



**LIBERTY UNION  
HIGH SCHOOL DISTRICT**

**20 OAK STREET  
BRENTWOOD, CA 94513**

# **CERTIFICATED**

## **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

*Casey Lewis, Principal*

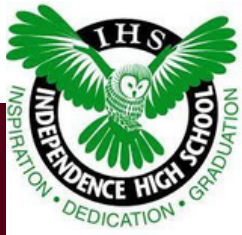
101 American Ave Brentwood, CA 94513  
925-634-0037



## 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



# Certificated Employee

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## **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.

## **BENEFITS**

LUHSD offers competitive health and well-being options and we significantly contribute to the cost of benefits for you and your family. You'll find a variety of choices of employee benefits - choices that offer greater flexibility to tailor your benefits to your individual needs. You can find more details on the LUHSD HR Benefits webpage.

Open Enrollment - In the fall of each year mid-September through mid-October. During this time employees can change health plans, add/remove eligible dependents or coverage, enroll, add or delete orthodontic coverage and re-entry.

Qualifying event - Loss of coverage, birth or adoption, marriage or domestic partnership, death, and divorce are all events that allow you to change benefits through out the year.

Any questions regarding benefits after your initial enrollment, you can contact payroll@luhsd.net.

## **PROFESSIONAL DEVELOPMENT**

To qualify for salary advancement employees must complete the Request to Advance on Salary Schedule/Application for Professional Development Units form, prior to beginning any course or PD. The form must include a copy of the course description, be signed by the site administration, and sent to HR for final approval (Form located on the S: Drive-District Shared Files-Forms).

Unit members must submit official written verification of the credits earned or hours logged via a transcript or certificate of completion by no later than May 1st for a July 31st pay warrant or by September 1st for an October 31st pay warrant Unit members may qualify for column advancement on the Certificated Salary Schedule through a variety of District-approved professional growth experiences (Refer to article 12: Compensation).

# DEDUCTIONS

## Paycheck Deduction Descriptions

MEDICARE is Medicare Tax  
 ANTHEM SEL is Medical Insurance  
 FIT is Federal Income Tax  
 SIT is State Income Tax  
 STRS NEW is CalSTRS Retirement  
 UI is Unemployment

WC is Workers Comp  
 CTA DUES are Union Dues  
 METLIFE is Voluntary Life Insurance  
 VISION is Vision Insurance  
 DENTAL is Dental Insurance  
 PRN LIFE is Life Insurance

The **Current** column is for the current month. The **EMPL** column are district paid benefits.

DEDUCTIONS	CURRENT	YTD	FYTD	EMPL	EMPL YTD	EMPL FYTD
MEDICARE CE	\$82.03	\$523.85	\$523.85	\$82.03	\$523.85	\$523.85
ANTHEM SEL	\$109.21	\$109.21	\$109.21	\$1,019.62	\$1,019.62	\$1,019.62
FIT	\$830.21	\$5,346.12	\$5,346.12	\$0.00	\$0.00	\$0.00
SIT	\$197.20	\$1,319.98	\$1,319.98	\$0.00	\$0.00	\$0.00
STRS NEW CE	\$588.50	\$3,601.83	\$3,601.83	\$1,101.45	\$6,741.27	\$6,741.27
UI CERT	\$0.00	\$0.00	\$0.00	\$28.29	\$180.63	\$180.63
WC CERT	\$0.00	\$0.00	\$0.00	\$113.72	\$714.59	\$714.59
CTA DUES	\$97.20	\$388.80	\$388.80	\$0.00	\$0.00	\$0.00
CTA DUES LOC	\$20.46	\$81.84	\$81.84	\$0.00	\$0.00	\$0.00
METLIFE	\$29.50	\$118.00	\$118.00	\$0.00	\$0.00	\$0.00
VISION CERT	\$0.00	\$0.00	\$0.00	\$10.58	\$66.28	\$66.28
DENTAL CERT	\$0.00	\$0.00	\$0.00	\$48.21	\$316.06	\$316.06
PRN LIFE CER	\$0.00	\$0.00	\$0.00	\$5.38	\$32.28	\$32.28

