

# Handbook for Classified Limited-Term Employees



2021-221

*San Luis Coastal Unified School District  
1500 Lizzie Street  
San Luis Obispo CA 93401  
(805) 549-1235*

*Absence Management - Phone 1-800-942-3767 or [www.aesoponline.com](http://www.aesoponline.com)*



1500 Lizzie Street, San Luis Obispo, CA 93401  
DAN BLOCK,  
DIRECTOR OF HUMAN RESOURCES  
(805) 549-1233 [www.slcsd.org](http://www.slcsd.org)

*August 2021*

*WELCOME!*

*Limited-Term Employees play a vital role in the daily education and routine of San Luis Coastal students. Your role is far more than filling the vacancy of an employee who has to be away from his or her job. Your importance to students and parents alike is in the unique opportunity you bring for students to have a new learning experience, to relate to another adult, and to specifically interact in a way that may bring new insight and knowledge to the students.*

*The regular staff recognizes the difficulty of many of your assignments. We all greatly appreciate the energy and skill you put forth to make our schools run smoothly.*

*The current hourly pay rates are listed on our website ([www.slcsd.org](http://www.slcsd.org) and click on departments/personnel services/salary schedules/substitute and limited term employee salary schedule).*

*This Handbook has some good suggestions to assist you in substituting. They are set forth for your consideration and direction. We hope you will refer to this Handbook when necessary. I personally solicit your suggestions for the continued improvement of our schools.*

*School begins on August 19, 2021. Have a great year!*

*Sincerely,*

*Dan Block  
Director of Human Resources*

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## INFORMATION ABOUT CLASSIFIED LIMITED-TERM EMPLOYEE POSITIONS

### 1. DEFINITION

A classified limited-term employee (previously “substitute”) may assist the San Luis Coastal Unified School District covering for an employee who is away from assignment. The limited-term employee might also be asked to work in addition to regular staff members when workloads are heavy.

### 2. QUALIFICATIONS FOR CONTINUED EMPLOYMENT

#### Clearances:

**Tuberculosis:** Each limited term employee must present evidence of freedom from active tuberculosis at least every four years. Evidence may be a certificate or letter from a doctor or health officer, or other authorized agency, stating that the applicant has submitted to a tuberculosis risk assessment and does not have the risk factors or if tuberculosis risk factors were identified, an intradermal tuberculin test (skin test) was taken, that the results were negative, and the date the test was taken. If you do not update your TB test when notified of expiration, you will be dropped from the limited-term list.

**Fingerprints:** You must also have fingerprint clearance from the Department of Justice prior to beginning work. Fingerprinting services are available at either of two UPS Stores:

793 Foothill Blvd, Ste. A, 805-541-9333

3940 Broad St., Ste. 7, 805-549-0200

**Evaluations:** The District wants you to know that you may be evaluated by the staff and/or principals if your services prove to be exceptional, either positively or negatively. If your services are such that you are not wanted back in a particular class or school, a written statement, signed by the principal, indicating the nature of the problem(s) must be sent to the Human Resources Office. A letter of explanation will be sent to you. In such a case, this written statement will be used as a basis for counseling with you concerning your work. You are entitled to provide written comments to be attached to evaluations submitted. After two such evaluations, we may make the decision to remove you from our limited-term list.

**Professional Development:** You are also encouraged to take any classes that may increase your skills in performing your limited-term employee duties. These may be available through San Luis Coastal Adult Education, Cuesta College, or Cal Poly. Volunteering for San Luis Coastal Unified School District may also increase your job skills.

You must work during the prior 60 days in order to remain active in our automated system. Subs who haven't worked will be removed from our system.

### 3. RATE OF PAY

Rules for rates of pay for limited term employees can be found in the Merit System Rules, Chapter 7. In accordance with District policies, the limited-term employees may receive a higher rate of pay because of the added responsibility of doing more of the regular employee's work. Limited-term employees who are hired to fill a vacant or long-term absence of a regular employee for twenty or more days while an eligibility list is being established will be paid at Step A of the class to which assigned. This position does not qualify for benefits unless working 30 hours or more per week. Limited-term appointments shall be subject to termination at any time except during an assigned shift.

## Employment of Former or Retired SLCUSD Employees

According to Government Code Section 21229, PERS retirees who are employed as limited-term employees may not be paid more than the maximum monthly base salary paid to other employees performing comparable duties.

Former regular employees who are reinstated as limited-term employees within 39 months after resignation shall be placed on the classified salary schedule on the step closest to but not below their previous hourly wage upon separation from the district, not to exceed Step 8. If an employee is placed in a classification lower than their previously held position, the rate of pay will be the step closest to but not below their previous hourly wage upon separation from the district, not to exceed Step 8 on the range of the classification of the work being performed. If a returning employee is assigned to a higher classification than previously held as a regular employee, the rate of pay will be the same as if assigned to their former classification.

Former employees who are **not** rehired within 39 months after resignation or retirement will be paid at the posted limited-term rates.

## Employment of Retired Non-SLCUSD Employees

Retirees who did not retire from SLCUSD will be paid at posted limited-term rates.

## 4. TIMECARDS

Daily time is reported on an official pink Classified Limited-Term Timecard which may be obtained at the work site on the first day of service each month. A separate time card should be completed for each job classification worked during a payroll period (i.e. custodian, clerical, library tech, etc.). Time for limited-term assignments are reported on a gray timecard. The timecard should be used from the 26<sup>th</sup> of a month through the 25<sup>th</sup> and turned in to Payroll no later than the 26<sup>th</sup>. If you want a copy for your records, please don't ask the secretaries to make one for you.

