform complaint procedures 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, 49013)

The District's uniform complaint procedures policy and administrative regulation shall be posted in all District schools and offices, including staff lounges and student government meeting rooms. If fifteen (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 uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

III. Filing of Complaint

Any individual, public agency, or organization may file a written complaint of the District's alleged noncompliance with Federal or State laws or regulations governing educational programs.

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying 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 discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, the Superintendent or designee, at the complainant's written request, may extend the filing period for up to ninety (90) days.

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if

the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code 49013)

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.

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)

IV. Investigation of Complaint

Within ten (10) calendar days of receiving the complaint, the compliance officer shall provide an opportunity for the complainant and/or his/her representative to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

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.

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.

V. Response

Within thirty (30) calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the sixty (60)-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within sixty (60) calendar days of the District's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant.

VI. *Final Written Decision*

The District's decision shall be in writing and sent to the complainant.

The District's decision shall be written in English and, when required by Education Code 48985, in the primary language of the complainant.

For all complaints, the decision shall include:

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the District's decision within fifteen (15) calendar days to the CDE, and procedures to be followed for initiating such an appeal.

In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaint based on State law shall include a notice that the complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the District shall provide a remedy to all affected students and parents/ guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them. (Education Code 49013)

VII. *Appeals to the California Department of Education*

If dissatisfied with the District's decision, the complainant may appeal in writing to the CDE. (Education Code 49013)

The complainant shall file his/her appeal within fifteen (15) calendar days of receiving the District's decision and the appeal shall specify the basis for the appeal of the District's 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.

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:

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

The CDE may directly intervene in a complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 exists, including cases where the District has not taken action within sixty (60) calendar days of the date the complaint was filed with the district.

VIII. Civil Law Remedies

A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private-interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging discrimination, harassment, intimidation, and bullying based on State law, a complainant shall wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the District has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on Federal law. (Education Code 262.3)

COMPLAINTS OTHER THAN UNIFORM COMPLAINT PROCEDURE MATTERS

(BP/AR 4013 – Complaints Concerning District Personnel-Public Complaint Procedure)

(BP/AR 4144, 4244, 4344 – Complaints)

It is the intent of the Redlands Unified School District's Board of Education to provide for informal resolution of conflicts and complaints. The Board expects that employees and supervisors will make every effort to resolve employee complaints and disagreements informally before resorting to formal complaint procedures.

POLICY ON HARASSMENT/DISCRIMINATION

(BP/AR 4019.11 – Sexual Harassment)

(BP/AR 4029 – Non-Discrimination)

The Redlands Unified School District is committed to offering employment opportunity based on ability and performance in a productive climate free of discrimination. Accordingly, unlawful harassment or discrimination by employees will not be tolerated. In addition, the District will

endeavor to protect employees, to the extent possible, from reported unlawful harassment by non-employees in the workplace.

- I. The conditions of employment in the District, including wages, hours, terms and benefits, shall be applied without regard to race, color, ancestry, religious creed, national origin, physical handicap (including HIV and AIDS), medical condition (cancer), sex, age or marital status. Employees shall observe all laws, policies and regulations prohibiting discrimination or harassment.

District shall not unlawfully discriminate against employees or job applicants on the basis of race, color, ancestry, religious creed, national origin, physical handicap (including HIV and AIDS), mental disability, medical condition (cancer), sex, age or marital status.

Equal opportunity shall be provided to employees and applicants in all aspects of personnel policy and practice. District shall not discriminate against handicapped persons who, with reasonable accommodation, can perform the essential functions of the job.

- II. Ethnic or racial slurs and other verbal or physical conduct relating to a person's race, color, ancestry, religious creed, national origin, physical handicap (including HIV and AIDS), mental disability, medical condition (cancer), sex, age or marital status, constitute harassment when they interfere with the person's work performance or create an intimidating work environment.
- III. Sexual harassment has been defined by Federal and State regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, display of derogatory posters, cartoons or drawings, and other verbal or physical conduct of a sexual nature when:
 - A. Submission to such conduct is either explicitly or implicitly made a term or condition of employment;
 - B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the person; or,
 - C. Such conduct has the purpose or effect of interfering with a person's work performance or creating an intimidating, hostile or offensive working environment.

Any employees who have knowledge of conduct by another employee, volunteer, or individual in the school community which may constitute sexual harassment of students are required to immediately report such conduct. In addition, any manager or supervisor who is aware of conduct in violation of this policy shall immediately report such conduct to a designated administrator.

Employees are hereby placed on notice that if they engage in acts which the District determines to be acts of sexual harassment, such acts are outside of the scope and course of their employment. Such conduct may result in the employee having to obtain his or

her own legal counsel, and sexual harassment or unlawful discrimination may result in a money judgment against the employee personally.

It is the purpose of these policies to ensure that all employees may file allegations of discrimination or sexual harassment without fear of retaliation. All allegations of discrimination or sexual harassment will be investigated in a timely and confidential manner.

IV. FEDERAL REGULATION, TITLE IX
Nondiscrimination on the Basis of Sex

The Redlands Unified School District maintains an operating policy of nondiscrimination on the basis of sex in its education programs and activities. Board of Education Policy 5145.3 can be found in the Principal's office.

REDLANDS UNIFIED SCHOOL DISTRICT TITLE IX – Assistant Superintendent,
Educational Services, 20 West Lugonia Avenue, Redlands, CA 92374. Phone (909)
307-5300

REDLANDS UNIFIED SCHOOL DISTRICT 504 COORDINATOR – Director, Student
Services, 20 West Lugonia Avenue, Redlands, CA 92374. Phone (909) 307-5300.

V. NONDISCRIMINATION POLICY (Federal Regulations, Title XI, Title IX, and Section
504 of the Rehabilitation Act of 1973)
(BP/AR 4029 – Non-Discrimination)

The Board of Education is committed to equal opportunity for all individuals in education and in employment and does not discriminate on the basis of sex, ethnic group classification, ancestry, religion, age, handicap or physical or mental disability, or any other unlawful consideration.

Allegations under Section 504 of the Rehabilitation Act of 1973 should be directed to the Director, Student Services, 20 West Lugonia Avenue, Redlands, CA 92374, phone (909) 307-5300.

PREEMPLOYMENT PHYSICAL EXAMINATION

In order to ensure that candidates placed in regular positions in the District are physically qualified, the District requires you to have a preemployment physical examination by a physician selected and paid for by the District. Failure to comply with this condition of your employment may jeopardize your appointment as an employee of the Redlands Unified School District.

TB CLEARANCE REPORT

The District requires that you submit to the Human Resources Office, prior to employment and every four (4) years thereafter, evidence by a chest x-ray, skin test, or TB Risk Assessment Questionnaire that you are free of tuberculosis. The Human Resources Office will provide you

with a form that will enable you to fulfill this requirement. The cost must be borne by the employee prior to employment, but the District will pay for subsequent tests. Failure to comply with this condition of employment will result in holding your salary warrant.

FINGERPRINTING REQUIREMENT

The Redlands Unified School District requests a records check of all prospective classified employees in order to ascertain whether the prospective employee has a criminal record. Every District employee is required to be fingerprinted and processed through the California Department of Justice. The Human Resources Office will provide you with the appropriate form to be submitted.

NOTIFICATION OF EMPLOYMENT

Upon your initial employment and upon each change in your classification thereafter, you will receive the following: Your job description, appropriate salary data, assignment of work location, hours of duty, and prescribed work week. The salary data will include your range and step.

