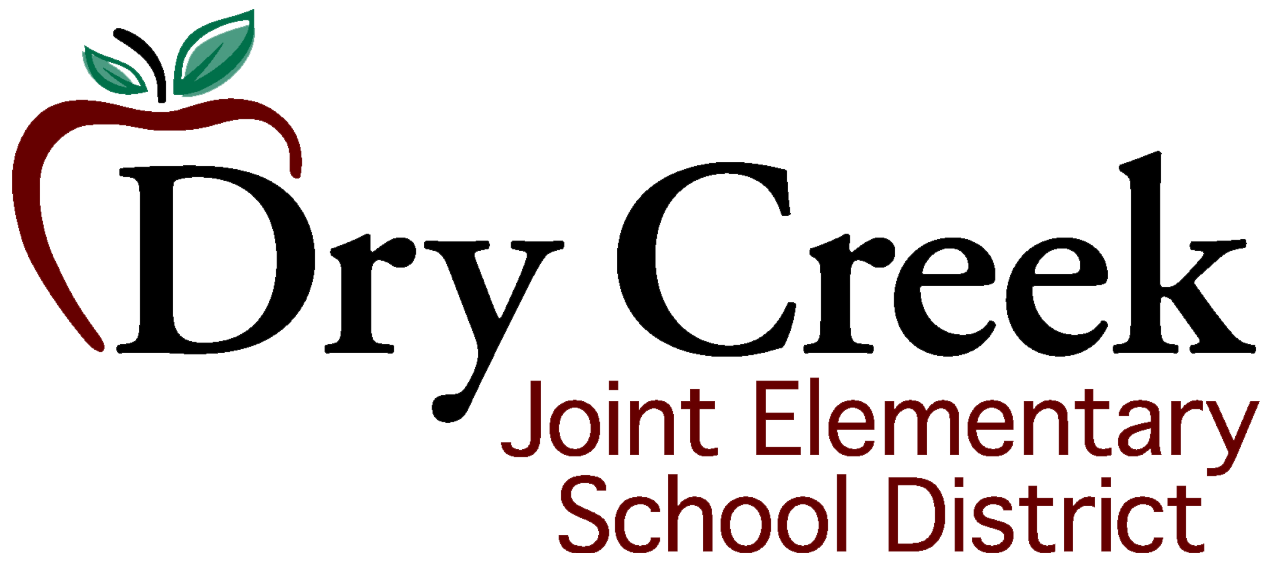




# **Confidential Employee Handbook**

Revised July 1, 2026

# **DRY CREEK JOINT ELEMENTARY SCHOOL DISTRICT**

## **GOVERNING BOARD**

TRACY BALCOM

JON FENSKE

RYAN HAYNES

JEAN PAGNONE

JASON WALKER

CLIFF DE GRAW  
DISTRICT SUPERINTENDENT

## **TABLE OF CONTENTS**

|                                         | Page |
|-----------------------------------------|------|
| WORKDAY .....                           | 1    |
| WAGES .....                             | 2    |
| FRINGE BENEFITS .....                   | 3    |
| EVALUATION/PROBATIONARY PERIOD .....    | 4    |
| LAYOFF AND RE-EMPLOYMENT .....          | 4    |
| VOLUNTARY SEPARATION FROM SERVICE ..... | 5    |
| RETIREMENT .....                        | 5    |
| COMPLAINT PROCEDURE.....                | 6    |
| PERSONNEL FILES .....                   | 6    |
| LEAVES .....                            | 7    |
| UNPAID DAYS .....                       | 10   |
| HOLDIAYS .....                          | 10   |
| VACATION .....                          | 11   |
| NOTIFICATION OF ABSENCE .....           | 11   |
| NO SMOKING/DRUG-FREE WORKPLACE .....    | 11   |
| EQUAL EMPLOYMENT OPPORTUNITY .....      | 12   |
| HARRASSMENT .....                       | 12   |
| SAFETY .....                            | 12   |
| PERSONAL APPEARANCE .....               | 12   |
| RELATIONS WITH VENDORS .....            | 12   |
| PROFESSIONAL GROWTH.....                | 13   |

### **APPENDICES**

- A. CONFIDENTIAL EMPLOYEE HOURLY WAGE SCHEDULE
- B. FRINGE BENEFIT INFORMATION

## **WORKDAY**

### **A. Hours**

1. The District shall determine work schedules and establish work hours, which may vary at different sites, as necessary.
2. Various factors, such as workloads, operational efficiency, and staffing needs, may require changes in employee assigned schedules.
3. Each employee shall normally be assigned a regular number of daily hours.
4. Employees are expected to be at their assigned work sites as scheduled, to arrange personal schedules to accommodate the District's established working hours, and to notify their 'contact' as early as possible if they expect to be absent or tardy.

