2026-27

Farmersville
Unified School District

# EMPLOYEE HANDBOOK & ANNUAL NOTIFICATIONS ACKNOWLEDGEMENT

## Introduction

Welcome! As an employee of Farmersville Unified School District (FUSD), you are an important member of a team effort. We hope that you will find your position with FUSD rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and other employees to contribute to the success of FUSD.

This Handbook contains a brief summary of some of the rules and regulations related to your employment, as well as other information you should find helpful. As an employee you are encouraged to refer to the District website and to the California School Boards Association (GAMUT) website to review actual policies and procedures. Written employment contracts between FUSD and some individuals and/or collective bargaining agreements may supersede some of the provisions of this Handbook.

All employees are required to review the Farmersville Unified School District Staff Handbook and become familiar with its contents, policies, and procedures. After receiving the handbook, employees will be asked to sign and return a Statement of Acknowledgment to the Human Resources Department, confirming that they have received, read, and understand the information contained within.

For ongoing access, the most current version of this handbook is also posted on the District's website at www.farmersville.k12.ca.us. Employees are encouraged to refer to it regularly for updates or clarification on district policies and practices.

We hope you will find this handbook a useful tool as a quick reference guide in seeking answers to employment questions you may have. Employees are encouraged to keep information on matters of rules and policies by maintaining this handbook in up-to-date condition.

Please contact the Human Resources Department at (559) 592-2010 for more information.

Thank you,

*Human Resources*

*DISCLAIMER: This handbook is not a contract of employment and may be modified, revoked, or revised by the District at any time. In the event of conflict between this handbook and a collective bargaining agreement, the CBA or Board Policy shall prevail.*

***AN EQUAL OPPORTUNITY EMPLOYER***

*Farmersville Unified School District does not discriminate on the basis of a person's actual or perceived characteristics of race, religion, color, national origin, ancestry, age, marital status, pregnancy, disability (physical or mental disability), medical condition, genetic information, political affiliation, veteran status, gender, gender identity, gender expression, sex (including sexual harassment), sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s), activities, or employment, and provides equal access to designated youth groups.*

*Farmersville Unified School District complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our Human Resources office.*

*The Title IX Coordinator (Assistant Superintendent) and Title II/504 Coordinator (Director of Special Education) are designated to handle questions and complaints of alleged discrimination and can be contacted at 571 E. Citrus, Farmersville, CA 93223, (559) 592-2010, contact fusd@farmersville.k12.ca.us.*

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# FARMERSVILLE UNIFIED SCHOOL DISTRICT
# MISSION STATEMENT

Farmersville Unified School District is dedicated to **preparing students to be productive members of society and innovative leaders of tomorrow**. The District strives to provide an educational environment that fosters creativity, critical thinking, and lifelong learning, empowering all students to achieve academic success and contribute meaningfully to their community.



## ABSENCE REPORTING PROCEDURES

Farmersville Unified School District uses Frontline Absence Management (formerly Aesop) to record and manage employee absences and substitute assignments. All employees are responsible for entering their absences into the system and ensuring that their contact information (phone number and email) is current.

- Reporting Timeline: Employees must report any absence at least one hour before the start of their scheduled workday.
- How to Report: Absences can be entered online at www.aesoponline.com or by phone at 1-800-942-3767 using the employee's personal phone number and PIN.
- During the Workday: Employees who must leave during work hours due to illness or emergency must notify their supervisor and sign out and back in at their site office upon leaving and returning.
- Verification: Employees must review their absences monthly for accuracy; once recorded, absences cannot be changed by the employee. Any corrections or documentation (e.g., doctor's notes, jury summons) should be submitted to the site secretary or Human Resources immediately upon return to work.
- Pre-approved Leave: Requests for long-term or unpaid leaves, including Family Medical Leave, must be approved by the Board of Education prior to the leave.

A detailed list of acceptable absence types (e.g., sick leave, personal necessity, bereavement, jury duty, vacation, workers' compensation, etc.) and reporting instructions is available in the HR Absence Reporting Procedures handout and on the district's shared HR resources page.

## AMERICAN FIDELITY BENEFITS & DISABILITY CLAIMS

Farmersville Unified School District partners with American Fidelity to offer voluntary benefits that support employees' financial and personal well-being. Coverage options include disability income protection, flexible spending accounts (FSA), supplemental life, accident, cancer, and critical illness insurance, as well as tax-deferred retirement plans (403(b)/457).

If you experience an illness or injury that prevents you from working, you may be eligible to file a Disability Claim through American Fidelity. The Disability Claim Form (BN-658-0317) is available from the Human Resources Department and must be submitted to Payroll once completed. The form requires sections to be filled out by the employee, the attending physician, and the employer. Claims may also be submitted online through the American Fidelity MyAccount portal at www.americanfidelity.com.

**American Fidelity offers:**

- Section 125 Flexible Spending Accounts (FSA): Allows employees to pay for qualified medical, dental, vision, or dependent care expenses using pre-tax dollars, lowering taxable income.

- Supplemental Insurance Options: Includes disability income protection, accident insurance, cancer and critical illness coverage, and life insurance plans.

- Tax-Deferred Annuities (403(b) and 457 Plans): Employees can contribute pre-tax income toward retirement savings.

Premiums for approved plans are automatically deducted from the employee's paycheck before taxes. Representatives from American Fidelity visit each site annually (typically in the fall) to review benefit options, assist with enrollment, and make any necessary updates to coverage.

For assistance or claim status, employees may contact **American Fidelity** at **1-800-662-1113** or fax documentation to **1-800-818-3453**.

## ASBESTOS MANAGEMENT PLAN

Farmersville Unified School District complies with all applicable federal and state asbestos safety regulations to help ensure a safe and healthy environment for students, staff, and visitors. In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and related California law, the District maintains an Asbestos Management Plan for District school facilities, as required.

The Asbestos Management Plan identifies known or assumed asbestos-containing materials, establishes inspection and response procedures, and outlines required recordkeeping and notification practices. Any inspections, monitoring, or response actions are performed by appropriately certified personnel in accordance with regulatory standards.

Information regarding asbestos management and required records may be reviewed upon request during normal business hours by contacting the Maintenance, Operations, and Transportation Department or the District Office. This handbook summary is intended to provide general awareness of employee rights and District compliance obligations; official plans, records, and postings maintained in accordance with law satisfy the District's legal requirements.

Related Policies and Legal References:

- BP/AR 3514 – Environmental Safety
- AHERA, 40 CFR §§763.80–763.99
- California Health & Safety Code §§25915–25919.7

## BLOODBORNE PATHOGENS EXPOSURE CONTROL

Farmersville Unified School District is committed to providing a safe and healthy workplace for all employees. In accordance with Cal/OSHA regulations (8 CCR §5193) and Board Policy 4157 (Employee Safety), the District maintains a Bloodborne Pathogens Exposure Control Plan designed to protect employees who may come into contact with blood or other potentially infectious materials during the course of their work.

Employees in positions identified as having potential exposure, such as custodians, health clerks, instructional aides, and first aid responders, receive annual training on exposure prevention, safe work practices, and proper use of personal protective equipment (PPE). The District provides necessary protective supplies and information on how to handle incidents safely and report exposures.

Any employee who experiences an exposure incident must immediately report it to their supervisor and the Human Resources Department to ensure prompt medical evaluation and follow-up.

Related Policies and Legal References:

- BP/AR 4157 / 4257 / 4357 – Employee Safety
- 8 CCR §5193 – Cal/OSHA Bloodborne Pathogens Standard
- Labor Code §§6400–6401.7 – Workplace Safety Requirements

## BOARD POLICIES

### Access to Board Policies

All Farmersville Unified School District Board Policies, Administrative Regulations, and Bylaws are available to employees and the public through the district's online policy platform. These policies outline the governing rules, expectations, and operational procedures for all areas of district employment, instruction, and student services.

Employees can access the most current and official versions by visiting the **FUSD website** at:

- https://www.farmersville.k12.ca.us → **Board** → **GAMUT**

Policies are organized by section (e.g., Series 4000 for Personnel, Series 5000 for Students) and reflect both California Education Code and Board-adopted regulations. Staff are encouraged to review policies relevant to their position and consult with their supervisor or Human Resources if clarification is needed.

## BULLYING AND CIVILITY IN THE WORKPLACE

Farmersville Unified School District is committed to maintaining a respectful, safe, and professional work environment where all employees, students, and community members are treated with courtesy and dignity. In accordance with Board Policy 4119.21 (Professional Standards) and all applicable state and federal laws, the District prohibits bullying, harassment, intimidation, abusive conduct, or any behavior that undermines the professional and respectful culture of the workplace, whether verbal, physical, written, or electronic.

All employees are expected to communicate in a civil, courteous, and professional manner and to resolve disagreements constructively. Bullying or discourteous behavior, including shouting, ridicule, insults, threats, or other hostile conduct, disrupts the workplace and will not be tolerated.

Employees are encouraged to promptly report any incidents of workplace bullying or uncivil behavior to their supervisor or the Human Resources Department. Reports will be reviewed and addressed in a timely manner, and appropriate corrective or disciplinary action will be taken when warranted. Retaliation against any individual who submits a complaint or participates in a review is strictly prohibited.

Related Policies and Legal References:

- BP/AR 4119.21 – Professional Standards
- Gov. Code §12940 – Fair Employment and Housing Act (FEHA)
- Ed. Code §44049 – Duties of Employees
- Labor Code §6400 et seq. – Workplace Safety Obligations

## CALPERS AND CALSTRS RETIREMENT SYSTEMS

Eligible employees of Farmersville Unified School District are enrolled in one of California's two public retirement systems based on their position classification:

- **CalPERS (California Public Employees' Retirement System):** Applies to most classified employees.
- **CalSTRS (California State Teachers' Retirement System):** Applies to certificated employees and credentialed administrators.

Both systems provide retirement, disability, and survivor benefits, with eligibility and benefit calculations based on years of service, age, and final compensation. Employee contributions are automatically deducted from each paycheck as required by state law.

Employees may obtain information about service credit, benefit estimates, retirement options, or beneficiary updates directly from the applicable retirement agency or by contacting the District's Payroll Department for assistance with agency access and documentation.

Related Policies and Legal References:

- Education Code §§ 22000–24616 (CalSTRS statutes)
- Government Code §§ 20000 et seq. (CalPERS statutes)
- CalSTRS and CalPERS regulations and member handbooks
- Internal Revenue Code § 414(h)(2) (tax-deferred retirement contributions)

## CHANGE OF NAME / MARITAL STATUS / ADDRESS

Employees are responsible for keeping their personal information current with the Farmersville Unified School District Human Resources Department. Any change in name, address, phone number, marital status, or email must be reported as soon as possible by submitting a completed Name or Address Change Request Form to Human Resources.

Before a name change can be processed, the employee must first obtain an updated Social Security card reflecting the new legal name. Human Resources cannot update employee records until this documentation is provided.

Employees should be aware that failing to update personal information may delay important documents such as pay warrants, W-2 forms, insurance communications, or retirement system records. Accurate contact information ensures timely processing of payroll, benefits, and emergency notifications.

The Name or Address Change Request Form requires the employee's signature, the effective date of the change, and all updated contact details. The form is available on the District's website at: www.farmersville.k12.ca.us → Departments → Human Resources → Employee Resources
or by requesting a copy directly from the Human Resources Department.

## CHILD ABUSE REPORTING

Farmersville Unified School District is committed to protecting the safety and well-being of all students. The District recognizes its dual responsibility to both educate students on personal safety and to ensure that all employees promptly report suspected abuse or neglect as required by law.
Prevention Education

- The District provides age-appropriate, culturally sensitive instruction that teaches students about their right to live free from abuse and neglect.
- Curriculum includes self-protection techniques, how to recognize unsafe situations, and how to report or seek help.
- The Superintendent or designee works with community agencies and local resources to support prevention efforts and provide parenting education opportunities for families.

**Mandated Reporting Responsibilities**

- All District employees who are mandated reporters under California law (Penal Code §§11165–11174.3) must immediately report any known or suspected case of child abuse or neglect.

- Mandated reporters must not investigate the concern or question the child beyond obtaining the minimal information necessary to make the report.

- Reports are made by telephone immediately to law enforcement or child protective services, followed by a written report within 36 hours on the required state form.

- The reporter's identity is confidential and protected by law, and reporters are immune from civil or criminal liability when acting in good faith.

- Failure to report may result in disciplinary action and criminal penalties.

**Training Requirements**

- The District provides annual mandated reporter training for all employees to ensure understanding of legal duties, reporting procedures, and protections.

