

Table of Contents

Superintendent Welcome Letter	1
-------------------------------	---

Section I: Organizational Overview

District Mission, District Vision & Core Beliefs	1
Board of Education	2
Handbook Overview	3
Oxnard School District Organizational Chart	4
School Site Directory	5
Strategic Initiatives	1
Student Profile	2
Personnel Commission	3
Association Information	4

Section II: Employment

Administrative Regulations and Procedures	5
Equal Employment Opportunity	5
Americans with Disabilities Act (ADA)	5
Anti-Bullying Policy	5
Certificated Employment	6
Classified Employment	7
Complaints (BP 4144)	7
Conduct (BP 4119.21)	8
Confidentiality	8
Dress and Grooming (BP 4119.22)	8
Drug and Alcohol-Free Workplace (BP 4020)	9
Email / Voicemail	9
Employee Expectations	10
Employee Mandated Training	10
Employee Recruitment and Selection (BP 4111)	11
Employment Verification	12
Mandated Reporting of Suspected Child Abuse (BP 5141.4 & AR 5141.4)	13
Nondiscrimination in Employment (AR 4030)	15
Non-School Employment (BP 4236)	20
Professional Standards (BP 4119.21)	21
Separations	21
Sexual Harassment Prevention Policy (BP 4119.11)	21
Tutoring	23
Title IX: Non-Discrimination	23
Tuberculosis Clearance (BP 4112.4)	23
Uniform Complaint Procedures (BP 1312)	24

Section III: Leaves of Absence

Absence Reporting	28
Bereavement	28
Jury Duty	28
Leave of Absence	28
Sick Leave	30

Vacation	30
Voting	30
Workers' Compensation	30

Section IV: Compensation / Pay Practices

Breaks / Rest Periods	32
Employee Portal	32
Holidays	32
Overtime	32
Paycheck Deduction	32
Payroll Information	32
Timesheets	33
Payment Methods	33
Payroll Department Contact Information	33

Section V: Benefits

Benefits Department	34
Benefits Enrollment	34
California State Teachers Retirement System (CalSTRS)	34
California Public Employees Retirement System (CalPERS)	35
COBRA	35
Disability Insurance	35
EASE	35
Eligibility for Health Benefits	35
Health Insurance Marketplace Options	35
Life Insurance	35
Retirement	35
Retirement Eligibility	35
Retirement Transfer	35
Section 125	36
Supplemental Insurance Benefits	36

Section VI: Safety Programs

Bloodborne Pathogens	37
Emergency Preparedness and Disaster Training	37
Employee Safety	37
Hazard Communication Program	37
Heat Illness	37
Injury & Illness Prevention Program	37
Universal Precautions (BP 4219.43)	38
Workplace Safety	38
Workplace Violence Prevention Program	38
Employees Assigned to Use District Vehicles/Busses	38

Section VII: General Information

Bulletin Boards	39
Change of Address or Name Form	39
Information Technology Services	39
Non-Smoking Policy	41

Superintendent Welcome Letter

Honoring Our Shared Commitment to Students and Excellence

As Superintendent of the Oxnard School District, I am deeply honored to work alongside each of you in serving our students, families, and community. I enter this role with great enthusiasm and a strong sense of responsibility to uphold and advance the core values that define who we are—equity, integrity, accountability, collaboration, and service.

Our collective success depends on the relationships we build and the respect we show for one another, and the work we do. Each staff member—whether in the classroom, office, cafeteria, school yard, or district office—contributes meaningfully to the well-being and success of our students. Your work matters. Your voice matters. You matter.

At the Oxnard School District, we believe in Changing the World—In School and Beyond. This mission is the foundation of everything we do, reminding us that the impact of our work extends beyond the classroom and into the lives, futures, and communities our students will one day lead.

Together, we are guided by the Oxnard Empowers Strategic Plan—our shared roadmap toward educational excellence. This plan represents more than just district goals; it reflects a united commitment to ensuring that every student is empowered to reach their full potential. It is our responsibility and privilege to create inclusive, supportive, and high-quality learning environments where all students can thrive academically, socially, and emotionally.

At the heart of our efforts is the Oxnard School District Student Profile, which outlines the competencies and qualities we seek to develop in our students. Our aim is to nurture learners who are innovative, collaborative, resilient, globally aware, and ready for the challenges of tomorrow. These aspirations can only be realized when we work together—respecting diverse perspectives, honoring one another's contributions, and holding ourselves to the highest standards of professionalism.

Equity compels us to address barriers and expand opportunities for all students.

Integrity guides our actions and promotes a culture of trust.

Accountability ensures we remain focused on improvement and results.

Service reflects our commitment to supporting one another and putting students first.

Each of us is a vital part of this mission. Whether through teaching, maintaining safe facilities, supporting operations, or engaging families, your role is essential in shaping the lives of children and building a better future for our community.

As we move forward, let us do so in partnership—with compassion, curiosity, and the courage to learn and grow together.

With gratitude and enthusiasm,

Dr. Ana DeGenna
Superintendent
Oxnard School District

Section I: Organizational Overview

District Mission, District Vision & Core Beliefs

VISION

Changing the world!

Inspired, Accomplished, Multilingual Global Citizens – In School and Beyond
In Oxnard School District, we nurture self-confident and empowered multilingual global citizens, strong in their multiple identities and potential, who achieve inspired levels of individual, community, and social accomplishment in school and beyond in their endeavors.

MISSION

IGNITE • TRANSFORM • NURTURE • EMBRACE

IGNITE students' passions for learning and empower them to achieve brilliance.

TRANSFORM our classroom and school expectations, relationships, and practices to more fully align with our values.

NURTURE caring communities that develop students' full identities, linguistic/cultural/academic excellence, social-emotional health, and life potential.

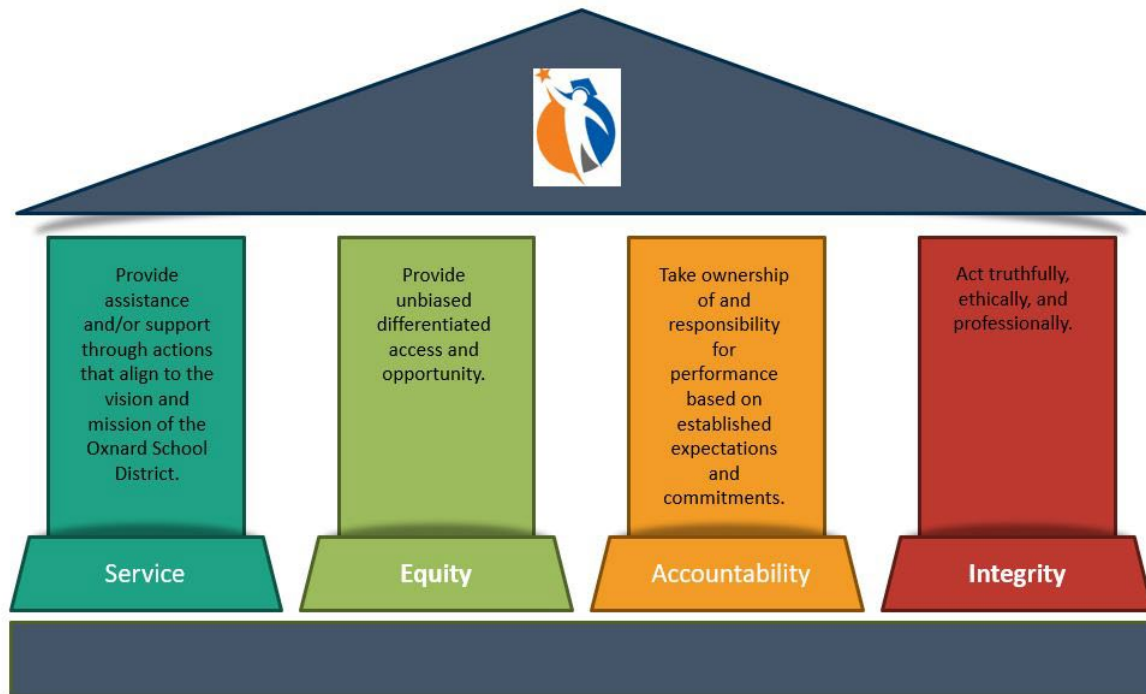
EMBRACE high-leverage services and approaches that translate our values into action.

