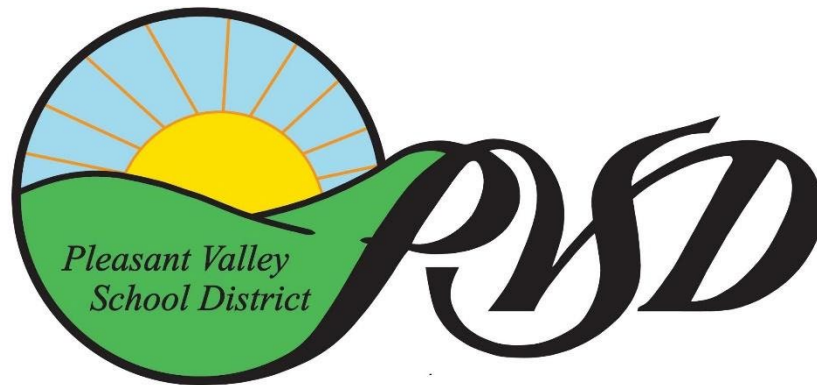


Staff Handbook: Certificated Employee



Pleasant Valley School District

2022-2023

Pleasant Valley School District 600 Temple Ave. Camarillo, CA 93010
805. 389.2100

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To access Employee Online open any browser and go to https://myscape.vcoe.org/ and click on Register as a new user (it will ask you for your email, please use the personal email you gave HR). The information you provide will have to accurately match what was provided to PVSD. If any of the data does not match the information in your Escape Employee record, you will have an error. Once registered you will receive an email from “VCOE Notification Services” with your Username and confirmation key.	25
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What you can do with Employee Portal? Portal supports employees in three specific areas:	25

PURPOSE OF THE EMPLOYEE HANDBOOK

This handbook is designed to familiarize employees with the practices of the Pleasant Valley School District (PVSD) and provide a reference to the rules and regulations regarding the employee-employer relationship in Pleasant Valley. Additional information for employees can be found in the PVEA collective bargaining agreement (“Association Contract”).

This handbook is the property of the Pleasant Valley School District and is intended for personal use and reference by PVSD Certificated employees. It explains some of our philosophies and beliefs, and describes, in general terms, some of our employment guidelines. We hope that it will serve as a useful reference document for employees throughout their employment at PVSD. This handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of Pleasant Valley School District or its employees not otherwise found in California law. The policies found in this handbook supersede and replace all previous personnel policies, practices, and guidelines except as otherwise set out in the Board Policies.

Pleasant Valley School District reserves full discretion to add to, modify, or delete provisions of this handbook, or the policies and procedures on which they may be based, at any time without advance notice except for the specific and express terms of any agreement, including the Association Agreement, and the **Educational Employment Relations Act** (EERA). PVSD also reserves the right to interpret any of the provisions set forth in this handbook in any manner it deems appropriate except as limited above. For this reason, employees should check with the Director of Certificated Human Resources to obtain current information regarding the status of any policy, procedure, guideline, or practice. Similarly, to obtain information regarding specific employment policies or procedures, whether they are contained in this handbook, employees should contact the Director of Certificated Human Resources.

Employees may review Board Policies and/or Administrative Regulations, which contain further information on the rules and regulations under which we operate, on the District website: <https://www.pleasantvalleysd.org> and click on Board: Policies and Regulations.



Natalia Torres, Ed.D.
Director of Certificated Human Resources

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The Pleasant Valley School District is an equal opportunity employer and is committed to an active Nondiscrimination Program. PVSD is committed to providing a safe working and learning environment that is free from discrimination, harassment, intimidation and bullying on the basis of race; actual or perceived color, national origin, ethnic group ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, actual or perceived sexual orientation, sexual identity, gender expression, sex or association with a person or a group with one or more of these actual or perceived characteristics at any district site and/or activity. This nondiscrimination policy covers all district employment and opportunities, admissions, access to, and treatment of all individuals in the District's programs and activities, including adult and vocational education. A copy of the district's nondiscrimination policy or additional information prohibiting all forms of discrimination, harassment, inappropriate behavior and/or hate crimes is available at all school sites and offices and on our website.

Pleasant Valley School District shall not discriminate against physically or mentally disabled persons who, with reasonable accommodation, can perform the essential function of the position. The design and execution of these procedures shall demonstrate the Superintendent's goal to employ a classified, certificated, and administration staff that reflects the gender, ethnic, and cultural diversity of the community served by Pleasant Valley School District. All decisions on employment and promotions must be made solely on the individual's qualifications (merit) and bona fide occupational qualifications for the job in question, and the feasibility of any necessary job accommodations.

EMPLOYMENT REQUIREMENTS

It is a legal requirement that all employees of a school district provide evidence that he or she is free of active tuberculosis prior to employment and every four years thereafter.

As a condition of employment, all employees are required to be fingerprinted and have their fingerprint screening clear before their first day of work. Fingerprint screening is completed at the Ventura County Office of Education. Fingerprints are screened through the Department of Justice/FBI.

TYPES OF CERTIFICATED EMPLOYEES

There are only four classifications of certificated public school employees: permanent, probationary, temporary, and substitute. Your classification will dictate what rights you have under the Education Code. To determine if you have been properly classified, first review your written contract. Sometimes contracts can be wrong, and if you have any doubts, be sure to check with CTA.

Permanent

In general, “permanent” employees are those who passed their two years of probation and are reelected to serve a third year. To be a permanent certificated employee, the person must hold either a preliminary or clear credential.

Under the Education Code, permanent employees can only be terminated for just cause or if you are a part of a layoff. If notified that the termination is for cause, they must be afforded the opportunity to have a full evidentiary hearing before a three-person panel that is independent of the school district or governing board.

If a permanent employee is laid off because of a reduction in services, the employee has a 39-month preferential right to rehire. Probationary employees must be laid off before permanent employees, even if the probationary employee has more seniority.

Probationary

An individual who is hired as a probationary employee (“Probe”) usually must serve in that capacity for two consecutive, complete school years (at least 75% of the number of school days) before being eligible for permanent status. Probationary employees may be non-reelected for the next school year without a hearing for any or no lawful reason, at any time up to March 15 of their second year. After March 15 of the employee’s second year, a “Probe 2” cannot be terminated without a full evidentiary hearing, and the employee is deemed to be permanent on the first day of the following school year.

During the school year, a Probe cannot be summarily dismissed unless the District proves at an administrative hearing that there is just cause for the dismissal. However, in these hearings, the governing board, and not an independent panel, has the final say. If a probationary employee is laid off because of a reduction in services, the employee has a 24-month preferential right to rehire.

