

PERSONNEL DEPARTMENT EMPLOYEE HANDBOOK

Lennox School District



2025 - 2026

(Rev. 7.15.2025)

LENNOX SCHOOL District

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PREFACE

This employee handbook is designed to provide you with answers to many of the questions that new and continuing employees frequently ask. It is also intended to explain rules, regulations, rights, privileges and employment benefits that apply to you. Not all District policies and procedures are included. Those that are have been summarized. This handbook supersedes any former handbooks. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Assistant Superintendent of Personnel Services.

Unless you are hired as a management or confidential employee, your salary and other conditions of employment are governed by collective bargaining agreements. California state laws, federal laws, the policies and regulations of the Board of Education also may govern many conditions relating to your work. If you are represented by the Lennox Teachers Association (LTA) or the California School Employees Association (CSEA), some of the information contained herein also may be covered in your collective bargaining agreement.

DISCLAIMER

This employee handbook is designed primarily to provide newly hired certificated and classified employees of the Lennox School District with general information regarding policies, procedures and benefits of the District. However, it is also important for our more experienced employees to review our general information once a year. Nothing in this handbook is intended to create (nor shall be construed as creating) an express or implied contract of employment or to guarantee employment for any term or to promise that any special procedures must be followed. It does not create nor define any legal rights of District employees, nor impose any legal duty upon the District. The Board of Education, the Superintendent and District management reserve the right to add, amend or change the information in the handbook. Although every effort was made to ensure the accuracy of this information at the time of publication, changes may occur. Therefore, it is recommended that you check the collective bargaining agreement which applies to you and specific Board of Education policies which can be found on the District website: <https://www.lennox.k12.ca.us/>

Table of Contents

I.The Lennox School District

Board of Education.....	1
2025 - 2028 Lennox District Goals.....	2
Local Control Accountability Plan (LCAP) Goals.....	3

II.General Employee Information

Attendance.....	3
Bereavement.....	3-4
Cell Phone Usage.....	4
Code of Ethics of The Education Profession.....	4
Credit Union.....	5
Disaster/ Emergency Preparedness.....	5
District Keys/ Alarm Codes.....	5
Dress and Grooming.....	5-6
Email Protocol.....	6
Employee Organizations.....	6
Employee Responsibility and Duties.....	6
Employee Use of Technology.....	6-7
Evaluation	7
Freedom From Tuberculosis.....	7
Job Postings.....	7
Jury Duty.....	8
Legal Status Requirements/ Criminal Record Check.....	8
Mailing Address Requirements.....	8
Name/ Address Changes and Emergency Contacts	8
Nonschool Employment	9
Personnel Files.....	9
Reporting Absences.....	9
Resignation/ Retirement.....	9-10
Salary Payments.....	10
Universal Precautions to Prevent the Spread of Infectious Diseases.....	10-11
Visitors in the Workplace.....	11
Volunteer Guidelines.....	11
Your Supervisor/ Site Administration	11

III.Importand District Policies

Equal Employment Opportunity Policy.....	12
Mandated Reporting	12
Maintaining Appropriate Adult-Student Interactions.....	13

Civility Policy	13
Privacy of Student Information	13
Complaints Concerning District Employees.....	14
Drug and Alcohol- Free Workplace	14
Non-Discrimination Policy	14-15
Political Activities of Employees.....	15
Title IX Sex Discrimination and Sex-Based Harassment and Complaint Procedures.....	16
Tobacco-Free Workplace.....	16
Uniform Complaint Procedures.....	17
Weapons and Dangerous Instruments.....	17
Injury Illness and Prevention Plan	17
Workplace Violence and Prevention Plan	17

IV.Employee Benefits and Leaves

Leaves of Absence.....	18
Medical, Dental, and Vision Care.....	18-19
Section 125 Flexible Benefit Plan	19
Tax Sheltered Annuities.....	19
Work-Related Injuries.....	19-20
Employee Assistance Programs (EASE)	20

V.Certificated Employee Information

Employee Work Schedule.....	20
Absences - Absence Management and Lesson Plans.....	20-21
Certification and Renewal Requirements.....	21
Lesson Plans.....	21
Professional Development.....	21
Tutoring.....	22

VI.Classified Employee Information

Holidays.....	22
Vacation.....	22-23
Employee Work Schedule	23
Overtime Compensation.....	23
Docking of Time for Classified Employees.....	23

VII.Appendices

Appendix A: Board Policies and/or Administrative Regulations.....	24
Appendix B: Annual Employee Notifications and Board policies.....	25
Appendix C: Workers Compensation (WC) Claims Reporting Process.....	26-27

I THE LENNOX SCHOOL District

The Lennox School District first began providing public education in 1910 with only one school-four room, wood-frame structure with 50 students. The Lennox community is an unincorporated 1.3 sq. mile area of Metropolitan Los Angeles situated between the cities of Hawthorne, Inglewood, and the Los Angeles International Airport. The District is governed by a five-member Board of Education and employs approximately 254 certificated, 489 classified, 4 confidential and 27 management employees. The Lennox Board of Trustees strongly encourages community involvement as an essential element of effective schools. Lennox teachers, administrators and staff are highly dedicated to the task of addressing the needs of the whole child—academically, socially, physically, and emotionally—so that every child can achieve. The District’s restricted and unrestricted total operating budget is approximately \$110 million.

Our transitional kindergarten through 8th grade enrollment is approximately 3900 students offering quality educational programs in our preschool programs, five elementary schools, and a middle school. The District also maintains a Central Administration Office.

A complete list of District schools and offices, along with contact information is available on the District’s website (<https://www.lennox.k12.ca.us/>).

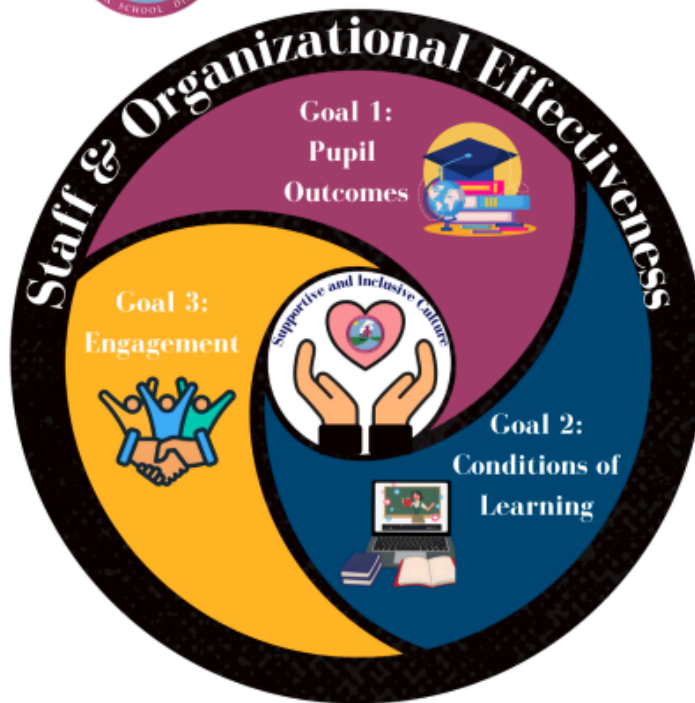
THE BOARD OF EDUCATION

The Board of Education is composed of five elected officials who serve as the governing body for the school District. The Governing Board is elected by the community to provide leadership and citizen oversight of the District’s schools. The Board works with the Superintendent as a team to fulfill its major roles, which include:

- Setting a direction for the District.
- Providing a basic organizational structure for the District by establishing policies.
- Ensuring accountability.
- Providing community leadership on behalf of the District and public education.



