

# San Luis Coastal Unified School District

## Management Handbook



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**SUPERINTENDENT**

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# **SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT MANAGEMENT HANDBOOK**

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# DISTRICT ORGANIZATION

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The guiding policies of the district are set by the district's seven member Board of Education in consultation with the district Superintendent. Seven elected trustees comprise the Board of Education. Currently, trustees are elected "at large" and represent the entire district, although there is a requirement that four members reside in Trustee Area 1 and three in Trustee Area 2. Area 1 encompasses the City of San Luis Obispo, Avila Beach, a portion of Pismo Beach (north of Spyglass and west of Hwy 101), and the unincorporated areas between those communities to the southern boundary. Area 2 is comprised of the communities of Los Osos and Morro Bay. The Board is currently going through the California Voting Rights Act (CVRA) process to move to a by-trustee area Board elections, where each Board member must reside within the designated trustee area boundary, and is elected only by the voters in that trustee area. This new election system will begin with the 2022 election.

The Board is also the employer for everyone working within the district. However, day to day operations are the responsibility of the Superintendent. For overall general administration, SLCUSD has two Assistant Superintendents. The Assistant Superintendent of Educational Services oversees Innovation, Instructional Services: Learning and Achievement (including Adult School programs), the San Luis Coastal Education Foundation Director, Support Health Services and Student Support Services. The Assistant Superintendent of Business Services oversees Building Grounds and Transportation, Fiscal Services, Food Services, Human Resources, Information Services and Technology, and Safety. For more information about our district and school, please visit our website at [www.slcusd.org](http://www.slcusd.org).

## MANAGEMENT GROUPS

The **Superintendent's Cabinet** meets weekly to implement the goals of the district. The Superintendent's Cabinet is composed of Assistant Superintendents of Educational Services and Business Services, Director of Human Resources, Elementary Director of Learning and Achievement, Secondary Director of Learning and Achievement, Director of Student Support Services, and Executive Assistant to the Superintendent.

**Supervisors** are responsible for monitoring completion of employee goals and will provide oversight and support in the performance of duties of assigned staff. As a manager, you should feel free to ask your supervisor or the Director of Human Resources any questions that may arise in the course of employment.

The **Management Educator's Council (MEC)** is the management group responsible for communicating the interest of managers in terms of wages, hours and working conditions. MEC is a "meet and confer" group (as opposed to a union) which means that MEC representatives express interest on issues but no negotiating relationship exists. All managers except the Superintendent and Assistant Superintendents are part of MEC.

## **MANAGEMENT EMPLOYMENT INFORMATION**

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The policies and definitions listed in this handbook for management and supervisory employees at SLCUSD are the same. As defined in the Government Code, a management employee is an employee in a position having significant responsibilities for formulating SLCUSD policies or administering SLCUSD programs. A supervisory employee, regardless of job description, has authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to other employees and direct them, or to adjust their grievances, or effectively recommend that action, if in connection with the foregoing functions, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

*(Reference: Government Code 3540.1)*

The following are the types of management personnel in the San Luis Coastal Unified School District:

### **CERTIFICATED MANAGEMENT EMPLOYEE**

An employee in a position requiring an administrative credential from the Commission on Teacher Credentialing (CTC) and performing duties designated by the employer as management is considered a certificated management employee. San Luis Coastal Unified School District has certificated management employees as school administrators (principals and assistant principals) and district office leaders in matters dealing with curriculum and instruction, human resources, and student support.

#### ***Certificated Manager without Displacement Rights***

A certificated manager hired directly into a position at the district office does not receive tenure or gain seniority at any time (except as noted below), and is never classified as a permanent, probationary or substitute employee. The certificated manager serves at the pleasure of the Superintendent.

