

**DISTRICT EMPLOYEE
HANDBOOK
2023-2024**



VALLEJO CITY

UNIFIED SCHOOL DISTRICT

Human Resources Department



665 Walnut Ave.
Vallejo, CA 94592
707-556-8921

<https://www.vcusd.org/>

Dear Vallejo City Unified School District Employee:

Welcome to the Vallejo City Unified School District! Each employee in our district makes an important contribution to the education, well-being, and safety of all of our students, and we are glad you have chosen to join our team.

There are many ways for you to find out about your rights, responsibilities, benefits, and other employment information of interest to you as a District employee. This employee handbook provides a general overview of employment, contact information, and policies, as well as links to forms you might need at some time during your employment with us.

I encourage you to review the information in this handbook and visit the VCUSD website for updates on important information. Your supervisor will provide you with additional information directly related to your assignment.

Providing quality customer service to our employees, recruiting and retaining qualified staff are important HR functions. These goals align to the Strategic plan which centers the creation of equitable opportunities in safe and supportive learning environments. Please review this Handbook carefully.

Feel free to contact any one of us from the Human Resources Team to access employee services and I want to thank you for joining our district and wish you many productive and memorable years here.

Respectfully,

Gigi F. Patrick, Ed.D.
Assistant Superintendent of Human Resources

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OUR VISION

To be the schools that are the pride of the community, the envy of the region, and the launch pad of bright and amazing futures and productive and fulfilling lives for ALL our Vallejo students.

OUR MISSION

To meet our students and families where they are and to provide a high-quality, rich educational experience that seeks to elevate each student's potential and connect to each student's passion providing a strong foundation for a productive and fulfilling future on the pathway of their choice.



PILLAR 1

EQUITABLE OPPORTUNITIES, EQUITABLE OUTCOMES

- All students have what they need, when they need it
- Interventions are proactive, not reactive
- Individualized plans and support for all students
- Parent engagement that is early, transparent, and collaborative
- Allocation of resources to those who need the support while empowering those delivering the support

PILLAR 2

SAFE AND SUPPORTIVE LEARNING ENVIRONMENTS

- Physical and emotional safety for all students
- Recognizing the value of each child and family
- Qualified teachers who reflect the diversity of our students
- Resources to provide additional support for students; creating support for parents
- Building relationships between and among students and teachers which will lead in engaging environments

PILLAR 3

VIBRANT CULTURE OF TEACHING AND LEARNING

- Teachers being able to adapt to different learning styles
- Educating teachers—training and mindset—in order to deliver responsive instruction
- Ensuring each child has access to relevant academic experiences
- Providing student voice and choice at all possible moments
- Learning is relevant to real-world problems

PILLAR 4

COMMUNITY-CENTERED EDUCATION

- Our schools are rooted in the community
- Cultural competency of staff in addressing student and parent needs
- The school is a resource for student learning and family education, growth, and development. The whole learning community is celebrated and impacts the larger community around them.
- Schools being seen more as centers of the community, not appearing so closed off to the public

Section 1: Organizational Overview

Add The District's Strategic Plan

Business Services

We support the mission of the Vallejo City Unified School District through Payroll, Benefits, Cash Services, Accounts Payable/ Receivable, Risk Management as well as Federal and Special Funding.

All financial activities of Vallejo City Unified School District are recorded and monitored through our Budgeting and General Ledger Staff. In addition, we provide information on Purchasing activities, as well as provide Nutrition Services for our students and attendance. We prepare all Reports regarding State and Federal Guidelines that are available for any interested persons. The focus for the Business Services Division is to provide support for the District's LCAP goals:

Goal 1: Vallejo City Unified School District will increase parent and community engagement in improving student outcomes.

Goal 2: Vallejo City Unified School District will create a safe, supportive, and engaging learning environment for students and staff.

Goal 3: Vallejo City Unified School District will increase the number of students graduating college and career ready.

Human Resources Services



Main Line: 707-556-8921 ext. 50044 Fax: 707-638-3569

Gigi F. Patrick, Ed.D.	Assistant Superintendent of Human Resources Officer	gpatrick@vcusd.org	x50062
Eleanor Bruton	Director	ebruton@vcusd.org	x50029
Hattie Kogami	Assistant Director	hkogami@vcusd.org	x50027
Jessica Vides	Administrative Assistant- Confidential	jvides@vcusd.org	x50063
Katie Day	Credentials Technician A-L	cmday@vcusd.org	x50033
Nina Martinez	Credentials Technician M-Z	nvmartinez@vcusd.org	x50025
Rachel Munoz	Staff Secretary IV Confidential	rmunoz@vcusd.org	x50014
David Bouzas-Gewing	Human Resources Technician A-M	dbouzasgewing@vcusd.org	x50028
Kayla Duenas	Senior Human Resources Technician N-Z	mduenas@vcusd.org	x50215
Elise Struggs	Recruitment Assignment Specialist-Certificated	estruggs@vcusd.org	x50032
Giovanni Azpeitia	Recruitment Assignment Specialist-Classified	gazpeitia@vcusd.org	x50051
Front Desk		HR@vcusd.org	x50044