A person who is hired into a “categorically-funded” position and remains in a categorically funded position can never attain permanent status. In other words, the employee will be probationary forever, unless the employee is subsequently placed in a regularly funded, probationary position and serves in it for at least one school year. The preceding, complete year the employee served in the categorically funded position will count toward permanent status. If an employee was initially hired to fill a regularly funded, probationary position and is subsequently reassigned to a categorically funded position, service in both positions will count toward attaining permanent classification. A permanent employee doesn’t lose their permanent status by accepting a categorically funded assignment.

A person who holds a provisional credential, such as a Short-Term Staff Permit (“STSP”) or Provisional Intern Permit (“PIP”), which replaced emergency permits, must be classified as probationary unless the employee is correctly classified as a Temporary or Substitute (see below). However, she/he will not be eligible for permanent status until she/he obtains a preliminary or clear credential and serves in a probationary position for two years. A person holding an Intern credential is treated a bit differently: a year as an intern will count toward permanent status if the employee obtains a regular credential and subsequently is reemployed in a probationary position.

An employee's seniority date is determined by the first date of paid, probationary employment. Ironically, this means that an employee who was first hired with less than a preliminary or clear credential and served for several years in that capacity may have more seniority than a fully credentialed employee who became permanent after serving only two probationary years. Similarly, an employee who is probationary because the employee has always served in a categorically funded position might have more seniority date than a permanent employee. However, in a lay off situation, because a probationary employee must be laid off before a permanent employee with the same certification and qualifications.

If a person doesn't receive any employment contract or receives a contract after their first paid day of the school year, then the employee is deemed to be probationary.

Temporary

In general, school districts may hire a person with a temporary classification ("Temps") to replace regular employees on leaves of absence or to fill in for regular employees who have been given categorically funded positions, like teachers on special assignment, department heads, and class size reduction. The Temp doesn't have to replace a particular person; but the number of certificated employees on leave throughout the district cannot exceed the number of temporary employees.

Temps are at-will employees who serve on contracts for one school year or shorter periods of time. This means the District can release them at any time during the first 75% of the school year, with or without cause and without a hearing. If they receive a release notice from the District, Temps do not have an automatic right to reemployment the next year, but under certain circumstances, they must be given some preference if there are vacancies. A person may be a temporary employee for many years. But, if the employee is rehired into a probationary position for the next school year, then the one previous year in a temporary position will count toward permanent status.

In the event of a layoff, Temps do not receive layoff notices and do not have the same guaranteed rehire rights as Probes or Permanent employees because their contracts simply terminate at the end of the school year. Because Temps have fewer rights, it is especially important to verify the accuracy of the temporary classification.

Substitute

To be hired as a substitute employee ("Sub"), a person does not have to possess any kind of regular teaching credential, but only a 30-day Substitute permit. A Sub permit issued by the Commission on Teacher Credentialing requires only a bachelor's degree and passage of CBEST. Even a sub hired for a long-term assignment during the school year may be released at any time, with or without cause, and without a hearing. Subs are paid for each day worked, and they usually do not receive benefits.

Part-Time Employees:

A part-time employee works less than the number of hours or days identified for a full-time position. All benefits provided to part-time classified employees are prorated based on the FTE (Full Time Equivalent) of that employee.

Resignation/Termination:

Any employee who voluntarily resigns from a position shall provide a written resignation. Formal notice of resignation may be accomplished by completing a resignation form your supervisor, or the Human Resources Department. The form shall be forwarded to the Human Resources Department. Upon resignation, the employee may request an exit interview with the Human Resources Department. Information regarding rights of retirement benefits, continuation of insurance coverage, and unemployment insurance benefits will be sent via mail. The employee shall be required to turn in all PVSD possessions such

as: telephone, credit card, cellular phone, computer/laptop, keys to any premise, and identification card. Certificated employee resignations requested during a certificated contract period are granted at the discretion of the Superintendent.

Non-reelection:

Non-reelection occurs within the probationary period and due to performance issues. The supervisor shall notify a probationary certificated employee of the decision not to renew his or her contract no later than March 15th. Classified employees may be released at any time during the first 12-months of employment (probationary period).

Layoffs/Reduction in Force:

Layoffs are due to lack of work or lack of funds. If a reduction in force becomes necessary, reductions will be determined in accordance with the program needs of the District and as outlined in contract agreements. The Superintendent will make the final determinations based upon the recommendations of department heads and Cabinet.

PLEASANT VALLEY SCHOOL DISTRICT OVERVIEW

Pleasant Valley School District is in the city of Camarillo California and serves 5,700 students in Preschool through eighth grade. PVSD operates 12 schools, one preschool (PEEP), six TK-5 elementary schools, three TK-8 schools, two comprehensive middle schools, and oversees one directly funded Charter school.

School	Grades	Address	Phone
Camarillo Heights Elementary	K-5	35 Catalina Dr., 93010	(805) 383-5305
Dos Caminos Elementary	K-5	3635 Appian Way, 93010	(805) 383-5310
La Mariposa Elementary	K-5	4800 Corte Olivas, 93012	(805) 383-5315
Las Posas Elementary	K-5	75 Calle La Guerra, 93010	(805) 383-5325
Rancho Rosal Elementary	K-5	3535 Village at the Park Dr. 93012	(805) 383-5350
Tierra Linda Elementary	K-5	1201 Woodcreek Rd., 93012	(805) 383-5360
Santa Rosa Technology	K-8	13282 Santa Rosa Rd., 93012	(805) 383-5355
Pleasant Valley School of E.A.	K-8	700 Temple Ave, 93010	(805) 383-5340
Los Primeros School of S.A.	K-8	1555 Kendall Ave., 93010	(805) 383-5330
Monte Vista Middle School	6-8	888 North Lantana St., 93010	(805) 383-5335
Las Colinas Middle School	6-8	5750 Fieldcrest Dr., 93012	(805) 383-5320
University Prep Charter	K-8	1099 Bedford Dr., 93010	(805) 482-4608

Vision Statement

Excellence for all.

Mission Statement

The Pleasant Valley School District prepares 21st century learners who are responsible members of our global society.

Core Values

- Student Centered
- Equity
- Teamwork
- Integrity
- Embracing and Celebrating Diversity



Goals

1. Ensure increased student achievement through high expectations for all
2. Provide a healthful environment where all students feel welcome, safe, and connected
3. Maintain a fiscally sound budget that equitably aligns and maximizes available resources
4. Engage in open, meaningful, and continuous communication with all stakeholders

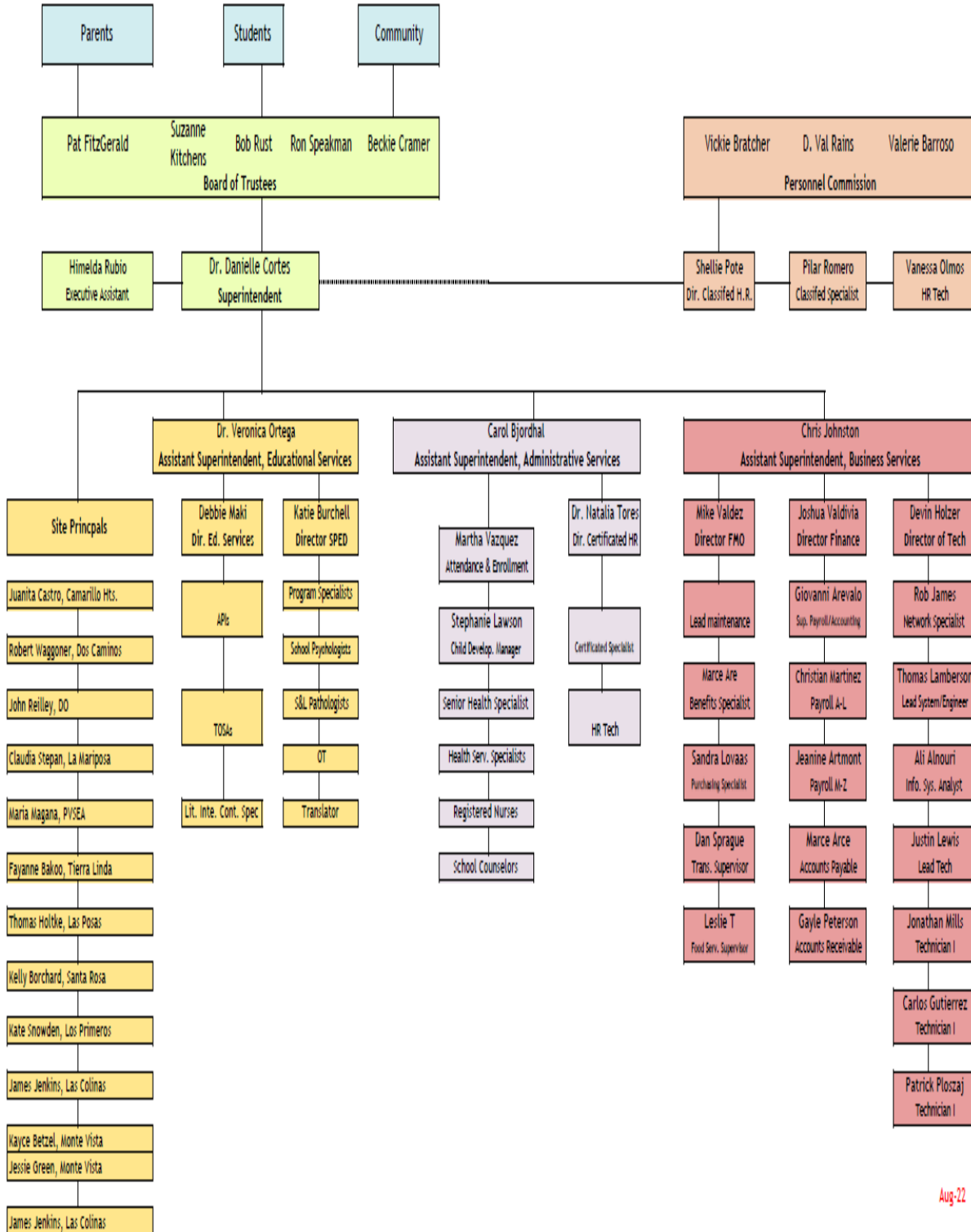
Accountability Measures

Four accountability measures will be monitored and measured in the Pleasant Valley School District Strategic Plan. These markers represent the District’s drivers in securing high levels of achievement for all our students:

- student achievement
- safe environments conducive to learning
- fiscal stability
- comprehensive and consistent communication

PVSD ORGANIZATIONAL CHART

Pleasant Valley School District Organizational Chart



Aug-22

School Calendar

Pleasant Valley School District: 2022-2023 School District Calendar

<p>JULY '22</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S						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	26	27	28	29	30	31							<p>July</p> <p>4 July 4th Observed</p>	<p>Jan.</p> <p>2 New Year's Day 12/23-1/6 Winter Break 9 Staff Development 16 Martin Luther King Jr. Day Holiday 20 End of 2nd Quarter 15/22 Days</p>	<p>JANUARY '23</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	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	26	27	28	29	30	31											
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<p>School Not In Session</p>	<p>Quarters #</p> <p>1st Quarter 42</p> <p>2nd Quarter 44</p> <p>3rd Quarter 50</p> <p>4th Quarter 44</p>	<p>Trimesters #</p> <p>1st Trimester 64</p> <p>2nd Trimester 52</p> <p>3rd Trimester 68</p>	<p>Early Dismissal 1:25</p> <p>Back to School</p> <p>Open House</p> <p>Mar. 13-15, 2023 (TK-5)</p> <p>Minimum Days 12:00</p> <p>Nov 1- Nov. 7, 2022 (TK-3)</p> <p>Nov 1- Nov. 9, 2022 (4-5)</p> <p>*May 19, 2023 (TK-8)</p> <p>June 16, 2023 (TK-8)</p>																																																																																																		

Board Approved: 2/10/22

PLEASANT VALLEY SCHOOL DISTRICT DIRECTORY



District Office Directory

Pleasant Valley School District - Phone 805-389-2100
600 Temple Ave., Camarillo, CA 93010

Superintendent's Office (e-Fax 445-8675)		
Dr. Danielle Cortes	Superintendent	1102
Himelda Rubio	Executive Assistant	1101

Ranch House Reception Desk		
Natalie Mendez	Ofc Asst/Receptionist	1120

Human Resources (e-Fax 388-1468)		
Certificated		
Dr. Natalia Torres	Director	1305
Vacant	Certificated Specialist	1301
Vacant	HR Technician	1307
Classified		
Shellie Pote	Director	1303
Pilar Romero	Classified Specialist	1302
Vanessa Olmos	HR Technician	1304