The timecard may be left with the School Secretary if the limited-term employee is working at a school on the 25<sup>th</sup>. Ask the School Secretary if the mail will reach Payroll by the end of the day. If not, it may need to be hand-delivered to Payroll. Payroll is in Building C behind Human Resources. Otherwise it may be mailed or brought to the Payroll Office located at 1500 Lizzie Street, San Luis Obispo. If mailing to Payroll, please remember to adhere to the deadline. It must be in Payroll no later than the 26<sup>th</sup> in order to meet the deadline for payment on the 10<sup>th</sup>. If the Limited-Term Employee fails to meet the deadline, he/she will be paid the following month.

**June timecards for limited-term employees MUST be in the Payroll Office no later than 4:30 pm as soon as school is over for the year. Any timecards that are received in Payroll after the deadline will be paid in July. If the person will be working again in June, it is necessary to start another timecard. All timecards for work done the last part of June need to be in payroll on June 30. Do not combine June and July hours on the same timecard. Note: Food Service Limited-Term Employees must turn in timecards to Food Services Department. Custodial Limited-Term Employees must turn in timecards to BG&T for approval.**

Write your legal name, employee ID number, and month and year on each timecard. Hours should be totaled. Timecards need to be completed in ink as they are legal documents. Please be sure the last five digits of the confirmation number is entered for each day your work. Be sure to sign your card; we cannot pay without your signature. Faxed or scanned timecards need to be followed up with the

original for payment. Incomplete timecards will be returned for completion. This may delay your paycheck.

## 5. NOTIFICATION OF ASSIGNMENT

San Luis Coastal uses an automated caller (computerized system) to assign clerical, custodial, library tech, food service, and special education paraeducator limited-term employees. The database contains the names of all of our employees, their work hours, work assignments and locations. It also contains the names of all limited-term employees and the areas in which they are qualified to work, the sites at which they will work and their days of availability. When an employee is absent, he/she can either input the absence by logging onto the Internet or calling the computer system and, with the assistance of a menu-driven system, enters the date(s) of his/her absence. The employee may allow the automated system to assign the limited-term employee. The employee may also “pre-arrange” coverage with a limited-term employee and “assign” that limited-term employee to their absence, inform Absence Management by phone or on the Internet to register the absence indicating the limited-term employee has been assigned and to not call anyone.

You have been provided a welcome letter that includes tutorials for using the computerized system. The system will call you to offer jobs and to notify you of canceled jobs. You may call 1-800-942-3767 or login to the Internet at [www.aesoponline.com](http://www.aesoponline.com) to hear about available jobs, review an assignment and to modify your availability. The website features a help button to access training materials.

A couple of hints about using the automated caller:

1. *Listen carefully!* The system may offer you a job starting that day, the following day, next week, or next month. The job may be for a half day, a full day, a couple of hours, or more than one day. It is important to listen carefully to the dates and times of the job.
2. *Write down the confirmation number!* It is important that you have the job number and employee’s name with you when you report to work. We cannot pay you without the confirmation number. If two limited-term substitutes show up for the same job, the one with the confirmation number gets the job.
3. *You can call the system (1-800-942-3767) or log onto the Internet by going to [www.aesoponline.com](http://www.aesoponline.com) to hear about available jobs for which you are qualified.*

As a rule, the Human Resources Office does not keep track of the number of jobs you decline—nor the reason for doing so.

## 6. CHECKING IN/OUT

Always let the School Secretary know you’ve arrived. She will give you an Authorized Classified Limited-Term Employee badge which must be worn at all times while on campus. Remember, your identification as a Classified Limited-Term Employee is imperative in case of an emergency. Please surrender the badge to the School Secretary when checking out for the day.

## 7. PARKING RESTRICTIONS

C E Teach: All staff/limited-term employees are to park in the lot by the office on Slack Street. Only if that lot is full should they look for a space in the interior lot accessed by entering the Chris Jespersen drive off of Grand and pulling in to the inside lot. This lot will be primarily used by SLOCA.

Laguna Middle School: You may park anywhere except the first row nearest the office.

Los Osos Middle School: You may park anywhere you desire, no sticker required.

Morro Bay High School: You may park in the visitor parking in front of the cafeteria or obtain a visitor's temporary parking permit from the Secretary Clerk.

San Luis Obispo High School: You may park in a staff parking with appropriate parking tag on dash. Be sure to "sign in" on the Visitor's Log located in the school office. You need to list the make, model, color and license plate number of your car. If you fail to do this you may be ticketed by the San Luis Obispo Police Department. If you do receive a ticket, immediately take it to the School Secretary.

8. MILEAGE REIMBURSEMENT

If you are covering for an employee who travels from one site to another during the course of a school day, you may be compensated for your mileage at the current IRS rate. You will be reimbursed only for the mileage between sites—not to or from your home. Please complete a Monthly School Business Mileage Log throughout the month (see Page 18) and submit it to Substitute Desk in the Human Resources Office for approval. You may obtain the form from any School Secretary.

9. CHANGE OF ADDRESS OR TELEPHONE NUMBER

Limited-term employees are urged to keep the Human Resources Office notified of any changes in address or telephone number so that we may update your information in the district's database.

10. YOUR RESPONSIBILITIES AS A LIMITED-TERM EMPLOYEE

It is not necessary to wear "dress up" clothing, but avoid a too casual appearance. Remember that you will be working with other professionals, parents, and students.

*Food Service Limited-Term Employees:* Light colored slacks or skirts are appropriate. For your safety, low heeled, closed-toe shoes are required. It is better not to wear canvas shoes, since they do not provide adequate protection. Hair nets are required. Please bring one with you.

**At no time are limited-term employees to dispense medications to students or toilet students.**

If you are injured at school, please fill out an accident report with the School Secretary immediately and notify the Human Resources Office at 549-1235.

11. USE OF TECHNOLOGY

It is imperative that you not misuse the District's access to the Internet. It is available to you for District-related business only.

12. SEXUAL HARASSMENT POLICY

The District has a Sexual Harassment policy in place. The following is a brief synopsis of the policy.