### **B. Overtime**

1. Hours worked in excess of eight (8) hours in any one (1) day and in excess of forty (40) hours in any calendar week shall be paid as overtime.
2. The rate of pay for overtime shall be one and one-half times (1½) the employee's regular hourly pay rate.
3. Overtime may also be compensated as compensatory time off (CTO). Employees authorized to work overtime may be offered a choice of either pay or CTO.
4. An employee who does not take or is not authorized to take CTO by the end of the fiscal year in which it was earned shall be paid for the CTO.
5. Employees may be required to work overtime or hours other than those normally scheduled, if necessary.
6. Any time worked in excess of the employee's regular shift assignment (extra time or overtime) must have prior approval of the employee's Principal/Supervisor.

### **C. Break/Rest Periods**

1. A duty-free lunch period of not less than thirty (30) minutes is entitled to all employees working six (6) continuous hours or more daily.
2. This period is normally scheduled during the midpoint of the employee's daily assignment.
3. Employees may be authorized two (2) ten (10) minute paid rest periods during their workday.
4. Authorized rest periods will be scheduled by the Supervisor or designee.
5. Lunch and rest periods are provided as a break/variation from the routine and responsibility of continuous assigned duties. They cannot be "saved up" to report to work late or to leave work early.

## WAGES

### A. Step Advancement

1. All employees are required to be in a paid status at least 75% of the District determined work year to earn step advancement.

### B. Out of Class

1. Any employee assigned by the Administrator/Supervisor to work in a position with a higher pay range, for five (5) working days or more in a fifteen (15) working day period, shall have their hourly rate adjusted to the lowest step of the higher range that represents at least a two and one-half percent (2½%) increase.
2. The increase shall be retroactive to the first day of assignment for all days working in that assignment.
3. To meet District needs, the Superintendent/designee may modify 'working days or working day period' (see subsection 1, above) for employees who are assigned to positions of higher pay ranges on a 'regular' basis.

- ### C.
1. Employees required by their supervisor to use their car in performance of their duties shall be reimbursed at the IRS authorized per mile rate.
  2. Verification of required travel shall be provided by the employee on the appropriate District form.
  3. All such employees shall have their drivers' license and proof of insurance on file at the District Office.

### D. Longevity

1. Employees will be provided with longevity payments based on their years of service. Longevity will be paid in equal monthly installments throughout the year, beginning on the anniversary of the employee's hire date, as follows:
  - After completion of 8 years District service ..... 1%
  - After completion of 12 years District service ..... 2%
  - After completion of 16 years District service ..... 3%
  - After completion of 20 years District service ..... 4%
2. A year of District service is defined as being in paid status at least 75% of assigned work year.
3. Full time employees shall receive the full longevity bonus when they have been with the District the required number of years.

### E. Continuing Education Stipends

1. Permanent employees shall receive stipends for earning an Associate of Arts degree, Bachelor's degree, or a Master's degree.

2. The salary schedule is footnoted to indicate the annual stipend amounts.
3. An original transcript shall be presented by the employee to the Human Resources Department by September 15 and payment of the stipend shall occur in equal monthly installments beginning with the September 30 paycheck.

### **FRINGE BENEFITS**

- A. The District will make available for employees and their dependents fringe benefits.
- B. The District and all employees shall follow the rules and regulations of the fringe benefit carriers/administrators.
- C. Pursuant to COBRA, eligible employees and their dependents who meet COBRA qualifications may elect to remain in the District-offered health care plan at their own expense. Arrangements for advance payment shall be made with the Fiscal Services Department.
- D. Employees on approved and unpaid leaves of absence are eligible to maintain their fringe benefit coverage for the duration of such leave provided the full cost is paid to the District by the employee per an arrangement determined by the Fiscal Services Department.
- E. Above employees shall be 'eligible' for implementation of fringe benefits coverage as follows:

| <u>1<sup>st</sup> day in paid status</u> | <u>1<sup>st</sup> day of eligibility</u> |
|------------------------------------------|------------------------------------------|
| 1 <sup>st</sup> – 15 <sup>th</sup>       | 1 <sup>st</sup> day following month      |
| E.g. August 3                            | 1 <sup>st</sup> day of September         |
| 16 <sup>th</sup> – 31 <sup>st</sup>      | 1 <sup>st</sup> day of following month   |
| E.g. August 24                           | 1 <sup>st</sup> day of October           |