<i>Services</i>	<i>Contact</i>
Annual Excess Vacation	Senior HR Technician
Annual Reasonable Assurance	Senior HR Technician
CAT Leave Bank Management	Senior HR Technician
CBEDS	Senior HR Technician
Certificated only: Categorical Substitute Request Forms	Recruitment Assignment Specialist
Certificated Resignations and Retirements	Administrative Assistant
Classified Resignations and Retirements (Non-Managerial)	Director
Coaches	Recruitment Assignment Specialist
Coaches Certification	Credentials Technician
Coordinate Job Fair and Recruitment Events	Assistant Director
Credentialing	Credentials Technician
CSEA Professional Growth	Senior HR Technician
CSEA Reclassification	Director
Employee Data management in Escape	HR Technician
Evaluations	Staff Secretary IV - Confidential
Frontline- Absence Management	HR Team

Leaves	Director
Loan Forgiveness	Credentials Technician
Mandated Reporter Training (Target Solutions)	Assistant Director
Notice of Assignments (NOA)	SR Technician /HR Technician
Recruitment	Recruitment Assignment Specialists
Request for Interpreter	Administrative Assistant
Retirement form for CALSTRS (Express Benefit Form)	Administrative Assistant
Staffing	Director /Assistant Director
Substitute Services	Recruitment Assignment Specialist
Summer School	Assistant Director/Recruitment Assignment Specialist
Teacher/Counselor/Nurses Pay Information	Credentials Technician
Transcripts Review	Credentials Technician
Unemployment Claims (EDD)	Senior HR Technician
Verification of Employment (Need signed release form)	Senior HR Technician
Verification of Experience for Certificated Staff	Credentials Technician
Voluntary Transfers	Assistant Director
Volunteers	Administrative Assistant

Section 2: Employment

Employment Opportunities

All employment opportunities in the District are advertised through the online services provided by edjoin.org. The lists of classified position openings are easily accessible with links from the District's Website www.vcusd.org.

An employee interested in an open position must apply through edjoin.org. The application process and documents required depend on the requirements of the specific position.

Administrative Regulations and Procedures

All Governing Board policies and regulations are easily accessible through a web-based service known as [Gamut Online](#) sponsored by CSBA (California School Board Association). The District policies page is available by following the link on the [Vallejo School Board Policies](#) or directly through Gamut using the following link: [School Board Policies webpage](#)

Equal Employment Opportunity

It is the policy of the Vallejo City Unified School District to enhance the quality of education and actively promote equal employment opportunities. The Board prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, sex, gender, or sexual orientation, at any District site and/or activity. The Board also prohibits retaliation against any District employee or job applicant who complains, testifies or in any way participates in the District's complaint procedures instituted pursuant to this policy.

For a full reading of the District's Nondiscrimination in Employment policy, visit the [School Board Policies webpage](#) on the District website and use the GAMUT service referenced above.

Non-Discrimination – IX

Board policy prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of gender as defined by federal law in Title IX.

The Vallejo City Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race, religion creed, color, national origin, ancestry, age, parental, family, or marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex (sexual harassment), or sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

For concerns regarding discrimination, harassment, intimidation or bullying in **employment**, you should immediately contact **[Dr. Gigi Patrick, Assistant Superintendent of Human Resources Officer for Nondiscrimination in Employment](#)** at 707-556-8921, 665 Walnut Avenue, Vallejo, CA 94592.

For concerns regarding discrimination, harassment, intimidation or bullying in **schools** that cannot be remedied at the site level, you should immediately contact **Dr. Michael Santos Assistant Superintendent, Student Support Services and Title IX Coordinator of Student Nondiscrimination** at 707 556-8921, 665 Walnut Avenue, Vallejo, CA 94592.

Americans with Disabilities Act (ADA)

The District will provide reasonable accommodations for applicants and for employees as required by the Americans with Disabilities Act. The Human Resources Department handles all known requests for reasonable accommodations.

Complaint Procedures

The Vallejo City Unified School District Board of Trustees recognizes that the Superintendent has primary responsibility for ensuring that the District complies with State and Federal laws and regulations governing educational programs. The administration shall investigate and seek to resolve complaints at the local level.