Any form of sexual harassment directed toward students, employees, applicants for employment or any other persons associated with the school district is prohibited. District personnel who permit and/or engage in sexual harassment are subject to disciplinary action. Such disciplinary action may include dismissal from employment. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical

conduct of a sexual nature made by someone in the work or educational setting. Some examples of sexual harassment, whether committed by a supervisor or any other employee, are:

1. Unwelcome leering, sexual flirtations or propositions;
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;
3. Graphic verbal comments about an individual's body, or overly personal conversation;
4. Sexual jokes, stories, drawings, pictures or gestures;
5. Spreading sexual rumors;
6. Touching an individual's body or clothes in a sexual way;
7. Cornering or blocking of normal movements;
8. Displaying sexually suggestive objects in the educational or work environment; and
9. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or one who participates in the investigation of a sexual harassment complaint.

If you have need to report a sexual harassment policy violation, please contact the Personnel Office at 549-1233.

### 13. CHILD ABUSE REPORTING

It is important that, if you suspect child abuse, you discuss this with the Principal immediately. If the Principal is unavailable, please see the teacher-in-charge or School Secretary. The school administrator can assist you with the appropriate paperwork for making a report. It is, however, your ultimate responsibility to report to Social Services or the Police/Sheriff.

### 14. DRUG-FREE AND TOBACCO-FREE SITES

All San Luis Coastal Unified School District offices and school sites and grounds are to be free of the use and possession of illegal drugs and tobacco products.

### 15. RETIREMENT PROGRAMS

By law, the school district must cover all employees through some type of retirement system. For Classified Limited-Term Employees, we have two different plans. Most limited-term employees will qualify for the SISC Defined Benefit Plan adopted by the San Luis Coastal Unified School District as an alternative to Social Security. You may choose to cash out the full value of your benefits after you termination of employment with the district. The retirement program would change to CALPERS (California Public Employee Retirement System) if the qualifying factors for CALPERS are met.

If a Classified Limited-Term Employee either works more than 1,000 hours during the fiscal year (July to June) or the employee has vested funds on deposit, they will be made a member of CalPERS. Once the qualifying factors are met, it is mandatory that the employee become a member and will remain a member as long as they are employed by any CalPERS-covered employer. The SISC Defined Benefit Plan will no longer cover the employee, though prior benefits will remain available upon termination of employment.

PLEASE NOTE: Once an employee has qualified for CalPERS, full Social Security taxes (Medicare & OASDI) will be deducted from your paycheck. CalPERS contacts the member directly once it is determined that he/she is eligible to terminate their membership (not employed with any covered employer).



If you have at some time been a member of CalPERS and are not sure whether or not you are now a member, you can find out by calling the CalPERS office in Sacramento at (888) 225-7377 or contact your Payroll clerk at (805) 549-1212.

## 16. SICK LEAVE POLICY

Effective July 1, 2015, AB 1522 requires school districts to provide employees who are not covered by a collective bargaining agreement, Personnel Commission Rules, or other SLCUSD sick leave or paid time off policy to earn sick leave as outlined in the Healthy Workplaces / Healthy Families Act of 2014.

Eligibility: Any temporary or substitute employee who works for 30 or more days within a year of his/her employment.

Accrual Rate and Limits: 24 hours of paid sick leave are credited to a temporary or substitute employee upon hire for use once eligibility requirements have been met (see paragraph above) and at the beginning of each subsequent school year as long as the employee remains in active employment status. Unused sick leave does not carry over into the following year of employment.

Use of Sick Leave: An individual covered under this policy shall be entitled to use accrued sick leave beginning on the 90<sup>th</sup> calendar day of employment, as per the law. Individuals will be informed of their sick leave accrual in writing on each pay warrant received.

Procedure: Under this policy, paid sick leave may be used for the diagnosis, care, or treatment of an existing health condition, as well as preventive care, for the individual or family member. Additionally, sick leave may be used for a victim of domestic violence, sexual assault or stalking.

For the purposes of this policy, family member is defined as follows:

1. A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
2. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
3. A spouse.
4. A registered domestic partner.
5. A grandparent.
6. A grandchild.
7. A sibling.

To use sick leave, an individual covered by this policy must be scheduled in advance to report to work on the day the use of sick leave is requested. If the use of sick leave is foreseeable, the employee shall provide reasonable advance notification of two days to the Site Secretary or the Substitute Desk in the Human Resources Office. If the need is unforeseeable, the request must be made by telephone conversation with the affected Site Secretary or the Substitute Desk, prior to the scheduled start time of the work shift. In addition, the individual must provide an Absence Report to the Substitute Desk in the Personnel Office. An employee may determine how much paid sick leave he or she needs to use; however, the District will require a minimum deduction of two hours for each absence.

San Luis Coastal Unified School District shall not deny an individual the right to use accrued sick leave, discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an individual for using accrued sick leave, attempting to exercise the right to use accrued sick leave, filing a

complaint with the County Superintendent of Schools or alleging a violation of this law, cooperating in an investigation or prosecution of an alleged violation or opposing any policy or practice or act that is prohibited by this law.

