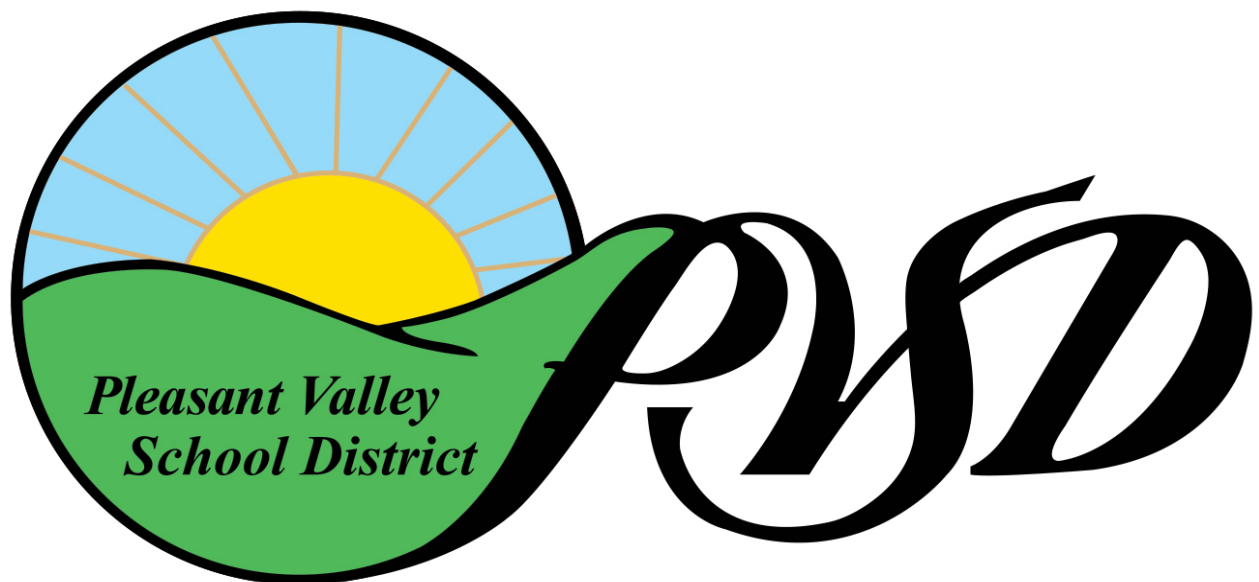


PLEASANT VALLEY SCHOOL DISTRICT

Classified Employee Handbook

A Merit System District

The purpose of the merit system is to foster the unbiased selection of the best candidates available for the classified service.



Welcome to the Pleasant Valley School District!

As a merit governmental agency, by board policy, and because we believe in the philosophies they stand for, the Pleasant Valley School District practices non-discriminatory recruitment and employment practices. Our affirmative action program ensures equal employment opportunities based on merit, job-related qualifications and testing, without regard to race, creed, color, national origin, age, sex, physical disability, or other protected status.

As a new classified employee, there are several things you will want to know. The information provided is intended to serve as a reference guide for employees, and to be used in conjunction with our Board Policies, Merit Rules & Regulations, Collective Bargaining Unit Contract and District policies and practices. It is not meant to be an exhaustive guide.

For additional information or concerns not discussed here, please visit our District website www.pleasantvalleysd.org, or contact the Classified Human Resources Office. The primary goal of the Human Resources Office is to provide services for our classified staff members. We are here to address any concerns you may have during the course of your employment. You may visit our office located at the District complex, 600 Temple Ave., Camarillo, CA. 93010, email at humanresources@pleasantvalleysd.org, or call us at (805) 305-1189.

For more detail on our policies and practices, please review our Board Policies <https://simbli.eboardsolutions.com/index.aspx?S=36030380> and Merit Rules & Regulations <https://www.pleasantvalleysd.org/Page/3268>.

Thank you for making Pleasant Valley School District your career choice, and good luck in your new position!

NOTE: Some of the benefits and working conditions outlined in this handbook are in accordance with the present agreement with the Service Employees International Union, and are subject to change, depending on future negotiations, regulation updates or operational practices. 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.

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The vision of the Pleasant Valley School District is *EXCELLENCE FOR ALL*. In order to achieve this vision, the District operates under the core values of: student centered, equity, teamwork, integrity, embracing and celebrating diversity.

