



Employee Handbook

2024 - 2025

Board of Education

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It is a pleasure to extend a warm welcome to you as an employee of the Old Adobe Union School District. We are pleased that you have chosen to be on our team and to share our goal of providing a high quality education for all of our students. This handbook is designed specifically for you, so that you will know how the Old Adobe Union School District is organized, the benefits to which you are entitled, and your responsibilities as an employee. It is our hope that this handbook is a helpful source of information and resource that will help make your employment satisfying and rewarding.

If any statements in this handbook are found to conflict with existing or future state or federal laws, OAUSD Board policies, or with the respective negotiated agreements, such laws, policies, agreements will supersede any statements made in this handbook. This employee handbook will continue to be a working document and will be updated annually. This handbook can be viewed on the District's web site: oldadobe.org.

THE OLD ADOBE UNION SCHOOL DISTRICT'S MISSION:

“Excellence for Learning”

OAUSD creates an equitable learning environment where each student achieves their greatest potential to learn with curiosity, think creatively, communicate effectively, and act responsibly in a diverse and ever-changing world.

THE OLD ADOBE UNION SCHOOL DISTRICT GOALS:

Goal #1

To ensure rigorous, equitable learning environments with a focus on the whole child via the highest quality instruction consistently utilizing district-adopted curriculum, monitoring student progress, and meeting the academic, cultural, and social-emotional needs of all learners

Goal #2

To foster the social-emotional learning and well-being of every child by creating safe and inclusive environments that honor and celebrate the culture and uniqueness of every student with a focus on social-emotional well-being

Goal #3

To maintain financial accountability and budget integrity to ensure that District priorities can be achieved and that necessary resources are available for student learning

Goal #4

Ensure the District has well-maintained and safe facilities which support and promote maximum student learning

Goal #5

To create a welcoming, inclusive, and positive district community culture, develop trust, and build relationships through regular communication and collaboration with our school community and educational partners

Code of Ethics

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach and who sincerely believe in the advancement of education and the betterment of working conditions.

AS A SCHOOL EMPLOYEE I WILL:

- Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service -- to the end that others may emulate my example.
- Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
- Be just in my criticism and be generous in my praise; to improve and not destroy.
- At all times be courteous in my relations with students, parents, teachers and others.
- Be a resourceful person who readily adapts himself to different kinds of work and changed conditions and finds better ways to do things.
- Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.
- Associate myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.
- Always uphold my obligations as a citizen to my nation, my state, my school district and my community.

<p>Cindy Friberg/Michele Gochberg 765-4322 Co-Superintendents</p> <ul style="list-style-type: none"> Budget Development Board Policies Bond and Parcel Tax Charter Schools 	
<p>Eric Alvarez 765-4323 Chief Business Official</p> <ul style="list-style-type: none"> Deferred maintenance Facilities construction projects Facilities use contracts Supervise Business Services Positions Insurance administration General Student Accident reports Transportation Special Education budgets Property/Liability Insurance 	
<p>Lisa Baughn 765-4321 Administrative Assistant/Curriculum Secretary</p> <ul style="list-style-type: none"> Initial reception of visitors and phone calls Coordinates testing and assessments Textbook orders and budget Oversees Staff Development Days Maintains and distributes curriculum calendar 	
<p>Krystle Johnson 765-4306 Budget Manager</p> <ul style="list-style-type: none"> Accounting and Budgeting Process budget transfers and journal entries Categorical Programs Weekly bank deposits Balance bank statements Cash flow Requisition approval 	
<p>Mary Lou Ramirez 765-4328 Accounts Payable/Accounts Receivable</p> <ul style="list-style-type: none"> Checks requisitions for accuracy Receives, processes, and pays invoices Process Direct Payments and Reimbursements Developer fee collection Independent Contracts Facility Use Invoicing 	
<p>Amelia Higgins 765-4325 Administrative Assistant</p> <ul style="list-style-type: none"> Student bus pass approval and distribution Manage classified substitutes TB tests, First Aid and CPR tracking for subs 	
	<p>Dawn Walker 765-4322 Superintendent's Secretary</p> <ul style="list-style-type: none"> Inter/Intra-district requests Board agenda and minutes Superintendent's calendar Superintendent's correspondence Board Policies Brown Act compliance Management meeting agenda Parental Annual Notice Board member correspondence District Web Page
	<p>Denise Irving 765-4324 Payroll Technician</p> <ul style="list-style-type: none"> Payroll, W2-s, payroll taxes Retirement Plans/Tax Shelter Plans (403B) Health benefits billing, receipts, deposits, COBRA Retiree health benefit tracking/processing Verify/Audit absence logs Salary Notices State/Federal Compliance Reporting
	<p>Sonya Wasden/ Kristine Leach 765-4327 Personnel Technicians</p> <ul style="list-style-type: none"> Personnel issues/problems/concerns Credentialing New employee sign-up/orientation Employee Association contracts AESOP District Coordinator Administration of leaves (medical/unpaid/etc.) HR entry in Escape Comp time/vacation recordkeeping TB clearance Vacancy announcements
	<p>Kelly Smith 278-4460 Director, Technology</p> <ul style="list-style-type: none"> Plans, directs, and implements district's technology services and activities Maintains LAN and WAN for district Coordinates department and district training needs relative to technology Manages all testing programs and training Oversees district benchmarks changes Works with staff to further develop educational technological capabilities to coincide with current curriculum Maintains software site licenses and supervises proper legal and software usage
	<p>Ben Wasden 278-4460 Computer Resource Technician</p> <ul style="list-style-type: none"> Implements district's technology services and activities Maintains LAN and WAN for district Works with staff to further develop technological capabilities Provides district-wide technological support for staff Deploys technology to staff and families