For more information, see the Resource Page on the California Department of Industrial Relations website: <http://www.dir.ca.gov/dlse/resource.html>

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT**  
**Personnel Services**

**CLASSIFIED SUBSTITUTE EVALUATION**

From: \_\_\_\_\_ School: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date of Observation \_\_\_\_\_

Name of Substitute: \_\_\_\_\_

*Since many of our classified substitutes wish to be hired by our District on a permanent basis, evaluation of work performance is a good tool to monitor their contributions to the District. This evaluation can convey your thanks for a job well done or provide constructive criticism for professional components on which a substitute needs to improve. A copy of this evaluation will not be provided to the substitute.*

**TO BE COMPLETED BY THE REGULAR EMPLOYEE**

1. Quality of Work: ☐ Excellent ☐ Satisfactory ☐ Poor

Comments:

2. Job Knowledge: ☐ Excellent ☐ Satisfactory ☐ Poor

Comments:

3. Attendance and Punctuality: ☐ Excellent ☐ Satisfactory ☐ Poor

Comments:

4. Work Characteristics: ☐ Excellent ☐ Satisfactory ☐ Poor

Comments:

5. Working Relationships: ☐ Excellent ☐ Satisfactory ☐ Poor

Comments:

6. Dependability: ☐ Excellent ☐ Satisfactory ☐ Poor

Comments:

7. Use and Care of Equipment: ☐ Excellent ☐ Satisfactory ☐ Poor

Comments:

8. Safety and Sanitation: ☐ Excellent ☐ Satisfactory ☐ Poor

Comments:

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

I personally observed the substitute in this assignment:

☐ Yes ☐ No

Signature: \_\_\_\_\_

My comments are based on what others have told me:

☐ Yes ☐ No

If yes, who? \_\_\_\_\_

My recommendation regarding future substituting is:

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please forward to Personnel  
Services***

## Elementary Schools

### **BAYWOOD ELEMENTARY SCHOOL - 1330 9th Street, Los Osos; 534-2856**

Located at the corner of 9th and El Moro in Los Osos. From Los Osos Valley Road or Highway 1, turn onto South Bay Blvd. When coming from Los Osos, turn left at the signal onto Santa Ysabel. When coming from Highway 1, turn right at the signal onto Santa Ysabel. Proceed to 11th Street and turn left; then right at El Moro. Turn right on 9<sup>th</sup> Street. The parking area is on the north side of the school.

*Principal: Bernardo Salcido      Secretary: Diane DuBois*

### **BISHOP'S PEAK ELEMENTARY SCHOOL - 451 Jaycee Drive, SLO; 596-4030**

Once on Foothill Blvd., turn right on Patricia and left on Craig, then right on Jaycee. Proceed to the school at the top of the hill.

*Principal: Diana Jones      Secretary: Rosemary Hollis*

### **DEL MAR ELEMENTARY SCHOOL - 501 Sequoia, Morro Bay; 771-1858**

Take Highway 1 to San Jacinto stop light in north Morro Bay. Turn east at the light and proceed to Fir Street. Turn left and proceed one (1) block to corner of Fir and Sequoia.

*Principal: Michael Wood      Secretary: Stephanie Velte*

### **HAWTHORNE ELEMENTARY SCHOOL - 2125 Story St., SLO; 596-4070**

From Broad Street (Highway 227), turn onto Sandercock Street. The school is on the corner of Sandercock and Story. The office can be reached from Sandercock Street.

*Principal: Brittany Tricamo      Secretary: Josie Grady*

### **LOS RANCHOS ELEMENTARY SCHOOL - 5785 Los Ranchos Road, SLO; 596-4075**

From Broad Street (Highway 227), proceed several miles out of the city center. Just south of the airport, turn right at the signal at Los Ranchos Road. The school will be on your left after about ¼ mile.

*Principal: James McMillan      Secretary: Cherie Bruce*

**MONARCH GROVE ELEMENTARY SCHOOL - 348 Los Osos Valley Rd., Los Osos; 534-2844**

Take *Los Osos Valley Road* going to Los Osos. Go past the shopping centers in Los Osos, then turn right on *Doris Street* to the school parking lot.

*Principal: Katie Salcido      Secretary: Debby Hymas*

**PACHECO ELEMENTARY SCHOOL - 261 Cuesta Drive, SLO; 596-4081**

From *Foothill Blvd.*, turn right on *Cuesta Drive*. The school is one block up on the right side of the street.

*Principal: Carmen Wood      Secretary: Ellie Madrigal*

**SINSHEIMER ELEMENTARY SCHOOL - 2755 Augusta, SLO; 596-4088**

Take *Johnson Avenue*, then turn west on *Sydney Street*. Then turn left on *Augusta Street* and proceed about two (2) blocks. Sinsheimer is on the right-hand side of the street. Additional parking is on the left.

*Principal: Jessica Miller      Secretary: Jami Wampler*

**C.L. SMITH ELEMENTARY SCHOOL - 1375 Balboa, SLO; 596-4094**

From Downtown SLO: Take *Madonna Road* and turn right on *Oceanaire*. Turn left on *Lakeview Street*, then right on *Balboa*. The parking lot is at the far end of the school.

On Los Osos Valley Road coming from Foothill or Los Osos: Turn left on *Oceanaire* (first street past Laguna Middle School), go to the stop sign at Balboa. Turn right and the school is about ½ block ahead.

*Principal: Aaron Black      Secretary: Deb Maxwell*

**C.E. TEACH ELEMENTARY SCHOOL – 145 Grand Avenue, SLO**

Take Grand Ave. north towards Cal Poly University, turn left at the stop sign on Slack Street, just before you enter Cal Poly. The school is located in the portable classrooms on Slack Street to the left of the front of the school. Park in the parking lot directly in front of the portables.

*Principal: Darla Batistic      Secretary: Catie Hughes*

## **Secondary Schools**

### **LAGUNA MIDDLE SCHOOL - 11050 Los Osos Valley Road, SLO; 596-4055**

From *Highway 101* or *Madonna Road*, take *Los Osos Valley Road* going west. Laguna is on the east side of the road, opposite the golf course.