SALARY

The salary range for each classification is uniform for all classified employees working for the Redlands Unified School District. Upon appointment to a position you will be placed on the appropriate step of the salary range for your classification. Prior to employment, previous experience or training may place you at an advanced step. Evidence of such experience must be provided for verification purposes to the Assistant Superintendent, Human Resources. According to Board Policy 4151/4251 you have one year to question your salary level placement. At the completion of your probationary service and upon reaching your first anniversary date you shall advance to the next step of your salary range. Following the completion of each year of service thereafter, you will receive your successive salary increments (increases) until you reach the top of your salary range.

The date of your first salary adjustment after completion of your probationary period is known as your anniversary date. This date is the first day of the month you were employed (or the first day of the following month) following the completion of one year of service with the District, less any periods deducted for Board approved unpaid leaves of absence.

LONGEVITY INCREMENTS

Additional salary is provided for recognition of employee length of service. You may refer to your bargaining unit contract *Article 6 – Pay and Allowances* for further information.

SHIFT DIFFERENTIAL

If you are permanently assigned to a position in which the entire work day falls from 4:00 p.m. through 8:00 a.m. you will receive shift differential compensation. Refer to *Article 10 – Hours of Employment and Overtime* in the bargaining unit contract.

VACATION ENTITLEMENT

You earn vacation leave with pay for each month of service. New employees earn vacation beginning with the first day of employment. See your bargaining unit contract *Article 17 – Vacation*. Your vacation schedule must be approved by your supervisor. He/She will attempt to approve vacation time suitable to you, but must also consider the needs of the work to be performed for the District.

HOLIDAYS

As a regular employee of the District you will be granted paid holidays as designated in the bargaining unit contract, under *Article 18 – Holidays*, and are notated on the Annual Work Year Calendar for Classified Personnel.

HEALTH AND WELFARE BENEFITS

The District provides Health and Welfare benefits to employees including medical, dental, vision, and health insurance. Refer to *Article 7 – Health and Welfare Benefits* of your bargaining unit contract. Enrollment in Health and Welfare benefits is not automatic. Be certain that you complete the online enrollment process and submit any required documentation to the Risk Management/Benefits Office. Contact the Risk Management/ Benefits Department, District Office, for assistance between 7:30 a.m. and 4:30 p.m., (909) 307-5300, extension 20502.

PROFESSIONAL GROWTH PROGRAM

The purpose of a Professional Growth Program is to improve the standard of service of the classified staff. Eligibility for participation in the Professional Growth Program is limited to all regular classified employees (Probationary and Permanent) who show satisfactory performance as indicated by evaluation reports. Refer to *Article 9 - Professional Growth* in the bargaining unit contract.

PROBATIONARY PERIOD

During the first six months of your employment you are a probationary employee. During this time, the District will be evaluating your overall fitness for the position. As a probationary employee, your employment may be terminated at the discretion of the District. If the District does not terminate your employment during the six months, you will become a permanent employee.

PROMOTIONAL OPPORTUNITIES

The District encourages you to strive for promotional advancement. Job opportunity announcements, which will inform you of District vacancies, are sent via District email.

Upon your promotion to a higher classification, you will be in probationary status for six (6) months in the new classification. This, however, does not affect your status as a permanent regular employee in the District.

TRANSFER AND REASSIGNMENT

If you are a permanent employee and have satisfactory performance in your present assignment, you may request an administrative transfer in the same classification. All administrative transfers or reassignment requests must be made in writing to the Assistant Superintendent of Human Resources and requires the same steps as does applying for an advertised vacancy. If you complete your written application during the four (4) day “District Only” advertising period, it will be reviewed prior to the vacancy being opened to outside applicants.

HOURS OF WORK

The daily time schedule for employees may vary according to the needs of the specific assignment and/or the department.

LUNCH AND REST PERIODS

Employees assigned a regular work day of four (4) or more consecutive hours shall receive free meal period of not less than thirty (30) minutes. Employees shall receive a fifteen (15) minute rest periods for each four (4) hours worked. See *Article 10 – Hours of Employment and Overtime* in the bargaining unit contract for further information.