CORE BELIEFS

We believe:

- We have a professional obligation to work for equity and excellence.
- Physically, social-emotionally, linguistically, and culturally safe and affirming environments are essential to our diverse students' full affective, academic/cognitive, linguistic, social-emotional, and creative development.
- Our students' potential is unlimited.
- Relationships built on integrity, mutual trust, respect, and caring form the necessary foundation for sustainable success in our schools and district.
- We must continuously expand our professional competency, exhibit servant leadership, and hold ourselves accountable to our students, families, community, and colleagues for our intentions, our actions and our results.

OSD Standards of Excellence



Board of Education

The Oxnard School District is governed by a five-member Board of Trustees. School Board “trustees” are the representatives of the people, elected (for overlapping four-year terms) to ensure District Schools educate students in consideration for the interest of the local community. The role of the School Board is to govern the School District. The Superintendent is hired by the School Board to provide the professional expertise in the day-to-day operations of the district. The Superintendent’s role is to work with the School Board to develop an effective governance leadership team; and serve as the Chief Executive Officer (CEO) for the School District.

Board meeting dates/times are posted on the [OSD website](#). The public is invited to attend.

Board of Trustees

Veronica Robles-Solis, President
Monica Madrigal-Lopez, Clerk
Brian R. Melanephy, Member
Cynthia Salas, Member
Rose Gonzales, Member

Board Policies/Administrative Regulations can be found [Here](#).

Handbook Overview

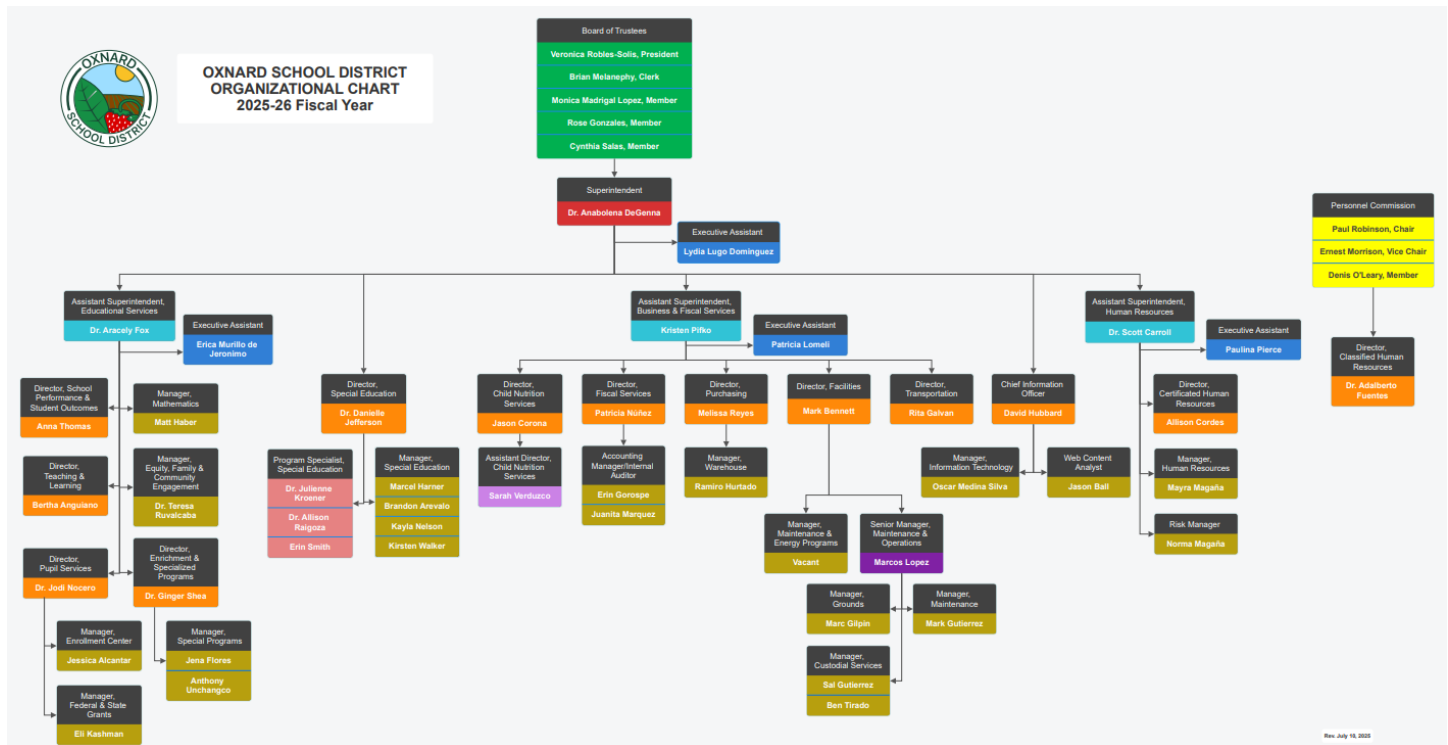
This handbook is designed to familiarize employees with personnel practices and consolidate the rules and regulations regarding the employee-employer relationship. Please use it in conjunction with Board Policies, Collective Bargaining Agreements and with additional information supplied by your supervisor.

This handbook outlines our core philosophies, beliefs, and employment guidelines, serving as a valuable resource for employees throughout their time at OSD. Please note that it is not intended to act as a contract or to establish any legally enforceable obligations beyond those set by law.

Oxnard School District is a dynamic and evolving organization, we retain the right to revise, add to, or remove any part of this handbook, as well as any related policies and procedures, without prior notice. We also reserve the right to interpret the handbook's provisions in a manner deemed appropriate by OSD.

This handbook remains the property of OSD and is intended solely for use by OSD employees. Distribution of this handbook outside of OSD requires the prior written approval of the Assistant Superintendent of Human Resources. The most up-to-date handbook can be viewed on the Oxnard School District website www.oxnardsd.org.