Suggested Employee Dress Code

The Governing Board believes that appropriate dress and grooming by District employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. Reference: BP 4119.22 – Dress and Grooming

Fragrances

Chemicals in fragrances are associated with a variety of adverse health effects. These health effects include asthma, allergies, sinus problems, skin rashes, and headaches. Excessive fragrances can also be offensive to students, parents, and other employees. In order to promote the health and comfort of staff and visitors please be mindful of your use of perfume, cologne, body sprays, aftershave, scented lotion, scented hair products, scented deodorants, and similar products.

Employee Badges

All District employees must wear a District issued identification badge (ID Badge) while carrying out their employment duties. The ID Badge must be worn so that it is visible on the employee's person. ID Badges are issued by the District through our yearly staff photographs. Lost, stolen, altered, or damaged ID Badges must be reported to your direct supervisor or principal.

Employment Requirements

T.B. Clearance

All employees are required to have on file with the District an intradermal tuberculin test showing negative results. Renewal is required every four years. If an employee tests positive on the intradermal test, he/she must undergo a chest x-ray, the results of which will be reported to the Human Resources Office. Once an employee has a documented positive skin test which has been followed by an x-ray, the foregoing examination is no longer required. (Education Code 49406)

Tuberculosis Tests - New Employees

No applicant shall be initially employed in a classified or certificated position unless he/she has submitted to an intradermal or other tuberculin test licensed by the Food and Drug Administration within the past sixty (60) days and, if that test was positive, has subsequently obtained an X-ray of the lungs. The applicant shall submit to the district a certificate signed by the examining licensed physician indicating that he/she is free of active tuberculosis.

The cost of the pre-employment tuberculosis examination shall be paid by the applicant.

An applicant who was previously employed in another California school district may fulfill the tuberculosis examination requirement by either producing a certificate showing that he/she was examined within the last four years and found to be free of active tuberculosis or by having his/her previous school district employer verify that it has on file a certificate which contains that evidence. (Education Code 49406)

Tuberculosis Tests - Regular Employees

Once hired by the district, employees who test negative on the initial intradermal or other tuberculin tests shall undergo a tuberculosis examination at least once every four years, or more often if so directed by the Governing Board upon recommendation of the county health officer, for as long as the employee's test remains negative. An

employee with a documented positive test for tuberculosis infection shall no longer be required to submit to the examination and shall be referred to the county health officer within thirty (30) days of the examination to determine the need for follow-up care.

If an employee's religious belief prevents him/her from undergoing a tuberculosis examination, the employee shall file an affidavit stating that he/she adheres to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion, and that to the best of his/her knowledge or belief he/she is free from active tuberculosis. In order to exempt the individual, the Governing Board shall determine by resolution, after a hearing, that the health of students would not be jeopardized. (Education Code 49406)

The superintendent or designee may exempt a pregnant employee from the requirement that a positive tuberculin test be followed by an X-ray of the lungs, for a period not to exceed sixty (60) days following termination of the pregnancy. (Education Code 49406)

Exposure Control Plan for Bloodborne Pathogens

As part of its commitment to provide a safe and healthful work environment, the Governing Board recognizes the importance of developing an exposure control plan. The Superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards.

Fingerprint Clearance

Fingerprint clearance is required of all employees prior to beginning their employment with the District. The District will provide a live-scan form and information regarding getting the fingerprinting done.

