

Western Placer Unified School District

Employee Handbook

This employee handbook is designed to give you basic information about our District employment policies and procedures and is not a contract between the District and its employees. Western placer unified school district is an equal opportunity employer.

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Welcome to the Western Placer Unified School District

The WPUSD personnel department is responsible for hiring and recruiting highly qualified certificated and classified staff to work with our students and our community.

Our Mission Statement

Empower students with the skills, knowledge, and attitudes for success in an ever-changing world...

Our Vision Statement

Students, parents, and the local community will recognize our excellence and see our schools as desirable places to be enrolled. The unique opportunities available include a strong emphasis on the local environment, technology, and the arts, in addition to a strong academic curriculum. The education process will be structured to encourage parental involvement and enlist community support in the education of our children. Students, parents, faculty and administration will be held accountable for meeting established expectations. All students will have the opportunity to be educated to their maximum potential limited only by their interest, ability, and effort.

Annual District Goals

Each year the Governance Team of the Western Placer Unified School District (the five-member Board, the Superintendent, the two Assistant Superintendents and the Director of Human Services) will, through a series of meetings, set annual Goals and Objectives for the District. Input will be solicited from a variety of sources and through a number of processes and incorporated into the setting of these annual Goals and Objectives. All staff, students, parents, administration, Site-Based Leadership Teams, business and the community will have annual opportunity to provide input to the Governance Team.

The Purpose of the Employee Personnel Guide

School Districts are required by law to inform employees of policies, mandates, laws and regulations pertaining to school personnel. All District employees are subject to the Board of Education polices, administrative regulations, collective bargaining agreements, and current applicable laws. You will receive many of these polices, mandates, laws and regulations in your employment packet. You can also find out how to access all our Board Polices on our website at <http://www.wpusd.k12.ca.us/District/School-Board/Policies/index.html>.

All Employees

Employment Eligibility Verification

All new employees are required to provide their current Driver's License, current Tuberculosis clearance and Social Security Card prior to filling out the payroll packet.

Check List for New Employees

The following list will assist you in submitting the required information/documents for employment.

- Driver's License
- Social Security Card
- Tuberculosis Clearance
- CPR/First Aid Certificate (If applicable)
- Valid California Credential
- Transcripts
- Fingerprint clearance from DOJ

Fingerprints

It is the policy of the Western Placer Unified School District ("District") to conduct background checks for all candidates for employment. This background investigation will be conducted so that the District can verify it will be employing an individual who is not only capable of carrying out the essential functions of this position, but an individual who has proven him/herself capable of working effectively with young persons and adults.

If your background check precludes your employment with the School District, you will be notified via U.S. Mail and your employment rescinded.

Employee Contact Information

It is the employee's responsibility to inform the Personnel or Payroll Office of any address or phone number change. If the required departments do not receive updated contact information, pay warrants, health insurance benefits, W2's and important information may be delayed in or not received.

Pay Warrants

WPUSD is a pre-pay district and all pay warrants are paid on the last working day of each month. All current permanent employees are paid twelve (12) months for the fiscal year (July – June) which means the employee's annual pay is divided by 12 months. Employees who are thinking of resigning are advised to call the Personnel Department to see if any monies may be owed to the District. If a current employee has an assignment change anytime throughout the school year, there is a possibility the employee will owe the District money or the District may owe the employee money depending on days worked.

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.

Collective Bargaining Agreements

A copy of the Western Placer Teachers Association bargaining agreement can be found at our website at <http://www.wpusd.k12.ca.us/Departments/Personnel/Contracts/index.html>

<http://www.wpusd.k12.ca.us/Departments/Personnel/Contracts/index.html>

A copy of the California Schools Employees' Association bargaining agreement can be found at our website at <http://www.wpusd.k12.ca.us/Departments/Personnel/Contracts/index.html>

Certificated and Classified Substitutes

Certificated employees must call or log onto AESOP to report an absence whether a substitute is required or not. If an employee has a problem with AESOP or have questions regarding an absence, they can contact their site secretary or call the substitute desk at 916-645-6355.