*Principal: John Calandro      Assistant Principal: Christina Stamford      Secretary: Teresa Smith*

### **LOS OSOS MIDDLE SCHOOL - 1555 El Moro Street, Los Osos; 534-2835**

From *Highway 1* or *Los Osos Valley Rd.*, take *South Bay Blvd.* Located at the corner of *El Moro Street* and *South Bay Blvd.*

*Principal: Karl Blum      Assistant Principal: Heather Contreras      Secretary: Carrie Trujillo*

### **MORRO BAY HIGH SCHOOL - 235 Atascadero Road, Morro Bay; 771-1845**

Take *Highway 1* to the *Atascadero Rd.* off-ramp (*Highway 41*). Turn west on *Atascadero Road* until you reach the driveway leading into MBHS (right-hand side, across the street from the Motel 6 entrance).

*Principal: Scott Schalde      Assistant Principal:      Secretary: Nancy Bray*

### **PACIFIC BEACH HIGH SCHOOL - 11950 Los Osos Valley Road, SLO; 596-4023**

The school is between *Madonna Road* and *Highway 101* on the east side of *Los Osos Valley Road*.

*Administrator: Chris Dowler      Secretary: Jessica Briggs*

### **SAN LUIS OBISPO HIGH SCHOOL - 1499 San Luis Drive, SLO; 596-4040**

The entrance is on *San Luis Drive*, between *California Blvd.* and *Johnson Ave.* Park in the staff parking area or behind the District business offices. Report to the Main Office in the two story building at the top of the grassy hill.

*Principal: Rollin Dickenson      Assistant Principals: Julie Mamo, Nathan Meinert*

## **Other Locations**

### **ADULT EDUCATION - 1500 Lizzie Street, SLO; 549-1222**

From *Johnson Ave.*, turn east on *Lizzie Street* (opposite French Hospital entrance). Go two (2) blocks; turn left.

Coordinator: *Leslie O'Connor*      Administrative Assistant: *Michelle Chapman-Scurria*

### **FOOD SERVICES - Located at Laguna Middle School; 596-4064**

Director: *Erin Primer*   Nutrition Coordinator: *Anne Wilson*   Account Clerk: *Kris Vander Weele*

### **BUILDINGS, GROUNDS & TRANSPORTATION (BG&T) - 937 Southwood, SLO; 596-4114**

Take *Johnson Avenue* or *Orcutt Road* to *Laurel Lane*. Then turn west onto *Southwood*. Turn left into the driveway just before entering the parking lot for Sinsheimer Pool. The BG&T offices are located in the building directly ahead of you as you go down the driveway.

Operations Supervisor: *Chris Bonin*   Administrative Assistant: *Desiree Smith*

### **INSTRUCTIONAL MEDIA CENTER – 1500 Lizzie Street, Building F-1, SLO**

From *Johnson Ave.*, turn east on *Lizzie Street* (opposite French Hospital entrance). Go two (2) blocks; turn left.

District Elementary Librarian: *Michelle Hopper*

### **INSTRUCTIONAL SERVICES DEPARTMENT - 1500 Lizzie Street, SLO; 549-1247**

From *Johnson Ave.*, turn east on *Lizzie Street* (opposite French Hospital entrance). Go two (2) blocks; turn left.

Secondary Director: *Leslie O'Connor*      Administrative Assistant: *Jennifer Rosario*  
Elementary Director: *Rick Mayfield*      Administrative Assistant: *Jessica Rodriguez*

### **STUDENT SUPPORT SERVICES - 1500 Lizzie Street, SLO; 549-1218**

From *Johnson Ave.*, turn east on *Lizzie Street* (opposite French Hospital entrance). Go two (2) blocks; turn left.

Executive Director: *Janet Gould*      Administrative Assistant: *Tambra Moore*

### **INFORMATIONAL SERVICES AND TECHNOLOGY DEPARTMENT - 1500 Lizzie Street, SLO; 549-1224**

From *Johnson Ave.*, turn east on *Lizzie Street* (opposite French Hospital entrance). Go two (2) blocks; turn left.

Director: *Jeremy Koellish*      Administrative Assistant: *Natalie Santos*





# San Luis Coastal Unified School District 2021-22 Instructional Calendar

K - 12

| JULY 2021 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    |    | 1  | 2  |
| 5         | 6  | 7  | 8  | 9  |
| 12        | 13 | 14 | 15 | 16 |
| 19        | 20 | 21 | 22 | 23 |
| 26        | 27 | 28 | 29 | 30 |

| AUGUST 2021 |    |    |    |    |
|-------------|----|----|----|----|
| M           | T  | W  | T  | F  |
| 2           | 3  | 4  | 5  | 6  |
| 9           | 10 | 11 | 12 | 13 |
| 16          | 17 | 18 | 19 | 20 |
| 23          | 24 | 25 | 26 | 27 |
| 30          | 31 |    |    |    |

| SEPTEMBER 2021 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | T  | F  |
|                |    | 1  | 2  | 3  |
| 6              | 7  | 8  | 9  | 10 |
| 13             | 14 | 15 | 16 | 17 |
| 20             | 21 | 22 | 23 | 24 |
| 27             | 28 | 29 | 30 |    |

| OCTOBER 2021 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
|              |    |    |    | 1  |
| 4            | 5  | 6  | 7  | 8  |
| 11           | 12 | 13 | 14 | 15 |
| 18           | 19 | 20 | 21 | 22 |
| 25           | 26 | 27 | 28 | 29 |

| NOVEMBER 2021 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
| 1             | 2  | 3  | 4  | 5  |
| 8             | 9  | 10 | 11 | 12 |
| 15            | 16 | 17 | 18 | 19 |
| 22            | 23 | 24 | 25 | 26 |
| 29            | 30 |    |    |    |

| DECEMBER 2021 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    | 1  | 2  | 3  |
| 6             | 7  | 8  | 9  | 10 |
| 13            | 14 | 15 | 16 | 17 |
| 20            | 21 | 22 | 23 | 24 |
| 27            | 28 | 29 | 30 | 31 |