The Pleasant Valley School District has been educating children for over 150 years; and is comprised of (6) TK-5, (2) TK-8, (1) K-8, (2) 6-8 school campuses, which serves approximately 5830 students. The District employees approximately 356 classified and 320 certificated employees.



VISION



Excellence for all.

MISSION

PVSD prepares 21st century learners who are responsible members of our global society.



GOALS



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

CORE VALUES

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



The Board of Trustees

The District is governed by a five-member Board of Trustees elected by the citizens of Camarillo for overlapping four-year terms. These five members, all residents and responsible citizens of the District boundaries, establish the broad operating policy under which the schools function. The Board employs the Superintendent, who is responsible for carrying out its policies. The Superintendent serves as the chief administrative officer of the District and, along with his/her staff, coordinates the work of the various schools and departments.

The Board meets once a month to conduct the business of the District. The agenda and meeting time and place will be posted. The public is invited to attend.

Please view <https://www.pleasantvalleysd.org/domain/1046> for current Board member information and meeting schedule.

The Personnel Commission

Pleasant Valley School District operates with a Merit System. The merit system, simply stated, is a fair and equitable personnel management system for classified employees of a school district. Incorporating a system of rules and procedures, similar to civil service, the Personnel Commission is the mainstay of the merit system. It is an independent body composed of three persons appointed for three-year staggered terms; one appointed by the Board of Education, one appointed by the bargaining unit, and the third appointed by the other two.

The California Education Code empowers and sets forth the responsibilities of Personnel Commissions, which include the establishment of classifications and salary allocations for the work being performed, establishing rules and procedures for the administration of personnel management activities for the Classified Service, and hears appeals of disciplinary actions taken against permanent classified employees by the Board of Education. The ruling of the Personnel Commission in such appeals hearings is final and binding on the employee and the Board of Education.

The Personnel Commission employs a Human Resources Director and staff to carry out its functions. The Commission holds monthly meetings at the district office. The times and dates of the meetings are posted in the agenda. The public is invited to attend.

Please view <https://www.pleasantvalleysd.org/domain/1046> for current Personnel Commissioner information and meeting schedule.

SCHOOL DIRECTORY

PVSD District Office

600 Temple Avenue
Camarillo, CA 93010

<https://www.pleasantvalleysd.org>

Camarillo Heights STEM Academy

TK-5
35 Catalina Drive
Camarillo, CA 93010

<https://www.pleasantvalleysd.org/camarilloheights>
(805) 383-5305

Dos Caminos Elementary School

TK-5
3635 Appian Way
Camarillo, CA 93010

<https://www.pleasantvalleysd.org/doscaminos>
(805) 383-5310

La Mariposa Elementary School

TK-5
4800 Corte Olivas
Camarillo, CA 93012

<https://www.pleasantvalleysd.org/lamariposa>
(805) 383-5315

Las Colinas Middle School

6-8
5750 Fieldcrest Drive
Camarillo, CA 93012

<https://www.pleasantvalleysd.org/lascalinas>
(805) 383-5320

Las Posas Elementary School

TK-5
75 Calle La Guerra
Camarillo, CA 93010

<https://www.pleasantvalleysd.org/lasposas>
(805) 383-5325

Los Primeros School of Sciences and Arts

K-8
1555 Kendall Avenue
Camarillo, CA 93010

<https://www.pleasantvalleysd.org/losprimeros>
(805) 383-5330

Monte Vista Middle School

6-8
888 Lantana Street
Camarillo, CA 93010

<https://www.pleasantvalleysd.org/montevista>
(805) 383-5335

Pleasant Valley School of Engineering and Arts

TK-8
700 Temple Avenue
Camarillo, CA 93010

<https://www.pleasantvalleysd.org/pvsea>
Main Campus (805) 383-5340
Early Education Center (805) 383-5345

Rancho Rosal Elementary School

TK-5
3535 Village at the Park Drive
Camarillo, CA 93012

<https://www.pleasantvalleysd.org/ranchorosal>
(805) 383-5350

Santa Rosa Technology Magnet School

TK-8
13282 Santa Rosa Road
Camarillo, CA 93012

<https://www.pleasantvalleysd.org/santarosatech>
(805) 383-5355

Tierra Linda Elementary School

TK-5
1201 Woodcreek Road
Camarillo, CA 93012

<https://www.pleasantvalleysd.org/tierralinda>
(805) 383-5360

DEPARTMENT DIRECTORY

Please reach out to the following contacts for department specific information:

- District Main Line** 805.389.2100
Business Services ext.1162
District's budget and oversight of: Purchasing; Food Service; Transportation; Technology Services: Facilities, Maintenance, and Operations; Employee Benefits; Workers' Compensation; Risk Management; and the Measure C Bond Program.
- Finance Department** A/P ext. 1170/ 1161 Payroll (A-L) ext. 1169 Payroll (M-Z) ext. 1168
The Finance Department oversees the accounting and payroll functions for the District including: Accounts Payable, Accounts Receivable, Banking Relations, Budget, Developer Fees, Reimbursements & Payroll.
- Purchasing** ext. 1175
Purchasing staff is responsible for competitively purchasing supplies, equipment, materials, and services through a centralized purchasing system.
- Educational Services** ext. 1111
The Educational Services department implements research-based curriculum aligned to the California Content State Standards, coordinates instructional materials adoptions and resources, and provides research-based professional development for teachers and administrators.
- Facilities, Maintenance & Operations** ext.1226
FMO is concerned about resource management as well as providing clean and safe environments for students. The goal is to provide a physical setting that is appropriate and adequate for learning.
- Food Service** ext. 1223
Support our students, communities and educational environments by offering a variety of healthy menu options every day.
- Health Services** ext. 1108
School nurses are the primary health care providers within the educational environment promoting optimum health status, physical, mental and emotional health, so all students may achieve their fullest potential as a learner and a person.
- Human Resources** certificated ext. 1301 classified ext. 1304
We hire, train, motivate, and retain highly qualified certificated and classified employees to implement district programs and provide the best quality services for our students. Certificated encompasses positions that require a credential/ permit (e.g., teacher, counselor, etc.) Classified encompasses all non-instructional positions (e.g.: clerical/custodial/grounds, etc.).
- Special Education** ext. 1334
A range of special education programs and services are available. A continuum from least-to-more restrictive services are available to all qualifying preschool through 8th grade students.
- Student Services** ext. 1104
We provide support and resources to students, families, and staff in order to help students attend, engage in, and access their academic program.
- Technology** ext. 1154
Technology Services Department provides hardware, software, and network infrastructure support for our 11 school sites, District Office, charter schools and other programs supporting over 10,000 devices.
- Transportation** ext. 1171
Responsible for the safe and timely delivery of Special Education students, additional available seating dispersed by lottery.

THE MERIT SYSTEM FOR CLASSIFIED EMPLOYEES IN CALIFORNIA

The fundamental purpose of the Merit System and Personnel Commission is to ensure that classified employees are selected, promoted and retained without favoritism or prejudice, but rather on the basis of merit and fitness.

The merit system is a method of personnel management which is designed to promote the efficiency and economy of the workforce and the good of the public. In our democracy, citizens have an expectation that governmental processes be conducted in a fair, efficient, and open manner, and that public institutions be accountable for representing the public interest. Merit System principles emphasize these values and provide a personnel selection system that is open to all and free from political interference. As school districts continue to experience systemic change resulting from social, financial, and political pressures, it becomes increasingly important that school administrators incorporate Merit System principles into every decision they make concerning classified employees.

Merit System Principles for School District Personnel Management

- Recruitment of job applicants should be from sources representing all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which assures that all receive equal opportunity.
- All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, disabling condition or sexual orientation.
- Equal pay should be provided for work of equal effort, skill, and responsibility.
- School district employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.
- Employees should be retained and promoted on the basis of merit, as measured by the adequacy of their performance and professional achievement.
- Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

Why is the Merit System so Important?

With the advent of collective bargaining in the public educational field, functions performed by Personnel Commissions took on added significance. The necessity for objective information, classification decisions, appeals unaltered by Board and management pressures, protection of the rights of unrepresented employees and an independent body to hear employee appeals in an

impartial manner, are all vital to the efficient and economic operations of a school district and to the benefit of the public and employees.