#### ***Certificated Manager with Displacement Rights***

A certificated manager with displacement rights is one who has taught as a classroom teacher or site administrator for SLCUSD and has obtained permanency in the position while working for SLCUSD. These managers shall have permanency as classroom teachers only and do not obtain seniority as a manager. A certificated manager who was formerly a permanent SLCUSD teacher retains their original seniority date. Certificated managers hired into a school site administrator position will have permanency into a teaching position after two years, but will have a “rolling” seniority date that never exceeds that of other tenured teachers.

### **CLASSIFIED MANAGEMENT EMPLOYEE**

An employee in a position not requiring certification under the California Education Code, and performing duties designated as management duties by the employer, is considered a classified management employee.

#### ***Probationary Classified Manager***

Classified managers, upon initial employment, shall serve a probationary period of one year. During this probationary period, a classified manager serves at the pleasure of the Superintendent and may be dismissed at any time by the Superintendent or his/her designee.

### ***Permanent Classified Manager***

Upon successful completion of the probationary period, a classified manager shall gain permanent status in the position and shall be entitled to rights identified in the Education Code and the SLCUSD Merit System. Classified managers are subject to all provisions and protections of the SLCUSD Merit System.

### ***Senior Management Positions in the Classified Service***

Certain positions in the organization are designated as Senior Management positions per Education Code sections 45108.5 and 45256.5. Employees in these positions are entitled to all rights, benefits and burdens of other classified employees, except that they shall be exempt from all provisions relating to obtaining permanent status in a senior management position. The two positions designated by the School Board as Senior Management positions are the Assistant Superintendent of Business and the Director of Information Services and Technology.

### ***Limited Term Classified Manager***

Limited term assignments may be made for a period of six months or less, except in substitute assignments which may not exceed the authorized absence of a regular employee. Limited term positions may be filled through the temporary promotion of a qualifying permanent employee or from any available eligibility lists.

### ***Provisional Appointments***

When no eligibility list exists for a vacancy, an employee may be provisionally appointed to a position while a recruitment is in process not to exceed 90 working days (except under specific guidelines listed in the Merit System rules).

## **NON-REEMPLOYMENT**

The Superintendent may choose not to renew a certificated manager's contract for employment. Classified managers are subject to the provisions set forth in the Merit System. Statutory exceptions include terminating an employee for reasons based on the discrimination laws, for participating in union activity, or for refusing to carry out an activity that violates the law.

### ***Notice***

The Superintendent or designee, shall notify a certificated manager of the decision not to renew his or her contract no later than March 15<sup>th</sup>. The Superintendent's decision not to renew a certificated manager's contract shall be final and not subject to review. See displacement rights section for the impact of this decision on continued employment. Classified managers are subject to the terms and conditions of the Merit System. Permanent classified managers may only be dismissed for any of the causes listed in the Merit System Rules.

## **LAYOFFS**

Layoffs are due to a lack of work or a lack of funds. If a reduction in force becomes necessary, management reductions will be determined in accordance with the needs of SLCUSD. The Board of Education will make the final determinations based upon the recommendations of the Superintendent. The procedures regarding lay-off for classified employees are outlined in the Merit System Rules.

## **PERFORMANCE EVALUATIONS**

Performance evaluations provide formal opportunities for employees and supervisors to discuss an employee's performance. The major purposes of the evaluation system are to establish annual goals, communicate excellence in performance, and discuss areas where improvement may be necessary. Performance evaluations are the result of on-going communication between the supervisor and employee and foster a culture that encourages personal and professional excellence. All evaluations are based on established job criteria for specific positions, following an established timeline and making use of a designated evaluation system.

Classified probationary management employees will be evaluated prior to the end of the fifth and eleventh month. If during the probationary period, one or more items on the evaluation form are declared unsatisfactory, then the employee may be evaluated every month during the remainder of the probationary period. All permanent managers are evaluated at least once each year prior to June 30.