Business Services (e-Fax 445-8772)		
Chris Johnston	Asst Supt Business Svcs	1165
Vivian Patrick	Administrative Assistant	1162
Benefits		
Marce Arce	Employee Benefits	1164
Business Office		
Joshua Valdivia	Director of Finance	1166
Giovanni Arevalo	Supervisor of Payroll/Acct	1167
Christian Martinez	Payroll (A-L)	1169
Jeanine Artmont	Payroll (M-Z)	1168
Vacant	Accounting Assistant	1161
Gayle Peterson	Accounting Asst	1170
Purchasing (e-Fax 445-8675)		
Edward Chavez	Supervisor of Purchasing	1174
Melode Sabilla	Purchasing Technician	1175
Erby Lopez	Delivery Driver	

Educational Services (e-Fax 445-8675)		
Dr. Veronica Ortega	Asst Supt Ed Services	1110
Carmen Reeves	Administrative Asst	1111
Debbie Maki	Director	1113
Beth Harris	Dir of Ed Options & Expanded Learning	1125
Gabriel Covarrubias	Asst Principal of Instruction	1121
Kristin Hicks	Asst Principal of Instruction	TBD
Mary Ann Moore	Asst Principal of Instruction	TBD
Christy Jimenez	Special Projects Coordinator	1122
Jill Belkin	Curriculum/GATE	1115
Sharon Mitchell	ELD Content Specialist	1107
Miriam Rivas	Bilingual Translator	1112
Betty Weyek	Music Support Specialist	1119

Measure C Bond		
Sandra Lovaas	Bond Manager	1160
Dick Jones	Construction Manager	1159

Administrative Services (e-Fax 445-8675)		
Carol Bjordahl	Asst Supt Admin Services	1103
Cindy Marquez	Senior Staff Secretary	1104
Martha Vazquez	Enrollment & Attendance	1109

Health Services		
Wendy Fendrick	Health Svcs Sr Staff Sec	1108
Jinky Mosdale	District Nurse	1116
Viridiana Pool Cauich	Sr. Health Svcs Specialist	1118
Vacant	Health Svcs Specialist	1117
Kayshawn Burnley	Health Svcs Specialist	805-464-9722

Childcare and Preschool		
Stefanie Lawson	Child Dev Program Manager	1105
Patty Gomez	Child Dev Staff Secretary	1163

Special Education (e-Fax 388-1563)		
Katie Burchell	Director	1333
Chantal Mika	Senior Staff Secretary	1334
Laura Orozco	SPED Data Technician	1337
Donna Chisholm	Program Specialist	1335
Amy Sachs	Program Specialist	1336
Katie Stuart	Program Specialist	1326
Lori Bowe	School Psychologist PEEP	1338
Sindy Leonard	Sub SPED Translator	1344

Facilities / Maintenance & Operations (e-Fax 445-8675)		
Mike Valdez	Director of FMO	1225
Cindy Kuhlman	Senior Staff Secretary	1226
Brad Wilson	Lead Maintenance	1227

Food Services (e-Fax 445-8675)		
Leslie Tuimauaialuga	Food Svcs. Supervisor	1200
Vacant	Lead Food Svcs. Worker	1223

Transportation (e-Fax 445-8675)		
Dan Sprague	Supervisor	1171
Leonel Medina	Interim Scheduler	1172
Agustin Rico	Mechanic	1176

Technology Services (e-Fax 445-8675)		
HELPDESK 805-389-2110 or ext. 1503		
Devin Holzer	Director	1151
Karen Goles	Technology Assistant	1150
Thomas Lamberson	Lead Systems/Network Engineer	1152
Justin Lewis	Lead Technology Support Svcs	1154
Ali Alnouri	Information Systems Analyst	1157
Rob James	Network Specialist	1158
Jonathan Mills	Technology Support Tech1	1153
Scott Meier	Technology Support Tech1	1155
Patrick Ploszaj	Technology Support Tech1	1156

updated 8/17/2022

PLEASANT VALLEY SCHOOL SITE DIRECTORY



School Site Directory

Pleasant Valley School District - Phone 805-389-2100

600 Temple Ave., Camarillo, CA 93010

Camarillo Heights STEM Academy 35 Catalina Drive, 93010		Phone 383-5305
Juanita Castro	Principal	1901
Melissa Hinds	SAA	1925
Monica Alexander	Health Technician	1980
CHS 010	TK-5	Fax 389-4002

Dos Caminos Elementary School 3635 Appian Way, 93010		Phone 383-5310
Robert Waggoner	Principal	1902
Atalie Luhrs	SAA	1926
Dayna Justice-Klinshaw	Health Technician	1981
DCS 020	Preschool-5	Fax 389-4004

La Mariposa Elementary School 4800 Corte Olivas, 93012		Phone 383-5315
Claudia Stepan	Principal	1903
Michele Sprague	SAA	1927
Tanzy Vartanian	Health Technician	1982
Leah Perkins	SOA	1952
LMS 140	TK-5	Fax 389-4006

Las Colinas Middle School 5750 Fieldcrest Drive, 93012		Phone 383-5320
James Jenkins	Principal	1904
Kayleigh Kelp	Asst Principal	1914
Linda Stevens	Asst Principal (various days)	3529
Tania Luna	SAA	1928
Eleanor Pettigrew	Health Technician	1983
Martha Primera	SOA	1953
Lorena Mecagni	SOA	1954
Mollie Meddleton	SOA	1955
LCS 090	6-8	Fax 389-4008

Las Posas Elementary School 75 E. Calle La Guerra, 93010		Phone 383-5325
Tomas Holtke	Principal	1905
Brenda Gallardo	SAA	1929
Elisabeth Stansbery	Health Technician	1984
LPS 050	Preschool - 5	Fax 389-4010

Los Primeros School of Sciences & Arts 1555 Kendall Ave, 93010		Phone 383-5330
Kate Snowden	Principal	1906
Ruth Shramek	SAA	1930
Kim Gascon	Health Technician	1985
Jill Pichette	SOA	1956
LPSSA 180	K-8	Fax 389-4014

Monte Vista Middle School 888 North Lantana Street, 93010		Phone 383-5335
Kayce Betzel	Co-Principal	1907
Jessie Green	Co-Principal	1916
Linda Stevens	Asst Principal (various days)	5015
Angie Hernandez	SAA	1931
Maribel Naranjo	Health Technician	1986
Lisa Bertels	SOA	1961?
Denise Canas	SOA	
Rebecca Hayes	SOA	1960?
MVS 110	6-8	Fax 389-4016