1. Failure to provide required forms in a timely manner may cause a delay in implementation of fringe benefit coverage.
- F. State Disability Insurance (SDI) has been voted in by employees and became effective April 1, 1994. For information regarding the benefits contact the Human Resources Department.
  - G. The term dependents, set forth in Section A, above, shall include domestic partners, as defined by California Family Code section 297. In order to be eligible for dependent benefits the employee and his/her domestic partner must have filed a valid Declaration of Domestic Partnership with the Secretary of State, pursuant to Division 2.5, commencing with Section 297 of the California Family Code, and must provide a filed stamped copy to the District. The employee must also sign a reimbursement statement certifying as follows:

I, (name of employee), agree to reimburse the District, or its designated health service plan, for any expenditures made by the District, or designated health service plan carrier, for medical claims, processing fees, administrative charges, costs, and attorney fees on behalf of the domestic partner if any of the documents submitted to register the domestic partnership or to obtain services for the domestic partner through the District's health and welfare benefit service plan is found to be incomplete, inaccurate, or fraudulent.

The employee shall be financially responsible for any increased cost of covering his/her domestic partner that exceeds the District contribution allowance.

In the event the domestic partners dissolve their domestic partnership, within thirty (30) days the employee must provide the District with a copy of the notice filed with the Secretary of the State declaring that the domestic partnership is dissolved. In such case, the former domestic partner of the employee shall no longer be considered a dependent for the purposes of this article.

#### **EVALUATION/PROBATIONARY PERIOD**

- A. The District endorses a continuous program of evaluation of all employees. The basic objective of evaluation is to improve employee service.
- B.
  - 1. All newly hired or promoted employees are required to satisfactorily complete their six (6) month probationary period.
  - 2. Employees shall be considered permanent only after successful completion of their probationary period.
- C.
  - 1. All probationary employees shall receive at least two (2) probationary evaluation reports at approximately three (3) months and five and ½ (5 ½ ) months during probationary period.
  - 2. All permanent employees shall receive at least one (1) evaluation every year.

#### **LAYOFF/RE-EMPLOYMENT**

- A. Confidential employees shall be subject to layoff, including a reduction in hours, for lack of work and/or lack of funds as determined by the Governing Board. The District shall follow applicable Board policies, statutes, and Education Code pertaining to layoff and re-employment.

## **VOLUNTARY SEPARATION FROM SERVICE**

### **A. Resignation Notice**

1. An employee is encouraged to provide his/her supervisor with at least two (2) weeks written notice of intent to resign his/her position.

### **B. Abandonment of Position**

1. An employee is considered to have 'abandoned his/her position' and voluntarily terminated District service if the employee fails to report to his/her scheduled work assignment, without any notice to the District, for three (3) consecutive workdays.
2. Following this three (3) day period, the Superintendent/designee shall notify the employee, in writing, that the employee has voluntarily terminated his/her position.
3. Notification shall be sent by certified mail to the most recent address on file in the Fiscal Services Department, as provided by the employee.

## **RETIREMENT**

- A.
  1. Employees retiring from the District may elect to participate in the District-offered health and welfare benefits plan at their own expense.
  2. To be eligible, an employee must be continuously employed in classified service by the District five (5) years immediately prior to retirement and shall meet age and years of service requirements established by PERS.
  3. Employees electing the above are required to make advance arrangements with the District, enroll within thirty (30) days of their retirement, or forfeit health and welfare benefit eligibility.
  4. An employee's surviving spouse may elect to continue participation in the District-offered health and welfare benefit plans at his/her own expense.
  5. Payment shall be made at least thirty (30) days in advance and must be continuous to maintain eligibility. If any payment is not received by the District by the due date, eligibility shall be forfeited.
  6. The employee and/or surviving spouse electing the above are required to join Medicare if eligible.
  7. All parties shall follow the rules and regulations of the fringe benefit carriers/administrators.
- B. Employees who retire from the District shall be eligible for unused sick leave credit towards retirement according to the rules and regulations of PERS and Government Code.

