

*Welcome  
to  
Tustin Unified School District*



*We are pleased you elected to join the Tustin Unified School District team. The role of the classified employee is a vital one. Without the important support services you render, it would not be possible to provide the high quality of educational programs currently offered in our District.*

*This booklet was designed to furnish basic information to assist you during your employment with the District.*

*We want you to be successful in your assignment. In the event you have questions and/or concerns that are not answered in this booklet, please bring them to the attention of the Personnel Services Division at (714) 730-7301 (ext. 51412 and 51353). A staff member will be happy to assist you.*

*Welcome to the Tustin Unified School District.*

*Sincerely,*

*Maurita De La Torre, Ed.D.  
Chief Personnel Officer*



## *About The Handbook*

This employee handbook is a resource guide created to acquaint you with the everyday practices of the District and to assist you in finding answers to general questions. Please take some time to read through the entire handbook to become familiar with Tustin Unified School District.

## *About Tustin Unified*

The Tustin Unified School District has a long history of excellence that continues to grow and be enriched by the accomplishments of its students, teachers, staff and community. The District was established July 1, 1972 upon unification of the Tustin Elementary School District and Tustin Union High School District.

The Tustin Unified School District has 16 elementary schools, 2 (K – 8) 4 middle schools, 1 (6 – 12), 3 comprehensive high schools, a continuation high school, and adult and alternative education programs, and a connect academy.

In the past decade, many schools in the District have been recognized as either state or national distinguished schools.

## *Mission Statement*

The mission of Tustin Unified School District, a learning community rich in heritage and committed to a tradition of excellence, is to ensure that each student optimizes individual achievement through an educational system characterized by challenging and exciting curricula and inspiring personalized instruction, in partnership with our dynamic and involved communities.

## *Board of Education*

Tustin Unified School is governed by an elected Board of Education consisting of five members of the communities served by the District. Regular public Board meetings take place at the District Administration Center Board Room, 300 South “C” Street, Tustin, California, 92780. The Board Meeting Agendas and meeting dates are posted, in advance, on the display board outside the District Administration building. The Board of Education members are elected by the community for a four-year term. A list of current members of the Board of Education is available from the Superintendent’s Office in the District Administration Office. This information is also available on the District’s web page at: [www.tustin.k12.ca.us](http://www.tustin.k12.ca.us).

## *District Employees*

The Tustin Unified School District employs over 1,000 certificated staff members (teachers, counselors, psychologist, etc.) and over 1,000 classified employees. Classified employees provide accounting, clerical, instructional assistance, cafeteria, grounds keeping, custodial, maintenance, managerial, and other important support services to the District. Your classification is your job title.

## *On the Job*

You are a vital part of the support system for the education operation of the Tustin Unified School District. You also serve as a role model for students within the educational system. The students who surround you will grow into adulthood wanting to be like the people they see and hear. This is a great responsibility. We count on you to take this responsibility seriously.

Your dress and grooming should be appropriate to your position as representative of the school district. Please check with your Administrator.

You may be meeting the public both by telephone and in person. Information should be given courteously, and complaints must be handled with tact and in accordance with District policy. No matter what your job responsibilities are, you may be the employee who provides the first impression of the District to the public. Information given to the public must be accurate. If you are uncertain how to handle a situation, talk with your supervisor.

Your role as an employee of Tustin Unified School District is to maintain a professional working relationship with other staff, students, and parents.

## *Confidential Information*

In the course of performing your job duties, you may have access to information about school business, students, tests, and/or employees, which should be regarded as confidential. Except for information that is designated for public distribution, refer most inquiries for information to the principal or supervisor or the particular department(s) involved. When in doubt, do not release the information prior to consulting with your supervisor.



## *Employee Representation*

All regular classified employees are represented by Chapter 450 of the California School Employees Association (CSEA). CSEA and the District negotiated and signed a contract, referred to in this handbook as the “Collective Bargaining Agreement” which governs many aspects of the employment of classified employees. The Collective Bargaining Agreement is available to all employees on the District web page at [www.tustin.k12.ca.us](http://www.tustin.k12.ca.us), or available at your work site.

The Classified Supervisory Management Association (CSMA) represents classified Supervisory employees. CSMA and the District negotiated and signed an agreement, referred to as the CSMA Agreement, which governs many aspects of employment for classified supervisors. The Agreement is available to all staff on the District web page at [www.tustin.k12.ca.us](http://www.tustin.k12.ca.us).