Administration of the Merit System

The Personnel Commission is responsible for maintaining a merit system for classified employees of the school district and for fostering the advancement of a career service for such employees. To execute these responsibilities, the State Education Code provides that the Personnel Commissioners shall classify positions; hear appeals of disciplinary and dismissal matters, and protests involving examinations, selection and appointment procedures; and prescribe rules related to a variety of personnel practices. Authority for Personnel Commission functions is provided in Section 45220 through 45320 of the State Education Code.

Responsibilities of the Personnel Commission

- The Personnel Commission ensures that classified employees receive fair and equitable treatment.
- Personnel Commissions represent the public's interest by providing a personnel system dedicated to the hiring and retaining of the best qualified employees.
- Personnel Commissions work in cooperation with the governing board and administrators in the quest for competent employees and good personnel administration.

DISTRICT PROTOCOLS & EMPLOYMENT EXPECTATIONS

The Pleasant Valley School District is dedicated to providing a safe and nurturing environment for students and staff. It is important that District employees adhere to generally accepted standards of personal and business conduct. The District organization is here to serve the citizens of Camarillo, and we must all remember that our behavior is a reflection of Pleasant Valley School District. The public, the Board of Education, the Personnel Commission and fellow co-workers have reasonable expectations that employees of the District shall exhibit basic qualities such as courtesy, integrity and reliability.

ATTENDANCE

To effectively serve the public, the District needs employees on duty at the appointed time each day they are scheduled to work. Tardiness and absenteeism detracts from the effectiveness of other staff members, and weakens the District's ability to provide services. If you are unable to report to assigned shift, please notify your immediate supervisor in accordance with site/department protocol and the provisions of the Merit Rules & Regulations.

All employees must report their absences, whether or not a substitute is required.

Excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from employment.

EMPLOYEE LEAVE

If an employee is absent due to illness or injury, it is their responsibility to report his/her absence as soon as possible but not later than within the first working hour of the first day absent, unless conditions make notification impossible. As a District employee, there are a variety of leave options available to you. PVSD School District employees can verify their earned leave allotment on the **Employee Portal** <https://myscape.vcoe.org>.

A. FMLA-CFRA-PDL

There are also state and federal leave entitlements, including but not exclusive to: Family Medical Leave Act, Pregnancy Disability/ Family Bonding provisions, Military Leave and California Family Rights Act. Please contact the human resources office for questions or assistance with filing.

B. VACATION

Vacation schedules shall be approved by the administration, with prime effort made to assure needed operation of the District. Effort shall be made to allow vacation to be taken at times convenient to the employee, with the needs of the service and work load of the department.

C. OTHER LEAVE

Employees may qualify for additional leaves, such as: floating holidays, unpaid and other sick leave, personal necessity leave, bereavement leave, jury duty, military leave, absence for examination, misc., etc. Leaves may require advance notice and/or approval. Please see your Merit Rules & Regulations, or contact the human resources department for more information.

DRESS CODE

The District believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate

their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. Common sense in your personal appearance should be the guiding principle in selecting apparel. Your clothing and appearance should be neat, clean, in good taste and not constitute a safety hazard.

CHANGE OF NAME OR ADDRESS

If you change your name, address or phone number, you must report the change to your supervisor and update through the portal or the Human Resources Department. Address changes may be made through the online employee portal <https://myscape.vcoe.org/#/login> ; all name changes must go through the human resources department and be accompanied by legal documentation.

CONFIDENTIALITY

Staff shall maintain the confidentiality of information acquired in the course of their employment. Confidential/privileged information shall be released only to the extent authorized by law. An employee who willfully releases confidential/privileged information about the district, students or staff shall be subject to disciplinary action.

EMERGENCIES

Each site/department has developed a disaster plan that outlines steps to take in an emergency or major disaster. See your site administrator/supervisor to review procedures and become familiar with the plan for your site.

In the event of a medical emergency, notify your supervisor as soon as practical. If emergency services are needed, immediately call 911 and administer appropriate first aid (if trained) or make the individual as comfortable as possible without being moved until first aid can be administered.

PANDEMIC RESPONSE

In an effort to protect the health and safety of our employees, Pleasant Valley School District has prepared a COVID-19 Prevention Program (“CPP”) intended to provide information related to the prevention of coronavirus, describe procedures and safe practices to keep employees and students safe and to help prevent the spread of coronavirus in the workplace.