OVERTIME

When you are requested by your supervisor to work more than eight (8) hours per day, you will receive compensation at the rate of 1 ½ times the base rate of the work performed. Overtime work must be requested and approved by your supervisor prior to working the overtime. Any additional hours worked must be submitted on a time card, approved by your supervisor and forwarded to payroll no later than the scheduled payroll date to be paid the following month.

ATTENDANCE

Your supervisor will expect that you be punctual and conscientious in your attendance. Regular attendance, under most circumstances, is defined as not more than one absence per month. Poor attendance may be a cause for disciplinary action. However, when it is necessary for you to be tardy or absent from your assignment, notify your immediate supervisor as soon as possible of the anticipated length of your absences and the reason(s) for the absence. You will also need to report your absence online or by phone to the Frontline Education system. Upon returning to work, report your absences(s) on the required affidavit. Excessive absences and tardiness may jeopardize your employment with the District. For absences in excess of five (5) consecutive days, an appropriate note from your physician is required to return. Physician notes must state date to return to duty at full capacity.

PERSONNEL FILE

An individual file is established in the Human Resources Office at the time of your initial employment with the District. Information in your file is considered confidential and revealed only to authorized district personnel. If derogatory information is received by the Assistant Superintendent, Human Resources, the information will not be entered in the file until you are given notice, and have an opportunity to review and comment, if desired. Your response will be entered, along with the document, into your file. If at any time you wish to review your file, you may contact the Human Resources Office (909) 307-5300, extension 20210 for an appointment during your non-work hours.

PERFORMANCE EVALUATIONS

As an employee of the District, your performance will be evaluated at designated intervals. The report of your performance will reflect the combined judgment of your immediate supervisor and the manager responsible for your work site. A poor evaluation will jeopardize your opportunities for transfer or promotion within the District. Repeated unsatisfactory performance shall be cause for recommendation for dismissal. Refer to *Article 13 – Evaluation Procedures* in the bargaining unit contract for information regarding performance evaluation.

SECURITY

As an employee of the District you are working for a branch of the government of the State of California. All supplies and equipment in the schools or other buildings owned by the school district are public property. Theft or willful destruction is a serious offense and will result in disciplinary action.

KEYS

Keys to school buildings or offices are issued to those whose duties necessitate access to school premises. The issuance of keys charges you with a special responsibility for the care and protection of school property. Extreme care must be exercised against loss of keys and against granting permission for unauthorized persons to enter the buildings.

SAFETY

Accidents are costly, not only in terms of money and time lost on the job, but also in terms of human suffering. Most accidents can be prevented. Make safety a part of your job. Use your head. Think safety—work safely. Report to your supervisor any unsafe condition at your work location. Report any incident of injury on the job immediately (using the appropriate District form) to your supervisor. Refer to *Article 25 – Safety Conditions of Employment* in the bargaining unit contract for additional information.

WORKERS' COMPENSATION

The District is self-insured through the Protective Insurance Program for Schools. The Risk Management office is responsible for coordinating all claims. If you have an accident directly

arising from the performance of services for the District, no matter how insignificant, please notify your supervisor immediately and then call the Company Nurse Injury Hotline at 1-877-518-6702. The RNs at Company Nurse will gather your information over the phone and help you access appropriate medical treatment.

CHANGE OF ADDRESS/STATUS

If you should move, obtain a new telephone number, or change your name by marriage or otherwise, you MUST report this information immediately to the Human Resources Office so that your records may be kept accurate and up-to-date. If there is a change in your number of dependents, report it to the Employee Benefits Technician and to the Classified Payroll Technician. Such change(s) may result in a difference in the amount of income tax withheld. W4 forms are available in the Payroll Department.

TELEPHONES

The telephones provided by the Board are for the purpose of conducting school business. They are not to be misused for incoming or outgoing personal calls.

AUTO MILEAGE ALLOWANCE

If your assignment requires you to use your own car in the performance of your regular duties, you shall be authorized to receive payment for the actual number of miles you are required to drive on school business. *Article 6 – Pay and Allowances* in the bargaining unit contract.

