2024-2025

BUSINESS OFFICE PROCEDURES MANUAL

July 25, 2024

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SECTION I

BUSINESS OFFICE ROLES

BUSINESS OFFICE STAFF & RESPONSIBILITIES

Susan Watts **Ext 1103** **swatts@ouhsd.net**

Assistant Superintendent of Business/CBO

Budget Development, administration and long range financial planning for the district, administration of the overall business and operations of the district

Donna Logasa **Ext 1105** **dlogasa@ouhsd.net**

Senior Budget & Accounting Technician

Payroll, retirement, student attendance reporting, accounts receivables, deposits, cafeteria reporting, developer fees, scholarships, MAA reporting

Dale Carey **Ext 1129** **dcarey@ouhsd.net**

Senior Budget & Accounting Technician

Timesheets, facility use, coaches

Ronda Cash **Ext 1113** **rcash@ouhsd.net**

Accounts Payable & Purchasing Technician

Requisitions, purchase orders, process payments, new vendor setup, 1099's, vendor contracts, reimbursement requests, Cal cards

Kendahl Costa **Ext 1100** **kcosta@ouhsd.net**

Administrative Technician

Staff attendance & substitute reporting, school business forms, interview packets, fixed asset management program, leave accruals, certificate of insurance requests

Brenda Gutierrez **Ext 1117** **bgutierrez@ouhsd.net**

Human Resources Manager

Personnel

Business Office Fax: **530-538-2308**

SECTION II

PAYROLL

Payroll

Extra duty and overtime must be preapproved by the employee's supervisor prior to the time being worked.

All timesheets are completed electronically. They are located on the district website under District Forms → Payroll

- Be sure to complete the work performed section of the timesheet and only put extra time worked outside of your normal contracted hours.
- Timesheets are due by 4pm on the 25th of each month (except November and December – Due on the last working day prior to the 25th), to be paid on the 10th of the following month (or Friday before if the 10th is a weekend day).
- All coding must be completed by the supervisor approving the time.
- If payroll doesn't understand the timesheet regarding hours worked, or if anything is incorrect on the timesheet, it will be sent back for corrections.

Teachers that earn comp periods and wish it to be paid will be paid at the current class coverage rate on the extra duty salary schedule. Teachers are responsible for notifying the administrative secretary regarding compensation prior to the timesheet due date.

Classified staff that work overtime and request to receive comp time off instead of overtime pay requires supervisor approval. If approved, comp time off is earned at the same rate as paid overtime is earned: 1.5 or 2 x overtime hours worked. Comp time must be used within one year of earning it, otherwise it will be paid as overtime.

Federal and State withholding forms can be completed in your Escape employee portal. They are completed and submitted electronically in the portal.

All completed payroll forms and any questions should be directed to the Senior Budget and Accounting Technician.

SECTION III

BUSINESS FORMS

Reimbursement Forms

The reimbursement claim form may be used in those instances when processing a purchase order is not practical or if a particular vendor does not accept purchase orders. Reimbursement claim forms should generally be used as a last resort, not as an alternative to the purchase order process. Reimbursement amounts are limited to a $200 **outstanding** balance at any given time.

Professional development must be approved prior to paying registration, booking flights or making hotel reservations. You must submit a Professional Development Request Form to begin the approval process. The travel expense reimbursement form is completed for any mileage, lodging, parking and meal expenses that occur while traveling to, during and from a work related event. The specific purpose of the travel/conference must be included when submitting the form. Receipts for meals are not required and will be paid at the current per diem individual meal rates (not to exceed the daily total amount) listed on the reimbursement form. Reimbursements for meals will not be paid when the conference or event is providing them. Mileage reimbursements will be made at the current IRS standard mileage rate.

Board Policy 3550 states that the most logical and least expensive option for transportation must be used, with consideration given to distance, time and total cost. For required overnight stays, the district will only pay for a standard single room for individual employees. Employees are expected to share a room with other employees attending the same event when possible.

The district does not reimburse for personal expenses, including: tips, alcohol, entertainment, laundry, expenses incurred from non-district employees accompanying employees, personal losses or traffic violation fees.

All reimbursement forms must be submitted within 60 days of the expense incurred.

****The Travel Expense form and Reimbursement Claim form must be completed electronically and can be found on the district website**

Ouhsd.org -> District Forms -> Financial Forms

****The Professional Development Request form must be completed electronically and can be found on the district website**

Ouhsd.org -> Staff Resources -> PD Request Form

SECTION IV
REQUISITIONS/PURCHASE ORDERS

Expenditures & Purchases

The Superintendent or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings.

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the purchaser may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

The California Public Contracts Code Section 20111 has established a threshold of $114,500 for any purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district (excluding construction services.) Bids must be solicited for purchases meeting this threshold. You must contact the Chief Business Official for assistance with this process.

All purchases with an individual cost of $5,000 or more, which are made using federal funds, must go through the capital outlay approval process. You must contact the Chief Business Official for assistance with this process.

Gift Cards

Purchasing gift cards for any purpose are strictly prohibited unless specifically authorized by the Chief Business Official.

Gift cards should never be purchased for use by any district employee to purchase any goods or services on behalf of the district.

Any purchases of gift cards with district funds without prior approval or in violation of these procedures may become the personal financial responsibility of the employee.

When authorized, gift cards are subject to strict accounting policies. All gift cards must be treated like cash with specific accounting procedures including inventory tracking and signatures showing final receipt of the gift card by the final recipient. All accounting procedures for the purchase of gift cards must be approved by the Chief Business Official or designee.

Gift of Public Funds

The California Constitution, Article 16, section 6 prohibits public agencies, including school districts, from making a gift of public funds to any individual (including public employees), corporation, or even to another government agency. The prohibition against gifts of public funds is in place to ensure accountability to constituents and to prevent misuse of this public money.

Public Scrutiny Test: *Would the tax-paying public view the expenditure as necessary to support public education?*

An expenditure that does not have an obvious benefit or connection to education of the district's pupils should be carefully reviewed. For purposes of approval of district orders for payment, a governing board's expenditure of funds will not be considered a gift of public funds if one of the following is true:

- The legislature has provided that a school board must or may make such an expenditure
- The expenditure falls under a specified exemption (ex. Joint Powers Agreement)
- The district's governing board has found and determined that the expenditure serves a public education purpose.

Expenditures of school funds must be for a direct and primary public purpose to avoid being a gift. An approved public purpose must be within the scope of a school district's jurisdiction and purpose, which does not extend to purposes such as aid to the indigent or the promotion of social welfare.

Public funds may be expended only if a direct and substantial public purpose is served by the expenditure and private individuals are benefited only incidentally to the promotion of the public purpose. Expenditures that most directly and tangibly benefit students' education, as determined by the governing board, are more likely justified. Expenditures driven by personal motives are not justified even if they have been a longstanding local custom or are based on benevolent feelings.

Examples of Unallowable Expenditures:

- A social gathering where a meal is provided for employee recognition such as for teacher appreciation, secretary day, etc.
- Contributions or donations to religious, community, charity, or other non-profit groups
- Purchase of flowers for personal gift
- Giving of flowers or items to convey compassion, sympathy or meet a perceived moral obligation
- Presents or gifts to anyone including employees, volunteers, or students
- Alcohol
- Holiday or other staff parties or picnics
- Employee reimbursement for mileage from their residence to place of work

Although the analysis may be somewhat confusing and unclear at times, in the world of public education, expenses are most likely justified when they will directly benefit the education of students in the district. The best way to guard against “gift of public funds” issues is to follow board policy.

District Credit Cards

Cards may only be used for official business and will not be used for any unauthorized or personal purchases. Any purchases done without prior approval or in violation of these procedures may become the personal responsibility of the employee. If the card is used for personal purposes, the cardholder shall reimburse the District immediately. Any deviation from the procedures listed below require Chief Business Official approval. Please contact accounts payable for any questions regarding these procedures.

- Cards will not be provided for use to any other individual.
- District credit cards should never be used to circumvent established purchasing procedures.
- Purchase will be aligned to the funding source and district objectives.
- It is the card holder’s responsibility to submit all detailed receipts and packing slips to Accounts Payable within two (2) business days of making a purchase.
- Tips for meals or services should never be included in credit card charges.
- ASB purchases are not to be charged to a district credit card.
- The Cal card owner must follow-up immediately with US Bank for fraudulent charges and lost or stolen cards. The US Bank customer service number is: 1-800-344-5696. You must notify the Chief Business Official if this occurs.

If Cal Card receipts are still outstanding by the 24th of the month, the applicable card will be disabled until receipts are submitted to Accounts Payable. Supporting documentation must be coded. Include the purpose of the expenditure if the charge is for food or meals.

Federal Grants

Expenditures from federal grants are subject to a higher level of scrutiny. The District's Internal Control manual for federal grants was developed to identify the fiscal controls and measures that are in place to ensure all requirements are met.

This sets forth the policies and procedures used by the Oroville Union High School District to administer federal funds. It contains the internal controls and grant management standards used by the District to ensure that all federal funds are lawfully expended. It describes in detail the District's financial management system, including cash management procedures, procurement policies, inventory management protocols, procedures for determining the allowability of expenditures, time and effort program funds are expected to review this manual to gain familiarity and an understanding of the District's procedures and practices. The controls are designed to ensure compliance with the U.S. Education Department's General and Administrative Regulations (EDGAR).

It includes references to the Code of Federal Regulations (CFR) to identify the specific citation in the regulations.

It also supports the board policy governing federal grant funds (AR 3230).

The Internal Control Procedures for Federal Grants manual can be found on the District's website under District Forms → Federal Grants.

Fixed Asset Management Program (FAMP)

The District's fixed asset management program is used to record and track any purchase of equipment or facility improvement with an individual cost of $500 or more (including tax and shipping). All fixed asset purchases must be made using the District's expenditure procedures. Fixed asset items purchased by the Associated Student Body or their individual clubs are also tracked in FAMP.

When an item is purchased that meets the fixed asset threshold it must be recorded into the District's FAMP system. The form for a new purchase must be

completed by the purchaser and sent to the Administrative Technician at the District Office. A barcode sticker must be placed on the item prior to putting the item into use. The purchaser can request a barcode sticker from the principal's administrative secretary at each site. If the item will not hold a barcode sticker then the barcode number assigned must be written on the item in a clear manner.

Items with a value of $500 or more that are donated to the District or Associated Student Body must also be placed in the FAMP system. The item being donated must be approved by the governing board.

Any district-owned personal property that is unusable, obsolete, or no longer needed, must be presented to the governing board to approve whether the property will be donated, sold, or otherwise disposed of as prescribed by law and board policy. The individual requesting for the items to be disposed of must complete the FAMP disposal form and submit it to the Administrative Technician to be placed on the board agenda. If approved, the Administrative Technician will notify the requestor of the board's decision and the items will be removed from the FAMP system. These items must then be disposed of in the approved manner and removed from district property.

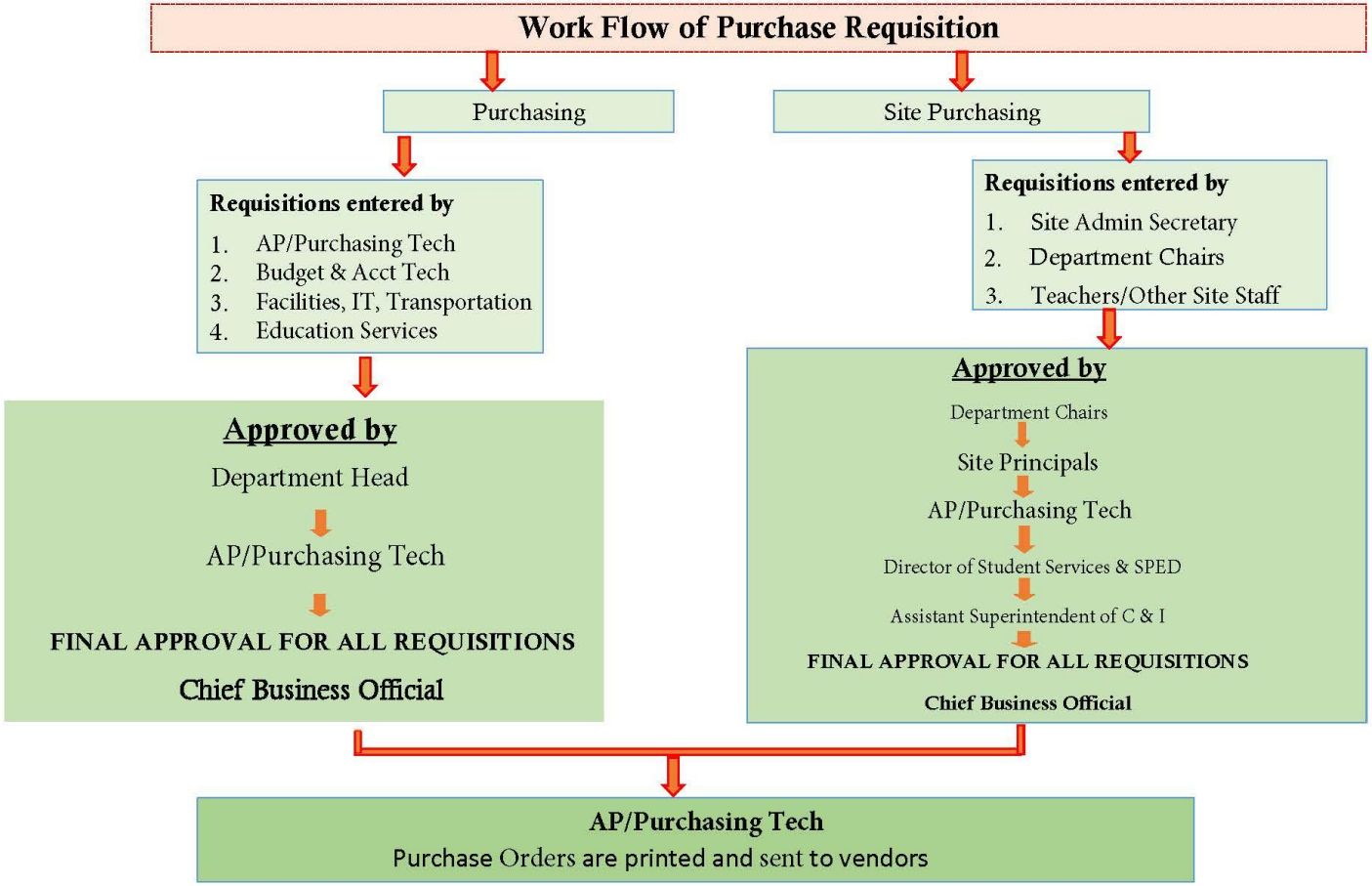
The new equipment form and disposal form can be found on the District's website under District Forms → FAMP

Any questions regarding fixed assets should be directed to the Administrative Technician.

Escape

Purchases are initiated by creating a requisition in Escape.

The Chief Business Official can be contacted to request initial user access. Escape will be installed on your work computer, but can also be accessed offsite with Escape Online 6. Online 6 can be used to create basic requisitions and make approvals. While the screens may not work well with phones, using home computers, laptops and tablets allows user access without having to physically be in the district.

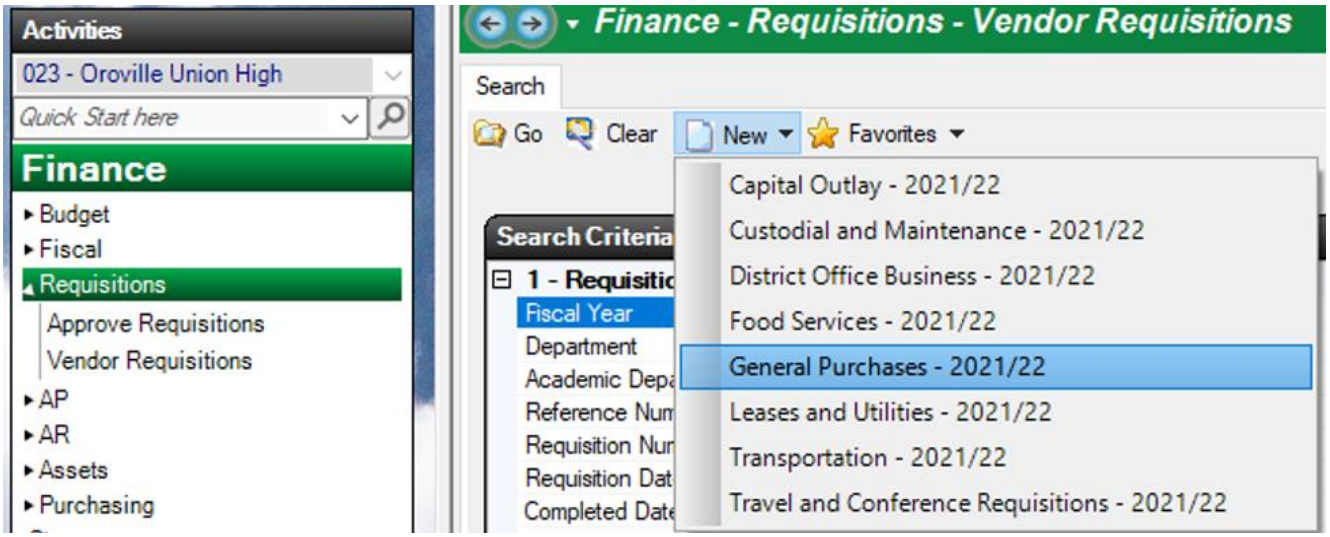

Work Flow of Purchase Requisition
Purchasing
Site Purchasing
Requisitions entered by
1. AP/Purchasing Tech
2. Budget & Acct Tech
3. Facilities, IT, Transportation
4. Education Services
Requisitions entered by
1. Site Admin Secretary
2. Department Chairs
3. Teachers/Other Site Staff
Approved by
Department Head
AP/Purchasing Tech
FINAL APPROVAL FOR ALL REQUISITIONS
Chief Business Official
Approved by
Department Chairs
Site Principals
AP/Purchasing Tech
Director of Student Services & SPED
Assistant Superintendent of C & I
FINAL APPROVAL FOR ALL REQUISITIONS
Chief Business Official
AP/Purchasing Tech
Purchase Orders are printed and sent to vendors

Creating A Requisition In Escape

From the activity tree, select:

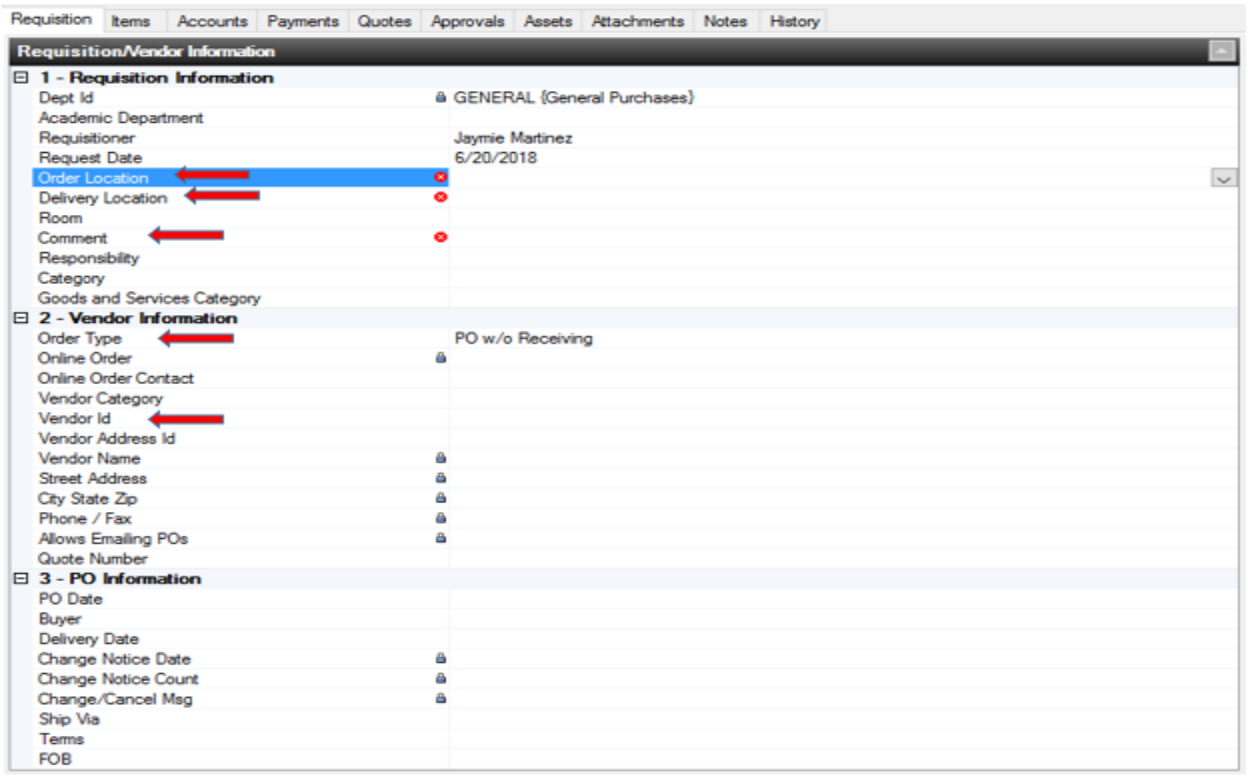
1. Finance
    2. Requisitions
        3. Vendor Requsitions
            4. New

A drop down list will appear when New is selected. Selection choices are: Custodial & Maintenance, Dist Office Business, Food Service, General Purchases, Leases & Utilities, Transportation or Travel and Conference. ***The majority of the users will use General Purchases*.**

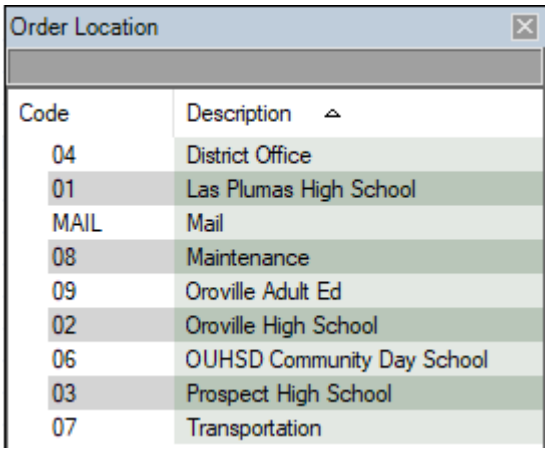


After making your selection, you will enter the requisition screen.

The mandatory items on the Main screen, the order type and vendor ID, the Items tab and the Accounts tab must be completed to successfully submit a requisition for approval.



5. Select an order location from the drop down list on the right side of the screen of the Order Location field. Double-click the appropriate location or type the number in and hit enter.



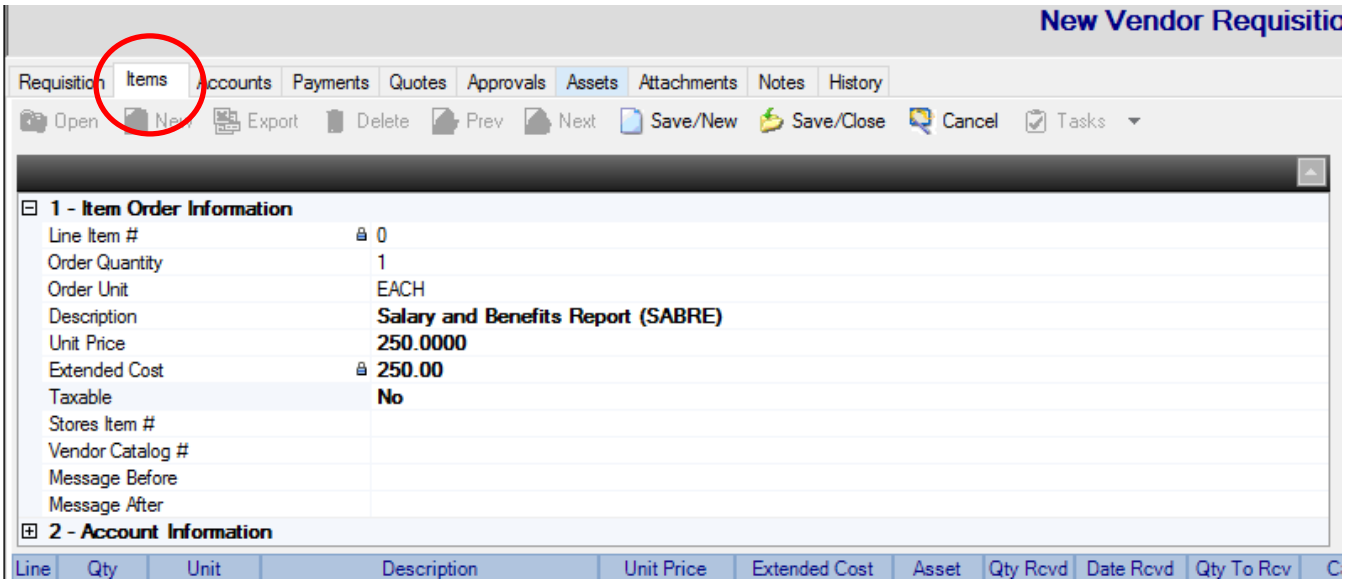
Type a comment on the Comment line to describe what is being purchased. Also complete the Order Type field by clicking on the drop down list and double-clicking the appropriate selection. The choices are:

- Blanket P.O. – very few blanket P.O.s will be issued to non-DO staff. The exceptions to this are the Cal Card requisitions that are completed to reserve funds for card use, as well as requisitions for the Transportation, Maintenance and Cafeteria departments. Please confirm with Accounts Payable staff prior to using this selection.
- Direct Payment – only to be used by Accounts Payable staff.
- P.O. w/o receiving – use this when you will not be receiving physical items, such as for services or travel expenses, dues or membership fees.
- P.O. w Receiving – use this when you will be receiving a physical item for which Accounts Payable staff must be notified upon receipt.

Next, you will select a Vendor ID. By typing the first two letters of a vendor's name, you can access a drop down box on the right side of the field from which the vendor is selected. If you do not find your vendor, enter 9999 for the code.

FOR LP ONLY, MAKE SURE TO CHANGE THE TAX TO 7.25 IF IT IS BEING DELIVERED TO THE SCHOOL.

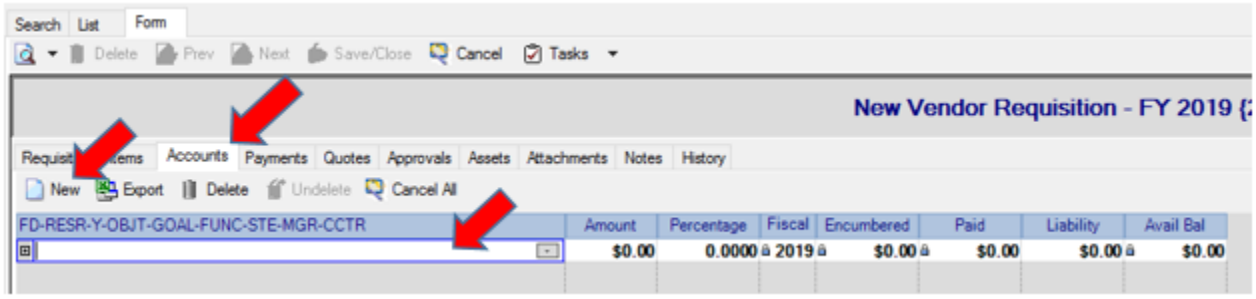
6. *Click on the Items tab
*Click on New.
*Enter the Order Quantity
*Description of the item being purchased
*The Unit Price & Indicate whether the purchase is Taxable. (Make sure to only put the amount before taxes.)



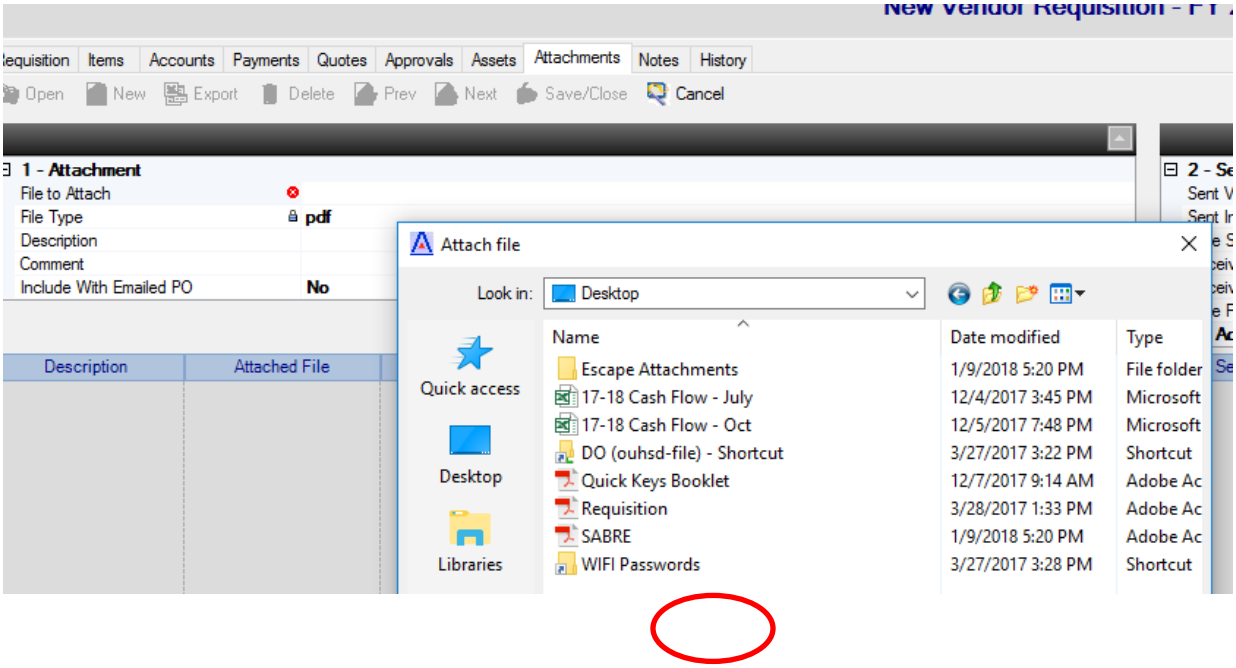
If entering only one item, click on Save/Close.

If entering multiple items, click on Save/New and enter each item to be purchased.
After the last item you will then click Save/Close. If there are many items to be purchased, "See Attached List" can be typed into the Description field, with a qty of 1 and total amount of the purchase in the Unit Price field. You must attach a list of items using the Attachments tab. If you are purchasing an item and out-of-state sales tax is not charged by the vendor, you will still indicate that sales tax is applicable.

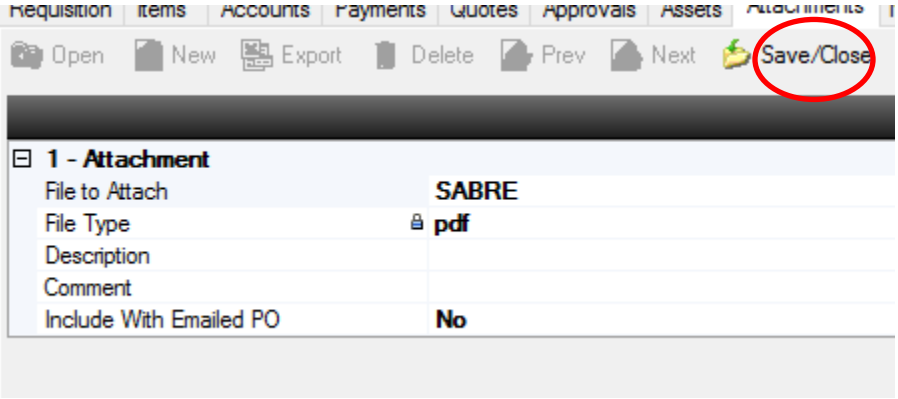
7. Click on the Accounts tab, then click on New. Enter the appropriate account code for your purchase.



8. To include an attachment to your requisition, scan your document and save it to your computer. Attachments can be saved in many formats. For this example the document is saved as a PDF file. Click on the Attachments tab, then click New. Click on the drop down box on the far right of the "File to Attach" field. Find the file saved on your computer and double-click it to select.

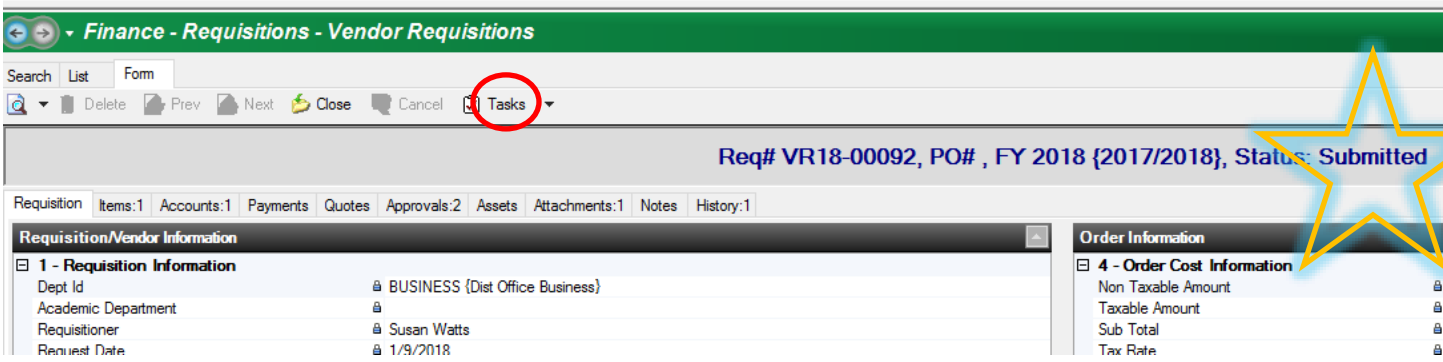


The file is now attached to the requisition. Click Save/Close.



9. Click on Tasks. The first item on the drop down list is Submit. Select this option. The requisition's status will change to submitted.

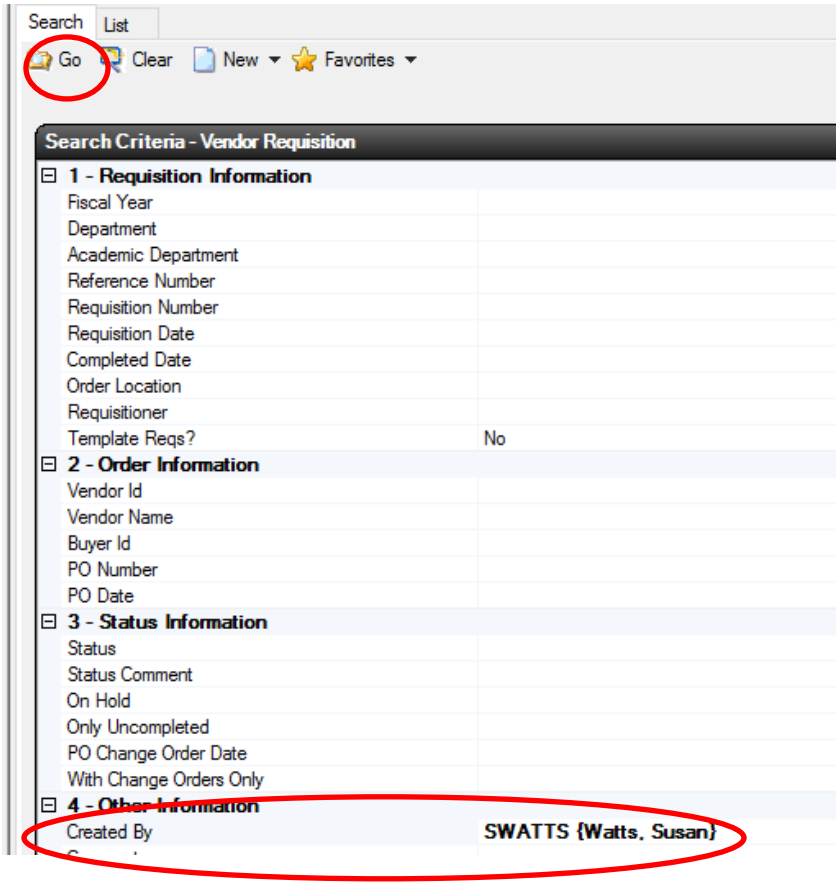
If it gives you an error saying it can't be submitted due to insufficient funds, save/close it and email the AP Tech with the requisition number for submission.



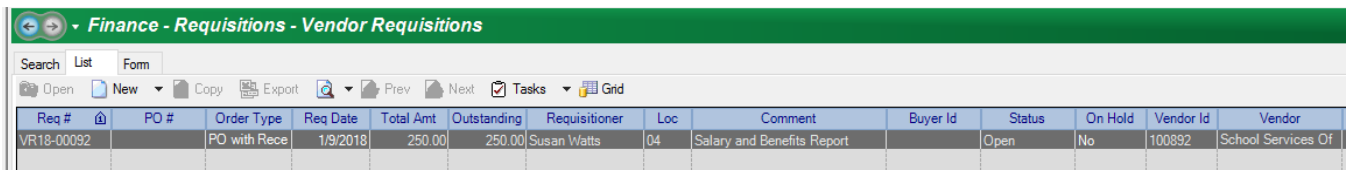
Viewing a Requisition or Check Progress

Go to Finance-Requisition- Vendor Requisition

Either type in the VR# or your last name but make sure you put the fiscal year you are researching it for. Then hit Go.