- If training cannot be provided, the Superintendent or designee must report the reason to the California Department of Education (Penal Code §11165.7).

Every employee has a legal and ethical obligation to protect students. When in doubt, report immediately, do not investigate. Reporting suspected abuse ensures that trained authorities can act to keep children safe.

## CODE OF ETHICS AND PROFESSIONAL CONDUCT

All employees of Farmersville Unified School District are expected to uphold the highest standards of ethical and professional behavior. Employees serve as role models for students and represent the District in all interactions with colleagues, families, and the community.

Professional conduct includes honesty, respect, integrity, accountability, and adherence to District policies and laws. Employees must maintain confidentiality of student and personnel information, avoid conflicts of interest, and demonstrate fairness and professionalism at all times.

Violations of professional standards may result in corrective or disciplinary action in accordance with law, board policy, and applicable collective bargaining agreements.

Related Policies and Legal References:
- BP 4119.21 / 4219.21 / 4319.21 – Professional Standards
- BP 4119.25 / 4219.25 / 4319.25 – Political Activities of Employees
- Government Code §§87100–87103 – Conflict of Interest

# COMPLAINTS CONCERNING SCHOOL PERSONNEL

The Governing Board of Farmersville Unified School District recognizes the importance of maintaining public confidence in its employees and is committed to supporting staff by ensuring that any complaints are handled fairly, respectfully, and in accordance with law and district policy. The Board places trust in its employees and seeks to protect them from unwarranted, unfounded, or spiteful criticism while also providing the public an appropriate process to express legitimate concerns.

The District shall provide a structured process through which complaints regarding employees may be resolved impartially, promptly, and with minimal disruption to district operations or the educational environment.

The Superintendent or designee shall develop and implement administrative regulations, consistent with Board policy, collective bargaining agreements, and applicable law, that:

- Allow individuals to present complaints or concerns about staff conduct or performance;
- Ensure that such complaints receive a complete and confidential review;
- Protect the due process rights of employees and maintain the integrity of district operations; and
- Support resolution at the lowest possible administrative level whenever feasible.

Verbal complaints made directly to a Board Member or at a Board meeting shall be referred to the Superintendent or designee for investigation and resolution under established administrative procedures.

When a complaint is received, the Superintendent or designee shall determine whether the matter is to be addressed under the district's personnel complaint process, the Uniform Complaint Procedures (UCP), or both, depending on the nature of the allegation.

If a complaint involves an allegation of child abuse, the District will immediately report the matter to the appropriate authorities as required by California Penal Code sections 11166 and 11166.5 and Board Policy 5141.4 (Child Abuse Prevention and Reporting).

The Governing Board shall annually review its policies and administrative regulations governing complaints against school personnel to ensure they remain compliant with Education Code, labor agreements, and district standards of professional conduct.

# CONFERENCE, WORKSHOP, AND PROFESSIONAL DEVELOPMENT TRAVEL

Farmersville Unified School District supports employee participation in conferences, workshops, and professional development opportunities that enhance instructional practice, operational effectiveness, and job-related skills. Attendance at conferences must be pre-approved and aligned with District goals, site needs, and budget availability.

Employees attending a conference must submit the required documentation to Business Services for review and approval. This process typically includes:

- A Conference Request Form and conference brochure/flyer
- A Requisition for a Purchase Order for registration, lodging, mileage, or travel costs
- A Board transmittal, if overnight travel or expenses exceeding the established threshold require Board approval

Employees are responsible for reserving lodging or travel arrangements as directed and ensuring all required confirmations are included with their requisition. The District follows the federal mileage reimbursement rate, and allowable meal reimbursements follow District policy. Receipts are required for all reimbursable expenses unless otherwise permitted by Business Services.

Upon returning from the conference, employees must complete the required Conference Attendance/Reimbursement Form, including all itemized receipts for out-of-pocket expenses. Reimbursement paperwork and instructions are available from the Business Services Department.

Important Notes

- Requests requiring payment must be submitted early to allow adequate processing time.
- The District does not reimburse personal expenses such as entertainment, movies, non-work-related services, personal calls, or minibar charges.
- Employees must ensure their travel complies with District fiscal procedures and state guidelines for public funds.

Where to Obtain Forms

All required forms, current reimbursement rates, and instructions can be obtained from the Business Services Department or through the District's internal forms portal (if applicable).

Related Policies and Legal References

- BP 3350 – Travel Expenses (if adopted; many districts use this CSBA policy)
- BP/AR 3100 – Budget / Use of District Funds
- Gov. Code §53232.2–53232.3 – Expense Reimbursement for Public Officials
- Internal Revenue Service (IRS) Standard Mileage Rate
- Education Code §§44032, 44050 – Employee conduct and responsibility standards

## CONFIDENTIALITY OF STUDENT INFORMATION

All employees of Farmersville Unified School District are required to maintain strict confidentiality regarding student records, personal information, and educational data. Disclosure of student information is governed by Board Policy and Administrative Regulation 5125 (Student Records) and the Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. §1232g), as well as California Education Code §49060–§49079.

Student records and personally identifiable information may only be shared with authorized school officials who have a legitimate educational interest or as otherwise permitted by law. Employees are prohibited from discussing student information in public areas, through personal email or text messages, or with individuals who are not authorized to receive it.

Improper access, disclosure, or sharing of student information violates district policy and may result in disciplinary action and potential legal consequences. Employees must take every precaution to ensure student information, whether written, verbal, or electronic—is kept secure and confidential at all times.

For additional guidance, refer to:

- BP/AR 5125 – Student Records
- BP 4219.23 – Unauthorized Release of Confidential/Privileged Information
- BP 4040 – Employee Use of Technology

## CUSTOMER SERVICE

Farmersville Unified School District is committed to providing courteous, respectful, and professional service to students, parents, staff, and community members. Every employee represents the District and is expected to maintain a positive and helpful attitude when interacting with the public.

Employees are expected to communicate clearly, respond to inquiries in a timely manner, and treat all individuals with dignity and respect, reflecting the District's commitment to a welcoming and service-oriented environment. Staff should work collaboratively to resolve concerns promptly and refer matters to the appropriate department or supervisor when needed.

This expectation is supported by Board Policy 1312.1 (Complaints Concerning District Employees), Board Policy 4219.21 / 4119.21 (Professional Standards), and Board Policy 1100 (Communication with the Public), which emphasize professionalism, integrity, and accountability in all district operations.

Providing excellent customer service helps build community trust and supports the District's mission to ensure a positive and effective learning environment for all students.

## DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING VICTIMS LEAVE RIGHTS

Farmersville Unified School District supports employees who are victims of domestic violence, sexual assault, or stalking and recognizes their right to take time off for safety, legal, or medical reasons. In accordance with California Labor Code §§230 and 230.1 and Board Policy 4161 / 4261 / 4361 (Leaves), employees may take protected leave to seek medical attention, obtain counseling, relocate, appear in court, or pursue legal assistance related to these circumstances.

Employees are encouraged to notify their supervisor or the Human Resources Department as soon as possible when such leave is needed. The District will maintain strict confidentiality regarding the situation and any supporting documentation provided. Employees may use available accrued leave (such as sick leave or vacation) during this absence, or request unpaid leave as permitted by law.

The District strictly prohibits retaliation or discrimination against any employee who requests or takes protected leave under this provision.

Related Policies and Legal References:

- BP/AR 4161 / 4261 / 4361 – Leaves
- Labor Code §§230, 230.1 – Leave Rights for Victims of Domestic Violence, Sexual Assault, or Stalking
- Gov. Code §12945.1 – FEHA Protections

## DRESS AND GROOMING STANDARDS

All employees of Farmersville Unified School District are expected to maintain a professional appearance that reflects the dignity and integrity of public education. Employee dress and grooming should project respect, professionalism, and safety appropriate to each work assignment and setting.

In accordance with Board Policy 4119.22 (Dress and Grooming), employee attire must not disrupt the educational environment, compromise safety, or diminish the professional image of the District. Staff shall wear clothing that is clean, neat, and suitable for the type of work performed. Safety-related positions (such as Maintenance, Operations, Transportation, Technology, and Food Services) may be required to wear uniforms, safety gear, or protective clothing in compliance with Cal/OSHA Title 8, Section 3380 and departmental guidelines.

Supervisors are responsible for ensuring compliance with dress and grooming expectations and may address attire concerns when an employee's appearance is deemed inappropriate or inconsistent with policy.

The District supports a workplace that values professionalism and promotes a positive image for students, parents, and the community.

Related Policies:

- BP 4119.22 / 4219.22 / 4319.22 – Dress and Grooming
- BP 4119.21 – Professional Standards
- BP 0450 – Comprehensive Safety Plan

## DRUG & ALCOHOL-FREE WORKPLACE

Farmersville Unified School District maintains a drug- and alcohol-free workplace in accordance with Board Policy 4020 and the Drug-Free Workplace Act of 1988 (Government Code §8355 et seq.). The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol is strictly prohibited on District property, in District vehicles, at District-sponsored activities, or while performing District duties.

Employees are required to report to work free from the influence of drugs or alcohol and must perform their job duties safely and responsibly. Violations of this policy may result in disciplinary action, up to and including termination, and may also result in referral to law enforcement as appropriate.

The District provides access to employee assistance and rehabilitation resources, including the Employee Assistance Program (EAP), for employees seeking support related to substance abuse. Maintaining a drug-free environment helps ensure the safety, health, and productivity of all students, staff, and community members.

Related Policies and Legal References

- BP 4020 – Drug and Alcohol-Free Workplace
- Drug-Free Workplace Act of 1988
- Government Code §§8350–8357 – Drug-Free Workplace Requirements
- Education Code §44046 – Rehabilitation programs
- Labor Code §1025–1028 – Employee rehabilitation and reasonable accommodation
- California Code of Regulations, Title 8 – Workplace safety obligations
- Applicable collective bargaining agreements

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

Farmersville Unified School District recognizes that employees may occasionally experience personal, family, or work-related challenges that impact their well-being or job performance. To support our staff, the District provides a confidential Employee Assistance Program (EAP), available to all employees and their immediate family members at no cost.

The EAP offers access to licensed clinicians who provide short-term counseling, stress and anxiety management, critical incident support, and assistance with substance abuse, grief, or family concerns. In addition, employees may access financial and legal consultations, child and elder care resources, and community referral services.
Support is available 24 hours a day, 7 days a week, through in-person, telephone, or video counseling sessions. All services are confidential and designed to help employees manage personal or professional difficulties before they become larger problems.

Employees may contact Avante directly at (559) 261-9060 or visit www.avantehealth.com for information and assistance.

For general questions, employees may also contact the Human Resources Department.

Related Policies and Legal References:

- BP/AR 4159 / 4259 / 4359 – Employee Assistance Programs
- Labor Code §6401.9 – Workplace Safety and Support
- Avante Behavioral Health EAP Flyer

## EMPLOYEE EVALUATIONS AND PROFESSIONAL GROWTH

Farmersville Unified School District believes that regular evaluations are an essential part of maintaining a high-quality, accountable, and growth-focused workforce. Employee evaluations are designed to promote professional excellence, ensure that performance standards are met, and identify opportunities for continued development.

In accordance with Board Policies 4115, 4215, and 4315 (Evaluation/Supervision) and applicable collective bargaining agreements, all employees are evaluated on a scheduled basis by their immediate supervisor or designee. The evaluation process includes a review of job performance, professionalism, attendance, and adherence to District policies. Evaluations also serve as a constructive tool for collaboration, recognizing strengths, and setting professional goals for improvement.

The District encourages employees to pursue ongoing professional learning opportunities, including trainings, workshops, and certifications aligned with their assignment and District goals. HR may provide or coordinate these opportunities throughout the school year to support employee growth and student achievement.

Related Policies and Legal References:

- BP/AR 4115 / 4215 / 4315 – Evaluation/Supervision
- BP 4131 / 4231 / 4331 – Staff Development
- Education Code §§44660–44665 – Evaluation of Certificated Personnel
- Education Code §§45113, 45298 – Evaluation of Classified Employees

## EMPLOYEE FINGERPRINTING

In accordance with Board Policy 4112.5 (Criminal Record Check) and Education Code §§45125, 44830.1, and 45125.1, all employees of Farmersville Unified School District are required to complete fingerprinting and background clearance through the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) prior to beginning employment.

Fingerprinting helps ensure the safety and security of students and staff. No individual may start work or have contact with students until clearance has been confirmed by Human Resources. The cost of fingerprinting is the responsibility of the employee unless otherwise specified by the District.

