



**LIBERTY UNION
HIGH SCHOOL DISTRICT**

**20 OAK STREET
BRENTWOOD, CA 94513**

CLASSIFIED

EMPLOYEE HANDBOOK



LUHSD

Liberty Union High School District



WELCOME TO OUR DISTRICT

Our Schools



Freedom High School

Steve Amaro, Principal

1050 Neroly Rd Oakley, CA 94561
925-625-5900



Heritage High School

Carrie Wells, Principal

101 American Ave Brentwood, CA 94513
925-634-0037



Liberty High School

Efa Huckaby, Principal

850 Second Street Brentwood, CA 94513
925-634-3521



Independence High School

Guy Rognlien, Director

929 Second Street Brentwood, CA 94513
925-634-2589



La Paloma High School

Rachel Hancock, Principal

400 Ghiggeri Dr Brentwood, CA 94513
925-634-2888



Adult Education

Sarah Steen, Coordinator

929 Second Street Brentwood, CA 94513
925-634-2565



Classified Employee

WORK CALENDARS

LUHSD has several different employee work calendars. It's important to know which employee calendar your job descriptions falls under and to adhere to the assigned days, as they do vary (*Refer to LUHSD HR Website Calendars*).

260 days (12 Months) 238 days (11 months) 217 days (10 months)
203 days (school year) Adult Ed 238 (11 months)

Transportation - 238 days (A & B) Transportation 203 days (school year)

PROBATION

The probation period will consist of one hundred and thirty days (130) of employment in paid service. Paid service refers to the employee's work year calendar. A probationary employee is not permanent until they have completed their probationary period. Upon completion of the probation, the evaluation process and goals will be set to follow the regular evaluation cycle. (*Refer to article 30: Performance Evaluation Process*)

DRESS CODE

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 do 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.

SELF SERVE

Online Employee Self Service (ESS) is a web-based program giving employees on-line access to personnel information, check stubs, W-2 and W-4 information. Instructions and resources are available through HR and on the Liberty Union High School District Human Resources webpage:

<https://ca01001129.schoolwires.net/Page/6832>

PAY PERIOD & WARRANTS

Employee salary is divided up into 12 equal payments and paid out from July through June. Pay warrants are paid on the last day of the month. A few days prior, employees will receive a direct deposit email notification. Direct all payroll questions or concerns by email to payroll@luhsd.net (*Refer to article 6: Wages*)

Employee's monthly time and attendance (accruals, extra work) runs from the 6th of each month and ends on the 5th of the following month. Employee Frontline Time and Attendance must be completed and submitted on the 5th of each month.

EXTRA WORK AUTHORIZATION

Any work completed before or after an employee assigned work day must be approved by the employee's direct supervisor. Time work needs to be added to Frontline Time and Attendance, an Extra Work Authorization form must be completed and submitted to the employee's supervisor for signature and submitted to payroll. (*Refer to article 5: Hours of Employment*)

ABSENCES

All absences must be entered in Frontline Absence Manager.

Vacation Benefits - All employees must complete six (6) calendar months of service before they are eligible for vacation or terminal vacation pay. Vacation requests are to be submitted to the immediate supervisor and entered into the substitute management system not sooner than 6 months or later than 3 months prior to the date of the proposed vacation. (*Refer to article 10: Vacation Benefits*).

Sick Leave - The full amount of sick leave granted an employee shall be credited to each employee at the beginning of their contractual year. A probationary employee shall not be eligible to take more than six (6) days until the first day of the calendar month after completion of six (6) months of paid status service with the district. When an employee is sick, the employee will notify administrative supervisor as soon as possible and update the substitute management system. (*Refer to article 11: Sick Leave*).

- Personal Necessity - Rules of Use (*Refer to article 12: Use of Accumulated Sick Leave for Personal Necessities*).

Additional leave outlined in the CSEA Contract Articles 13 - 17



Phone Pin # last four of your SS

Absence Management

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the **"Having trouble signing in?"** link for more details.