Medical Assessment

The positions of Special Education Assistant, Specialized Assistant, Custodian, Maintenance Worker, Food Service Worker, Van Driver, and specific Special Education Teachers, require a post-offer, pre-employment medical assessment. This assessment is completed through R.E.S.I.G. and is offered at no cost to the prospective employee. Assessment is done to ensure that the prospective employee can perform the physical requirements of the position.

Nondiscrimination Notice

The Old Adobe Union School District does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex, or sexual orientation in any of its policies, procedures or practices, nor does it condone such conduct by its officers, employees, agents, or students. This policy is in compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. This nondiscrimination policy covers admission and access to, and treatment and employment in, the District's programs and activities.

Title IX Provisions

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational, training, or other education program or activity operated by a recipient which receives or benefits from federal financial assistance.

School Closures

In the event of a school closure an announcement will be made early in the morning. The announcement will indicate whether or not you are to report to work. If your site is open, report to work as usual. If, however, your site is open but you are unable to report to work due to weather conditions, you will need to use a personal necessity leave day. If you require a substitute, please follow the absence reporting protocol.

Tobacco-Free Schools

The Governing Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles.

Drug and Alcohol-Free Workplace

No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, drug, or controlled substance as defined in 21 USC 81 at any school district workplace.

Employee Use of Technology

The Governing Board recognizes that technological resources can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating district and school operations. All employees using District technology must complete the District Technology Acceptable Use Form.

No Expectation of Privacy

You have been authorized to use a computer, various software, and an Internet connection in the performance of your duties as an employee. The computer, software and all stored data are the property of OAUUSD, which may access the computer, computer software, and data at any time. The Office has the right to monitor any and all aspects of its computer system and network including, but not limited to, monitoring employees' use of the Internet, chat groups, news groups, reviewing of material downloaded or uploaded by any employee, reviewing e-mail sent and received by employees, and any document or data stored on the computer. Employees do not have any right to privacy in anything on the computer or in anything they create, store, send, or receive on the computer (or software or data thereon) that is owned by OAUUSD or used by the employee in the performance of the employee's duties.

Confidentiality

As an employee, you may have access to confidential, private information which includes but is not limited to documents concerning employees, students or members of the public. You are responsible for maintaining the confidential nature of these private materials, which means you shall not discuss such information with anyone who does not have a business need for such information. This prohibition against discussing confidential information continues even after you are no longer employed.

Staff Wellbeing & Staying Healthy

We are committed to the well-being of our students, staff, and families to create a safe and healthy learning environment. During any time of year, life can present with unpredictability or challenges. Whether those challenges are balancing family and work, financial issues or other struggles.

Through Care Solace or the Employee Assistance Program (EAP) you can seek assistance with any of struggles you may be experiencing including marriage, family, and relationship issues; emotional, personal and stress concerns; drug and alcohol use.

Care Solace, a free community resource that connects families and staff to mental health care providers and substance use treatment centers. Their Care Companion™ team is available 24 hours per day, 7 days per week, and 365 days per year to quickly connect you to carefully verified providers in your community.

We offer this support to our staff and their families- even if family members do not attend one of our schools.

Students, staff, and families may access Care Solace services in three ways:

- Call (888) 515-0595 at any time. Support is available in 200+ languages. A dedicated Care Companion™ will help you every step of the way to research options, secure appointments, and follow up to make sure it is a good fit.

- For an anonymous search, answer a few questions to get matched with an extensive list of care providers at <https://caresolace.com/site/oausd>.
- Reach out to your site principal or school counselor and they can enter your contact information in the confidential system and someone will reach out to you.

Care Solace is now available for use at no cost to you. They will connect you with providers accepting all medical insurances including Medicaid, Medicare, and sliding scale options for those without insurance. All information entered on the Care Solace tool is completely confidential and securely stored.

As a State of California employee, you and your eligible dependents have access to an **Employee Assistance Program (EAP)**. This program is provided by the State of California as part of the state's commitment to promoting employee health and well-being and is offered at no cost. Depending on your employment category, you are eligible for the number of clinical face-to-face sessions as listed in the eligibility table at <https://soceap.magellanascend.com/Content/View/11665>.

Sexual Harassment

The Governing Board strives to provide District employees with a working environment that is free from harassment.

Workplace Violence Prevention

Consistent with California Senate Bill 553 (SB 553), the District has established, implants and maintains an effective, written [Workplace Violence Prevention Plan \(WVPP\)](#). Employees are trained to identify various types of potential workplace violence, how to report incidents including the use of our [Report Form](#), and how to prevent potential workplace violence. Employees can find the District's WVPP on our website. It is imperative that employers train employees to be a mitigating force against potential workplace violence incidents.