## **COMPLAINT PROCEDURE**

- A. Every effort shall be made by the parties involved to resolve complaints/disagreements on an informal basis.
- B. **Informal Resolution**
  - 1. The employee shall first request a conference with his/her Supervisor.
  - 2. The Supervisor and employee shall meet within ten (10) workdays of the request in an effort to resolve the complaint.
  - 3. If the complaint has not been satisfactorily resolved after the initial conference and additional informal conferences would not appear to be productive, the employee may choose to use the formal resolution process.
- C. **Formal Resolution**
  - 1. If the informal resolution process does not result in the complaint being satisfactorily resolved, the employee may use the District's Uniform Complaint Procedures as outlined in Board policy.

## **PERSONNEL FILES**

- A. Each employee shall have an individual personnel file. The Human Resources Department will maintain personnel records.
- B.
  - 1. Personnel records are not public information and will be treated as confidential. Personnel records will only be available to the employee, individuals authorized by the employee, the Superintendent, and individuals authorized by the Superintendent.
  - 2. A log shall be maintained listing dates/names of any file reviews.
- C. The file contains all relevant personnel information such as:
  - Application for employment
  - Required certificates
  - Personnel related actions and forms
  - Performance evaluations
  - Disciplinary actions
- D. Each employee has the right to review his/her personnel records and comment on the contents. Such reviews will take place at a prescheduled off-duty time and in the presence of the Superintendent/designee.
- E.
  - 1. An employee will be notified whenever any negative information is to be placed in his/her personnel file. At that time the employee may review and comment on the information. Any comments will become part of the records.

2. This review will take place during normal work hours and the employee may be released from assigned duties without any salary reduction. This review will take place in the presence of the Superintendent/designee.
- F. An employee may not remove any material from the personnel file. If an employee requests copy of any material, that employee may be required to pay the cost of making copies.

## **LEAVES**

### **A. Sick Leave**

1. Full time (251 day) employees are entitled to twelve (12) sick leave days annually.
  - a. Permanent employees shall be credited with their annual sick leave at the beginning of their work year.
  - b. Probationary employees shall be limited to use of six (6) days of sick leave until completion of six (6) months of active service.
  - c. Mid-year hires will receive a pro-rated number of sick leave days.
2. Unused sick leave shall accumulate without limit.
3.
  - a. Sick leave may be used for necessary treatment of health problems, which cannot be scheduled outside of regular work hours.
  - b. Employees shall attempt to schedule routine medical or dental appointments during off duty time.
4. The Superintendent may require verification of an employee's illness from a physician, if the employee's supervisor has knowledge or reason to believe that sick leave is being abused.
5. Employees who retire from classified service shall be eligible for unused sick leave credit towards retirement according to the rules and regulations of PERS and Government Code.

### **B. Discretionary Leave**

1. After one (1) year of District service, one (1) sick leave day may be used for personal reasons.
2. After five (5) years of District service, one (1) additional sick leave day may be used for personal reasons.
3. Such day(s) shall be requested using the following guidelines:
  - a. At least five (5) working days advance notice.
  - b. No more than one (1) employee per site/department per day.
  - c. Not the day before/after a holiday or recess period, or the first/last day of a track.
  - d. Not an in-service day.

C. Personal-Necessity Leave

1. Up to seven (7) total days of an employee's sick leave entitlement per year may be used for matters of personal necessity per Education Code 45207.

D. Extended Sick Leave

1. Extended Sick Leave is defined as single disabling illness or injury, which causes the employee to be absent from service.
2. If an employee is absent from service because of illness or accident for up to five (5) months, the amount deducted from the employee's wages shall not exceed the amount paid to the substitute hired to fill his/her position during the absence (differential pay).
3. The five (5) month period starts on the first day of the employee's absence.
4. If a substitute is not hired, no amount shall be deducted from the employee's wages.
5. Differential pay commences after the employee exhausts all accumulated sick leave, compensatory time, and vacation.

E. Bereavement

1. An employee will be entitled to a maximum of five (5) days bereavement leave. This leave must be used within three (3) months of the death in an employee's or employee's spouse's immediate family.
2. These days are not deducted from sick leave.

F. Maternity/Paternity Leave

1. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from are, for all job-related purposes, temporary disabilities and shall be treated as such under any District sick leave plan. (Education Code 44965)
2. An employee may be absent and use sick leave for disabilities caused by pregnancy, miscarriage, and/or childbirth of the employee or employee's spouse.
3. The necessity for use of such leave shall be verified by the employee or spouse's doctor.
4. An employee may agree, in writing with the Superintendent, to take this leave without pay.