This program can also be implemented during a declared outbreak, epidemic, or pandemic of other infection disease for which public health officials have issued guidelines and recommendations. 1) Including H1N1 influenza (swine flu), H5N1 influenza (avian flu), Norovirus, Methicillin Resistant Staphylococcus Aureus (MRSA) and Tuberculosis.

Information in this guidance can help keep staff healthy during an outbreak including during cold and flu season. This document is regularly updated according to changing guidance from the Public Health Office, the Centers for Disease Control, and the County Office of Education. Please visit the District webpage for the most current version and regulations.

PERSONNEL FILES

The personnel file maintained in the Classified Human Resources Department is the only official and legal permanent record that can be maintained on employees. The procedures

regarding the maintenance of a personnel file is governed by Education Code 44031 which includes a protocol whereby employees can correct or rebut incomplete or inaccurate information contained in the personnel file which might affect their employment status. Various documents related to employment, including correspondence, periodic evaluations and related documents, and other documents are maintained in the personnel file.

Every employee has the right to review his/her personnel file upon request. Such review shall take place during normal business hours. All employee personnel files are confidential and are available only to the employee and to people with official access permission.

POLITICAL ACTIVITIES

As a citizen, you have the right and privilege to take or refrain from taking a stand on a political issue and to support or oppose any issue or candidate. However, employers have the right and responsibility to regulate political activities in the workplace, and thus, most political related activities must be conducted on your own time and off district premises. District employees are prohibited from the following during their scheduled work hours or on District property:

- Use district funds or services, school or work time, supplies or equipment to urge the passage or defeat of any ballot measure or candidate.
- Solicit or receive any political campaign funds or contributions on school property or during working hours.
- Use school equipment for the preparation or reproduction of political campaign materials.
- Post or distribute political campaign materials on school property.
- Disseminate political campaign materials through the district's mail service, e-mail or staff mailboxes.
- Wear buttons or articles of clothing that express or promote political candidates or opinions.

In an effort to promote a culture of respect and neutrality; the same principles may be applied to social activism movements.

Although employees may not conduct political activities on school property during working hours, they are free to discuss politics and solicit or receive funds or contributions for political purposes outside the employee's working hours. You are expected to exercise reasonable care to show that you are acting in the capacity of a private citizen and not as a member of the staff of the Pleasant Valley School District.

PROBATIONARY PERIOD

The probationary period is the final and most important stage in the selection process of permanent employees. During the probationary period, an employee is evaluated, providing an opportunity for the employee and supervisor to discuss work performance and meeting District standards. At the end of the probationary period, your supervisor will indicate if you are recommended for permanency in that position.

PERFORMANCE EVALUATIONS

Performance evaluations are a vital tool to help keep employees and supervisors apprised of current work performance, progress on goals previously set, and as an opportunity to discuss and make plans for future development. Performance evaluations are done annually by your supervisor. You may respond in writing to the evaluation within 10 days of the evaluation. Your response will be attached to the evaluation. In signing an evaluation, you are simply stating that you have reviewed a copy of it and have reviewed it with your supervisor, not that you necessarily agree with the information contained in it. You should always receive a copy of your performance evaluation before you leave the evaluation conference. The performance evaluation and any attachments will be sent to the Human Resources Office and becomes part of your permanent personnel file.

PUBLIC RELATIONS

As an employee of the Pleasant Valley School District, you have an important public relations responsibility. Your work, attitude and appearance are all subject to close inspection by your employers; this includes the taxpaying public. In many cases, the character and efficiency of our organization is based on the performance of our employees. For this reason, it is important that you give a good day's work and courteous treatment to people you have agreed to serve.

MEDIA REQUESTS

All request for information from media sources are to be routed to the Office of the Superintendent for response.

CARE OF DISTRICT PROPERTY

Every job in the organization requires the use of supplies and some type of equipment. All employees are charged with the responsibility of maintaining this property in the best possible condition and making the most efficient use of supplies issued to them.

You can help keep costs down by exercising reasonable care over the property for which you are responsible. Under no circumstances can you loan building keys to students or unauthorized adults.

Unsafe, inappropriate or wasteful use of Pleasant Valley School District's property or equipment is grounds for disciplinary action, up to and including dismissal.