## **DISCIPLINARY ACTION PROCEDURE**

Every employee is expected to meet the standards as established by their job description and SLCUSD rules and regulations. Disciplinary action includes any action whereby an employee is subject to a letter of reprimand, suspension, disciplinary reassignment, demotion or dismissal. Certificated managers are subject to the disciplinary provisions set forth in the Education Code, and classified managers are subject to the disciplinary provisions set forth in the Merit System rules.

The disciplinary action varies with each case depending on the seriousness and frequency of the wrongful action, situations, or inaction. In the course of an investigation, an employee may be placed on administrative leave with pay. No employee in a management capacity shall receive a letter of reprimand, suspension, demotion, dismissal, or in any way be discriminated against because of his or her real or perceived ancestry, race, color, ancestry, nationality, national origin, ethnic group identification, religion, creed, gender, gender identity, sex, sexual orientation, gender, gender identity or expression, age, marital, pregnancy, or parental status, physical or mental disability, genetic information, or medical condition related to childbirth, or association to someone in any of these protected classes, or any other consideration made unlawful by federal, state or local laws.

# **MANAGEMENT SALARY & BENEFITS**

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## **MANAGEMENT SALARY SCHEDULES**

The management salary schedules consist of a salary range, with an approximate 16-20% increase between the minimum and maximum for each range for each job classification (i.e. job title). The salary range for each classification is assigned according to the degree of knowledge, complexity, accountability, and working conditions required for that classification. There are ten steps in each salary range. Each step is approximately 2% above the previous step. Any cost-of-living adjustment (COLA) typically applies to all steps on the management salary schedules. The salary schedules can be found on the SLCUSD website at [www.slcusd.org](http://www.slcusd.org) under Human Resources.

Newly appointed classified and certificated managers are always placed at the first step on the salary schedule. Managers promoted to a higher level position will receive approximately 5% more than the current daily rate of pay. In determining placement, 5% will be added to the manager's current daily rate of pay, and then placement will be at the step on the new range that is closest to a 5% increase, without being less than 5%, up to the top step of the salary range. If a manager promotes into a higher level position with fewer contract days, salary placement will be at the lowest step on the new range which allows for an annual increase over what the manager would have made in the lower level position.

If a manager demotes into another management position at a lower level, salary placement will be at the step in the new range which is closest to the current daily rate without a reduction in daily rate of pay, up to the top step in the range of the new position. If a manager demotes into a position with fewer contract days, this will result in a lower annual salary.

If a manager is rehired into a management position after leaving SLCUSD, salary placement will be based on the manager's step placement at the time they left SLCUSD and the rules above will apply.

## **CLASSIFIED MANAGEMENT STEP INCREASES**

Classified managers must complete a one-year probationary period before receiving a step increase. The first step increase will be applied to the pay warrant the month following the end date of the probationary period. Subsequent step advancement will be applied annually on July 1 as per the Merit System Rules. If the probationary period is completed between July 1 and December 31, the next step increase will be July 1. If the probationary period is completed between January 1 and June 30, the step increase will be applied on July 1 of the following fiscal year. For example, if probation is completed on April 15, 2019, the initial step would be applied on May 1, 2019 and the next step would be applied on July 1, 2020. If probation is completed on November 10, 2019, the initial step would be applied on December 1, 2019 and the next step would be applied on July 1, 2020.

## **CERTIFICATED MANAGEMENT STEP INCREASES**

Step increases for certificated managers occur on July 1 of each year. In order to advance to the next step, a certificated manager must work at least 75% of the numbers of days in the mandatory work year for the position.

## **EQUALIZED PAY**

All managers receive pay that is equalized over 12-months from July - June. With equalized pay the gross amount of each pay warrant is the same for each month, regardless of the number of days worked each month. For example, work days in the month of December may be fewer than the number of work days in October, however both pay warrants reflect the same amount of pay. If an employee has a change of status during the work year (transfers or promotes to another position) payroll will adjust pay based on the actual days worked prior to the change of status. In this case, the department will be asked to submit a work calendar of actual days worked. Payroll will make an adjustment between what has been paid up to that point versus what has actually been worked up to that point. If an employee has worked more days than the employee has been paid for, the manager will receive a pay warrant with extra compensation for those days worked. If an employee has worked fewer days than the employee has been paid for, the manager will receive a pay warrant reflecting a deduction of time previously paid but not worked.