G. Family Care Leave

The Board shall grant, upon written request by any employee with more than one (1) year of continuous District service, an unpaid family care leave of up to four (4) months in a twenty-four (24) month period.

H. Jury Duty

1. Employees required to serve on jury duty during their normal assignment will be entitled to paid leave less the amount received from the court.
2. The employee shall submit any jury pay stub or written verification received from the court (except for travel/parking reimbursement) to the Fiscal Services Department.

3. Employees shall return to their work site, if there is at least one half (1/2) or more of their normal scheduled daily assignment remaining.
4. Jury duty hours are not included as hours worked for computing overtime.  
The Superintendent/designee may request rescheduling of such duty if it would negatively impact District/site operations.

I. Court Duty

1. Employees required to appear before Court as a subpoenaed witness for reasons other than employee misconduct, or as a litigant, shall be entitled to paid leave.
2. The employee shall submit court attendance records and any witness fee received (except for travel/parking reimbursements) to the Fiscal Services Department.

J. General Leaves of Absence

1. Upon an employee's written request, the Board may grant up to a one (1) year unpaid leave of absence.
2. Reasons for leave may include but not be limited to the following examples:

|                    |                         |
|--------------------|-------------------------|
| Child Rearing      | Educational Improvement |
| Political Activity | Travel                  |
3. An employee returning from a leave of absence shall be entitled to return to the same or similar position held upon commencing the leave.
4. The employee and Supervisor shall attempt to agree upon a mutually agreeable schedule in advance of the leave.

K. Unauthorized Leave

1. Unauthorized leave is defined as non-performance of those duties and responsibilities assigned by the District.
2. Such unauthorized leave may include but is not limited to failure or refusal to provide service, unauthorized use of sick leave or any other leave, excessive absences, and non-attendance at required meetings.
3. An employee is on unauthorized leave when absent from required duties without approval.
4. The employee will receive no less than a deduction of pay for the period of such absence.

**UNPAID DAYS OFF**

- A. When vacation opportunities are not available, 'unpaid days off' may be granted to an employee on terms acceptable to the department supervisor and the employee.
- B. Employees shall attempt to schedule 'unpaid days off' at times that are least disruptive to the operation and/or educational needs of the District.

- C. Employees may request 'unpaid days off', to their department supervisor as far in advance as possible of the desired date.
- D. 'Unpaid days off' shall be at the discretion of the department supervisor and shall not serve as precedent for any other request.
- E. 'Unpaid days off' are limited to ten (10) days per year.

### **HOLIDAYS**

- A. 1. Employees who are assigned for 251 duty days shall be eligible for fourteen (14) paid holidays per year, as follows:
 

|                                           |                         |
|-------------------------------------------|-------------------------|
| Independence Day                          | New Years Eve (1/2 day) |
| Labor Day                                 | New Years Day           |
| Veterans Day                              | Martin Luther King Day  |
| Thanksgiving Day                          | Lincoln's Birthday      |
| Day after Thanksgiving<br>(Admission Day) | Washington's Birthday   |
| Christmas Eve (1/2 day)                   | Friday before Easter    |
| Christmas Day                             | Memorial Day            |
|                                           | Juneteenth              |
- 2. Observance of holidays may be revised by the District based on District calendar
- 3. Every day declared by the President or Governor, as stated in the Education Code, which requires schools to be closed, and any day declared a holiday by the Board which requires schools to be closed, shall be a paid holiday for eligible employees.

### **Personal Day**

- 1. Each employee, after one (1) year of classified service with the District, shall be entitled to one (1) paid personal day per year.
- 2. Such days shall be requested on the appropriate form using the following guidelines:
  - a. At least five (5) working days advance notice.
  - b. No more than one (1) employee per site/department per day.
  - c. Not on an in-service day.
  - d. Subject to supervisor/administrator approval.
- 3. One personal day may be accumulated for use in the following year.

### **VACATION**

- A. 1. Full-time employees assigned for 251 work days shall be eligible to earn annual paid vacation according to the following:

| <b><u>1-5 Service Years</u></b> | <b><u>6-10 Service Years</u></b> | <b><u>11+ Service Years</u></b> |
|---------------------------------|----------------------------------|---------------------------------|
| 12 days                         | 17 days                          | 22 days                         |

- 2. a. District service shall be used in determining annual paid vacation eligibility for employees hired prior to July 1, 2000.
- b. Classified service shall be used in determining annual paid vacation eligibility for employees hired after July 1, 2000.
- c. Classified service in positions of 205 days or greater shall be used in determining annual paid vacation eligibility for employees hired after July 1, 2014.
- d. Mid-year hires will receive a pro-rated number of vacation days.
- B. 1. Employees shall apply for vacation, on the appropriate District form, to their Supervisor at least two (2) weeks in advance of the desired start date.
- 2. Vacations will be approved only at times of the year when they will not interfere with unique District requirements. Attempts will be made, however, to adjust vacation time to special needs of individual employees.
- C. 1. Full time employees shall earn paid vacation prior to it being used.
- 2. 'Unused' vacation earned during one (1) fiscal year may be carried over into the following fiscal year. If not authorized to take 'unused' vacation prior to June 30th of that following fiscal year, it shall be paid to the employee.
- D. Vacation requests shall not be granted during the first six (6) months in paid status.
- E. Upon separation from service, earned but unused vacation shall be paid to employees.

### **NOTIFICATION OF ABSENCE**

- A. Employees absent, for any reason, shall notify their site/department supervisor or work site 'as far in advance' as practical but not later than twenty-four (24) hours prior to the absence except for illness and emergencies.
- B. Employees absent for more than one (1) day shall notify their site/department supervisor or work site daily or provide the duration of the absence.
- C. Employees shall use the absence reporting system.

### **NO SMOKING/DRUG FREE WORKPLACE**

- A. The District is committed to a philosophy of wellness and good health.
- B. The District is a tobacco and drug free workplace.
- C. Smoking is not permitted in any work locations at any time.

### **EQUAL EMPLOYMENT OPPORTUNITY**

- A. The District provides equal employment opportunities for all persons without regard to race, color, creed, sex, religion, sexual orientation, ancestry, national origin, age, or non-job-related handicap or disability.
- B. The District has adopted a program of affirmative action in order to assure that all personnel policies relevant to recruiting, hiring, and promoting employees guarantee equal opportunities for all.

### **HARASSMENT**

- A. All employees are to be treated with respect and dignity.
- B. Sexual harassment or harassment for any reason, such as that based on race, color, religion, national origin, age, marital status or physical handicap, by another employee or supervisor will not be tolerated under any circumstances, and can lead to dismissal.

### **SAFETY**

- A. Safety is each employee's responsibility. All employees are required to be safety conscious in their own actions, use sound work practices, and report any unsafe conditions which may occur or exist.
- B. Supervisors shall promote safety and correct any unsound work practices through education, training, and enforcement.
- C. The District shall provide safe working conditions and equipment in compliance with standards prescribed by federal, state, and local laws and regulations.
- D. Employees shall follow all District policies, rules, and regulations regarding safety.
- E. The Superintendent/designee shall establish an injury prevention program and Workplace Violence Prevention Plan in accordance with law. The program shall include training in safe and healthy work practices for all employees.
- F. Employees who are injured while on duty shall notify their immediate supervisor as soon as possible on the Work Related Injury Form.
- G. Safety Forms, Prevention Plans, and Work Related Injury Forms shall be provided at each work location and on the Intranet.

### **PERSONAL APPEARANCE**

- A. Appropriate appearance consistent with employee job assignment contributes to the image the District is attempting to establish with students and the community.
- B. Employees are expected to present a neat and clean appearance at all times when on duty.
- C. Employees should use good judgment in selecting work clothes.
- D. If a specific clothing standard is required or prohibited in a particular position, the principal/supervisor will explain its necessity.

## **RELATIONS WITH VENDORS**

- A. No employee shall accept personal gifts, commissions, or expense-paid trips from individuals or companies selling equipment, materials, or services required in the operation of District programs. Gifts include any gift purchased specifically for an employee, which is not generally offered to other buyers.
- B. This does not prohibit employees from accepting promotional or advertising items, which are offered by business concerns free to all as part of their public relations programs.
- C. Employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials, or services of that vendor or its competitors.
- D. This does not prohibit the acceptance of materials and/or services, which are of use and benefit to the District.
- E. Failure to adhere to this guideline may result in discipline, up to and including termination of employment.