Additionally, volunteers, contractors, and substitute employees who may have unsupervised contact with students must also undergo fingerprint clearance consistent with state law and district policy.

Related Policies:

- BP/AR 4112.5 – Criminal Record Check
- BP 1240 – Volunteer Assistance
- Education Code §§44830.1, 45125, 45125.1

## EMPLOYEE RESIGNATIONS AND FINAL PAY PROCEDURES

Employees who plan to resign from employment with Farmersville Unified School District (FUSD) must submit their resignation in writing using the official *District Resignation Form*, available from the Human Resources Department or on the District website. Written notice should include the employee's name, position, worksite, and effective date of resignation.

**Notice and Submission**

- Classified employees are asked to provide a minimum of two (2) weeks' written notice prior to the intended resignation date.
- Certificated employees must submit a written resignation to the Superintendent or designee in accordance with Education Code §44930 and Board Policy 4117.2 (Resignation).
  Timely notice allows the District to maintain continuity of service and process payroll and benefit adjustments without delay.

**Recalculation of Pay and Leave Balances**

Sick leave is frontloaded at the start of each school year. When an employee resigns before completing their scheduled work year, pay and leave balances are recalculated to reflect the actual number of workdays completed and leave earned to date.

If an employee has used more leave than earned, this may result in an overpayment, which the employee is required to reimburse to the District. Likewise, certificated employees paid over a 12-month schedule (July–June) who resign before the end of the work year are not entitled to receive July paychecks for unworked days, per Education Code §45036 and FTA Agreement provisions.

**Final Paycheck Processing**

All payroll for FUSD employees is processed through the Tulare County Office of Education (TCOE). When a resignation is entered, the payroll system automatically deactivates direct deposit, and the employee's final paycheck is issued by paper check through TCOE's "immediate pay" process. Because TCOE governs payroll timelines for all county districts, final checks are issued on the next available off-cycle or regular payroll date after all recalculations are complete.

The District is a public agency and is therefore exempt from the private-sector "72-hour" final pay rule under Labor Code §§201–202, per Labor Code §220(b). Payments are issued in compliance with Education Code payroll provisions and TCOE's established payroll schedule.
Employees are encouraged to confirm their mailing address and promptly return all required forms and District property to avoid delays in receiving final pay.

**Return of District Property**

Employees must return all District-issued property before their last day of employment, including keys, identification badges, electronic devices, uniforms, tools, and other assigned materials.

Failure to return District property may result in deductions from the final paycheck or a delay in payroll processing, consistent with Labor Code §224 and Board Policy 3515 (Security).

**Employee Acknowledgment**

As part of the resignation process, employees sign an acknowledgment confirming that:

- Pay and leave balances will be recalculated at separation,
- Overpayments must be reimbursed,
- Final pay will be issued by paper check, not direct deposit, and
- All District property must be returned to Human Resources before final clearance.

Related Policies and Legal References

- BP/AR 4117.2 / 4217.2 / 4317.2 – Resignation
- BP 4119.21 – Professional Standards
- BP 3515 – Campus Security
- FTA Agreement
- CSEA Agreement
- Education Code §§44930, 45036, 45167 – Resignation and Payroll
- Labor Code §§201, 202, 220(b), 224 – Final Wages, Public Agency Exemption, and Deductions
- TCOE Payroll Procedures – Immediate Pay Processing

## EMPLOYEE NOTIFICATIONS OF MANDATED AND NON-MANDEDED POLICIES

State and federal law require that all employees be notified annually of certain Board Policies, Administrative Regulations, and informational items that may affect the terms and conditions of employment. Farmersville Unified School District complies with these requirements by providing employees with access to these documents and related notices each year.

A list of the applicable mandated and non-mandated policies can be found in the Appendix of this handbook. Employees are encouraged to review these items to remain informed about district expectations, legal rights, and responsibilities.

All current Farmersville USD Board Policies and Administrative Regulations are available for review and printing on the District website at www.farmersville.k12.ca.us under the Board → Gamut section. If an employee does not have access to a computer, the District will provide access upon request through the Human Resources Department.

Informational items related to daily employment practices and procedures can also be found throughout this Staff Handbook.

Related Policy References:

- BP/AR 4112.9 / 4212.9 / 4312.9 – Employee Notifications
- BP 4119.21 – Professional Standards
- Government Code §§53296–53299 – Required Notifications to Employees
- Education Code §§44691, 49079 – Annual Employee and Safety Notifications

## EMPLOYEE SIGN-IN/OUT PROCEDURES

Farmersville Unified School District prioritizes the safety and accountability of all employees and students. Each site maintains clear sign-in/out expectations to ensure the District can account for all personnel during the workday and in the event of an emergency.

- Aesop Sign-In/Out: This form is only used when an employee arrives late or leaves early due to an absence, appointment, or other approved reason. It documents partial-day attendance adjustments for HR and payroll tracking.

- Visitor Sign-In/Out Sheet: Employees who travel from site to site (such as maintenance, technology, or instructional support staff) must sign in and out at each campus using the school's Visitor Sign-In Sheet. This ensures the District knows the employee's location during the workday for safety and emergency accountability.

All sign-in/out logs are important safety documents and must be taken to the evacuation area during emergencies. Accurate sign-in/out procedures help the District account for all staff during drills, emergencies, and attendance verifications.

Related Policies and References:
- BP/AR 4157 / 4257 / 4357 – Employee Safety
- BP 3516 – Emergencies and Disaster Preparedness Plan
- Education Code §§32001–32004 – School Safety and Emergency Preparedness
- Farmersville USD Site Safety Procedures (Aesop & Visitor Sign-In Logs)

## EMPLOYEE TECHNOLOGY USE AND DATA SECURITY

Farmersville Unified School District provides access to technology systems and electronic resources to support instruction, communication, and district operations. All employees are required to comply with the Employee Technology Acceptable Use Agreement, BP/AR 4040 (Employee Use of Technology), and BP 4119.21 (Professional Standards).

District technology—including computers, networks, email, mobile devices, cloud services, and communication platforms—must be used lawfully, ethically, and for District-related purposes only. Employees are prohibited from using District technology for personal financial gain, unauthorized political activity, harassment, or the disclosure of confidential student or personnel information.

Employees have no expectation of privacy when using District systems or personal devices for District business. All digital activity may be monitored, logged, and reviewed, and electronic communications related to District business may be subject to the California Public Records Act (CPRA).

Employees must safeguard confidential and personally identifiable information, use only District-approved tools and platforms, and report suspected data breaches or cybersecurity concerns to their supervisor or the Technology Department within 24 hours.

All staff are required to complete annual cybersecurity and data privacy training.

Violations of this policy or the Technology Acceptable Use Agreement may result in loss of access, disciplinary action, or legal consequences in accordance with District policy and state and federal law.

Related Policies and Legal References:

- BP/AR 4040 – Employee Use of Technology
- BP 4119.21 – Professional Standards
- Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g
- California Public Records Act (Gov. Code §6250 et seq.)
- Education Code §§ 49073.1, 35140
- Children's Internet Protection Act (CIPA) (if applicable)

## EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Farmersville Unified School District is committed to providing equal employment opportunities for all individuals in accordance with Board Policy 4030 (Nondiscrimination in Employment), Title VII of the Civil Rights Act of 1964, and California Fair Employment and Housing Act (Gov. Code §12940). The District prohibits discrimination, harassment, or retaliation against any applicant or employee based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender identity or expression, or any other characteristic protected by law.

Employment decisions, including hiring, promotion, training, compensation, and termination, are made based on job-related qualifications, merit, and the needs of the District. The Superintendent or designee ensures that employment practices and workplace environments remain fair, inclusive, and free from bias.

Related Policies:

- BP 4030 – Nondiscrimination in Employment
- BP 4119.11 / 4219.11 / 4319.11 – Sexual Harassment
- BP 0410 – Nondiscrimination in District Programs and Activities

## ERGONOMICS AND INJURY PREVENTION

Farmersville Unified School District is committed to providing employees with a safe and healthy work environment that prevents injuries related to improper workstation setup, repetitive motion, or unsafe work practices. In accordance with Board Policy 4157 / 4257 / 4357 (Employee Safety) and Cal/OSHA Title 8, CCR §5110 (Ergonomics Standard), the District promotes ergonomic awareness and provides training on injury prevention strategies.

All employees are encouraged to maintain safe posture, use proper lifting techniques, and report any discomfort, repetitive motion issues, or potential ergonomic hazards to their supervisor or the Human Resources Department. Employees who primarily use computers or perform repetitive physical tasks (e.g., typing, lifting, custodial work, food preparation, or equipment handling) receive specific training to reduce the risk of repetitive motion injuries.

Supervisors and employees share responsibility for maintaining safe and ergonomically appropriate workspaces. The District will provide guidance and resources to help staff identify and correct potential ergonomic risks. Employees are expected to use furniture, equipment, and tools properly, and to report any discomfort, unsafe conditions, or workstation adjustments that may create a safety concern. When

notified, the District will assess the situation and make reasonable modifications or accommodations as needed to support employee health and safety.

Related Policies and Legal References:

- BP/AR 4157 / 4257 / 4357 – Employee Safety
- BP 3514 – Environmental Safety
- Title 8, CCR §5110 – Cal/OSHA Ergonomics Standard
- Labor Code §§6401–6409 – Employer Responsibilities for Workplace Safety
- Injury and Illness Prevention Program (IIPP)

## ETHICAL CONDUCT AND CONFLICT OF INTEREST

Farmersville Unified School District expects all employees to maintain the highest standards of honesty, integrity, and professional conduct in the performance of their duties. In accordance with Board Policy 4119.21 (Professional Standards) and Board Bylaw 9270 (Conflict of Interest Code), employees must avoid any situation in which personal interests conflict, or appear to conflict, with their responsibilities to the District.

Employees shall not use their position for personal gain, disclose confidential information, or participate in decisions in which they have a financial or personal interest. All employees are expected to act in a manner that promotes public trust, accountability, and transparency in District operations.

Employees who have questions regarding potential conflicts or required financial disclosures should contact the Superintendent or Human Resources Department for guidance. Violations of this policy may result in disciplinary action in accordance with law and collective bargaining agreements.

Related Policies and Legal References:

- BP/AR 4119.21 – Professional Standards
- Board Bylaw 9270 – Conflict of Interest Code
- Gov. Code §§87100–87302 – Political Reform Act of 1974
- Ed. Code §7050 et seq. – Political Activities of School Employees

## EXTENDED LEAVE OF ABSENCE REQUEST

Employees requesting extended leave beyond ten (10) consecutive workdays must complete the Extended Leave of Absence Request Form to ensure proper documentation and approval. This form provides the Human Resources Department with essential details regarding the type, length, and reason for the requested leave, helping the District plan for coverage and ensure compliance with applicable leave laws and collective bargaining agreements.

The form may be used for various types of leave, including medical (personal or family illness), maternity or paternity, pregnancy disability, CFRA (child bonding), catastrophic, military, or unpaid leave. Requests for medically related leave must include certification from a health care provider, and employees may elect to use accrued leave balances as applicable.

Completed forms should be submitted to Human Resources at least three (3) weeks prior to the start of the requested leave, when possible. The form is available on the District website or by request from the Human Resources Department.

Related Policies and Legal References:

- BP/AR 4161 / 4261 / 4361 – Leaves
- Education Code §§44962, 45191 – Authorized Leaves of Absence
- Government Code §§12945, 12945.2 – Pregnancy Disability and CFRA
- Family and Medical Leave Act (FMLA, 29 U.S.C. §2601 et seq.)

## HARASSMENT AND DISCIMINATION PREVENTION

Farmersville Unified School District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, intimidation, and bullying. All employees are expected to treat one another, students, and community members with respect, professionalism, and dignity at all times.

In accordance with Board Policy and Administrative Regulation 4030 (Nondiscrimination in Employment) and Board Policy 4119.11 / 4219.11 / 4319.11 (Sexual Harassment), the District prohibits any form of harassment or discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender identity or expression, or any other characteristic protected by law.

Harassment includes unwelcome verbal, visual, or physical conduct that creates an intimidating, hostile, or offensive work environment or interferes with an individual's job performance. Sexual harassment includes, but is not limited to, unwanted sexual advances, requests for sexual favors, or other conduct of a sexual nature.

Any employee who believes they have been subjected to or witnessed harassment or discrimination must immediately report the incident to their supervisor, site administrator, or Human Resources Department. Reports will be investigated promptly, thoroughly, and confidentially, and retaliation against anyone making a good-faith complaint or participating in an investigation is strictly prohibited.