## Paycheck Earnings Descriptions

CERT 12 PY is base salary  
 CTHRWRET is hourly pay  
 CTPERIOD is per diem pay  
 MA DEG 12 is Masters Degree stipend  
 CASH OP CE is Cash in Lieu

EARNINGS	RATE	DAYS/HSRS.	CURRENT	YTD
CERT 12 PY	\$542.44	15.42	\$8,362.67	\$33,450.68
CTHRWRET	\$40.00	7.25	\$290.00	\$290.00
CTPERIOD	\$0.00	0.00	\$0.00	\$271.22
MA DEG 12	\$4.05		\$62.50	\$250.00
CASH OP CE	\$12.00	0.00	\$185.00	\$740.00

# HOURS & DAYS OF EMPLOYMENT

The on-site duty hours for all full-time unit members shall be seven (7) hours and ten (10) minutes, including a duty-free thirty (30) minute lunch period, which shall not include the student passing period. Unit members shall be on duty ten (10) minutes prior to the regular beginning of the student school day and ten (10) minutes after the end of the student school day. At the comprehensive high school sites, the basic regular school day shall include four (4) or six (6) periods totaling no less than three hundred forty-five (345) instructional minutes. Class time periods may be modified by the principal and/or his/her designee to allow for minimum days, activity schedule, school-wide student scheduling, and testing. Number of Days: Teachers - 185, Speech Pathologist - 188, Counselors - 189, Psychologist - 191 and Librarians - 194 (*Refer to article 7: Hours of Employment*).

# PREP TIME

In the basic regular school day, full-time unit members serving in classroom teaching assignments shall have no more than five/three (5/3) periods assigned with students and the sixth/fourth (6/4) period shall be a preparation period. Full-time regular unit members in classroom teaching assignments shall receive one (1) preparation period contained within the workday. Librarians, Counselors or other unit members without regularly assigned classroom assignments will have no instructional preparation period, but will be allowed the right to reasonable time during the day.

Occasional off-site use of the preparation period, for a personal necessity (as defined in Article 9 – Leaves), is allowable with notification or when approved by the principal and/or his/her designee (*Refer to article 7: Hours of Employment*).

# 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](mailto:payroll@luhsd.net) (*Refer to article 12: Compensation*).

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.

All absences must be entered in Frontline Absence Manager.

Personal and Family Illness and Injury Leave - Full-time unit members shall be entitled to ten (10) days leave with full pay for each school year for purposes of personal or family illness or injury. Unit members who work less than full-time shall be entitled to that portion of the ten (10) days leave as the number of hours for a full-time unit member in a comparable position. (*Refer to article 9: Leave of absence*).

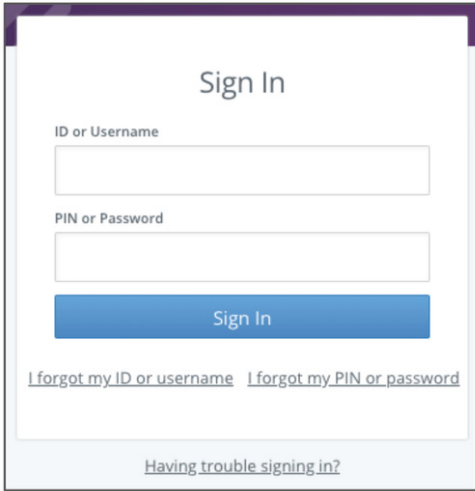
- Personal Necessity - Rules of Use (*Refer to article 9.3: Personal Necessity Leave*).
- Extended Leaves (FMLA, Pregnancy Disability Leave, Family & Medical Leave) - At least 30 days advance notice needs to be given to HR, when the need to take extended leave is anticipated. If the 30 days advance notice is not possible because the situation has changed or the employee does not know exactly when leave will be required, the employee will provide notice of the need for leave as soon as possible and practical. An employee may be required to use accrued sick leave during any unpaid portion of their leave.