CREATING AN ABSENCE

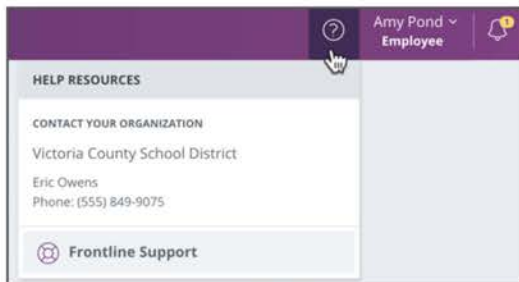
You can enter a new absence from your Absence Management home page under the **Create Absence** tab.

Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.

MANAGING YOUR PIN AND PERSONAL INFORMATION

Using the “Account” option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

Personal Info	Personal Info
Change Phone Pin	General Information
Shared Attachments	Name: Amy Pond
Preferred Substitutes	Phone: 6105553747
Excluded Substitutes	Email Address: Apond@education.com
Absence Reason Balances	Title:
	Room Number: Main Office
	Language: English Your language preference can be changed in your Account Settings .
	Address



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the Absence Management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign).

Over the phone you can:

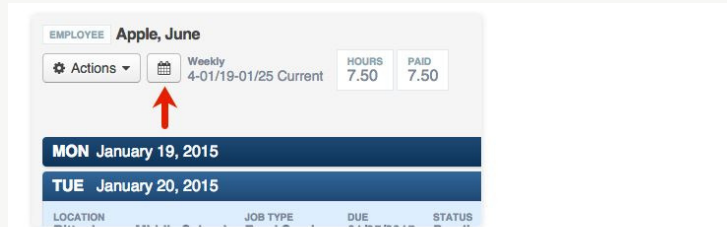
- Create an absence (within the next 30 days) – **Press 1**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.

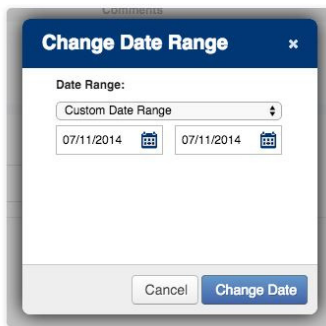


Time and Attendance

At the top of the timesheet, you will see your name as well as the date range of the timesheet and the total hours. You can view records of scheduled time, entries of time worked, and a summary for the week of the time collected. Select the date range you want to view by clicking the calendar icon near the top left corner of the window.

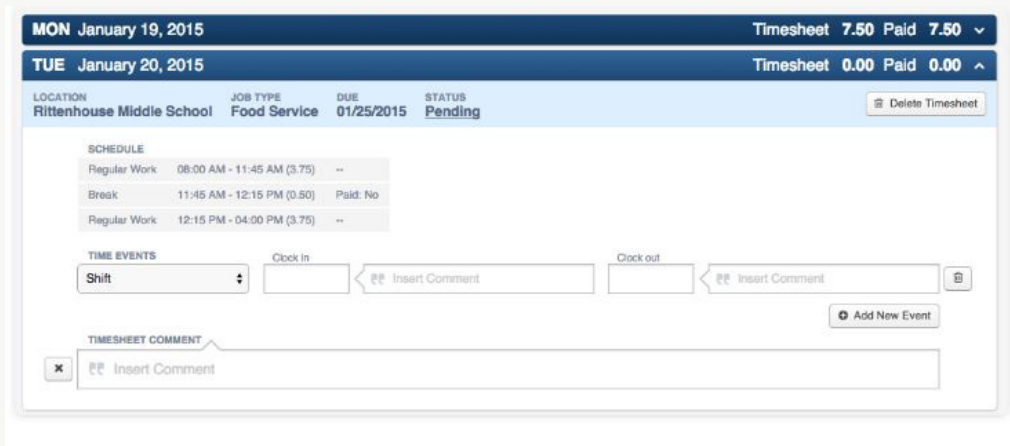


A window will pop up. Use the drop-down menu and the calendar icons to select the date range you want. Then, click **Change Date**.

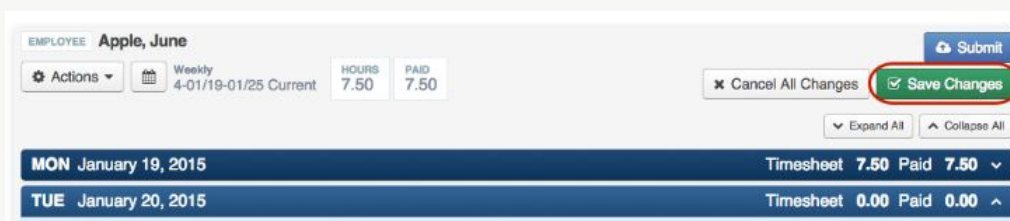


The days of the week appear as blue bars. The darker blue bar is the day you have selected. When you select a day, the job location and type will appear directly underneath the bar. Underneath that is your scheduled time. The date range will default to the current date but you can use the calendar icon to change the date range you are viewing.

Use the blue bars to navigate to different days of the week. Each day of the timesheet will show your normal schedule as well as your "Sign In" and "Sign Out" events.

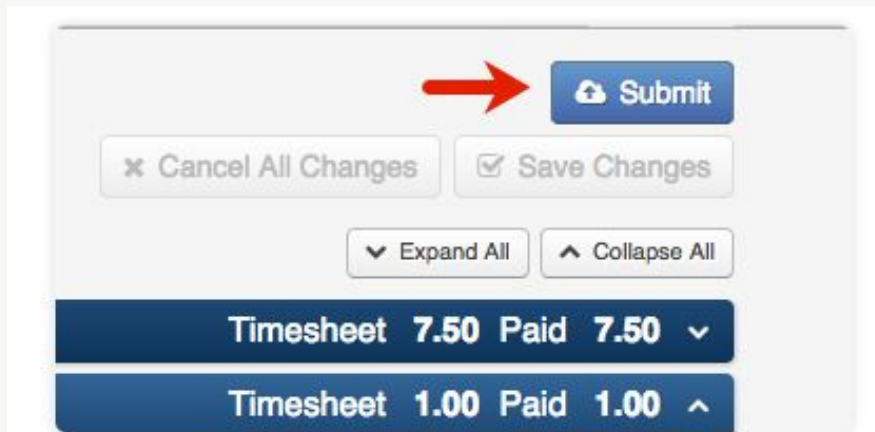


Then, type in your "in" and "out" times and click **Save Changes**.

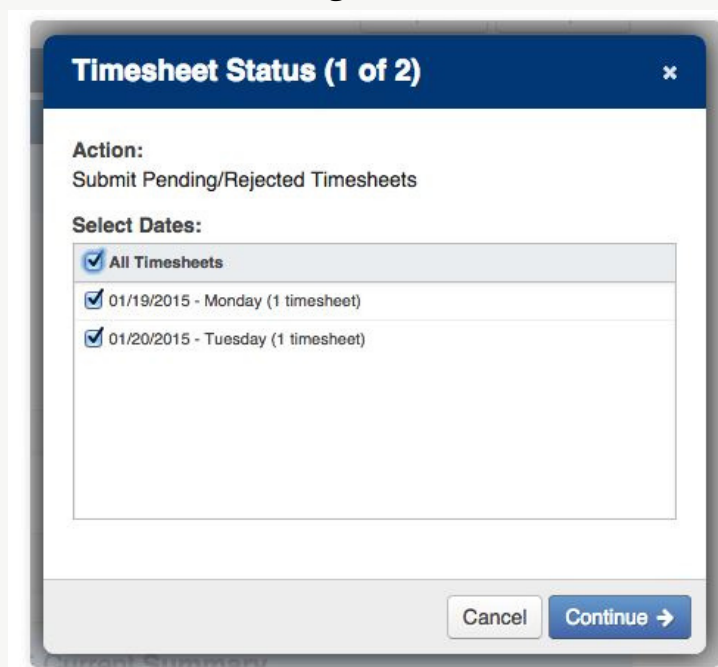


Submitting Your Timesheet for Approval

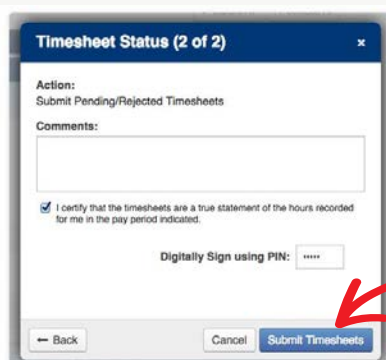
At the end of your work week, you may need to submit your timesheet for approval. To do this, click the blue Submit button at the top right corner of your timesheet.



This will open a window where you can choose which timesheets to submit. Check the boxes next to the timesheets you would like to submit, then click Continue. You can also do a similar action when reverting timesheets.



Then, if you'd like, add comments in the text box. Lastly, check the box to confirm the timesheet submission and type in your PIN. Then, click Submit Timesheets.



Frontline Time and Attendance must be completed and submitted on the 5th of each month for all weeks between the dates of the 6th and the 5th - a custom date range may be required.

DRUGS & ALCOHOL

The Governing Board believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing) (cf.

4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace.

(Government Code 8355; 41 USC 8103)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and noninstructional time in the classroom or workplace, at extracurricular or cocurricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

SEXUAL HARRASSMENT

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

Sexual harassment includes, but is not limited to, harassment that is based on sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

ANNUAL NOTIFICATIONS & CONTRACTS

Each year Human Resources will email a reminder to all employees regarding the following Liberty Union High School Districts Board Policies and Administrative Regulations: Nondiscrimination, Complaints Concerning District Employees, Williams Uniform Complaint Procedures , Drug and Alcohol-Free Workplace, Nondiscrimination in Employment, Reasonable Accommodations, Employee Use Technology, Sexual Harassment, Maintaining Appropriate Adult - Student Interactions, Employee with Infectious Diseases, Exposure Control Plan for Bloodborne Pathogens, Soliciting and Selling , Nonschool Employment and Employee Assistance Program. <https://ca01001129.schoolwires.net/Page/19820>

UNIVERSAL PRECAUTIONS

Universal precautions are an approach to infection control. All human blood and certain human body fluids, including but not limited to semen, vaginal secretions and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV) and other bloodborne pathogens. (8 CCR 5193(b))

NONDISCRIMINATION

The Liberty Union High School District (LUHSD) is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on race, ethnicity, ancestry, national origin, immigration status, age, religion, marital or parental status, physical or mental disability, sexual orientation, gender, gender identity or expression, and/or the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Any complain by an employee alleging discrimination or harassment shall be addressed in accordance with the following procedures:

Notice of Receipt of Complaint: A complainant may inform a direct supervisor. The employee's direct supervisor may be bypassed in filing a complaint where the supervisor is the subject of the complaint. The complainant may file a written complaint in accordance with the procedure or may first attempt to solve the situation informally with the employee and supervisor. The complainant 's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in the investigation and resolving the complaint.

REPORTING TO WORK



One (1) paid fifteen (15) minutes rest period for each employee with in each four (4) hour consecutive period worked, scheduled by supervisor.



A thirty (30) minute unpaid, duty free meal period as assigned by the immediate supervisor based on department/site needs to cover the assignment (Evening Custodians and Transportation - details vary).



Parking - The school site will issue employees a parking pass.

Look for signs that say STAFF or VISITOR PARKING. Heritage - the only site that has assigned parking spots, find a visitor spot until you are assigned one. Liberty - Has parking privileges at the City Parking Garage, long term parking spaces only, LHS parking permit required (Den 3).



Report to the ADMINISTRATION Building and check in at the front desk. Introduce yourself and let them know who you are, they will then direct you to your next steps.

Refer to site maps

BARGAINING UNIT

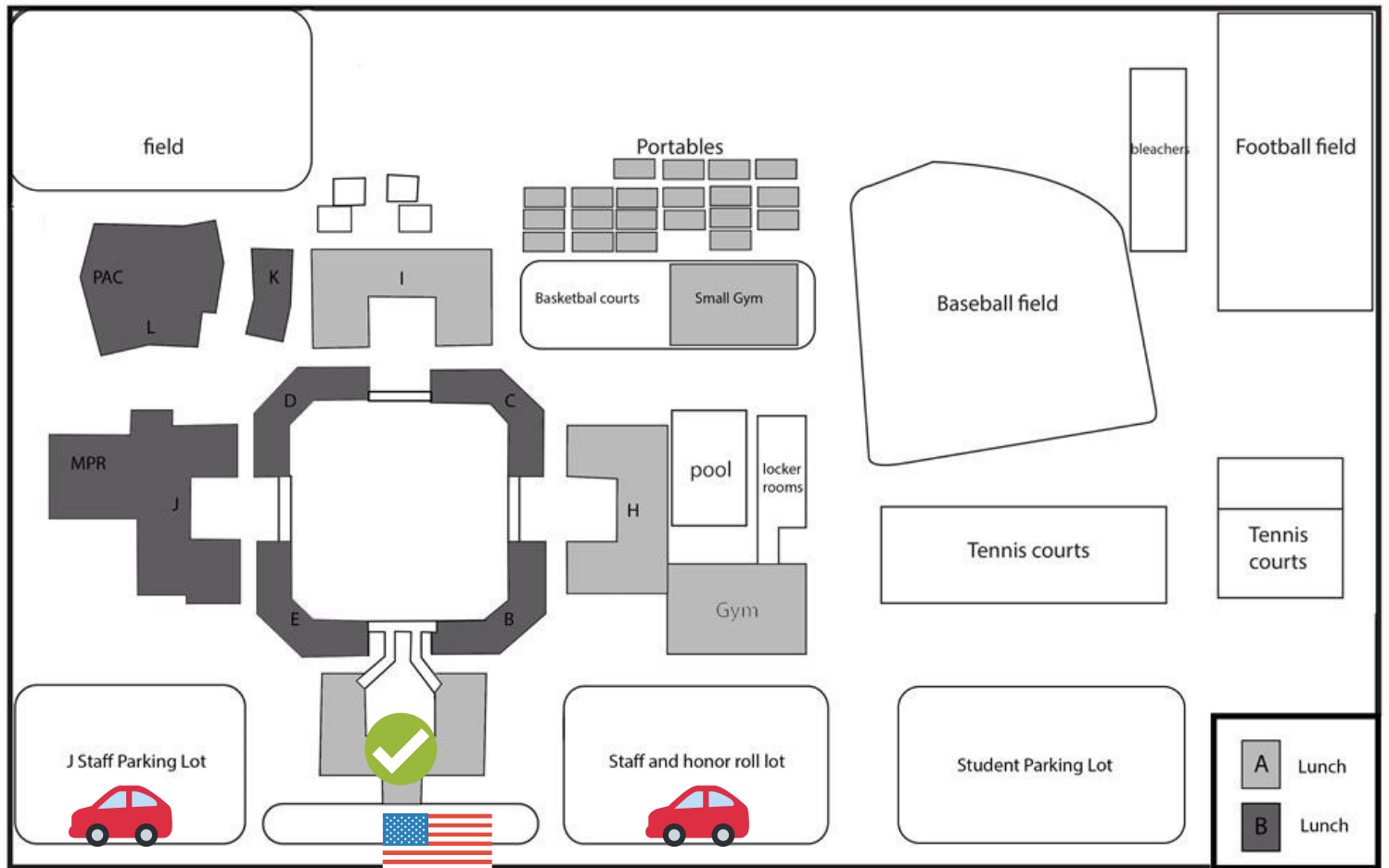


The Liberty Union High School Board of Trustees hereby acknowledges the California School Employees Association as the exclusive bargaining representative for all classified employees.

CSEA Liberty Chapter 238 Contract is available on the luhsd.net HR webpage or you can request a printed copy.