2025-2028 Lennox School District Goals



Goal #1: Pupil Outcomes

All students will demonstrate continuous academic growth leading to college, career, and life success.

Goal #2: Conditions of Learning

We will make strategic and efficient use of resources to ensure the educational success of our students and the fiscal stability of the District.

Goal #3: Engagement

We will enhance learning partnerships by connecting students, schools, families, and communities to extend learning opportunities and resources.

VISION

Every Lennox School District student successfully transitions to college or career.

MISSION

The Lennox School District is dedicated to providing our students an education that emphasizes:

Cradle to College – Preparing students academically from birth to career.

Community – Embracing the role of parents as partners in the educational process.

Culture of Caring – Encouraging committed employees to support students and their families socially, emotionally, and academically.

Career Bound – Preparing students with 21st Century Skills to successfully compete in our global society as creators, collaborators, communicators, and critical thinkers.

(Adopted 5/13/25)

LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) GOALS:

1. The Lennox School District will provide a high quality educational system to increase the academic achievement for all students.
2. The Lennox School District will provide a multi-tiered system of support for students that will address the educational, behavioral and social/emotional needs of students to reduce the achievement gap.
3. Provide a safe and secure learning environment that increases student connections and student engagement in school.
4. Increase parent and community involvement to support student achievement.

II. GENERAL EMPLOYEE INFORMATION

The work you perform as an employee is ultimately for the purpose of serving the students of our District. You have a valuable role in making the District an effective and efficient organization that educates and serves all of our students.

ATTENDANCE

The contribution of each employee is critical and the efforts of each and every one are needed to help our District in reaching its goals. Unnecessary absenteeism results in reduced productivity, reduced student learning, loss of service and significant cost to our District. It is the responsibility of the Lennox School District (LSD) to ensure that employees clearly understand the expectation for performing their job duties and how their attendance impacts their performance. Specifically:

- Employees are expected to work the number of hours they are assigned.
- Employees are expected to be at their work sites on time.
- Employees are expected to comply with LSD attendance procedures and the collective bargaining rules regarding the reporting of an absence and providing appropriate documentation when requested.
- Employees are expected to notify the District as soon as the absence is known.
- Excessive absences can lead to termination.

Illness leave benefits are provided to ease the financial burden on employees who are required to be absent from their position due to legitimate illness or injury or for reasons of personal necessity. Employees who use illness leave for unauthorized reasons are in violation of District policy.

BEREAVEMENT

In the event of a death of an immediate family member, eligible employees will be excused from work with pay as needed to attend to arrangements and for grieving. Eligible employees shall be entitled to a maximum of three (3) days leave of absence without loss of salary, on account of the death of any member of their immediate family. If out-of-state travel is required, five (5) days leave of absence will be available without loss of salary. If out-of-state travel is not required, the unit member is entitled to an additional two (2) days of leave using available paid leave pursuant to the CBAs Personal Necessity Leave section. In the absence of available personal necessity

leave days, and provided the employee has worked for the District for at least 30 days, the employee may use two (2) unpaid leave of absence days. Employees that are absent for bereavement should inform the District of the absence and should report the absence via Frontline as soon as the absence is known. If requested by the District, the employee will provide documentation substantiating the bereavement leave. Examples of documentation include a death certificate, a published obituary, or written verification of death, burial, or memorial services. Please follow the Lennox School District Bereavement Protocol when using this leave. [Bereavement LSD Protocol](#) for additional details check the appropriate collective bargaining agreement.

CELL PHONE USAGE

We live in an age when most employees have a personal cell phone in their possession at work. It is the District's policy that all employees shall not use a cell phone or other mobile communication device for personal business while on duty, except in emergency situations and/or during scheduled breaks.

An employee that uses a cell phone or other mobile communication device in violation of state or federal laws and/or District Board policies or administrative regulations shall be subject to discipline and may be referred to law enforcement officials as appropriate.

CODE OF ETHICS OF THE EDUCATION PROFESSION

The Board of Education expects Lennox employees to adhere to the highest ethical standards in their relations with students, parents, community and colleagues. In addition, employees are expected to follow District policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the District and advance the goals of the educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill their responsibilities and should focus on their contribution to the learning and achievement of our students.

Each certificated and classified position in our District represents a service that is important in carrying on the program of public education. The community expects much from its public employees, and the Board of Education believes that, since our employees are working in an educational environment, they should conduct themselves in a manner that will serve as a good example to our students.

To this end, the Board of Education fully supports Professional Standards and Code of Ethics for the Lennox School District.

Please review the expectations of employees in Board Policy/Administrative Regulation for further details. [BP 4119.21](#), [Exhibit 4119.21](#), [BP 4219.21](#), [Exhibit 4219.21](#), [BP 4319.21](#) and [Exhibit 4319.21](#)

CREDIT UNION

All employees are eligible for membership in a Credit Union. Currently our District has partnered with the following Credit Unions:

- Schools First
- Kinecta
- First Financial

The credit unions operate in order that employees might conveniently save money through payroll deductions. Some offer summer saver programs that allow those employees who do not receive paychecks in the summer to set aside money at a higher interest rate to use over the summer months. To join a credit union visit their website or go to your local branch.

DISASTER/ EMERGENCY PREPAREDNESS

The Government Code, sections [3100-3102](#), of the State of California, and the Administrative Regulation [4112.3](#) are in the interest of protecting all citizens of the State, and by law designates all public employees as Disaster Service Workers (DSWs). DSWs are subject to emergency preparedness activities that may be assigned to them by their supervisors or by law. These responsibilities may extend beyond an employee's typical role and are intended to support emergency preparedness and response efforts at the school, District, and community levels. It is important to familiarize yourself with the school's emergency plan or with your department's plan, depending on your assignment.

All employees are expected to follow all emergency response protocols and remain on site as directed during such situations, unless officially released by Administration.

DISTRICT KEYS/ALARM CODES

District keys may be issued to employees in accordance with the responsibilities of their assigned position. All keys are cataloged by identification number and are the property of the District. Under no circumstances shall District keys be duplicated, loaned, or distributed to students, parents, or unauthorized individuals. In the event a key is lost, damaged, or misplaced, the employee must notify their supervisor immediately. The employee may be held financially responsible for the cost of replacing the key. The school site or department secretary will notify the Maintenance Department to initiate the replacement process.

If you are issued an alarm/pin code, that code is for your use only. It is not to be given out to other employees, students and/or parents. Employees are required to complete the [Return District Property Form](#) and return all District property/items to the school site or department secretary.

DRESS AND GROOMING

The Governing Board expects that Lennox employees should serve as role models for students and public education in general. The manner in which staff present themselves is reflected in the conduct of the students and the respect given Lennox employees by the community. Just as one's overall attitude and instructional competency contribute to a productive learning and work environment, so does appropriate dress and grooming.