| JANUARY 2022 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
| 3            | 4  | 5  | 6  | 7  |
| 10           | 11 | 12 | 13 | 14 |
| 17           | 18 | 19 | 20 | 21 |
| 24           | 25 | 26 | 27 | 28 |
| 31           |    |    |    |    |

| FEBRUARY 2022 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               | 1  | 2  | 3  | 4  |
| 7             | 8  | 9  | 10 | 11 |
| 14            | 15 | 16 | 17 | 18 |
| 21            | 22 | 23 | 24 | 25 |
| 28            |    |    |    |    |

| MARCH 2022 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
|            | 1  | 2  | 3  | 4  |
| 7          | 8  | 9  | 10 | 11 |
| 14         | 15 | 16 | 17 | 18 |
| 21         | 22 | 23 | 24 | 25 |
| 28         | 29 | 30 | 31 |    |

| APRIL 2022 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
|            |    |    |    | 1  |
| 4          | 5  | 6  | 7  | 8  |
| 11         | 12 | 13 | 14 | 15 |
| 18         | 19 | 20 | 21 | 22 |
| 25         | 26 | 27 | 28 | 29 |

| MAY 2022 |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | T  | F  |
| 2        | 3  | 4  | 5  | 6  |
| 9        | 10 | 11 | 12 | 13 |
| 16       | 17 | 18 | 19 | 20 |
| 23       | 24 | 25 | 26 | 27 |
| 30       | 31 |    |    |    |

| JUNE 2022 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
|           |    | 1  | 2  | 3  |
| 6         | 7  | 8  | 9  | 10 |
| 13        | 14 | 15 | 16 | 17 |
| 20        | 21 | 22 | 23 | 24 |
| 27        | 28 | 29 | 30 |    |

| KEY                              |                              | Teacher Work Day / Professional Development |                                      |
|----------------------------------|------------------------------|---|--------------------------------------|
|                                  | Holiday                      | August 16-17, 2021                          | No Students K-12 (PD Day)            |
|                                  | Local Recess                 | August 18, 2021                             | No Students K-12 (Teacher WD)        |
|                                  | No Students K-6 (elem.)      | August 19, 2021                             | First Day of School                  |
|                                  | No Students K - 12           | November 5, 2021                            | No students K-12 (Elem. WD, Sec. PD) |
|                                  | First and Last Day of School | November 15-19, 2021                        | Elem. Conf. - Minimum Days           |
|                                  | SLHS-no students             | December 1, 2021                            | Elementary Min Day (Prof. Dev.)      |
|                                  | MBHS/PBHS/LOMS-no students   | January 10, 2022                            | LOMS/MBHS/PBHS Teacher WD            |
|                                  | LAMS-no students             | January 21, 2022                            | LAMS Teacher WD                      |
| <b>Holidays / Local Recesses</b> |                              | March 14, 2022                              | Elementary Teacher Work Day          |
| July 5, 2021                     | Independence Day             | March 14, 2022                              | SLHS Teacher Work Day                |
| September 6, 2021                | Labor Day                    | March 21-25, 2022                           | Elem. Conf. - Minimum Days           |
| November 11, 2021                | Veteran's Day                | March 30, 2022                              | Elementary Min Day (Prof. Dev.)      |
| November 12, 2021                | No Students- local recess    | June 9, 2022                                | Last Day of School                   |
| November 22-26, 2021             | Thanksgiving Break           | June 9, 2022                                | MBHS Graduation                      |
| Dec. 23, 2021-Jan. 7, 2022       | Winter Break                 | June 9, 2022                                | PBHS Graduation                      |
| January 3, 2022                  | New Year's Day               | June 10, 2022                               | No Students K-12-Teacher WD          |
| January 17, 2022                 | Martin Luther King, Jr. Day  | June 10, 2022                               | SLHS Graduation                      |
| February 14, 2022                | Lincoln Day                  |   |                                      |
| February 21, 2022                | Washington Day               |   |                                      |
| April 15, 2022                   | Spring Holiday               |   |                                      |
| April 11-14, 2022                | Spring Break                 |   |                                      |
| May 30, 2022                     | Memorial Day                 |   |                                      |

Board Approved June 16, 2020

PINK

## SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

## CLASSIFIED SUBSTITUTE TIMECARD

Paid on 10th Payroll

Employee's Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

| Month/Year: | DATE | HOURS |     | TOTAL HRS. | SUBSTITUTE FOR:               | TYPE OF<br>ASSIGNMENT: | Account Number<br>(if Available) | Approved<br>By |
|-------------|------|-------|-----|------------|-------------------------------|------------------------|----------------------------------|----------------|
|             |      | IN    | OUT | WORKED     | Include Job # w hen available |                        |                                  |                |
| Month/Year: | 26   |       |     |            |                               |                        |                                  |                |
|             | 27   |       |     |            |                               |                        |                                  |                |
|             | 28   |       |     |            |                               |                        |                                  |                |
|             | 29   |       |     |            |                               |                        |                                  |                |
|             | 30   |       |     |            |                               |                        |                                  |                |
|             | 31   |       |     |            |                               |                        |                                  |                |
| Month/Year: | 1    |       |     |            |                               |                        |                                  |                |
|             | 2    |       |     |            |                               |                        |                                  |                |
|             | 3    |       |     |            |                               |                        |                                  |                |
|             | 4    |       |     |            |                               |                        |                                  |                |
|             | 5    |       |     |            |                               |                        |                                  |                |
|             | 6    |       |     |            |                               |                        |                                  |                |
|             | 7    |       |     |            |                               |                        |                                  |                |
|             | 8    |       |     |            |                               |                        |                                  |                |
|             | 9    |       |     |            |                               |                        |                                  |                |
|             | 10   |       |     |            |                               |                        |                                  |                |
|             | 11   |       |     |            |                               |                        |                                  |                |
|             | 12   |       |     |            |                               |                        |                                  |                |
|             | 13   |       |     |            |                               |                        |                                  |                |
|             | 14   |       |     |            |                               |                        |                                  |                |
|             | 15   |       |     |            |                               |                        |                                  |                |
|             | 16   |       |     |            |                               |                        |                                  |                |
|             | 17   |       |     |            |                               |                        |                                  |                |
|             | 18   |       |     |            |                               |                        |                                  |                |
|             | 19   |       |     |            |                               |                        |                                  |                |
|             | 20   |       |     |            |                               |                        |                                  |                |
|             | 21   |       |     |            |                               |                        |                                  |                |
|             | 22   |       |     |            |                               |                        |                                  |                |
|             | 23   |       |     |            |                               |                        |                                  |                |
|             | 24   |       |     |            |                               |                        |                                  |                |
|             | 25   |       |     |            |                               |                        |                                  |                |