Oxnard School District Organizational Chart



Educational Services Organizational Chart

Human Resources Organizational Chart

Business Services Organizational Chart

School Site Directory

Brekke Elementary School

1400 Martin Luther King Jr. Drive
Oxnard, CA 93030
Phone: (805) 385-1521
Fax: (805) 485-4467

Cesar Chavez School

301 North Marquita Street
Oxnard, CA 93030
Phone: (805) 385-1524
Fax: (805) 483-4799

Christa McAuliffe School

3300 W. Via Marina Avenue
Oxnard, CA 93035
Phone: (805) 385-1560
Fax: (805) 985-4690

Curren School

1101 North F Street
Oxnard, CA 93030
Phone: (805) 385-1527
Fax: (805) 485-7593

Driffill School

910 South E Street
Oxnard, CA 93030
Phone: (805) 385-1530
Fax: (805) 487-7723

Dr. Manuel M. Lopez Academy

647 West Hill Street
Oxnard, CA 93033
Phone: (805) 385-1545
Fax: (805) 487-7159

Elm Elementary School

450 E. Elm Street
Oxnard, CA 93033
Phone: (805) 385-1533
Fax: (805) 487-9961

Fremont Academy

1130 North M Street
Oxnard, CA 93030
Phone: (805) 385-1539
Fax: (805) 485-2486

Harrington Elementary School

451 East Olive Street
Oxnard, CA 93033
Phone: (805) 385-1542

Kamala School

634 W Kamala Street
Oxnard, CA 93033
Phone: (805) 385-1548
Fax: (805) 486-2893

Lemonwood School

2001 San Mateo Place

Oxnard, CA 93033

Phone: (805) 385-1551

Fax: (805) 385-1552

Marina West Elementary School

2051 Carob Street
Oxnard, CA 93035
Phone: (805) 385-1554
Fax: (805) 984-5494

Marshall School

2900 Thurgood Marshall Drive
Oxnard, CA 93036
Phone: (805) 385-1577
Fax: (805) 983-7215

McKinna Elementary School

1600 South N Street
Oxnard, CA 93033
Phone: (805) 385-1563
Fax: (805) 487-2231

Ramona Elementary School

804 Cooper Road
Oxnard, CA 93030
Phone: (805) 385-1569
Fax: (805) 486-7049

Ritchen Elementary School

2200 Cabrillo Way
Oxnard, CA 93030
Phone: (805) 385-1572
Fax: (805) 981-4685

R.J. Frank Academy

701 North Juanita Avenue
Oxnard, CA 93030
Phone: (805) 385-1536
Fax: (805) 981-1754

Rose Avenue Elementary

220 South Driskill Street
Oxnard, CA 93030
Phone: (805) 385-1575
Fax: (805) 485-8061

San Miguel Preschool

2400 South J Street
Oxnard, CA 93033
Phone: (805) 385-1578
Fax: (805) 487-6935

Sierra Linda Elementary School

2201 Jasmine Street
Oxnard, CA 93036
Phone: (805) 385-1581
Fax: (805) 485-5796

Soria School

3101 Dunkirk Drive
Oxnard, CA 93035
Phone: (805) 385-1584
Fax: (805) 815-4216

Strategic Initiatives

1. Dramatically accelerate student academic engagement and achievement across all Oxnard populations through coherent additive approaches, essential pedagogical principles, and high-leverage practices.
2. Create and maintain safe, affirming, equitable, and enriched culturally and linguistically sustaining multilingual learning environments of high intellectual performance across all content areas and in all areas needed for 21st Century success.
3. Provide strategic direction, guidance, and support to sites and district departments focused on improving the quality of instruction, interaction, and engagement in every classroom in every school so that all students reach high levels of academic excellence, multilingual achievement, global competency, and healthy identity development, agency, and voice.
4. Create and grow family and community alliances focused strategically on their collaborative leadership role in supporting and promoting student success for all students, as defined by the Oxnard Student Profile.
5. Create a coherent and sustainable district-wide infrastructure and culture to support and communicate the District's identity and strategic work on behalf of all students, facilitate strategic plan implementation, monitor progress and assess effectiveness and sustainability, and position the District as a leader in equitable and excellent education.



Student Profile

OSD Student Profile

Oxnard School District students will be promoted from our schools with the following traits:

Innovator

Students will be creative writers, successful readers and mathematical thinkers; able to create, design, and apply new knowledge in a variety of contexts.

Problem Solver

Students will be confident and solution oriented; able to demonstrate a growth mindset and advocate for themselves and for others.

Achiever

Students will be able to demonstrate their knowledge on local and state measures in all academic areas.

Global Thinker

Students will be compassionate, multilingual, and inclusive; able to understand and to convey pride in their identity, heritage, and history.

Collaborator

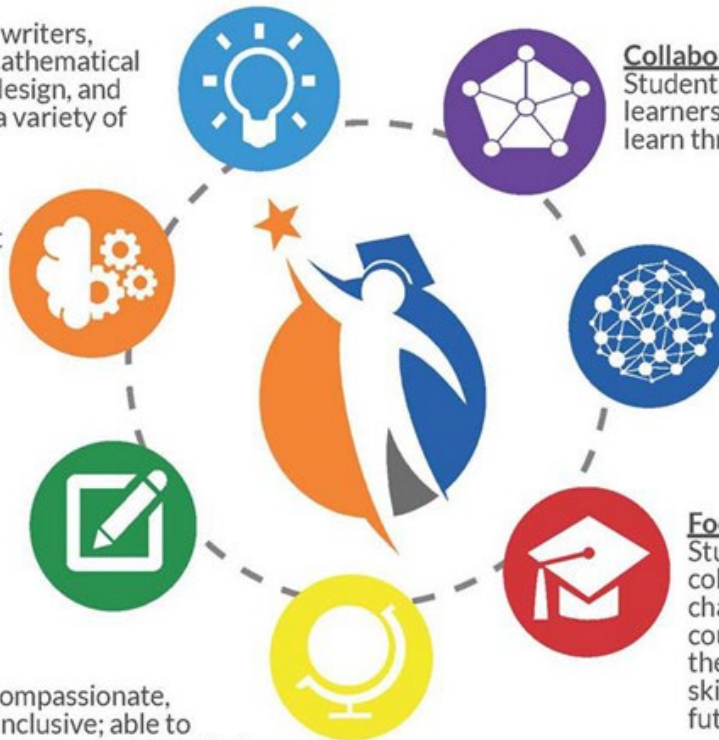
Students will be collaborative learners; able to communicate and learn through and with others.

Digital Learner

Students will be technologically, artistically, academically and linguistically prepared to succeed and to lead.

Focused on the Future

Students will be high school, college, and career ready; challenged to select rigorous courses and equipped with the tools, knowledge, and skills to be prepared for the future.



Oxnard School District

Changing the World!
In School and Beyond

Personnel Commission

The Personnel Commission consists of three (3) individuals who reside within this District's boundaries. Each commissioner is appointed for three-year staggered terms; one member of the Commission is appointed by the Board of Education, one by the Classified employees' association, and the third is appointed by the other two members. The fundamental purpose of the Merit System and the Personnel Commission is to ensure that Classified employees are selected, promoted and retained without favoritism or prejudice, but rather on the basis of merit and fitness. The California Education Code empowers and sets forth the responsibilities of Personnel Commissions, which include the establishment of classifications and salary allocations for the work being performed, establishing Rules and Procedures for the administration of personnel management activities for the Classified Service, staff development and many other activities.

The Personnel Commission is a non-partisan body within the Oxnard School District responsible for the administration of the merit system. Merit System is designed to ensure fair and open competitive recruitment, and employment practices free of political influence for classified (non-teaching) applicants and employees in a public school district. The primary responsibilities of Classified Human Resources in a merit system district include:

- Recruitment and assessment based on merit and fitness for duty
- Classification and compensation
- Ensure fair employee practices
- Merit Rule development and administration
- Evaluation and performance management
- Retaining an efficient workforce by correcting inadequate performance
- Compliance with state and federal regulations

Classified employees provide essential non-teaching support to the students and staff of the Oxnard School District. Our department serves positions in Business Services, Technology, Human Resources, Instructional Support, Community Relations, Administrative Support, Food Services, Graphics, Maintenance & Operations, Transportation, and Purchasing/Warehouse.

Public monthly meetings are held at the district office. The times and dates of the meetings are posted on the classified homepage.

More information regarding the Personnel Commission can be found [HERE](#).

Association Information

The Governing Board recognizes the right of public school employees to form bargaining units, select an employee organization as the exclusive representative of their unit, and be represented by that organization in their employment relationship with the district. Oxnard School District has three employee organizations: the Oxnard Supportive Services Association (OSSA), the Oxnard Educators Association (OEA), and the California Schools Employees Association – Oxnard Chapter 272 (CSEA). (BP 4240)

OSSA represents our Certificated Employees that include School Counselors, Speech and Language Pathologists, School Psychologists, School Nurses, Program Specialists, and Program Coordinators.

OEA represents our Certificated Employees, including all Classroom Teachers, Special Education Teachers, and Teachers on Special Assignments.

CSEA represents our Classified Employees, working in many classifications such as Accounting, Clerical, non-Certificated Instructional personnel, Trades, Transportation, Custodial, and Maintenance.

For more information regarding your bargaining unit, please contact your site representative or your union office listed below (click on your association for full contract):

Section II: Employment

Administrative Regulations and Procedures

All Board of Trustees policies and regulations are easily accessible through a web-based service known as Gamut Online sponsored by the California School Board Association (CSBA). The District policies page is available by following the link on the Oxnard School District Board Policies webpage or directly [HERE](#).

Equal Employment Opportunity

It is the policy of the Oxnard School District to enhance the quality of education and actively promote equal employment opportunities. The Board prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, sex, gender, or sexual orientation, at any District site and/or activity. The Board also prohibits retaliation against any District employee or job applicant who complains, testifies or in any way participates in the District's complaint procedures instituted pursuant to this policy.

For a full reading of the District's Nondiscrimination in Employment policy, visit the OSD Board Policies webpage on the District's website or click [HERE](#).

Americans with Disabilities Act (ADA)

Americans with Disabilities Act of 1990 (ADA)/Fair Employment and Housing Act (FEHA) Title I of the Americans with Disabilities Act of 1990 (ADA) is a federal law that prohibits employment discrimination against qualified individuals with disabilities. It applies to private employers, state and local governments, employment agencies and labor unions with 15 or more employees. It also requires employers to provide reasonable accommodation to employees or applicants with disabilities, unless it would cause undue hardship. The U.S. Equal Employment Opportunity Commission (EEOC) enforces Title I of the ADA.

Under the ADA and FEHA an employer is essentially required by law to do the following:

- Engage in a timely, good faith interactive process with employees or applicants who are requesting or are in need of reasonable accommodations.
- Provide reasonable accommodation for employees or applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job.

The District will provide reasonable accommodations for applicants and for employees as required by the Americans with Disabilities Act. The Human Resources Department handles all known requests for reasonable accommodations.

Anti-Bullying Policy

Every student and staff member has the right to a safe and secure school environment, free of humiliation, intimidation, fear, harassment, or any form of bullying behavior. The District's Anti-Bullying Policy outlines expectations for student, staff, and community member behavior.

Employees who witness incidents of bullying at school are required by this policy to notify the Principal or Principal's designee. A specific Bullying Incident Form is available to document such incidents, although it is not required for reporting. OSD employees should be familiar with the District's Bullying Policy 5131.2 and Administrative Regulation 5131.2, and participate, as appropriate, in creating a school environment free of bullying behaviors.

Certificated Employment

Upon recommendation from the Superintendent or designee, the Board of Trustees shall approve the appointment of all certificated personnel. The position and the salary classification shall be reported to the Board at a regular meeting.

Individuals appointed to the certificated staff shall:

1. Possess the appropriate certification qualifications and register the certification document in accordance with law and Board policy. (Education Code 44250-44279, 44330)
2. Demonstrate proficiency in basic skills as required by law and Board policy (Education Code 44252.5, 44830)
3. Submit to fingerprinting as required by law (Education Code 44830.1)
4. Not have been convicted of a violent or serious felony as defined in Penal Code 667.5 or 1192.7, unless the individual has received a certificate of rehabilitation and pardon (Education Code 44830.1)
5. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 44836)
6. Not have been required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)
7. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 44837)
8. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 44836)
9. Submit to a physical examination, tuberculosis testing and/or provide a medical certificate as required by law and Board policy (Education Code 44839, 49406)
10. Furnish a statement of military service and, if any was rendered, a copy of the discharge or release from service or, if no such document is available, other suitable evidence of the termination of service (Education Code 44838)
11. File the oath or affirmation of allegiance required by Government Code 3100-3109
12. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy or administrative regulation

Certificated employment encompasses positions that require an appropriate authorization such as a credential, permit, certificate or waiver depending on the assignment (e.g., teacher, counselor, speech therapist, psychologist or school administrator, Certificated Management and Contracted Management).

Performance Evaluations

Performance evaluations are completed by your supervisor. The evaluations are sent to the Human Resources office and become part of permanent personnel files.

Onboarding

Once you have been offered a position at OSD you will be scheduled to meet with a member of the Human Resources office to go over all of the necessary forms and requirements needed to complete your employment. HR will inform you as to what documentation you will need to provide at the time of your meeting.

Find more information regarding Certificated Employment [HERE](#).

Classified Employment

Classified employment encompasses all non-instructional positions including, but not limited to the following job families: para-educator, clerical/secretarial, custodial/grounds, maintenance, child nutrition, accounting/fiscal, instructional support/childcare, information technology/data processing, Classified Management and Classified Confidential.

Probationary Period

Probationary employees shall be evaluated by the immediate supervisor within 90 workdays. At the request of the employee or immediate supervisor, an employee shall be counseled regarding their performance, prior to their first evaluation.

Performance Evaluations

Unit Members shall be evaluated by the immediate supervisor, to whom assigned. All evaluation reports shall be in writing. The evaluations are sent to the Human Resources office and become part of permanent personnel files.

Onboarding

Once you have been offered a position at OSD you will be scheduled to meet with a member of the Human Resources office to go over all of the necessary forms and requirements needed to complete your employment. HR will inform you as to what documentation you will need to provide at the time of your meeting.

Find more information regarding Classified Employment [HERE](#).

Complaints (BP 4144)

The Board of Trustees recognizes the need to establish a process to allow employees and job applicants to have their concerns heard in an expeditious and unbiased manner. The Board expects that employees will make every effort to resolve complaints and disagreements informally before filing a formal complaint.

The Board prohibits retaliation against complainants. The Superintendent or designee may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint.

All matters related to a complaint shall be kept confidential and any document, communication, or record regarding the complaint shall be placed in a separate file and shall not be placed in an employee's employment file.

Conduct (BP 4119.21)

The Board of Trustees expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the district's educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

The Board expects all employees to exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property. Inappropriate employee conduct shall include, but not be limited to, engaging in harassing or discriminatory behavior; engaging in inappropriate socialization or fraternization with a student; soliciting, encouraging, or establishing an inappropriate written, verbal, or physical relationship with a student; furnishing tobacco, alcohol, or other illegal or unauthorized substances to a student; or engaging in child abuse as detailed in AR 4119.21.

An employee who observes or has evidence of inappropriate conduct between another employee and a student shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any employee who is found to have engaged in inappropriate conduct with a student in violation of the law or this policy shall be subject to disciplinary action.

Confidentiality

Because of the nature of the District's business, employees may have access to confidential information about families, students, and other employees. In order to protect individual rights of privacy, it is important that knowledge of confidential information only be shared as needed to provide essential services to students, families, or employees.

Dress and Grooming (BP 4119.22)

The Board of Trustees believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students.

All employees shall adhere to OSD Board Policy 4119.22: "The Board of Trustees believe that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor."

Drug and Alcohol-Free Workplace (BP 4020)

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

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance while on duty, on district property, or at a school-related activity or event.

In addition, an employee shall not use or be under the influence of any alcoholic beverage or controlled substance, as defined in 21 USC 812, while on duty, on district property, or at a district-related activity or event.

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute.

In accordance with law and the district's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local health or law enforcement agency or other appropriate agency.

Email / Voicemail

Email and voicemail are common forms of communication among employees, and between employees and the public we serve. A full phone directory is printed at the beginning of each school year and is available online.