Violations of this policy may result in disciplinary action, up to and including termination.

Related Policies:

- BP/AR 4030 – Nondiscrimination in Employment
- BP/AR 4119.11 / 4219.11 / 4319.11 – Sexual Harassment
- BP 1312.3 – Uniform Complaint Procedures (UCP)
- Gov. Code §12940 (FEHA); Title VII of the Civil Rights Act of 1964

## HAZARD COMMUNICATION (RIGHT-TO-KNOW)

Farmersville Unified School District complies with the California Hazard Communication Standard (Right-to-Know) to ensure that employees are informed about hazardous chemicals that may be present in the workplace. In accordance with Cal/OSHA requirements, the District maintains a Hazard Communication Program designed to promote safe handling, storage, use, and awareness of hazardous substances.

The Hazard Communication Program includes access to Safety Data Sheets (SDS) for applicable chemicals, appropriate labeling, and employee information and training as required by law. Employees who work with or may be exposed to hazardous chemicals have the right to review SDS information and to receive training regarding chemical hazards and safe work practices.

Information related to hazardous chemicals, SDS records, and the District's Hazard Communication Program is available upon request through the District's established channels. This handbook summary is intended to provide general awareness of employee rights and District compliance obligations; official programs, records, and training provided in accordance with law satisfy the District's legal requirements.

Related Policies and Legal References:

- BP/AR 3514 – Environmental Safety
- California Code of Regulations, Title 8, §5194 – Hazard Communication Standard
- Labor Code §6400 et seq. – Employer duty to provide a safe workplace
- Cal/OSHA Hazard Communication Guidelines

## INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

Farmersville Unified School District is committed to providing a safe and healthy work environment for all employees, students, and visitors. In accordance with Board Policy 4157 / 4257 / 4357 (Employee Safety) and California Code of Regulations, Title 8, Section 3203, the District maintains a comprehensive Injury and Illness Prevention Program (IIPP) to promote workplace safety and prevent injuries.

Employees are expected to follow all established safety rules, immediately report unsafe conditions or hazards to their supervisor, and use required protective equipment appropriate for their duties. All injuries, no matter how minor, must be reported to the supervisor within 24 hours and documented through the District's designated Company Nurse reporting process.

Supervisors are responsible for ensuring that work areas are free from hazards and that staff receive appropriate safety training related to their job assignments. The District conducts regular safety inspections, training sessions, and compliance reviews to reduce risk and maintain adherence to Cal/OSHA regulations.

The success of the District's safety program depends on every employee's commitment to maintaining a safe and responsible work environment.

Related Policies and Legal References:

- BP/AR 4157 / 4257 / 4357 – Employee Safety
- BP 3514 – Environmental Safety
- Title 8, California Code of Regulations (CCR) §3203 – Injury and Illness Prevention Program

- Labor Code §§6400–6409 – Employer Obligations for Workplace Safety
- Education Code §§32001–32004 – School Safety and Emergency Preparedness

## JOB DESCRIPTIONS

Each position within Farmersville Unified School District has a Board-approved job description outlining the essential duties, responsibilities, and qualifications required for the role. These descriptions ensure clarity, support fair employment practices, and maintain compliance with collective bargaining agreements and state law.

The essential duties listed in a job description represent the primary and most significant functions of the position, those that are fundamental to its purpose. However, they do not encompass every task an employee may be assigned.

Job descriptions are maintained by the Human Resources Department and reviewed periodically to ensure alignment with current District operations, job expectations, Education Code requirements, and applicable Board policies.

Related Policies and Legal References:

- BP 4111 / 4211 – Recruitment and Selection
- BP 4112 / 4212 / 4312 – Appointment and Conditions of Employment
- BP 4119.21 / 4219.21 / 4319.21 – Professional Standards
- Education Code §35035 – Superintendent's authority to assign and direct duties
- Education Code §45109 – Board authority to establish duties for the classified service
- CSEA and FTA Collective Bargaining Agreements

## JOB VACANCIES AND RECRUITMENT

Farmersville Unified School District is committed to providing equal and fair access to employment opportunities for all qualified individuals. All job vacancies, whether for certificated, classified, or management positions, are posted publicly to ensure transparency and compliance with Board Policy 4111 / 4211 / 4311 (Recruitment and Selection) and Education Code §45104, §45105, and §44929.21.

Vacancies are announced on EdJoin.org and include details about duties, qualifications, application requirements, and deadlines. Internal candidates are encouraged to apply and are given consideration in accordance with collective bargaining agreements and applicable district procedures.

The Superintendent or designee is responsible for ensuring that recruitment and hiring practices are conducted fairly, without discrimination, and in compliance with Board Policy 4030 (Nondiscrimination in Employment) and the Equal Employment Opportunity (EEO) laws.

All offers of employment are contingent upon completion of the required background clearances and verification of employment eligibility.

Related Policies and Laws:

- BP/AR 4111 / 4211 / 4311 – Recruitment and Selection
- BP 4030 – Nondiscrimination in Employment
- Education Code §§45104–45105 (Classified Service), §44929.21 (Certificated Employment)
- Title VII of the Civil Rights Act of 1964
- Gov. Code §12940 (Fair Employment and Housing Act)

## KNOW YOUR RIGHTS – SB 294

In accordance with Senate Bill 294 (SB 294), Farmersville Unified School District provides employees with information regarding their rights under California law related to whistleblower protections and retaliation prohibitions.

Employees have the right to report suspected improper governmental activity, including violations of state or federal law, misuse of District funds or resources, unsafe working conditions, or other unlawful conduct, without fear of retaliation. Retaliation against an employee for making a report in good faith or for participating in an investigation is strictly prohibited.

As required by law, the District posts the “Know Your Rights” SB 294 notice at all District worksites where employee notices are customarily displayed. This notice provides information on employee protections and how to contact the California State Auditor if an employee chooses to report concerns externally.

This handbook summary is intended to provide general awareness only. Employees are encouraged to review the posted notice for detailed information regarding their rights and reporting options.

Related Legal References

- Education Code §44113 – Employee protections for reporting improper governmental activity
- Government Code §§8547–8547.12 – California Whistleblower Protection Act
- Labor Code §1102.5 – Retaliation prohibited
- Senate Bill 294 (Stats. 2023, Ch. 610) – “Know Your Rights” notice and posting requirements

## NONDISCRIMINATION IN EMPLOYMENT

Farmersville Unified School District is committed to providing and maintaining a work environment free from discrimination, harassment, intimidation, and retaliation. In accordance with Board Policy 4030 (Nondiscrimination in Employment), the District prohibits any employment-related discrimination based on a person’s actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender identity or expression, genetic information, or any other characteristic protected by state or federal law.

Employment practices, including recruitment, hiring, placement, promotion, training, compensation, benefits, transfers, and termination, are conducted in a manner that ensures equal opportunity for all qualified individuals.

Any employee who believes they have experienced or witnessed discrimination, or harassment should promptly report the concern to their supervisor or the Human Resources Department. All complaints will be investigated promptly, fairly, and confidentially, and retaliation against individuals who file or participate in a complaint is strictly prohibited.

Violations of this policy may result in corrective or disciplinary action consistent with District procedures and applicable law.

Related Policies and Legal References:

- BP/AR 4030 – Nondiscrimination in Employment
- BP 4119.11 / 4219.11 / 4319.11 – Sexual Harassment
- BP 1312.3 – Uniform Complaint Procedures (UCP)
- Title VII of the Civil Rights Act of 1964
- California Fair Employment and Housing Act (Gov. Code §12940)
- Title IX, Education Amendments of 1972

## PAY DAY

The District processes all payroll through the Tulare County Office of Education (TCOE). Regular paydays occur once per month, typically on the last working day of the month.

Employees are encouraged to enroll in direct deposit for faster and more secure payment. Any changes to bank information should be submitted to Payroll in writing. Direct deposit ensures pay is available the morning of payday, even when the employee is out of town, and eliminates the risk of lost or stolen checks.

**Employee Portal**
Farmersville Unified School District encourages all employees to register for the TCOE Employee E-Portal, which provides secure, 24-hour access to important payroll and employment information. Through the portal, employees can view and print current and prior pay stubs, review absence balances as updated by Payroll, and access current and prior year W-2s.

The portal is available online at https://eportal.tcoe.org.

Employees may contact the Payroll Department at (559) 592-2010 for login assistance or enrollment instructions.

When an employee resigns, retires, or separates employment, payroll recalculations and final pay processing are completed after the employee's final workday in accordance with TCOE payroll timelines and the District's established procedures.

Related Policies and Legal References:

- BP/AR 4151 / 4251 / 4351 – Employee Compensation
- CSEA Agreement, Article 8 – Pay and Allowances
- FTA Agreement, Article IX – Salary and Work Year
- Education Code §§45036, 45167
- Labor Code §§201–202, 220(b)

## PERSONNEL FILES

The District maintains a personnel file for each employee in the Human Resources Department. Personnel files contain employment-related documents such as applications, evaluations, credentials, correspondence, and other official records.

Personnel files are considered confidential and are maintained in accordance with Education Code §44031. Access to these files is limited to authorized Human Resources staff and supervisors who have a legitimate business reason, such as considering an employee for transfer or rehire. Files may not be removed from the Human Resources office at any time.

Employees may request to review their personnel file by submitting a Personnel File Review Form to the Human Resources Department. The District will make the file available for review within three (3) business days of the request, as required by law. Reviews are conducted in the presence of a Human Resources representative, and no documents may be added, removed, or altered during the review.

Employees have the right to submit a written response to any material placed in their file and to have the response permanently attached to the original document.

Related Policies and Legal References:

- BP/AR 4112.6 / 4212.6 / 4312.6 – Personnel Files
- Education Code §44031
- CSEA Agreement, Article XI – Personnel Files
- *Farmersville USD Personnel File Review Form*

## PESTICIDE USE NOTIFICATION (HEALTHY SCHOOLS ACT)

Farmersville Unified School District complies with the Healthy Schools Act of 2000, which is intended to reduce pesticide exposure to students and staff and to promote the use of least-toxic pest management practices.

In accordance with state law, information regarding pesticide use at District schools, including advance notification requirements and annual pesticide use information, is made available to employees and parents/guardians as required by law. Notices and postings are provided through District-established channels, which may include site postings, written notices, or the District website.

Employees may request additional information regarding pesticide use, access the annual pesticide use information, or review records maintained under the Healthy Schools Act by contacting the District Office or their site administrator.

This handbook summary is intended to provide general awareness of employee rights and District compliance obligations. Official notices and postings issued pursuant to the Healthy Schools Act satisfy the District's legal notification requirements.

Related Policies and Legal References:

- Education Code §§17608–17613 – Healthy Schools Act of 2000
- California Code of Regulations, Title 3, §6690 et seq.
- Department of Pesticide Regulation (DPR) Guidelines

## PROBATIONARY PERIOD

All new employees of Farmersville Unified School District (FUSD) serve a probationary period to allow time for orientation, training, and evaluation of job performance.

For classified employees, the probationary period is defined by the applicable collective bargaining agreement and typically lasts six (6) months of active service. During this period, the employee's performance will be evaluated to determine suitability for continued employment. Upon successful completion, employees attain permanent status as defined in Education Code §45113 and the CSEA Agreement (Article X).

For certificated employees, the probationary period is governed by Education Code §44929.21(b) and the FTA Agreement, which outline timelines for achieving permanent status following satisfactory evaluations.

Employees are encouraged to maintain open communication with their supervisors, participate in feedback discussions, and seek guidance to ensure a successful transition to permanent employment.

Related Policies and Legal References:

- BP/AR 4112 – Appointment and Conditions of Employment
- BP/AR 4115 / 4215 / 4315 – Evaluation/Supervision
- Education Code §§44929.21(b), 45113
- CSEA and FTA Collective Bargaining Agreements

## PROFESSIONAL STANDARDS

Farmersville Unified School District expects all employees to uphold the highest standards of professionalism, ethics, and integrity in the performance of their duties. Employees are responsible for acting with honesty, fairness, and respect for others while complying with District policies, Board regulations, state and federal laws, and applicable professional codes of conduct.

**Employee Responsibilities**

All employees are expected to:

- Conduct themselves in ways that promote a positive, safe, and respectful environment for students, staff, and the community.
- Maintain the knowledge and skills necessary to support student learning, achievement, and District goals.

- Serve as role models for students through their words, actions, and professional behavior.