OUTSIDE EMPLOYMENT

You may hold another job if the other job is not detrimental to the interest of the District. Generally, outsidework is considered detrimental if it causes you to be less productive or if it constitutes a conflict of interest with your District position.

DISCIPLINARY ACTION

Disciplinary action may occur for a number of reasons, including neglect of duty, inefficiency, failure to observe District and/or departmental rules, excessive absenteeism or lack of integrity. Disciplinary action may vary based on the nature of the offense and personnel history. Further

information is outlined in our Merit Rules & Regulations, Board Policy, and the California Education Code. Please contact the human resources department if you have any questions.

COMPLAINT PROCEDURE

A complaint procedure is established to provide an orderly procedure where employee complaints can be made and considered in a timely manner. Through this procedure, employees may seek resolution of complaints which involve rules, regulations, laws or administrative procedures which the employee believes have not been followed or regarding working conditions and job relations including the complaint of one employee against another employee.

Complaints must be submitted through the established chains of authority, and initiated at the lowest possible level. The procedure to be followed can be found in the Merit System Rules and Regulations or bargaining Union Agreement, both can found on the District webpage or on file in the human resources department.

EMPLOYEE ORGANIZATIONS

Employee organizations serve many purposes for employees and they work with the District toward common goals. A primary purpose of these organizations is to represent employees on matters such as pay, work hours, and grievances. State law guarantees your right to join an employee organization.

At present, the District formally recognizes the Service Employees International Union. Information concerning this organization is available from your association representative.

BREAKS, LUNCH PERIOD, OVERTIME

All employees are entitled to a 15 minute paid break period for every 3 hours and 45 minutes worked. Supervisors shall determine when rest periods are scheduled. Employees may not combine rest periods to leave his/her assignment early.

Employees who work 6 consecutive hours or more per day are entitled to an uninterrupted, unpaid lunch period of no less than 30 minutes. As with break periods, employees may not take their lunch period at the end of the shift in order to leave work early.

If your supervisor requests you to work more than 40 hours in a week or 8 hours in a day (or more than 5 days in a week for an employee who works 4 hours or more per day), you will be paid at the rate of 1-1/2 times your regular pay rate. All overtime must be pre-approved by your supervisor. Unauthorized overtime is grounds for discipline or dismissal.

SOCIAL MEDIA

PVSD does not take a position on an employee's decision to participate in blogs, wikis, social media pages, etc. for personal use on personal time. If, however, posts are brought to our attention which do not align with District professional standards or board policies, disciplinary action may be pursued.

RESIGNATIONS

You should attempt to give at least two (2) weeks' notice and submit your resignation in writing. The resignation form or letter should be submitted to your supervisor and a copy sent to the Human Resources office. An exit interview may be scheduled with the Classified Human Resources Director.

All District property, such as keys, equipment, etc., must be returned. A permanent employee who voluntarily resigns in good standing may request to be reinstated within 39 months without further competitive examination. Names on a reinstatement list shall be in order of seniority. Reinstatement is at the option of the District.

RETIREMENT

When you wish to retire from your position, please contact the Human Resources Office and complete a "Separation Notice" and an "Exit Interview Form." We do request that you give us as much advance notice as possible, so that we may fill your position quickly and not cause a hardship on your department.

If you are a member of the Public Employees Retirement System (PERS), you will also need to contact CalPERS at 1-800-237-3345 or visit their website at www.calpers.ca.gov.

EQUAL OPPORTUNITY EMPLOYMENT

The Pleasant Valley School District is an equal opportunity employer and is committed to an active Nondiscrimination Program. It is the stated policy of Pleasant Valley Unified School District that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions will be on the basis of qualifications of the individual for the positions being filled regardless of race, color, religion, ancestry, national origin, age (over forty 40 years), sex, gender, sexual orientation, marital status, veteran status, medical condition, or handicap. All other personnel actions such as compensation, benefits, layoffs, returns from layoffs, terminations, and training are also administered regardless of any protected status.

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. Fingerprints are screened through the Department of Justice/FBI.

MANDATED TRAININGS

DISTRICT REQUIRED TRAINING

The Human Resources Department is required to provide employees the following information on an annual basis. Failure to adhere to these policies and regulations may affect the terms and conditions of employment. Employees are also encouraged to be familiar with all board policies, regulations and District procedures as well as applicable collective bargaining unit agreements and Merit Rules & Regulations. All Pleasant Valley School District employees are required to review, understand, and adhere to these terms and conditions.