The Tustin School Management Association (TSMA) represents classified management and confidential employees as a local professional organization.

Teachers, counselors, and other certificated employees are represented by the Teachers Education Association (TEA). Their collective bargaining agreement is separate from the one covering classified personnel.

## *Special Employment Requirements*

California State Law requires that all new school employees be fingerprinted as a condition of employment. You will be provided a fingerprint form and directed to a location where your fingerprints will be taken to be in compliance with this requirement.

California State Law requires that all new and existing school district employees be trained on their child abuse reporting obligations under the law. If you need to report any suspicion and/or knowledge of child abuse, please click on this link for further information on how to report: <http://www.tustin.k12.ca.us/cms/lib02/CA01001904/Centricity/Domain/55/Mandated%20Reporter%20Information.pdf>

California Education Code requires you can demonstrate you are free of tuberculosis. You may obtain your TB test from your own physician, or obtain information from the District receptionist regarding a discounted facility. Tuberculosis re-certification is due every 4 years and the District will notify employees when their next TB test is due.

As a condition of employment, new custodial and warehouse employees will be required to pass a physical examination at a medical facility selected by the District and at District expense.

## *Probationary Periods*

New employees appointed to regular classified positions must serve a probationary period. A report of evaluation shall be prepared at least twice during the probationary period: the first report is to be completed on or before the bargaining unit member has served 3 months; the second report is to be completed on or before the 5<sup>th</sup> month of the probationary period.

Permanent classified employees, who are promoted to a new classification, will serve the same 6 probation period in their new job classifications as a new employee.

Upon successful completion of a probationary period, you will advance to the next salary step and your initial date of hire into the District's classified service becomes your seniority date.

## *Performance Evaluation*

Upon completion of your probationary period, your immediate supervisor will formally evaluate you at least once every other year. Your evaluation will be discussed with you and you will be able to write any comments you wish to have attached to the evaluation which is placed in your personnel file.

## *Salary*

At the time of initial employment, you will be provided a copy of your Classified Employee Information Sheet which indicates your beginning rate of pay, salary range, job title (classification), hire date, work location(s), work hours, length of work year, end of probation date, immediate supervisor's name, salary advancement date (anniversary increment date), and other important information. You should carefully read this notice.

The collective bargaining agreements between the District and CSEA (Chapter 450), and the District and CSMA, includes the salary ranges for all classifications as well as other terms of employment such as leaves, holidays, benefits, etc. You may access CSEA and CSMA information via the District's web page.

## *Payroll Time Sheets*

Each school site/department secretary will direct you regarding the process for timecards for part-time employees, and the absence report for monthly employees.

## *Paychecks*

Monthly employees are paid twice a month, generally on the 10<sup>th</sup> and 25<sup>th</sup> of each month. Hourly employees are paid on the 10<sup>th</sup> of each month.

## *Payroll Deductions*

For monthly employees, payroll deductions will be itemized and taken out of the check you receive on the 10<sup>th</sup> of each month. The check you receive on the 25<sup>th</sup> of each month will have no deductions as it is an Earned Salary Advancement (ESA). Hourly employees receive their paycheck on the 10<sup>th</sup> of each month. For questions concerning your check, contact the Payroll Department @ (714) 730-7301 ext 315.

## *Direct Deposit*

The District offers direct deposit for all employees who wish to utilize this service. Once forms are completed, your paycheck will be electronically transferred directly into your checking account. Direct deposit authorization forms can be obtained from the Payroll Department.

## *Overtime*

All overtime hours must be prior approved by your supervisor in writing before working any extra hours. Upon approval, complete a bright green timecard for extra hours.

## *Promotions*

Promotions are made from within the District whenever possible. Classified employees interested in advancing in position/salary should check for job notices posted on work site bulletin boards, on the District web page, or at EdJoin.org. Vacancy announcements are posted at every district location. Make it a point to find out where they are posted and check the location frequently. These vacancy notices announce details including the minimum requirements and testing process.

## *Resigning/Separation From Employment*

Resignation is the most common type of separation. To resign, ask your site secretary for a Resignation Form, or submit a written resignation letter at least two weeks in advance, stating the date of your resignation and the reason. Submit the completed form to your supervisor so it can be forwarded to Personnel Services for processing.