Child Abuse Reporting Procedures

The Governing Board recognizes that the District has a responsibility to facilitate the prompt reporting of incidents of child abuse and neglect. The Superintendent or designee shall ensure that parents/guardians have access to procedures whereby they can report suspected child abuse at a school site to appropriate child protective agencies.

Reporting Child Abuse

Definition: Child abuse means a physical injury that is inflicted by other than accidental means on a child by another person. Child abuse also means sexual abuse of a child, neglect of a child, or abuse in out-of-home care.

California child abuse laws [P.C. 11166(a)] require District employees to report any suspected child abuse. Failure to report is punishable by six months in jail and/or a fine of up to \$1,000. In addition, professionals failing to report may be found civilly liable for subsequent injuries that occur due to the failure to report.

You are required to immediately report the suspected child abuse by phone to Child Protective Services (707) 565-4300. You are expected to notify your immediate supervisor regarding the report.

Employee Property Reimbursement

The Governing Board does not authorize payment for the reimbursement of employee personal property which may be stolen or intentionally destroyed or damaged while being used for work-related purposes.

Your Rights Regarding COBRA

In 1986, a Federal law was enacted [Public Law 99-727, Title X] requiring that most employers sponsoring group health plans offer employees and their families the opportunity to continue their coverage for a specified amount of time at group rates in certain instances where coverage under the plan would otherwise end. This notice is

intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law.

An employee, spouse, domestic partner or dependent covered by a health plan offered by the District, has the right to choose to purchase continuation coverage if the health coverage is lost due to:

- Termination of employment (for reasons other than gross misconduct)
- Reduction of hours
- Employee's death
- Divorce/legal separation
- Employee becoming eligible for Medicare

Under the law, the employee or a family member has the responsibility to inform the Trust Administrator of a divorce, legal separation, or a child losing dependent status. The District has the responsibility to notify the Trust Administrator of the employee's death, termination of employment or reduction in hours, or Medicare eligibility. When the Trust Administrator is notified that one of these events has happened, they will in turn notify you that you have the right to purchase continuation of coverage. Under the law, you have at least sixty (60) days from the date you would lose coverage because of one of the events described above to inform the Trust Administrator that you want to continue coverage. Specifics regarding the length of time you may purchase coverage will be provided to you by the Trust Administrator. The Trust Administrator for the District is:

Redwood Empire Schools Insurance Group (RESIG)
5760 Skylane Blvd., Suite 100
Windsor, CA 95492
707-836-0779

Travel Expense Reimbursement

Travel includes attendance at workshops, seminars, conventions, conferences or other meetings of interest to the District. Expenditures incurred for curricular, special services and other activities must be pre-authorized to be performed by the superintendent or designee.

Reimbursement for travel and or meal expenses shall be based upon actual and necessary expense

District employees, while on school business, may receive mileage reimbursement at the IRS-approved rate for use of their own vehicles when approved in advance.

Lodging shall be reimbursed for the employee only. If a spouse is in attendance, reimbursement shall not exceed the rate for single occupancy.

Economy, standard, tourist, or similar airfare rates are allowed. The employee has the option of selecting the mode of transportation, but the District shall make reimbursement for the mode of transportation least costly to the District.

Reimbursement for meals while in attendance at an overnight conference will be made, if meals are not included, at a rate of no more than \$17 for Breakfast, \$18 for lunch, \$34 for dinner, and \$5 for incidental expenses, for a total of \$74 per day, and \$55.50 for first & last day of travel. Itemized receipts for expenses for meals shall be attached to the claim for reimbursement and the claimant shall certify by signature that all amounts were actual and necessary. Employees shall not receive reimbursement for purchasing alcoholic beverages while conducting approved business.

The employee is responsible for securing proper authorization for travel, and is required to prepare a claim which shows in detail all expenditures incurred. Receipts for expenses incurred shall be attached to the claim and the claimant shall certify by signature that all amounts were actual and necessary.

Supplemental Pay Claim

When a classified or certificated employee is authorized by the site principal to provide additional work at a paid rate, a Supplemental Timesheet must be completed by the employee and turned into the office by the end of the month that the time was accrued. This is required due to fees accrued by STRS/PERS when employees have late time cards submitted to payroll for prior months. Time sheets are available at each school site.

Claim for Reimbursement

A Claim for Reimbursement may be completed when an employee has made an out-of-pocket purchase that has been authorized by the site principal. Employees must fill out a reimbursement form and submit it with a signed original receipt.