The District uses Google's Gmail platform to host email addresses. Each employee is assigned an email address following this standard protocol: firstnameinitiallastname@oxnardsd.org. Employees can participate in a Google for Education workshop to learn how to access and use the email and document sharing system most effectively.

Help requests for technical questions or problems can be submitted online at: <http://helpdesk.oxnardsd.org>.

Voicemail is an essential service for communicating effectively across our many school sites and departments and externally to our families and community. All District phone lines are equipped with voicemail service. Since many of our employees are not available at a desk to answer the phone, it is important that departmental staff and parents/guardians can leave voicemail messages for staff that will be received in a timely manner.

In an effort to embody the WE CARE principles, employees are expected to check and respond to email and voicemail regularly and to provide their phone and email contact information to those who may need it.

All employees are required to read and sign the Acceptable Use Agreement (AUA) for Technology. More information can be found at <https://www.oxnardsd.org/departments/information-technology-services/welcome>.

Employee Expectations

Character and Personality

We firmly believe that personal character significantly influences work behavior. Our employees are expected to embody qualities such as reliability, responsibility, collaboration, openness, self-reflection, confidence, curiosity, a passion for learning, honesty, humor, trustworthiness, authenticity, enthusiasm, motivation, passion, fairness, ethics, respect, empathy, sensitivity, and cultural proficiency.

Communication

We are committed to the principle that open and honest communication is essential for both organizational and personal growth. Employees should foster regular oral and written communication across all levels of the organization, focusing on sharing information vital for organizational progress and achieving goals. Gossip is discouraged, and confidentiality, along with responsible information disclosure, is expected from all employees. Any questions or concerns should be addressed directly with the relevant source.

Chain of Command

We believe that empowering employees with the necessary information and decision-making responsibilities supports the organization's mission. OSD employees should treat one another with respect and equality, expecting the same in return. High standards of conduct and personal character, as outlined above, should be maintained. Each employee is seen as a lifelong learner, committed, motivated, honest, self-directed, and collaborative. Every individual's contribution is valued, and feedback should flow effectively both up and down the organizational hierarchy. It is important to respect adhere to the established chain of command within the organization.

Employee Mandated Training

Once you join our team, you will be automatically enrolled in the necessary training modules. It is vital that you complete the assigned trainings before the specified deadline. OSD mandates that all staff members complete required trainings on an annual basis through Vector Solutions. The list of required annual trainings will be distributed along with the due date for completion of all courses. Completion of all mandated trainings is a condition of employment.

To access your personal training site, click on the following:

[Vector Employee Mandated Training - Oxnard School District \(oxnardsd.org\)](https://oxnardsd.org)

Username is your OSD email address and your password is Oxnardtraining1 (this is the initial password).

Employee Recruitment and Selection (BP 4111)

The Board of Trustees desires to employ the most highly qualified and appropriate person available for each open position in order to improve student achievement and efficiency in district operations.

The Superintendent or designee shall recruit candidates for open positions based on an assessment of the district's needs for specific skills, knowledge and abilities. He/she shall develop job descriptions that accurately describe all essential and marginal functions and duties of each position, and shall disseminate job announcements to ensure a wide range of candidates.

The Superintendent or designee shall develop selection procedures that identify the best possible candidate for each position based on screening processes, interviews, observations and recommendations from previous employers. He/she may establish an interview committee, as

appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Employment Verification

The goal of the Human Resources (HR) Department is to complete Employment Verifications within 3-5 business days during regular work periods. There may be a delay of up to two weeks during peak periods that occur at the beginning and end of the school year. Employment verification requests are not processed during holidays or when the District Offices are closed.

To obtain an employment verification, an employee must provide a signed consent form allowing the District to release employment information, or in the case of a new applicant, for the District to request employment verification from another district or organization. The employee and/or institution must fax the signed permission and verification documents to (805) 385-1522 or bring the Employment Verification request to the Human Resources Department.

For timely and efficient processing, requests can be directed to the appropriate staff person:

Employment Classification	Staff	Employment Verification	Phone/Email
Certificated	Tammie Allen	▪ Verifications required by financial institutions or housing authority ▪ Verifications of current and previous work experience	tallen@oxnardsd.org
Classified	Maribel Zambrano	▪ All verifications last name A-Z	mzambrano@oxnardsd.org

Mandated Reporting of Suspected Child Abuse (BP 5141.4 & AR 5141.4)

Child Abuse Prevention (BP 5141.4)

The Board of Trustees recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

The Superintendent or designee shall seek to incorporate community resources into the district's child abuse prevention programs. To the extent feasible, the Superintendent or designee shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Responsibility for Reporting (AR 5141.4)

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11166)

CPS County of Ventura, Child Abuse Neglect and Protection
800 S Victoria Ave.
Ventura, CA 93009
805-654-3200

2. When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

3. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the Department of Justice form from either the district or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect also may be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to the principal. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Nondiscrimination in Employment (AR 4030)

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to coordinate the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Assistant Superintendent, Human Resources and Support Services
1051 South A Street
Oxnard CA 93030
805-385-1501 Ext. 2050

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation against district employees, volunteers, interns, and job applicants, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, to employees, volunteers, interns, job applicants, and the general public by: (5 CCR 4960; 34 CFR 100.6, 106.9)
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
 - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
 - c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available
2. Provide to employees a handbook that contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to anyone who feels that he/she has been the victim of any discriminatory or harassing behavior

3. Provide training to employees, volunteers, and interns regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made
4. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law

Complaint Procedure

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

1. **Notice and Receipt of Complaint:** A complainant who is an employee shall inform his/her supervisor. However, if the supervisor is the person against whom the employee is complaining, the employee shall inform the coordinator of the Superintendent. A job applicant shall inform the coordinator or the Superintendent or designee.

The complainant may file a written complaint in accordance with this procedure, or if he/she is an employee, may first attempt to resolve the situation informally with his/her supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. **Investigation Process:** The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the behavior, regardless of whether a written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the allegations will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

If the coordinator determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

When necessary to carry out his/her investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator also shall determine whether interim measures, such as scheduling

changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents do not occur. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the complainant and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, correct the effect on the complainant, and ensure that retaliation or further discrimination or harassment does not occur.

The report shall be presented to the complainant, the person accused, and the Superintendent or designee.

4. **Appeal to the Board of Trustees:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960
2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

Uniform Complaint Procedures (BP 1312)

The Governing Board recognizes that the district has the primary responsibility to comply with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

OSD Non Discrimination Policy/Contact Information

The **Oxnard School District** prohibits discrimination, harassment, intimidation, and bullying in any programs or activities based on ancestry, color, disability, gender, gender identity, gender expression, immigration status, national origin, race or ethnicity, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics, or any other basis prohibited by state and federal nondiscrimination laws respectively. The following employees are designated to handle questions and complaints:

Equity Compliance Officer

Assistant Superintendent,
Human Resources
1051 South A Street, Oxnard,
CA 93030
[805-385-1501](tel:805-385-1501)
EquityComplianceOfficer@oxnardsd.org

Title IX Coordinator

Assistant Superintendent,
Human Resources
1051 South A Street, Oxnard,
CA 93030
[805-385-1501](tel:805-385-1501)
TitleIXCoordinator@oxnardsd.org
lg

Section 504 Coordinator

Director, Pupil Services
1051 South A Street, Oxnard,
CA 93030
[805-385-1501](tel:805-385-1501)
Section504coordinator@oxnardsd.org

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10299.12)
9. Course periods without educational content, (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, and students formerly in a juvenile court school, (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)

-
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
 13. Local control and accountability plan (Education Code 52075)
 14. Migrant education (Education Code 54440-54445)
 15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
 16. Student fees (Education Code 49010-49013)
 17. Reasonable accommodations to a lactating student (Education Code 222)
 18. Regional occupational centers and programs (Education Code 52300-52334.7) Board Policy Manual Oxnard School District
 19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
 20. School safety plans (Education Code 32280-32289)
 21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
 22. State preschool programs (Education Code 8207-8225)
 23. State preschool health and safety issues in license-exempt programs (Education Code 8212)
 24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
 25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

5. Any complaint alleging a violation of a state or federal law or regulation related to special education, (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE a settlement agreement related to the provision of a free appropriate public education, or a due process hearing order shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

Nonschool Employment (BP 4236)

In order to help maintain public trust in the integrity of district operations, the Board of Trustees expects all employees to give the responsibility of their position precedence over any other outside employment. A district employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to his/her district duties.