## **PROFESSIONAL GROWTH**

- A. Purpose

The Professional Growth Educational Assistance Program is designed to meet the following objectives:

  - 1. Provide incentive for permanent classified employees to learn skills that will increase productivity and the quality of work;
  - 2. Convey a clear message to classified employees that the Board and Administration believe their skills and contribution are important to the mission of the District.
- B. Eligibility

All permanent confidential employees within the District shall be eligible to participate in the Professional Growth Educational Assistance Program. Courses will be taken on the employee's own time and at the employee's expense.
- C. Qualifying Courses
  - 1. To qualify, courses shall be directly related to the employee's duties as defined by:
    - a. Current job classification or
    - b. Training in another career field within the District.
  - 2. Qualifying units may be earned, with prior approval, by the successful completion of the following educational activities:
    - a. Courses (credit or noncredit) taken at a community college or at an accredited four (4) year college or university. These courses may be taken online.

- b. Adult Education courses, or outside training programs, or workshops, as designated and verified by hour of attendance; i.e., fifteen (15) clock hours shall constitute one (1) unit.
3. Successful course completion is defined as the employee receiving a certificate of competency, certificate of completion, or transcript from an accredited school or recognized educational institution showing a grade of “C” or better or “pass/credit” for non-graded courses.

#### Approval Procedures

1. The employee shall complete the Professional Growth Educational Assistance Application indicating the specific objectives to be met in the educational program and how those objectives are either:
  - a. Related to the employee’s current job classification; or
  - b. Another career field within the District.
2. All requests for Professional Growth Educational Assistance Programs shall be submitted to his/her immediate supervisor at least twenty (20) work days in advance for prior approval using the Professional Growth Educational Assistance Application.

#### E. Submission of Units

1. Verification of units earned for Professional Growth Educational Assistance and associated receipts shall be submitted to the Human Resources Department for reimbursement.
2. It is the responsibility of the employee to collect and maintain the applications and verification until such time as they are turned in for reimbursement.

#### F. Reimbursement

1. Employees shall be eligible for reimbursement for District pre-approved qualifying courses and associated textbooks and instructional fees, up to a maximum of \$750 in any one (1) fiscal year (i.e., July 1<sup>st</sup> – June 30<sup>th</sup>).
2. Monies paid to an employee through the District’s Professional Growth Educational Assistance Program will be excluded from gross income for purposes of taxation.
3. All submissions for reimbursements shall have attached all applicable original receipts for expenses and proof of successful completion of courses.

#### G. Funding

The District will make available up to \$1,500 annually to support and fund this program. Applications will be processed by date of receipt in Human Resources. When multiple applications are received at the same time, first time applications will be given priority consideration.

## APPENDIX A

Dry Creek Joint Elementary School District  
Confidential Employees  
Hourly Wage Schedule  
2026-27

| Range | Description                           | Step  |       |       |       |       |       |
|-------|---------------------------------------|-------|-------|-------|-------|-------|-------|
|       |                                       | 1     | 2     | 3     | 4     | 5     | 6     |
| ACC   | Accountant                            | 38.25 | 40.16 | 42.18 | 44.28 | 46.50 | 48.81 |
| ADM   | Administrative Assistant II           | 34.28 | 35.98 | 37.77 | 39.68 | 41.66 | 43.75 |
| COM   | Communications Technician             | 32.14 | 33.75 | 35.44 | 37.22 | 39.10 | 41.03 |
| EAS   | Executive Assistant to Superintendent | 38.14 | 40.04 | 42.04 | 44.16 | 46.34 | 48.67 |
| PAY   | Account Technician / Payroll          | 32.14 | 33.75 | 35.44 | 37.22 | 39.10 | 41.03 |
| PER   | Personnel Technician                  | 33.55 | 35.21 | 36.97 | 38.82 | 40.77 | 42.80 |

Stipends recognizing continuing education:  
Associate of Arts degree - \$250 annual stipend or,  
Bachelor's degree - \$500 annual stipend or,  
Master's degree - \$1,000 annual stipend

Longevity after completion of: 8 years = 1.0%, 12 years = 2.0%, 16 years = 3.0%, 20+ years = 4.0%