To this end, the Board expects Lennox employees to be neat, clean, and to wear clothing that demonstrates their high regard for education and presents an image consistent with the position held by the employee and their job responsibilities.

Please review Board Policy/Administrative Regulation [4119.22](#), [4219.22](#), [4319.22](#) for further details on the expectations for dress and grooming.

EMAIL PROTOCOL

Lennox employees shall be responsible for the appropriate use of the District's technology equipment and resources including but not limited to; District computers, websites, communication devices, and internet access systems. Lennox employees shall use the District's technology equipment and resources solely for employment purposes.

The District may, without prior notice or consent, monitor the use of District technology equipment and resources, including but not limited to; District computers, email, internet use and electronic files saved to District computers.

Employees shall sign a *Use of Technology Agreement* which outlines Lennox employee obligations and responsibilities related to the use of District technology equipment and resources. Email use should not occur when staff is responsible for the supervision or instruction of students.

Please review Board Policy [4040](#) for further details on the expectations for the appropriate use of technology.

EMPLOYEE ORGANIZATIONS

Most employees are represented by exclusive bargaining representatives in matters related to wages, hours and other terms and conditions of employment. Teachers, counselors, psychologists, speech pathologists, and occupational therapists are represented by the Lennox Teachers Association (LTA). District Classified employees are represented by the California School Employees Association (CSEA), unless it is a non-represented position.

Confidential employees and management employees are considered non-represented.

EMPLOYEE RESPONSIBILITY AND DUTIES

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with Board of Education policies, administrative regulations, applicable employee agreements, and local, state and federal laws.

All employees shall wear their District-issued identification badges at all times to ensure the safety of our District school sites.

EMPLOYEE USE OF TECHNOLOGY

The District maintains Board Policy and Administrative Regulations that describe employee use of technology. Lennox employees shall be responsible for the appropriate use of the District's technology equipment and resources including but not limited to: District computers, websites, communication devices, and internet access systems. Lennox employees shall use the District's

technology equipment and resources solely for employment purposes. There is no right of privacy in information stored on technology resources. The District retains e-mail and other information stored on technology resources.

EVALUATION

The Governing Board believes that regular and comprehensive evaluation can help staff improve their skills. Evaluations also serve to hold staff accountable for their performance. The performance of staff members is evaluated in accordance with law, the negotiated employee contracts and the Rules and Regulations of the Board of Education policy.

Evaluations are used to recognize the skills and accomplishments of staff and to identify areas needing improvement. When areas needing improvement are identified, the District expects employees to accept responsibility for improving their performance. Employees are encouraged to take initiative in requesting assistance, as necessary, to promote effective performance in their position. Please review the appropriate bargaining agreement for further details on evaluation timelines and expectations.

FREEDOM FROM TUBERCULOSIS

All new employees must submit proof of TB clearance or risk assessment prior to beginning work. Acceptable documentation includes a TB x-ray or intradermal skin test conducted within the last four (4) years, verified in writing by a licensed physician or the agency that administered the test.

All continuing employees are required to renew their TB verification every four (4) years, maintaining current documentation at all times. The employee is responsible for covering any costs associated with the test or screening.

Failure to comply with this requirement continues a violation of Board Policies [4112.4](#) and [4212.4](#), as well as Education Code §49406, and may result in disciplinary action up to and including dismissal. If valid TB clearance is not received by the deadline provided by the Personnel Department, the employee will be removed from work without pay and may face termination for cause.

JOB POSTINGS

Classified represented employees must be employed for six (6) months to apply for another Classified position within the District. In the event the unit member is unable to work for six (6) or more days during their probationary period, the probationary period shall be extended by the total number of days the employee is absent.

Classified job vacancies are posted a minimum of 10 consecutive days on EdJoin and sent out to all unit members via email. Please review the appropriate bargaining agreement for further details on job vacancies.

Certificated job vacancies are posted a minimum of five (5) business days on EdJoin and emailed to all unit members via email. Please review the appropriate bargaining agreement for further details on job vacancies.

JURY DUTY

Employees may be summoned for jury duty during their employment. The procedures for handling your jury duty summons are described in the employee's respective collective bargaining agreement. Please review these procedures prior to accepting jury duty service. Questions regarding service can be answered by the Personnel Office staff at (310) 695-4000.

LEGAL STATUS REQUIREMENT/CRIMINAL RECORD CHECK

The District shall hire only U. S. citizens and aliens who are lawfully authorized to work in the United States. All new employees shall show appropriate documents which certify that they are legally eligible to work in the United States, as required by law.

All employees and volunteers who work directly with students, such as volunteers, in the Lennox School District shall be fingerprinted. Prints are transmitted to the California Department of Justice and the Federal Bureau of Investigations for a criminal records check. No employee or volunteer can perform any work in the District until this process has been completed and it is determined that there is no criminal conviction that would prohibit the employee or volunteer from working with students and staff.

In addition, the District receives subsequent arrest notification from the Department of Justice on employees and volunteers as provided under Penal Code [11105.2](#) and Education Code [44830.1](#). Employees should be aware that this information is automatically sent to the Personnel Office and will be reviewed for appropriate handling.

MAILING ADDRESS REQUIREMENT

Employees shall provide their site administrator and the Personnel Office a valid mailing address for purposes of receiving U.S. mail and certified mail, as necessary. It is the responsibility of the employee to inform the Personnel Department of any changes to their mailing address.

NAME/ADDRESS CHANGES AND EMERGENCY CONTACTS

It is the responsibility of the employee to inform the Personnel Department of any changes to their mailing address, phone number, emergency contact(s), or name.

Employees shall provide to their site administrator and the Personnel Office their current mailing address and best contact number. **They should notify the Personnel Office within 10 days of a change of address/phone number/emergency contact.** A name change can be made only when an employee's current Social Security card has been changed to the new name. The District is required, by federal regulations, to pay you exactly as your name is listed on your Social Security card. This regulation is in place to protect both the employee and employer. By using the exact information printed on your Social Security card, earnings reported to state and federal agencies will be accurately posted to insure proper credit to you.

By presenting a Social Security card with the new name to the Personnel Office, a name will be changed on employee records, including payroll.

You may request a change of address form by emailing the Personnel Office or by coming to the Personnel Office to complete a change of address form. Employees shall notify the Personnel Office when there is a change to their Emergency contact(s) as soon as possible.

NONSCHOOL EMPLOYMENT

The District recognizes that Lennox employees may receive compensation for outside activities as long as these activities are not inconsistent, incompatible or in conflict with the employee's duties or to the duties, functions or responsibilities of the District. Outside paid activities are incompatible with District employment if they require time periods or commitments that interfere with the proper, efficient discharge of the employee's duties; they entail compensation from an outside source for activities which are part of the employee's regular duties; or they involve using for private gain the District's name, time, facilities, equipment or supplies.

Please review Board Policy [4136](#), [4236](#), [4336](#) and Conflict of Interest Board Policy [9270](#) for details on non-employment activity.

PERSONNEL FILES

The District maintains personnel files for all of its current employees. Personnel files are confidential and are available only to the employee, persons authorized by the employee and those authorized by the Superintendent or Assistant Superintendent of Personnel. Official employee files are maintained in the District's Personnel Office.

When an employee is asked to sign any material that is to be placed in their personnel file, it is with the understanding that their signature signifies only that they have read the material and does not necessarily indicate agreement with its contents. In the event that an employee refuses to sign a given document that is to be placed in their file, they will be advised that it will be placed in their file with a note of refusal to sign.

When information of a derogatory nature is to be placed in an employee's personnel file, the employee will be given the opportunity to respond in writing prior to placement in the personnel file. Refer to Board Policy [4112.6](#) for additional information.

REPORTING ABSENCES

All employees are required to report their absences through *Frontline*, the District's absence management online platform, as soon as the absence is known. In all cases, the absence must be reported no later than **one-and-a-half (1½) hours** prior to the start of the workday. Failure to provide timely and adequate notification may result in the denial of paid leave or other disciplinary actions. Each morning, the District Office Receptionist reviews all reported absences and ensures that all assignments are appropriately covered. If any assignments remain unfilled through the online system, the Receptionist will contact available substitutes to secure coverage.

Employees who are absent due to illness for **three (3)** or more consecutive workdays will be required to provide a doctor's note or medical certification verifying the need for continued absence. Failure to provide appropriate documentation may result in the absence being considered unexcused.

RESIGNATION/ RETIREMENT

If an employee wishes to resign/retire from the District, a resignation/retirement form must be completed. Resignations and retirements are subject to approval by the District. Forms are available at the District office in the Personnel Department, or on the District [Personnel](#)

[Department Website](#). Prior to the final resignation/retirement date, all District-issued technology, uniforms, keys and other items must be returned to the school site or department secretary. If District property is not returned, you may be charged with the replacement cost fee. Once forms are presented to the supervisor and/or received in the Personnel Department they are effective and final.

SALARY PAYMENTS

The schedule for salary payments is as follows:

- Certificated and management employees will be paid 12 months per year, twice a month on the 5th and 20th working day of the month. If the first working day of the month falls on a non-business day, monthly employees will be paid on the workday immediately following that date.
- Classified monthly full-time employees will be paid based on their calendar work year on the 10th and 25th of the month. If the payment day falls on a non-business day, payment shall be made on the workday preceding that date.
- Hourly Classified employees (vary per position) will be paid based on their calendar work year on the 10th and 25th of the month.

Employees are encouraged to use direct deposit for salary payments. An authorization for direct deposit can be obtained in the District's Payroll Department.

"Withholding" tax is a required deduction. The amount withheld is determined by your taxable gross pay and the withholding information you provide on your W-4 tax form. Federal Medicare tax also is deducted. Deductions also will be made for Social Security and CalPERS for classified employees who are eligible. Deductions for STRS will be made for eligible certificated employees. Other deductions, required and voluntary, will be itemized on your salary pay warrant.

UNIVERSAL PRECAUTIONS TO PREVENT THE SPREAD OF INFECTIOUS DISEASES

In compliance with federal and state regulations, employees are strongly advised to practice Universal Precautions when rendering first aid or handling potentially infectious materials such as blood, saliva, vomit, urine, feces, and other discharges from the mouth and nose. These precautions, when practiced at all times, will reduce the spread of infectious diseases including but not limited to Hepatitis B virus (HBV), Hepatitis C virus (HCV), and Human immunodeficiency virus (HIV), which causes acquired immunodeficiency syndrome (AIDS).

1. Hand washing: Wash hands thoroughly for at least 20 seconds with dispensable soap and water after rendering first aid or handling blood or any other potentially infectious materials such as mentioned above. Hand washing is also required before eating, drinking or feeding, handling food, cleaning utensils or kitchen equipment, and after using the toilet, blowing nose, touching your face and diapering.
2. Personal Protective Equipment: Use disposable vinyl gloves when rendering first aid, handling blood or any potentially infectious materials, soiled laundry or cleaning

contaminated surfaces. Wash hands immediately after removing contaminated gloves without the contamination touching your skin. Dispose the materials in proper containers. Disposable gloves are for one-time only use.

3. Clean-up and Disinfection: Chlorine bleach diluted 1:10 with water or District approved disinfectants should be used for cleaning contaminated surfaces. Properly clean and decontaminate surfaces and equipment that has had contact with infectious materials. Avoid splashing while performing cleanup procedures. Rinse mops or other non-disposable items used for cleaning in the disinfectant solution. While cleaning, wear disposable gloves.
4. Waste Disposal: Line all trash containers with plastic bags. Trash containers in Health Offices, certain classrooms should be double-lined. Place contaminated gloves, tissues and paper towels, pads, band aids, and other contaminated dressings into appropriately lined waste containers.

VISITORS IN THE WORKPLACE

All visitors to District sites and schools will need prior approval from the department/site to enter the site. In addition, visitors must wear a visitor name tag after they have clearance through the school safety software (*Raptor Technologies*).

Employees are not to bring their own children and family members to work. Arrangements must be made for child care outside of the employee's work site.

VOLUNTEER GUIDELINES

All volunteers to District and school sites must have clearance by the department, site supervisor or the school site principal in order to volunteer prior to commencing any volunteer work. In addition, volunteers must wear a visitor name tag after they have clearance through the school safety software (*Raptor Technologies*).

In certain cases, volunteers must be fingerprinted and/or have TB clearance prior to commencing volunteer work. In these cases, volunteers must be cleared through the Personnel Office prior to beginning volunteer assignments.

YOUR SUPERVISOR/SITE ADMINISTRATOR

Your supervisor/site administrator is an important person who is there to assist you and support you in your assignment. This person will work with you to ensure overall effectiveness on the job and will let you know exactly what is expected of you and keep you posted on policies and procedures. Your supervisor will assign your work, introduce you to other employees and explain procedures. Remember, do not be afraid to ask questions. If instructions are not clear, always ask for clarification.

There may be times when you want advice on a problem or an answer to a question. Usually your immediate supervisor will be able to help you. If not, your supervisor will try to obtain the information you need or suggest to you another place where the matter may be referred for an answer. The Personnel Office is also available to answer questions you might have about your employment.

III. IMPORTANT DISTRICT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the District's policy to provide equal employment opportunity for all applicants and employees. The District does not unlawfully discriminate on the basis of race, color, religion (including religious dress and religious grooming), sex (including gender, gender identity, gender expression, as well as pregnancy, childbirth, breastfeeding or related medical conditions), national origin, ancestry, citizenship, age, physical or mental disability, medical condition, genetic information, military status, veteran status, marital status, domestic partner status, sexual orientation, or any other basis protected by applicable federal, state, or local laws.

MANDATED REPORTING

The Governing Board recognizes that child abuse has severe consequences and that the District has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect.

The Lennox School District employees are mandated reporters and are obligated to report all known or suspected incidents of child abuse and neglect. Each employee must participate in training for reporting child abuse, neglect or exploitation on an annual basis within six weeks after the start of the school year. The reporting duties of mandated reporters are individual and cannot be delegated to another person. As a mandated reporter, it is not your responsibility to investigate such incidents. Your duty is to cooperate with agencies that are responsible for investigating cases of child abuse and neglect.

Immediately, or as soon as practicably possible, after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report to the Child Abuse Hotline. Contact information is as follows.

Los Angeles County Department of Children and Family Services
Child Abuse Hotline
(800) 540-4000

Please review Board Policy [5141.4](#) /Administrative Regulation [5141.4](#) in Appendix A which includes more information on child abuse and reporting.

Within 36 hours, a written report must be sent, faxed, or submitted electronically to the Department of Children and Family Services, and a copy must be sent to the Director of Student Services, Ms. Eva Muñoz. Failure to make a report of an instance of child abuse is a misdemeanor. The written report should be completed on a state form called the 8572, which can be downloaded at:

[Mandated Reporting Form 8572](#)

MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS

All District employees are expected to maintain clear professional boundaries with students at all times. Personal involvement or interactions that go beyond the scope of professional responsibilities may place students at risk and expose employees to allegations of inappropriate conduct.

Examples of inappropriate boundary violations include, but are not limited to:

- Engaging in one-on-one meetings with a student in a private or secluded setting without a legitimate educational purpose
- Sharing personal contact information, texting, or communicating with students on social media without administrative or parental consent
- Offering gifts, special favors, or showing preferential treatment to individual students
- Discussing personal matters with students unrelated to the educational environment
- Physical contact that is not age-appropriate or that could be misinterpreted

Violations of professional boundaries may result in disciplinary action, including reporting to child protective services if the behavior constitutes suspected abuse or neglect.

Staff are encouraged to err on the side of caution and consult a supervisor if they are uncertain about whether an interaction may be inappropriate or violate District policy. Refer to Board Policy [4119.24](#) for additional information.

CIVILITY POLICY

The District is committed to maintaining orderly educational and administrative processes in keeping schools and the District sites free from disruptions and preventing unauthorized persons from entering school/District grounds. Members of the Lennox staff will address colleagues, students, parents, and members of the public with respect and expect the same in return.

This policy promotes mutual respect, civility and orderly conduct among Lennox employees, students, parents and the public. This policy is not intended to deprive any person of their right of freedom of expression, but only to maintain, to the extent possible and reasonable, a safe harassment-free workplace for our students and staff. In the interest of presenting Lennox employees as positive role models to the students of our District, as well as to the community, the District encourages positive communication. The District will not tolerate behavior that may appear rude, uncaring, abrupt, or insensitive, nor volatile, hostile or aggressive actions or loud, obscene, and/or offensive language. Please review Board Policy [1313](#) /Administrative Regulation and [1313.01](#) in Appendix A for further details.

PRIVACY OF STUDENT INFORMATION

Under the Family Educational Rights and Privacy Act (FERPA), you are legally and ethically obligated to safeguard the confidentiality of any educational records that you have access to. Educational records include, but are not limited to: student data, student information, testing data, discipline data, health data, confidential program data and any other student related data. It is imperative that you have an understanding of keeping this information confidential. Access to student information may be necessary for your work related tasks but is not to be shared with colleagues or others who should not have this access.

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

The District maintains a formal complaint policy concerning individual employees, as outlined in Administrative Regulation [1312.1](#). Every effort should be made to resolve concerns at the earliest possible stage, and individuals are encouraged to first address the issue directly with the employee involved whenever appropriate. If a resolution cannot be reached informally, a written complaint may be submitted to the employee's Principal or immediate supervisor. Complaints involving a Principal or District Administrator should be directed to the Superintendent or designee. Written complaints must include the full name of the employee, a brief but specific summary of the concern, relevant facts, and a description of any prior attempts to resolve the issue. The Governing Board prohibits retaliation against any individual who files a complaint in good faith. For more information, please review Administrative Regulation [1312.1](#) in Appendix A of this handbook.

DRUG AND ALCOHOL-FREE WORKPLACE

The District is fully committed to a workplace free of drugs and alcohol.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance in the workplace. These prohibitions apply before, during and after school hours. A School District workplace is: any place where School District work is performed; any school-owned or school-approved vehicle used to transport students to or from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under District jurisdiction; during any period of time when an employee is supervising students on behalf of the District or otherwise engaged in District business. Please review Board Policy [4020](#) in Appendix A for further details.

NON-DISCRIMINATION POLICY

The Governing Board prohibits unlawful discrimination, harassment, and/or intimidation of Lennox employees, volunteers, interns, and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation, or their association with a person or group with one or more of these actual or perceived characteristics at or related to any District site and/or activity. The Board also prohibits retaliation against any Lennox employee or job applicant who complains, testifies, or in any way participates in the District's complaint procedures instituted pursuant to this policy.

It is the policy of the Lennox School District to comply with federal and state non-discrimination laws in all activities and programs conducted by the District and its schools and to require the maintenance of an educational and work environment that is free of unlawful discrimination, harassment or other conduct that is inherently disruptive of the education or work environment.

Any Lennox employee who engages in unlawful discrimination, intimidation or harassment shall be subject to disciplinary action up to and including dismissal. Any Lennox employee who permits unlawful discrimination or harassment may be subject to disciplinary action up to and including dismissal. A Lennox employee shall be deemed to have permitted unlawful discrimination or harassment if they fail to take remedial action and/or report an observed

incident of discrimination or harassment, whether or not the victim complains. Please review Board Policy [4030](#) in Appendix A for further details.

POLITICAL ACTIVITIES OF EMPLOYEES

The Governing Board respects the right of Lennox employees to engage in political discussions and activities on their own time and at their own expense. On such occasions, employees shall make it clear that they are acting as individuals and not as representatives of the District. Employees shall refrain from prohibited activities identified in law and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.

Prohibited activities include:

1. Use of District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Governing Board.
2. During working hours and on school property, solicit or receive any political funds or contributions to promote the passage or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service or other working conditions.
3. During working hours and on school property, solicit or receive any political funds or contributions to promote the passage or defeat of other types of ballot measures.
4. Use of school time to urge the passage or defeat of any ballot measure or candidate.
5. Use of school equipment for the preparation or reproduction of political campaign materials.
6. Post or distribute political campaign materials on school property.
7. Disseminate political campaign materials through the District's mail service, e-mail or staff mailboxes.
8. Use students to write, address or distribute political campaign materials.
9. Present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of opposing views.
10. Wear buttons or articles of clothing that express political opinions on ballot measures or candidates during instructional time. Although employees may not conduct political activities on school property during working hours, they are free to discuss politics and solicit or receive funds or contributions for political purposes outside the employee's working hours, including the lunch period or other scheduled work break during the school day.

Please review Board Policy [4119.25](#), [4219.25](#), [4319.25](#) /Administrative Regulation [4119.25](#), [4219.25](#), [4319.25](#) for further details.

TITLE IX SEX DISCRIMINATION AND SEX-BASED HARASSMENT AND COMPLAINT PROCEDURES

The Lennox School District is committed to maintaining a workplace that is free from all forms of sexual harassment and discrimination. In accordance with federal Title IX regulations and the California Education Code, the Governing Board strictly prohibits sexual harassment of any employee, intern, volunteer, student, or job applicant. The Board also prohibits retaliation against anyone who reports, files a complaint, or otherwise participates in an investigation under this policy.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal, visual, or physical conduct of a sexual nature that:

- Interferes with an individual's work or academic performance
- Creates an intimidating, hostile, or offensive environment, or
- Constitutes quid pro quo harassment by an individual in a position of authority.

This policy applies to all persons in the District regardless of job classification or location and includes misconduct occurring at school sites, work-related events, or through electronic communications.