Workers' Compensation

The Redwood Empire Schools Insurance Group provides Workers' Compensation coverage for the District. All employees of the District are covered by the insurance for illness/injury that occurs because of their job.

Should an employee feel they have a work injury/illness, they should be instructed to contact the RESIG 24/7 Nurse Intake Line (707-836-8374).

Initially, all injured employees will be triaged by an Intake Nurse telephonically. The Intake Nurse will inquire about the site location in which the injury/illness occurred. If the employee states they are working from home, they will be asked if they had prior authorization from their employer.

Should the employee's concerns be resolved telephonically by the Intake Nurse, the claim will be noted as a "report only".

If the Intake Nurse determines further assessment is needed by an Occupational Health Doctor the employee will be instructed to immediately contact Occupational Health and be provided with the appropriate contact information.

WORKERS' COMPENSATION FRAUD IS A FELONY

Anyone who knowingly files or assists in the filing of a false workers' compensation claim may be fined up to \$50,000 and sent to prison for up to five years (Insurance Code section 1871.4).

Illness and Injury Prevention

In accordance with SB 198, the District has in place an Illness and Injury Prevention Plan. It is available for employees to review in the main office of each school site, and in the district Human Resources Office. Forms for reporting unsafe working conditions can be obtained from those offices, and will also be available in each site's lunch room. The District works with RESIG to rectify safety problems as quickly as possible once reported. You may contact the Personnel Department if you have questions about the plan.

Annual Notifications 2024-2025

The Old Adobe Union School District is required by Federal and State law, Education Code, Board Policies and Administrative Regulations to provide employees with board policies and notifications that may affect the terms and conditions of employment. These policies are available at www.oldadobe.org.

It is ALL employees responsibility to enter their Sonoma County Office of Education Employee Portal and indicate/acknowledge that they have received these notifications by checking the appropriate box in the portal. This should be completed by employees no later than October 1st of each school year. Again, it is the responsibility of the employee and part of the employee's job duties and responsibilities that this acknowledgement is made in the portal by this date.

Information for Classified Employees

New Employment

Employees will submit new employee paperwork through the online system, Informed K12. They will submit additional paperwork requiring signatures to Human Resources. The following items are required to complete employee sign-up:

- Driver's license*
- Social Security Identification card*
- Verification of TB clearance
- Verification of Fingerprint clearance
- Medical exam (when required)

*Employees who do not possess the above documentation may submit valid alternative forms of identification as outlined in the United States Citizenship and Immigration Services Acceptable Documents I-9 Form. This information is provided through the personnel department and given to all employees.

Email

Email accounts are set up for all of OAUSD employees. All communications will be mainly through email, even payroll notifications. Please log on to your account and check it daily. You may log onto your email anywhere, anytime using a home computer, laptop, iPhone, or a staff computer at the school where you work. Open up your internet browser (Internet Explorer, Firefox, etc). Type in the web address, <http://mail.oldadobe.org> in the top address bar of your internet browser or Google.

This will take you to a blue box to log in. For your initial login follow the instructions to accept the terms and conditions.

OAUSD user IDs are typically the first initial of your first name and your entire last (lsmith@oldadobe.org), though there are exceptions. When you log in using the blue box you will only enter the first part of your user ID, the @oldadobe.org is already there for you. Once you have successfully logged on you may go to your personal email settings and change your password, personalize your email page, set a signature, etc. Also once you have logged in you can save to your favorites on your own computer or phone. It is very important that you use your email to avoid missing notifications and information. If you have any questions or need help, please call Sonya Wasden at 765-4327.

Probationary Period

Upon employment, classified employees serve a probationary period for six (6) months for the purpose of assessing their ability to perform the job. Probationary employees may be released for no cause during the probationary period. Upon successful completion of the probationary period, the probationary employee becomes a regular employee of the District.

Evaluations

An employee is evaluated twice during the six-month probationary period. The first formal evaluation shall take place no later than the end of the third month, and the second evaluation shall take place no later than the end of the fifth month. Thereafter, evaluations are given annually prior to April 15th. Unit members who have three (3) consecutive satisfactory evaluations shall be evaluated every other year unless the immediate supervisor or the unit member opts for an annual evaluation.

Salary Placement

New employees with no prior experience in the job for which hired shall be initially placed on Step A at the Range appropriate for their job title. New employees with previous acceptable experience in the job for which hired will be given credit on the classified salary schedule. Employees will be given copies of the current salary schedule and their placement during employment onboarding

Pay Period

Pay warrants are awarded on the last working day of each month for work performed during that month. Employees receive pay warrants only for those months in which work is performed.