Complaint Uniform Procedures:

All complaints about civil rights issues, educational programs, schools, discipline, staff, transportation, grades, transfers, students, instruction or instructional materials, suspension, civil rights, employee complaints, or any other similar area.

Employees represented by unions may also seek union representation. Grievance procedures are detailed in VEA Contract and CSEA Contract.

Conduct

All employees are role models for our students and ambassadors to the Vallejo City community and are expected to conduct themselves in a civil and professional manner at all times. (Board Policy 4119.21)

Confidentiality

Because of the nature of the District's business, employees may have access to confidential information about families, students, and other employees. In order to protect individual rights of privacy, it is important that knowledge of confidential information only be shared as needed to provide essential services to students, families, or employees.

E-Mail and Voicemail

Email and voicemail are common forms of communication among employees, and between employees and the public we serve. The [District Office Directory](#) and [School Site List](#) are available online.

The District uses Google's Gmail platform to host email addresses. Each employee is assigned an email address following this standard protocol: firstinitiallastname@vcusd.org. If you have a common last name, the district will use your middle initial to create your email.

Example: Jane E. Smith email would be jesmith@vcusd.org.

Help requests for technical questions or problems can be submitted online at: <https://vcusd.incidentiq.com/>

Voicemail is an essential service for communicating effectively across our many school sites and departments and externally to our families and community. All District phone lines are equipped with voicemail service. Since many of our employees are not available at a desk to answer the phone, it is important that departmental staff and parents/guardians can leave voicemail messages for staff that will be received in a timely manner.

Employees are expected to check and respond to email and voicemail within 24-48 hours and to provide their phone and email contact information to those who may need it. Employees must provide updated contact information to HR.

Employment Verification

The goal of the Human Resources (HR) Department is to complete Employment Verifications within 48 hours during regular work periods. There may be a delay of up to 3-5 days during peak periods that occur at the beginning and end of the school year. Employment verification requests are not processed during holidays or when the District Offices are closed.

To obtain an employment verification, an employee must provide a signed consent form allowing the District to release employment information,

For timely and efficient processing, requests can be directed to the appropriate staff person:

Senior HR Technician via fax 707-638-3569 or email hr@vcusd.org

Verification of Experience

In the case of a new employee, the District has a form that you can provide to previous employers to request verification of experience. The employee and/or institution must fax or email the completed form to (707) 638-3569 or email it to hr@vcusd.org.

Mandated Reporting of Suspected Child Abuse

All school district employees are mandated reporters and fall under the legal requirements of the State's Penal Code to report to the police department, sheriff's department, or the County Welfare Department any cases of **suspected** child abuse.

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment who 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 36 hours of receiving the information concerning the incident.

Because all VCUSD employees are considered Mandated Reporters under the law, each school district employee is required to complete the Target Solutions online Training and sign the Statement Acknowledging Requirement to Report Suspected Child Abuse as a condition of employment.

Separations

An employee who wishes to resign or retire from the District must fill out and sign the Separation Form. A copy of this form is available on the [Human Resources webpage](#). All resignations or retirements must complete an [Exit Survey](#). Please note, certificated employees who plan on resigning must do so by June 30th. Resignations received after June 30th will not be accepted until a reasonable replacement has been hired.

Sexual Harassment Prevention Policy

The District is committed to providing an educational environment free from unwelcome conduct of a sexual nature including sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law.

All employees must complete Target Solutions Training on Anti-Harassment and submit the Sexual Harassment Policy Acknowledgement as a condition of employment. Employees who become aware of a situation that violates the Sexual Harassment Policy should do at least one of the following:

- Contact site administrator (Principal or Department Head)
- Contact the Compliance Officer and Title IX Coordinator: (707)556-8921 x 50062

Tuberculosis Clearance

Tuberculosis is a serious, potentially life-threatening illness. To protect students and staff from the effects of this disease, California Education Code Section 49406 requires all employees, upon initial employment, to present evidence that they are free from active tuberculosis.

Evidence consists of a certificate of a skin test or chest X-Ray with a negative result performed within sixty days of hire, or within four years if employment is continuous with that of another school district, parochial or private school. Employees must recertify their clearance every four years. Failure to comply may lead to the employee being placed on unpaid leave or being terminated. The cost of the TB clearance is borne by the employee. The Human Resources Department maintains a list of local free and low cost clinics and it is available upon request.

The Human Resources sends a courtesy reminder when your TB needs to be renewed. The information is also available on your check stub (to the left of the pay summary on the top half of the paycheck). You may scan and email it to the Human Resources Department or bring the TB clearance in for your record to be updated.