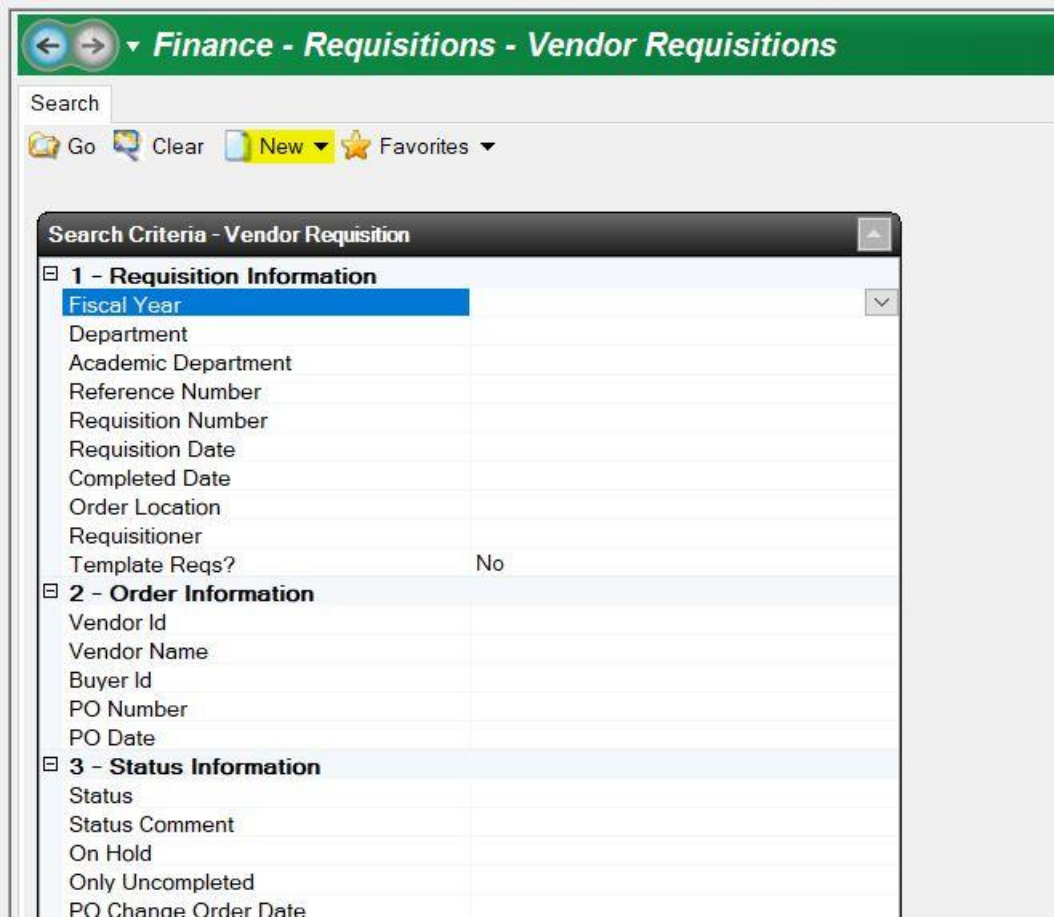
The status of the requisition can be seen from the resulting list. You can review the requisition, where it is in the approval process, attachments or notes by double-clicking on any requisition listed.



Ordering From Amazon

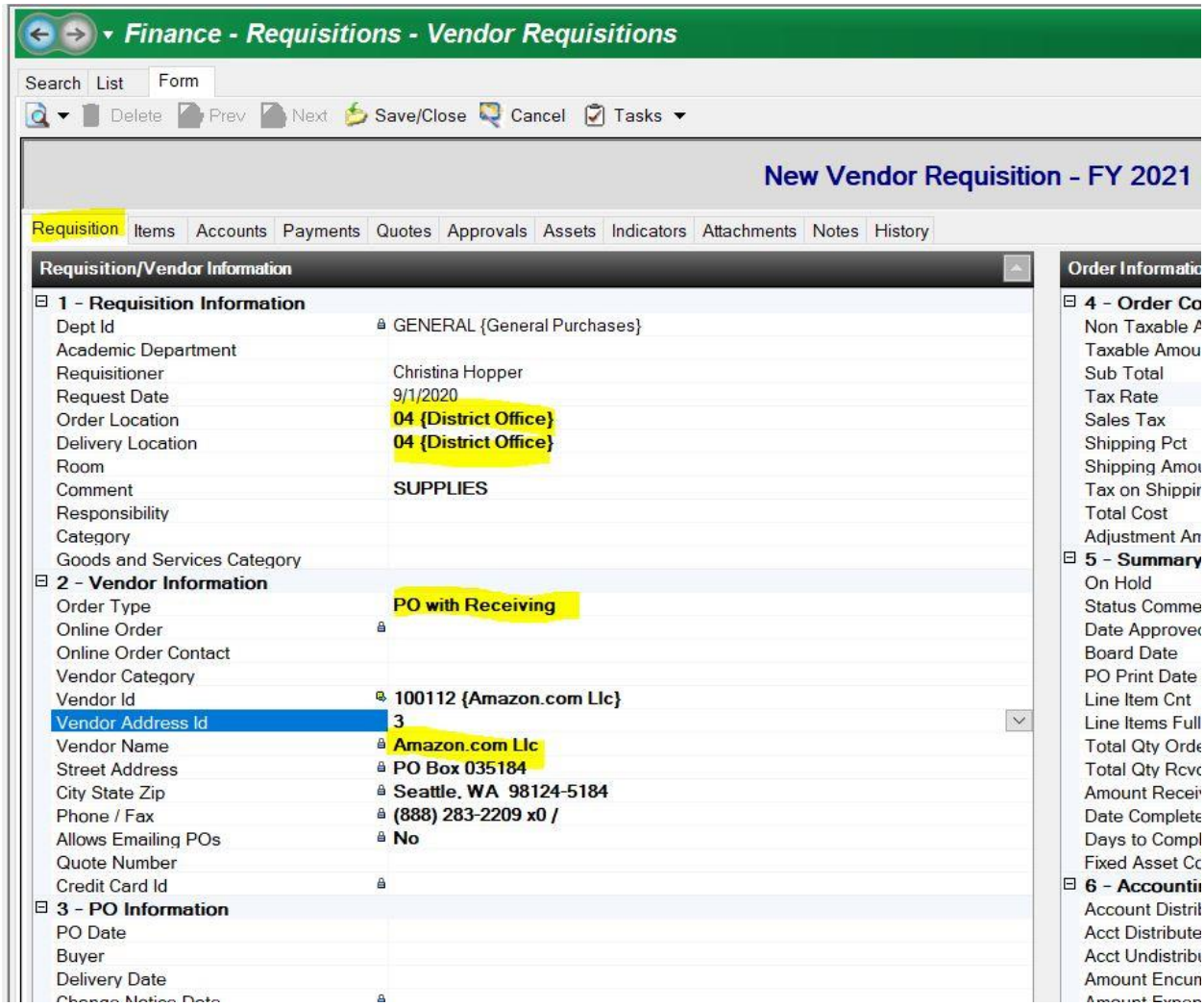
Finance

1. Requisition
    a. Vendor Requisition
        i. New

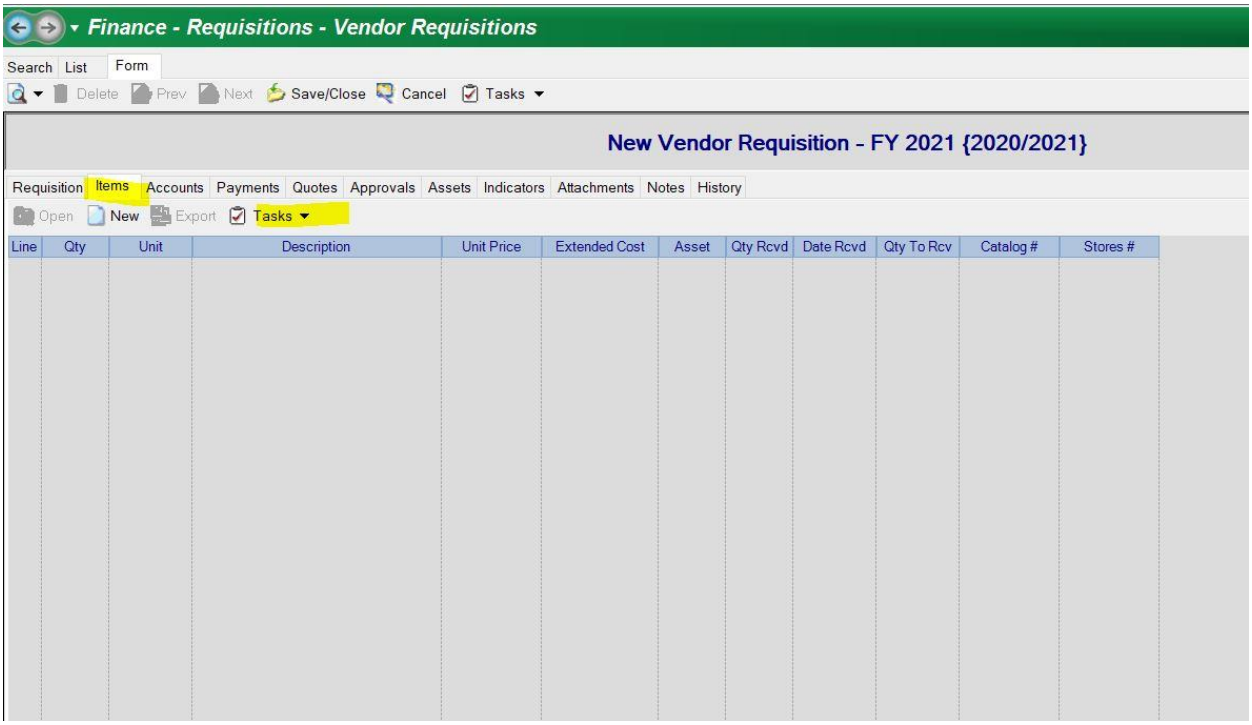


- Requisition tab

(Fill the information out like you normally do)

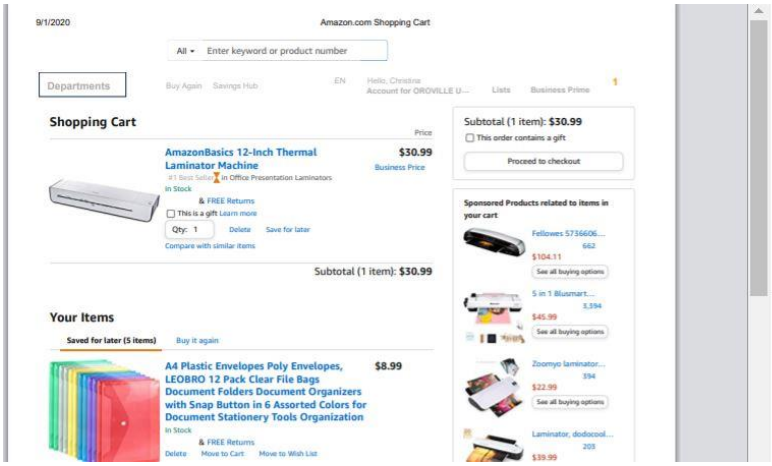


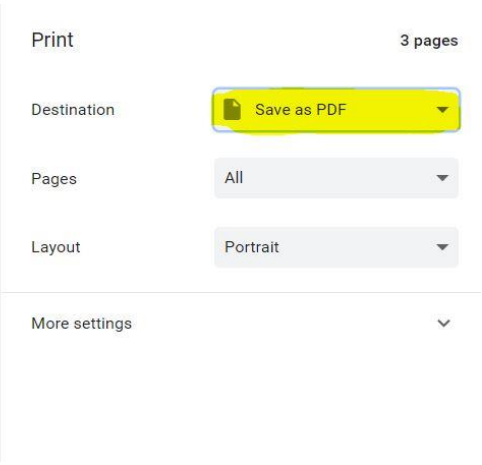
- Item tab-Tasks-Start Online Shopping



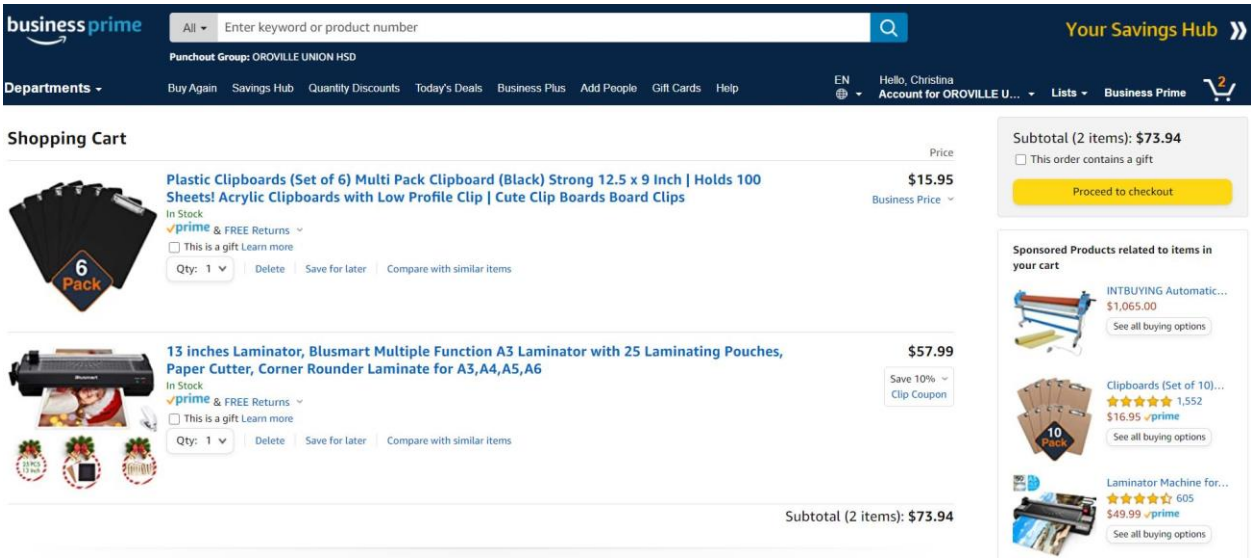
(This will take you to Amazon website, you will be logged in automatically). When done review your cart make sure everything is in there**.**