## **MANAGEMENT WORK HOURS**

Management employees at SLCUSD are required to work hours as directed by their supervisor. Management employees are paid based on eight-hour work days and will normally be at work during the regular business hours of 7:30 a.m. to 4:00 p.m. Managers shall work the necessary number of hours per day to perform the duties of the position. As a result, management positions are based on annual salaries and not hourly positions. Most managers are exempt from earning overtime based on the Fair Labor Standards Act requirements and therefore do not turn in time cards for extra work. As a result of the exempt status, it is expected that certain professional responsibilities will be performed outside regular business hours, such as in the evening or on weekends.

## **MANAGEMENT WORK DAYS**

Each certificated management classification has a designated number of contract days indicated on the appropriate management salary schedule. Each classified management classification has a designated work year indicated on the appropriate management salary schedule. Managers working less than a 1.0 FTE (Full Time Equivalent) as listed on the salary schedule will receive a prorated salary and service credit. Management positions reflect eight-hour work days.

A management employee may be authorized to work days in excess of the number of days designated for the classification on the management salary schedule. However, it will not be considered a guarantee for increased days in future years. The number of contract days may be reduced from the previous school year to the following school year based on program needs and funding. Additional days are not considered part of the work year for retirement purposes.

## **CALENDARS**

Everyone is assigned a calendar which determines how a person is paid and when to deduct leaves when a manager is not able to be at work. Certificated managers have work days and unpaid non-duty days. Classified managers have work days, paid holidays and paid vacation days. Classified managers assigned to positions with less than a 247/246-day work year have calendars which include their vacation days which are to be scheduled within the work year. In the event a manager does not complete a full work year, the calendar is reconciled with the days worked to date on the calendar to determine final pay as vacation is not vested until completion of the one-year probationary period.



## **CHANGING CALENDARS**

If a school site administrator needs to make adjustments to the calendar during non-student days, an alternative calendar that has been approved by the supervisor must be submitted to the Human Resources Department in order to correctly process pay, retirement and leaves of absence.

## **LIFE INSURANCE BENEFITS FOR MANAGEMENT**

See the SLCUSD Employee Handbook for general information on Health, Dental and Vision Insurance for all employees. Management employees receive an annual term-life policy of \$100,000. This policy covers the employee only, but a manager may purchase additional life insurance for themselves or family members. Management employees who choose the Anchor Bronze Plan are not eligible for a \$100,000 annual term-life policy.

## **INVESTMENT BENEFITS**

Effective July 1, 1999, the District will annually contribute a matching share of up to \$1,000 for each classified manager and certificated administrator to a 403b-457 plan selected by the employee from an approved list.

## **HEALTH BENEFITS UPON RETIREMENT**

The district shall continue its contributions for health insurance for all management employees who retire from the District between the ages of 55 and 65 with at least 10 full years of District service for certificated management and between the ages of 53 and 65 with at least 10 years of District service for classified management. The District's contribution to retiree insurance shall terminate at age 65.

# LEAVES OF ABSENCE

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## REPORTING ABSENCES

Managers are expected to report sick leave, personal necessity, bereavement and other appropriate leave for any full work day and enter these absences in the absence management system. Classified managers are also expected to enter vacation days as they are planned. See the SLCUSD Employee Handbook for more information on reporting absences. In addition to reporting absences, managers are expected to monitor the absences of their employees. Managers are encouraged to require their employees to use the pre-approval process in advance of all known absences. Should an employee use a leave inappropriately, it is expected that the manager will have a conversation with the employee and inform the employee that the leave will not be approved.