**Prohibited Conduct**
Inappropriate employee conduct includes, but is not limited to:

- Acts that endanger students, staff, or others, including violence, threats, or possession of weapons.
- Harassment, discrimination, bullying, or failure to intervene in such acts.
- Abuse, neglect, or inappropriate relationships with students.
- Viewing, possessing, or distributing pornographic or sexualized material.
- Profanity, dishonesty, or disruption of District operations.
- Use, possession, or distribution of alcohol, tobacco, or controlled substances while on duty or on District property.
- Disclosure of confidential student, employee, or District information.
- Personal or political use of District property, funds, or technology.
- Theft, vandalism, or misuse of District property or equipment.
- Inappropriate attire or conduct inconsistent with professional expectations.

All use of District computers, email, and electronic communication systems is not private and may be monitored in accordance with District policy.

**Reporting Misconduct**
Employees are required to immediately report any observed or suspected misconduct to their site administrator, Superintendent, or designee.

- Suspected child abuse or neglect must be reported in accordance with BP/AR 5141.4 – Child Abuse Prevention and Reporting.
- Reports will be promptly investigated, and substantiated violations may result in disciplinary action, up to and including termination.
- Certificated employees may also be reported to the Commission on Teacher Credentialing, and law enforcement will be notified when appropriate.
- Failure to report known misconduct or retaliation against a reporter or complainant is prohibited and may lead to discipline.

Related Policies and Legal References:

- BP 4119.21 / 4219.21 / 4319.21 – Professional Standards
- BP/AR 5141.4 – Child Abuse Prevention and Reporting
- BP 4219.25 / 4319.25 – Political Activities of Employees
- BP 4219.23 / 4319.23 – Unauthorized Release of Confidential Information
- Government Code §§87100–87103 – Conflict of Interest
- Education Code §§44050, 44932
- Penal Code §§11164–11174.3

See also: *Conflict of Interest, Social Media and Public Communication Standards, and Ethical Conduct sections.*

## REASONABLE ACCOMMODATION/ADA COMPLIANCE

Farmersville Unified School District is committed to providing a work environment free from discrimination and ensuring that all employees have equal access to employment opportunities. In accordance with the Americans with Disabilities Act (ADA), the ADA Amendments Act of 2008, the Fair Employment and Housing Act (FEHA, Gov. Code §12940 et seq.), and Board Policy 4032 (Reasonable Accommodation), the District will make reasonable accommodations for qualified employees or applicants with disabilities to enable them to perform the essential functions of their position.

Employees who require a workplace accommodation due to a physical or mental disability should contact the Human Resources Department to initiate the interactive process. This confidential process involves discussion between the employee, HR, and supervisor to identify and implement appropriate accommodations that do not cause undue hardship to the District.

The District prohibits retaliation or discrimination against any employee who requests an accommodation or participates in the interactive process.

Related Policies and Legal References:

- BP/AR 4032 – Reasonable Accommodation
- BP 4030 – Nondiscrimination in Employment
- Americans with Disabilities Act (42 U.S.C. §12101 et seq.)
- Gov. Code §12940 et seq. – Fair Employment and Housing Act (FEHA)

## RECRUITMENT AND INTERVIEW PROCESS

Farmersville Unified School District is committed to fair, consistent, and equitable recruitment and selection practices. All employment opportunities are posted in accordance with District procedures and applicable collective bargaining agreements.

Current employees are encouraged to apply for posted vacancies for which they meet the minimum qualifications. Selection decisions are based on job-related criteria, including qualifications, experience, skills, and the needs of the District. Applying or interviewing for a position does not guarantee selection.

Candidates must meet the minimum qualifications for a position in order to be eligible for consideration or interview. Temporary assignments, substitute service, short-term coverage, or prior assistance in a role do not automatically qualify an employee for a permanent position unless the stated minimum qualifications are met.

The Human Resources Department is responsible for screening applications to determine eligibility for interview based on the job description, minimum qualifications, and District needs.

The Human Resources Department coordinates all recruitment and interview processes to ensure compliance with Board policy, state and federal law, and non-discrimination requirements. Employees with questions regarding vacancies, application procedures, or internal transfer opportunities should contact Human Resources for guidance.

Related Policies and Legal References:

- BP 4111 / 4211 – Recruitment and Selection
- BP 4030 – Nondiscrimination in Employment
- Government Code §12940 – Fair Employment and Housing Act (FEHA)

- Education Code §§44031, 45103
- Applicable CSEA and FTA Collective Bargaining Agreements

## REPORTING WORKPLACE INJURIES | COMPANY NURSE

Farmersville Unified School District partners with Company Nurse to provide immediate medical guidance and reporting for any work-related injury or illness. The service is available 24 hours a day, 7 days a week to ensure employees receive prompt and appropriate care.
If an injury occurs:

1. The employee must immediately notify their supervisor.

2. The supervisor or employee must call Company Nurse at 1-877-518-6702 and provide the Farmersville USD code: TUJ04.

3. A registered nurse will gather information and assist the employee in obtaining the proper medical care or first aid referral.

All injuries, no matter how minor, must be reported before leaving the job site whenever possible.

For life-threatening emergencies, call 911 first, then contact Company Nurse once the situation is stable.

This program supports the District's Injury and Illness Prevention Plan (IIPP) and ensures compliance with Board Policy 4157 / 4257 / 4357 (Employee Safety) and Cal/OSHA reporting requirements.

## TRANSPORTATION SAFETY

Farmersville Unified School District is committed to ensuring the safety of all employees, students, and community members during the operation of District vehicles and the transportation of students. In accordance with Board Policy/Administrative Regulation 3540–3543 (Transportation), Education Code §§39830–39842, and California Vehicle Code §§12517–12517.4, all transportation activities shall be conducted safely, efficiently, and in compliance with state and federal regulations.

All employees who operate a District vehicle, including buses, vans, or utility vehicles, must possess and maintain a valid California driver's license appropriate for the vehicle operated and must participate in the California Department of Motor Vehicles (DMV) Employer Pull Notice Program. Drivers are required to comply with all traffic laws, use seatbelts, and conduct required pre-trip and post-trip safety inspections of vehicles prior to use.

Bus drivers must meet all requirements established by the California Highway Patrol (CHP), including medical certifications, classroom and behind-the-wheel training, and periodic requalification testing. Employees who transport students are responsible for maintaining proper supervision, ensuring students remain seated, and adhering to all established District transportation and safety procedures.

District vehicles are to be used only for official District business and may not be taken home or used for personal errands. Any accident, damage, or mechanical issue must be reported immediately to the Transportation Department and the employee's supervisor.

Related Policies and Legal References:

- BP/AR 3540–3543 – Transportation Safety and Emergencies
- BP/AR 4157 / 4257 / 4357 – Employee Safety
- Education Code §§39830–39842 – School Transportation Requirements
- Vehicle Code §§12517–12517.4 – Bus Driver and Vehicle Operator Qualifications
- Title 13, CCR §1232 et seq. – California Highway Patrol Safety Standards
- Cal/OSHA Title 8, CCR §3203 – Injury and Illness Prevention Program (IIPP)

## SAFETY AND SECURITY

The Farmersville Unified School District Governing Board believes that every student and employee has the right to learn and work in an environment that is safe, secure, and free from hazards or disruption. Maintaining a safe school environment is a shared responsibility among all staff, students, and visitors.

All employees are expected to remain alert to any potential safety concerns or hazards, including fire, electrical, chemical, or other physical dangers, and to report unsafe conditions immediately to their supervisor or the Maintenance and Operations Department. Precautionary measures against fire, explosion, and other physical hazards shall be established, routinely practiced, and strictly observed at all school sites and District facilities.

In addition to ensuring secure physical campuses, the District is committed to protecting students, employees, and the public from threats, disruptive behavior, or violence on school grounds. Each campus enforces Board policies and procedures related to safety, student conduct, emergency preparedness, and crime prevention, including regular fire and safety drills and site-specific emergency response plans.

The Superintendent or designee shall ensure that all incidents of school crime or violence are reported to the appropriate law enforcement agency and to the California Department of Education in accordance with Penal Code §§628–628.2 and Board Policy 3515 (Campus Security). Copies of crime reports shall be made available to the public upon request, consistent with state law.

Fire extinguishers and other safety equipment are located in designated areas at each site and should only be used by trained personnel in case of emergency.

Related Board Policies:

- BP/AR 0450 – Comprehensive Safety Plan
- BP/AR 3514 – Environmental Safety
- BP/AR 3515 – Campus Security
- BP 4157 / 4257 / 4357 – Employee Safety
- Education Code §§32000–32004 (Fire Drills, Safety Equipment)
- Penal Code §§628–628.2 (School Crime Reporting)

## SALARY SCHEDULE

Salary schedules for all Farmersville Unified School District employee groups (certificated, classified, and management/confidential) are approved annually by the Governing Board and posted on the District website under the Human Resources section. These schedules establish compensation levels based on job classification, years of service, education, and/or step and range placement as defined by Board Policy 4141 / 4241 (Collective Bargaining Agreement) and applicable labor agreements.

Placement and advancement on the salary schedule are determined in accordance with Education Code §45028 and collective bargaining provisions. Any adjustments to salaries, stipends, or longevity increments are made following Board approval and contract terms.

Employees may contact the Human Resources Department for questions regarding their salary placement, movement on the schedule, or to obtain a copy of the appropriate salary schedule.

Related Policies and Legal References:

- BP/AR 4141 / 4241 – Collective Bargaining Agreement
- BP 4151 / 4251 / 4351 – Employee Compensation
- Education Code §45028 – Salary Schedule Requirements
- Government Code §3540 et seq. – Educational Employment Relations Act

## SECURITY: KEYS AND IDENTIFICATION BADGES

Farmersville Unified School District places great importance on the safety and security of its students, employees, and facilities. To maintain secure campuses, all employees are issued district identification badges and, when necessary, keys or electronic access cards to perform their assigned duties.

Employees must wear their District ID badge visibly at all times while on duty or on school grounds. Keys and access devices are District property and are issued through the site administrator and the Director of MOTF. Employees are responsible for the security and proper use of any keys or badges assigned to them and must report lost, stolen, or damaged items immediately to their supervisor and to Human Resources or Maintenance, as applicable.

Duplication of District keys or lending keys or badges to unauthorized persons is strictly prohibited and may result in disciplinary action in accordance with Board Policy 3515 (Campus Security) and Board Policy 4157 (Employee Safety). Upon separation from employment or reassignment, all keys and badges must be returned to the District.

These procedures help protect the safety of students and staff, ensure building security, and safeguard district property.

Related Policies:

- BP/AR 3515 – Campus Security
- BP 3515.2 – Disruptions
- BP 4157 / 4257 / 4357 – Employee Safety
- Education Code §32020 – Security and Safety of School Buildings

# SEXUAL HARASSMENT PREVENTION POLICY

Farmersville Unified School District is committed to providing a work environment free from sexual harassment and discrimination. All employees, job applicants, interns, volunteers, and contractors are entitled to a workplace where everyone is treated with dignity and respect.

**Definition**
Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work environment.

**Examples of conduct that may constitute sexual harassment include, but are not limited to:**

- Unwanted touching, hugging, or physical contact.
- Displaying or sharing sexually suggestive images, jokes, or materials.
- Repeated comments, gestures, or innuendos of a sexual nature.
- Offering employment benefits in exchange for sexual favors or threatening retaliation for refusal.

**Employee Responsibilities**
All employees are responsible for:

- Maintaining a workplace free from harassment, discrimination, and retaliation.
- Refraining from engaging in, condoning, or ignoring inappropriate conduct.
- Reporting any observed or suspected sexual harassment immediately to a supervisor, site administrator, or the Superintendent/designee.

**Reporting and Investigation**
Employees who believe they have been subjected to sexual harassment or who witness such behavior must report the incident promptly.

- Reports may be made verbally or in writing to the site administrator, Human Resources Department, or Title IX Coordinator.
- Reports are investigated promptly, thoroughly, and confidentially to the extent possible.
- Retaliation against any employee who reports harassment or participates in an investigation is strictly prohibited.

If an employee prefers to report concerns externally, they may contact the California Civil Rights Department (CRD) or the U.S. Equal Employment Opportunity Commission (EEOC).

**Mandatory Training**
In compliance with Government Code §12950.1 and Assembly Bill 130, all District provides required sexual harassment prevention training and makes training materials and complaint information available to employees through the District website and Keenan SafeSchools platform.

**Title IX Coordination**
The District's Title IX Coordinator oversees compliance with Title IX sexual harassment regulations.