**** Right click on your mouse, print, change the destination to save as PDF for your attachment later.**

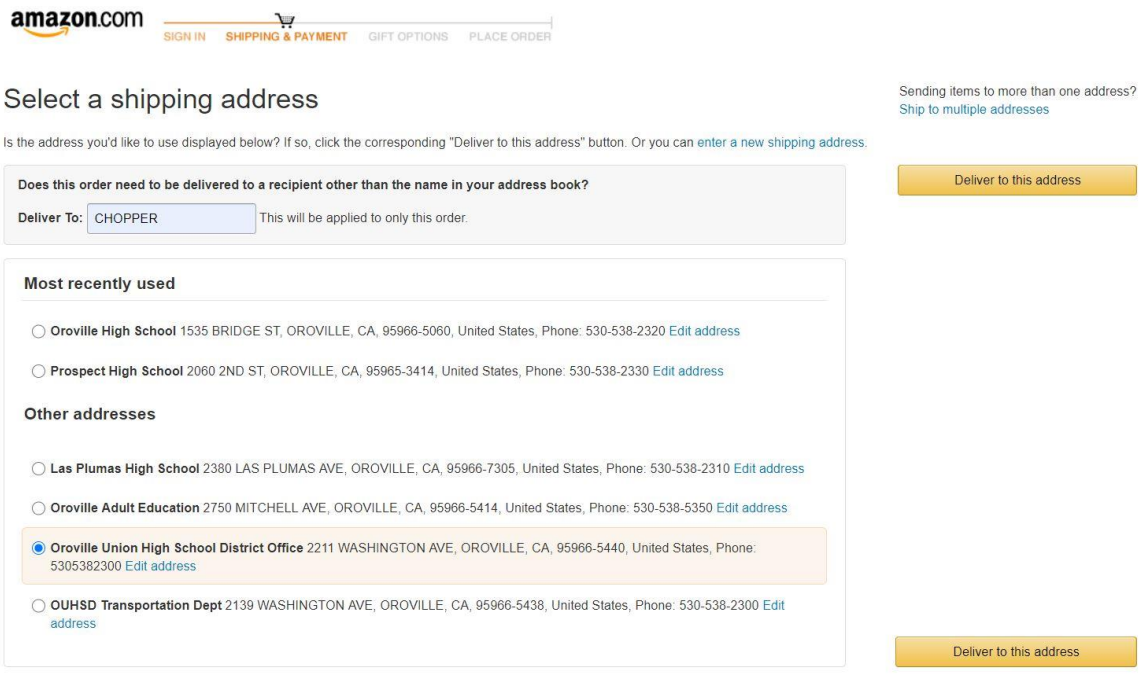


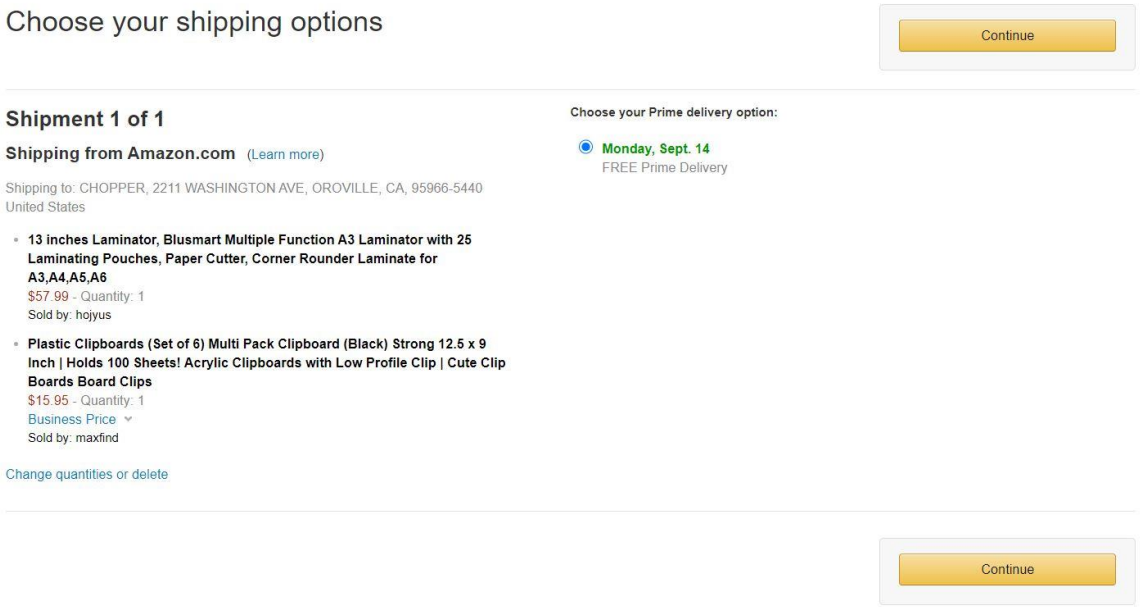


- Proceed to check out

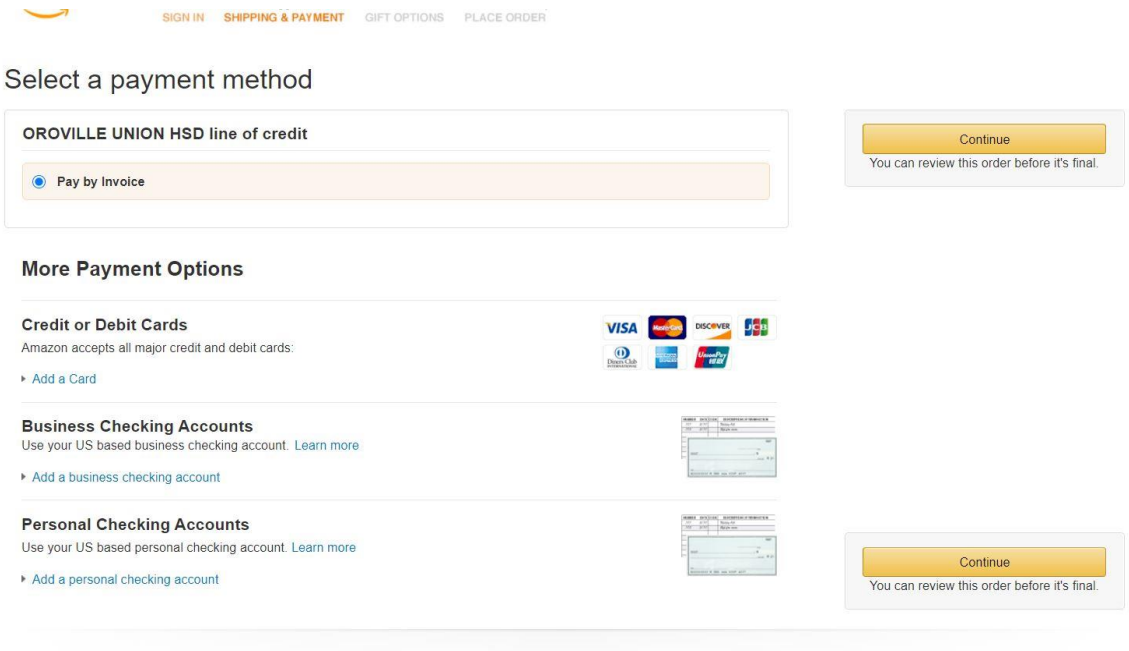


- Pick the appropriate shipping address

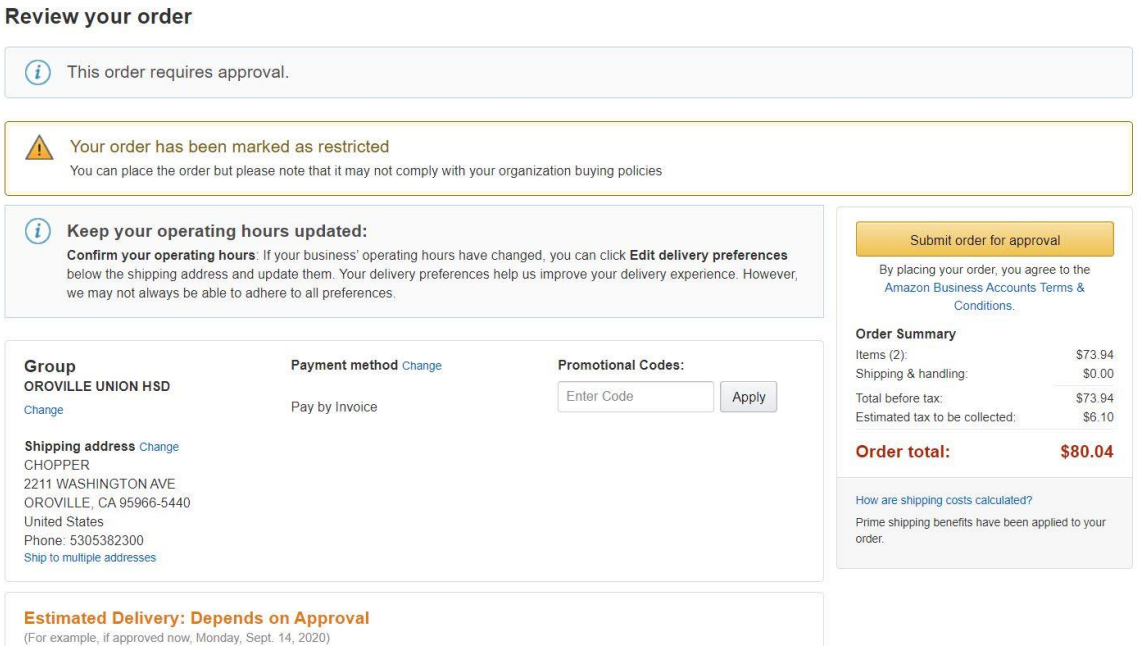




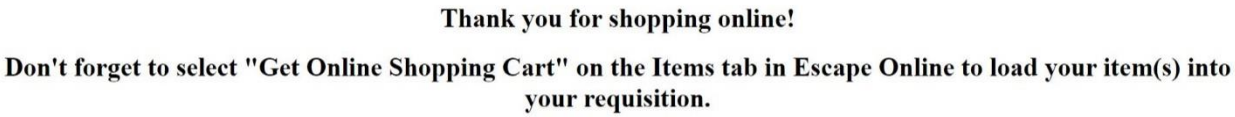
- Payment (We always choose Pay by invoice)



- Submit for approval

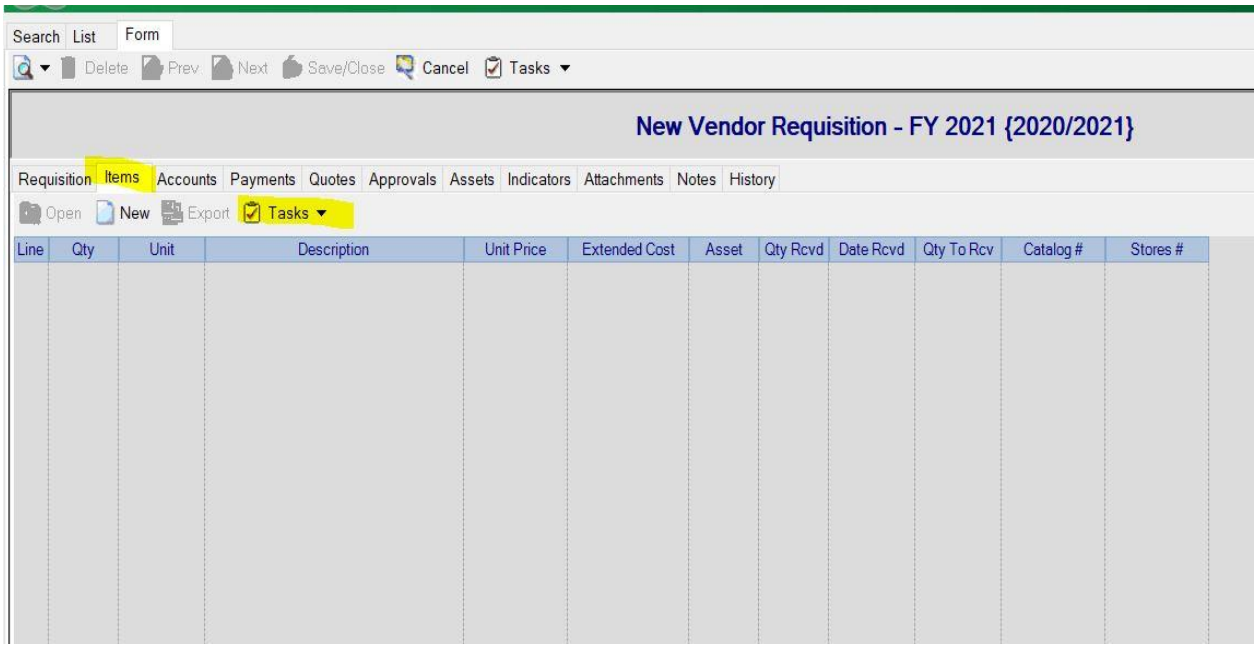


- This is what you want to see after submitting your order.



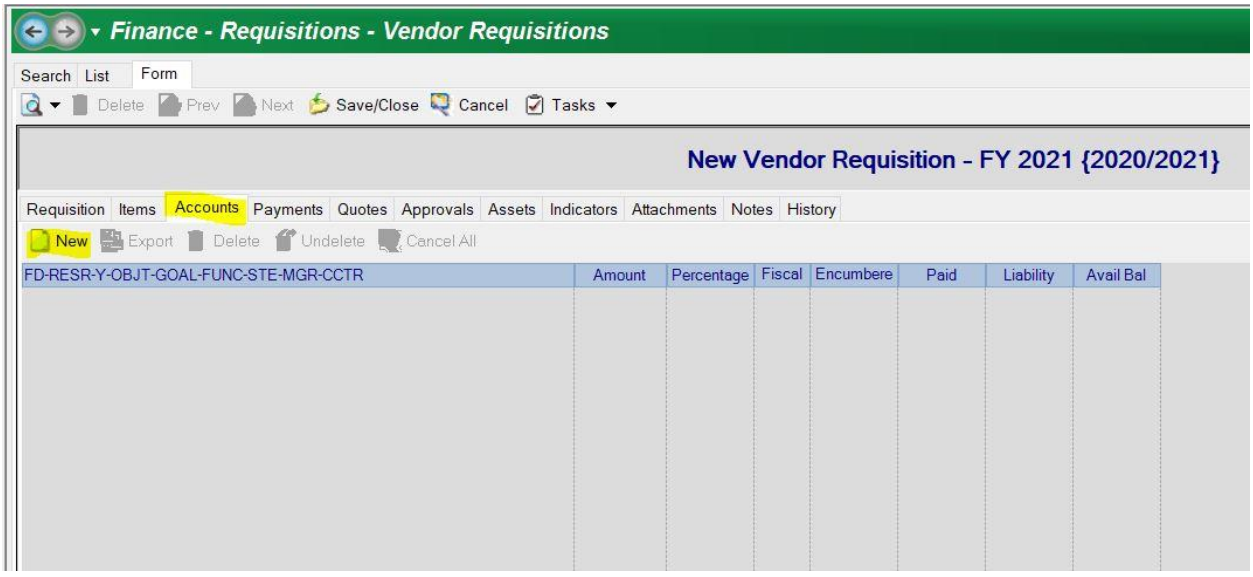
Go back to your requisition that you are working on.

- Item tab-Task-Get Online Shopping Cart
  - (If the choice “get online shopping cart” is gray, this means you forgot to submit your order on Amazon.)

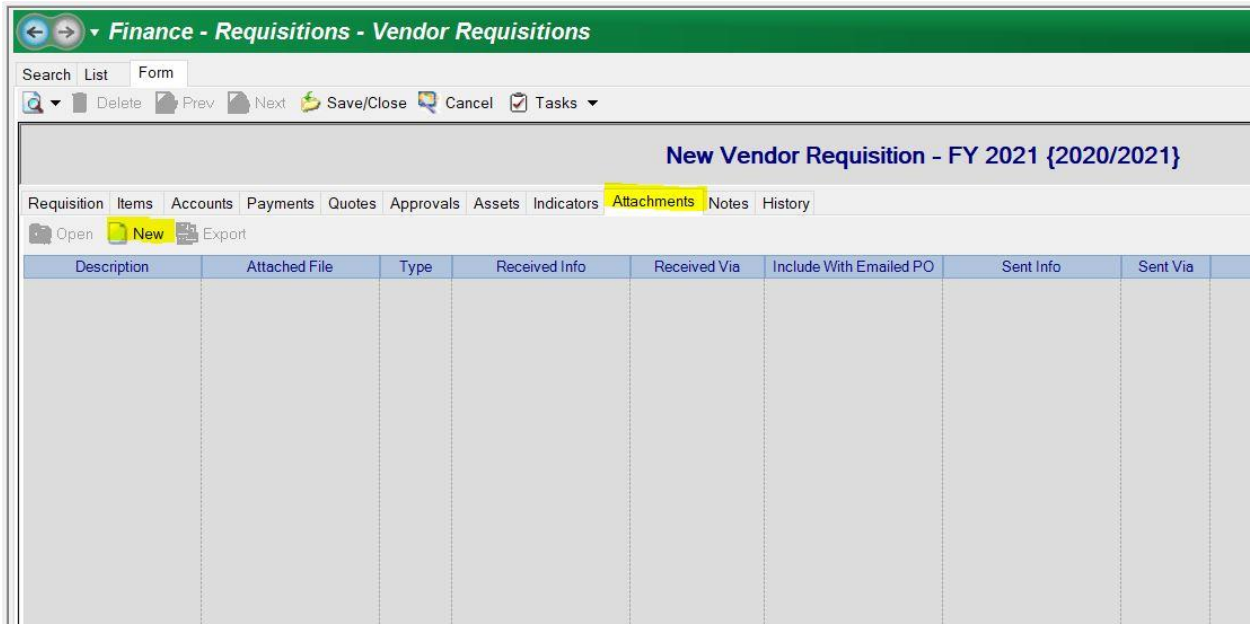


The items will auto fill when you select “Get Online Shopping Cart.”

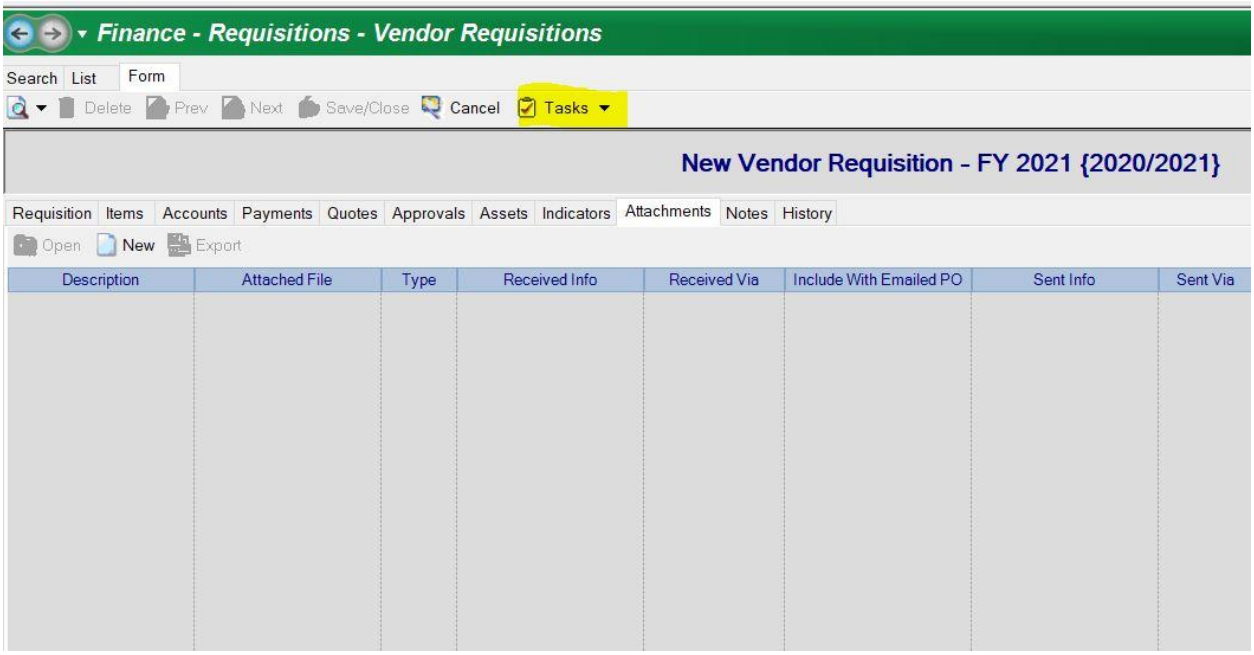
- Account tab- New – Enter budget code you are using



- Attachment tab- New (attached the file that you have saved as PDF save and close)



On the top, click Tasks then submit. This will go to the proper approver.



If this won’t allow you to submit because of insufficient funds then Save and Close the requisition. Once it is saved, email the requisition number to the AP Tech for submission.

Procedure on how to order from Office Depot

https://business.officedepot.com

OHS log-in: Contact A/P or school office secretary
LPHS log-in: Contact A/P or school office secretary

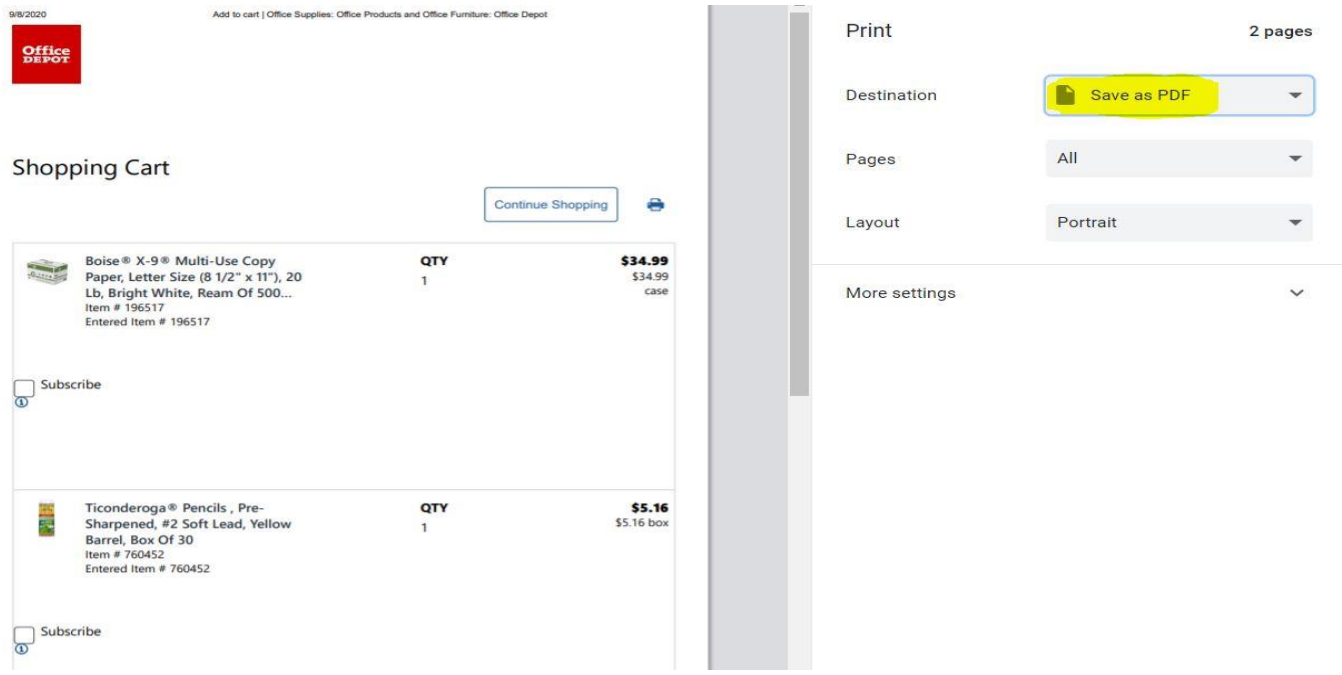
1) From the Home Page of Office Depot online, you can search by item name or item #

2) Add Items to cart

3) Once all items entered and you are ready to checkout, go to Escape and create the requisition. Follow the instruction on "How to create a requisition." Once you finished and you have the requisition #, go back to your office depot cart. Continue with the checkout screen, *the PO# will be your requisition #.* The Cost Center is your name, and delivery location will be your site. For the Contact on Day of Delivery, please enter "Office" and then the Office Phone #. Extension # is optional.

4) Lastly, submit your order.

5) On the "THANK YOU FOR YOUR ORDER PAGE," it will give you an order number and will show your delivery date. On Print Page, save it as PDF in your document and attached to you requisition.



<u>*FUTURE DELIVERY OR ORDER – REFER BELOW*</u>

6) **Please be sure you are not just saving your items into a shopping lists but you are actually placing your orders on hold.**

<u>Scan your order confirmation sheet to your requisition in ESCAPE.</u>

Once your requisition is approved, the AP/Purchasing Tech will release your order.