Classified employees are to report to the site secretary regarding absences. The site secretary will call for classified substitutes if needed, except for custodian/groundsman substitutes. Custodians will report their absences to the site secretary and the custodian/groundsman will obtain their own substitutes.

Certificated Employees

New Teachers entering WPUSD system will receive full credit for each year of experience teaching in United States/American schools requiring a United States/American credential for up to fourteen (14) years of service. All credits shall be evaluated at the time of hiring if credit is desired.

New Teacher Orientation

Prior to the start of the new school year, all new teachers are required to attend the new teacher orientation. This orientation will provide you with WPTA and District information.

Temporary Certificate

WPUSD may issue a temporary certificate to certificated employees whose credential application is being processed. Placer County Office of Education verifies all Temporary Certificates before submitting to CTC.

Credential Renewal

Certificated employees are responsible for renewing their credential(s) and keeping their credential(s) up to date. It will be the teacher's responsibility to submit their renewed credential to the Personnel Office. If a teacher's credential is no longer valid for the time service is rendered, they are subject to a pay hold through Placer County Office of Education. Credentials can be renewed at www.cta.gov.

Work Year

There shall be 180 teaching days plus three (4) additional non-ADA days for a total of 184 duty days. Teachers new to the District shall work one (2) additional non-ADA day for a total of 185 duty days. The first 90 minutes of the additional non-ADA day will be allotted to Western Placer Teachers Association.

Work Day

The length of the teachers workday, including prep time, lunch relief periods will not exceed 7 ½ hours. Certificated non-teaching employees start and end times will be determined by the District and may be the same as teachers except for duties outlined in the job description and my work beyond 7 ½ hours.

Leaves

For paid leave, the certificated employees will be allowed to receive wages and fringe benefits, including but not limited to insurance and retirement benefits. A written request for paid leave of absence is to be submitted to the Assistant Superintendent of Personnel Services and a written request for unpaid leave of absence is to be submitted to the Assistant Superintendent of Personnel Services and will be considered by the Board of Trustees.

Sick leave is earned at the rate of 10 days per year and is accumulative without limit. Sick leave is for illness or for medical/dental appointments of the employee. However, up to 10 days of sick leave per year may be used for illness or for medical/dental appointments for the employee's family (spouse, child, parent, registered domestic partner or partner's child) and will be deducted from the employee's sick leave hours.

Certificated employees are entitled to 7 days of paid sick leave per school year to be used for personal necessity. Employees will attempt to provide 24 hours notice to their immediate supervisor except for emergencies.

Catastrophic leave is a bank of donated sick leave that may be used by certificated employees who are suffering from a catastrophic illness or injury or whose family members are suffering from a catastrophic illness or injury. A certificated employee may join the bank by donating 2 sick leave days upon employment, beginning of the school year or if any additional sick leave days are requested of certificated employees by the joint committee.

Class Size

Class size shall not exceed the following maximums except where the Association and/or teacher has agreed in writing to exceed the maximums by the teacher or in accordance with section A7 (provided in the [WPTA](#) Contract).

Assignment/Reassignment/Transfers

By February 15, the District shall begin the process for determining the assignments for the coming school year. The process shall begin by completing the Statement of Intent. No later than fourteen (14) calendar days prior to the end of the school year, all unit members shall be notified in writing of his/her assignment(s) on the Certificated Staffing Assignment Notice.

Circumstances that may result in reassignments shall include a shift in student population resulting in a decline or increase of enrollment at a grade level(s) or department, reduction in program, initiation or expansion of program, change in staffing ratios or Highly Qualified Teacher Status.

The District shall seek volunteers to transfer prior to making any transfers for vacancies occurring between August 1st and April 15th of each school year. A teacher may voluntarily transfer by submitting to the Personnel Department at the District Office a written request for a transfer when a vacancy exists.