**Title IX Coordinator:**
Eduardo Ochoa, Assistant Superintendent
Farmersville Unified School District
571 E. Citrus Drive, Farmersville, CA 93223
(559) 592-2010

**Confidentiality and Consequences**
All complaints are handled with discretion, and confidentiality is maintained to the fullest extent allowed by law. Employees found to have violated this policy are subject to disciplinary action, up to and including termination.

Related Policies and Legal References:

- BP/AR 4119.11 / 4219.11 / 4319.11 – Sexual Harassment
- BP/AR 5145.7 – Sexual Harassment (Students)
- Title VII, Civil Rights Act of 1964
- Title IX, Education Amendments of 1972
- Government Code §§12940, 12950.1 (FEHA)
- 2 CCR §11023 – Harassment and Discrimination Prevention and Correction

## SOCIAL MEDIA AND PUBLIC COMMUNICATION STANDARDS

Farmersville Unified School District recognizes that social media and digital communication are valuable tools for sharing information and engaging the community. However, employees are expected to use these tools responsibly, ethically, and in alignment with District policies and professional standards. In accordance with Board Policy 4040 (Employee Use of Technology), Board Policy 1114 (District-Sponsored Social Media), and Board Policy 4119.21 (Professional Standards), employees must ensure that all public communications, whether online or offline, reflect the District's values and maintain the confidentiality, dignity, and privacy of students, staff, and families.

Employees are prohibited from sharing confidential or sensitive District information, posting content that disrupts school operations, or making statements that could be perceived as discriminatory, harassing, or threatening. Personal social media use should be kept separate from professional responsibilities, and employees should avoid representing personal views as those of the District.

All District-sponsored accounts must be approved and monitored by the appropriate supervisor or department administrator. Employees are encouraged to think carefully before posting and to communicate in a manner that upholds trust and professionalism within the school community.

Related Policies and Legal References:

- BP/AR 4040 – Employee Use of Technology
- BP 1114 – District-Sponsored Social Media
- BP 4119.21 – Professional Standards
- Education Code §7050 et seq. – Political Activities of School Employees
- California Public Records Act (Gov. Code §6250 et seq.)

## TIMESHEET SUBMISSION REQUIREMENTS

All employees who submit timesheets are responsible for ensuring their entries are accurate, complete, and submitted on time. In accordance with District payroll procedures and applicable collective bargaining agreements, completed timesheets must be submitted to Payroll no later than the last working day of each month. Late or incomplete timesheets may delay compensation and may be returned for correction.

Supervisors, directors, and administrators must review and verify timesheets prior to submission. This includes confirming all dates, hours worked, work descriptions, and required signatures. Any overtime, extra duty, or compensatory time must be pre-approved in writing, consistent with the CSEA or FTA collective bargaining agreements.

Employees and supervisors are encouraged to contact Payroll or Human Resources for clarification if there is uncertainty regarding extra hours, contractual limitations, or approval requirements. Failure to follow timelines or procedures may result in delayed pay or administrative follow-up.

Related Policies and References

- CSEA Collective Bargaining Agreement (extra-time, overtime, comp time, work hours)
- FTA Collective Bargaining Agreement (extra duty, voluntary assignments)
- District Payroll Procedures
- Labor Code §204 – Timely Payment of Wages

## TITLE IX

Farmersville Unified School District is committed to providing an educational and work environment free from discrimination, harassment, intimidation, and bullying based on sex, gender, gender identity, or sexual orientation, in accordance with Title IX of the Education Amendments of 1972 and Board Policy/Administrative Regulation 5145.7 (Sexual Harassment).

Under Title IX, no person shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any District education program, activity, or employment practice.

The District's Title IX Coordinator oversees compliance with Title IX and ensures that complaints are handled promptly, fairly, and in accordance with Board Policy 5145.7 and the Uniform Complaint Procedures (BP/AR 1312.3).

Eduardo Ochoa, Title IX Coordinator
Farmersville Unified School District, 571 E. Citrus Drive, Farmersville, CA 93223
Phone: (559) 592-2010, Email: eochoa@farmersville.k12.ca.us

Individuals who believe they have been subjected to sexual harassment, discrimination, or retaliation may file a Title IX complaint with the Coordinator or with the U.S. Department of Education, Office for Civil Rights.

Related Policies and Legal References:

- BP/AR 5145.7 – Sexual Harassment / Title IX
- BP 4030 – Nondiscrimination in Employment
- BP 5145.3 – Nondiscrimination/Harassment (Students)
- BP/AR 1312.3 – Uniform Complaint Procedures (UCP)

- Title IX, Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)
- 34 C.F.R. Part 106 – Nondiscrimination on the Basis of Sex in Education Programs

## TOBACCO-FREE SCHOOLS

Farmersville Unified School District is dedicated to promoting the health and well-being of students, staff, and the community. In accordance with Board Policy/Administrative Regulation 3513.3 (Tobacco-Free Schools) and Health and Safety Code §§104420–104495, the use of any tobacco, nicotine, or vapor products, including cigarettes, e-cigarettes, cigars, pipes, chewing tobacco, snuff, or any electronic smoking device, is strictly prohibited on all District property, in District vehicles, and at any school-sponsored or District event, whether on or off campus.

This policy applies to all employees, students, visitors, and contractors at all times, including during non-school hours. Employees are expected to model healthy, tobacco-free lifestyles and comply with all state and local regulations.

The District supports tobacco-use prevention education and cessation programs for students and staff, consistent with its commitment to maintaining a safe, healthy, and drug-free learning and work environment.

Related Policies and Legal References:

- BP/AR 3513.3 – Tobacco-Free Schools
- BP 4020 – Drug- and Alcohol-Free Workplace
- Health and Safety Code §§104420–104495 (California Tobacco Control Act)
- 20 U.S.C. §6083 – Pro-Children Act of 2001
- Labor Code §6404.5 – Workplace Smoking Prohibition

## TUBERCULOSIS (TB) EXAMINATION

To help ensure the health and safety of students and staff, Farmersville Unified School District requires all employees, volunteers, and individuals having regular or prolonged contact with students to provide evidence of freedom from active tuberculosis (TB) in accordance with Education Code §49406 and Health and Safety Code §121525.

Before beginning employment, every new hire must submit valid TB clearance results, either from a TB skin test, blood test (e.g., QuantiFERON), or a TB risk assessment conducted by a licensed health care provider. TB clearance must be obtained within 60 days prior to initial employment.

Continuing employees are required to undergo reexamination every four (4) years, unless a licensed health care provider determines testing is not necessary due to low risk. Volunteers and substitute employees must also maintain current TB clearance on file with the District.

Proof of TB clearance must be submitted to the Human Resources Department before starting work or serving on campus. Failure to maintain current documentation may result in removal from duty until compliance is verified.

Related Policies and Legal References:

- Education Code §49406 – Tuberculosis Tests for Employees
- Health and Safety Code §§121525–121555
- California Code of Regulations, Title 5 §5503
- BP/AR 4112.4 / 4212.4 / 4312.4 – Health Examinations

## UNIFORM COMPLAINT PROCEDURES (UCP)

Farmersville Unified School District follows the Uniform Complaint Procedures (UCP) to ensure that all individuals, students, employees, parents/guardians, and members of the public, have a fair and consistent process to resolve concerns related to specific state and federal education programs, discrimination, and other legal rights.

Under Board Policy/Administrative Regulation 1312.3 (Uniform Complaint Procedures), complaints may be filed regarding alleged violations of laws or regulations governing:

- Discrimination, harassment, intimidation, or bullying based on a protected group
- Special Education services (IDEA/Section 504)
- Categorical programs such as Title I, Migrant Education, and English Learner programs
- Child Nutrition, Preschool, and After-School programs
- Student fees, assignments, and instructional materials (Williams Act)
- Retaliation for filing a complaint or participating in an investigation

All complaints must be submitted in writing to the District's UCP Compliance Officer within 60 calendar days of the alleged violation. The District will investigate and issue a written decision within 60 days, unless the complainant and District agree to an extension.

If the complainant disagrees with the District's decision, an appeal may be filed with the California Department of Education (CDE) within 30 days of receiving the final response. Complaints alleging discrimination, harassment, or retaliation may also be filed directly with the U.S. Department of Education, Office for Civil Rights (OCR).

UCP Compliance Officer:
Manuel Mendez, Superintendent
Farmersville Unified School District
571 E. Citrus Drive, Farmersville, CA 93223
Phone: (559) 592-2010

Related Policies and Legal References:

- BP/AR 1312.3 – Uniform Complaint Procedures
- BP 4030 – Nondiscrimination in Employment
- BP 5145.3 – Nondiscrimination/Harassment (Students)
- Education Code §§ 200, 220, 234.1, 35186, 49010–49013, 52075
- Title 5, California Code of Regulations §§ 4600–4670
- Title VI & Title IX of the Civil Rights Acts; Section 504, Rehabilitation Act of 1973

## VOLUNTEER AND VISITOR PROTOCOLS

Farmersville Unified School District welcomes parents, guardians, and community members to support our schools as volunteers and visitors. To maintain a safe learning environment, all volunteers and visitors must follow District clearance and check-in procedures.

All visitors must sign in and out at the front office and wear a visitor badge while on campus. Employees are responsible for ensuring that any volunteers or visitors they invite to campus comply with these procedures.

Volunteers are required to complete the District's Mandatory Background Check Form, provide TB clearance, and receive Human Resources approval before beginning service. Volunteers are not permitted to begin work with students until they are cleared by HR.
Employees who supervise or coordinate volunteers should direct interested individuals to the school office or the Human Resources Department for current forms and clearance information.

Related Policies and Legal References:

- BP/AR 1240 – Volunteer Assistance
- BP/AR 1250 – Visits to the Schools
- BP 3515 – Campus Security
- Education Code §§35021, 49406
- *Mandatory Background Check Form*

## WHISTELBLOWER PROTECTIONS

Farmersville Unified School District encourages all employees to report any suspected fraud, misuse of District funds or property, safety violations, or other improper governmental activities without fear of retaliation. In accordance with California Labor Code §1102.5, Government Code §53296, and Board Policy 4119.21 (Professional Standards), employees are legally protected when making a good-faith report of such concerns.

The District strictly prohibits retaliation, intimidation, or adverse employment action against any employee who reports wrongdoing or participates in an investigation. Reports may be made confidentially to the Superintendent, Assistant Superintendent, or the appropriate state agency (as noted on the Whistleblower Protection poster displayed at each District site).

Employees are encouraged to raise concerns responsibly and promptly so that corrective action can be taken when necessary.

Related Policies and Legal References:

- BP/AR 4119.21 – Professional Standards
- Labor Code §1102.5 – Whistleblower Protections
- Government Code §§53296–53299 – Local Agency Employee Reporting Protections
- Education Code §44112 – Reporting Improper Governmental Activities

## WORKDAY AND ATTENDANCE

The workday for all employees is established and regularly scheduled by Farmersville Unified School District to ensure that the District's educational goals and student needs are effectively met.

For certificated employees, the standard workday is 7.25 hours, exclusive of the duty-free lunch period, as defined by the collective bargaining agreement and District practice.

For classified employees, the full-time workweek consists of forty (40) hours, exclusive of a District-designated lunch period, and typically includes five consecutive workdays, unless otherwise specified by job assignment or collective bargaining agreement.

Regular attendance and punctuality are essential to maintaining a positive and consistent learning environment for students. Every employee contributes to the success of our schools, and reliable attendance directly impacts the quality of instruction and services provided to students and families.

All employees are expected to report to their assigned work location and be prepared to begin work at the time specified by their supervisor, site administrator, or program director.

Work-year calendars for ten-, eleven-, and twelve-month employees are included in the Appendix of this handbook.

Related Policies and Legal References:

- BP 4112 / 4212 / 4312 – Appointment and Conditions of Employment
- BP 4119.21 / 4219.21 / 4319.21 – Professional Standards
- Education Code §§ 45128, 45133 – Workweek and Hours of Employment for Classified Staff
- Collective Bargaining Agreements (FTA and CSEA)

## WORKERS' COMPENSATION

Farmersville Unified School District provides Workers' Compensation insurance coverage for all employees in accordance with California Labor Code §3200 et seq. and Board Policy 4157 (Employee Safety). This coverage ensures that any employee who suffers a work-related injury or illness is entitled to medical care, wage replacement, and other benefits as required by law.

All workplace injuries or illnesses must be reported immediately to your supervisor and to Company Nurse by calling 1-877-518-6702 (Farmersville USD Code: TUJ04). Company Nurse will document the incident and provide medical guidance.

Once the District receives the injury notification from Company Nurse, Human Resources will send the employee the required Workers' Compensation paperwork, including the DWC-1 Employee Claim Form and the Supervisor's First Report of Injury, to complete and return promptly.