ADVANCE ORDERS FOR FUTURE DELIVERY:

In placing orders for future delivery, you have to click MY ACCOUNTS, **select** ORDERS **then** FUTURE ORDERS**. Follow directions above.**

"This feature has been designed to allow you to place your orders now for FUTURE delivery. This should ONLY be used for orders you wish delivered in *NO LESS THAN 21 DAYS and NO GREATER than 180 days."*

Keys to Success

Be sure to fill out the requisition form completely to avoid having the form sent back or denied for missing information.

Purchase Orders for conferences and/or workshops must include:

Name of the conference/workshop
Dates of the conference/workshop
Location of the conference/workshop
Attendees of the conference/workshop
Copy of the flyer/agenda announcing the workshop

Each individual item should be listed as a separate line item on the requisition.

You must attach the quote or item order list to the requisition and it should match your items you listed under the items tab.

Check to make sure that the correct tax rate for your site is entered on the requisition.

For vendors that are not set up in Escape, please remember to get a current signed W9 form from them.

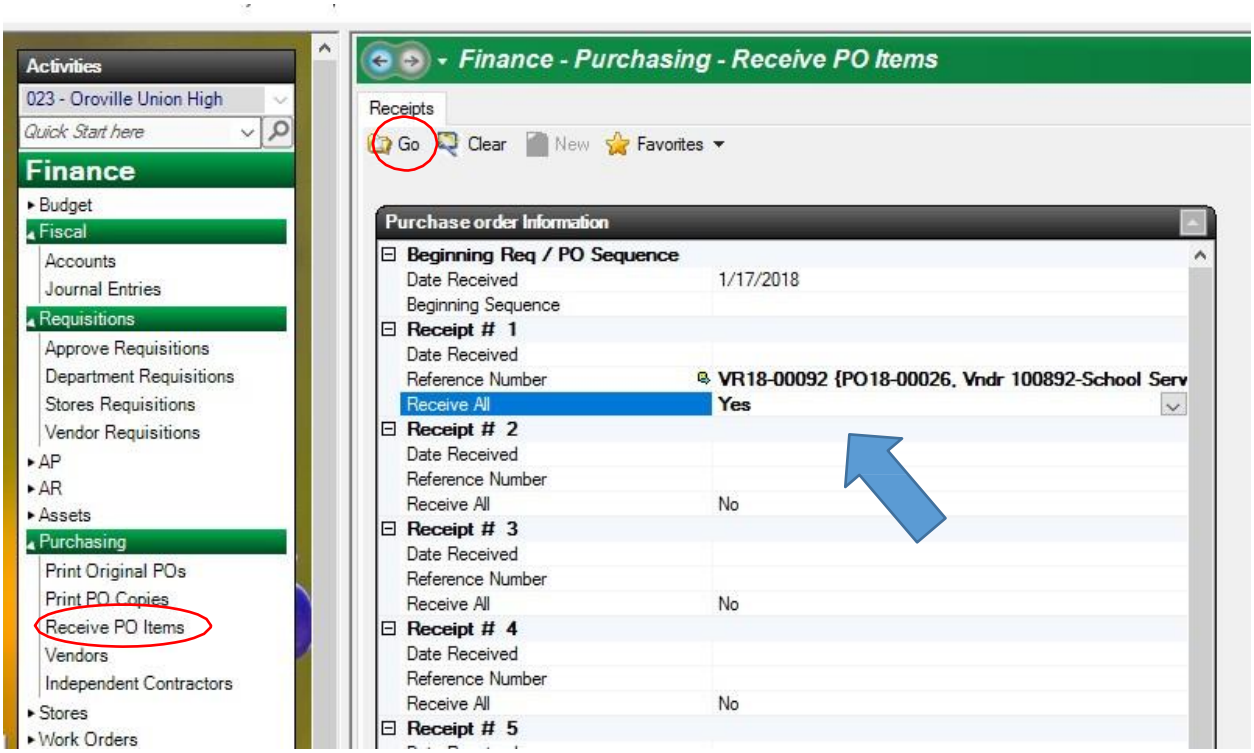
Additional help can be provided by the Accounts Payable Technician

Receiving Purchase Order Procedure

To Receive PO Items

Once your purchase order has been generated, sent to the vendor and the items are delivered, you will need to receive the items in Escape.
From the activity tree, select:

1. Finance
    a. Purchasing
        i. Receive PO Items



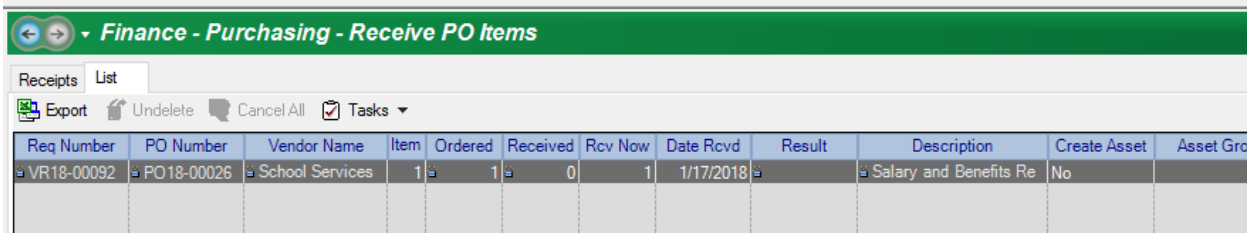
Enter your requisition or P.O number and indicate whether you have received all items. If you do not know what the number is, go back into Vendor Requisitions on the activity tree and search by inserting your first initial and full last name in

the “Created By” field and clicking on Go. This will generate a list of requisitions created by you from which you can find the appropriate requisition or PO number.

Required Fields:

Date Received: When you received your order
Reference Number: (Requisition/PO Number)
Receive All: Yes or No

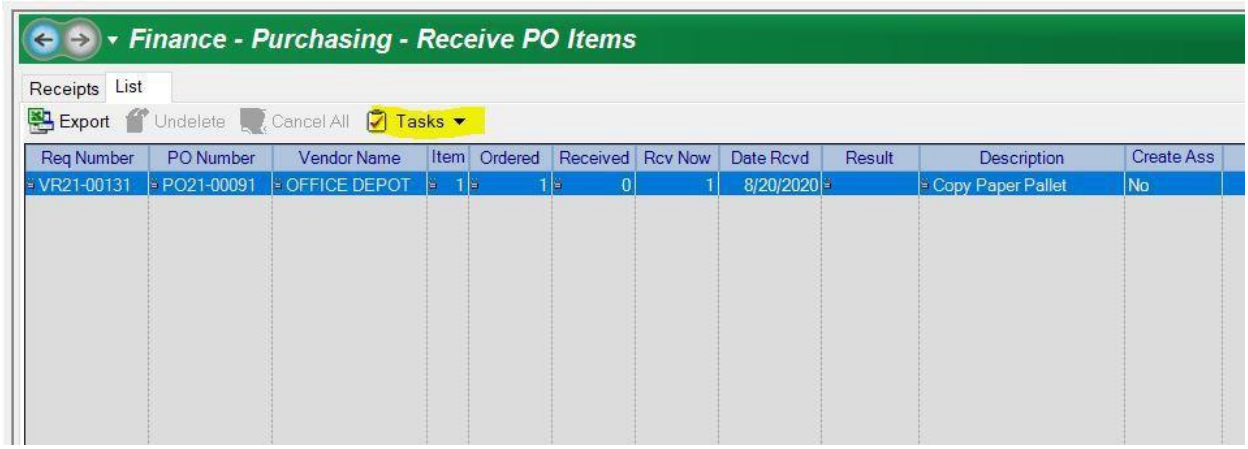
Once you have clicked on Go in the Receive PO Items activity, a list of the requested POs will be generated.



If you selected YES on RECEIVE ALL for this PO, each REC NOW on the above list will insert the remaining number of items to be received.

If you selected NO, then each REC NOW value will be 0 so you will need to manually enter the number of items that have been received. This list can be manually updated so, you should also change the date received if it is different than the current date, correct any other incorrect information, or add notes.

Once you have updated all the items on your list, use the TASKS button and select POST and YES.



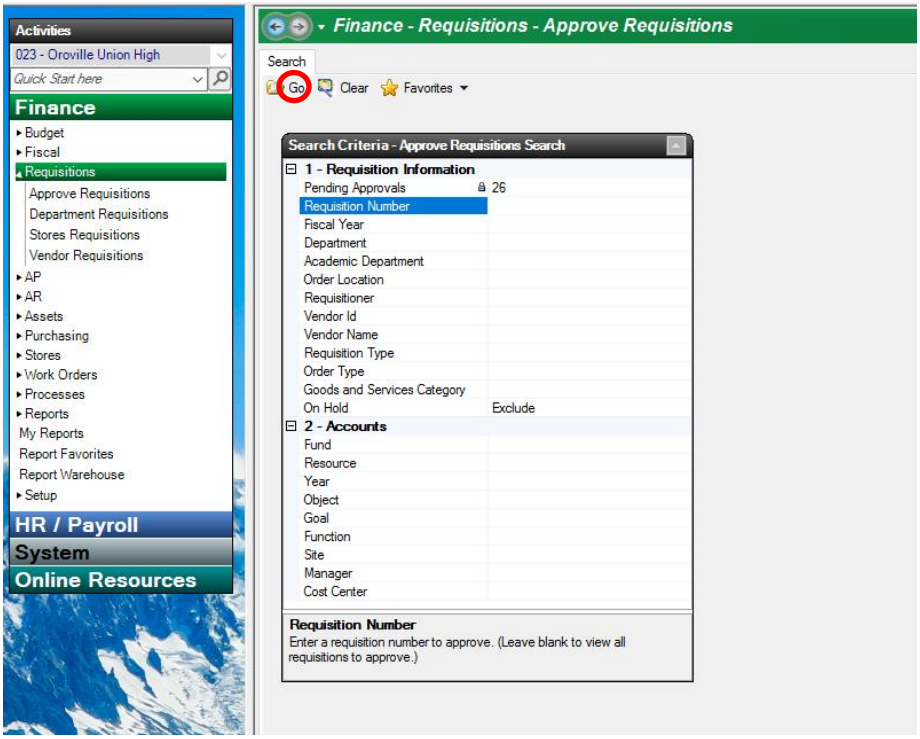
The requisition will update the items and the date received and notify Accounts Payable.

The status will change from Printed to Ready for pay, Account Payable will know that you received the products and it is ok for them to process payments.

To Approve A Requisition

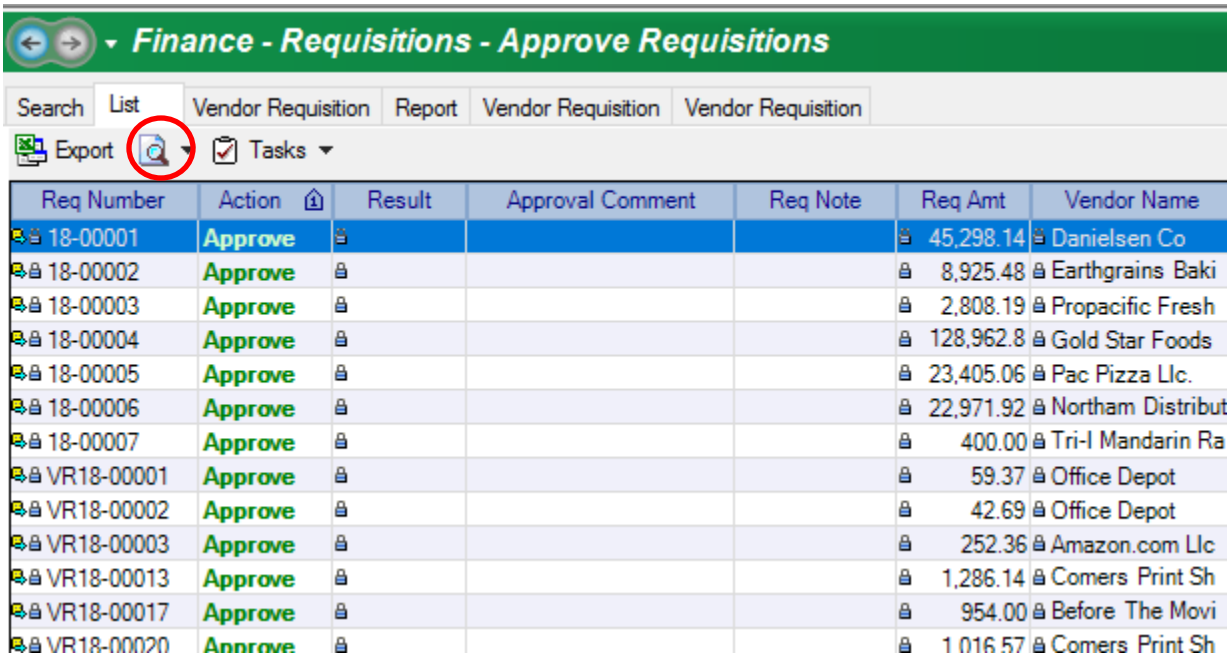
From the activity tree select Finance:

1. **Requisitions**
    a. **Approve Requsitions**
        i. **Go**



A list of requisitions to approve will be generated.

Use the Snapshot for easy viewing.



Req Number	Action	Result	Approval Comment	Req Note	Req Amt	Vendor Name
18-00001	Approve				45,298.14	Danielsen Co
18-00002	Approve				8,925.48	Earthgrains Baki
18-00003	Approve				2,808.19	Propacific Fresh
18-00004	Approve				128,962.8	Gold Star Foods
18-00005	Approve				23,405.06	Pac Pizza Llc.
18-00006	Approve				22,971.92	Northam Distribut
18-00007	Approve				400.00	Tri-I Mandarin Ra
VR18-00001	Approve				59.37	Office Depot
VR18-00002	Approve				42.69	Office Depot
VR18-00003	Approve				252.36	Amazon.com Llc
VR18-00013	Approve				1,286.14	Comers Print Sh
VR18-00017	Approve				954.00	Before The Movi
VR18-00020	Approve				1,016.57	Comers Print Sh

ReqApproval99 **Requisition Approval Snapshot**

VENDOR - Blanket **Fiscal Year 2017/18**

Requisition Number **18-00001** Requisition Date **01/03/2018**

Summary

Created by ADYER, 1/3/2018
Department FOODSRVC
Responsibility
Goods & Services
Academic Dept
Attachments None

Requisitioner Analyn Dyer
Order Site 04 - District Office
Delivery Site 04 - District Office
Delivery Date
Project
Board Date
Room

Non Taxable	.00
Taxable	45,298.14
Tax (0.000)	.00
Shipping (0.00)	.00
Adjustment	.00
Requisition Total	**45,298.14**

Info Blanket PO SY17/18

Requisition Vendor Information

100318/1 Danielsen Co
435 Southgate Court , Chico, CA 95928

Line items

	Description	Stores Item #	Unit	Order Qty	Unit Price	Extended
1	Supplies P2306875		EACH	1	9,344.920	$9,344.92
2	Food Supplies P2306875		EACH	1	35,953.220	$35,953.22

Accounts

		Amount	Encumbered	Amt Outstanding
13-5310-0-4300-0000-3700-00-600-0000		9,344.92	9,344.92	.00
CNSchlProgms,FoodServices,MaterialSuppils,Unspecified,	Balance	14,655.08		
13-5310-0-4700-0000-3700-00-600-0000		35,953.22	35,953.22	.00
CNSchlProgms,FoodServices,Food,Unspecified,FoodSerD	Balance	239,073.33		

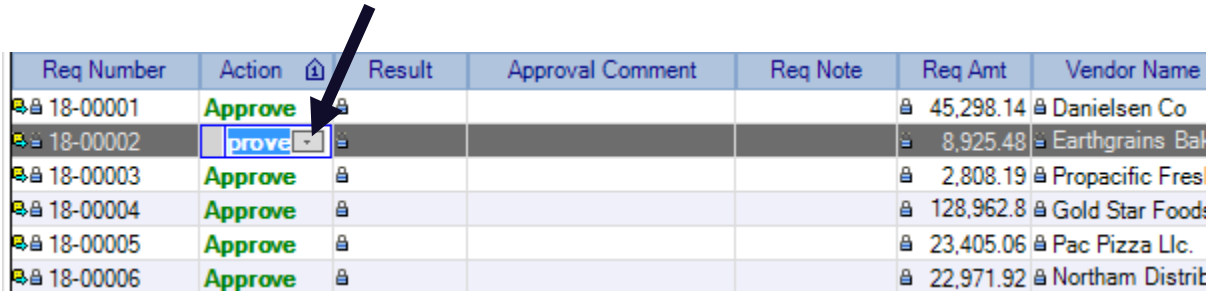
Approvals

Level	Status	Approver	Approved by	Approved	Comment
10	Approved	JDEADMORE	JDEADMORE	01/08/18	
10	Approved	JDEADMORE	JDEADMORE	01/04/18	
30	Approved	ADYER	ADYER	01/04/18	Submitted by Approver
30	Approved	ADYER	ADYER	01/05/18	Submitted by Approver
50		SWATTS			

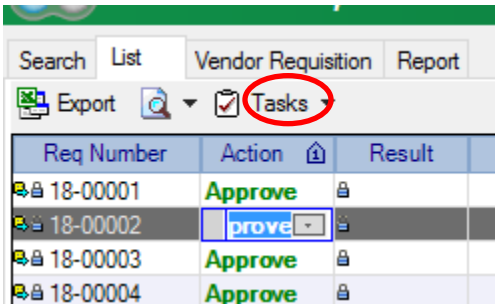
History

01/05/18	ADYER	Status set to Submitted
01/05/18	ADYER	Order Type changed from "PO w/o Receiving" to "Blanket PO"
01/05/18	ADYER	Requisition was returned to Open status
01/04/18	ADYER	Status set to Submitted

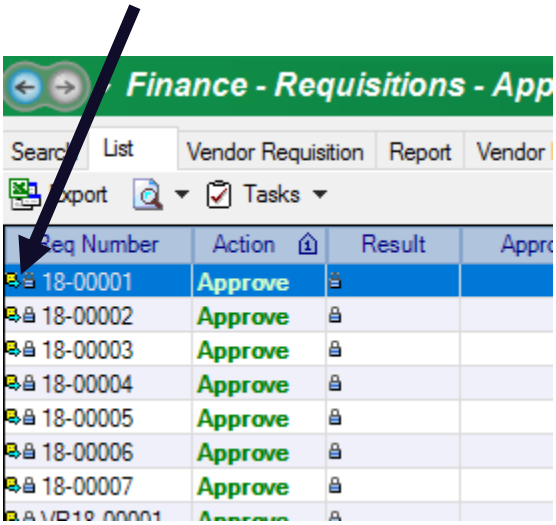
To defer or deny a requisition, click on the appropriate requisition and use the drop down box to select “defer” or “deny”. Notes can be made in the Approval Comment box or the Req Note box. The Approval Comment box is most common, although characters are limited.