Reporting Obligations

Any Lennox employee, student, intern, volunteer, or job applicant who believes they have experienced or witnessed sexual harassment must report the incident immediately to any of the following:

- Their direct supervisor or site administrator
- The Assistant Superintendent of Personnel Services/District's Title IX Coordinator, Ms. Maria Castellanos

Reports may also be made by calling the District Office at (310) 695-4000.

Supervisors, principals, and other District administrators who receive a complaint are required to promptly notify the Assistant Superintendent of Personnel Services/ Title IX Coordinator, Ms. Maria Castellanos.

Complaint Process

Complaints of sexual harassment will be addressed in accordance with appropriate Board Policies and Administrative Regulations. Review Board Policies [4119.11](#), [4219.11](#), and [4319.11](#), Administrative Regulations [4119.12](#), [4219.12](#), and [4319.12](#) (*Title IX Sex Discrimination and Sex-Based Harassment and Complaint Procedures*) for additional information.

TOBACCO-FREE WORKPLACE

The District recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

The District prohibits the use of tobacco products at any time in District-owned or leased buildings, on District property and in District vehicles. This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

Please review Board Policy [3513.3](#) /Administrative Regulation [3513.3](#) for further details.

UNIFORM COMPLAINT PROCEDURES

The District maintains a uniform complaint policy covering complaints alleging violation of federal or state laws or regulations governing educational programs. Complaints are to be made in writing, with assistance from the Assistant Superintendent of Instructional Services and the Director of Student Support Services if the complainant is unable to do so. An investigation will be conducted according to District Policy and Administrative Regulations. Board Policy prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or for the participation in complaint procedures.

Please review Board Policy [1312.3](#) and Administrative Regulation [1312.3](#) Appendix A for further details.

WEAPONS AND DANGEROUS INSTRUMENTS

The Governing Board desires to provide a safe, orderly working environment for all employees that is free of intimidation, threats and violence. The Board prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at a school-related or school-sponsored activity away from school, or while going to or coming from school.

Employees possessing or threatening others with a weapon, dangerous instrument or imitation firearm are subject to discipline, up to and including termination, in accordance with law, Board policy and administrative regulations. Please review Board Policies [4158](#), [4258](#), [4358](#) and Administrative Regulations [4158](#), [4258](#), [4358](#) for further details.

INJURY ILLNESS AND PREVENTION PLAN

Lennox School District is committed to maintaining a safe and healthy work environment for each employee and ensuring full compliance with all applicable occupational safety and health regulations. The Injury and Illness Prevention Plan (IIPP) is a written workplace safety program required by Cal-OSHA. The regulation requires that every employer develop and implement an effective IIPP. For more information on the IIPP, click on the link below.

[Injury & Illness Prevention Plan \(IIPP\)](#)

WORKPLACE VIOLENCE PREVENTION PLAN

California legislation requires most employers in the state to establish a written workplace violence prevention plan (WPVPP) and provide employee training on workplace violence prevention. California Workplace Violence Prevention law is enforced by the California Division of Occupational Safety and Health (Cal/OSHA). For more information on the District's WPVPP, click on the link below.

[Workplace Violence Prevention Plan](#)

IV. EMPLOYEE BENEFITS AND LEAVES

LEAVES OF ABSENCE

The Governing Board recognizes the need to provide for leaves of absence for justifiable reasons. Such leaves are authorized pursuant to law, Board policy, Administrative Regulation and/or collective bargaining agreements.

Employees who belong to an employee association (LTA, CSEA) will find detailed information on paid and unpaid leaves of absence in their collective bargaining agreement.

Certificated and classified management employees as well as non-represented, confidential employees shall be entitled to those leave provisions provided in Board policy and administrative regulations. For further information on leaves of absences and forms, please reference the [Leaves of Absence Guidebook](#), or you may also locate the guidebook on the [Personnel Department webpage](#).

MEDICAL, DENTAL AND VISION CARE

The Lennox School District provides an insurance program that gives the greatest amount of coverage for employees while keeping the costs within the means of the District. All full-time employees are eligible for insurance coverage. The District and employee share in the cost of the coverage. Part-time employees should consult their collective bargaining agreement to determine their eligibility.

The District currently provides family coverage through the following medical plans:

Medical plans:

- Kaiser
- United Health Care (UHC)

Dental plan:

- Delta Dental

Vision plan:

- Vision Service Plan (VSP).

Long-Term Disability:

- The District pays for long-term disability insurance coverage (VOYA) for all full-time employees who work at least fifty percent at no cost to employees.

Life Insurance:

- The District pays for life insurance (VOYA) to all Management and Confidential staff.

[Benefits Home Page](#)

Enrollment Period: All employees eligible for benefits (full or partial) have 30 days from their hire (or eligibility) date to enroll for medical, dental and/or vision coverage. All employees

enrolling for benefits will need copies of marriage and birth certificates in order to enroll eligible dependents.

Change in Status: Any time there is a change in your family status (i.e., marriage, birth or adoption of a child; loss of a dependent's benefits, etc.), the employee has 30 days from the qualifying event (marriage, birth, adoption, loss of a dependent's benefits, etc.) to add or delete family members from their medical, dental and/or vision coverage.

Open Enrollment: Open enrollment is normally scheduled in October of each calendar year. Employees may make changes to their medical during this time. Coverage under the new plan becomes effective January 1.

SECTION 125 FLEXIBLE BENEFIT PLAN

Section 125 Flexible Benefit Plan: Section 125 of the Internal Revenue Service Code allows employees the opportunity to purchase certain types of benefits on a favorable tax basis using "pre-tax" dollars which can result in a higher level of spendable income for employees. In other words it is a tax-advantage plan that provides employees with the opportunity to pay for any out-of-pocket premium costs for medical, dental and/or vision insurance with pre-tax dollars, thus reducing taxes and increasing spendable income. Effective every January 1st, any employee contributions for medical, dental and vision will be automatically deducted from the employee's paycheck on a pre-tax basis. Any employee who wishes to have their payroll deductions taken after taxes must submit a signed Post Tax Deduction Authorization Form to the Business Office.

Section 125 Flexible Benefit Plan (American Fidelity): American Fidelity is the administrator for the District's Flexible Benefit Plan. This plan allows you to have a designated amount deducted from your paycheck before taxes for eligible medical and dependent care expenses. The maximum contribution that can be pre-taxed for medical expenses is \$3,300; and the maximum for dependent care is \$5,000. Enrollment for these plans is within 30 days from the hire date or during open enrollment for current employees with an effective day of January 1st.

TAX SHELTERED ANNUITIES

Tax Sheltered Annuities (TSAs) may be purchased through a number of licensed insurance companies or agencies. The employee must select the plan desired and request appropriate contract revisions. Neither the Lennox School District nor any member of the staff may promote or recommend any plan. The Payroll Office may advise on the names of companies currently providing plans to other employees.

The amount of annual contributions to a TSA is limited by Internal Revenue Service Regulations. The employee is responsible for assuring contributions are within the authorized limit. The untaxed retirement contributions may count as part of the maximum allowable TSA contribution. Please consult your tax advisor to assure proper calculation of maximum allowable contributions. To establish, change or terminate TSA deductions, the employee must contact the District third party administrator, Schools First.