Additional leave outlined in the LEA Contract (*Article 9.1 - 9.13*).



Phone Pin # last four of your SS

# Absence Management



## SIGNING IN

Type [aesoponline.com](http://aesoponline.com) in your web browser's address bar or go to [app.frontlineeducation.com](http://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**.

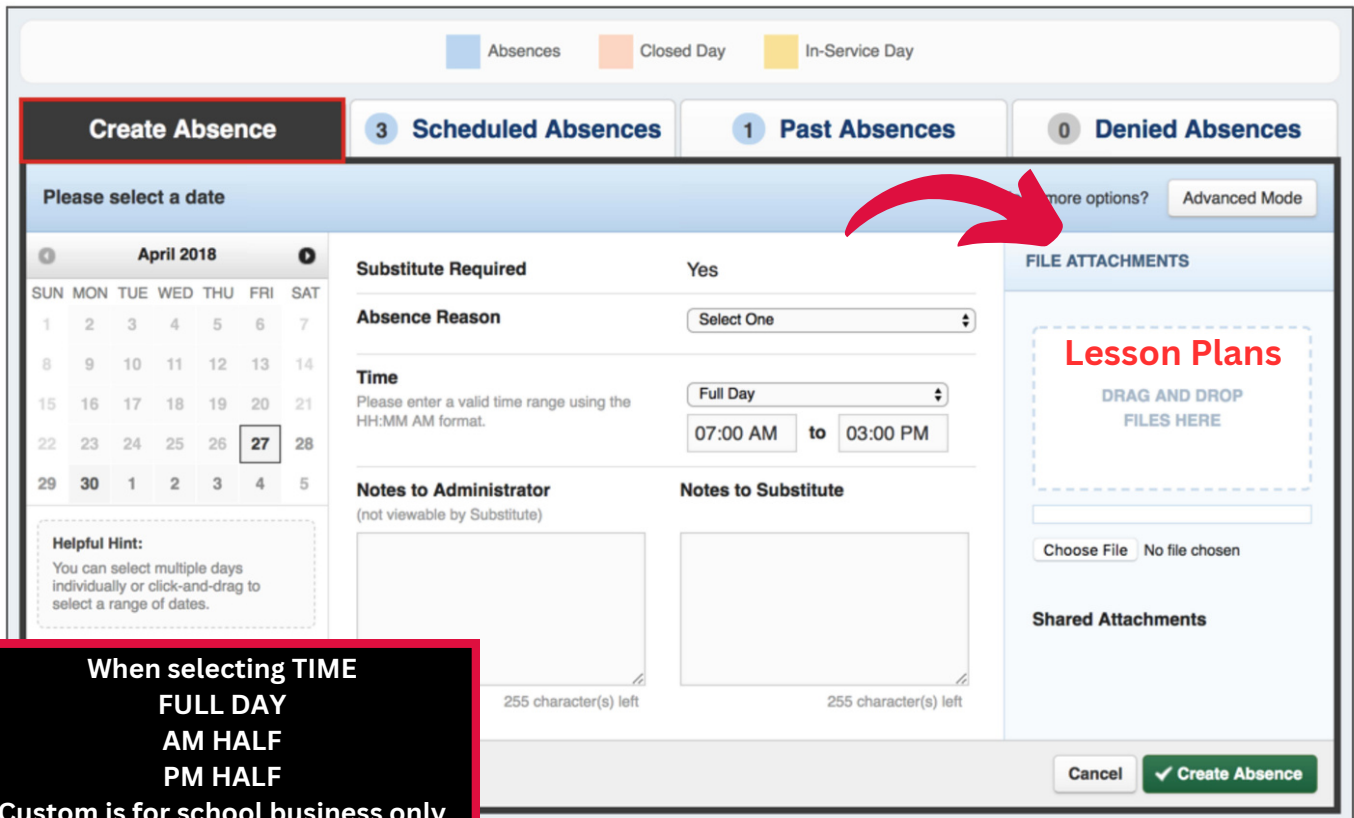
## RECOVERING CREDENTIALS

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**.

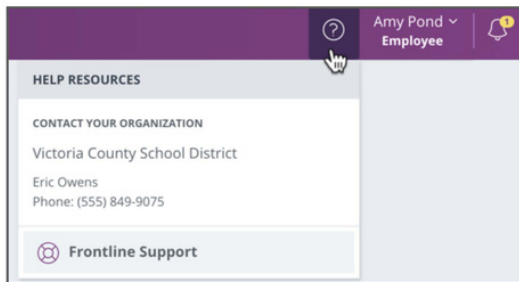


**When selecting TIME**  
FULL DAY  
AM HALF  
PM HALF  
Custom is for school business only  
\*It's understood that when taking a full day it includes your prep period

## 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	<b>General Information</b>
Shared Attachments	<b>Name:</b> Amy Pond
Preferred Substitutes	<b>Phone:</b> 6105553747
Excluded Substitutes	<b>Email Address:</b> Apond@education.com
Absence Reason Balances	<b>Title:</b>
	<b>Room Number:</b> Main Office
	<b>Language:</b> English Your language preference can be changed in your <a href="#">Account Settings</a> .
	<b>Address</b>



## 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.



# **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 HARASSMENT**

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>

# **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 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.

# **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 complaint 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



Parking - The school site will issue employees a parking pass. Look for signs that say STAFF or VISITOR PARKING. Heritage, is 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**

## WHO TO CALL

- Benefits or Payroll: payroll@luhsd.net
- Credentialing: huffmanb@luhsd.net
- Dental Insurance, Delta Dental: www.deltadental.com
- Extended Leaves: huffmanb@luhsd.net
- Frontline Assistance: snyderm@luhsd.net
- Keenan Trainings: snyderm@luhsd.net
- Liberty Education Association (Union): <https://libertyeducationassociation.net/>
- Technology: <https://helpdesk.luhdsd.net/hc/en-us>
- Vision Insurance, VSP: www.vsp.com