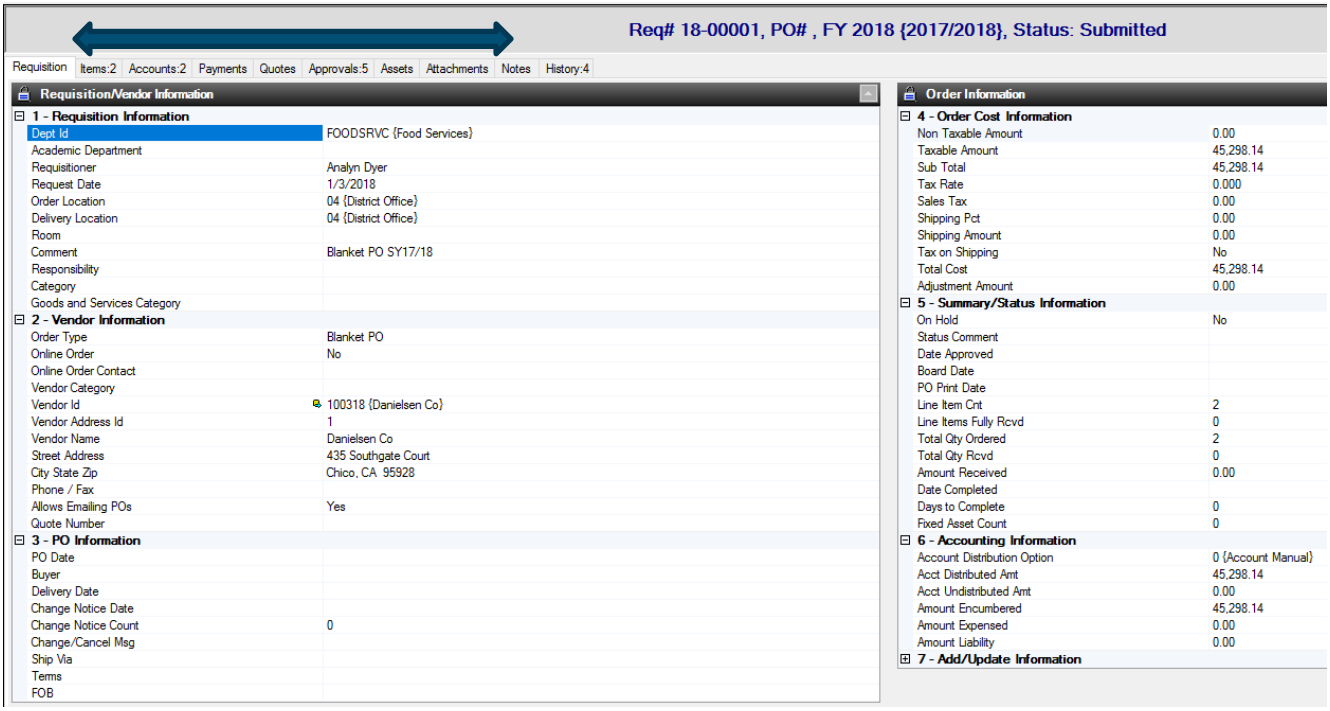
After requisitions have been reviewed, click the Task drop down box to approve/deny/defer the requisitions on your list.



If more detailed information is needed, you can open the requisition by using the link on the far left side of your requisition list.



The result will look like the following. You can use the tabs across the top to look at coding, attachments, etc.



Online 6 Login Setup

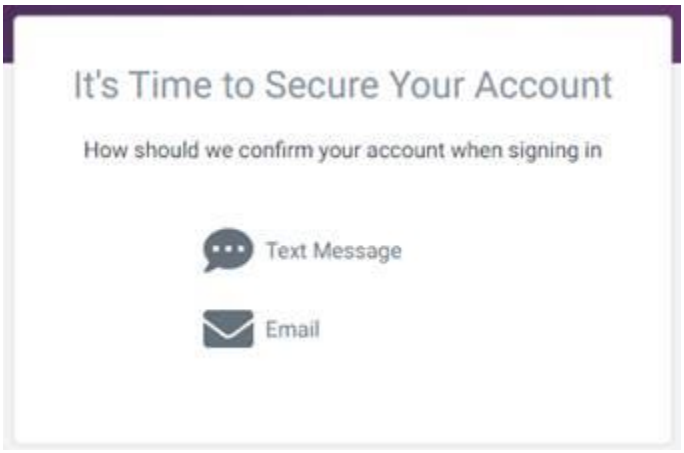
Background

Online6 is Frontline's (Escape) web version of the software. It is accessed through a web link rather than having software installed on your desktop. This document describes the user's Multi Factor Authentication setup.

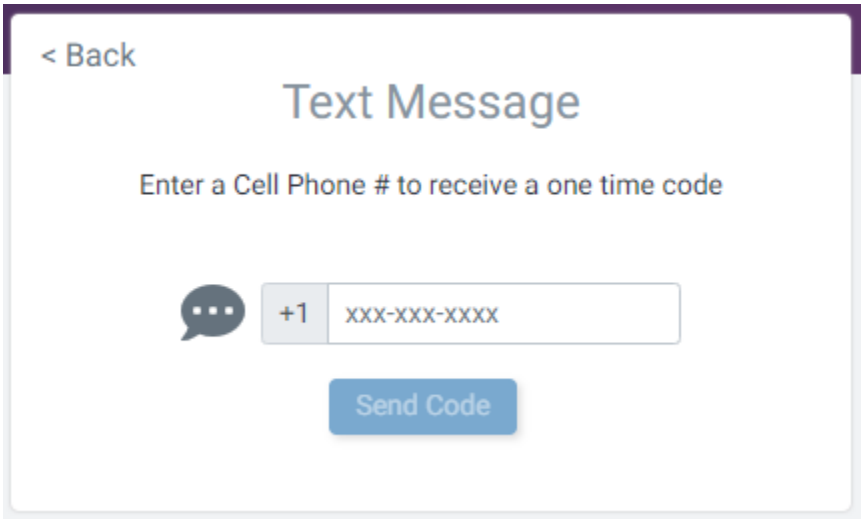
Logging In

To access the software type *https://erp.bcoe.org/escape/#/sign-in* on any browser. You will be directed to a login page similar to the one below.

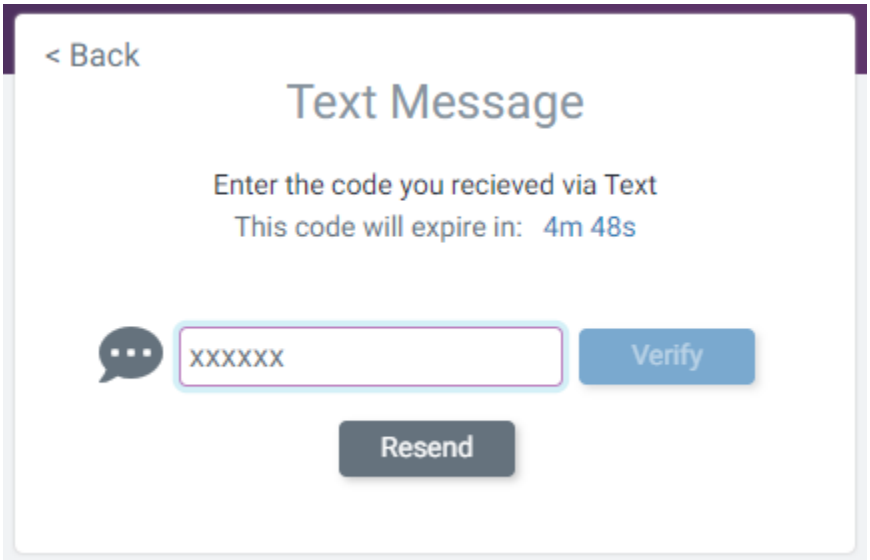
Enter your **Escape login Id** and **password** and press **enter**. The user will be presented with a screen similar to the following:



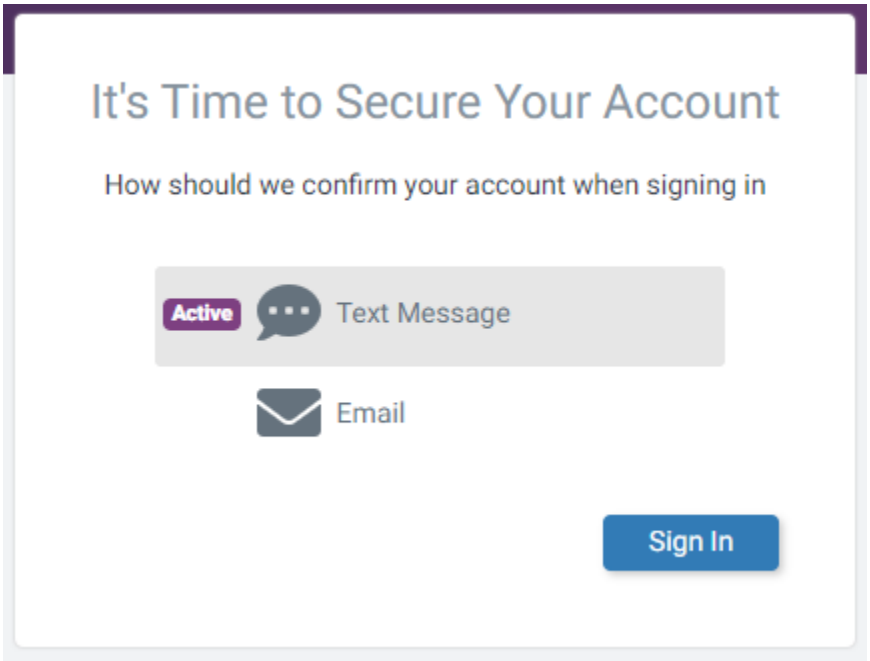
This screen is asking how to confirm the account when signing in. Select either Text Message or Email. For the Text Message option, you will be asked to enter a phone number on a screen similar to the one below.



Enter the cell phone number that you want a text sent to. A screen similar to the one below will appear. You will receive a text message with a random generated number enclosed. Enter that number on the screen below, then select **Verify**.

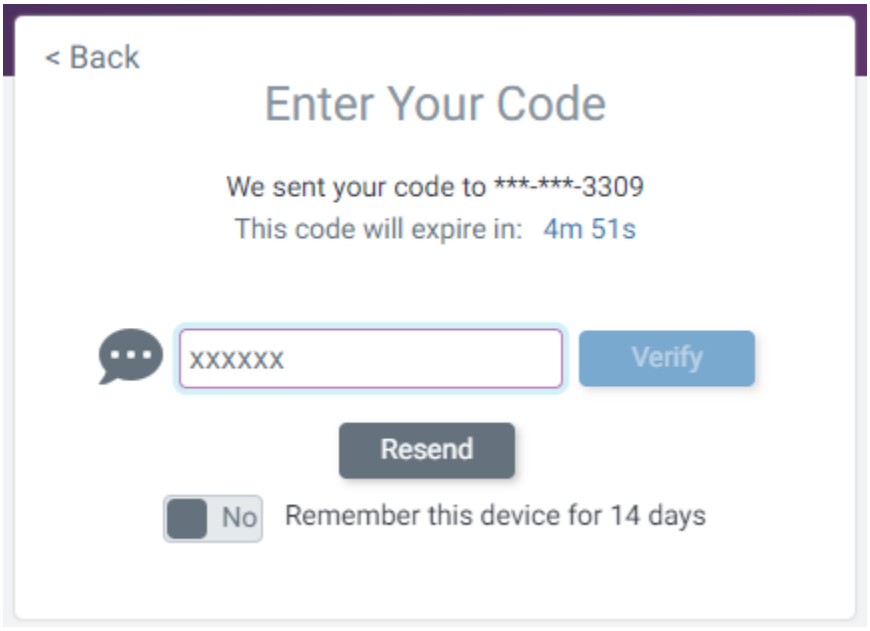


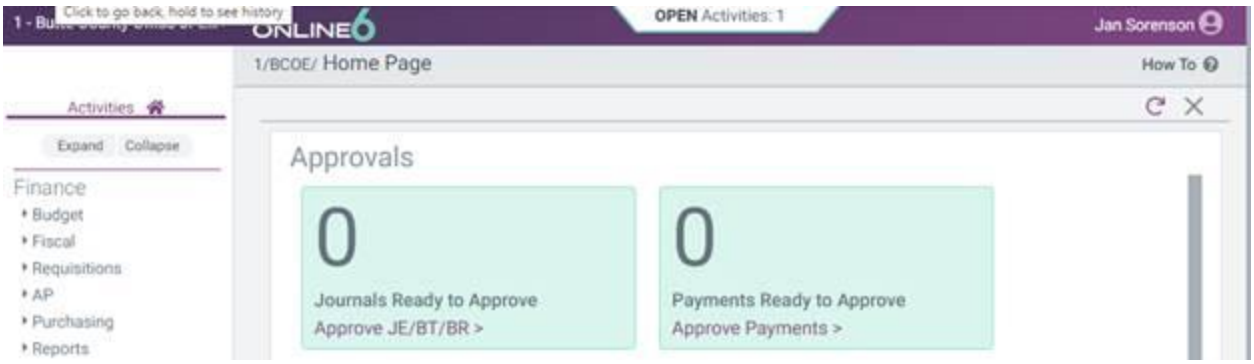
Another screen will be shown, similar to the one below, allowing you to add an email address as another choice to send the MFA number. This option will allow you to setup an email address as the way you want to receive the verification code. By setting up both Email and Cell phone, you will have two ways to verify. If you only want one verification method, then just select Sign-In.



Signing in

After the MFA is setup, when you login, you will be sent a code as part of the MFA process. Enter the number on the screen presented. This will log you into the system.





SECTION V

PERSONNEL

Human Resources Department

The following information is located on the district website under Human Resources:

- Credentialing
- Health and Welfare Benefits
- Job Recruitment
    - Job Descriptions
- Labor Relations
    - Bargaining Unit Contracts
- Leaves
- Retirement
- Salary Schedules
- Verification of Employment
- Workers Compensation

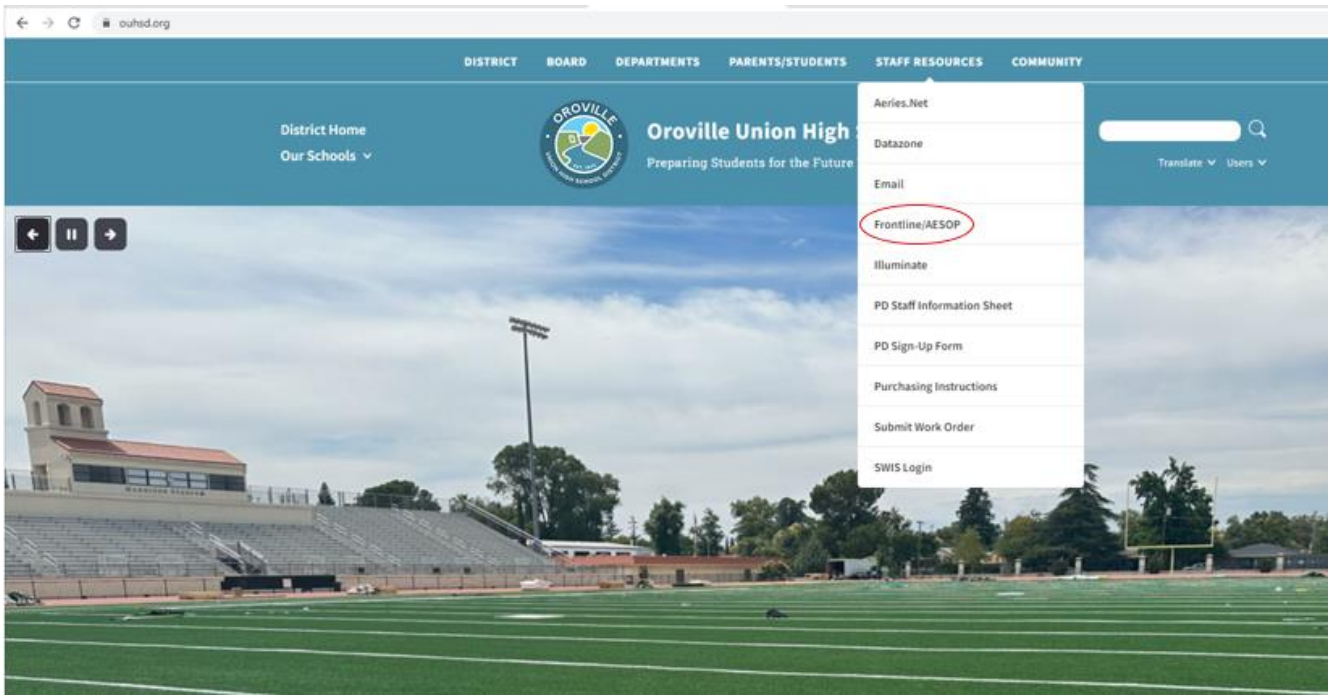
Seniority lists for current certificated and classified employees are also available.

All Personnel questions can be directed to the Human Resources Manager.

Absence/Time off Procedure

All time off must be entered into Frontline by the employee requesting the time off.

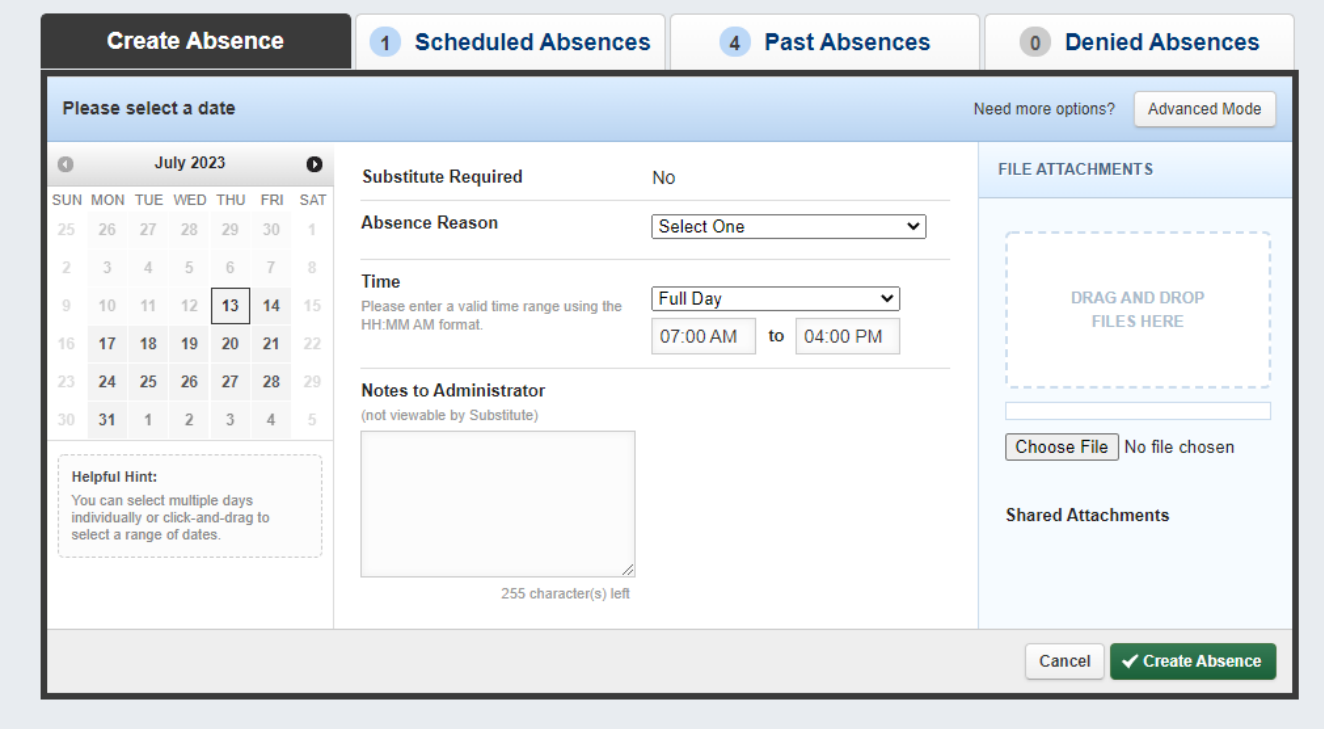
Frontline can be found on the district website under staff resources. It can also be accessed by calling 1-800-942-3767, or by adding the app on a mobile device.