Workplace Safety

The District is committed to safe and well-maintained schools and District offices and properties. The Risk Management Department provides work safety training and tips during New Employee Orientations and during specialized staff development workshops.

In the case of any workplace safety or other hazard issue that may arise, employees are encouraged to use the Report a Hazard Form. More information on workplace safety is available on the [Risk Management Department webpage](#) or by contacting Ashley Stephens, Workers Compensation Specialist in the Risk Management Office directly at: 707-556-8921 ext. 50047.

An employee injured while performing District work must report the injury immediately to *Company Nurse* at (877)788-2576. Workers' Compensation information is contained in the following section on "Leaves."

Section 3: Leaves of Absence

This section details the most common leaves of absence and includes information about absences and other leaves.

Additional information on employees' rights and responsibilities regarding Leaves can be found in Article 7 of the Vallejo Education Association (VEA) and California School Employees Association (CSEA) contracts. Certificated and Classified Management shall be entitled to the leave provision provided in the current collective bargaining unit for certificated and classified per Board Policy 4361.

Absence Reporting

Service to our students depends on timely notification of absences. Having adequate staffing each day is critical to the proper functioning of our schools and service to our students and their families. An employee who will be absent from work should refer to their respective union contracts regarding the provisions that define when and how their absences should be reported.

An employee who will be absent from work whether it's a full or partial day should notify his/her supervisor to inform him/her of the absence.

It is mandatory that the employee report their absence through Frontline (automated substitute system) whether it is a full or partial day absence, even if a substitute is not required. Each absence is listed on a Notice of Absence form and the form is submitted to Payroll each month.

Site Administration will receive notification from Payroll when an employee is placed on a Daily Attendance Alert (DAA). An employee is placed on a DAA alert when they have exhausted their sick leave.

Employees who need to request a substitute can do so online at: <https://app.frontlineeducation.com/> or toll free by calling (800) 942-3767.

For technical problems using the Frontline Substitute System (formerly AESOP), contact the Human Resources Department, at HR@vcusd.org.

Request for Leave

District employees may be eligible for leave and should be referred to the Human Resources Department for assistance in applying for a leave of absence whether for medical or other personal reasons. The [Request for Leave Form](#) is available online.

Leave is permission granted by the District for unit members to be absent from their assigned duties for a specific period of time. Leave must be officially granted in advance and may not be granted retroactively. All requests for leave that are more than five (5) days must be in writing via e-mail or the Request for Leave Form signed by your immediate supervisor and submitted to Human Resources.

Employees should refer to their respective union contracts and Board Policy regarding the provisions that define Eligibility for Leave as they may vary.

COVID-19

For information regarding leave involving COVID-19, please contact Human Resources at hr@vcusd.org.

Sick Leave

The District may require any unit member who is absent beyond five (5) consecutive work days a written statement from a doctor verifying the illness or injury.

For VEA unit members:

Every unit member employed five days a week shall be entitled to ten (10) days leave of absence each year for illness, injury, mental health, personal well-being, religious observance, or disability, including those caused or contributed to because of pregnancy, miscarriage, or childbirth.

If a unit member does not take the full amount of leave allowed in any school year, the amount not taken shall be accumulated from year to year.

For CSEA unit members:

Every unit member employed five days a week shall be entitled up to twelve (12) days of leave of absence per year for illness, injury or disability including those caused by pregnancy, miscarriage or childbirth. For a unit member who serves less than a full year and/or less than full time, sick leave allowance shall be prorated according to the time served.

Credit for sick leave need not be accrued prior to taking such leave by the unit member. Such leave may be taken at any time during the year. However, a newly employed unit member shall not be eligible to take more than six (6) days, or the proportionate amount provided herein, until the first day of the calendar month after the completion of six months of active service with the District.

Certificated and Classified Management shall be entitled to the leave provision provided in the current collective bargaining unit for certificated and classified per Board Policy 4361.

Long Term Sick Leave

This leave is available to employees who need to extend their leave up to 5 months or 100 days. Either the employee will receive 50% of their pay or the amount deducted from the salary shall not exceed the cost of the substitute (for VEA unit members).

Personal Necessity Leave

Employees may use accumulated sick leave in cases of personal necessity. This leave may not be taken if the employee does not have sick leave. Advance permission is needed except for certain situations. Please refer to the union contract for details.

Bereavement Leave

Employees are entitled to bereavement leave whether it is three days, five days or ten days, depending on the amount of travel that is required. No deductions shall be made from the salary of the employee. Please refer to the union contract for details including which members are considered immediate family members.

Personal Business Leave

Unit members may elect to take personal business. This leave is to be used at a minimum of one-half day increments. For VEA, the unit member can take up to three days per year and for CSEA, the unit member can take up to five days per year.