## VACATION

Only classified managers receive vacation pay. For general information on vacation, see the SLCUSD Employee Handbook. Vacation days for classified managers are listed on the appropriate management salary schedule. Classified management, working 12 months per year, will earn vacation at the rate of 16.66 hours per month, or 25 paid vacation days annually. The fiscal year begins on July 1 of each year. Unused annual vacation may be accumulated up to a maximum of 75 days.

## SICK LEAVE

Sick leave is authorized for all management employees at the rate shown below. Any sick leave days unused at the end of the year will be carried over each year with no cap applied. If transferring to or from another K-12 California public school employer, sick leave accruals will transfer with the employee. Classified managers receive a total of 96 hours (12 days) of sick leave annually. Certificated managers working less than 210 days per year also receive 12 days of sick leave, but it is calculated in days rather than hours. Certificated managers working more 210 days or more per year earn fifteen (15) days of sick leave annually. Up to half of the annual accrual of sick leave may be used to care for a family member.

## PERSONAL NECESSITY LEAVE

Personal necessity leave comes out of an employee's accrued sick leave. Classified management may utilize a maximum of seven (7) days per year for personal necessity, including personal business. Certificated management may utilize fifteen (15) days of personal necessity annually from their sick leave allotment.

Events justifying personal necessity leave will include:

1. Death of a member of your immediate family when additional leave is required beyond that provided in the bereavement leave policy.
2. An accident involving your personal property, a member of your immediate family, or an immediate family member's property.
3. Appearance in court as a litigant or a witness under subpoena.
4. Religious holiday.
5. To attend to an illness of your child, parent, spouse or registered domestic partner.

6. Other occasions you cannot reasonably be expected to disregard during working hours.

Personal necessity leave shall be requested at least three working days in advance, except for purposes of death, serious illness of immediate family members, or accident involving personal property.

### **EXTENDED SICK LEAVE (DIFFERENTIAL PAY)**

See SLCUSD Employee Handbook for general information about extended sick leave. For purposes of calculating the differential for management employees, the substitute pay described shall not exceed 50% of the manager's salary.

### **BEREAVEMENT LEAVE**

An employee will receive Bereavement Leave in the amount of five days without loss of pay due to the death of an immediate family member. For the purposes of bereavement leave, immediate family means the employee's spouse or registered Domestic Partner. The following relatives, (including "step," "foster" and "in-law") of the employee or the employee's spouse or Registered Domestic Partner: Grandmother, Grandfather, Mother, Father, Sister, Brother, Child and Grandchild. In addition, any relative of the employee living in the immediate household of the employee, are considered immediate family for the purpose of bereavement leave. Immediate family does not include Aunt, Uncle, Niece, Nephew or an ex-spouse or any family members of an ex-spouse.

*(Reference: Education Code 44985 and 45194)*

### **INDUSTRIAL INJURY AND ILLNESS LEAVE (WORKER'S COMPENSATION)**

Classified managers who have successfully completed an initial probationary period will be granted a leave of absence with pay for a period of 60 working days in any one fiscal year for the same industrial injury/illness. Certificated managers are eligible for 60 days paid leave of absence immediately upon hire. If the 60 days overlap into the next fiscal year, salary will be paid for only those days remaining at the end of the fiscal year in which the industrial injury/illness occurred. To qualify for leave with pay, the absence must have been recommended by the attending physician. Industrial leave is not deducted from accrued sick leave. Such leave shall not be accumulated from year to year. Employees who are unable to return to work after 60 days may be eligible for additional leave, such as sick or extended sick leave.

### **CATASTROPHIC LEAVE**

A catastrophic leave program is available to all employees who were hired before September of the previous fiscal year. See general information in the SLCUSD Employee Handbook. Management employees have the same benefits and conditions that are decided for other employees relative to a catastrophic leave program. Please contact the Human Resources Department for specific rules and procedures regarding the catastrophic leave benefit.