After you have logged into Frontline, you will be able to view any past or scheduled absences as well as create any new absences.

If it is within one hour of the start of your workday, you will need to call the district office to have staff put your absence in for you.

Your absence screen should look similar to this.



Directors, principals, assistant principals and psychologists will submit a work calendar to the Administrative Technician at the beginning of the year. Work days that are inputted on the calendar should not include weekends, holidays or working from home. These calendars will be subject to approval by the superintendent. The Administrative Technician will enter the calendars into Frontline. Any changes will require a revised calendar to be submitted to the Administrative Technician. If a day off is taken for a day that was marked as a work day on the calendar, the individual must record this in Frontline on the morning of the absence, prior to the start of the workday, by selecting “Mgt Swap Day” and include a note that indicates which day is being swapped. Sick days and personal necessity days (which also count as workdays) must also be entered into

Frontline prior to the start of the workday. Advance approval by the Superintendent will be required to count weekends, holidays or work from home as a contracted workday. The Superintendent will inform the Administrative Technician if approval for these types of days has been granted.

Each site or department will designate one administrative secretary that will be responsible for reviewing the Daily Absence Report in Frontline and contacting the Administrative Technician at the District Office with any discrepancies. The Administrative Technician will investigate unreported absences directly with the impacted employee. Each site or department will be responsible for implementing procedures to insure that all absences are properly reported.

If you are having trouble entering your absence contact the Administrative Technician at ext. 1100 for further assistance.

Substitute Requests

A school business substitute request form must be completed prior to the date of your anticipated absence. Make sure to complete the form in its entirety to avoid a delay in the approval process.

If you are attending a professional development activity, you must submit your form by the following dates:

- PD occurring in the first quarter: September 1st
- PD occurring in the second quarter: October 15th
- PD occurring in the third quarter: January 5th
- PD occurring in the fourth quarter: March 25th

Professional development funds are finite and the earlier a request is placed, the more likely that funds will be available.

If an ASB club/sport or other agency will be covering the cost of the substitute, this needs to be noted on the form. For reimbursements from other agencies, please include the name and address of the agency contact.

Substitute costs are $252 for a full day and $133 for a half day.

The school business substitute request form is located on the district website under District Forms → School Business Sub Request.

For questions or assistance, contact the Administrative Technician.

Interview/Hiring Process

Administrators or supervisors must submit a 'Job Posting Request' form via InformedK12. All postings must be open for a minimum of 5 business days for internal postings and 10 business days for public postings.

The Interview Facilitator will review prescreened applicants, select who they wish to interview and then complete the Request for Interviews InformedK12 form indicating the date, time and length of interviews, which candidates will be interviewed and who will be on the interview panel.

Interview Panel: The interview team will be composed of a minimum of three (3) and a maximum of six (6) members. Additional members must be approved by the Superintendent or his/her designee. The team shall consist of a minimum of one (1) administrative/management position, one (1) peer position (similar to the position for which the person is applying), and a member at large.

Interviews MUST be conducted in person at the District office and during business hours.

The Administrative Technician or the Human Resource Manager will contact all candidates to schedule interviews. Once scheduled, the Administrative Tech. or Human Resources Manager will put together interview packets for each panel member and will disperse them to the panel members via email or paper packet (email is preferred to save paper but paper packets can be done per request).

Interview team members will rank each candidate individually on the interview ranking form. The candidates will not be discussed until after the team has completed the rankings. After all ranking sheets have been completed; the interview team will discuss the candidates, determine the ranking, and identify the top candidates. Discussions must be kept confidential.

The interview team will return the entire interview packet immediately after interviews are completed:

- Applications of candidates
- Copy of interview questions and any written notes
- Completed interview ranking forms

- Completed applicant reference check form (if applicable)
- Recommendations of Candidates
- Confidentiality Statements of interview panel

The Interview Facilitator will complete the Recommendation for Selection form with the top three candidates and submit it, along with the entire interview packet to the Administrative Technician or Human Resources Manager.

The Interview Facilitator is the only one who can conduct reference checks. References must be checked prior to recommendation for hire or extending a job offer. Original reference checks must be submitted to the Human Resources office prior to recommendation for hire.

Once your recommendation for hire has been approved by the superintendent, the Human Resources Manager will contact the candidate for scheduling of onboarding appointments. Reminder: candidates are only recommended for hire; the board does the official hiring via the PAO. The candidate will not report to work until all clearances have been successfully completed and they have been board approved.

The Interview facilitator must contact candidates not selected and use the telephone dialogue that is included in the interview packet.

CSEA Evaluation Process

10.1 Evaluation

10.1.1 The initial probationary period for a new employee shall be six (6) calendar months from the date of hire. An employee released during the initial probationary period shall not be subject to the provision of Board Policy No. 4217.41 and shall not have the right to use the grievance procedure to appeal disciplinary action.

10.1.2 No evaluation of any employee shall be placed in any personnel file without an opportunity for discussion between the employee and the evaluator. Any negative evaluation shall include specific recommendations for improvement and provisions for assisting the employee in implanting any recommendations made. The employee shall have the right to review and respond to any derogatory evaluation according to law.

10.1.3 Each permanent employee will have a performance evaluation conference with their immediate supervisor at least once every other year. Probationary employees will be evaluated at the 4th month of their probationary period.

10.1.4 For the purpose of employee evaluation, supervisors will use a four (4) point scale consisting of: Exceeds requirements, meets requirements, Needs improvement and Unsatisfactory.

10.1.5 Should the employee disagree with the evaluation received from their immediate supervisor, they may appeal the decision in writing and request a conference with the Principal or Superintendent with all parties present.

10.1.6 If after appeal to the Principal or Superintendent, the evaluation remains the same, a further evaluation must be made within thirty (30) days.

10.1.7 A continued unsatisfactory rating can lead to disciplinary action. Such action must be carried out within the law.

10.2 Discipline

Any changes proposed to Board Policy No. 4217.41 entitled “Classified Personnel Discipline/Suspension Just Cause” is subject to pre-notification to CSEA.

OSTA Evaluation Process

13.2 PROCESS

A. Selection of Evaluators

1) The evaluation of Unit Members will be performed by the Principal, the Assistant Principal or their administrative designee. The assignment of evaluators shall be the responsibility of the Principal. The Superintendent reserves the right to assign evaluators.

2) The Unit Member to be evaluated may request that a second person from the District certificated staff of their choosing be involved in the evaluation process.

3) Moreover, if in the process of the evaluation procedure, or at the conclusion thereof, the Unit Member being evaluated should have a significant disagreement with the evaluator(s), they may request a new evaluation by a professional team. The professional team of three (3) shall consist of (1) the principal or his administrative designee, (2) a member selected from the District administrative staff by the Unit Member to be evaluated, and (3) the appropriate Subject Area Coordinator or a Unit Member mutually agreed upon by the principal and the Unit Member being evaluated.

B. Time Sequence

1) By October 1st the Unit Members that are receiving formal evaluations will receive the following:

a) A copy of the evaluation procedures.
b) Criteria upon which the evaluation is based.
c) Identification of the evaluator.

d) Probationary Unit Members will be provided with names of experienced individuals who may provide assistance (i.e., department chair, PAR Panel, assistant principal, consulting teachers, etc.)

2) By October 15th the Unit Members to be evaluated shall establish:

a) The Evaluator and Evaluatee will meet to review the goals and objective to be achieved as described in the pre-evaluation/goal/objective setting form. First observation shall be scheduled.
b) Post observation meeting will take place within ten (10) working days.

3) By the 1st of December the first formal observation for all probationary and temporary Unit Members shall be completed.

4) By the 1st of February the second formal observation shall be completed for all temporary and probationary teachers.

5) By the 1st of March all final summary evaluations shall be completed for all probationary and temporary Unit Members.

6) By the 1st of May all final evaluation conferences for permanent Unit Members shall be completed with a copy of the evaluation given to the Unit Member.

7) Each formal observation shall be followed by a post-conference at which the Evaluatee and Evaluator will discuss the observation in light of the total evaluation. This conference shall take place within ten (10) working days or less of the observation date unless mutually waived by both parties.

8) Each evaluation shall be followed by a post-conference at which the Evaluatee shall be shown the written evaluation and request to sign it. The signature shall signify that the Evaluatee has seen the evaluation but not necessarily that they

agree with it. Provision shall be made on the written evaluation for a written response from the Evaluatee to respond in writing within ten (10) working days.

9) The Unit Member's evaluator shall recommend action to correct any cited deficiencies and to enhance professional growth. Such action shall include specific recommendations for improvement, direct assistance in implementing such recommendations, and adequate release time for the Unit Member to visit and observe other similar classes in other schools or attend workshops.

10) Permanent teachers who receive an unsatisfactory evaluation will be recommended to the PAR. An unsatisfactory evaluation is defined as any evaluation in which three (3) out of the first five (5) standards are unsatisfactory. An unsatisfactory standard is defined as any standard in which a majority of the bench marks are unsatisfactory. Standard number six (6) may be used but will not be used to determine an unsatisfactory evaluation for PAR. If a concern arises concerning standard number six (6), a Unit Member may be required to attend in-service training for areas of concern. Any such required in-service shall take place during the regularly contracted work day.

11) A probationary teacher will be evaluated at least twice per year until they reach permanent status.

12) Permanent teachers will be evaluated at least once every two years but no more than once per year.

13) At least every five years for personnel with permanent status who have been employed at least 10 years with the school district, are highly qualified, as defined in 20 U.S.C. Sec. 7801, and whose previous evaluation rated the employee as meeting or exceeding standards, if the evaluator and certificated employee being evaluated agree. The certificated employee or the evaluator may withdraw consent at any time.

C. Criteria for Purpose of Evaluation

1) Evaluation shall be based on appendix E, F, G and H or other mutually agreed upon criteria.

SECTION VI
BUDGET CODES & REPORTS

Account Code Structure

Account Code: XX-XXXX-X-XXXX-XXXX-XXXX-XX-XXX-XXXX
1 2 3 4 5 6 7 8 9

Account Code (28 Digits):

1. Fund (2 digits): Identifies the fund that is receiving the revenue, paying the expenditure, or otherwise being affected by the transaction.
2. Resource (4 digits): Tracks those activities that are funded with revenues that have special accounting or reporting requirements or that are legally restricted.
3. Year (1 digit, usually "0"): Identifies the reporting year for a project that has more than one reporting year during the LEA's fiscal year.
4. Object (4 digits): Classifies expenditures by type of commodity or service (ex. Certificated salaries, classified salaries, employee benefits, books and supplies.)
5. Goal (4 digits): Accumulates costs by instructional goals and objectives of an LEA. Groups costs by population, setting, and/or educational mode.
6. Function (4 digits): Identifies activities or services performed to support or accomplish one or more goals or objectives.
7. Site (2 digits): Identifies physical location.
8. Manager (3 digits): Identifies individual responsible for approving transaction.
9. Cost Center (4 digits): Main purpose is to segregate department level budget for schools.

Coding Tips:

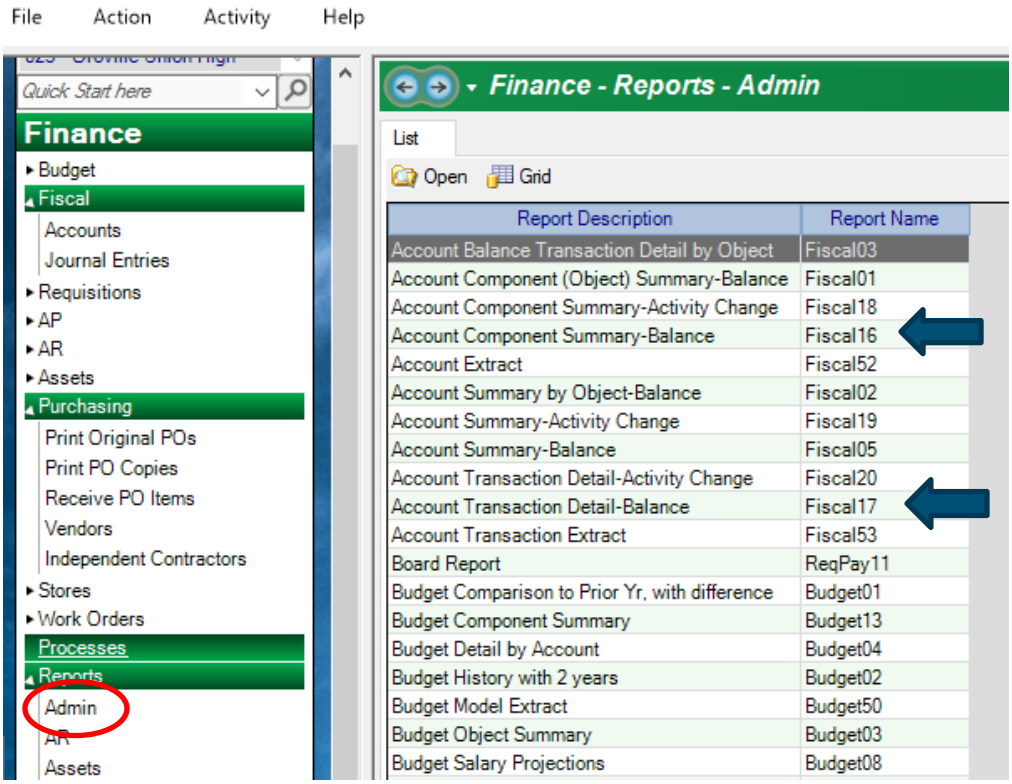
- Expenditures must be coded to the appropriate budget code type. For example, instructional expenses, such as substitute teachers, cannot be coded to site administrative budgets. If the selected budget balance will not support the expense, a request to transfer funds should be submitted to the Assistant Superintendent/CBO.
- At the site level, cost centers are primarily used so that department chairs can track and monitor their own budgets. If a principal is coding an expenditure to their general instructional budget, Cost Center 1000 (instruction) should be used.

Fiscal Reports

From the activity tree, select:

1. Finance
    a. Reports
        i. Admin

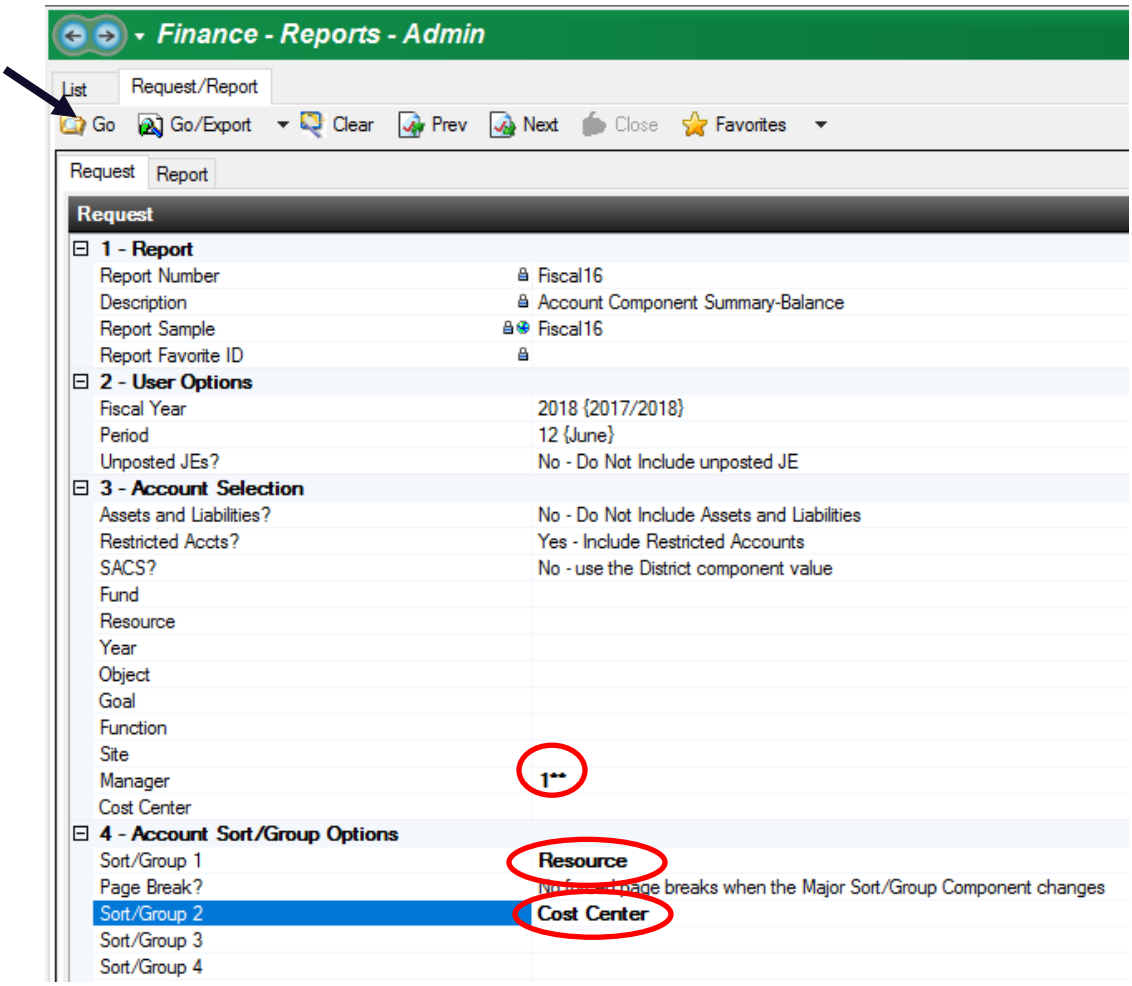
A list of reports will be generated. While there are many reports, we will be using the Account Component Summary- Balance (Fiscal16) and the Account Transaction Detail-Balance (Fiscal 17) reports in this example, which may be helpful in assisting you in monitoring your budgets.



Start by opening or double-clicking the Account Component Summary-Balance Fiscal16 report. A Request screen will be generated which can be used to define the accounts you want to look at.

For this example, enter your manager code in the Account Selection section of the screen. Next, sort first by Resource and then by Cost Center in the Account Sort section. In this example, 1** is used as the manager code to generate a report for all of the cost centers that the Las Plumas Principal oversees. The "*" can be used as a wildcard instead of typing in all of the codes individually. Some managers only oversee one cost center, so the use of the wildcards may not always be necessary. The Request screens can be used to search and combine accounts and their components in many different ways. The example used will generate a report of all of the resources and cost centers that a manager controls.

Click on Go.



The report is generated, grouping the budgets by Resource and Cost Center for a summary review of budget balances.