Overtime, or other supplementary work, is paid on the supplementary payroll. The deadline for submitting claim forms for payment is the last workday of each month for payment on the 10th of the following month.

Employees may elect to have their pay warrants deposited directly to their bank account through Direct Deposit. If you would like to enroll in Direct Deposit please contact Payroll/Benefits Department.

Holidays

Regular, full-time 11-month employees are entitled to fourteen (14) paid holidays per year. Some 11-month employees also receive the Junteenth holiday for a total of fifteen (15) holidays depending on their work calendar. Regular, annual, full-time 12-month employees are entitled to sixteen (16) paid holidays per year.

Longevity

Longevity payments as specified on the CSEA Contract Section 6.8 are made after the completion of 7 years of continuous employment with the district.

Rest Periods/Lunch Periods

Rest periods (breaks) are granted at the rate of fifteen (15) minutes per four (4) hours worked, and are normally granted once during each four (4) hour block of work.

An employee working four (4) hours or more in a day shall be entitled to a 30-minute unpaid, uninterrupted lunch period.

Sick Leave

Sick leave is awarded at approximately one day per month worked (11 month classified employees also receive 12 days of sick leave though they are working 11 months. A "day" for an employee equals the number of hours of regular work in a workday. Sick leave may be accumulated without limit and translated into service credit upon retirement. Employees may use up to seven (7) days of accumulated sick leave for personal necessity and up to two (2) days of personal necessity leave for personal business. Sick leave and/or personal necessity may be taken in increments of not less than 15 minutes. Probationary employees may use no more than six (6) days of sick leave during the probationary period.

Your sick leave balance is recorded monthly on your pay stub in the form of hours. Please review this monthly and bring any discrepancies to the attention of the Personnel Department. You can also view this information on your Sonoma County Office of Education Employee Portal.

If you leave this district and become employed at another school district within a year, you may have your sick leave balance transferred to your new district.

Personal Necessity Leave

Sick leave may be used in cases of personal necessity. Allowable personal necessity is defined in the CSEA Contract, Section 11.2. Additionally, sick leave may be used for the employee to care for the illness of a child, spouse, or parent. Personal Necessity may not be used for the sole purpose of extending a vacation or holiday.

Personal Business Leave

Employees may use up to two (2) of the allowed personal necessity days annually for personal business. Extension of a school holiday or vacation is not an allowable use of personal necessity.

Reporting Absences

Each one of our classified staff members play a vital role in the District. When you are absent from your job for any period of time and for any reason, you are required to notify your immediate supervisor. **It is imperative that you follow the absence reporting procedure.** Notification of an absence should be given at least two hours prior to the start of your work shift, or earlier if possible. It is the employee's responsibility to complete and submit the online leave form within 24 hours of returning to work.

Procedure for Classified Staff Reporting an Absence

1. When a classified staff member (campus aide, food service worker, instructional assistant, crossing guard) is going to be absent (pre-approved or unapproved), they **MUST** send an **email and a phone call to Amelia Higgins ahiggins@oldadobe.org (707) 765-4325 by 7:00 am** which includes:
 - a. The date you will be absent
 - b. Your school site
 - c. Work hours
 - d. Your position/s
2. In addition to Amelia, **your email** should also include:
 - a. Site Principal or Supervisor
 - b. Site Office Manager
3. Amelia will reach out to possible substitutes and to the school site office manager and to advise whether or not the absence is covered or not.
4. If the position is not covered, the site principal will attempt to assign coverage within the site.
5. When the classified staff member returns to work they **MUST** Complete a **Classified Personnel Leave Request Form**. Please submit your leave form through the online Informed K12 portal for approval.

6. For Special Education Assistants and Specialized Assistants please see the Procedure for *Specialized and Special Ed Assistants Reporting an Absence*.

Procedure for Specialized and Special Ed Assistants Reporting an Absence

1. When an Assistant is going to be absent (pre-approved or unapproved), they **MUST** send an **email** that includes:
 - a. Site Principal
 - b. Site Office Manager
 - c. Cindy Friberg
 - d. Gen Ed or SDC Teacher (except RSP)
 - e. Sonya Shiffer
2. In your email please include:
 - a. The date you will be absent
 - b. Your school site
 - c. Work hours
 - d. Your position
3. Sonya will contact the site office manager (or RSP teacher) to advise if covered or not.
4. If the position is not covered, the site principal will attempt to assign coverage within the site and notify Sonya Shiffer of arrangements for coverage. If a sub cannot be assigned at the site, then the principal will notify Sonya Shiffer, who may advise a shift in personnel from the district pool of Specialized Assistants to cover students with 1:1 support.
5. The Specialized Support Teacher/ Behavior Specialist, Sonya Shiffer, will not be utilized as a substitute for Specialized Assistants.
6. *When assistants return to work they **MUST** Complete an **Online Classified Personnel Leave Request Form**.