Pleasant Valley School of Engineering & Arts 700 Temple Ave, 93010		Phone 383-5340
Maria Magaña	Principal	1908
Araceli Cerna	SAA	1932
Carina Gonzalez	Health Technician	1987
Sandy Buckley	SOA	1966
PVSEA 100	Preschool - 8	Fax 389-4022
PVSEA-EEC	550 Temple Ave	383-5345
Vacant	SAA	1967

Rancho Rosal Elementary School 3535 Village at the Park, 93012		Phone 383-5350
Jacey Dexter	Principal	1910
Leanne Kelly	SAA	1934
Monica Ortiz	Health Technician	1989
Julie Feller	SOA	1968
RRS 150	TK-5	Fax 389-4018

Santa Rosa Technology Magnet School 13282 Santa Rosa Road, 93012		Phone 383-5355
Kelly Borchard	Principal	1911
Annette Leifson	SAA	1935
Desiree Alcomendas	Health Technician	1990
Nellie Cousino	SOA	1969
SRS 130	TK-8	Fax 241-7088

Tierra Linda Elementary School 1201 Woodcreek Road, 93012		Phone 383-5360
Fayanne Bakoo	Principal	1912
Suzanne Capellini	SAA	1936
Ginger Willson	Health Technician	1991
Vanessa Sotelo	SOA	1970
TLS 070	TK-5	Fax 389-4020

Miscellaneous Contacts		
Tino Espinoza	School Resource Officer	947-8322
University Prep Charter		482-4608
Charmon Evans (Internal extension = X7512)		

updated 8/17/2022

HOURLY CERTIFICATED HIRING PROCESS

1. Funding for hourly positions must be deposited into a specific account and must include all costs for the position.
2. A Request for Personnel (RFP) must be created and signed by the principal. The RFP must include the name of the position, site, account string, and a description/reason including the assignment, hours, days, hourly pay amount, and not-to-exceed amount.
3. If a person is not returning to the position, then the position must be opened within the district for 5 days. If no one applies, then it will be posted on EDJOIN to the public for 10 days.
4. All applications will be screened, and those selected will go through employment processing (this process can take up to 14 days).
5. Once the employment processing has been completed, HR will notify the principal that the individual can begin their assignment.

BOARD POLICIES

The Board of Education adopts policies and regulations governing various aspects of administration of the District (Ed Code Section 1042). Each employee is encouraged to periodically review the PVSD Board policies, which are kept up to date as changes are made during the year. Employees may review Board Policies and/or Administrative Regulations, which contain further information on the rules and regulations under which we operate, on the District website: <https://www.pleasantvalleysd.org> and click on Board → Policies & Regulations.

CHANGE OF PERSONAL INFORMATION

The Employee Portal (<https://www.pleasantvalleysd.org/Page/10459>) allows employees to update their address, phone number and emergency contacts. If you need to change your name, please notify the Human Resources Department staff.

CHANGE IN STATUS

Certain events in an employee's life such as death of a spouse, marriage, divorce, childbirth, etc. may require a change in status (health benefits, etc.). If an employee needs to change his or her name, add a spouse/child to insurance, or change a beneficiary, the employee must provide proof of the "qualifying event" to the Benefits Department. NOTE: Changes to insurance must be made within 30 days of the qualifying event.

CHANGE IN DEPOSIT, W-4, 403B

An employee may change his/her W-4 at any time during the year. A W-4 may be completed in the Benefits Department, or by logging in to the employee portal.

PERSONNEL FILES

A confidential history of employment is maintained in employees PVSD personnel file. The file consists of documents such as employment application(s), education transcripts, performance evaluations, formal deficiency notices, etc. Personnel records are "permanent records" and, during employment, are maintained in the Human Resources Department. The employee or a union representative designated by employee in writing may review the personnel file and/or obtain copies of any material from the file. Pre-arrangements must be made with the Human Resources Department staff to review the file. Form is available at request in the Human Resources Department.

STIPENDS AND EXTRA DUTY PAY

Extra Duty is defined as: Hours worked in an organized activity with or for children in other than normal school hours as defined in the PVSD contract.

Approved extra duty activities can be compensated hourly at the rate of \$38 per hour (the 2022-2023 rate has been set at \$53 per hour), or can be compensated through a stipend using the Stipend Schedule

Stipend	Level	Amount	Description
ASB	Elementary	\$300	With Class
ASB	Elementary	\$500	Without Class
ASB	Middle	\$500	With Class
ASB	Middle	\$750	Without Class
Community Organizations	Elementary / Middle	\$500	Optimist, CJSF, etc.
Contests / Competitions	Elementary	\$300	CAO, Speech, etc.
Contests / Competitions	Middle	\$350	CAO, Speech, etc.
GATE Coordinator	Elementary / Middle	\$200	Per Year
Independent Studies Coordinator	Elementary / Middle	\$500	Per year
Intermural Sports	Elementary	\$300	Per Year
Intermural Sports Coordinator	Middle	\$5000	Per Year
Plays / Musicals	Elementary / Middle	\$500	Per play/Musical
PTA/PTO Representative	Elementary / Middle	\$250	\$25 per meeting (10)
Rotary Track	Elementary / Middle	\$500	Per year
Saturday School	Elementary / Middle	\$100	4 hours
School Clubs	Elementary / Middle	\$200	Year-long during lunch
School Site Council	Elementary / Middle	\$100	\$25 per meeting (4)
Site Leadership	Elementary / Middle	\$200	Per Year
Special Event	Elementary / Middle	\$150	One time
Sports	Middle	\$500	Per Sport
Yearbook	Elementary	\$200	Without class
Yearbook	Middle	\$300	With Class
Yearbook	Middle	\$500	Without Class

SUBSTITUTES

Our automated substitute calling system is called ReadySub. You may contact the system at www.readysub.com navigate to the top right corner of the screen and select login. You may access it 24 hours a day, 7 days a week. All staff must report their absence(s) through ReadySub.

Logging into ReadySub

ReadySub can be accessed from your home or office computer, or any computer that has an internet connection. Simply enter your organization's ReadySub web address in your internet browser address line press Enter on the keyboard, and the ReadySub log in screen will appear.

Enter your username and password field and your PIN number in the PIN field and click Enter.

Contact the Substitute Coordinator at **(805) 389-2100** or Human Resources for any problems or questions on accessing or using ReadySub.

Lesson Plans

It is the responsibility of each certificated teacher to provide lesson plans during each day of absence.