### **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

State and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has more than 12 months of service
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- The employee is employed at a worksite where there are 50 or more employees within a 75-mile radius.

Leave may be taken for one or more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, child, 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.

Any leave taken for the birth, adoption, or foster care placement of a child must be concluded within one year of the birth or placement of the child with the employee. The 12-month period is measured forward from the date an employee's first leave began. All leave usage that qualifies under the terms of the FMLA leave shall be counted towards the available 12 workweeks within a 12-month period, including intermittent and reduced workload leaves. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Supervisors and Human Resources should be notified at least 30 days before a leave is to begin, or as soon as is practical. Additional paperwork may be required before the leave is granted. Under most circumstances, leave under the FMLA and the California Family Rights Act (CFRA) will run concurrently, and employees will be entitled to a total of twelve (12) workweeks of family and medical leave in the designated period. However, leave due to an employee's disability for pregnancy, childbirth or related medical condition is not counted in the twelve weeks under California law (CFRA). Please refer to the section on Pregnancy Disability Leave (PDL) for additional information. Once the employee is no longer disabled under PDL, she may then apply for leave under CFRA (up to twelve weeks), for purposes of bonding with the baby.

Qualified managers (those employed for at least 12 months prior to the leave) are entitled to use CFRA leave for a period of up to 12 workweeks for the reason of the birth of a child or the foster placement or adoption of a child. Parental leave entitles the manager to use accrued sick leave and extended sick leave (differential pay) as provided for in Education Code 44977.5 and 45196.1. Parental leave benefits must be taken within 12 months of the birth or placement of the child.

Leave provided by FMLA in excess of available accrued paid leave shall be unpaid. When required by law, any available paid accrued leave shall be used prior to unpaid leave. SLCUSD will continue to pay its portion of the health insurance for the duration of the leave (up to twelve weeks under FMLA), or as long as the employee is on a paid leave.

Under most circumstances, upon return from FMLA leave, an employee will be reinstated to his or her original job, or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave.

If an employee fails to return from leave within the 12-week period, paid health insurance will cease unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition which would entitle the employee to FMLA leave; or other circumstances beyond the employee's control. Except as provided above, if an employee fails to return after expiration for eligibility for FMLA leave, the employee shall reimburse the full cost of coverage for medical, dental, vision and life benefits during the entire period of unpaid FMLA leave. Any

amounts due under this section may be deducted from any sums due the employee (e.g. unpaid wages).

## **PREGNANCY DISABILITY LEAVE (PDL)**

Pregnancy, childbirth, or related medical conditions will be treated like any other disability. The Human Resources Department, upon notification of pregnancy by the employee, will provide PDL information.

If the need for PDL is foreseeable, employees must provide notification at least 30 days before the PDL is to begin. If 30 days advance notice is not possible, notice must be given as soon as practical. Upon request of an employee, and the recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child.

PDL usually begins when ordered by the employee's physician. Employees must provide SLCUSD with a certification from a health care provider. While the duration of the leave will be determined by the advice of the employee's physician, employees disabled due to pregnancy may take up to four months. The four months of PDL includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care. The certification indicating disability should contain:

- The date on which the employee became disabled due to pregnancy;
- The probable duration of the period or periods of disability; and
- A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of the position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

Sick leave accrual and other sick leave available (see Extended Sick Leave) may be used during the period of actual disability as certified by a health care provider. In order to be eligible for Extended Sick Leave, the employee first must have exhausted all available accrued sick leave. Employees must also utilize accrued vacation in order to receive extended sick leave benefits. If additional time off is desired beyond the period of disability, it shall be in accordance with leave provided under FMLA/CFRA (See Parental Leave below). If an employee takes PDL, and is eligible under the federal or state family and medical leave laws, SLCUSD will maintain group health insurance during this statutory leave. SLCUSD will continue to pay its portion of the health insurance as long as the employee is in paid status.