Employees are responsible for submitting a doctor's note to Human Resources after each medical appointment related to their work injury. Failure to provide updated documentation may delay benefits or clearance to return to work.

Employees may also predesignate a personal physician to treat them in the event of a workplace injury, provided the physician meets the criteria under Labor Code §4600 and agrees in writing to provide treatment. The Predesignation of Personal Physician Form is available from the Human Resources Department and must be completed and kept on file prior to any injury.

If an emergency occurs, call 911 immediately, then notify your supervisor and HR as soon as possible.

The District's Workers' Compensation program is administered through Keenan & Associates.

Related Policies and Legal References:

- BP/AR 4157 – Employee Safety
- Labor Code §§3200–3212, 4600, 132a – Workers' Compensation Act
- Title 8, CCR §9780 et seq. – Injury Reporting and Predesignation
- Cal/OSHA Title 8, §3203 – Injury and Illness Prevention Program (IIPP)

## WORKPLACE VIOLENCE PREVENTION AND THREAT REPORTING

Farmersville Unified School District is committed to maintaining a safe, secure, and respectful workplace for all employees, students, and visitors. In accordance with BP/AR 4157 / 4257 / 4357 (Employee Safety), BP 3515 (Campus Security), and California Labor Code §6401.7, the District prohibits any acts or threats of violence, intimidation, harassment, or aggressive behavior in the workplace.

All employees are expected to conduct themselves professionally and to promptly report any threats, concerning behavior, or safety-related incidents, whether from students, staff, parents, visitors, or community members, to their supervisor, site administrator, or the Human Resources Department. If a situation presents an immediate danger, staff should call 911 first, then notify school administration as soon as it is safe to do so.

The District will promptly investigate all reports of workplace violence or threats and will take appropriate corrective or protective action, consistent with District policy and state law. This may include safety measures, disciplinary action, or contacting law enforcement when necessary. Retaliation against any employee who makes a good-faith report or participates in an investigation is strictly prohibited.

Related Policies and Legal References:

- BP/AR 4157 / 4257 / 4357 – Employee Safety
- BP 3515 – Campus Security
- Labor Code §6401.7 – Workplace Violence Prevention Requirements
- Education Code §§ 32280–32289 – Comprehensive School Safety Plans

# APPENDIX

## MANDATED NOTIFICATIONS (Required by Law or Regulation)

| Topic | Reference / Board Policy | Required Frequency |
|---|---|---|
| Nondiscrimination in Employment / Equal Opportunity | BP/AR 4030; Gov. Code §12940; Title VII Civil Rights Act 1964 | Annual |
| Sexual Harassment / Title IX Rights / Notice of Rights & Training Materials | BP/AR 4119.11 / 4219.11 / 4319.11; BP/AR 5145.7; Title IX (20 U.S.C. §1681), Gov. Code §12950.1, AB 1825, AB 2053, and AB 130 | Annual |
| Uniform Complaint Procedures (UCP) | BP/AR 1312.3; 5 CCR §4600 et seq.; Ed. Code §234.1 | Annual |
| Know Your Rights Notice – SB 294 | Education Code §44113; Gov. Code §§8547–8547.12; Labor Code §1102.5 | Annual |
| Title IX Coordinator and Reporting Process | BP 5145.7; Title IX Regs 34 CFR §106 | Annual |
| Mandated Reporter – Child Abuse Reporting | BP/AR 5141.4; Penal Code §§11165–11174.3 | Annual |
| Drug- and Alcohol-Free Workplace | BP 4020; Gov. Code §8355; 41 U.S.C. §702 | Annual |
| Tobacco-Free Schools | BP/AR 3513.3; Health & Safety Code §104420 et seq. | Annual |
| Injury and Illness Prevention Program (IIPP) | BP 4157 / 4257 / 4357; 8 CCR §3203 | Annual |
| Workers' Compensation / Reporting Procedures | Labor Code §§3200 et seq.; BP 4157 | At hire/upon injury |
| Safety / Emergency Procedures | BP 3516; Ed. Code §32001–32004 | Annual |
| Use of District Technology / Electronic Communication | BP/AR 4040; FERPA 20 U.S.C. §1232g | Annual |
| Family and Medical Leave (FMLA/CFRA) | BP/AR 4161 / 4261 / 4361; Gov. Code §12945.2; 29 U.S.C. §2601 | At hire / upon request |
| Pregnancy Disability Leave | Gov. Code §12945; BP/AR 4161 / 4261 / 4361 | At hire / upon request |
| Reasonable Accommodation / ADA Compliance | BP 4032; 42 U.S.C. §12101; Gov. Code §12940 | Annual |
| Bloodborne Pathogens / Exposure Control | Cal/OSHA 8 CCR §5193; BP 4157 | Annual training |
| Asbestos Hazard Notification | 40 CFR §763.84; BP 3514 | Annual |
| Pesticide Use Notification (Healthy Schools Act) | Ed. Code §17612; BP 3514.2 | Annual |
| Hazard Communication (Chemical Safety) | 8 CCR §5194; BP 3514 | Annual |
| Notice of Rights – Domestic Violence, Sexual Assault, or Stalking Victims | Labor Code §230.1 | At hire / upon request |
| Whistleblower Protections | Labor Code §1102.5; Gov. Code §53296 | Annual |

| | | |
|---|---|---|
| Minimum Wage and Labor Law Postings | Labor Code §§1182.12, 226.8 | Continuous posting |
| Tuberculosis (TB) Testing Requirement | Ed. Code §49406; BP 4112.4 / 4212.4 / 4312.4 | At hire / every 4 years |
| Fingerprinting / Criminal Background Check | Ed. Code §45125; BP 4112.5 / 4212.5 | At hire |
| Wage Transparency / Pay Scale Access | Labor Code §432.3 | At hire / upon request |
| Sex Offender Notification (Megan's Law) | Penal Code §290.4; BP 3515.5 | Ongoing |
| Ethical Conduct / Conflict of Interest | BP 4119.21 / 9270; Gov. Code §87100 et seq. | Annual |
| Retirement System Membership Notice (CalSTRS / CalPERS) | Ed. Code §§22455.5, 45134 | At hire |
| Workers' Compensation Predesignation Form | Labor Code §4600 | At hire |

## NON-MANDATED (BEST PRACTICE/DISTRICT-SPECIFIC INFORMATION)

| Topic | Reference / Policy | Frequency |
|---|---|---|
| Mission Statement and District Goals | District Strategic Plan | Annual |
| Professional Conduct and Ethics | BP 4119.21 | Annual |
| Customer Service and Communication Standards | BP 1100 / 1313 | Annual |
| Employee Dress and Grooming Standards | BP 4119.22 | Annual |
| Sign-In/Out and Site Safety Procedures | District HR Calendar | Annual |
| Key and ID Badge Procedures | BP 3515 / 3515.2 | Annual |
| Use of District Vehicles and Equipment | BP 3541.1 / AR 3314 | Annual |
| Volunteer / Visitor Protocols | BP 1240 / AR 1250 | Annual |
| Mandated Trainings (e.g., Keenan SafeSchools) | District HR Calendar | Annual |
| Evaluation and Professional Growth Process | BP 4115 / 4215 / 4315 | Annual |
| Salary Schedules and Work Calendars | BP 4151 / 4251 / 4351 | Annual |
| Employee Benefit Information (Health, Dental, Vision) | District Business Calendar | Annual |
| Complaint Procedure for Personnel (BP 1312.1) | BP 1312.1 | Annual |
| Use of Social Media and Communication Tools | BP 4040 / BP 1114 | Annual |
| Transportation and Vehicle Safety | BP 3542 | Annual |
| Company Nurse / Injury Reporting Protocol | BP 4157 | Annual |

## Access and Availability

All current Farmersville USD Board Policies, Administrative Regulations, and Exhibits are accessible on the District website at www.farmersville.k12.ca.us → Board → Gamut.

Hard copies or electronic access will be provided upon request through the Human Resources Department.

## Mandated Employee Trainings

| Training Title | Delivery Method (Keenan SafeSchools Course) | Legal / Policy Reference | Frequency | Required Audience |
|---|---|---|---|---|
| **Mandated Reporter Training (Child Abuse & Neglect)** | "Mandated Reporter Training for School Employees" | Penal Code §§11165–11174.3; BP 5141.4 – Child Abuse Prevention and Reporting | At hire and annually thereafter | **All Employees** |
| **Sexual Harassment, Discrimination & Retaliation Prevention** | "Preventing Harassment, Discrimination & Retaliation" | Gov. Code §12950.1 (FEHA); BP 4119.11 / 4219.11 / 4319.11 | At hire and every 2 years (supervisors); annually for all staff per District practice | **All Employees; Supervisors & Administrators (biennially)** |
| **Workplace Violence Prevention, Bullying & Civility Training** | "Workplace Violence Prevention" and "Abusive Conduct and Bullying Prevention" | Labor Code §6401.9 (SB 553); Gov. Code §12950.1; BP 4157 (Employee Safety); BP 1313 (Civility) | At hire and annually | **All Employees** |
| **Bloodborne Pathogens & Universal Precautions** | "Bloodborne Pathogens Exposure Prevention" | Cal/OSHA 8 CCR §5193; BP 4119.43 / 4219.43 / 4319.43 | At hire and annually | **All Employees; Health Services; Custodial; Food Service; MOT; Special Education** |
| **Hazard Communication (Right-to-Know)** | "Hazard Communication (Right-to-Know for Employees)" | Cal/OSHA 8 CCR §5194; BP 3514 – Environmental Safety | At hire and annually | **Maintenance & Operations (MOT); Custodial; Food Service; Science Lab Staff** |
| **Injury and Illness Prevention Program (IIPP)** | "Injury & Illness Prevention Training" | Cal/OSHA 8 CCR §3203; BP 4157 / 4257 / 4357 | At hire and annually | **All Employees** |
| **Cybersecurity & Data Privacy** | "Cybersecurity Awareness for Employees" | BP 4040 – Employee Use of Technology; Ed. Code §49073.1 | Annually | **All Employees; Technology; Secretarial & Administrative Staff** |
| **Workplace Ergonomics / Injury Prevention** | "Office Ergonomics Safety" or "Back Injury Prevention" | Cal/OSHA 8 CCR §5110; BP 4157 | Annually or as assigned | **Clerical; Office Staff; MOT; Custodial; Food Service** |
| **Heat Illness Prevention** *(Outdoor Workers)* | "Heat Illness Prevention Training" | Cal/OSHA 8 CCR §3395 | Annually (before hot season) | **Maintenance & Operations (MOT); Grounds; Transportation** |
| **CPR / First Aid / AED Training** *(Designated Staff)* | In-person certification course | Ed. Code §§49414–49414.5; BP 5141 | Every 2 years or as required | **Designated Staff; Coaches; Health Aides; Childcare; Transportation** |
| **Transportation & Driver Safety** *(Bus Drivers / Vehicle Operators)* | "Transportation Safety" or CHP-approved training | Ed. Code §39830.3; Vehicle Code §12517 et seq. | At hire and annually | **Transportation Department; Authorized Vehicle Operators** |

### Notes

- All required courses are assigned and tracked through Keenan SafeSchools by the Human Resources Department.
- Employees must complete trainings by assigned deadlines. Certificates of completion are retained in personnel files for compliance.
- Additional trainings may be assigned based on job classification or workplace exposure.

# Farmersville Unified School District

First Day of School: August 6, 2026

Last Day of School: June 3, 2027

## ALL SCHOOLS
## 2026-2027 School Calendar

Graduation Dates:

DCA : June 1, 202

FJHS: June 2, 2028

FHS: June 3, 2028

Holidays

Non School Days

Instructional Days 180

Minimum Days

TK-8 Parent/Teacher Conf.

Prof. Development Days

Late Start 9:00 A.M.