Vacation Leave

Twelve-month classified employees earn vacation leave and are encouraged to take earned vacation each year if possible. Classified employees can have not more than two years of accrual to be carried forward into the next year.

Workers' Compensation (Industrial Leave)

The District seeks to create a safe and healthy work environment for all employees. General guidelines for ensuring an injury free workplace are promoted by the District. An employee injured while performing district work must report the injury immediately to ***Company Nurse*** at: (877) 778-2576.

An employee who has had an **approved** Workers' Comp claim has a maximum of 60 days of industrial accident leave as supported by a doctor's note. An employee whose claim is in delay or not approved must use available paid leave. For further details on Workers' Compensation, the employee should contact the Workers Compensation Specialist in the Business Services Department and refer to the union contract, if applicable.

Catastrophic Leave Bank (Certificated and Classified only)

All certificated and classified employees on active duty are eligible to contribute to the Catastrophic Leave Bank. Participation is voluntary, but requires an annual rate of contribution each school year of a minimum of one (1) day of sick leave. This contribution will be authorized by the employee and continued from year to year until canceled by the employee. Donation forms are available in Human Resources.

VEA Open Enrollment (certificated): August 15 to September 15 of each year

CSEA Open Enrollment (classified): July 1 to September 15 of each year

Catastrophic Leave Bank participants, whose accumulated sick leave is exhausted, may withdraw from the Bank for catastrophic illness or injury. A catastrophic illness or injury is one, which totally incapacitates the employee or employee's family for over twenty (20) consecutive duty days which requires the employee to take time off work to care for himself/herself or their family member. Applications to withdraw from the Bank are available in Human Resources and will require a doctor's note.

Section 4: Compensation/Pay Practices

Break/Rest Periods

State law requires that all employees receive a break or rest period. Break and rest periods for District employees are allocated in agreement with the respective employee's union contract. Employees are encouraged to arrange such break and lunch periods with their supervisors to ensure continuity of service to our students and families.

Holidays

The District recognizes the following 18 holidays:

- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veteran's Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Day after Thanksgiving Day
- Christmas Day (December 25)
- New Year's Day (January 1)
- Martin Luther King, Jr. Day (3rd Monday in January)
- President's Day (3rd Monday in February)
- Memorial Day (Last Monday in May)

February 12 (Lincoln's Day); Friday preceding Easter Sunday; September 9 (Admission Day); and 2nd Monday in October (Columbus Day) are recognized in December/January. An additional four authorized days are also recognized in December/January.

Classified employees are entitled to payment for authorized holidays, provided they were in a paid status during any portion of the workday immediately preceding or succeeding the holiday.

Overtime and Extra Hours

For non-management **certificated employees**, the hourly rate for unit members who perform required or requested work authorized by the manager beyond the duty day shall be paid at \$40 per hour.

Overtime pay for non-management classified employees will be paid at the rate of time and one-half whenever the classified employee works beyond:

- (a) Eight hours in any one day
- (b) Forty hours in one calendar week
- (c) The sixth day of one calendar week and for more than four hours for each of the first five days
- (d) The seventh day of the week for a unit member who works less than four hours per day each of the first six days.

Paycheck Deductions

Deductions made to employee payments differ depending on income tax withholding elections and other specific elections for benefits, credit unions, insurance, and flexible spending

accounts, etc. Contact Payroll at payroll@vcusd.org for questions regarding paycheck deductions.

Payroll

The Payroll Department is responsible for processing payments for salaried and hourly employees as well as making any adjustments or changes to deductions, tax withholding, and other pay related services.

Paydays

Permanent, substitutes and short-term employees **are paid on the last working day of the month.**

Extra service outside the duty day, extra hours, or overtime are paid on the 15th of the following month. Each school year a payroll schedule indicating salaried and hourly paydays is produced and is available on the [Payroll Department webpage](#).

Timesheets

Timesheets are due by the designated deadline date and must be submitted by end of day to the Payroll department. Timesheets must be filled out completely and must have the immediate supervisor's signature. Timesheets must be signed by the principal/authorized personnel at each site where work is performed.

Payment Methods

District employees, whether salaried or hourly, can be paid by "paper warrants" (i.e. checks) or by direct deposit. Requests for direct deposit payments can be made using the form on the Payroll webpage noted above. Payroll stubs and/or checks will be mailed to the employee's mailing address on file.

The [Payroll Department webpage](#) contains more information as well as forms needed to initiate direct deposits and process or change deductions.

Payroll Department Contact Information

Please see the District's website at <http://www.vcusd.org> under Business Services for the contact information for the Payroll Department.

