

Human Resources Employee Handbook



Santa Barbara Unified
Every child, every chance, every day.

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HANDBOOK OVERVIEW

This handbook is designed to be a resource guide for all employees. Please use it in conjunction with Board Policies, Collective Bargaining Agreements (CBA) of the Santa Barbara Teachers' Association (SBTA) and California School Employees' Association (CSEA) as well as with additional information supplied by your supervisor.

This handbook fulfills the District's legal obligation to inform you annually of policies, procedures, and unit member responsibilities. Should any of the information presented in this handbook conflict with State or Federal Law, Board Policies of the Santa Barbara Unified School District, or with the respective negotiated agreements, the laws, policies, or agreement will be deemed to be correct. This employee handbook will continue to be a working document and it will be updated annually. The handbook can be viewed on the District's website.

PROFESSIONAL STANDARDS

The Governing Board expects district employees to maintain the highest ethical standards, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill their responsibilities and should focus on their contribution to the learning and achievement of district students.

[BP4119.21](#) / [4219.21](#) / [4319.21](#)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics ([Exhibits 4119.21](#) / [4219.21](#) / [4319.21](#)) adopted by educational or professional associations to which they may belong.

MISSION/VISION

Santa Barbara Unified School District

Our Shared Commitment to Student Success

Our Mission

We prepare students for a world that is yet to be created.

Our Vision

Every Child, Every Chance, Every Day.

THE BOARD OF EDUCATION

The District is governed by a five-member Board of Trustees and one student board member. School Board “trustees” are the representatives of the people. Trustees are elected from distinct Trustee Areas, for overlapping four-year terms, to govern the school district and are entrusted to ensure that district schools educate the students in consideration of the interests of the local community.

The Board of Education is entrusted by the community to uphold the Constitutions of California and the United States, to protect the public interest in schools, and to ensure that a high-quality education is provided to each student.

The Superintendent is hired by the School Board to provide the professional expertise in the day-to-day operations of the district and to:

- Work with the School Board to develop an effective governance leadership team.
- Serve as the chief administrative officer for the school district.

Our Board's Core Priorities

These four pillars guide our decisions and actions to ensure every student thrives.



Literacy



Math



**Alignment
of
Academic,
Assessment
and
Achievement**



**Belonging
&
Community**

COMMITMENT TO EQUITY

The Governance Team recognizes that educational excellence requires a commitment to equity. Students bring a wide range of assets, abilities, backgrounds, and needs to their educational experience, and the school district has an obligation to provide all students with the access and opportunities necessary for college, career, and life success. This requires the Governance Team to address practices, policies and barriers that perpetuate inequities which lead to opportunity and achievement gaps. The School Board is equity-driven, making intentional governance decisions that combat institutional discrimination and bias (both explicit and implicit) and eliminate disparities in educational outcomes based on socioeconomic status, gender, gender identity, gender expression, race, religion, national origin, ethnicity, sexual orientation, disability, or family background.

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

Board policies and administrative regulations are reviewed and updated regularly in accordance with law. Current approved versions of all BPs and ARs can be found on the [Board Policies page](#) of the district website. Users may select their preferred language at the top of the screen.

DIRECTORIES/ORG CHART

- [SB Unified Schools Directory 2025 - 2026](#)
- [SB Unified Organizational Chart](#)

PAYROLL INFORMATION

Payroll information and [frequently asked questions \(FAQs\)](#) can be found on the [Business Services Page](#) of the district website. Contact information for Payroll Technicians can also be found on the Business Services webpage at this [link](#).

HEALTH AND BENEFITS INFORMATION

Medical, Dental, and Vision Insurance:

The district offers medical, dental, and vision insurance benefits to full-time employees. Information about these plans and about options under the Affordable Care Act are available in the [Benefits section](#) of the Human Resources page on the district website.

Retirement Plans and Options:

Information about [CALSTRS \(Certificated Employees\)](#), CALPERS (Classified Employees) and 403(B) Tax Sheltered Annuities or 457 Deferred Compensation Plan options is also available in the [Benefits section](#) of the Human Resources page on the district website.

LEAVES, ABSENCES, AND ABSENCE REPORTING

Absence Reporting

All Employees must report absences via the district's Employee Self Service ([ESS](#)) system. They should also notify their supervisor.

Teachers must also report their absence in [Frontline](#) so that a sub will be assigned.

Leave Types

The District provides regular, permanent employees a number of paid leave types.

- Personal Illness and Injury
 - Catastrophic Leave Bank ([AR 4261.9](#))
 - Extended Sick Leave
- Personal Necessity Leave - charged to your earned Sick Leave balance
- Personal Absence Leave (PAL) - charged to your earned Sick Leave balance
- Bereavement Leave
- Family Illness Leave
- Industrial Accident and Illness Leave
- Jury Duty and Witness Leave
- Maternity / New Parent Leave
- Military Leave
- Vacation (Classified only)

Each of these leaves is for very specific purposes, which are explained in both the CSEA and SBTA [contracts](#). If you have any questions, please contact the Classified Human Resources Department at 805-963-4338 ext. 6239 or Certificated Human Resources Department at 805-963-4338 ext. 6266

Additionally, a number of unpaid leave types are offered. Please refer to the appropriate [contract](#) for more information about each of the leave types listed below.

- Disability Leave -via State Teachers Retirement System (STRS)
- Family and medical Care Leave
- Health / Family Hardship Leave
- Leave of Absence without Pay (Classified)
- Personal Leave (Certificated)
- Professional Leave (Certificated)
- Sabbatical Leave - partial pay (Certificated)

Leave Balances

On your pay advice there will be an accounting of some of your leave balances. You can also see your balances in [ESS](#). You may also contact your Payroll Technician. Please refer to the Payroll Assignment list.

RESIGNATIONS

Employees who wish to resign should notify their supervisor **and** the appropriate HR Coordinator as follows:

- Classified employees: Esteban Camara at ecamara@sbunified.org.
- Certificated employees: Ann Peak at apeak@sbunified.org.
- Hourly employees: Esperanza Villegas evillegas@sbunified.org

ASSOCIATION INFORMATION

The Governing Board recognizes the right of public school employees to form bargaining units, select an employee organization as the exclusive representative, and be represented by that organization in their employment relationship with the district. Santa Barbara Unified has two employee organizations; the Santa Barbara Teachers' Association (SBTA) and the California Employees Association(CSEA) Chapter 37.

Labor Relations information and Collective Bargaining Agreements can be accessed on the district's [website](#).

EVALUATIONS

The Santa Barbara Unified School District views performance evaluation as a tool to help keep employees and supervisors apprised of current work performance, progress on goals previously set, and as an opportunity for future development. As a learning organization we believe all employees have areas of potential for growth, and it is the District's expectation that all employees will use performance feedback to grow in their specific field of work.

The performance evaluations will include professional interactions between the employee and supervisor so that goals and objectives can be clearly defined and specific feedback is given to help the employee achieve those goals and objectives.

An employee might not agree with a supervisor's assessment of their work performance, but it is important that the employee does their part in acting upon the feedback that is given. If an employee needs help with interpreting a performance evaluation and feels the need to meet with someone other than their supervisor, the employee can contact HR for guidance.

Performance evaluations are completed in a platform called Frontline Professional Growth and employees will need access to that platform in order to engage in the evaluation process. Your supervisor can help get you set up and using the system.

Completed performance evaluations become part of the employee's permanent personnel file.

Employees always have the right to place a written response to their performance evaluation (within 10 working days) in their file with the evaluation. Employees should refer to the Certificated or Classified Human Resource offices for additional information and specifics on the evaluation process.

REQUIRED ANNUAL NOTIFICATIONS

These annual notifications are provided below for reference and are distributed annually through ESS. Each employee is required to acknowledge receipt of these policies via the ESS.

Title / Topic	Board Policy	Administrative Regulation
Nondiscrimination in Employment Policy	BP 4030	
Sexual Harassment Policy	BP 4119.11	AR 4119.11
Maintaining Appropriate Adult - Student Interactions	BP 4119.24 BP 4219.24	
Uniform Complaint Procedures Policy & Regulation with Title IX compliance Officers' Information	BP 1312.3	AR 1312.3
Bullying Policy	BP 5131.2	
Employee Use of Technology	BP 4040	Exhibit 4040-E

EMPLOYEE RIGHTS AND RESPONSIBILITIES

The Governing Board recognizes that the success of district students and programs hinges on effective personnel. The Board desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students. The district's personnel policies and related regulations shall be designed to ensure a supportive, positive climate and shall be consistent with collective bargaining agreements and in conformance with state and federal law and regulations.

The Board recognizes that every employee has a stake in the district's successful operation. The Board encourages all district employees to express their ideas, concerns and proposals related to the improvement of working conditions and the total educational program. The Superintendent or designee shall establish procedures whereby he/she will receive and consider employee suggestions and submit them, when appropriate, for consideration by the Board.

A number of policies pertaining to employee rights and responsibilities are provided below.

- Appointment and Conditions of Employment ([AR 4112](#) / [AR 4212](#))
- Child Abuse Prevention & Reporting ([AR 5141.4](#))
- Dress and Grooming ([BP 4119.22](#) / [BP 4219.22](#) / [BP 4319.22](#))
- Drug / Alcohol Free Workplace ([BP 4020](#))
- Lactation Accommodation ([BP 4033](#))
- Non-School Employment ([BP 4136](#) / [BP 4236](#))
- Reasonable Accommodation ([BP 4032](#))
- Tobacco Free Schools ([BP 3513.3](#))

Customer Service

Employee Training

SB Unified employees must complete a number of trainings at the time of hire and annually thereafter at the start of the school year. These trainings will be delivered via an electronic platform such as HSI. Employees will receive an email notification from the platform with a link and instructions for accessing the trainings. Current trainings include Child Abuse Reporting, Grooming Awareness, Sexual

Harrassement Prevention, Anti-Racism / Anti-Bias, Cybersecurity, and Workplace Violence Prevention Plan Training.

EMPLOYEE SAFETY

Safety is a collective responsibility. The Governing Board is committed to maximizing employee safety and believes that workplace safety is the responsibility of every employee. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations. All employees are expected to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, the employee shall immediately report the problem to the Superintendent or designee. ([BP 4157](#) / [BP 4257](#))

The links below provide additional information about important safety topics.

- Bloodborne Pathogens ([AR 4119.42](#) / [AR 4219.42](#))
- [Illness & Injury Prevention Program \(IIPP\)](#)
- Standard Response Protocol (In an Emergency Take Action) [English](#) [Spanish](#)
- Universal Precautions ([AR 4119.43](#) / [AR 4219.43](#))
- [Work-Related Injuries](#) ([BP 4157.1](#) / [BP 4257.1](#))
- Workplace Violence Prevention Plan [English](#) [Spanish](#)

HELPFUL LINKS

[Employee Self Service \(ESS\)](#)

[Santa Barbara Unified School District \(main page\)](#)

[Calendar \(main page\)](#)

- 2025 - 2026 [English / Spanish Bilingual](#)

[Staff Resources](#)

- [Technology Support \(ETS\)](#) (Requires sign-in with Google)
 - [ETS Knowledge Base](#)
 - [GoTo App to use district extension from anywhere](#)

[Title IX / Uniform Complaint Procedure](#)