District initiated involuntary transfers are circumstances which may include a shift in student population resulting in a decline or increase of enrollment at grade level(s), site(s), or department(s), reduction of program(s), initiation or expansion of program(s), opening of a new school or Highly Qualified Teacher Status.

Salary/Units

The District hereby adopts a single Salary Schedule, the provisions of which shall apply to all personnel recognized in Article II of the Agreement with WPUSD. All salary schedules shall be based on training, experience, and years of service.

One step on the salary schedule shall be allowed for each successful year of service as an employee of the District, except for the first year of employment in the District in which they must be in paid status at least 50 percent of the school year. Counselors' salary schedule shall be an additional ten percent (10%) above normal placement on the certificated salary schedule.

All applicable units are to be turned in by November 1st of each year to get unit credit retro back to July 1st of the same year. If units are received after the November 1st deadline, the unit credit will start on July 1st of the following school year.

Benefits

The required maximum District monthly health benefit (including dental and vision) contribution for a unit member shall be \$1,201.99 per month. Premium amounts in excess of \$1,201.99 are the responsibility of the employee. The District shall provide each full-time eligible unit member with a life insurance and income protection policy.

Unit members are eligible when working at least half-time. Unit members working from .5 to .99 FTE shall be entitled to receive pro-rated health and life insurance benefits. Entitlement shall be based on the ratio of the employee's contracted service to 1.0 FTE.

Evaluations

The purpose of teacher evaluation is to improve the educational program in the Western Placer Unified School District and to advance toward attainment of the District's stated educational goals. The evaluation of teachers is viewed as a positive process, which is program and performance oriented, and not personally centered. The Evaluation process is composed of at least three parts: (a) the written goals and objectives, or the development of an annual professional plan, (b) observation(s), formal/informal and (c) summary written evaluation.

Permanent teachers shall be evaluated once every other year. When a permanent employee has received a needs improvement or an unsatisfactory summary evaluation, the employee will be evaluated annually by his or her current evaluator until the employee receives a positive evaluation or is separated from the District. Probationary and temporary teachers shall be evaluated every year.

Classified Employees

A regular employee is a classified employee who has probationary or permanent status. A permanent employee is a regular employee who has successfully completed the initial probationary period of one (1) year or twelve (12) consecutive work months from date of hire in a regular position. The probationary employee shall be evaluated at the end of the third (3rd), sixth (6th) and ninth (9th) work month prior to the completion of the probationary period.

Pre-Placement/Post-Offer Physical

Several classified positions are required to take a pre-employment physical and offer of employment is contingent on the individual's ability to pass the physical. There is no cost to the selected applicant for the physical.

Certificates/Licenses

CPR and First Aid are required for certain job classifications prior to or the ability to obtain the certificates promptly after offer of employment. CPR and First Aid copies are to be submitted to the Personnel Department. Food Service workers may be required to obtain a food handlers card prior to offer of employment. LVN/Paraprofessionals are required to keep their LVN license current.

Workday/Work Week/Work Year

A full-time employee is scheduled to work eight (8) hours per day, 40 hours per week. A part-time employee is scheduled daily less than eight (8) hours. The normal workweek for full-time employees shall consist of five (5) consecutive days, Monday through Friday, of eight (8) hours per day and forty (40) hours per week. Each employee and position shall be assigned a fixed, regular, and ascertainable minimum number of hours per day, days per week, and days per year. This schedule may be modified by mutual agreement between the employee and the supervisor. At no time may a position or multiple positions exceed eight (8) hours per day.

Salary

The rate of pay for each classification in the bargaining unit shall be in accordance with CSEA Salary Schedule. For purposes of overtime, the regular rate of pay shall include any shift differential and/or longevity increment required to be paid under this Agreement. An employee, who commences service as a bargaining unit employee on or before February 1, will be allowed to advance a step on the salary schedule at the beginning of the following year.