Responsibility of Day-to-Day Substitutes

The substitute is responsible for the conduct of the class. He/she should not expect the regular teacher to take disciplinary action when he/she returns to school. This technique disturbs the relationship between the regular teacher and the pupils. It also causes pupil resentment against the substitute. When and if special problems arise, the substitute should feel free to turn for help from the principal's office.

In addition to the classroom assignment, the substitute is responsible for any special duties performed by the absent teacher. The substitute is expected to follow the plans of the teacher as closely as possible. Long-term substitutes are invited to attend faculty meetings.

Day-to-day substitutes should refrain from doing the following:

- Beginning a new unit/finishing a unit
- Changing seating unless absolutely necessary
- Criticizing a regular teacher in front of pupils
- Changing/regrouping
- Leaving money or valuables in desk
- Dismissing class early

Rules regarding students:

No student is to be absent from his/her room without an excuse.

No student is to leave the school grounds during the day without written permission from the office.

Responsibility Of Long-Term Substitutes

Assume the same responsibilities as the regular classroom teacher. Consult with the principal for clarification of duties. Check with the principal for a copy of the school rules. Confer with the regular teacher at the end of the substitute assignment. Submit any written report deemed advisable after conferencing with the regular teacher.

CERTIFICATED EVALUATION TIMELINE

Ed Code Section 44908 defines a “complete school year” as at least 75% of the number of days the regular schools of the district in which the individual is employed are maintained. A probationary employee must serve two complete consecutive school years in a position or positions requiring certification qualifications prior to becoming classified as a permanent employee.

ALL EVALUATIONS ARE DONE IN TEACHPOINT: <https://tp1.goteachpoint.com/>

If you need an account contact HR

September

- On cycle certificated staff submit and discussed goals (E.C. 44660)
- Certificated Self-Assessment completed (Appendix A)
- Hold Goal Setting Conference and Goal Setting Form due (Article 8.4)

October / November

- Pre-evaluation due 10/15
- Classroom visitation / Walkthroughs
- Suggestions and Recommendations
- Incorporating research-based strategies and suggestions

December

- **1st Observation** is completed no later than **December 21st** (Article 8.5).
- Written observation report is due within 5 days after an observation.

January / February / March

- Classroom visitation / Walkthroughs
- Incorporate research-based strategies and suggestions
- For Probationary employees, the **2nd Observation** and Evaluation is DUE no later than **February 8th**.

April/May

- **All observations and Walkthroughs (WT) are due in April**
- **Final Evaluation is Due May 4th** (Article 8.7- Include summary of observations, WT. Given to employee within 2 days).
- By **May 16th** turn in to HR using TeachPoint
- If an improvement plan is needed it's created by employee and administrator.

Article 8.3

A. Probationary and Temporary Employees: Yearly evaluations. (Due 6 weeks before end of year)

*MINIMUM of 2 observations or 1 observation and 3 Walkthroughs (WT) MUST be completed for each member. This information is used to write the Final Evaluation. These are unscheduled and teachers are not required to write lesson plans.

**Probes/Temps: ONLY DO 2 Observations NO WT!

CLASS SIZE OVERAGE COMPENSATION

Teachers will receive a monthly stipend for students in a class over the maximum class size after twenty (20) school days.

After October 1st, teachers will receive the stipend for students in a class over the maximum class size after 10 school days.

If the student who exceeds the class size maximum leaves prior to the end of the month, the stipend will be terminated at the end of that calendar month. Accordingly, an additional student may be enrolled in the class for the remainder of that month.

No class will have more than **THREE (3)** students over the maximum. If a third student is to be added after October 1st, all interested permanent teachers at that grade level will be offered the additional student first. Combination classes will not have additional students over the maximum class size.

Grade	Maximum Students	Compensation Exceeding Max	Additional Conditions
TK – 3	24	\$145 per 1-2 students \$300 per 3 rd student	
4-5	32		
6-8	35	\$145 per student per period	5. Six period day grades 7-8 students cannot exceed 175 6. Seven period day grades 6-8 students cannot exceed 270
P.E.	55	\$145 per student per period	<ul style="list-style-type: none"> Number of students cannot not exceed 270.
Special Education			
K-8 RSP	28	\$145 per student	<ul style="list-style-type: none"> district must submit the “RSP Caseload Waiver”
6-8 RSP	28	\$145 per student	<ul style="list-style-type: none"> district must submit the “RSP Caseload Waiver”

- ❖ Stipends for student over the class maximum will be provided after twenty days of school.
- ❖ No class will have more than three students over the maximum.
- ❖ Over the maximum stipend will be provided after student had been in class 10 school days.
- ❖ If the student leaves prior to the end of the month, the stipend will be terminated at the end of that calendar month.
- ❖ Student aids shall not be included in class size limits.

INJURED WORKER PROCESS

Employee is injured

- a. Employee must notify Supervisor ASAP
- b. Employer gives WC Packet (even if employee does not seek medical attention)
- c. Employee must contact company nurse to report the injury
- d. Employee **must complete** Employee Incident Report
- e. Supervisor (or designee) **must** complete Supervisor's Report

If employee does not seek medical attention

- Employee Incident Report and Supervisor's Report are completed and sent to the Employee Benefits Specialist.

If employee seeks medical attention

1. Employee must also complete the WC Claim form (DWC 1). This must be completed by the Injured Employee
2. Supervisor (or designee) will complete the bottom half of the WC Claim form
3. ALL paperwork **must** be forwarded to the Employee Benefits Specialist within 24 hours of incident being filed as we can get penalized from OSHA
4. Employee is sent to CMH Urgent Care (unless employee has pre-designated a doctor and has a pre-designation form on file)
5. Employee **must** send a copy of the Dr.'s Progress Reports to the Employee Benefits Specialist's attention ASAP.
 - a. If no restrictions
 - i. Employee is sent back to work as normal.
 - b. If there are restrictions:
 - i. Restrictions are reviewed by the HR Classified Director/Certificated Director
 - ii. If we are approving or denying modified duty
 1. Letter is drawn up and signed by the HR Director
 - iii. If modified duty is approved, modified duty is only approved for 60 days. Once 60 days has depleted and employee still is not cleared to come back to work full-duty, the HR Director will re-evaluate if we can extend modified duty or the employee is put on TD until further notice.
 - c. The Employee Benefits Specialist will notify employee's Supervisor, SSAA, and HR regarding employee's status
 - i. Supervisor is to contact injured employee regarding the work status decision.
6. Employee continues to go to the doctor
 - a. After each appointment, the employee is responsible in sending the Employee Benefit Specialist a copy of the Progress Report
 - b. The Employee Benefits Specialist will notify employee's Supervisor, SSAA, and HR regarding any updates on the employee's status
7. If employee is out for more than 5 days, the Employee Benefits Specialist will send out an FMLA notice to employee, copying HR.