Procedure for Classified Kids Care Staff Reporting an Absence

1. Unless absent due to unexpected sick leave, staff should *request* any leave in advance using the **Online Classified Personnel Leave Request Form**.
2. When a classified staff member is going to be absent (pre-approved or unapproved), they **MUST** send an **email and a phone call to Child Development Coordinator, Sue Perkins at sperkins@oldadobe.org (707) 312-2460 and Amelia Higgins ahiggins@oldadobe.org (707) 765-4325 by 7:00 am** the day of the absence that includes:
 - a. The date(s) you will be absent
 - b. Your school site(s)

- c. Your work hours
 - d. Your position/s
3. In addition to Amelia, **your email** should please include:
 - a. Director of Child Development
 - b. Kids Care Site Manager
 - c. (Site Office Manager if you work multiple positions at the site)
4. Amelia will reach out to possible substitutes and to the Kids Care Site Manager to confirm that a sub is needed and to advise whether or not the absence is covered.
5. If the position is not covered, the site principal will attempt to assign coverage within the site.
6. If an absence was not approved in advance, when the classified staff member returns to work they **MUST** complete an **Online Classified Personnel Leave Request Form**.

Requests for Sick Leave/Vacation Balance

Your sick leave and vacation balances are printed on your paycheck stub each month. You may also request a printout of your sick leave or vacation balances by contacting the Personnel Department. The report will be a printout showing the most recent absence screen. Every effort will be made to send this out the same day the request is made. You may also check your remaining leave balances through the SCOE Employee Portal.

Medical Leaves of Absence

Should you become ill or injured and unable to perform the duties of your job, please notify Human Resources. You may be entitled to leaves of absence under the Education Code, bargaining unit contract, or state or federal law.

Maternity Leave

Female employees are eligible for unpaid maternity leave beyond sick leave benefits. The employee shall provide the District with documentation from the physician verifying the commencement and termination date of the leave.

Bereavement Leave

Employees are granted paid bereavement leave not to exceed three days, or five days if travel over 200 miles is required, for the death of any member of the employee's immediate family. Bereavement leave is not deducted from sick leave. (See CSEA Contract, Section 11.1.2 for the definition of family.)

Overtime/Comp Time

Prior authorization is required before an employee may work overtime. The authorization must state if the employee is to be paid in comp time or overtime. Overtime is time worked in excess of 8 hours in any one day, or time worked in excess of 40 hours in any calendar week. Overtime hours are compensated at a rate equal to time-and-one-half the regular rate of pay. Overtime performed on a holiday will be paid at a rate equal to double-time. An employee may elect to accrue comp time in lieu of payment for overtime. However, overtime pay, not compensatory time, shall be provided for unit members who provide services outside the regular work day for outside groups and for non-school events. Comp time shall be calculated at the rate of one-and-one-half hours for each overtime hour worked. Holiday overtime will be calculated at a rate of two hours for each overtime hour

worked. Comp time must be used with supervisor's approval by June 30 of the fiscal year following the fiscal year in which it is earned.

Sick Leave Bonus Program

The Sick Leave Bonus Program awards unit members for not using sick leave. A unit member who does not use any sick leave or personal business/personal necessity leave during a fiscal year shall earn a bonus of \$150.00 on July 10th following the school year. Less than full-time members shall receive a prorated bonus.

Jury Duty

Classified employees shall receive their regular salary from the District, but shall pay the District any fees received for jury duty. Mileage paid for jury service shall be kept by the employee. A leave form must be filled out and jury duty verification must be attached.

CSEA Union Contract

A copy of the California State Employee Association Contract is available on our website (www.oldadobe.org).

Information for Certificated Employees

New Employment

Employees will submit new employee paperwork through the online system, InformedK12. They will submit additional paperwork requiring signatures to Human Resources. The following items are required to complete employee onboarding:

- Driver's license*
- Social Security Identification card*
- Verification of TB clearance
- Verification of Fingerprint clearance
- Original Credential
- Original Transcripts
- Verification of teaching experience
- CBEST card

*Employees who do not possess the above documentation may submit valid alternative forms of identification as outlined in the United States Citizenship and Immigration Services Acceptable Documents I-9 Form. This information is provided through the personnel department and given to all employees.