Fiscal16a **Account Component Summary-Balance**

Balances through June						Fiscal Year 2017/18
Cost Center	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Resource **0000 - UnRestrRsrc**						
0000	Unspecified		286.00			286.00
0003	SiteAdministration	11,427.00	19,294.00	1,655.44		17,638.56
1000	GeneralInstruction	44,005.00	57,605.00	1,636.14		55,968.86
1103	Art	2,000.00	2,000.00	752.10		1,247.90
1104	Drama		300.00			300.00
1105	English	2,000.00	2,000.00			2,000.00
1106	ForeignLanguage	1,500.00	1,500.00			1,500.00
1108	Math	2,000.00	2,000.00			2,000.00
1109	Music	700.00	700.00	85.43		614.57
1110	PhyscialEducation	1,000.00	1,000.00			1,000.00
1111	Science	5,000.00	5,000.00			5,000.00
1112	SocialStudies	2,000.00	2,000.00			2,000.00
1123	Photography	550.00	550.00			550.00
1500	Agriculture	4,149.00	10,113.00			10,113.00
1501	AgricultureMechanics		998.00			998.00
1502	HomeEconomics	2,400.00	2,400.00			2,400.00
1503	CaféClass		80.00			80.00
1504	IndustrialTechnology	2,000.00	4,713.00			4,713.00
2002	Library	500.00	1,043.00			1,043.00
2003	Counseling	3,000.00	3,000.00	72.39		2,927.61
2004	Attendance	3,000.00	3,000.00	150.00		2,850.00
2005	CampusSupervision	800.00	1,223.00	200.00		1,023.00
3004	Custodial&Operations	500.00	2,900.00			2,900.00
4002	Athletics	2,000.00	2,000.00			2,000.00
	Total for Resource 0000 and Expense accounts	**90,531.00**	**125,705.00**	**4,551.50**	**.00**	**121,153.50**
Resource **0005 - SupConcetration**						
1103	Art	4,000.00	4,000.00			4,000.00
1500	Agriculture	14,000.00	11,527.00			11,527.00
4002	Athletics	8,500.00	33,467.00	664.14		32,802.86
	Total for Resource 0005 and Expense accounts	**26,500.00**	**48,994.00**	**664.14**	**.00**	**48,329.86**
Resource **1100 - LotteryUnrestr**						
2000	Technology	13,320.00	25,883.00	344.36		25,538.64
4002	Athletics	6,390.00				

There are times when more detail is required and the Account Transaction Detail-Balance Report Fiscal17 can be useful for this.

Open or double-click the Fiscal17 report. Insert the same search criteria used above on the Request screen. The report generated will provide detail for the specified accounts. In this example, the detail for the LP Admin budget is displayed.

Fiscal17a **Account Transaction Detail-Balance**

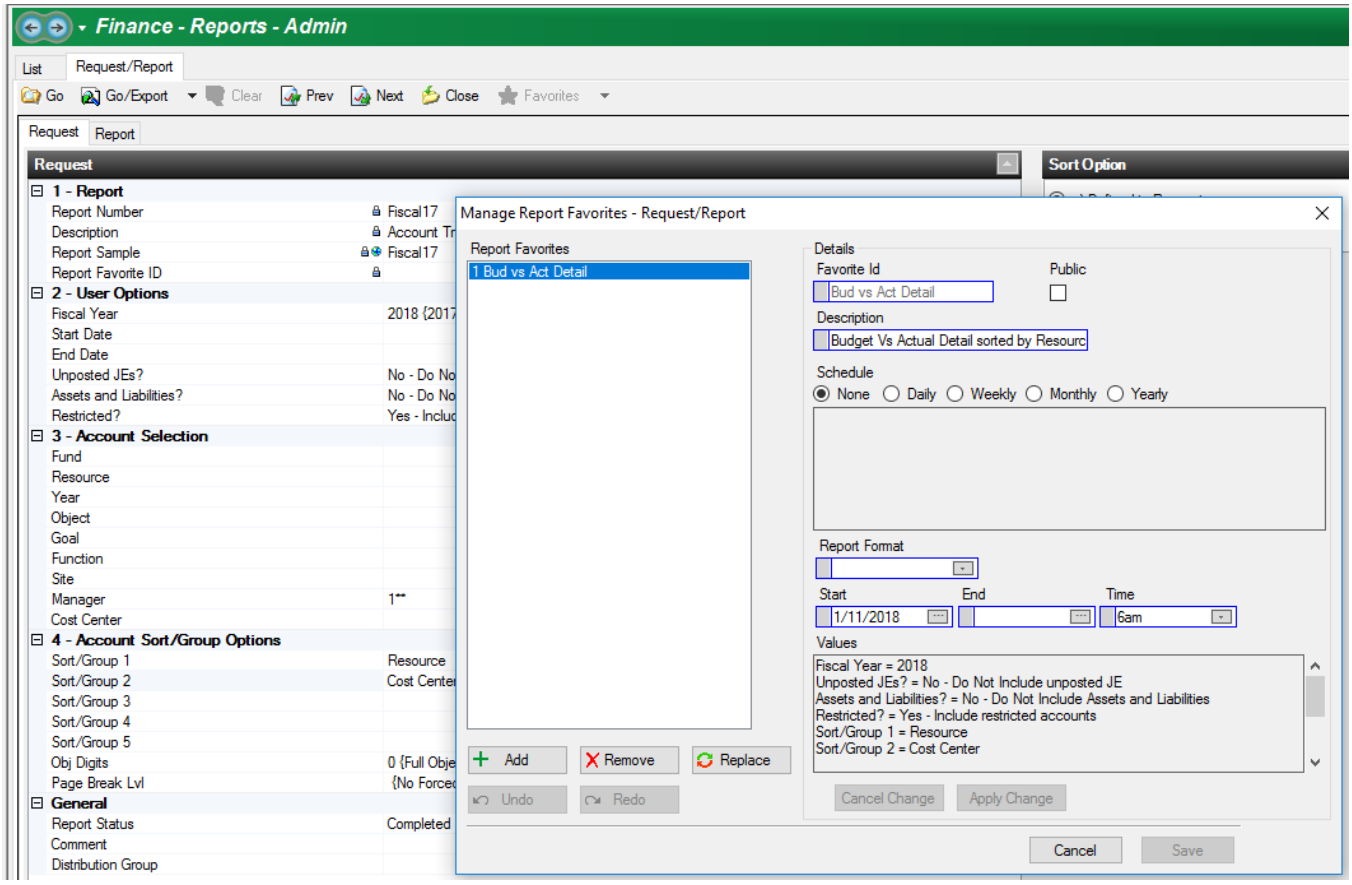
Detail for Dates 07/01/2017 to 06/30/2018 **Fiscal Year 2017/18**

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Resource **0000 - UnRestrRsrc**, Cost Center **0000 - Unspecified**									
01-0000-0-4300-1110-1000-00-100-0000 UnRestrRsrc,MaterialSuppi									
		BR18-00002	2018 1i Budget Revisions	10/30/17		286.00			286.00
			Total for Cost Center 0000 and Expense accounts		**.00**	**286.00**	**.00**	**.00**	**286.00**
Resource **0000 - UnRestrRsrc**, Cost Center **0003 - SiteAdmin**									
01-0000-0-4300-0000-2700-01-100-0003 UnRestrRsrc,MaterialSuppi									
		BA18-00002	Original Budget Import From IFAS	07/01/17	1,427.00	1,427.00			1,427.00
		BR18-00002	2018 1i Budget Revisions	10/30/17		7,867.00			9,294.00
PO18-00012	Office Depot	EN18-00001	supplies	01/03/18			59.37		9,234.63
PO18-00021	Jostens//announcement	EN18-00031	Diploma Covers	01/04/18			1,596.07		7,638.56
PO18-00012	Office Depot	EN18-00046	supplies	01/05/18			59.37-		7,697.93
PO18-00012	Office Depot	EN18-00047	supplies	01/05/18			59.37		7,638.56
PO18-00021	Jostens//announcement	EN18-00096	Diploma Covers	01/05/18			1,596.07-		9,234.63
PO18-00021	Jostens//announcement	EN18-00106	Diploma Covers	01/05/18			1,596.07		7,638.56
			Account Total	06/30/18	1,427.00	9,294.00	1,655.44	.00	
01-0000-0-5200-0000-2700-01-100-0003 UnRestrRsrc,TravlConferen									
		BA18-00002	Original Budget Import From IFAS	07/01/17	5,000.00	5,000.00			5,000.00
01-0000-0-5900-0000-2700-01-100-0003 UnRestrRsrc,Communicaiton									
		BA18-00002	Original Budget Import From IFAS	07/01/17	5,000.00	5,000.00			5,000.00
			Total for Cost Center 0003 and Expense accounts		**11,427.00**	**19,294.00**	**1,655.44**	**.00**	**17,638.56**

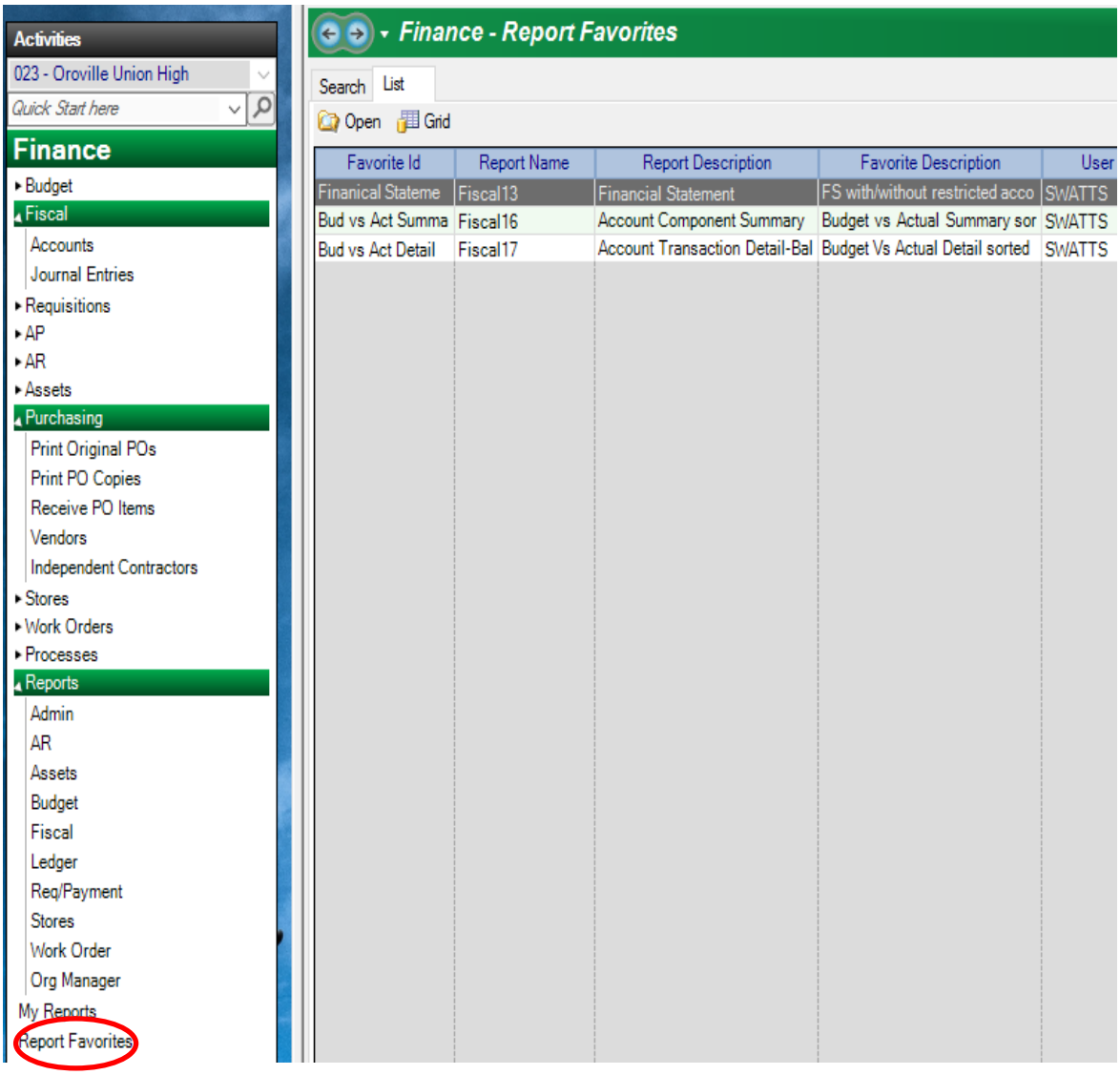
Saving Report Favorites

Reports that are used often can be saved in Report Favorites. On the Reports Request screen, input the report parameters you wish to save. Click on the Favorites drop-down box and select Manage. The Manage Reports Favorites screen will appear. From here, click the Add button. Change the name of the favorite and click the Apply Change button to save the new name.

Click Save.

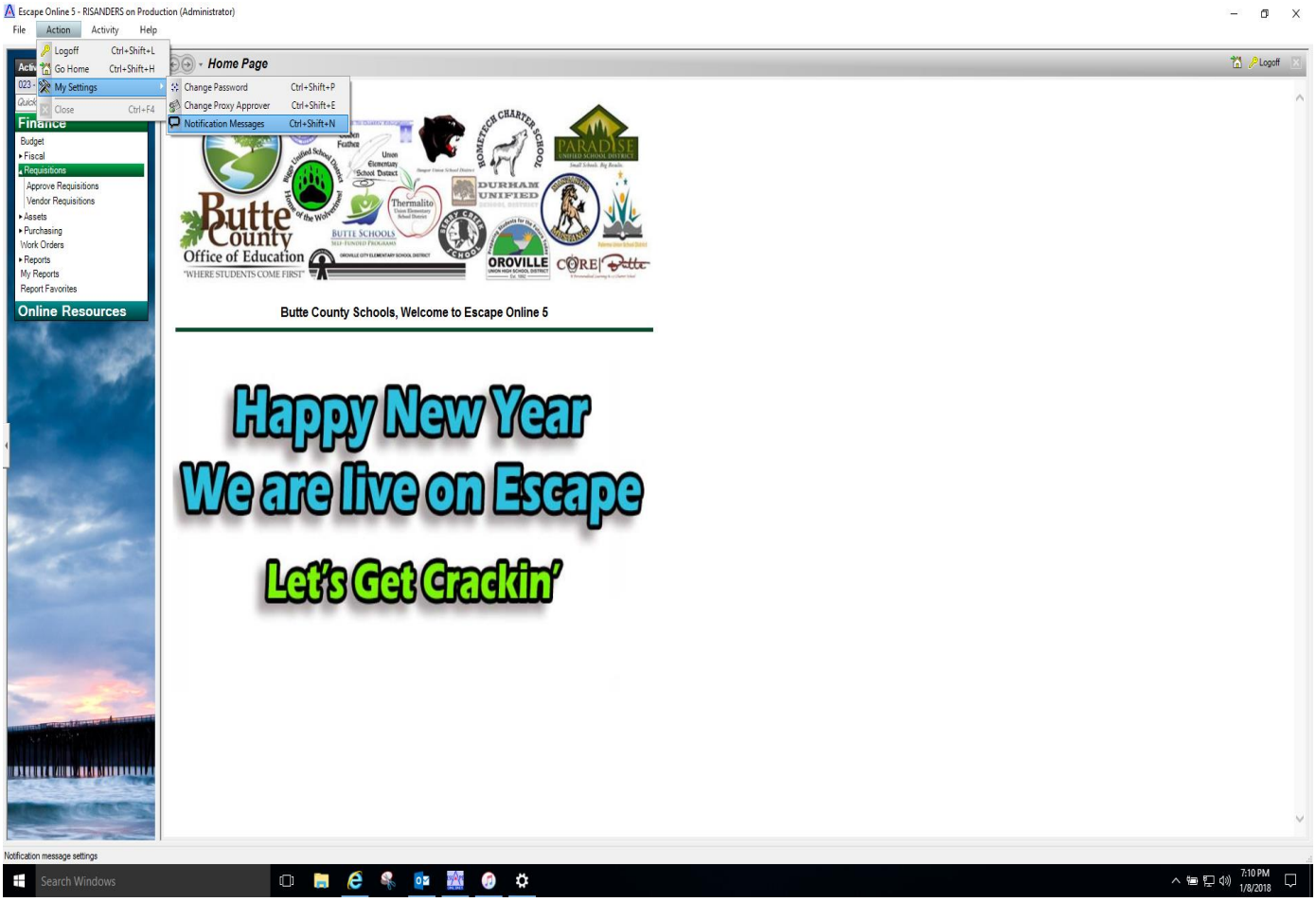


Your saved reports can be accessed from the activity tree by clicking on Report Favorites and then clicking Go. A list of your saved favorite reports will be generated from which you can choose from and avoid having to access the report through the reports menu.

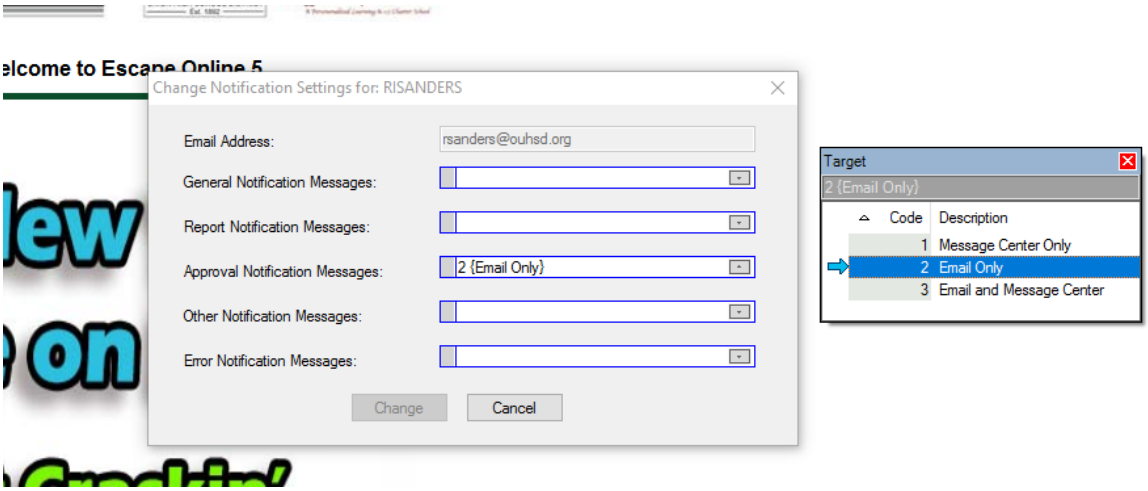
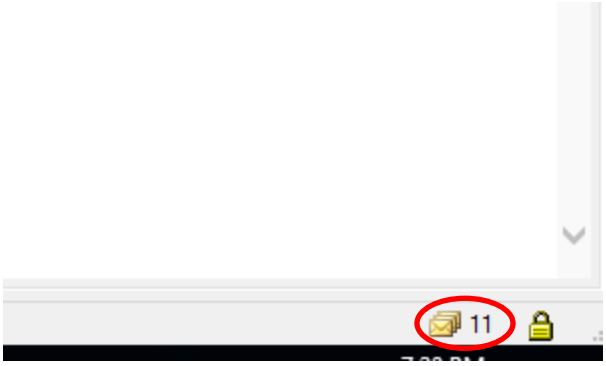


To Change Escape Notification Preferences

1. Escape home page
    a. My Settings
        i. Notification Messages



Set notification preferences



If Message Center is selected, notifications will show on the lower right-hand corner of the Escape home page. Double click on the icon to enter the message center.