WORK-RELATED INJURIES

The Governing Board provides its employees with workers' compensation benefits in accordance with law. Employees shall report any work-related injury or illness to their

supervisor immediately. The employee or employee's supervisor, depending on the nature of the injury/illness, shall next contact the Company Nurse Injury Hotline at (888) 770-0929. Employees with work-related injuries or illnesses will be referred to one of the District's industrial care facilities, unless the employee has previously pre-designated a personal physician for treatment.

Additional information regarding industrial accident and illness leave benefits can be found in the collective bargaining agreements. Questions regarding workers' compensation benefits can be answered by the Risk Manager, Ms. Ana Bernardino, in the Personnel Office at (310) 695-4003.

Please review the Workers' Compensation Procedures in Appendix C for further details, or on the [District Personnel Department Website](#).

EMPLOYEE ASSISTANCE PROGRAM (EASE)

The Lennox School District partners with the Los Angeles County Office of Education to offer the Employee Assistance Service for Education (EASE) program. EASE provides free, confidential short-term counseling and referral services to help employees and their immediate family members address emotional well-being, stress, grief, anxiety, workplace concerns, and other mental health challenges. Services are available 24/7 by calling (800) 882-1341 or visiting www.lacoe.edu/ease. All services are strictly confidential and offered at no cost to the employee.

V. CERTIFICATED EMPLOYEE INFORMATION

EMPLOYEE WORK SCHEDULE

Certificated Employees

A normal on-site workday for Teachers and TOSA's is from 7:45 am - 3:15 pm, with a 45-minute lunch. A normal on-site workday for other certificated LTA unit members, including Counselors and Psychologists is 7:30 am - 4:15 pm, with an hour lunch. A normal on-site workday for ELOP Counselors is 10:00 am - 6:00 pm, with an hour lunch. During inclement weather days, lunch may be reduced to 30 minutes.

ABSENCES – ABSENCE MANAGEMENT AND LESSON PLANS

Upon initial employment, certificated employees will be given their individual absence management online platform account and login information so they can register to use the system. Your administrator can identify someone at the site to assist you with this process, or you can contact the District Office Receptionist, Lizette Siordia at (310) 695-4000.

When absent, a certificated employee must notify the District as soon as the need to be absent is known, but in no event less than one-and-a-half (1 ½) hours prior to the start of the work day via the District's absence management online platform [FrontLine \(AESOP\) Absence Management](#).

Failure to notify shall result in the employee not being allowed to return to work the subsequent day, nor shall said employee receive pay for the subsequent work day.

Classroom teachers must make arrangements for substitute coverage when they are absent from their teaching assignment by submitting their absence on the online platform. To ensure proper planning and continuity of instruction, it is the District's expectation that each teacher shall prepare lesson plans for substitute use when they are absent.

CERTIFICATION AND RENEWAL REQUIREMENTS

All Lennox employees hired in positions requiring certification qualifications must possess the appropriate credential authorizing their employment from the Commission on Teacher Credentialing (CTC). It is the District's intent and desire to employ teachers with full credentials who possess the subject matter knowledge and teaching skills required by the federal Every Student Succeeds Act (ESSA) and who are authorized to address the learning needs of our English Language Learner population.

Each certificated employee assumes the responsibility for maintaining certification, which may include the payment of credential/permit renewal fees and the completion of coursework or other requirements as noted by the CTC. The CTC requires credential renewals to be processed directly online on their website. The CTC website address is <http://www.ctc.ca.gov>.

Once your renewal is processed, the CTC will send you an email confirming the renewal of your credential(s). Upon receipt of that email, you must **notify** the Personnel Office so that we are able to register your renewed credential with the Los Angeles County Office of Education. **The District must receive your renewed credential information no later than one month prior to the previous credential's expiration date to ensure no interruption to your pay warrant.**

If you have any questions regarding your credential(s) or the renewal process, please contact Joanna Estrada in the Personnel Office at (310) 695-4076.

LESSON PLANS

It is the District's expectation that teachers will prepare daily lesson plans for each of their classes. Lesson plans are to reflect appropriate instructional activities that are consistent with District goals and objectives, and assist all students in meeting District grade level/subject standards, as well as demonstrating proficiency on state required examinations.

PROFESSIONAL DEVELOPMENT

The Governing Board believes that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. A program of ongoing professional development is offered by the District and includes opportunities for teachers to enhance their instructional and classroom management skills and increase their knowledge of academic content in the core curriculum. See your site administrator for a calendar of professional development activities.

Attendance at workshops and conferences offered by vendors outside of the District and/or state are contingent upon the availability of budgeted funds and the advanced approval to attend by the immediate supervisor. Out-of-state conferences require advanced approval of the Board of Education.

TUTORING

The District expects teachers and other members of the instructional staff to make every effort to resolve students' learning problems at school before recommending that a parent/guardian engage a tutor or other professional help. By maintaining a competent, dedicated staff, adequate instructional resources, and intervention programs, the District seeks to minimize the need for individual tutoring.

To preclude conflicts of interest, employees are not to charge or accept any kind of remuneration for giving private lessons, tutoring or other professional services to a student during such time as the student is enrolled in any of an employee's classes or otherwise assigned to the care of that employee.

Please review Board Policy [4136](#), [4236](#), [4336](#) and Conflict of Interest Board Policy [9270](#) for details regarding tutoring/private instruction.

VI. CLASSIFIED EMPLOYEE INFORMATION

Classified positions generally have no credential requirements. Instead they have District testing requirements in accordance with principles that provide competitive opportunities for all qualified applicants. Positions such as clerical and secretarial, accounting, custodial, food services and education assistants are under this category.

The Personnel Office strives to ensure that employees are selected, promoted and retained without favoritism or prejudice, on the basis of merit and fitness.

HOLIDAYS

Classified employees are entitled to fourteen (14) approved State and/or local holidays designated by the Board. The fourteen (14) holidays are:

1. Independence Day
2. Labor Day
3. Veterans' Day
4. Thanksgiving Holidays (2)
5. Winter Holidays (3)
6. New Year's Holidays (2)
7. Dr. Martin Luther King's Birthday
8. President's Day
9. Memorial Day
10. Juneteenth

VACATION

Classified employees will earn one vacation day for each month of full-time service. No vacation shall be granted during the first six (6) months of employment, which shall accrue during this time.

Example:

12 months worked = 224 - 250 days = 12 vacation days maximum vacation = 20 days

11 months worked = 204 - 223 days = 11 vacation days maximum vacation = 19 days

10 months worked = 183 - 203 days = 10 vacation days maximum vacation = 18 days

9 months worked = 180 - 182 days = 9 vacation days maximum vacation = 17 days

Vacation shall be paid at the employee's current rate.

Please refer to the collective bargaining agreement between the District and CSEA for more information.

EMPLOYEE WORK SCHEDULE

Classified Employees

The normal work period consists of eight (8) hours per day, five (5) days per week. However, the District does maintain schedules in some classifications and locations that work less than eight (8) hours per day. Employees are entitled to a 30-minute unpaid lunch break. Breaks are not to be placed at the beginning or end of a shift.