Benefits

Employees working four (4) or more hours per day may participate in the District group health plan that includes prescription coverage, Dental and Vision. The District monthly contribution (CAP) for health coverage premium, dental premium and vision premium will not exceed \$1,201.99 per month. Premium amounts in excess of \$1,201.99 are the responsibility of the employee. An eligible employee may cover their family in any District health insurance program through payroll deduction. Any insurance costs exceeding the agreed upon premium CAP will be paid at the employee's sole expense.

Life Insurance shall be provided for employees working 20 hours or more per week. The District monthly contribution shall not exceed the dollar amount equal to the monthly premium. The

employee may provide each of their qualified family member dependents with a life insurance policy. Each policy shall be payable at the employee's sole expense through payroll deduction. Income protection will be provided to employees working 15 hours or more per week. The District monthly contribution shall not exceed the dollar amount equal to the monthly premium.

Leaves

Employees working 12 months are entitled to 12 days of sick leave for illness or injury and 10 month employees are entitled to 10 days of sick leave per school year. Sick leave is for illness of the employee. However, up to ten (10) days of sick leave per year may also be used for the illness and/or medical/dental appointments of the employee's child, parent, spouse, registered domestic partner, or domestic partner's child. Classified employees are entitled to use seven (7) days of paid sick leave per school year for personal necessity and requires a 24-hour notice to the appropriate supervisor.

Personal Necessity leave will be used increments of no less than two (2) hours of the employees' entire shift if the employees' shift is two (2) hours or less.

Classified employees shall be granted Bereavement not to exceed three (3) days, five (5) days shall be granted if further than 300 miles of travel is required. This shall be per year on account of the death of any member of the employee's immediate family. Up to a maximum of three (3) times per fiscal year, the employee will be allowed time off to attend the funeral of other relatives and close friends.

Employees are entitled to Workers Compensation for industrial accident leave. Allowable leave shall not be less than 60 working days in any one fiscal year for the same accident and allowable leave shall not be accumulative from year to year.

Vacation

All classified employees shall earn and use paid vacation time, vacation benefits are earned on a fiscal year basis, July 1 – June 30. Vacation shall accrue but may not be bid or used during the probationary period (one year) of employment. Usage may, however, be approved by the Superintendent or designee under appropriate circumstances. Please refer to the CSEA Classified contract for detailed information regarding vacation usage.

Holidays

All employees as part of the classified service shall be entitled to paid holidays provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday.

- | | |
|------------------------|---|
| New Year's Day | Labor Day |
| Washington's Birthday | Admission Day (Admissions Day Holiday will be reflected on the District's calendar the Wednesday before Thanksgiving) |
| Lincoln's Birthday | Veteran's Day |
| Independence Day | Thanksgiving Day and the day following |
| Memorial Day | Christmas Day |
| Martin Luther King Day | |

and every day appointed by the President or the Governor of this State as provided for in subdivisions (b) and (c) of Section 37220 of the California Education Code which requires schools to be closed.

Longevity

After 120 months (10) years of continuous District employment, including time spent in a probationary and permanent status; an employee shall receive a longevity increment of 2½% of their current placement on the salary schedule and shall be effective the day following the anniversary date. The employee will receive an additional 2½% increment for each subsequent 60 months (5) years of continuous District employment.

Professional Growth

The Classified Employees' Professional Growth Program is designed to encourage classified employees to enhance their skills and to demonstrate the Boards and Administrations' commitment to education for the professional growth of all employees. All credits to be compensated must have prior approval from the Professional Growth Committee. All credits to be compensated must be earned during hours the employee is not in paid status for the District. Professional Growth Merit Increases are earned for a specific job class. Upon transfer or promotion to a different job class, an eligible employee may request the Professional Growth Committee to determine that certain growth credits earned in a prior position are relevant to performance in a new position.

Retiree Benefits

District agrees to make available (including prescription), medical, dental, and vision insurance benefits to an employee who retires during the life of the current CSEA classified contract. The employee must be have reached a minimum age of 55 and serve at 15 years with the District. Employees with fewer than 15 years may choose to enroll in benefits at their own cost.