## BARGAINING UNIT



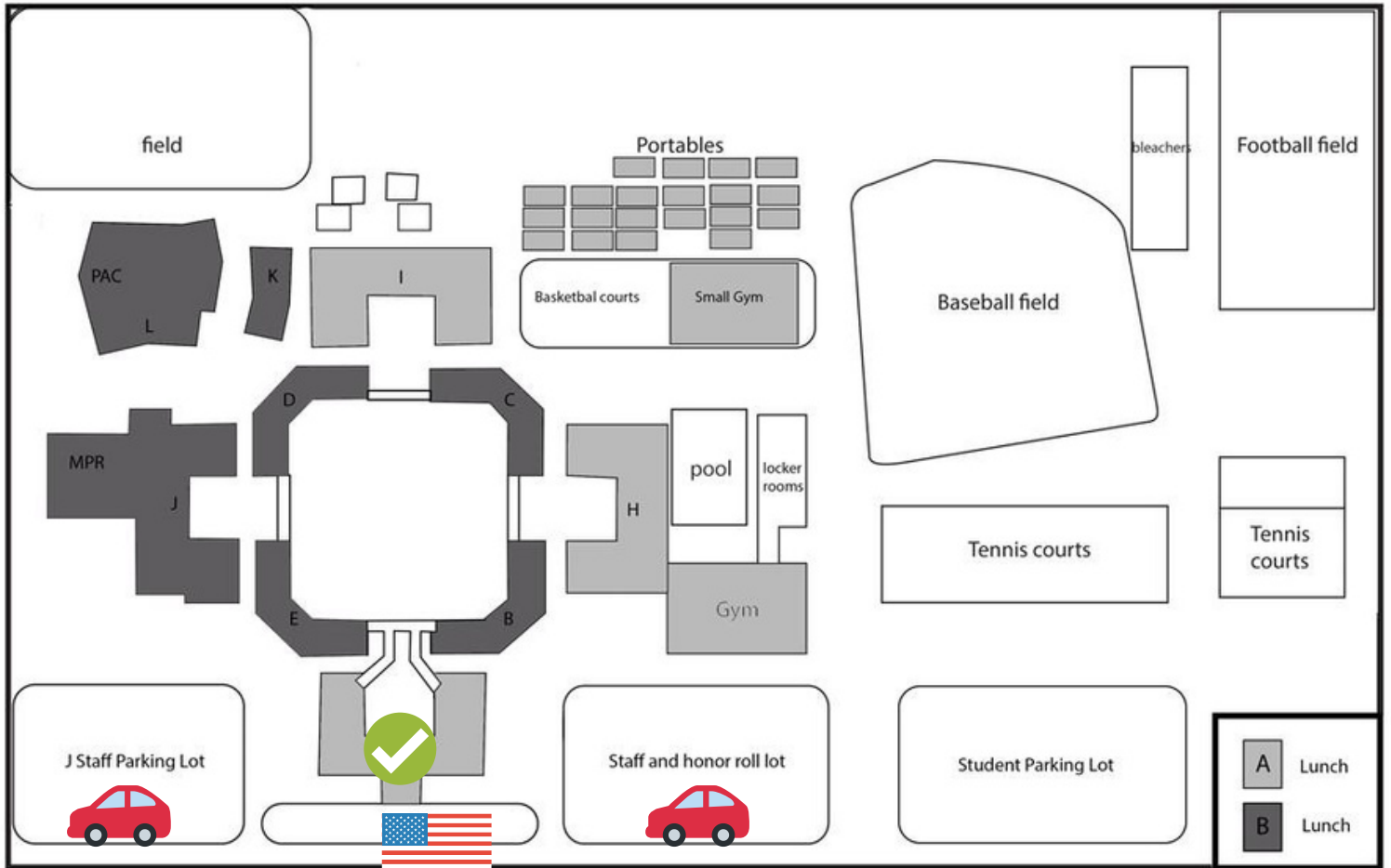
The District recognizes the Association as the exclusive representative of all certificated employees excluding the following:

Management, Supervisory, Confidential and Classified employees Directors/Assistant Directors paid in accordance with management schedule Coordinators paid in accordance with management schedule Consultants Substitutes Hourly Teachers Summer School Teachers that are not members of the Liberty Education Association Per the Memorandum of Understanding between the Association and the District signed on October 13, 2014, henceforth, Speech and Language Pathologists shall be included in the term “all certificated employees” referenced in this article.

Liberty Education Association 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

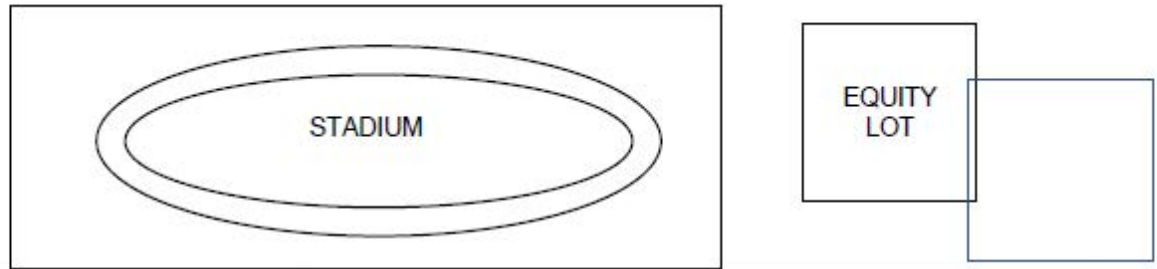


Neroly Road





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





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