An outside activity shall be considered inconsistent, incompatible, or inimical to district employment when such activity: (Government Code 1126)

1. Requires time periods that interfere with the proper, efficient discharge of the employee's duties
2. Entails compensation from an outside source for activities which are part of the employee's regular duties
3. Involves using the district's name, prestige, time, facilities, equipment, or supplies for private gain
4. Involves service which will be wholly or in part subject to the approval or control of another district employee or Board member

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with his/her immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within the district and determine whether to grant authorization for such employment.

The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the Superintendent or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

Professional Standards (BP 4119.21)

The Board of Trustees expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the district's educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

The Board expects all employees to exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property. Inappropriate employee conduct shall include, but not be limited to, engaging in harassing or discriminatory behavior; engaging in inappropriate socialization or fraternization with a student; soliciting, encouraging, or establishing an inappropriate written, verbal, or physical relationship with a student; furnishing tobacco, alcohol, or other illegal or unauthorized substances to a student; or engaging in child abuse as detailed in AR 4119.21.

An employee who observes or has evidence of inappropriate conduct between another employee and a student shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any employee who is found to have engaged in inappropriate conduct with a student in violation of the law or this policy shall be subject to disciplinary action.

Separations

An employee who wishes to resign or retire from the District must fill out and sign the Separation Form. A copy of this form is available on OSD Human Resources website.

Sexual Harassment Prevention Policy (BP 4119.11)

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

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

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

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Ensuring prompt, thorough, fair, and equitable investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

Sexual Harassment Reports and Complaints

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the district's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or AR 4030 - Nondiscrimination in Employment, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Tutoring

A certificated employee shall not accept any compensation or other benefit for tutoring a student enrolled in his/her class(es). An employee who wishes to tutor another district student shall first request authorization from his/her supervisor in accordance with this Board policy. If authorization is granted, the employee shall not use district facilities, equipment, or supplies when providing the tutoring service.

Title IX: Non-Discrimination

Board policy prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of gender as defined by federal law in Title IX. Title IX complaints should be made directly with the Assistant Superintendent, Human Resources.

Tuberculosis Clearance (BP 4112.4)

No applicant shall be initially employed by the district, or employed under contract, in a classified or certificated position unless, within the past 60 days, he/she has submitted a tuberculosis risk assessment and, if tuberculosis risk factors are identified has submitted to an intradermal or other approved tuberculosis examination licensed by the Food and Drug Administration to determine that he/she is free of infectious tuberculosis and, if the results of the examination are positive, has subsequently obtained an X-ray of the lungs. At his/her discretion, an applicant may choose to submit to the examination instead of the risk assessment.

Prior to employment by the district, an applicant shall submit to the district a certificate from an authorized health provider indicating that the applicant was assessed and/or examined and found to be free of tuberculosis. (Education Code 49406; 5 CCR 5503)

Prior to employment by the district, an applicant shall submit a certificate from an authorized health provider stating that the applicant was assessed and/or examined and found to be free of infectious tuberculosis. (Education Code 49406)

An applicant who was previously employed in another California school district or private or parochial school shall be deemed to have fulfilled the tuberculosis examination requirement either by producing a certificate showing that he/she was found to be free of infectious tuberculosis within 60 days of initial hire or if his/her previous employer verifies that it has a certificate on file showing that the applicant is free from infectious tuberculosis or by having his/her previous school district employer verify that it has on file a certificate showing that the applicant is free from infectious tuberculosis. (Education Code 49406)

Thereafter, every district employee who was found free of infectious shall undergo a tuberculosis risk assessment, and an examination whenever risk factors are identified, at least once every four years, or more often if so directed by the Board of Trustees upon recommendation of the county health officer. However, once an employee has documented positive test for tuberculosis infection followed by an x-ray, he/she shall no longer be required to submit to the tuberculosis risk assessment but shall be referred to the county health officer within 30 days of the examination to determine the need for follow-up care. (Education Code 49406)

The cost of the pre-employment tuberculosis risk assessment and/or examination shall be paid by the applicant, unless the Board has determined that the district will reimburse an applicant who is subsequently hired by the district. The district shall reimburse the employee for the cost, if any, of subsequent tuberculosis risk assessments and examinations. The district may provide for the risk assessment and examination or may establish a reasonable fee for the examination that is reimbursable to the employee. (Education Code 49406)

Whenever the district contracts for the transportation of students, the contract shall require that all drivers who will be transporting students complete the tuberculosis risk assessment and, if indicated, the examination for infectious tuberculosis within 60 days of initial hire. (Education Code 49406)

The following applicants or employees shall be exempted from the requirement to submit to a tuberculosis risk assessment and/or examination: (Education Code 49406)

- An applicant/employee who files an affidavit stating that he/she adheres to the faith or teachings of a well-recognized religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles, depends for healing upon prayer in the practice of religion and that, to the best of his/her knowledge and belief, he/she is free from infectious tuberculosis

Such an exemption shall be allowed only if the Board determines by resolution, after a hearing, that the health of students would not be jeopardized. If at any time there is probable cause to believe that the applicant/employee is afflicted with infectious tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not afflicted.

A classified employee who is employed for less than a school year and whose functions do not require frequent or prolonged contact with students

A pregnant employee who has positive results on a tuberculosis skin test, in which case she shall be exempted from the requirement to follow up with an x-ray of the lungs for a period not to exceed 60 days after the end of the pregnancy

A private contracted driver who transports students infrequently without prolonged contact with students.

Uniform Complaint Procedures (BP 1312)

The Governing Board recognizes that the district has the primary responsibility to comply with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)

-
4. Agricultural career technical education (Education Code 52460-52462)
 5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
 6. Childcare and development programs (Education Code 8200-8488)
 7. Compensatory education (Education Code 54400)
 8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10299.12)
 9. Course periods without educational content, (Education Code 51228.1-51228.3)
 10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
 11. Educational and graduation requirements for students in foster care, homeless students, students from military families, and students formerly in a juvenile court school, (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
 12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
 13. Local control and accountability plan (Education Code 52075)
 14. Migrant education (Education Code 54440-54445)
 15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
 16. Student fees (Education Code 49010-49013)
 17. Reasonable accommodations to a lactating student (Education Code 222)
 18. Regional occupational centers and programs (Education Code 52300-52334.7) Board Policy Manual Oxnard School District
 19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
 20. School safety plans (Education Code 32280-32289)
 21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
 22. State preschool programs (Education Code 8207-8225)
 23. State preschool health and safety issues in license-exempt programs (Education Code 8212)
 24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
 25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
5. Any complaint alleging a violation of a state or federal law or regulation related to special education, (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE a settlement agreement related to the provision of a free appropriate public education, or a due process hearing order shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)

7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

Section III: Leaves of Absence

Absence Reporting

Employees must report all absences in Frontline. To set up sign in credentials the system administrator will send you an application access email. This Frontline profile is different than the Frontline ERP Employee Portal.