Teacher Work Day

**JULY 2026**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Instructional Days ___

**AUGUST 2026**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | △ | △ | ★ | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Instructional Days 18

**SEPTEMBER 2026**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Instructional Days 21

**OCTOBER 2026**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | X | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Instructional Days 21

**NOVEMBER 2026**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | X | X | X | X | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | X | 21 |
| 22 | X | X | X | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Instructional Days 15

**DECEMBER 2026**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | X | 19 |
| 20 | X | X | X | 24 | 25 | 26 |
| 27 | X | X | X | 31 | | |

Instructional Days 14

**JANUARY 2027**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | X | X | X | X | X | 9 |
| 10 | △ | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Instructional Days 13

**FEBRUARY 2027**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | → | 25 | 26 | 27 |
| 28 | | | | | | |

Instructional Days 18

**MARCH 2027**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | X | 20 |
| 21 | X | X | X | X | 26 | 27 |
| 28 | X | 30 | 31 | | | |

Instructional Days 17

**APRIL 2027**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | X | 17 |
| 18 | X | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

Instructional Days 20

**MAY 2027**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Instructional Days 20

**JUNE 2027**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | X | ★ | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Instructional Days 3

Board Approved: December 8, 2025

# Farmersville Unified School District

## 2026-2027

## 176-DAY EMPLOYEE WORK CALENDAR

[Instructional Aide, Special Education Instructional Aide, Special Friends Paraprofessional, Preschool Instructional Aide]

### July 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Work Days: 0

### August 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 18

### September 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Work Days: 21

### October 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Work Days: 21

### November 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Work Days: 14

### December 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Work Days: 13

### January 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Work Days: 13

### February 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

Work Days: 18

### March 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Work Days: 16

### April 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

Work Days: 20

### May 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 20

### June 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Work Days: 2

| | |
|---|---|
| | Work Days |
| | Non-Work Days |
| | Holiday |

**Total Work Days: 176**

***Print Name:*** _____ ***Date:*** _____

***Signature:*** _____

# Farmersville Unified School District

## 2026-2027

## 180-DAY EMPLOYEE WORK CALENDAR

[Behavior Management Instructional Assistant, Breakfast Aide, Campus Aide, Childcare Aide, Community Liaison, Computer Instructional Aide, Crossing Guard, Health Aide, Licensed Vocational Nurse (LVN), Locker Room Attendant/Instructional Assistant, Noon Duty Aide, Outreach Consultant, Preschool Teacher (Classified), Speech-Language Pathology Assistant (SLPA)]
[School Social Worker I, School Social Worker II]

**July 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Work Days: 0

**August 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 18

**September 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Work Days: 21

**October 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Work Days: 21

**November 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Work Days: 15

**December 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Work Days: 14

**January 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Work Days: 13

**February 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

Work Days: 18

**March 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Work Days: 17

**April 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

Work Days: 20

**May 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 20

**June 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Work Days: 3

| | |
|---|---|
| | Work Days |
| | Non-Work Days |
| | Holiday |

**Total Work Days: 180**

***Print Name:*** _____ ***Date:*** _____

***Signature:*** _____

# Farmersville Unified School District

## 2026-2027

## 182-DAY EMPLOYEE WORK CALENDAR

[Cook, Food Service Worker I/Vending Cart Server]

**July 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Work Days: 0

**August 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 20

**September 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Work Days: 21

**October 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Work Days: 21

**November 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Work Days: 15

**December 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Work Days: 14

**January 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Work Days: 13

**February 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

Work Days: 18

**March 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Work Days: 17

**April 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

Work Days: 20

**May 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 20

**June 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Work Days: 3

| | |
|---|---|
| | Work Days |
| | Non-Work Days |
| | Holiday |

**Total Work Days: 182**

***Print Name:*** _____ ***Date:*** _____

***Signature:*** _____

# Farmersville Unified School District

## 2026-2027

## 184-DAY EMPLOYEE WORK CALENDAR

[Library Technician]

**July 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Work Days: 0

**August 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 20

**September 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Work Days: 21

**October 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Work Days: 21

**November 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Work Days: 15

**December 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Work Days: 14

**January 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Work Days: 13

**February 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

Work Days: 18

**March 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Work Days: 17

**April 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

Work Days: 20

**May 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 20

**June 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Work Days: 5

| | |
|---|---|
| | Work Days |
| | Non-Work Days |
| | Holiday |

**Total Work Days: 184**

***Print Name:*** _____ ***Date:*** _____

***Signature:*** _____

# Farmersville Unified School District

## 2026-2027

## 185-DAY EMPLOYEE WORK CALENDAR

[Food Service Clerk]

**July 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Work Days: 0

**August 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 21

**September 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Work Days: 21

**October 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Work Days: 21

**November 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Work Days: 15

**December 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Work Days: 14

**January 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Work Days: 13

**February 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

Work Days: 18

**March 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Work Days: 17

**April 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

Work Days: 20

**May 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 20

**June 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Work Days: 5

| | |
|---|---|
| | Work Days |
| | Non-Work Days |
| | Holiday |

**Total Work Days: 185**

***Print Name:*** _____ ***Date:*** _____

***Signature:*** _____

# Farmersville Unified School District

## 2026-2027

## 190-DAY EMPLOYEE WORK CALENDAR

[Finance Clerk]

### July 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Work Days: 0

### August 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 21

### September 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Work Days: 21

### October 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Work Days: 21

### November 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Work Days: 15

### December 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Work Days: 14

### January 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Work Days: 14

### February 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

Work Days: 18

### March 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Work Days: 17

### April 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

Work Days: 20

### May 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 20

### June 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Work Days: 9

| | |
|---|---|
| | Work Days |
| | Non-Work Days |
| | Holiday |

**Total Work Days: 190**

***Print Name:*** _____ ***Date:*** _____

***Signature:*** _____

# Farmersville Unified School District

## 2026-2027

## 195-DAY EMPLOYEE WORK CALENDAR

[Counselor, School Psychologist, Secondary CTE Counselor Lead]

**July 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | |

Work Days: 7

**August 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 21

**September 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

Work Days: 21

**October 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | |

Work Days: 21

**November 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |
| | | | | | | |

Work Days: 15

**December 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | |

Work Days: 14

**January 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Work Days: 14

**February 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |
| | | | | | | |

Work Days: 18

**March 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | |

Work Days: 17

**April 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| | | | | | | |

Work Days: 20

**May 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 20

**June 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

Work Days: 7

| | |
|---|---|
| | Work Days |
| | Non-Work Days |
| | Holiday |

**Total Work Days: 195**

***Print Name:*** _____ ***Date:*** _____

***Signature:*** _____

# Farmersville Unified School District

## 2026-2027

## 202-DAY EMPLOYEE WORK CALENDAR

[Attendance Clerk, Special Education & Student Services Office Clerk, School Secretary]

**July 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | |

Work Days: 10

**August 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 21

**September 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

Work Days: 21

**October 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | |

Work Days: 21

**November 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |
| | | | | | | |

Work Days: 15

**December 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | |

Work Days: 14

**January 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Work Days: 14

**February 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |
| | | | | | | |

Work Days: 18

**March 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | |

Work Days: 17

**April 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| | | | | | | |

Work Days: 20

**May 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 20

**June 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

Work Days: 11

| | |
|---|---|
| | Work Days |
| | Non-Work Days |
| | Holiday |

**Total Work Days: 202**

***Print Name:*** _____ ***Date:*** _____

***Signature:*** _____

# Farmersville Unified School District

## 2026-2027

## 215-DAY EMPLOYEE WORK CALENDAR

[Office Clerk (Expanded Learning Program), Secretary/GuidanceII]

**July 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | |

Work Days 13

**August 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days 21

**September 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

Work Days 21

**October 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | |

Work Days 21

**November 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |
| | | | | | | |

Work Days 15

**December 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | |

Work Days 14

**January 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Work Days 14

**February 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |
| | | | | | | |

Work Days 18

**March 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | |

Work Days 17

**April 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| | | | | | | |

Work Days 20

**May 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days 20

**June 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

Work Days 21

| | |
|---|---|
| | Work Days |
| | Non-Work Days |
| | Holiday |

**Total Work Days: 215**

***Print Name:*** _____ ***Date:*** _____

***Signature:*** _____

# Farmersville Unified School District

## 2026-2027

## 215-DAY EMPLOYEE WORK CALENDAR

[Assistant Expanded Learning Program Coordinator]

**July 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | |

Work Days: 13

**August 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 21

**September 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

Work Days: 21

**October 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | |

Work Days: 21

**November 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |
| | | | | | | |

Work Days: 15

**December 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | |

Work Days: 14

**January 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Work Days: 14

**February 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |
| | | | | | | |

Work Days: 18

**March 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | |

Work Days: 17

**April 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| | | | | | | |

Work Days: 20

**May 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 20

**June 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

Work Days: 21

| | |
|---|---|
| | Work Days |
| | Non-Work Days |
| | Holiday |

**Total Work Days: 215**

***Print Name:*** _____ ***Date:*** _____

***Signature:*** _____

# Farmersville Unified School District

## 2026-2027

## 220-DAY EMPLOYEE WORK CALENDAR

[Early Childhood Coordinator]

**July 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | |

Work Days: 15

**August 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 21

**September 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

Work Days: 21

**October 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | |

Work Days: 21

**November 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |
| | | | | | | |

Work Days: 15

**December 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | |

Work Days: 14

**January 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Work Days: 17

**February 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |
| | | | | | | |

Work Days: 18

**March 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | |

Work Days: 17

**April 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| | | | | | | |

Work Days: 20

**May 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 20

**June 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

Work Days: 21

| | |
|---|---|
| | Work Days |
| | Non-Work Days |
| | Holiday |

**Total Work Days: 220**

***Print Name:*** _____ ***Date:*** _____

***Signature:*** _____

# Farmersville Unified School District

## 2026-2027

## 225-DAY EMPLOYEE WORK CALENDAR

[Food Service Driver/Delivery Worker/Light Maintenance]

**July 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | |

Work Days: 22

**August 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 21

**September 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

Work Days: 21

**October 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | |

Work Days: 21

**November 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |
| | | | | | | |

Work Days: 15

**December 2026**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | |

Work Days: 14

**January 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Work Days: 15

**February 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |
| | | | | | | |

Work Days: 18

**March 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | |

Work Days: 17

**April 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| | | | | | | |

Work Days: 20

**May 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 20

**June 2027**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

Work Days: 21

| | |
|---|---|
| | Work Days |
| | Non-Work Days |
| | Holiday |

**Total Work Days: 225**

***Print Name:*** _____ ***Date:*** _____

***Signature:*** _____

# Farmersville Unified School District

## 2026-2027

## 225-DAY EMPLOYEE WORK CALENDAR

[Assistant Superintendent's Secretary, CalPADS Coordinator]

### July 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | |

Work Days: 15

### August 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 21

### September 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

Work Days: 21

### October 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | |

Work Days: 22

### November 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |
| | | | | | | |

Work Days: 15

### December 2026

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | |

Work Days: 14

### January 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Work Days: 19

### February 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |
| | | | | | | |

Work Days: 18

### March 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | |

Work Days: 20

### April 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| | | | | | | |

Work Days: 22

### May 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Work Days: 20

### June 2027

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

Work Days: 18

| | |
|---|---|
| | Work Days |
| | Non-Work Days |
| | Holiday |
| | DO Closed |

**Total Work Days: 225**

***Print Name:*** _____ ***Date:*** _____

***Signature:*** _____

2026-27

FARMERSVILLE UNIFIED SCHOOL DISTRICT

# Employee Handbook & Annual Notification Acknowledgement

I hereby acknowledge that it is my responsibility to access, review, and understand the contents of the **Farmersville Unified School District Employee Handbook** and **Annual Notifications** online.

My signature below indicates that I have been informed how to access the handbook, understand it contains important District policies, procedures, and legal notifications, and agree to adhere to the standards and expectations outlined therein.

The Employee Handbook can be accessed on the District's website at: **[www.farmersville.k12.ca.us → Departments → Human Resources → Employee Resources]**

**Included in the Employee Handbook and Annual Notifications:**

- Sexual Harassment and Harassment Prevention (BP 4119.11 / 4219.11 / 4319.11)
- Child Abuse Prevention and Reporting (BP 5141.4)
- Non-Discrimination and Equal Employment Opportunity (BP 4030)
- Internet, Email, and Technology Use Agreement (BP 4040)
- Uniform Complaint Procedures (BP 1312.3)
- Williams Act – Classroom Notice and Posting (Education Code §35186)
- Tobacco-Free Schools (BP 3513.3)
- Drug and Alcohol-Free Workplace (BP 4020)
- Injury and Illness Prevention Program (IIPP)
- Workplace Violence Prevention and Civility Standards
- Employee Resignation and Final Pay Procedures
- Mandated Trainings and Employee Safety Requirements

Please return this signed acknowledgment to the **Human Resources Department** at the District Office.

Employee Signature: _____ Date: _____

Printed Name: _____

*Acknowledgment of receipt does not constitute a contract of employment and does not alter the at-will employment status of any non-certificated employee.*

*For questions regarding the Employee Handbook or District policies, please contact the **HR Department** at (559) 592-2010 or dcruz@farmersville.k12.ca.us.*