Section 5: Benefits

Benefits Department

The Benefits Specialist in Business Services is available to assist employees with selection of and participation in the District benefits programs.

Benefits information and forms can be found on the District's website at [Benefits webpage](#) under Business Services.

Benefits Enrollment

To enroll in benefits, complete the benefit forms given to you during the employee onboarding and turn into the Benefits Office at 665 Walnut Avenue, VALLEJO CA. You have 30 days from your hire date to enroll in benefits with the District. Appointments are necessary to receive assistance with completed written election forms. Please call (707) 556-8921, extension 50016 to arrange an appointment time.

District employees are eligible for a range of benefits as stipulated in the union contract agreements. Once elections have been finalized no changes can be made unless there is a qualifying event.

“Open enrollment” usually begins in September. Open enrollment is the time to add, delete or make any changes to your benefit elections for the coming year. Any enrollment changes made during open enrollment are effective the following January.

Other employee benefits include:

- Disability Insurance
- Life Insurance
- Flexible Spending Accounts (Health, Childcare, Transportation and Parking)
- Employee Assistance Program

More information on these benefits is available in the respective union contracts or by visiting the District’s website under Business Services.

Retirement

Employment in the California public school system is generally subject to retirement coverage by either the California State Teachers’ Retirement System (CalSTRS) or the California Public Employees’ Retirement System (CalPERS). Employment in a position to perform “creditable service,” (i.e. certificated employee) as defined in Education Code Section 22119.5, is usually credited in CalSTRS, while classified (non-certificated) employment is usually credited in CalPERS.

California State Teachers Retirement System (CalSTRS)

Certificated employees usually participate in the CalSTRS pension benefit program. Benefits are based on age, service, and compensation. Information on CalSTRS can be found at www.calstrs.com or at (800) 228-5453.

California Public Employees Retirement System (CalPERS)

Classified employees generally benefit from participation in the California Public Employees Retirement System (CalPERS). Some hourly-classified employees may also qualify. Information on CalPERS can be found at www.calpers.ca.gov or (888) 225-7377.

Retirement Transfer

A member of CalSTRS who becomes employed by the same or a different school district, a community college district, a county superintendent of schools or limited state employment, as defined in Education Code Section 22508, to perform service that requires membership in

CalPERS will have that service credited with CalPERS unless he/she files a written election (within 60 days from the date of hire in the new position) to have the service credited with CalSTRS.

A member of CalPERS who is employed by a school employer, Board of Governors of Community College Districts or State Department of Education or has at least five years of CalPERS credited service, as defined in Government Code Section 20309, and who subsequently becomes employed to perform creditable service that requires membership in CalSTRS, will have that service credited with CalSTRS unless he/she files a written election (within 60 days of the date of hire in the new position) to have the service credited with CalPERS.

Rare exceptions to this rule of retirement program transfers apply. Consultation with the Human Resources Department immediately upon hire is recommended.

Section 6: General Information

Important Dates to Remember

July 15th - September 15th - Classified Open Enrollment for Catastrophic Leave
August 15th - September 15th - Certificated Open Enrollment for Catastrophic leave
3rd Friday in September – Notifications to all teachers being evaluated
September 30th – All Mandated Trainings completed
October 1st – Deadline to submit Transcripts for movement on Certificated Salary schedule
December 1st – First scheduled observation completed by Administrator
February 1st - Deadline to submit Transcripts for movement on Certificated Salary schedule
March 1st – April 15th - Certificated Voluntary Transfer period
March 15th - Certificated Notice of lay off
March 15th - Classified Notice of layoff
May 12th – All Teacher evaluations completed
May 18 - Tentative Assignment Date
May 20th - Classified Evaluations are due to Human Resources
June 1st Certificated Evaluations are due to Human Resources
June 30 - Last Day to resign as a certificated staff member (**please note: if a teacher is planning to resign, please notify Human Resources as soon as possible, so that the position can be advertised. Resignations received after June 30th will not be accepted until a reasonable replacement has been hired.**)

Change of Address or Name Change Forms

It is important that the District have access to updated employee contact information including home address and telephone number. The [Change of Address](#) is available to download from the [Human Resources Webpage](#).

When a name change is required, you will need to complete the Name change form as well as bring an official name change document (i.e. marriage certificate), updated social security card and government issued ID to the Human Resources Department.

Distribution of Information

The Superintendent's Office must approve the distribution of any non-District materials (posters, flyers, events, etc.) to staff, students, and families.

Emergency Preparedness and Disaster Training

Emergency preparedness is an important part of ensuring the safety of our students and employees. The Emergency Operations Plan addresses the District's responsibilities in emergencies associated with natural disaster, human-caused emergencies, and technological incidents. The Plan provides a framework for coordination of response and recovery efforts as well as an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel.