Signing into Frontline: <https://login.frontlineeducation.com/sso/oxnardesd> enter your username and password and click sign in. You can also download the Frontline mobile app on your phone or device.

Once logged in you can create an absence. You will be able to view currently scheduled absences, past absences and denied absences, if any.

More information/training regarding Frontline [HERE](#).

Bereavement

Employees are entitled to up to five (5) days of bereavement leave at employee's regular rate of pay on account of the death of any member of the employee's immediate family (see contract for definition of immediate family). Employee shall notify the District prior to the absence and also state the expected duration of the absence to enable the District to secure a substitute.

Jury Duty

Employees who receive Jury Duty summons should notify their supervisor when jury service is required. To verify the reason for the absence, upon return to work, proof of jury duty service or the jury summons must be attached to the absence certificate. Since not all Jury Duty Summons result in a required absence from work, the original Jury Duty Summons is not sufficient to verify an absence for more than one day for Jury Duty. The courts provide jurors with daily verifications of Jury Duty participation.

Leave of Absence

There are many different types of leaves an employee can request. Human Resources (HR) will assist with preparing and sending the appropriate leave paperwork to employees. HR will also assist after all required documentation has been submitted and all necessary approvals have been received. HR will advise the payroll department, the supervisor or designated site administrator of next steps of leave and will coordinate employee's return to work which may include required documentation.

Types of Leaves:

- Employee's own medical health condition
- Family member's medical condition
- Pregnancy Leave
- Parental leave
- Military Related Leave
- Personal Leave
- Other

For full descriptions of leaves please see your collective bargaining agreement which can be found on the Human Resources webpage.

Non-Represented Staff:

Classified Management
Classified Confidential
Certificated Management
Contracted Management

Employee Requesting Leave must:

1. Inform your supervisor
2. Contact Human Resources to request your leave (you can email leaves@oxnardsd.org)
3. Include in your email (a) reason for your leave (do not include diagnosis or treatment plan) (b) estimated dates or duration of leave

Employees' Requirements and Responsibilities

1. Communicate with supervisors and Human Resources frequently
2. Return the forms requested within 15 calendar days to Human Resources
3. Send work forms to Human Resources to leaves@oxnardsd.org or fax to (805) 385-1522

Family Medical Leave Act (FMLA)

This leave provides for 12 weeks of unpaid, job protected, medical benefit protected, medical leave for employees who have worked for at least 12 months, and who in the past year have been physically at work (1250 hours). Teachers earn 8 hours of work credit for FMLA for work full day they work. A "rolling" twelve (12) month period measured backward from the date of any FMLA/CFRA leave usage. (Designation based on Medical Certification or Note from a medical provider.)

California Family Rights Act (CFRA)

This leave provides for 12 weeks of unpaid, job protected, medical benefit protected, medical and baby bonding leave for employees who have worked for at least 12 months, and who in the past year have been physically at work (1250 hours). Teachers earn 8 hours of work credit for CFRA for each full day they work. CFRA runs concurrent with FMLA for a total leave benefit of 12 weeks, EXCEPT in the case of childbirth/adoption where Bonding Leave under CFRA runs consecutively. (Designation based on Medical Certification or Note from medical provider.)

Pregnancy Disability Leave (PDL)

California's Pregnancy Disability Leave allows for a maximum of 4 months unpaid, job protected, medical benefit protected, medical leave for women disabled due to pregnancy and pregnancy related reasons. Leave may not extend to the 4 months for women who recover before the period exhausts. There are no eligibility requirements and employees are eligible for this leave after 1 day of employment. (Designation based on Medical Certification or Note from medical provider.)

Catastrophic Leave

Catastrophic Leave is intended for exceptional and demonstrable hardship case. The Catastrophic Leave Bank program is intended to provide emergency financial support and to relieve financial hardship.

For full description of Catastrophic Leave see your association contract

CSEA Bargaining Agreement - Article 16.17

OEA Bargaining Agreement - Article VI

OSSA Bargaining Agreement - Article 11.10

More information regarding Leaves [HERE](#).

Sick Leave

Personal Illness and Injury leave ("sick leave") is the authorized and necessary absence of an employee because of illness, injury, exposure to contagious disease, or necessary appointments for health treatment.

An employee who returns from sick leave lasting five (5) days or more must submit a medical certification (doctor's note) for the absence and clearance to return to work. Exhausted sick leave could result in differential pay as described in the respective union contract. Further sick leave considerations and accrual information are available in the respective union contracts.

The Sick Leave Transfer Request form for personnel who wish to transfer sick leave from or to another school district is available from the classified or certificated human resources department.

Vacation

Vacation leave is provided for the benefit and health of our employees. Twelve-month salaried classified employees earn vacation leave and are encouraged to take earned vacation each year if possible. Earned vacation does not become a vested right until completion of the initial first six or twelve months of salaried employment.

Certificated employees must take their vacation outside of their contractual work year calendar. Please see the appropriate union contract for information on vacation accrual.

Voting

Please see your specific collective bargaining agreement for information about release for the purpose of voting.

Workers' Compensation

The District seeks to create a safe and healthy work environment for all employees. General guidelines for ensuring an injury free workplace are promoted by the Risk Management Department. Workers' compensation is insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job. If you become ill or are injured at work immediately inform your supervisor. They will direct you on steps to follow. You can also click [HERE](#) for forms and procedures.

Employees have the option of pre-designating their personal physician as their treating physician in the event of a work-related injury/illness. This designation must occur prior to a work-related injury/illness and your physician must agree to be pre-designated.

An employee who has had an approved Workers' Comp claim has a maximum of 60 days of industrial accident leave as supported by a doctor's note. An employee whose claim is in delay or not approved must use available paid leave. For further details on Workers' Compensation, the employee should contact Norma Magana in the Risk Management Office and refer to the union contract, if applicable.

Section IV: Compensation / Pay Practices

Breaks / Rest Periods

State law requires that all employees who work more than four hours a day receive a break or rest period. Break and rest periods for District employees are allocated in agreement with the respective employee's union contract. Employees are required to arrange such break and lunch periods with their supervisors to ensure continuity of service to our students and families. Any changes in the timing of breaks/lunch must be pre-approved by the direct supervisor.

Employee Portal

Employees receive monthly electronic notice (email) that their pay stubs are available to view in the Employee Portal at <https://myescape.vcoe.org> (Frontline ERP for California) you can set up your employee portal profile to access payroll information, tax documents, and update your address, email, phone number.

For more information regarding Payroll click [HERE](#).

Holidays

Please see your specific employee work year calendar for specific holiday dates. All employee work calendars can be found on the OSD Human Resources website.

Overtime

OSD follows the guidelines of the Fair Labor Standards Act as it applies to overtime. Your position may require occasional overtime, your supervisor or department head should discuss the procedure implemented in your department or options that may be available. It shall be the mutual responsibility of the employee, supervisor, and department head to assure the Authorization for Overtime Form is properly completed prior to the overtime being worked. Overtime may not be accumulated "off the record" for future comp time or overtime claims. All overtime must be pre-approved by the employees' direct supervisor.

Paycheck Deduction

Deductions made to employee payments differ depending on income tax withholding elections and other specific elections for benefits, credit unions, insurance, and flexible spending accounts. The Payroll Deduction Cancellation Form is located on the OSD Business Services website.

Payroll Information

The Payroll Department is responsible for processing payments for salaried and hourly employees as well as making any adjustments or changes to deductions, tax withholding, and other pay related services.

All employees with a permanent assignment are paid monthly, on the last working day of the month. The pay period runs from the first through the last day of the month.

For assigned employees, pay is current, for the same month it is earned. For example, all work done in August is paid at the end of August, not in September.