## **PARENTAL LEAVE (CFRA)**

Employees who have been employed as a regular employee of the District for at least 12 months are entitled to take parental leave of no more than 12 work weeks within 12 months of the birth or foster/adoptive placement of a child. During the parental leave period, the employee may use accrued sick leave and vacation as well as extended sick leave benefits. During approved CFRA parental leave the district will maintain group health insurance and continue to pay its portion of the health insurance premium

*(Reference: Government Code section 12945, subdivision (b)(2))*

# **HEALTH AND SAFETY**

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## **INDUSTRIAL INJURIES/ ILLNESSES**

In compliance with California law, and to promote the concept of a safe workplace, SLCUSD maintains an Injury and Illness Prevention Program (IIPP). It is the responsibility of the manager to follow up when an employee reports an industrial (work-related) illness or injury. Failure to report an injury/illness at the time it occurs may be grounds for disciplinary action for which the supervisor may be required to take action.

## **WORKERS COMPENSATION**

If an injury or illness requires medical attention, the Administrative Assistant for Business Services must be notified, and an employee will be instructed to seek treatment at one of SLCUSD's designated medical facilities. Whenever possible, a manager should accompany the employee to the designated medical facility. Employees should not seek medical treatment without authorization from a supervisor or the Human Resources Department. Proper procedure must be followed in order for SLCUSD to accept responsibility for an injury and related medical bills. Treatment at a hospital emergency room is only authorized when an actual emergency exists.

Employees must obtain and complete the appropriate paperwork from the Administrative Assistant for Business Services. It is the supervisor's responsibility to assist with the completion of paperwork, sign, and forward the paperwork to Business Services in a timely manner. Following treatment by a designated medical facility, employees should submit the Physician's Return to Work Evaluation form to their supervisor and Business Services. If modified work or time off is recommended, the restrictions should be discussed with the immediate supervisor and the Human Resources Department.

For additional information, see the Industrial Injury or Illness Leave and/or Worker's Compensation Benefits sections of the SLCUSD Employee Handbook.

# **POLICIES AND PROCEDURES**

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## **SEXUAL HARASSMENT PREVENTION TRAINING FOR MANAGERS**

As of January 1, 2006, AB 1825 mandated that all managers receive two hours of sexual harassment prevention training within six months of hire or promotion, and every two years thereafter. SLCUSD provides this training every other year and it is the responsibility of the Superintendent or designee to ensure that annual training is provided to all employees regarding the issues of sexual harassment. Attendance is mandatory. Sexual harassment is any unwanted, unwelcome, or unsolicited sexual conduct imposed on a person who regards it as offensive or undesirable. When a person finds the conduct is unwelcome, it becomes illegal. If the employee or student states that she or he finds the behavior offensive, the actions are unwelcome. Often victims will seek to avoid confrontation or may fear reprisals and consequently do not clearly state their objection. Therefore, all employees must learn to be sensitive to how their actions may be perceived by others, no matter what they personally may believe or intend.

Employees who believe they are being sexually harassed, or observe inappropriate behavior in the work area, or at any SLCUSD activity, should contact the Human Resources Department. It is an employee's right to file a complaint under the Uniform Complaint Procedure, and the duty of a management employee to report and investigate allegations and incidents of sexual harassment as directed.

## **APPEARANCE AND DRESS**

Common sense in personal appearance should be considered in neatness, cleanliness, and clothing and should be followed by all employees. Managers should model professional attire.

## **OUTSIDE EMPLOYMENT**

Regular management assignments are considered to be full-time professional positions. Management employees should not engage in outside employment if it impairs their efficiency with the San Luis Coastal Unified School District, or if the nature of the outside work would create a conflict of interest. If there is a question concerning the appropriateness of such employment, the manager is required to consult with the Director of Human Resources.

## **PROFESSIONAL MEMBERSHIPS**

San Luis Coastal Unified School District encourages employees to join professional organizations that will promote and advance education, but typically does not pay for personal membership in professional organizations.