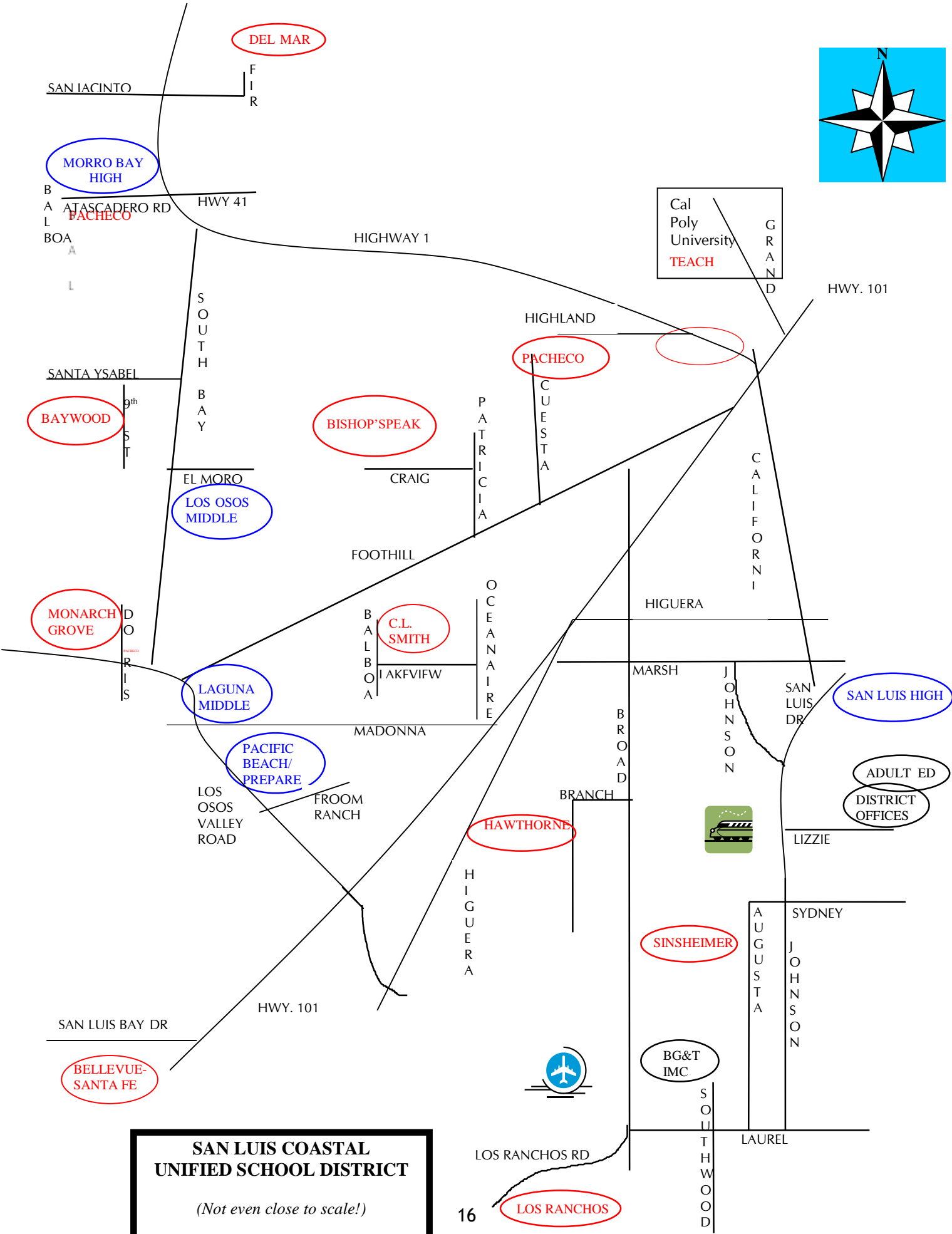
TOTAL HOURS TO BE PAID

Your Signature Verifies That Time Card is Correct

Employee's Signature

Revised 10/10/12 kp

Approved by: \_\_\_\_\_



**SAN LUIS COASTAL  
UNIFIED SCHOOL DISTRICT**  
*(Not even close to scale!)*

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT**  
**MONTHLY SCHOOL BUSINESS MILEAGE LOG/CLAIM**

**Site-to-Site Mileage Chart can be found at [W:\Reference\Mileage Reference Chart](#)**

**Claimant**

| Position | Month |
|----------|-------|
|----------|-------|

[illegible]

