



San Bernardino City Unified School District Human Resources Division

Labor Relations & Compliance Management Handbook

July 2024



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Affirmative Action Office

Mike Medina, Affirmative Action Officer

Brenda Sanchez, Secretary

Robert Arellano, Assistant Affirmative Action Officer

Marisol Sanchez, Assistant Affirmative Action Officer

Maria Acevedo, Senior Clerk

Eden Arnold, Senior Clerk

Daisy Gusman, Generic Classified



Procedures	Documents/Links	Contact
CALPERS	Website	
CALSTRS	Website	
California Department of Education (CDE)	Reports are filed directly with the agency and reported to the Office of Affirmative Action as needed.	
Civil Rights Department (CRD)	Reports are filed directly with the agency and reported to the Office of Affirmative Action as needed.	mike.median@sbcused.k12.ca.us robert.arellano@sbcusd.k12.ca.us
Equal Employment Opportunity Commission (EEOC)	Reports are filed directly with the agency and reported to the Office of Affirmative Action as needed.	
Formal Complaints	Form Board Policies: Complaints	robert.arellano@sbcusd.k12.ca.us
Gender Identity & Access Support Plan	Gender Support Plan Board Policies: Gender Identity And Access	eden.arnold@sbcusd.k12.ca.us
Office of Civil Rights (OCR)	Reports are filed directly with the agency and reported to the Office of Affirmative Action as needed.	Mike.medina@sbcusd.k12.ca.us robert.arellano@sbcusd.k12.ca.us
Reasonable Accommodation (RA)	Form	eden.arnold@sbcusd.k12.ca.us

Sexual Harassment	Procedures Board Policies: Sexual Harassment	
SU-133	Form	
Title IX	Board Policy: Title IX Sexual Harassment Complaint Procedures Documents: What is Title IX Title IX Checklist	Mike.medina@sbcusd.k12.ca.us robert.arellano@sbcusd.k12.ca.us
Uniform Complaint Procedure (UCP)	Form Board Policies: Uniform Complaint Procedure	
Leaves HR115 HR57	Leave Applications Board Policies: Leaves	Long term leave may contact maria.acevedo@sbcusd.k12.ca.us
Williams Complaint	Form Williams Cases Board Policy: Williams Uniform Complaint Procedures	Mike.medina@sbcusd.k12.ca.us robert.arellano@sbcusd.k12.ca.us
Mediations	PPT : This is intended for the administrator to implement as a tool to remediate departments/schools as needed	For additional support, you may contact mike.medina@sbcusd.k12.ca.us
Investigations	Process Sample Summary Report	Mike.medina@sbcusd.k12.ca.us robert.arellano@sbcusd.k12.ca.us
Adult-Student Boundary Policy	Confidential Suspected Adult-Student Boundary Violation Report	Mike.medina@sbcusd.k12.ca.us robert.arellano@sbcusd.k12.ca.us

Appendixes:

Appendix A: [Management Salary Schedule](#)

Appendix B: