



**Azusa**  
Unified School District

# **Classified Employee Handbook**

**2025-2026**

## Introduction

### **Purpose**

This Classified Employees Handbook has been developed for the use of all classified employees to help them quickly locate information regarding their jobs, benefits, responsibilities, and district policies relating to the classified service.

Information for this handbook was derived from many sources. Primarily, it reflects rules and regulations contained in approved District policies, state and federal legislation, and terms of the Collective Bargaining Agreement (CBA) between the District and California School Employees Association, Azusa Chapter 299.

This booklet is not intended to replace the District's policies or the CBA, but merely to highlight them. Additional or more detailed information may be obtained by referring to the District Policies and Procedures which may be examined in the site office or the District Office, and a copy of the CBA.

In case of any conflict between statements in this handbook and a policy adopted by the Board of Education, or the CBA, the policy or CBA will govern.

Every effort will be made to keep this handbook up-to-date. New legislation relating to the classified service, new District policies, changes in procedures, negotiations and other materials will be reflected in the handbook at each revision.

Employees who have suggestions about including additional information in the handbook should direct their suggestions to the Human Resources Office.

### **District Organization**

The Azusa Unified School District is governed by a five-member Board of Education, elected at large for four-year terms. The Board of Education is charged with the responsibility for the general control and direction of education in the District based on State and Federal constitutions and laws, and the State Board of Education's rules and regulations. The Board of Education generally meets the second Tuesday of the calendar month for open session at 7:00 p.m., in the District Administration Building at designated school sites or at a designated school site.

The Superintendent of the Azusa Unified School District is selected by the Board of Education. The Superintendent acts as chief executive officer and secretary to the Board of Education. The Superintendent is responsible for the overall school program. The Communications department is under the supervision of the Superintendent.

The Azusa Unified School District is organized into three divisions: Human Resources, Educational Services, and Business Services.

1. The Human Resources Division is responsible for personnel, and staff development. This includes:
  - Recruitment, selection, and maintenance of records of all district employees

- Negotiations and contract management
- Professional growth support of District employees through staff development activities

2. The Educational Services Division supports the delivery of instruction to students. District staff provide assistance to the schools in several areas. Among them are:

- Student Support Services and Health Services
- Curriculum development and support programs
- Pupil Services
- Categorical Programs (Title I, ELA/Bilingual and others)
- Local Control and Accountability Plan
- Instruction and Assessment
- Special Education
- MIS (Management Information Systems)

3. The Business Services Division handles all business matters which include:

- Preparation and implementation of the annual District operating budget and financial reports
- Ordering, receiving and distribution of all district supplies and equipment
- Maintenance of district accounting records, accounts payable, accounts receivable, certificated and classified payroll
- All disability, liability and property insurance, including student insurance
- Workers' compensation, disaster preparation, safety awareness and other risk management activities
- The compilation and preparation of all required state attendance forms
- Nutrition Services
- Maintenance, Operations and Transportation (MOT)

#### District Website

The District maintains a District website that can be accessed for general and specific District information, employment information and contact information (azusa.org).

## **II**

### **EMPLOYEE STATUS**

#### **THE CLASSIFIED SERVICE**

Persons employed in positions not requiring certification are members of the classified service. This includes cafeteria, clerical, custodial, grounds, maintenance, transportation, technology and auxiliary employees. Those employees whose positions were created under federal, state, or any other special funding, are also included in the classified service.

Positions not included in the classified service are: substitute and short-term (temporary) employees, day students employed part-time, apprentices, and professional experts employed on a temporary basis for a specific project. These employees are referred to as being Unclassified.

Classified (or regular) employees may be full-time or part-time, and are paid on either a monthly or hourly basis.

### Employment

Job openings will be announced by bulletins from the Human Resources Office, postings on the District website and/or postings on other job websites (Edjoin.org). The announcements are to be posted at each school, MOT office, SERC, and District Office. Employees who are interested in promotion or transfer should frequently check the bulletin boards at their work sites for information regarding current openings. To be considered, applicants must possess the minimum qualifications established for the advertised position, and be citizens of the United States or non-citizens holding Alien Registration Receipt Card I-151.

The selection procedure includes the following:

- A completed application form filed with the Human Resources Office or a completed Edjoin application.
- A series of written examinations and/or personal interviews.
- Recommendations from past employers.
- A physical examination may be required; if so, it will be at the District's expense.

Upon appointment to a classified position, a new employee must complete/provide the following:

- Comply with requirements of the Immigration Reform and Control Act of 1986 by completing Form I-9, and presenting documents verifying identity and the right to work in the United States.
- Sign a loyalty oath in accordance with Section 3 of Article XX of the Constitution of the State of California.
- Be fingerprinted prior to employment.
- Furnish the District with a report indicating freedom from active tuberculosis.
- Furnish the District with a certificate verifying completion of mandated child abuse and sexual harassment training.
- Verify possession of any license or certificate required for the position.
- Complete such employment forms as may be required.
- A Social Security card is required.
- Verify possession of a High School diploma or equivalent if required for the position.
- Appropriate documentation (tax return, marriage license, birth certificates, court documents or affidavits) to verify the insurance eligibility of dependents.
- New employees may not apply for another position or a transfer in the District until they have successfully completed the probationary period of 6 months or 130 days of paid service, whichever is longer.
- All applications, examinations, and other employment forms are confidential records of the District and are retained in the Human Resources Office.

### Grievance

A grievance is a statement by an employee that the District has violated an expressed term of the CBA with CSEA and that, by reason of such violation, his/her rights have been adversely affected.

The procedure to be followed in case of an alleged grievance is explained in detail in the CBA. An employee who feels he/she is justified in filing a grievance should consult the agreement for further information.

### Longevity

New employees hired after January 1, 1995, establish their longevity based upon the calendar year they were hired. All employees have July 1 of the calendar year that they were hired as their longevity date.

### Performance Evaluations

The purpose of performance evaluation is to maintain or improve the quality of work in this District.

Probationary employees are evaluated during their first six (6) months of employment. Permanent employees will be evaluated every other year by February 28 on an every other year basis unless the employee receives an overall unsatisfactory evaluation. If a permanent unit member receives an overall unsatisfactory evaluation, the unit member shall be evaluated no later than May 28 of the year in which the unit member received the overall unsatisfactory rating. If the unit member subsequently receives another overall unsatisfactory evaluation on the subsequent evaluation on or before May 28, the unit member shall be formally evaluated no later than November 28 of the year in which the unit member received the initial overall evaluation. Employees who have been promoted and or transferred will be evaluated during their probationary period. The probationary period for employees who have been promoted and/or transferred will be six months.

Upon completion, evaluations are placed in the employee's personnel file; however, an evaluation will not be placed in an employee's file without an opportunity for discussion between the employee and the evaluator.

### Personnel File

The official personnel file of each employee is kept and maintained in the Human Resources Office. The contents of the file are confidential. Access to an employee's file is limited to authorized personnel only.

An employee has the right to review materials in his/her personnel file upon request, provided the request is made at a time when the employee is not actually required to render service to the District. Only materials which may serve as a basis for affecting the status of employment are to be made available for the inspection of the person involved.

Such material is not to include ratings, reports, or records that were obtained prior to employment, or were prepared by identifiable examination committee members, or were obtained in connection with a promotional examination.

### Probation and Permanency

All original appointments of classified employees shall be for a probationary period of (6) months.

An employee who serves the required probationary period in a satisfactory manner shall be classified as a permanent employee.

An employee who changes from one classification to another shall serve a probationary period of six months in the new classification.

A permanent employee who is serving a probationary period as a result of promotion and who is found unsatisfactory in the higher position shall be reinstated in permanent status in their former position unless there is cause for dismissal.

### Promotion

Any employee who has passed their initial probationary period may apply for promotion to a higher classification when openings occur. If the employee's application is over a year old, the employee will be required to complete an updated application or submit a resume. Additional examinations and an interview may be required for the position.

### Reclassification of Positions

Reclassification is the upgrading of a position from an existing job classification to a different existing job classification because of a significant change in the regular duties and responsibilities of that position. Reclassification is not the result of better or excellent performance of the same basic job duties and responsibilities, nor is it the result of an increased workload.

Whenever an employee, his/her supervisor, or the District believes that there has been a significant change in the regular duties and responsibilities that the employee is performing, any of the above may file a written request to reclassify such position with the Human Resources Division. The form, Request for Reclassification, may be obtained from the Human Resources Office.

All requests for reclassification will be considered by the review committee, which is composed of the following: the Superintendent's Cabinet, plus knowledgeable others who may be requested by the review committee.

Requests for reclassification will be accepted throughout the year.

### Resignation

When an employee finds it necessary to resign from employment with the District, he/she should complete a resignation form (available from the Human Resources Office) at least two weeks in advance of the separation date, if possible.

A terminating employee should check with the Human Resources Office to be sure that all records are complete before leaving the District.

### Seniority

Employees establish seniority in a classification based upon the date of hire, excluding time spent on unpaid Leave of Absence.

### Suspension, Demotion, and Dismissal

Probationary employees may be demoted, suspended, or dismissed at any time during the probationary period, without right to a hearing.

Permanent employees may be demoted, suspended, or dismissed only for cause, which may include but not be limited to the following as identified in AR 4218:

- Immoral conduct, including, but not limited to, discourteous treatment of the public, students, or other employees, egregious misconduct that is the basis for a sex offense as defined in Education Code 44010, a controlled substance offense as defined in Education Code 44011, or child abuse and neglect as described in Penal Code 11165.2-11165.6.
- Conduct that constitutes a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c).
- Unlawful discrimination, including harassment, against any student or other employee.
- Violation of or refusal to obey state or federal law or regulation, Board policy, or district or school procedure.
- Falsification of any information supplied to the school district, including, but not limited to, information supplied on application forms, employment forms, employment records, or any other school district records.
- Conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position, a plea or verdict of guilty, or a conviction following a plea of nolo contendere, is deemed to be a conviction for this purpose.
- Unsatisfactory performance.
- Unprofessional conduct.
- Dishonesty, incompetency, inefficiency,
- Neglect of duty or absence without leave.
- Insubordination.
- Use of alcohol or a controlled substance while on duty or in such close time proximity thereto as to affect the employee's performance, cause any detrimental effect upon the employee or upon employees associated with him/her, possessing or being under the influence of a controlled substance at work or away from work, or furnishing a controlled substance to a minor.
- Destruction or misuse of district property.
- Failure to fulfill any ongoing condition of employment including, but not limited to, maintenance of any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position.
- A physical or mental condition that precludes the employee from the proper performance of duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law.
- Retaliation against any person who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on or directly related to the job.
- Violation of Education Code 45303 or Government Code 1028 prohibiting the advocacy or teaching of communism.
- Improper political activity
- Willful disobedience
- Misuse of district property, violation of district, Board, or departmental rule, policy or procedure.
- Refusal to take and subscribe to any oath or affirmation which is required by law in connection with his/her employment.
- Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age against the public or other employees while acting in the capacity of a district employee

- Any other misconduct, failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit or injury to the district or the employee's position.

### Transfer

A transfer is defined as a change of job site but within the same position classification for the same amount of work hours. Any unit member who has passed his/her initial probation may request a transfer to any job location within the same position classification. These requests are kept on file for a maximum of one year. When vacancies develop, consideration will be given to all employees who have submitted properly completed requests for such vacancies.

A Request for Transfer form is available from the Human Resources Office.

## III

### **DUTIES AND RESPONSIBILITIES**

Employees of any organization have duties and responsibilities that go beyond those outlined in their job descriptions. The purpose of this section is to provide you with an opportunity to become familiar with important rules and regulations. It is your responsibility to remain constantly informed regarding regulations governing your employment.

#### Absence from Duty

Employees are required to notify the Current Solutions System at <https://www.currentsolutions.net/> to report an absence from duty. The absence must be reported prior to the beginning of the work shift. Unauthorized absences are cause for disciplinary action.

Any employee who is absent for three consecutive work days without an authorized leave shall be deemed to have abandoned employment with the District. Such conduct shall constitute an automatic resignation.

#### Accidents

All accidents should be reported immediately to your supervisor, whose responsibility it will be to secure whatever aid may be necessary.

The District is self-insured for workers' compensation. Benefits available to employees who are injured or become ill because of the job include medical care, rehabilitation, and income when unable to work. Questions regarding workers' compensation claims should be directed to the Benefits Office.

#### Cafeteria Meals

Cafeteria meals are available to school employees at established adult rates.

#### Child Abuse Reporting Law

The Child Abuse and Neglect Reporting Act (Penal Code 11164) requires any employee of a child care custodian facility to be informed of and comply with the proper reporting procedures for a known or suspected case of child abuse.

All district employees are required to report any known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving information concerning the incident. An acknowledgment of this requirement is to be signed and placed in the employee's personnel file.

Additional information may be obtained from the booklet "Child Abuse; Educator's Responsibilities," available from the Human Resources Office.

Employees are required to complete an approved child abuse reporting training program each year. More information is available in the Human Resources Office.

#### Mandated Sexual Harassment Prevention Training

In September 2018, a new law in California requires employees to participate in a one-hour training related to sexual harassment by January 1, 2020, and once every two years thereafter. The District will make information available on how employees can meet this requirement

#### Change of Marital Status

The Human Resources Office should be informed of any change in your marital status. Appropriate changes will then be made in records, tax withholdings, beneficiaries, health and welfare benefits coverage, etc.

#### Change of Name, Address, etc.

It is imperative that you keep your supervisor and the Human Resources Office informed of any change in your name, address, or telephone number; and the name, address, or telephone number of the person to be informed in case of emergency; and the name and address of your warrant recipient designee.

#### Drug-free Workplace

It is the policy of the District to provide a drug-free; and alcohol-free, workplace pursuant to the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and/or the distribution, dispensing, possession, use, or being under the influence of alcohol or other intoxicating liquor in the workplace is prohibited and will not be condoned.

The District believes that prevention and intervention are important in providing a drug-free, and alcohol-free workplace and will promote these measures.

#### Fire and Disaster Drills

As a district employee, you are required to participate in fire drills and follow prescribed procedures.

In addition, all employees are required to participate in building disaster drills according to the District's approved plan of operation.

#### Licenses

It is your responsibility to keep a valid driver's license, school bus driver's license, First Aid or CPR certification, or any other license or certificate required by your position.

## Political Participation

The Board of Education recognizes the democratic right of all employees to participate in political activities that are in accordance with federal and state constitutions and statutes. These rights, however, do not extend to partisan campaigning, discussion, distribution of literature, or any other activity on school property or during school hours.

## Public Relations

As an employee, you directly or indirectly represent the District in all your contacts with students, other employees, and the public. A portion of the public's opinion of the District will be based on your willingness to serve, your courtesy, and your patience. You are expected to treat the public, as well as students and other school employees, in a courteous and respectful manner.

## Receipt of Complaints

Any time you receive a complaint regarding any phase of school operation or school employees, report this complaint at once to your immediate supervisor.

## Rest Periods

Employees are entitled to one 15-minute paid rest period for each four-hour period of work. While every effort should be made to schedule these rest periods mid-morning and mid-afternoon, employees should be watchful that workstations are not left unattended because of rest period scheduling.

The 15-minute period allowed for the rest period begins when you leave your station or place of work, and ends when you have returned. You may not leave your work site during this period unless your supervisor has given prior approval.

## Lunch Periods

Employees who work more than four (4) hours in either their regular assignment or an extra earnings assignment are entitled to an uninterrupted unpaid lunch period. The lunch period is no longer than one (1) hour and not less than one-half (1/2) hour in length. Every effort will be made to place the lunch period at or about the midpoint of the total work time.

Rest periods may not be coupled together, nor may they be skipped in order to reduce the assigned work day. Rest periods are paid.

## Safety Precautions

Classified employees are responsible for observing and maintaining safety measures in the area of their assignment. Whenever an unsafe condition is observed, it should be reported to the immediate supervisor at once.

## Tobacco Free

The use of tobacco or any product containing nicotine is not permitted on any district property or at school events away from district property, or in District vehicles.

### Tuberculosis Examination

Once during each four-year period, employees of the District shall undergo an examination to determine that they are free from active tuberculosis. For this purpose, the examination shall be taken within the past sixty (60) days immediately preceding employment and prior to the first day of service. In lieu of the examination, a risk assessment screening can also be conducted by District nurses.

After such examination or risk assessment screening, and in compliance with Education Code Section 49406, each employee shall file in the Human Resources Office a certificate showing that he/she was examined or assessed and found to be free from active tuberculosis. This certificate shall be filed as soon as possible after the examination or risk assessment but in no case later than 30 calendar days after the first day of service.

### Use of Keys, Alarm Fobs, Access ID Badges

Keys, alarm fobs, and ID Badges are issued on the basis of need and justification. They should not be loaned to students or to any other person. They must be surrendered prior to the receipt of your final salary warrant or prior to your transfer to another position in which you do not need the keys, fobs, or ID badge. Notify your principal or supervisor immediately if you should lose a key. Ten-month employees not working during the summer must check in their keys or fobs at the close of school in June.

Duplicate keys must not be made. To do so is a violation of Penal Code 469.

### Centegix

CENTEGIX emergency alert badges will be issued to all employees. If a staff member needs assistance for a small-scale incident or a medical emergency, they press their badge three times. This sends an alert to the site's response team with the exact location of the emergency and the name of the person who needs assistance. In a large-scale emergency, such as an active-shooter incident, a staff member can press their badge eight times, prompting a lockdown message to the entire site and alert the site's response team, District cabinet, and local law enforcement with the precise emergency location. Notify your principal or supervisor immediately if you lose your emergency alert badge. Your badge must be surrendered prior to the receipt of your final salary warrant or prior to your transfer to another position in which you change site locations. Ten-month employees not working during the summer must check in their alert badge at the close of school in June.

### Use of School Equipment and Supplies

School equipment and supplies are to be used only in connection with school programs and activities.

Persons designated by the Superintendent may authorize employees to use necessary equipment off school premises in carrying out duties of their assignment, or when presenting programs to parents or other community groups. When checking out district-owned equipment, an Equipment Check Out Permit must be completed and filed with your supervisor.

### Use of Telephone

Telephones are placed in the offices and the schools to facilitate the transaction of school business and proper contact with parents.

Personal calls should only be taken on breaks and lunches, unless in cases of an emergency.

#### Acceptable Use Policy (AUP)

All employees are required to sign acknowledging receipt of the District's Acceptable Use Policy (AUP) related to the use of District technological equipment and infrastructure.

#### Cell Phones

The use of cell phones should not detract from the performance of assigned duties.

## IV

### **SALARIES, OTHER COMPENSATION AND RELATED PROVISIONS**

#### Adjustments on Final Payroll Warrant

If an employee has used sick leave or vacation in excess of that earned, his final payroll warrant will be adjusted accordingly. An employee shall receive pay on his final warrant for any days of earned vacation not used.

#### Anniversary Date

The employment anniversary date of the employee is the date on which he/she became a regular classified employee or the date of hire with the District. The job anniversary date is the date on which the employee was assigned to his/her current position. The job anniversary date will change with promotion or reclassification. Annual salary increments (step raises) are based on the job anniversary date. Longevity pay is based on the employment anniversary date.

#### Calendar Month

For payroll purposes, this District operates on a calendar month system. A calendar month consists of 22 working days or 173.33 hours.

An employee will be considered to have worked a full calendar month for benefits such as sick leave, vacation etc. if he/she has been in a paid status for at least 50% of the total working days in a month.

#### Direct Deposit

Employees interested in participating in direct deposit of their payroll warrants should contact the District Accounting Department for the required Direct Deposit Authorization form.

#### Disability Insurance

AUSD employees are NOT covered for State Disability Insurance claims.

#### Employee Assistance Service for Education (EASE)

This program, paid for by the District, provides employees with a confidential, free, qualified, and reasonable means of dealing with serious personal problems affecting the employee or the employee's immediate family. Brochures describing the program are available in the Human Resources office, or by telephone to the EASE office. The 24-hour phone number is (800) 882-1341.

#### Employee's Withholding Allowance Certificate (W-4)

An Employee's Withholding Allowance Certificate (IRS Form W-4) is filed with the Human Resources Office upon employment. Changes in the number of allowances claimed by an employee may be made at any time by filing a new W-4 form. Because the number of allowances claimed is a personal financial matter, District personnel will not offer guidance or advice related to the number of allowances an employee should claim.

If you wish to have State income taxes withheld on a different basis, you may file a DE-4 form.

Both of these forms are available in the Human Resources Office.

#### Health, Dental, and Vision Insurance

Effective July 1, 2018 employees who regularly work six hours or more per day are eligible to participate in District-approved group plans for medical, dental, and vision insurance. The District prorated medical, dental, and vision insurance contribution amount will be based on hours worked in proportion to the amount paid to an 8-hour assignment. Enrollment is possible only at the time of initial employment, or during the open enrollment time period. The addition of family members by marriage or birth must be made within 30 days of the event; otherwise, they may be added only at the annual open enrollment time period.

Employees are required to provide appropriate documentation (tax return, marriage license, birth certificate, court documents) to verify the insurance eligibility of dependents.

A maximum District contribution amount, which is established as a result of the negotiation process, may be used by the employee for these insurance premiums. Payment of the employee's portion of the premium is through payroll deduction. Deductions are made on a ten-month basis for 12-month coverage.

Employees who work less than six (6) hours per day may participate in dental and vision insurance at the employee's expense.

Additional information may be obtained from the Human Resources Office.

#### Holidays

The following holidays shall be observed:

- Independence Day
- Labor Day
- Admission Day (or day in lieu thereof)
- Veterans Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Lincoln Day
- Washington Day

Spring Holiday  
Memorial Day  
Juneteenth

Holiday dates are listed on the back of the school attendance calendar each year.

When a holiday falls on a Saturday, the preceding Friday will be observed. When a holiday falls on a Sunday, the following Monday will be observed.

All classified employees will be entitled to payment for authorized holidays provided they were in a paid status during any portion of the day immediately preceding or following the holiday. Full-time employees will receive a full day's pay; part-time and hourly employees will receive a prorated amount based on the average hours paid per working day.

Classified employees who are not normally assigned to duty during the school holidays shall be paid for holidays, provided they were in a paid status during any portion of the working day of their normal assignment immediately preceding or following the holiday period. Mandatory use of vacation constitutes being in a paid status.

#### Life Insurance

All regular employees who work six (6) hours or more are eligible to participate in a life insurance policy in the amount of \$25,000 (decreases at age 65 and age 70). The district contribution is prorated in relation to an eight (8) hour contribution. Upon eligibility, each employee should complete an enrollment form, including the designation of beneficiary(ies). Change of beneficiary is accomplished by filing a new enrollment form. Employees are encouraged to keep beneficiary designations up to date. Enrollment forms and additional information are available from American Fidelity, (800) 365-9180, <http://americanfidelity.com>.

#### Longevity Increment

After seven consecutive years of service, and again after ten, fifteen, twenty, twenty-five, and thirty consecutive years of service, an employee will begin earning recognition for long-term service in the amount negotiated. Employees shall receive longevity pay monthly. An employee who works less than a full eight-hour day will receive an increment proportionate to the number of hours worked.

#### Method of Computing Salary for Less than a Complete Calendar Month

A calendar month consists of 22 working days for payroll deduction purposes. The formula for determining the salary deduction for any fractional part of a month will be total days absent divided by 22 days multiplied by monthly salary.

#### Overtime

Service in excess of eight hours in any one day, or 40 hours in any one week, shall be compensated as overtime when requested in advance by a principal, department head or supervisor.

Overtime compensation will be at one and one-half times the rate of the employee authorized to perform the overtime work.

## Payroll Deductions

Deductions will be made for the following purposes, as required by law:

(Deductions may differ depending upon the total hours of the employee's assignment)

- Federal and State income withholding taxes
- Public Employees' Retirement System (PERS)
- Social Security (OASDI)
- Social Security Alternative Plan
- Medicare

Voluntary payroll deductions will be made when specifically requested in writing by the employee. Deductions may include health, dental, and vision insurance premiums, dues of employee organizations, life insurance premiums, credit union deposits, United Way contributions, tax-sheltered annuities, and others that may be approved by the Board of Education. All voluntary deductions are made on a ten-month basis.

Requests to discontinue deductions should be sent in writing to the Human Resources Office and the organization affected.

## Pay Stub

Pay stubs are available to all employees online through the BEST Advantage System Portal. Each staff member will receive an email from [BESTAuthentication@laoce.edu](mailto:BESTAuthentication@laoce.edu) containing a username and password.

## Payroll Issue Dates

### *Monthly salary basis*

Employees who are paid on a monthly salary basis are paid for each calendar month in two installments issued on the 10th and 25th of each month. Each check is issued in an amount which is one-half of the employee's net pay for the month, including all earnings records and itemizes all deductions and District contributions.

### *Hourly wage basis*

Employees on an hourly wage are paid on the basis of how many hours are worked during that month. One payroll warrant is issued on the tenth of the following month.

### *Lump sum*

Employees who are paid on a lump sum basis are paid after the service is completed.

Note: Employees are always paid in full for earnings due for the preceding month. No wages are ever held back.

If the 25th or 10th falls on a weekend or a holiday, the checks are usually issued on the preceding work day.

## Progression on the Salary Schedule

At the end of each full year of employment, on your job anniversary date, you shall be assigned to the next step on the salary schedule until such time as the maximum step has been reached.

### Public Employees' Retirement System

All employees employed four or more hours per day on a regular basis or more than 1,000 hours in a fiscal year become members of the Public Employees' Retirement System (PERS) on the first day of qualifying employment.

The employee's contribution is 7.0% (Classic) or 7.0% (Pepra) of the amount of his/her gross pay per month.

An employee becomes eligible for retirement and a monthly allowance when he/she reaches age 50, if he/she has at least five years of full-time service credit.

An employee, wishing to retire under the provisions of PERS, should file an Application for Retirement at least 90 days before the effective date.

If an employee has less than five years of service credit at termination, all contributions, plus earned interest, will be refunded.

Additional information and forms relating to the retirement system are available in the Human Resources Office.

### Salary Placement after Promotion or Reclassification

An employee who is promoted to a higher classification shall be placed on a step that results in at least a five percent increase over his/her current salary up to the final step in that salary range. A new job anniversary date will be effective with the change of assignment.

### Salary Rates

All job classifications have an established monthly salary rate. The hourly salary rate is computed by dividing an employee's monthly salary by 173.33 (hours).

### Salary Schedule

The salary schedule is negotiated between the Board of Education and CSEA–Azusa Chapter 299 and is a part of the regular collective bargaining process. Copies are available from the Human Resources Office and the AUSD website.

### Salary Schedule Placement

A new employee is placed on the first step of the salary schedule range to which his/her job is assigned. He/she may be given credit for verified public school experience or other related experience when such experience was in a similar job as the one to be performed. Contact the Human Resources Office for details about verification of prior related experience.

### Social Security, Social Security Alternative and Medicare

In 1959, the retirement system was coordinated with Social Security. Since that date an employee is automatically covered by Social Security when he/she becomes a member of PERS. Social Security taxes will

be deducted in accordance with rates set by Federal law. Employees, who are not PERS members, are now covered by an alternative plan to Social Security. At the present time, 3.75% is deducted from the employee's earnings. Employees are encouraged to keep the beneficiary designation for their alternative to Social Security funds up to date. An employee who works in excess of 1,000 hours during any fiscal year, is automatically subject to participate in PERS.

All employees also contribute to Medicare.

#### Tax Sheltered Annuity Plans

Any regular employee of the District may elect to participate in a tax-sheltered annuity plan. If this election is made, the employee's salary is reduced by an agreed-upon amount, which is then contributed to the plan approved by the employee. The purpose of this plan is to postpone taxable income to a later period in life when the employee could be in a lower income tax bracket. Additional information may be obtained from the Business Office.

#### Unemployment Insurance

As the District pays Unemployment Insurance premiums for employees in the classified service, employees who have separated may be eligible for benefits. However, benefits are not payable to a classified school employee for any period of unemployment during a recess period if the employee is scheduled to return to work at the end of the recess period.

In May of each year, the District issues letters of reasonable assurance to all employees working less than 12 months per year who are expected to return to work following their recess period.

#### Warrant Recipient Designation

Each employee shall have on file in the Human Resources Office a Warrant Recipient Designation (AUSD Form 553). The information requested on this form will be used only in the event of your death while employed by the school district. It gives the District permission to deliver any paychecks due you to the person you designate. A change of designee may be made at any time by filing a new form.

#### Workday, Workweek and Work Year

The workday is eight hours. The workweek is five days. July 1 through June 30 is considered a work year for 12-month employees. Some employees may be assigned a lesser work year. Some employees may work an assignment that requires a ten (10) hour workday for a four (4) day workweek.

#### Workers' Compensation

Workers' Compensation is a no-fault compensation program to provide benefits to employees who sustain on-the-job injuries or illness. Additional information may be obtained from the Business Office.

## **V**

### **LEAVES OF ABSENCE**

For additional information related to leaves of absence refer to Article IX of the CBA.

## Bereavement Leave

A classified employee is entitled to a leave of absence, not to exceed three days (3), or five days (5) if required one-way travel exceeds 325 miles or out-of-state, by reason of the death of any member of his/her immediate family, and no deduction shall be made from the salary or sick leave of the employee because of such temporary leave of absence.

Bereavement Leave available under this section must be used within one (1) year of the death of any member of the immediate family. Bereavement Leave used within three (3) months of the death of any member of the immediate family shall be at the unit member's discretion. Bereavement Leave used more than three (3) months after the death of any member of the immediate family shall be used for cultural or religious ceremonial events or activities related to the death of the immediate family member and shall be taken at a time mutually agreeable between the supervisor and the unit member.

The phrase, "member of his/her immediate family," means the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse/registered domestic partner of the employee, and the employee's spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew or step-relative, or any relative living in the immediate household of the employee.

The unit member shall provide one of the following documents with the name of the deceased to verify the use of bereavement leave (obituary, religious or ceremonial document or death certificate).

The employee shall be required to provide the relationship and name of the deceased relative for each day bereavement leave is accessed.

When the unit member accesses more than three days of bereavement leave because travel exceeds 325 miles or is out-of-state by reason of the death of any family member, the unit member shall be required to provide the destination location and documentation verifying the members travel.

A unit member that provides false information related to bereavement leave, shall be subject to disciplinary action.

## Industrial Accident or Illness Leave

The accident or illness must be a bonafide injury or illness arising out of and in the course of employment.

Allowable leave shall be for 60 working days for the same accident or illness. The leave shall begin on the first working day of absence. Allowable leave shall not be accumulated from year to year.

If the accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to leave in the new year for a period of time not to exceed 60 working days when added to those used in the previous fiscal year for the same accident or illness.

Since the total of an employee's salary warrant and compensation check cannot be larger than his salary, the employee shall endorse the compensation check over to the District. The District, in turn, will issue an appropriate salary warrant for payment of the employee's salary, making normal retirement and other authorized deductions.

The District also has a return-to-work program for employees who have work restrictions as a result of their industrial accident or injury. This program allows employees to perform work tasks that are within the work restrictions provided by the treating physician(s).

#### Jury Duty and Subpoena Leave

A leave of absence without loss of salary shall be granted to an employee who is officially called for jury duty not to exceed a total of ten days per fiscal year. Juror's fees, exclusive of mileage, received by the employee shall be deposited to the order of the District. After the ten days and with extenuating circumstances, the employee shall continue to receive regular District compensation.

Leave is also provided when an employee is absent because of a mandatory court appearance, other than as a litigant, in response to a subpoena duly served. Requests for leave should be made to the Human Resources Office.

A copy of the subpoena or a certificate of the clerk of the court must be filed with the absence report, together with a report of fees received (exclusive of mileage).

An employee on jury duty is expected to report to work on any days when he/she is temporarily released; providing the total service (at court and at work) will not exceed the employee's normal workday.

#### Sick Leave

##### A. Illness or Injury

Sick leave will be credited at the rate of one day per month of employment for full-time employees and prorated on an hourly basis for part-time employees at the ratio of hours worked to an eight-hour day. The maximum shall be 12 days sick leave earned annually, accumulative without limit.

In the event the District suspects abuse of sick leave, the unit member may be requested to submit medical verification. Except for extenuating circumstances as determined by the Assistant Superintendent of Human Resources or designee, medical verification shall be submitted to the District after the third (3) consecutive day of absence. The medical verification shall be submitted within ten (10) working days of returning from the absence.

Upon separation, the earned sick leave of a permanent employee is transferable from district to district within the State of California if re-employed within one year.

#### Sick Leave Abuse

Abuse of sick leave will be addressed in accordance with Article VII, Progressive Discipline, in the Agreement.

Employees that use sick leave after they have exhausted all available sick leave in a fiscal year shall not be eligible to receive overtime (unless deemed an emergency by the District).

##### B. Maternity Disability

If the pregnant classified employee is required by her physician to be absent from duties because of pregnancy, miscarriage, childbirth and recovery therefrom, she may use accumulated days of sick leave during such maternity disability absence.

The employee is expected to resume her duties as soon after the term of pregnancy as her physician certifies that she is capable of returning to work. If, at the time her physician states that she is capable of returning to work, the employee wishes to continue her paid status, she may elect to use her earned vacation and/or request an unpaid leave of absence. Information related to the use of pregnancy leave under the Family Medical Leave Act (FMLA), Pregnancy Disability Leave (PDL) and the California Family Rights Act (CFRA) and new Paid Parental Leave under AB2393 will be provided to the employee.

Employees are requested to provide the Human Resources Office with as much advance notice as possible regarding maternity absence.

### C. Personal Necessity Leave

#### Personal Necessity Leave

A unit member may elect to use up to seven (7) days of accumulated sick leave annually for personal necessity for the following reasons:

1. Death of a member of the employee's immediate family when the number of the absences exceeds the limits set by bereavement leave provisions under this agreement.
2. An accident involving the employee's person or property or the person or property of a member of the employee's immediate family as defined by Article IX (B)(1).
3. A serious illness of a member of the classified employee's immediate family as defined by Article IX (B)(1).
4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order.
5. Personal business of a serious nature, which the employee cannot disregard.

In no cases shall personal necessity leave be used for vacation or the extension of vacation, the extension of a holiday, personal business that can be conducted outside of the unit member's normal workday, or recreational activities. In cases where the District suspects abuse of personal necessity, Human Resources shall request the unit member provide verification related to the use of personal necessity. Abuse of personal necessity leave shall be addressed in accordance with Article VII, Progressive Discipline, in the Agreement.

#### Procedure for Personal Necessity Leave

Unit members must, except in cases of emergency, submit a complete request for personal necessity leave five (5) working days in advance of the requested Classified Personal Necessity Notification Form or via Current Solutions. Immediate supervisors shall grant or reject a unit member's request for personal necessity leave no later than two (2) full working days following the request. Unless approved in advance, or, in cases of emergency, unit members shall not use personal necessity leave for more than two (2) consecutive days.

If advance notice is not possible, the unit member shall submit a completed Classified Personal Necessity Notification Form to be signed normally the date he/she returns to duty. However, if additional time is needed,

the employee may extend that time up to three (3) days. The supervisor will verify the eligibility of the request, and indicate whether the leave is approved or denied and forward to the District Office.

If the District determines that a unit member has engaged in repeated personal necessity leave use of one (1) hour or less, said unit member shall be required to provide one working day prior notice of any future use of personal necessity leave that is one (1) hour or less. The required notice period shall be in effect for no less than six (6) months and no more than one (1) year from the date of notification by the District.

### Supplemental Catastrophic Leave

Employees may donate sick leave to the Districtwide Supplemental Catastrophic Leave Bank for use by eligible unit members who have suffered a catastrophic illness or injury.

To be eligible to receive time from the sick leave bank, a person must have an illness or injury expected to incapacitate them for a period of 20 or more consecutive working days. The unit member must have a medical doctor's verification of the catastrophic illness or injury. The employee must have exhausted all fully paid leaves prior to receiving time from the leave bank. To be eligible to receive time from the bank, an employee must have donated time in the current year or the year previous to the year in which a request is being made.

In order to donate to the Leave bank, an employee must have a minimum of 15 sick leave days remaining after making the donation. A day is defined by the number of hours an employee works in a day. The minimum donation to the bank is one day.

Normally there will be a window period of September 1 through October 31 during which employees may donate sick leave days.

### Unpaid Leave of Absence

#### a. Family and Child Care Leave

AR 4261.8

The District grants Family Medical Leave Act (FMLA) or California Family Rights Act (CFRA) for any of the following reasons to eligible employees:

- The birth of a child or the placement of a child (adoption or foster care) with the employee.
- Bonding for up to one year from the birthdate of the child. Beginning soon after Dr. releases the employee to return to work (maternity leave).
- To care for the employee's eligible family member with a serious health condition.
- The employee's own serious health condition that makes the employee unable to perform one or more essential job functions of the position.
- Any qualifying exigency arising out of the fact that the employee's spouse, child, parent, or, for CFRA only, a registered domestic partner, is a military member on covered active duty or call to cover active duty.
- To care for a covered servicemember with a serious injury or illness if the covered servicemember is the employee's spouse, child, parent, or next of kin.

#### b. Request for Unpaid Leave

A permanent employee may request in writing a leave of absence without pay. The leave may be granted at the discretion of the District and shall not exceed one year.

### Vacations

Vacation time for classified employees shall accrue according to the CBA:

- 1st. through 4th. year      13 days
- 5th. through 8th. year      15 days
- 9th. through 12th. year      17 days
- 13th. through 16th. year      18 days
- 17th. through 20th. year      19 days
- 21st. through 24th. year      20 days
- 25th. through 28th. year      21 days
- 29th. or more                  22 days

Part-time employees earn vacation according to the above schedule prorated in the same ratio as their work hours per day bear to eight (8) hours per day.

Less than twelve (12) month employees earn vacation according to the above schedule prorated in the same ratio as their months of employment bear to twelve (12) months per year.

Vacation time shall be taken in accordance with the needs of the District and, as nearly as possible, at the convenience of the employee as well.

All employees may elect to take vacation days during the year, if the following conditions are met:

- a. The employee must submit his/her request to use vacation days to his/her immediate supervisor with at least two (2) full working days advance written notice;

- b. School site employees shall have a sufficient number of days available to cover the mandatory vacation days of winter, spring and Thanksgiving recess periods and other days that school is not in session during the unit members work year;
- c. In the event the School site employee exceeds the number of accrued vacation days to cover the above referenced mandatory recess periods in any given school year, the employee shall designate the day as unpaid.
- d. In the event the supervisor does not provide a response to the request prior to the date of the vacation, it shall be automatically approved.

School bus drivers shall take vacation during winter and spring recess periods, and other days that school is not in session during the employee's work year, unless the bus driver has been assigned a trip that meets or exceeds the unit member's guaranteed workday. (Example: A bus driver with a guaranteed workday of seven (7) hours that is assigned a four (4) hour trip would be required to use three (3) hours of vacation time to complete the workday.)

School site employees and school bus drivers who work less than twelve (12) months shall be paid for unused vacation days.

Vacation time for twelve (12) month employees and less than twelve (12) month non-school site employees cannot be accumulated and should be taken before December 31 of the next succeeding school year. Any vacation time extended beyond this date must have prior approval of the Superintendent or designee.

The employee's anniversary date shall be used in determining eligibility for vacation benefits.

Employees who either voluntarily or involuntarily discontinue their employment with the District shall be entitled to the unused vacation time they have earned, and shall be paid accordingly.

Before planning your vacation, be certain to obtain approval from your supervisor.

## VI

### **EMPLOYEE ORGANIZATIONS**

#### California School Employees Association

##### Azusa Chapter #299

California School Employees Association is a statewide organization organized by, developed for, and composed of school employees only. It is the only organization of classified school employees recognized by the California State Department of Education as an educational association. The objectives of CSEA are:

- Promote the general welfare and best interests of all classified employees
- Upgrade the classified school employee by educational programs designed to increase efficiency and raise standards of service
- Initiate and sponsor legislation which will help the California school program and benefit classified employees

- Establish and maintain a spirit of friendly cooperation among classified employees, their administrators and governing boards; and be of the greatest service to the educational program in building better American citizens.

California School Employees Association, Azusa Chapter 299, is the recognized bargaining unit representative for classified employees in the Azusa Unified School District. It participates with CSEA at the state level in all of its programs for the best interests of schools and classified employees. Many benefits now enjoyed by classified employees were obtained directly through CSEA-sponsored legislation.

#### Classified Superintendency Advisory Committee

The purpose of the Classified Superintendency Advisory Committee is to meet and discuss, with the Superintendent or designee, matters pertaining to employment conditions affecting the morale of the classified service employees. Employee representatives from various employment groups are selected to serve on the committee.

The committee meets during the school year on a quarterly basis at 2:00 p.m. in the District Administration Office.