Employees should participate in the appropriate safety and disaster preparedness trainings provided in the on-going effort to keep students and staff safe.

Food Policy

Part of our educational mission is to improve the health and well-being of our students by offering healthy food choices and teaching them about good nutrition. The District Food Policy does not allow for the sale of candy, sodas, cookies, or other sweets by K-8 students.

Non-Smoking Policy

The District is a tobacco and drug free workplace supported by Board Policy, Education Code, Health and Safety Code, and other state and federal statutes. For the safety and health of our students, smoking is not permitted within 25 feet of a school or playground or district facility (Health and Safety Code [104495](#)). For more information and legal references on the tobacco and drug free workplace, Board Policy and legal references are available by accessing the GAMUT online service mentioned in Section 1 of this handbook.

Personal Calls, Email and Text Messages

Personal communication shall not occur during duty hours. Break times and lunch periods should be used for personal communication matters.

Technology - User Agreement

The District encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the District and its schools.

The District e-mail system, email accounts, computer accounts and all other user accounts are owned by the District. All electronic mail activity utilizing the District server is monitored and logged. To provide for access to computer data when an employee is absent, account login and passwords shall be provided to a supervisor or the Technology Director when requested. Computer use is provided for educational purposes and District activities; use of computers for personal use shall be minimal and comply with the restrictions listed in the Employee Use of Technology Agreement.

All employees are required to read and sign the Employee Use of Technology Agreement annually through Target Solutions.

Operations Department

The Operations Department provides a variety of services to our schools, administration offices, and our ancillary facilities. We provide services for maintenance repairs, painting, landscape, pest control, site safety, custodial support, transportation, new construction, and facility rentals and leases. Below is a quick reference guide that you will find useful and easy to keep at your fingertips.

Maintenance & Grounds

The Maintenance and Grounds Department is dedicated to providing a safe learning and working environment for all students and staff. All work orders are prioritized according to urgency of the repair. Emergency repairs such as gas leaks, fire, floods, etc., are our highest priority.

Work Orders

If you need a repair or have a concern regarding your grounds/landscape (i.e. field, pest control, black top, walkways, etc.), please contact your head custodian and he/she will submit a work order. If a work order has already been submitted, he/she will also be able to provide you with an update. If your head custodian is not available, please call ext. 51474.

If you have an **EMERGENCY** such as sewage back-up, broken window, broken entry door, flooding, gas smell, etc., be sure to submit the work order **and** call the Operations Office. If you have a fire on your campus or a medical emergency dial 911 and report it to the Superintendent's Office and the Operations Office.

Keys

If you have misplaced your district keys or if they have been stolen, email a "Lost or Stolen Key" form to JHatchett@vcusd.org and kteitgen@vcusd.org within 24 hours. **DO NOT**, under any circumstances, loan your keys to anyone at any time. Master keys are only issued to staff holding select positions. Please do not leave your keys lying around or in your vehicle.

Emergency On-Call

The Emergency On-Call is available for fire, life, or safety emergencies that occur after hours, during weekends and holidays, only. They are not available to unlock/lock doors or to set and/or disarm intrusion alarms.

Site Use

All use during non-business hours requires a use permit. Exceptions are only made for site staff remaining on site (without students) until 5:00PM Monday through Friday. Staff should not be on campus during weekends and holidays unless the site Principal is in attendance.

Use Permits

All activity on your campus, except as noted under "Site Use" above, is required to have an approved use permit. All use permits must be submitted at least 30-days in advance. Rare exceptions to this rule include limited athletic events and tournaments. Since our community actively rents our facilities during non-school hours, it is extremely important that you submit your applications as early as possible. Although the site typically has priority, we don't want to

cancel a community user's event, especially when they have sold tickets and have spent money advertising.

Please plan ahead and submit use permit applications through the entire school year if you already know what you're going to need. Please note: blanket use permit applications will be denied. All applications must be for specific uses and time.

Principals or their designee receives emails on every application. If you are the Principal or designee, please check your email daily as it is necessary for you to review and approve use permit applications for your site. If you know you have an event for the same time period, please deny the application and communicate the reason(s) with the Operations Department.

If you have any questions regarding a use permit application or require assistance submitting an application, please Imelda Enos at ext. 50293. If you have questions that she can't answer, call Joe Hatchett, Operations Manager at ext. 51471 or Becky Oraboni, Director of Operations at ext. 51473.

Transportation

School bus transportation is available to eligible students who live beyond the walking boundary of their home school, who have an IEP that requires transportation services, or who are overflowing from their home school.