Resignations

Any employee resigning a permanent position within the District must give ten (10) working days notice before vacating the position. Employee must check out with immediate supervisor or Personnel before the last day of work. All keys, equipment, and materials must be turned in by the last working day.

Layoff and Reemployment

A layoff is an involuntary separation of a permanent or probationary member of this bargaining unit, because of insufficient funds, reduced workload, combination or elimination of jobs, or when employment rights of another employee cause such an action.

Layoffs shall be made in reverse order of seniority in the job classification in which the layoff occurs. Seniority shall be determined by date of initial hire by the District in the class affected by the layoff. The employee with the least seniority in the class plus higher classes shall be laid off first.

A permanent employee in the classified service who is laid off from a class, and who has previous service in an equal or lower class, shall have the right to bump an employee with the least seniority in that class. Seniority shall include the total of the previous service in the equal or lower class plus service in the class from which layoff occurs and in higher classes. Seniority for the purpose of determining bumping rights shall include the total of previous service in the equal or lower class being bumped into, plus service in the class from which the layoff occurs, and higher classes.

Persons laid off because of lack of work or lack of funds are eligible to re-employment for a period of 39 months and shall be re-employed in preference to new applicants. In addition, such persons

laid off have the right to participate in promotional examinations with the District during the period of 39 months (EC 45298).

Grievances

The purpose of the grievance procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems that fall within the definition of a grievance, which may from time to time arise affecting the welfare or working conditions of employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedures.

An employee or a group of employees may be represented at all stages of the grievance procedures by the employee himself/herself, members of the group, or, at their option, by anyone they select. If California School Employees' Association represents an employee, the organization may have the right to be present and to state its view during the grievance procedure.

Disciplinary Actions

Disciplinary action, as used in this article includes, but is not limited to dismissal, demotion, suspension, and reduction in hours or class without the permanent employee's voluntary consent. This article shall not limit the District's right to evaluate or to reprimand orally or in writing or to counsel employees, nor shall anything in the District's evaluation procedures limit the District's right to discipline employees pursuant to this article.

Bargaining unit employees with permanent status shall be subject to disciplinary action only for just cause. The probationary period is a continuation of the selection process. As such, a probationary employee may be terminated at any time at the sole discretion of the District.

The employee may request the presence of an Association representative at any meeting scheduled by an administrator where disciplinary action is the subject of investigative questioning.

Safety

The District shall endeavor to conform to and comply with all health, safety, and sanitation requirements imposed by State or Federal authority.

All employees in the bargaining unit shall, in performance of their duties, be alert to unsafe practice, unsafe equipment and/or conditions and shall promptly report any such unsafe practice, equipment and/or conditions to their immediate supervisor.

Each employee shall report any accident within 24 hours to their immediate supervisor and shall complete such report forms relating to the accident as may be required by the District. Any employee reporting unsafe practice or condition shall not be discriminated against or harassed.

Evaluations

Performance evaluations is the assessment of the employees work performance and may be used for recording formal commendations or to provide a record of either deterioration or an improvement in the employee's performance

Performance evaluations for probationary employees shall be given approximately at the end of the 3rd, 6th, and 9th work months prior to the completion of the probationary period. The probationary period is an extension of the selections process and probationary employees may be released without cause any time during the probationary period.

Probationary period for a promoted employee shall be six work months and be evaluated at the conclusion of the 2nd and 5th work months. Prior to the expirations of the promotional probationary period, the District may release the employee from probations and return the employee to the employee's previous assignment.

Performance evaluations for a permanent employee may be given annually and any less than satisfactory evaluation based on performance shall include recommendations from the supervisor for improvement.

District Information

This handbook is meant to provide basic employment information; rules and policies are subject to change due to revisions by law, Board Policies & Procedures and bargaining contract agreements. If you have any questions regarding any information within the handbook, please call the Personnel Department.