Freedom High School
1050 Neroly Rd
Oakley, CA 94561
925-625-5900

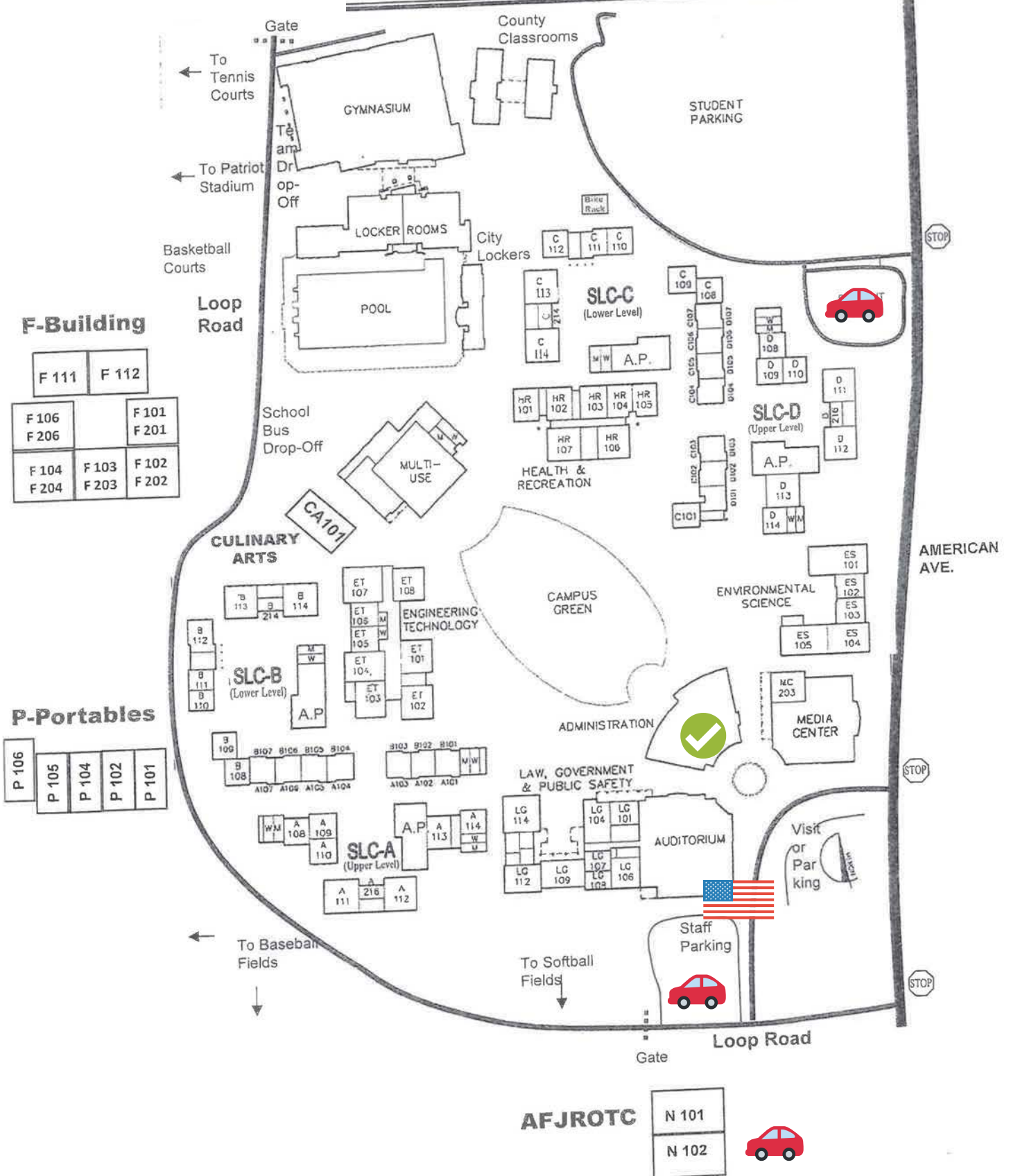


Neroly Road



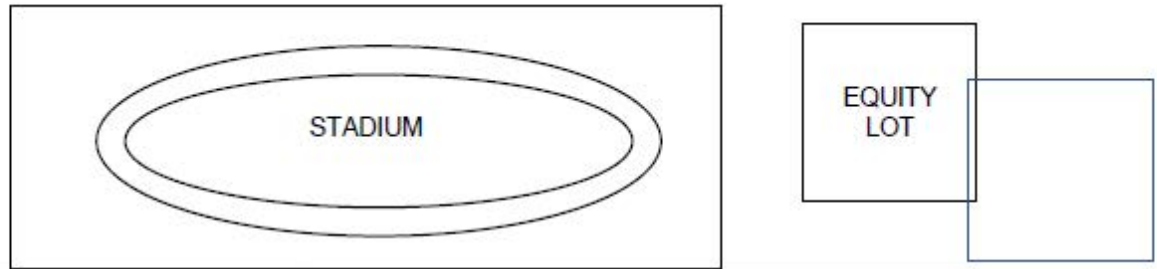
Heritage High School
 101 American Ave
 Brentwood, CA 94513
 925-634-0037

Balfour Road





Liberty High School
850 Second St
Brentwood, CA 94513
925-634-3521



Second Street



Independence High School
 Gateway Program
 101 American Ave
 Brentwood, CA 94513
 925-634-2589