Bus Schedules are routed through an automated process. The schedule may be affected if students are late boarding the bus, having a particularly difficult morning, or if we are short staffed. We make every effort to notify the school site if we are running late. If you have any questions or concerns regarding bus schedules, please contact our Lead Dispatcher, Carolyn Reeves at ext. 55004.

All Field Trips must be scheduled online through our TransTraks system. This includes bus travel, walking field trips, rental vans, public transportation, Bart, train travel, airplane travel, ferries, private vehicles, etc. Field trip requests should be submitted at the beginning of the school year or as soon as possible to ensure buses are available. Please keep in mind that springtime is the busiest field trip season so our buses and the charter buses fill up quickly. Please note: all field trips utilizing a school bus, must be scheduled to start at or after 9:00 am and must allow the school bus to return to your school at least 30 minutes before the dismissal bell. All bus travel outside of these parameters will be charter bus travel. All chartered field trips must be canceled at least 10 days in advance to avoid cancellation charges.

If you have any questions or concerns regarding Field Trips, please call Kathleen Teitgen at ext. 51474

Custodian Services

Our Custodian Services department makes every effort to ensure clean classrooms on a daily basis. Unfortunately, there are times when we must modify our cleaning schedule due to short staff or site events. When that happens, we will always dump the trash; clean the restrooms, childcare rooms, kindergarten, TK classrooms, kitchens, and special day classrooms. If you are not satisfied with the level of cleaning during a non-modified cleaning event, please submit a

Condition of Classroom (COC) by 10:00am. Every COC is investigated and corrective actions are put in place.

All COCs are followed up and necessary corrections are made. If you have submitted a COC and you feel that issue is unresolved, please contact George Tisby, Custodian and Site Safety Manager at ext. 51472 or Nolan Santos, Custodian Supervisor at ext. 51495 or email him at nsantos@vcusd.org.

Site Safety Services

Site Safety Services encompasses Site Safety Supervisor Staff, Safety Plans, Intrusion Alarms, Surveillance Cameras, etc. If you have any questions or concerns in these areas, please don't hesitate to contact George Tisby, Custodian and Site Safety Manager at ext. 51472.

Alarm Codes are available for select staff that are approved by the site Principal and authorized by George Tisby. Please contact George directly at ext. 51472 with all alarm codes questions or concerns.

Facilities & Planning

Facilities & Planning is responsible for most new construction. We have several Bond projects in the planning stage for the coming year that includes play structures, exterior painting, etc. Please keep an eye out for our emails as we will be in touch for input for every new construction project at your site. Your vision and insight is crucial to a well-planned project. If you have any questions or concerns regarding new construction on your site, please don't hesitate to contact Becky Oraboni, Director of Operations at ext. 51473.

Department Contacts

LeVon Hayes, Operations Support Technician

(lhaynes@vcusd.org) ext. 51490

Katheleen Teitgen, Operations Support Technician

(kteitgen@vcusd.org) ext. 51474

Pauline Insigne, Transportation Staff Secretary III

(pinsigne@vcusd.org) ext. 55001

Emily Tesolin, Bond Technician

(etesolin@vcusd.org) ext. 51474

Carolyn Reeves, Transportation Dispatcher/Scheduler

(creeves@vcusd.org) ext. 55004

Nolan Santos, Custodian Supervisor

(nsantos@vcusd.org) ext. 51495

Samantha Bradshaw, Transportation Coordinator

(sbradshaw@vcusd.org) ext. 55013

Valezka Emes, Director, Facilities/Bond Program

(vemes@vcusd.org) ext. 51478

Joe Hatchett, Director – Maintenance & Grounds

(jhatchett@vcusd.org) ext. 51471

George Tisby, Director – Custodians & Site Safety

(gtisby@vcusd.org) ext. 51472

Mitch Romao, Assistant Superintendent of Operations Officer

(mromao@vcusd.org) ext. 50064

Use of District Supplies, Equipment, and Facilities

District supplies, equipment (phone, computer, projector, etc.) as well as buildings and facilities are to be used strictly for District business unless there is written authorization from the immediate supervisor or appropriate administrator in charge. District Facility Use permits are granted by the Facilities Department.

Video Surveillance

To ensure the safety and security of individuals, district property, and facilities, video surveillance cameras are placed in various necessary locations. The District reserves the right to review the data, as necessary.

Volunteers in the Schools

Our schools are fortunate to have many parents, Vallejo City residents, and community volunteers who give their time to support students in academic and enrichment programs. If you know someone who is interested in volunteering, please refer to the [Volunteer Webpage](#) for detailed information on the volunteer process.