The [Business Services](#) department supports the financial and infrastructure needs of Western Placer Unified School District.

The [Educational](#) Department has many programs to help meet the individual educational needs of our students.

The [Facilities](#) department supports education by:

- Anticipating student enrollment trends and providing student housing in a timely manner
- Locating and sizing new school sites in compliance with our District Facilities Master Plan
- Working with housing developments to ensure proper fee mitigation
- Ensuring compliance with state environmental and safety regulations
- Obtaining all available funding for constructing new and updating current facilities
- Managing construction of additions to and the modernization of existing schools and the building of new schools, as approved by the Western Placer Unified School District Board of Trustees.

The [Food Service](#) department is committed to provide complete, nutritious and pleasing meals to all students. Every meal will meet the USDA requirements for nutrition, enabling all students to prepare for academic development.

The [Information Technology](#) department is committed to advancing the integration of technology into teaching and learning. This includes developing and supporting the required infrastructure, hardware, software and professional development. Our goals are to improve student academic achievement through technology literacy and to improve the ability of all teachers to integrate technology effectively into curricula and instruction.

The [Maintenance & Operations](#) department supports education by ensuring the safety & health of all District campuses and properties, all District properties comply with Federal, State & Local regulatory agencies and policies and cleanliness, and the condition of all District campuses meet or exceed industry standards.

The [Payroll](#) department prepares and issues employee paychecks and handles benefit enrollments and changes for employees, retirees and their families.

The [Transportation](#) department provides safe transportation for approximately 600 students between our five General Ed. and twelve Special Ed. routes. We also provide transportation to our students for activity and sports trips. Our team of bus drivers and mechanics ensure the safest and most pleasant bus ride possible for our students.

School Board meetings, agendas and information regarding our School Board Members can be found on our [School Board](#) webpage. For all other information including our school websites, school calendars, parent resources, and educational programs can be found on our [District](#) website.

WPUSD Contact Information

Business	645-6387
District Office	645-6350
Facilities.....	645-5100
Food Services	645-6373
Maintenance Office	434-5000
Office of Student Support	645-5135
Payroll	645-5131
Personnel	645-5293
Special Ed	645-4078
Sub Hotline.....	645-6355
Technology.....	434-3737
Transportation	645-6346

WPUSD School Contact Information

Carlin C. Coppin.....	645-6390
Creekside Oaks.....	645-6380
First Street.....	645-6330
Foskett Ranch.....	434-5255
Glen Edwards	645-6370
Lincoln Crossing	434-5292
Lincoln High.....	645-6360
Phoenix.....	645-6395
Sheridan	530-633-2591
Twelve Bridges Elementary.....	434-5220
Twelve Bridges	434-5270

The Western Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, gender identity, or gender expression; 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.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Western Placer Unified School District maintains a tobacco-free, drug-free environment.

For concerns or complaints, please call Equity/Title IX Coordinator for Employees, Gabriel Simon, Assistant Superintendent of Personnel Services. 600 6th Street, Suite 400, Lincoln, CA 95648 (916) 645-6350.



[Employee Assistance Program \(EAP\)](#)

ACI understands that employees and families are working hard, dealing with a wide range of stressors and challenges on a daily basis, and could use some extra help from time to time.

The EAP is designed to help with any problem affecting behavioral health, well-being, pressures outside of work, and job performance. ACI Work/Life services are included in the EAP and offers an innovative blend of direct and referral services designed to help today's busy employees and family members.

EAP is a confidential, prepaid by your employer, results-oriented service with resources designed to address everyday problems. These resources include: assessment, referral, and brief sessions with a qualified mental health professional; unlimited child care, elder care, and pet care referrals; unlimited telephonic financial and legal assistance; identity theft resources; education and scholarships referrals; enhanced consultation, referrals and resources regarding any personal service; and much more.