Other types of separation include layoff (this would be for lack of work or lack of funds, and is covered under your collective bargaining agreement), retirement, and termination.

## *Retirement*

Retirement benefits are available to all eligible employees that work 4 hours per day or greater. If you would like additional information, check the CalPERS web page at [www.calpers.gov](http://www.calpers.gov).

If you work part time (less than 4 hours per day), seasonal, or temporary, you will be put in PARS-ARS (Public Agency Retirement Services-Alternative Retirement System). If you would like additional information, please contact PARS at 1-800-540-6369.

## *Holidays*

A Holiday Schedule shall be adopted by the Board of Education each year. This schedule shall provide for fifteen (15) holidays. Please refer to your Employee Work Calendar for dates.

Employees in the bargaining unit who are not normally assigned to duty during the Winter Recess or Spring Recess, shall be paid for the holidays occurring in those recess periods provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the recess period.

The specific provisions governing holidays are found in the collective bargaining agreement (Article 8).

## *Vacation*

Depending on length of District employment, a regular bargaining unit employee earns from one to twenty-two days of vacation per year. The determination of how much vacation will be earned, how much may be taken each year, the maximum number of days that can be carried over, and other conditions of vacation are found in the collective bargaining agreement. (Article 8). Hourly employees accrue one hour of vacation for every twenty-one hours worked.

## *Jury Duty Leave*

Employees shall be granted leave with pay for each day of verified service. When employees receive a jury duty summons, a copy should be submitted to your supervisor immediately. See your site secretary for an Application for Leave Card.

Verification of Jury Duty Service – Upon completion of service as a juror, the employee will receive verification of the days served as a juror from the Clerk of the Court. This verification should be submitted to your supervisor and attached to the Application for Leave.

## *Health Benefits Package*

The District provides health and welfare benefit coverage for all employees who work 6 hours per day (30 hours per week) or greater in the classified bargaining unit. Please refer to Article 6, Health and Welfare Benefits, in the CSEA and CSMA Contract for specific eligibility information.

Employees' benefits begin on the first day of the month following their first day of employment. The main components of the benefits package include: 1) Medical 2) Dental 3) Vision Insurance and 4) Life Insurance.

## *Workers Compensation Insurance Benefits*

If you are injured while working, you must report your injury immediately to your supervisor who completes the appropriate forms and submits them to Personnel Services. If your designated doctor has completed and signed a Pre-Designation of Personal Physician form, you may receive treatment from him or her for your injury. Please refer to the "Covered Employee Notification of Rights Materials" pamphlet attached to your new employee packet for more information.

## *Annual Notices*

Each year the site administrator will in-service all staff on Annual Notices regarding working rights and conditions for all staff.

If you miss the in-service, you will be directed to the District website under Personnel Services to familiarize yourself with Federal and State laws that are applicable to you.



## *Absence Reporting*

Notify your supervisor/administrator or the designated person as soon as you are aware you will be absent or tardy. If your absence will be for an extended period of time, notify your supervisor and secure a doctor's note upon return to work.

### **Maintenance & Operations Absence Reporting:**

**PROCEDURE FOR UNSCHEDULED ABSENCES (sick, emergency family illness/injury, bereavement, personal necessity leaves):**

- Create an absence on AESOP.
- Call your work site to report the reason for your absence.
- Submit a leave card to your site secretary immediately upon your return to work.

*Note: Your AESOP transaction is not complete until you receive a confirmation number. If you DO NOT receive a confirmation number from AESOP, please call Maintenance and Operations at (714) 730-7515 to report the absence.*

### **DEADLINES FOR CREATING ABSENCES ON AESOP:**

#### AM Shift

AESOP absences can be created up to **one hour before** the start of your shift.

#### PM Shift (shifts starting at noon or later)

AESOP absences must be created **before 9 AM** on the day of absence.

You must make every reasonable attempt to create an absence on AESOP prior to the above deadlines. **If a situation occurs which prevents you from creating an absence on AESOP you must call Maintenance and Operations AND your work site to report the absence.**

Upon return to work, submit a Leave Card immediately.

*Welcome aboard! We know you will enjoy working at Tustin Unified School District. If you have any questions, please contact Personnel Services at (714) 730-7301 extension 51412 and 51353 for assistance.*

*Have a great year!*