MANDATED TRAINING AND REPORTING

Abuse Prevention and Reporting

It is the policy of Pleasant Valley School District that appropriate employees be trained in the duties imposed by California child abuse reporting regulations and comply with the reporting requirements therein. Procedures shall be established in administrative rules and regulations to facilitate reporting and apprise advisors and administrators of reports, but only to the extent that procedures do not prohibit or impede the individual childcare custodian from making a report directly to a child protective agency (Board Policy (BP) 5141.4).

The requirements of child abuse reporting also apply to students who are dependent adults, defined as those persons having physical or mental limitations which restrict their abilities to carry out normal activities or to protect their rights.

All employees including walk-on coaches and volunteers, are required to complete the online training Module: Mandatory Child Abuse Reporting before their first working day in the District, and annually thereafter.

Confidential Student Information

A school employee may access a student record without written parental consent only when that employee has a legitimate educational interest to inspect the record. (Ed Code 49076(a)(1)). No school employee who is permitted to access a student record shall divulge or otherwise permit access to the information contained in that record to any other person without the written consent of the student's parent or guardian, unless further sharing of information is with other persons within the educational institution and those persons have a legitimate educational interest in the information.

Drug and Alcohol-Free Workplace

The Drug and Alcohol-Free Workplace Act is reflected in Board Policy (BP) 4020, which states, in part, that the maintenance of drug and alcohol-free workplaces is essential to PVSD operations. No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations, before, during, or after work hours at their work site or in any other PVSD workplace.

Employee Use of Technology (BP 4040)

Technology plays a critical role in educating students, enhancing employee performance and facilitating communication between the District, teachers, parents and students. Responsible and appropriate use of technology is essential to productive work and educational environments. It is important that you understand your rights and privileges when using PVSD resources.

The District's Acceptable Use of Technology Policy (AUP) sets forth the rules and regulations that all District employees and students must follow. Each user of the District's computer resources agrees to the conditions established in the Policy. All employees are required to sign acknowledgment of receipt of the AUP. It is the responsibility of every computer user to know these rules and regulations and to conduct activities accordingly.

Harassment

Any form of harassment, including sexual harassment, is unacceptable whether it is between an employee and another employee, a supervisor, a manager, a subordinate, or a student. Any person believing he/she is a victim of harassment should notify appropriate administrative personnel in accordance with specific procedures outlined in the Administrative Regulations (AR) 4119.11.

All harassing behavior is considered misconduct and may subject an employee to disciplinary action and/or immediate termination.

Employees are required to complete the online Training Module: Sexual Harassment Prevention, before their first working day in the District.

Mandated Trainings

AB 1825 (2007) Sexual Harassment

California state law AB1825, which is part of the Fair Employment and Housing Act, first became effective August 17, 2007. The legislation mandates state-wide sexual harassment training for any employee who performs supervisory functions within a company of 50 employees or more. California harassment training requirements set the standard for the rest of the country; the state is one of only three that mandate workplace harassment training along with Maine and Connecticut.

AB 1432 (2015) Child Abuse & Mandated Reporting

Since 2015, California K-12 schools have been required to comply with the mandated reporter training provisions put in place through the passage of AB 1432 (Chapter 797, Statutes of 2014). That law requires schools to provide annual training to employees and persons working on their behalf who are mandated reporters under the Child Abuse and Neglect Reporting Act (CANRA).

AB 2246 (2017) Suicide Prevention

According to data from the Centers for Disease Control and Prevention (CDC), suicide is the second leading cause of death among young people aged 10-24. Require local educational agencies that serves pupils in grades 7 to 12 to, before the beginning of the 2017–18 school year, adopt a policy on pupil suicide prevention. The policy shall also address training to be provided to teachers of pupils in grades 7 to 12, inclusive, on suicide awareness and prevention.

8 CCR 5193 Bloodborne Pathogens

The state's bloodborne pathogens standard applies to all places of employment in both the public and private sectors where employees face occupational exposure to blood or other potentially infectious materials.

ADVISORY COMMITTEES

District Advisory Committees

Parent Advisory Committee (PAC)

Title I law requires that parents be involved in the development of the Local Education Agency (LEA) Plan and the process of school review and improvement. Parents must also be a part of the annual review of the Local Control Accountability Plan (LCAP) as well as review the district parent involvement policy. PVSD combines these tasks into the responsibilities of the PAC.

District Advisory Committee (DAC)

DACs are required to certify that the LEA's Consolidated Application for specified categorical funds, including, but not limited to school-based coordinated categorical programs, and compensatory education programs, was developed with review and advice from those committees.

District English Learner Advisory Committee (DELAC)

Development or revision of a district master plan of education

- Programs and services for English learners.
- Conduct a district-wide needs assessment on a school-by-school basis.
- Establishment of district program, goals, and objectives for programs and services for English learners
- Development of a plan to ensure compliance with teacher and instructional aide requirements.
- Administration of the annual language census
- Review and comment on the district's reclassification procedures.

School Site Advisory Committees

School Site Council (SSC)

The committee advises and assists the school principal, staff and School Site as follows:

- The school's program for struggling learners
- The development of the Single School Plan for Student Achievement (SPSA)
- The school's needs assessment.
- Efforts to make parents aware of the importance of regular school attendance.
- Develop Written Parent Involvement Policy
- Develop Written School-Parent Compact

English Learner Advisory Committee (ELAC)

The committee advises and assists the school principal, staff and School Site Council (SSC) as follows:

- The school's program for English learners
- The development of the Single School Plan for Student Achievement. (SPSA)
- The school's needs assessment.
- The school's annual language census (R-30 LC Report).
- Efforts to make parents aware of the importance of regular school attendance.

General Parent Meetings - EL Meeting/Title I Meeting (For Schoolwide Title I)

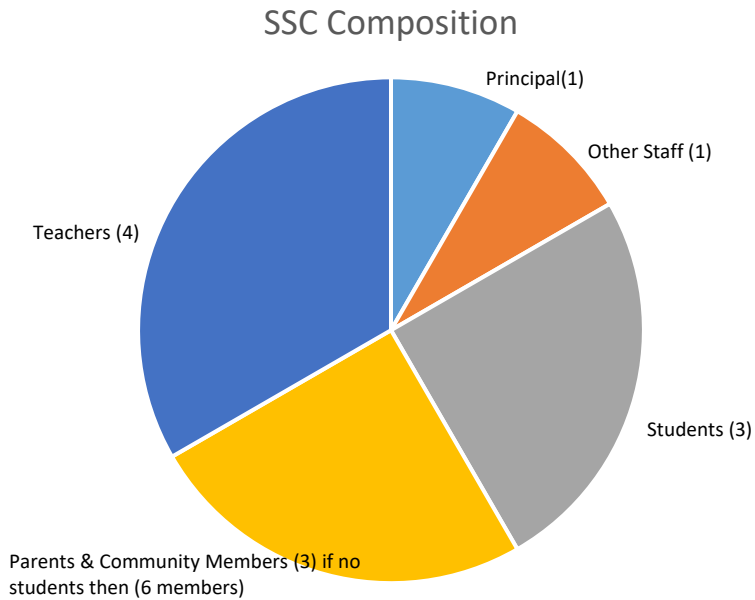
- Planned by the ELAC / SSC
- Provide workshop and presentation topics that are meaningful and important to improving parent engagement

School Site Council

A School Site Council must be established at all Schools. The elected members of the SSC represent parents, students, community members, and school staff in school governance.

By state law, the SSC must oversee the site-based budgeting of categorical funds and the development and monitoring of the SPSA. The SSC is expected to:

- Review and analyze student data.
- Solicit community input, including feedback from the ELAC.
- Assist the principal in developing the Academic Plan and school site budget.
- Monitor the implementation and effectiveness of the SPSA on an ongoing basis.
- Approve the SPSA before it is submitted to the District for final review and board approval.



PAYROLL INFORMATION

All certificated employees are paid 10 checks from September through June. Certificated employees have the option to elect a 12-month paycheck option prior to July 1st for the following school year. Management employees are paid twelve paychecks.

All checks are paid monthly on the last working day of each month.

Employees have the option of having paychecks automatically deposited into their bank account or have their paycheck sent to their worksite location. If for any reason you are unable to pick up your paycheck, the employee needs to provide written permission (dated and with an original signature) to release the paycheck to anyone else.

Any extra duty timesheets must be turned in to the payroll department by the 5th of the month, to be paid at the end of that same month. This includes stipends or any other extra pay. Any extra duty approved by the principal, paid as an hourly wage to a certificated employee, must be on a Request for Personnel Form (RFP), available at each school site.

Automatic payroll deposit forms are available at the district office. You must provide the payroll department with a voided check from your account. This process can take up to 2 months to begin.

Any Tax-Sheltered Annuity (TSA) payroll deductions are to be submitted to the Benefits Department.

CERTIFICATED SALARY CHANGES

Certificated salary changes are only done at the beginning of each school year. Certificated employees must notify the Human Resources Department on or before July 1 that he/she intends to advance on the certificated salary schedule. A copy of course syllabus and evidence of the final grade or completion must be submitted to the Human Resources Department by September 1 of the school year in which they are to become effective. Official records substantiating professional preparation and experience must be submitted to the Human Resources Department by October 10 of the school year in which they are to become effective. Any transcripts received after September 1 will be processed for the following school year.

CREDENTIAL RENEWAL

Employees apply directly to the California Commission on Teacher Credentialing for credential renewal. www.ctc.ca.gov

Credential expirations are sent in advance to employees by email as a reminder and the Commission on Teacher Credentialing. You must have valid emails on file with both in order to receive the email.

Approval of units for advancement on the salary schedule (Employees MUST submit a Horizontal Movement Application to HR to obtain credit for the additional units) Forms are located at each school site and can be obtained from the Human Resources Department. All units must be pre-approved by the Principal. Transcripts verifying completion of the units must be submitted to the Human Resources Department at the District Office prior to application toward movement on the salary schedule. A copy of course syllabus and evidence of the final grade or completion must be submitted to the Human Resources Department by September 1 of the school year in which they are to become effective. Official records substantiating professional preparation and experience must be submitted to the Human Resources Department by October 10 of the school year in which they are to become effective. Any transcripts received after October 10 will be processed for the following school year.

SERVICE CREDIT

Teachers new to the district may be credited on the salary schedule with one step for each year of full time successful public-school experience to a maximum of six (6) steps in the salary schedule. A “full year of experience” is defined as 75% or more working days of full-time successful service as a teacher during any one school year from a single employer.

Employee Portal

To access Employee Online open any browser and go to <https://myescape.vcoe.org/> and click on Register as a new user (it will ask you for your email, please use the personal email you gave HR). The information you provide will have to accurately match what was provided to PVSD. If any of the data does not match the information in your Escape Employee record, you will have an error. Once registered you will receive an email from “VCOE Notification Services” with your Username and confirmation key.

Q's email HR : humanresources@pleasantvalleysd.org

What can you do with Employee Portal? Portal supports employees in three specific areas:

1. Dashboard-

- **Alerts-** Sick days & Excess Leave

2. My Payroll-

- **Payroll History**
 - **Last Pay Period-** At a glance summary information from your last pay stub: date, earnings, tax withholding, miscellaneous deductions withheld, State/ Federal W4 information.
 - **Recent paychecks-** Detailed history of pay date, including gross and net pay, with one-click download of PDF for paychecks.
 - **W-2 statements-** One-click download of W2 statements in the system and one-click download of Affordable Care Act 1095 employee statements in the system.
- **Withholdings-** Submit a request to change Federal and State Withholdings. Copy the chosen scenario from the Payroll Calculator, includes approval process before posting and employee notification via email.
- **Paycheck calculator-** Try different scenarios for changes to taxes, including marital status, allowances, additional amounts and more.

3. My Information-

- **Employee Assignments:** Detailed list of current and past assignments, along with location, from/thru dates, FTE, job category and class.
- **Credentials-** Detailed list of all credentials filed with the VCOE. Shows document number, issue date, expiration date and more.
- **Education-** Detailed list of degrees, trainings, license, NCLB records, education units, EL authorizations and assignment options.
- **Requirements-Demographics-** Current address, TB info, contact information, including emergency contacts

4. My Benefits-

- **Leave balance and Activity-**
 - **Leave Balance Summary-** Current school year leave balance summary with drill down for usages/adjustments for each balance.
 - **Leave Summary Activity-** Detailed history of usages, including date, duration, type, units/hours, posted/pending, pay period reported.
- **Health & welfare-** Current and past health & welfare benefits, plus listing of dependents with medical coverage.