RETIREMENT

School employees in permanent positions of four (4) or more hours per day automatically become members of the Public Employees Retirement System (PERS). Membership in the retirement system is mandatory.

Under the Classic PERS plan, employees hired before January 12, 2013 are required to contribute 7% of their salary. The District is required to make a matching retirement contribution of 7%. The matching sum accumulated is used to pay your retirement benefits.

Under the PEPR plan, employees hired after January 13, 2013, are required to contribute 6% of their salary. The District is required to make a matching retirement contribution of 6%. The matching sum accumulated is used to pay your retirement benefits.

For additional information concerning the retirement system, contact the Public Employees Retirement System at 1-888-225-7377 or visit the website at www.calpers.ca.gov.

FEDERAL SOCIAL SECURITY

Classified employees who qualify for membership in the Public Employees Retirement System must be covered by Federal Social Security. Both employees and employers must contribute to the system.

RESIGNATION

If you intend to resign your employment with the District, it is proper that the District be given a two (2) week notice so that the District may obtain a replacement. When you plan to terminate your services, you must complete a voluntary resignation/retirement form or submit a letter of resignation which specifies the last date of service to the Human Resources Office. Resignation/retirement forms are available in the Human Resources Office.

DISCIPLINARY ACTION

If you should be involved in some breach of regulation, law or policies of the Board, disciplinary action may be taken ranging from an oral warning to dismissal. We trust that you will respect your position as a school employee that such action need not be taken.

The Board may terminate, demote, or dismiss a permanent classified employee for just cause, including, but not limited to, the following:

1. Falsifying any information supplied the District including, but not limited to, information supplied on application forms, employment records, or any other District records.
2. Incompetency.
3. Inefficiency.
4. Inexcusable neglect of duty.
5. Insubordination.
6. Dishonesty.
7. Unsatisfactory attendance.
8. Taking of controlled substances while on duty or in such close time/proximity thereto as to cause any detrimental effect upon you or upon employees associated with you.
9. Addiction to the use of narcotics.
10. Conviction of a felony, conviction of any sex offense made relevant by provisions of the Education Code, or conviction of a misdemeanor which is of such a nature as to adversely affect your ability to perform the duties and responsibilities of your position. A plea of guilty or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section.
11. Absence without leave.
12. Immoral conduct.
13. Discourteous treatment of the public, pupils, or other employees.
14. Improper political activity as governed by applicable federal and state laws.
15. Theft or misuse of district property.
16. Violation of district, Board, or department rules, policies or procedures.
17. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the job classification or otherwise necessary for you to perform the duties of the position.
18. Persistent violation or refusal to obey reasonable Safety Rules or Regulations applicable to public schools by the Board or any appropriate State or local governmental agency.
19. Any other incidence of behavior, either during or outside of duty hours, which is of such nature that it causes discredit to the District or your employment.

LAYOFF

School employees may be laid off for lack of work or funds. Should this occur, seniority in classification determines the order of layoff. See *Article 21 – Layoff and Reemployment* in the bargaining unit contract for additional information.

UNEMPLOYMENT INSURANCE

Classified school employees are covered by unemployment insurance. Should an employee become unemployed or have his/her hours/work year reduced, a claim may be filed at the nearest Employment Development office.

REEMPLOYMENT

Employees who resign in “good standing” may be re-hired subject to the complete selection process. Upon reemployment, an employee shall be placed on the appropriate step of the salary schedule and must serve a six-month probationary period. Employees re-hired within 39 months of their previous employment with the District shall suffer no reduction in salary level, benefits, or seniority if re-hired in the same position, classification and hours.

WORKING CONDITIONS

In keeping with Board policy, the Redlands Unified School District is a “Smoke-Free” environment. Smoking cigarettes or using any tobacco products is prohibited at all schools, work sites and in District vehicles.

EMPLOYEE NOTIFICATIONS

Information and policy statements are given to all employees in order to comply with local, State and Federal regulations.