Total School Business Miles x \$. /mile = \$

Claimant's Signature \_\_\_\_\_

Budget Account\*

Supervisor's Approval\* Fiscal Services

**\*Not required if claim is for mileage to attend school business-related meeting or training only.**

1/5/2010 BusSvc

# MILEAGE REFERENCE CHART

## Site-to-Site Mileage

|                     | BA   | BP   | DM   | HA   | LR   | ME   | MG   | PA   | SI   | SM   | SU   | LAMS | LOMS | MBHS<br>MBCY | PBHS | SLHS<br>DO | BSF  | TE   | SLCY<br>BGT/<br>IMC | VI   |
|---------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|--------------|------|------------|------|------|---------------------|------|
| BA                  | 0    | 11.5 | 7    | 16   | 20   | 5    | 2    | 14   | 16.5 | 10.5 | 1.5  | 10   | 1    | 6            | 11   | 15.5       | 16   | 15   | 15                  | 11   |
| BP                  | 11.5 | 0    | 14.5 | 3.5  | 8    | 12.5 | 11   | 1    | 4    | 4.5  | 10.5 | 4    | 11   | 13.5         | 5    | 3          | 9.5  | 2.5  | 4.5                 | 4.5  |
| DM                  | 7    | 14.5 | 0    | 17   | 21.5 | 2.5  | 9    | 14   | 17   | 18   | 8.5  | 18.5 | 6.5  | 1.5          | 19   | 16         | 23   | 15.5 | 17.5                | 19   |
| HA                  | 16   | 3.5  | 17   | 0    | 4.5  | 14.5 | 12.5 | 2.5  | 2    | 2.5  | 12   | 3    | 13.5 | 15           | 4    | 1.5        | 7.5  | 2.5  | 2                   | 2.5  |
| LR                  | 20   | 8    | 21.5 | 4.5  | 0    | 18.5 | 16.5 | 6.5  | 4.5  | 6.5  | 16   | 7    | 19.5 | 19           | 5.5  | 5.5        | 9.5  | 6.5  | 4.5                 | 6.5  |
| ME                  | 5    | 12.5 | 2.5  | 14.5 | 18.5 | 0    | 7    | 12   | 15   | 16   | 6.5  | 16.5 | 4.5  | 1.5          | 17   | 14         | 21.5 | 13.5 | 15.5                | 17   |
| MG                  | 2    | 11   | 9    | 12.5 | 16.5 | 7    | 0    | 11   | 14.5 | 10.5 | 1    | 9.5  | 2.5  | 8            | 10.5 | 15         | 16   | 12.5 | 14                  | 10.5 |
| PA                  | 14   | 1    | 14   | 2.5  | 6.5  | 12   | 11   | 0    | 3.5  | 5    | 10.5 | 4    | 13.5 | 13           | 5    | 3          | 9.5  | 2    | 4                   | 5    |
| SI                  | 16.5 | 4    | 17   | 2    | 4.5  | 15   | 14.5 | 3.5  | 0    | 4.5  | 14   | 5    | 16   | 15.5         | 5.5  | 1          | 9.5  | 2.5  | 1                   | 4.5  |
| SM                  | 10.5 | 4.5  | 18   | 2.5  | 6.5  | 16   | 10.5 | 5    | 4.5  | 0    | 10   | 1    | 10.5 | 17           | 1.5  | 3.5        | 7.5  | 4    | 4                   | 1    |
| SU                  | 1.5  | 10.5 | 8.5  | 12   | 16   | 6.5  | 1    | 10.5 | 14   | 10   | 0    | 9    | 2    | 7.5          | 10   | 14.5       | 15.5 | 13.5 | 13.5                | 10   |
| TE                  | 15   | 2.5  | 15.5 | 2.5  | 6.5  | 13.5 | 12.5 | 2    | 2.5  | 4    | 13.5 | 4.5  | 15.5 | 15           | 5    | 2          | 9    | 0    | 3                   | 5    |
| LAMS                | 10   | 4    | 18.5 | 3    | 7    | 16.5 | 9.5  | 4    | 5    | 1    | 9    | 0    | 10.5 | 18           | 1    | 5          | 6.5  | 4.5  | 5.5                 | 1    |
| LOMS                | 1    | 11   | 6.5  | 13.5 | 19.5 | 4.5  | 2.5  | 13.5 | 16   | 10.5 | 2    | 10.5 | 0    | 5.5          | 9.5  | 15.5       | 16   | 15.5 | 14                  | 10.5 |
| MBHS<br>MBCY        | 6    | 13.5 | 1.5  | 15   | 19   | 1.5  | 8    | 13   | 15.5 | 17   | 7.5  | 18   | 5.5  | 0            | 17   | 15         | 22   | 15   | 16.5                | 18.5 |
| PBHS                | 11   | 5    | 19   | 4    | 5.5  | 17   | 10.5 | 5    | 5.5  | 1.5  | 10   | 1    | 9.5  | 17           | 0    | 6          | 5.5  | 5    | 4.5                 | 0.5  |
| SLHS<br>DO          | 15.5 | 3    | 16   | 1.5  | 5.5  | 14   | 15   | 3    | 1    | 3.5  | 14.5 | 5    | 15.5 | 15           | 6    | 0          | 9    | 2    | 1.5                 | 5    |
| BSF                 | 16   | 9.5  | 23   | 7.5  | 9.5  | 21.5 | 16   | 9.5  | 9.5  | 7.5  | 15.5 | 6.5  | 16   | 22           | 5.5  | 9          | 0    | 9    | 9                   | 5.5  |
| SLCY<br>BGT/<br>IMC | 15   | 4.5  | 17.5 | 2    | 4.5  | 15.5 | 14   | 4    | 1    | 4    | 13.5 | 5.5  | 14   | 16.5         | 4.5  | 1.5        | 9    | 3    | 0                   | 4    |
| VI                  | 11   | 4.5  | 19   | 2.5  | 6.5  | 17   | 10.5 | 5    | 4.5  | 1    | 10   | 1    | 10.5 | 18.5         | 0.5  | 5          | 5.5  | 5    | 4                   | 0    |
| SLOC<br>OE          | 9    | 6    | 9    | 8    | 12   | 6.5  | 11   | 6    | 8    | 9    | 10.5 | 10   | 8.5  | 8            | 10   | 7.5        | 14   | 7    | 9                   | 10   |