ACI Specialty Benefits has a 24/7 Helpline for urgent matters and is 100% Confidential. All benefits are open to all family members. All calls are answered 24/7, 365 days a year. Convenient appointments near home or work and has multilingual and multicultural provider network.



employee assistance



ACI's Employee Assistance Program (EAP) provides professional and confidential services to help employees and family members address a variety of personal, family, life, and work-related issues.

Confidential and professional assessment and referral services for employees and their family members

EAP Benefits:

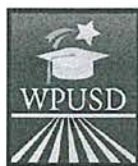
From the stress of everyday life to relationship issues or even work-related concerns, the EAP can help with any issue affecting overall health, well-being and life management.

- 3 Sessions per Year of Professional Assessment for Employees and Family Members
- Unlimited Child Care and Elder Care Referrals
- Unlimited Legal and Financial Consultation
- Unlimited Pet Care Consultation
- Unlimited Education Referrals and Resources
- Unlimited Identity Theft Recovery Referrals
- Unlimited Referrals and Resources for any Personal Service
- Unlimited Community-based Resources
- Live 'N Learn Employee Trainings
- Online Legal Resource Center
- Affinity™ Online Work/Life Website
- Monthly HealthYMail Newsletters
- Multicultural and Multilingual Providers Available Nationwide
- Emergency Services Available 24/7

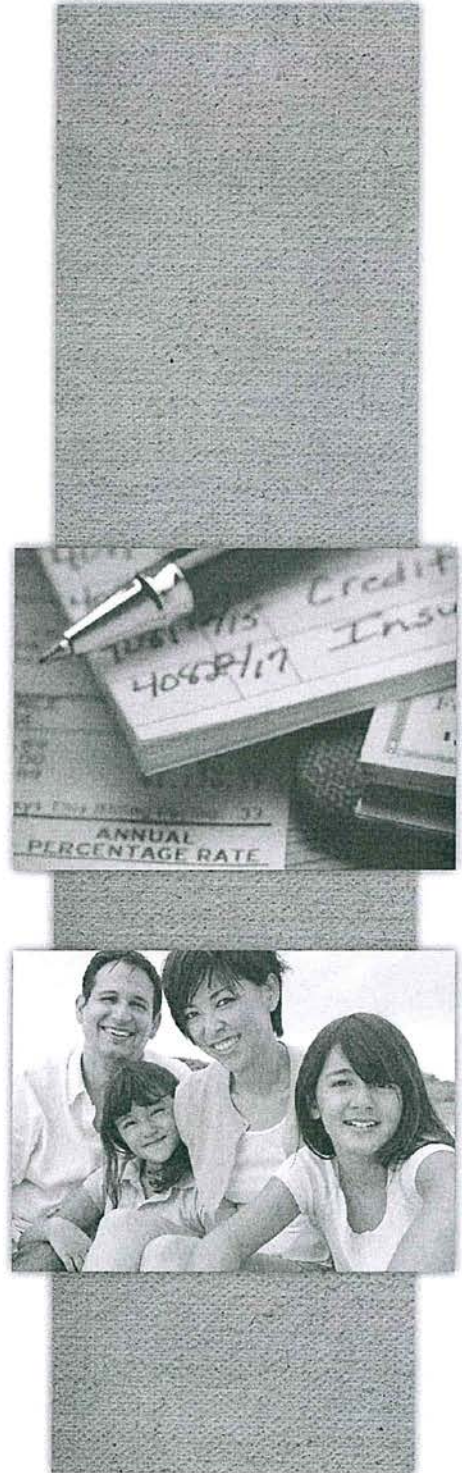
EAP benefits are prepaid by your employer, 100% confidential, available to all family members regardless of location, and easily accessible through ACI's 24/7 live-answer toll free number.

Additional Questions?

Contact Human Resources or contact ACI Specialty Benefits directly at 800.932.0034
eapinfo@acispecialtybenefits.com



**WESTERN PLACER
UNIFIED SCHOOL DISTRICT**



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