HW Annual: \$ 9,768.00  
HW Monthly: \$ 814.00

Board Approved: 6/16/26

## APPENDIX B

### 2026-2027 Fringe Benefit Options & Rates

**\*\*FTE = Full time equivalent**

| District Monthly Allowances: | 1.0 FTE  | .75 FTE  | .5 FTE   |
|------------------------------|----------|----------|----------|
| <b>Employee Groups:</b>      |          |          |          |
| ATU (Transportation)         | \$818    | \$613.50 | \$409    |
| Confidential                 | \$814    |          |          |
| CSEA (Classified)            | \$849    | \$636.75 | \$424.50 |
| DCTA (Certificated)          | \$823.67 |          | \$411.84 |
| Management/Board Members     | \$809    |          |          |

**To determine your monthly out of pocket amount:**  
combine all plan costs (-) your monthly district allowance (=) total monthly cost

#### Health plans

##### Kaiser (optical not included in high deductible plan)

| Kaiser HMO w/Chiro & Optical             | Emp Only | Emp+Spouse | Emp+Children | Emp+Family |
|------------------------------------------|----------|------------|--------------|------------|
| HMO                                      | \$1,283  | \$2,566    | \$1,951      | \$3,015    |
| <b>Kaiser DHMO w/Chiro &amp; Optical</b> |          |            |              |            |
| DHMO                                     | \$1,173  | \$2,345    | \$1,782      | \$2,755    |
| <b>Kaiser High Deductible Plan w/HSA</b> |          |            |              |            |
| (\$2,000/\$4,000)                        | \$922    | \$1,844    | \$1,402      | \$2,167    |
| <b>Kaiser High Deductible Plan w/HSA</b> |          |            |              |            |
| (\$3,000/\$6,000)                        | \$790    | \$1,580    | \$1,201      | \$1,857    |

##### Sutter Health Plan (optical not included)

| Sutter Health Plus HMO           | Emp Only | Emp+Spouse | Emp+Children | Emp+Family |
|----------------------------------|----------|------------|--------------|------------|
| HMO                              | \$1,265  | \$2,529    | \$1,921      | \$2,972    |
| <b>Sutter Health Plus DHMO</b>   |          |            |              |            |
| DHMO                             | \$1,011  | \$2,022    | \$1,536      | \$2,376    |
| <b>High Deductible HMO w/HSA</b> |          |            |              |            |
| (\$1750/\$3500)                  | \$944    | \$1,887    | \$1,433      | \$2,216    |
| <b>High Deductible HMO w/HSA</b> |          |            |              |            |
| (\$2,500/\$5,000)                | \$836    | \$1,671    | \$1,269      | \$1,962    |

##### Western Health Advantage (optical not included)

| Western Health Advantage         | Emp Only | Emp+Spouse | Emp+Children | Emp+Family |
|----------------------------------|----------|------------|--------------|------------|
| HMO Advantage                    | \$1,010  | \$2,020    | \$1,536      | \$2,374    |
| <b>Western Health Advantage</b>  |          |            |              |            |
| DHMO                             | \$777    | \$1,554    | \$1,181      | \$1,826    |
| <b>High Deductible HMO w/HSA</b> |          |            |              |            |
| (\$1,800/\$3,600)                | \$738    | \$1,475    | \$1,121      | \$1,733    |
| <b>High Deductible HMO w/HSA</b> |          |            |              |            |
| (\$2,800/\$5,600)                | \$640    | \$1,280    | \$973        | \$1,504    |

#### Delta Dental

|                                                      |              |
|------------------------------------------------------|--------------|
| ATU, CSEA, DCTA, Management/Board employee groups    | Emp + Family |
| Delta Dental DEL 1B (for all eligible dependents)    | \$125.75     |
| \$2,000 max/per person per calendar year w/50% ortho |              |
| <b>Confidential employee group</b>                   | Emp + Family |
| Delta Dental DEL 2B (for all eligible dependents)    | \$112.50     |
| \$2,000 max/per person per calendar year             |              |

#### Personify Indemnity Dental

|                                                                 |              |
|-----------------------------------------------------------------|--------------|
| ATU, CSEA, Confidential, DCTA, Management/Board employee groups | Emp + Family |
| Dental Indemnity w/ 50% ortho \$2500 Max                        | \$150.00     |

#### Vision Service Plan

|                                                           |              |
|-----------------------------------------------------------|--------------|
| ATU, Confidential, DCTA, Management/Board employee groups | Emp + Family |
| VSP (for all eligible dependents)*                        | \$22.70      |
| <b>CSEA employee group</b>                                | Emp + Family |
| VSP (for all eligible dependents)*                        | \$27.40      |
| *At your own expense if selecting Kaiser HMO              |              |