



# Hayward Unified School District HUB Employee Manual (Updated April 4, 2016)

## **Purpose**

The purpose of the *Hayward Unified School District HUB Employee Manual* is to provide a guide to policies and procedures related to the operation of the HUB (the Hayward Unified School District Parent Resource Center). This manual will be updated as changes are made to any relevant policies and procedures.

## **Alignment with the Mission of the Hayward Unified School District**

The HUB is aligned with the mission of the Hayward Unified School District (HUSD), which is “to promote educational excellence by empowering students to become dynamic leaders in a global society.”

## **Programs**

The HUB is home to a range of district programs, resources, and services, including:

1. Centralized Enrollment
2. Youth Enrichment Program (YEP), Before and After School
3. Hayward Promise Neighborhood (HPN)
4. Child Welfare & Attendance (CWA)
5. Parent Engagement
6. Bus Passes
7. Volunteer Processing
8. State Pre-School
9. Special Education Pre-School
10. Head Start Program
11. Alameda County Office of Education (ACOE) Infant and Child Program

## **HUB Policies and Procedures**

### **HUB Hours of Operation:**

The HUB is open from 8:00 AM until 5:00 PM. The HUB may extend these hours for special events and to provide extra services for HUSD families.

### **Visitor Conduct:**

Families visiting the HUB are asked to please keep their children with them at all times.

HUB Employees: Please assist any visitors the best that you can, and direct them to the Front Office (Room 15) for any questions you're unable to answer.

### **Scheduling:**

To reserve a conference room, please contact Debra Sparks, x34201. In the event that Debra Sparks is unavailable, the backup person is Justin Fallon, x34189.

The HUB has three conference spaces:

1. Room 14: Holds 30-40 people.
2. Room 16: Holds about 15 people.
3. Multi-Purpose Room: (Currently being furnished.)

As a backup, the break room, Room 10 (holds about 25), is also available as needed in the evening.

Availability is generally on a first come, first serve basis for scheduled reservations. Please include any time you may need before and after the event for set-up/clean-up in your reservation.

### **HUB Facility Events/Meetings:**

During HUB Hours – Please follow normal booking procedures for any additional rooms. Even if you are only using your own rooms, please inform Debra Sparks in the event that any additional considerations from the facility may be necessary.

After Hours – Please book the event with Debra Sparks. The night custodian is available for set-up, clean-up and break-down as needed.

Saturdays – Any use of the HUB on Saturdays must be approved by Christy Gerren, the HUB Site Administrator. A school entry form must be filled out and submitted to the Administrative Secretary, Justin Fallon, for signature. Your department is responsible for arranging a custodian if you would like one present, and for providing a budget string for their hours.

Please schedule all after-hours/weekend events, and any events during normal hours that need any special considerations, at least two weeks in advance.

**Facility Issues:**

Facility issues should be directed to the attention of the HUB's Site Administrator, Christy Gerren. Her office is Room 25. She may also be reached through her Administrative Secretary, Justin Fallon, x34189. His office is located in Room 27.

For anything requiring a work order, please contact Debra Sparks at x34201. She is located in the HUB's Front Office (Room 15).

If you have any specific cleaning requests, you may direct them through Debra Sparks. In the event of any spills/accidents during the day that require immediate attention, please also contact Debra to radio the custodian. The HUB's day custodian is Gregory Redd and the night custodian is Vicente Castillo.

**Break Room:**

The staff break room is located in Room 10.

All HUB keys will open the room. Please lock the door when you leave the room – it should not be unlocked if there is nobody inside.

The break room is equipped with a refrigerator and microwave. Please respect posted directions to keep the room clean.

**Mail:**

Inter-district mail is delivered to and picked up from the HUB Front Office (Room 15) early each morning. Each department is responsible for picking up its own mail from the sorter in the back of the room. Please place any outgoing mail in the marked bins below the sorter.

**New Employees—Key and Contact Information:**

Keys – Keys for staff are to be accounted for by each program/department. If more keys are needed for a new staff member, request them via Debra Sparks. Please be aware that the facility doesn't have extra keys available on demand, and that new keys must be requested via work order.

Contact Information – Please provide contact information (Name, E-Mail Address, Job Title, Extension) for any new employees in your department to Debra Sparks in order to keep the staff directory up to date and make sure that new employees are receiving e-mail announcements.

*Please inform the Site Administrator of any new or departing staff.*

**Safety Committee:**

The Safety Committee meets once a month, as part of the HUB's Facility Meeting. These meetings are held on the third Thursday of every month, from 3 PM to 4 PM in Room 14. The Facility Meeting is open to all who wish to attend.

**Emergency:**

Fire Drill – Please exit your office, bringing any families/guests with you, along with your guest sign-in sheets, and proceed to the back parking lot. Line up with your department, and remain there until all departments have been accounted for and you are dismissed.

On-Site Evacuation – In the event of an emergency, please follow Fire Drill protocol and proceed to the far area of the back parking lot.

Relocation/Reunification Point – In the event of an emergency where the HUB is not safe to return to or the grounds must be completely evacuated, the reunification point is the greenway park, south from the HUB on Soto Rd.