Code of Ethics- PVSD Board Policies

- Professional Standards BP 4119.21
- Confidentiality BP 4119.23
- Drug & Alcohol-Free Workplace BP 3513.4
- Sexual Harassment BP 4319.11
- Non-Discrimination BP 4030
- Acceptable Use of Technology BP 4040
- Employee Notifications BP 4112.9

PVSD- Safety & Departmental Notices

- Business Services-Injury, Illness Prevention Plan
- Administrative Services-Bloodborne Pathogen Exposure Plan, Pandemic Response Protocol, Mental Well-Being or Distress Resources
- Benefit Services-Workers Compensation, Employee Assistance Program
- Human Resources-Discrimination, Sexual harassment, Child Abuse Prevention
- Technology-Acceptable Use Protocol

STATE REQUIRED TRAINING

Additionally, all Pleasant Valley School District employees are required to complete trainings mandated by the State of California. The California Department of Education requires the District to obtain proof of completion of training obligations. Mandated Trainings are a non-negotiable condition of continued employment.

Trainings may be annual, biennial, or required of certain classifications dependent on essential functions or occupational exposure. The Human Resources Office will notify employees of training content and deadlines.

CHILD ABUSE & NEGLECT REPORTING-LEGAL OBLIGATION

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

Failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

NON-DISCRIMINATION & HARRASSMENT POLICY

In addition to fostering a culture of inclusion and respect, Pleasant Valley School District has Board Policies, Administrative Regulations and Merit Rules & Regulations in place to protect employees from discrimination and harassment in the workplace.

The Board of Trustees is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation. No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

Pleasant Valley School District does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers). Allegations of unlawful harassment, discrimination, or retaliation are investigated and determined through a thorough and appropriate process based on the evidence collected.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment and/or discrimination. Consequently, should any individual become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report the incidence to the Human Resources Office.

COMPENSATION & BENEFITS

PAY PERIOD & TIMESHEET REQUIREMENT

All employees are paid monthly, on the last working day of the month. Employees have two options for receiving their paychecks. You may have your check electronically deposited in your bank account by completing an automatic deposit form, or it will be mailed to the address you have on file with the payroll department. We encourage you to use the electronic deposit.

Each employee is responsible for keeping a time sheet on a daily basis. Your supervisor will instruct you on the correct procedure in your department or school. Be sure to show the number of hours worked each day. If you are absent, show the appropriate code number (listed on the side of the time sheet) along with the hours you would have worked. Do not leave any blank days, and fill out the top portion of your time sheet completely. It is the employee's responsibility to maintain accuracy and honesty in accordance with professional standards.

CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM (CalPERS)

Employees who work an assigned, regular shift of four (4) or more hours per day are required to be members of the California Public Employees' Retirement System (CalPERS). Each month, a percentage of your earnings will be deducted for CalPERS. The District's contribution to your retirement is realized at retirement. Your retirement benefit depends on your age at retirement, years of participative service in CalPERS and base salary earned. Upon considering retirement, you may contact the Payroll/Benefits office for more information. CalPERS representatives hold periodic workshops in our area to explain benefits to those employees considering retirement. If you permanently leave the District and do not take a job with another agency covered by CalPERS, you may request a refund of your money from the system. Normal contributions made by the District on your behalf are not refundable. Please visit the CalPERS website at www.calpers.ca.gov for information on retirement benefits.

SOCIAL SECURITY

Additionally, classified employees are part of the Social Security system.

INSURANCE COVERAGE

All permanent and probationary classified employees whose assigned time is 826 hours per year or more shall be eligible for a portion of the costs of health and welfare benefits to within the limits established by the board of trustees and in accordance with the provisions of the SEIU Contract. The District offers medical, dental, vision, and life insurance to employees.

WORKER'S COMPENSATION

The District is responsible for providing medical treatment for an injury or illness incurred as a result of performing your job duties. You must immediately report any work-related injury or illness to your supervisor. Please see Appendix B for additional information. If the injury is not an emergency, after notifying your immediate supervisor, please call Company Nurse at 855-602-5267 to report the injury, receive triage over the phone and referral to a facility for treatment.