Hours of Employment	Number of Minutes of Break	Comments
0 - 3.75 hours or less	0 rest break	0 lunch break
3.76 - 5.99 hours	1 (10) minute break	0 lunch break
6.00 - 7.99 hours	1 (15) minute break	1 lunch break
8.00 hours	2 (10) minute break	1 lunch break

OVERTIME COMPENSATION

Under no circumstances will any Lennox employee work overtime, e-time or comp time, unless the time has been pre-approved by a Cabinet member. All overtime and comp time hours may be compensated at the rate of pay equal to time and one-half (1-1/2) the regular rate of pay of the employee. Overtime is defined to include any time worked in excess of eight (8) hours in any one day or in excess of forty (40) hours in any calendar week. Check with your supervisor to see if you will receive overtime pay for hours which exceed your normal work schedule.

DOCKING OF TIME FOR CLASSIFIED EMPLOYEES

Employees must be present and ready to work at their scheduled start time. If an employee arrives late (*an absence without an approved leave*), their pay will be adjusted accordingly through time docking. Time will be docked in a fair and consistent manner to ensure accountability and compliance with District policies. This policy establishes the procedure for docking time when an employee is tardy or absent without prior approval and will be enforced consistently across all departments. Refer to the [Docking of Time Policy](#) for additional information. Questions regarding time docking should be directed to the Business Office.

VII. APPENDIX: A

BOARD POLICIES AND/OR ADMINISTRATIVE REGULATIONS

All Board Policies and Administrative Regulations can also be found at:
[Lennox School District Board Policies](#)

Community Relations

- **Civil Policy**
 - Board Policy [1313](#)
 - Administrative Regulation [1313.01](#)
- **Complaints Concerning District Employees**
 - Administrative Regulation [1312.1](#)
- **Oath or Affirmation/ Disaster Service Worker**
Administrative Regulation [4112.3](#)
- **Uniform Complaint Procedures**
 - Board Policy [1312.3](#)
 - Administrative Regulation [1312.3](#)

Personnel

- **Drug and Alcohol-Free Workplace**
 - Board Policy [4020](#)
- **Non-Discrimination In Employment**
 - Board Policy [4030](#)
- **Employee Use of Technology**
 - Board Policy [4040](#)
- **Title IX Sex Discrimination and Sex-Based Harassment and Complaint Procedures**
 - Board Policy [4119.11](#), [4219.11](#), [4319.11](#)
 - Administrative Regulation [4119.12](#), [4219.12](#), [4319.12](#)
- **Personnel Files**
 - Board Policy [4112.6](#)

Students-Welfare

- **Child Abuse Prevention and Reporting**
 - Board Policy [5141.4](#)
 - Administrative Regulation [5141.4](#)

For additional resources click the following link:
[Child Protective Services](#)

VII. APPENDIX B:

ANNUAL EMPLOYEE NOTIFICATIONS AND BOARD POLICIES

- **Conflict of Interest**
 - Board Policy [9270](#)
- **Dress And Grooming**
 - Board Policy [4119.22](#), [4219.22](#), [4319.22](#)
- **Integrated Pest Management**
 - Regulation [3514.2](#)
- **Legal Status Requirement/ Criminal Record Check**
 - Penal Code [11105.2](#)
 - Education Code [44830.1](#)
- **Mandated Reporting**
 - Board Policy [5141.4](#)
 - Administrative Regulation [5141.4](#)
- **Maintaining Appropriate Adult-Student Interaction Professional Boundaries**
 - Board Policy [4119.24](#)
- **Nonschool Employment**
 - Board Policy [4136](#), [4236](#), [4336](#)
- **Professional Standards**
 - Board Policy [4119.21](#), [4219.21](#), [4319.21](#)
- **Political Activities of Employees**
 - Board Policy [4119.25](#), [4219.25](#), [4319.25](#)
 - Administrative Regulation [4119.25](#), [4219.25](#), [4319.25](#)
- **Tobacco-Free Schools**
 - Board Policy [3513.3](#)
 - Administrative Regulation [3513.3](#)
- **Title IX Sex Discrimination and Sex-Based Harassment and Complaint Procedures**
 - Board Policy [4119.11](#), [4219.11](#), [4319.11](#)
 - Administrative Regulation [4119.12](#), [4219.12](#), [4319.12](#)
- **Universal Precautions**
 - Policy [4119.43](#), [4219.43](#)
- **Weapons and Dangerous Instruments**
 - Board Policy [4158](#), [4258](#), [4358](#)
 - Administrative Regulation [4158](#), [4258](#), [4358](#)
- **Williams Uniform Complaint Procedures**
 - Administrative Regulation [1312.4](#)

For additional resources on the topics below, click on the following links:
[Bullying and Harassment Prevention](#) , [Title IX](#) , [Suicide Prevention](#).

VII. APPENDIX C:

WORKERS' COMPENSATION (WC) CLAIMS REPORTING PROCESS

For immediate/urgent medical treatment call 911 and follow up with Risk Manager, ext. 4003.

For All Other Injuries

1. Employee should immediately contact Company Nurse by calling (888) 770-0929 (Search Code: LENOX)
 - a. Company Nurse will assess the injury over the phone and refer the injured employee to the most appropriate level of care.
 - If the employee has *pre-designated* a personal physician, the employee will be referred to the Personnel Department for verification purposes.
 - Frontline medical providers: Bayside Medical Center (323) 757-2118 & Concentra (310) 215-1600
 - b. If Company Nurse does not recommend medical treatment:
 - Complete the “Confidential District Incident Investigation Report” form. Email and send a copy via Inter-District mail to the District Risk Manager, Ana Bernardino at ana_bernardino@lennoxk12.org
 - Have the employee complete the “Workers’ Compensation Declination of Medical Treatment” form
 - Email and send a copy via Inter-District mail to District Risk Manager, Ana Bernardino at ana_bernardino@lennoxk12.org
2. If the employee receives medical treatment or misses time from work, within one (1) working day of knowledge of injury, Health Specialist will provide the injured employee with the following forms: Please click link for forms: [Workers Comp Forms](#)
 - Company Nurse Contact Information
 - Workers’ Compensation Claim Form (DWC-1)
 - WellComp Medical Provider Network pamphlet
 - Mitchell First Fill Temporary First Prescription
 - Receipt of Workers’ Compensation Information
3. Within one (1) day of knowledge, the Supervisor must immediately compile facts regarding the incident, complete the “Confidential District Incident Investigation Report” form, and return completed form to the District Risk Manager.
4. If you become injured after hours, call your immediate supervisor immediately. The immediate supervisor will contact the District Risk Manager for guidance.

5. Once the employee returns the DWC-1 form, the Health Specialist/Supervisor must complete the employer section of the form and return the original to the District Risk Manager. Employees must be provided with a copy of the completed form. If the “Confidential District Incident Investigation Report” form was not previously submitted, complete and send to the District Risk Manager.
6. If a medical provider prescribes work restrictions, contact the District Risk Manager who will contact Norman Peterson & Associates to coordinate early return work within the restrictions.
7. Within two (2) days the Employer’s Report of Occupational Injury or Illness, Form 5020 must be completed on-line by the District Risk Manager and submitted to Sedgwick.
8. The District Risk Manager will forward the Confidential District Incident Investigation Report of Injury form, DWC-1, work status reports from the doctor, wage statement, to Sedgwick.