Email

Email accounts are set up for all of OAUSD employees. All communications will be mainly through email, even payroll notifications. Please log on to your account and check it daily. You may log onto your email anywhere, anytime using a home computer, laptop, iPhone, or a staff computer at the school where you work. Open up your internet browser (Internet Explorer, Firefox, etc). Type in the web address, <http://mail.oldadobe.org> in the *top* address bar of your internet browser or Google.

This will take you to a blue box to log in. For your initial login follow the instructions to accept the terms and conditions.

Typically, your user ID will be the first initial of your first name and your entire last (lsmith@oldadobe.org) though there are exceptions. When you log in using the blue box you will only enter the first part of your user ID, the @oldadobe.org is already there for you. Once you have successfully logged on you may go to your personal email settings and change your password, personalize your email page, set a signature, etc. Also once you have logged in you can save to your favorites on your own computer or phone. It is very important that you use your email to avoid missing notifications and information. If you have any questions or need help, please call Sonya Wasden at 765-4327.

Pay Period

Pay warrants are awarded on the last working day of each month for work performed during that month.

Supplementary work is paid on the supplementary payroll. The deadline for submitting claim forms for payment is the last working day of each month for payment on the 10th of the following month. Any late time cards are subject to STRS fines.

Employees may elect to have their pay warrants deposited directly to their bank account by choosing the Direct Deposit option. All direct deposit warrants are sent to the District email address.

Salary Credit for College Units

Any coursework/workshop being taken for salary purposes shall be subject to approval by the principal and the superintendent/designee. A Request for Approval of College Courses form must be completed and submitted to the Payroll/Benefits prior to completing the course/workshop.

A teacher may receive salary credit for units earned during the regular school year. All movements across columns will be made as of September 1 following verification by official college transcripts of units earned. Verification must be submitted to Sonya Wasden by September 30th to receive salary credit for that school year.

Credential

It is the responsibility of the individual teacher to keep his/her teaching credentials current. Renewals should be done approximately six months prior to expiration. In accordance with Education Code Section 45034, the district may only issue pay warrants to a teacher who holds a valid, current credential.

Frontline – Reporting an Absence and Securing a Substitute

Frontline is an integrated web and phone based substitute placement system. All District employees are required to access Aesop to register an absence and request a substitute teacher. Access the Aesop system as soon as such need is known. If the absence becomes longer than estimated, you must again access the Aesop system of the need for a substitute.

Sick Leave

Twelve (12) days of sick leave are awarded to full time certificated employees and is prorated for part-time employees. Sick leave may be accumulated without limit and translated into service credit upon retirement. Your sick leave balance is recorded monthly on your pay stub in the form of hours. Please review this monthly and bring any discrepancies to the attention of Payroll/Benefits. You can also view your leave and other payroll information on your Sonoma County Office of Education Employee Portal.

Personal Necessity Leave

Employees may use up to ten (10) days of accumulated sick leave for personal necessity. The District and Association agree that these days are to be taken for reasons that are serious in nature and are not intended to be used for personal vacation days.

Requests for Sick Leave Balance

Your sick leave balance is printed on your paycheck stub each month. You may also request a printout of your sick leave balance by contacting Personnel. The report will be a printout showing the most recent absence screen. Every effort will be made to send this out the same day the request is made.

Medical Leaves of Absence

Should you become ill or injured and unable to perform the duties of your job, please notify Human Resources. You may be entitled to leaves of absence under the Education Code, bargaining unit contract, or state or federal law.

Maternity/Adoption/Infant Care Leave

Female employees are eligible for up to 17 $\frac{1}{3}$ weeks of Pregnancy Disability Leave (PDL). The length of leave is determined by the employee's medication provider as they determine the date of disability. All employees are eligible for up to twelve weeks of baby bonding/ parental leave. Employees on such leave will be paid the difference between their salary and what is paid to a replacement teacher.

Bereavement Leave

Every unit member shall be entitled to three (3) days of paid leave of absence, or five (5) days if travel of more than 200 miles is involved, on account of the death of any member of the employee's immediate family (See OATA/District Collective Bargaining Agreement, Section 10.9.1 for the definition of family). This leave shall not be deducted from sick leave.

Jury Duty

Certificated employees shall receive their regular salary from the District, but shall pay the District any fees received for jury duty. Mileage paid for jury service shall be kept by the employee. A leave form must be filled out and jury duty verification must be attached.

Retirement

Certificated employees are members of the State Teachers' Retirement System (STRS) unless the employee has had a prior membership in CalPERS and has elected to remain a member of CalPERS.

OATA Union/ District Contract

A copy of the Old Adobe Teacher Association/ District Collective Bargaining Agreement is available on our website (www.oldadobe.org).