HOLIDAY PAY

Employees will be paid for any District holidays that fall within your scheduled work year, provided you are in paid status during any portion of the scheduled work day immediately preceding or succeeding the holiday. The dates of the holidays are listed in the classified calendars posted on the district webpage. Regular classified employees are also entitled to 3 ½ floating holidays each fiscal year. Floating holiday time is prorated for part time employees. The floating holiday(s) shall be taken on or before June 30th and at times requested by the employee consistent with the needs of the district. Floating holidays will be prorated for employees beginning employment after July 1.

SALARY SCHEDULE

Each classification in the District is placed on a “salary range.” This is a series of 5 different salary rates, each one approximately 5% higher than the one before it. These different salary rates are called “Salary Steps” and each salary range has 5 salary steps.

New probationary employees are normally placed at Step 1 of the salary range. Each year on your anniversary date you are advanced to the next step in the range until you reach step 5.

If you were hired between the 1st and 15th of the month your anniversary date is the 1st of the month you were hired. If you were hired after the 15th of the month your anniversary date is the 1st of the following month. Beyond that you receive “Longevity” increments as indicated on the salary schedule.

EMPLOYEE TERMS

PROBATIONARY/PERMANENT

All new regular, permanent employees must complete a probationary period. This is a 6-month period (130 working days) when the District and the employee find out if they are suited for each other. Probationary period for Administrators is one year (250 working days). A new employee may be released during this probationary period without the right to appeal the decision.

Once an employee has completed this initial probationary period, he or she is considered to have achieved “permanency” with the District. Once an employee has achieved permanency with the District, a series of new rights is earned, including the right to request transfer to other positions and be placed on promotional eligibility lists.

There are two types of permanent status. The first is that described above – that is permanency as a District employee. The second type of permanent status is earned in a particular classification. Every job in the District has a classification, or “title”, such as: Office Assistant, Custodian, and Bus Driver. Employees earn permanent status in a particular classification after being appointed to and successfully completing a probationary period in the classification.

Whenever an employee changes jobs (that is, moves into a classification in which he or she has not already achieved permanent status), he or she must serve a new probationary period in the new classification to which he or she has moved (i.e., if you promote from Office Assistant to Senior Office Assistant, you will need to serve a new probationary period in the Senior Office Assistant position, even though you retain permanency with the District).

TRANSFER OPPORTUNITY

Once you have achieved permanent status in your current classification you may request transfer to a position in a different location, or with more or less hours than you currently have, or on a different yearly schedule. If you are a probationary employee you may request transfer only if the transfer would increase your hours and/or eligibility for health benefits.

When a job vacancy occurs in the district, the Human Resources Office will post a transfer notice. During regular school year, notice will be sent to school administrative assistant to post at each school site. Transfer opportunities arising during non-school calendar will be sent to classified employee email group. If you are interested in applying for transfer, you must submit a transfer request form within the 5 day window. You may request this form from the Human Resources Office.

PROMOTIONAL OPPORTUNITY

All Classified employees are encouraged to consider opportunities for promotion. The Human Resources Office posts vacancy announcements. Like transfer notices, these announcements are posted at each school site and at the district office and on the PVSD website. When you see a position posted that you are interested in applying for, you need to fill out an application for the position. You must then meet all the minimum requirements for the new position. Once you have

completed your application process you will need to go through a testing process, similar to the one you went through to get hired by the district originally. Every employee in the classified service shall be permitted to be absent from his/her duties during working hours in order to take any merit system examination without deduction of pay or other penalty, provided that he/she give two days' notice to his/her immediate supervisor.

If you successfully complete the testing process you will be placed on an eligibility list based on your final score in the testing process. Eligibility lists expire one year from the date they are established and are no longer useable. If you haven't been hired from the list, you must retake the exam and be placed on the new eligibility list if you wish to continue to be eligible for hire in the classification.

We Look Forward to a Long & Prosperous Employment Relationship!

We hope this handbook has been helpful, and recognize that this is not an exhaustive source of employment information, but rather a tool to be used in conjunction with Board Policies, Merit Rules & Regulations, and District website.

Please contact the Human Resources Office for assistance in navigating any employment concerns.

humanresources@pleasantvalleysd.org

(805) 389-2100