If you do not have direct deposit set up, you may pick up your paycheck from the District Office reception lobby between 12:00 p.m. and 4:00 p.m. on the last business day of the month. Employees

picking up their paycheck must present valid identification, no exceptions. If you are unable to pick up your payroll check, it will be mailed to the address on file that same evening.

Timesheets

Each employee is required to maintain a record of days/time worked, sick leave, applicable holidays, applicable vacations, and other approved leaves of absence.

All timecards require recording of regular days/hours worked and any absences. Each employee shall record, on the timecard, the actual days / daily hours worked. The employee's signature on the timecard will serve as certification that "ALL" time worked is reported on the timecard. All timecards must be submitted to your supervisor whose signature of approval is required prior to submission to the Payroll Department. All timecards become a part of the employee's permanent record.

Payment Methods

District employees, whether salaried or hourly, can be paid by "paper warrants" (i.e. checks) or by direct deposit. Requests for direct deposit payments can be made using the form on the Payroll webpage noted above. Payroll stubs and/or checks can be mailed either to an employee's home or delivered to the employee's work site.

More information as well as forms needed to initiate direct deposits and process or change deductions can be located on the OSD Business Services website.

Payroll Department Contact Information

Payroll forms and resources can be located on the District's webpage [HERE](#). Payroll personnel can be reached through the District phone at (805) 385-1501 with the following extensions:

Name	Title	Contact Information
Juanita Marquez	Payroll Manager	Ext. 2461
Monica Esparza	Payroll Technician, Last Name A-C	Ext. 2463
Sarah Vazquez	Payroll Technician, Last Name D-H	Ext. 2465
Karen Alvarado	Payroll Technician, Last Name I-N	Ext. 2466
Desiree Jara	Payroll Technician, Last Name O-S	Ext. 2464
Ricardo Torres	Senior Payroll Technician, Last Name T-Z	Ext. 2462

Section V: Benefits

Benefits Department

The District's primary responsibility is to make sure all eligible employees are provided the opportunity to enroll in the appropriate plan(s). Once you have received confirmation and are signed up for benefits, it is suggested you visit your healthcare provider's website to become familiar with their services.

The effective date of coverage is the first of the month following your hire date or your new appointment date. If you are unsure about your benefits status, contact the [Risk Management/Benefits Office](#).

Benefits Enrollment

To enroll in benefits, complete the benefit forms given to you during the employee onboarding and turn into the Risk Management/Benefits Office at 1051 South A Street, Oxnard, CA 93030. You have 30 days from your hire date to enroll in benefits with the District. Appointments are necessary to receive assistance with completed written election forms. Please call (805) 385-1501 Ext. 2441 or 2442 or email to arrange an appointment time. New employees are encouraged to attend informational sessions offered by the Risk Management/Benefits Department at various times, communicated via email, and postings outside of the Benefits office.

Salaried District employees are eligible for a range of benefits as stipulated in the union contract agreements. Medical insurance options for eligible District employees are offered through CalPERS and include multiple medical provider options. Vision coverage is available through VSP. The District offers several dental plans through Delta Dental. Please take time to research providers for coverages being considered for the current plan year. Once elections have been finalized, no changes can be made unless there is a qualifying event.

"Open enrollment" periods vary by employee group. Please check your collective bargaining agreement or with the benefits department for specific dates. Open enrollment is the time to add, delete or make any changes to your benefit elections for the coming year. During open enrollment, there is an Employee Health Benefits Fair which provides an opportunity for employees to meet with health care providers and benefits specialists to help with benefits selections..

Other employee benefits include:

- Life Insurance for Employees (Basic life insurance is available to employees .50 FTE or greater)
- Supplemental Life Insurance (.50 FTE and greater)
- Flexible Spending Accounts (Health, Childcare, Transportation and Parking)
- Employee Assistance Program

More information on these benefits is available in the respective union contracts or by visiting the Benefits webpage.

California State Teachers Retirement System (CalSTRS)

Salaried certificated employees usually participate in the CalSTRS pension benefit program. Benefits are based on age, service, and compensation. A supplemental benefit plan is also available as elected by members. Information about the state pension program for certificated employees as well as other electable options are available by contacting the Risk Management/Benefits Department at (805) 385-1501.

California Public Employees Retirement System (CalPERS)

Salaried classified employees generally benefit from participation in the California Public Employees Retirement System (CalPERS). Some hourly classified employees may also qualify. Employee and employer contributions are paid monthly. Employees who have been CalPERS members and/or who would like information about retirement and other benefits through CalPERS should contact the Risk Management/Benefits Department at (805) 385-1501.

COBRA

For more information, please visit the OSD Risk Management website or contact the benefits/risk management team in the Human Resources Department.

Disability Insurance

For more information, please visit the OSD Risk Management website or contact the benefits/risk management team in the Human Resources Department.

EASE

For more information, please visit the OSD Risk Management website or contact the benefits/risk management team in the Human Resources Department.

Eligibility for Health Benefits

For more information, please visit the OSD Risk Management website or contact the benefits/risk management team in the Human Resources Department.

Health Insurance Marketplace Options

For more information, please visit the OSD Risk Management website or contact the benefits/risk management team in the Human Resources Department.

Life Insurance

For more information, please visit the OSD Risk Management website or contact the benefits/risk management team in the Human Resources Department.

Retirement

Employment in the California public school system is generally subject to retirement coverage by either the California State Teachers' Retirement System (CalSTRS) or the California Public Employees' Retirement System (CalPERS). Employment in a position to perform "creditable service," (i.e. certificated employee) as defined in Education Code Section 22119.5, is usually credited in CalSTRS, while classified (non-certificated) employment is usually credited in CalPERS.

Retirement Eligibility

For more information, please visit the OSD Risk Management website or contact the benefits/risk management team in the Human Resources Department.

Retirement Transfer

A member of CalSTRS who becomes employed by the same or a different school district, a community college district, a county superintendent of schools or limited state employment, as defined in Education Code Section 22508, to perform service that requires membership in CalPERS

will have that service credited with CalPERS unless he/she files a written election (within 60 days from the date of hire in the new position) to have the service credited with CalSTRS.

A member of CalPERS who is employed by a school employer, Board of Governors of Community College Districts or State Department of Education or has at least five years of CalPERS credited service, as defined in Government Code Section 20309, and who subsequently becomes employed to perform creditable service that requires membership in CalSTRS, will have that service credited with CalSTRS unless he/she files a written election (within 60 days of the date of hire in the new position) to have the service credited with CalPERS.

Rare exceptions to this rule of retirement program transfers apply. Consultation with the Human Resources Department immediately upon hire is recommended.

Section 125

For more information, please visit the OSD Business Services website or department at the District Office.

Supplemental Insurance Benefits

For more information, please visit the OSD Risk Management website or contact the benefits/risk management team in the Human Resources Department

Section VI: Safety Programs

Bloodborne Pathogens

It is the policy of the Oxnard School District to provide a safe and healthy work environment for all employees by minimizing the exposure to bloodborne pathogens. AR 4119.42.

Emergency Preparedness and Disaster Training

Emergency preparedness is an important part of ensuring the safety of our students and employees. The Emergency Operations Plan addresses the District's responsibilities in emergencies associated with natural disaster, human-caused emergencies, and technological incidents. The Plan provides a framework for coordination of response and recovery efforts as well as an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel.

Employees shall participate in the appropriate safety and disaster preparedness trainings provided in the ongoing effort to keep students and staff safe. The Disaster Preparedness webpage provides more details and employees should be well informed of their roll and associated procedures in place in the case of an emergency.

Employee Safety

It is our policy that everything possible will be done to protect employees, student and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. See [CODES OF SAFE PRACTICES](#) for more information.

Hazard Communication Program

The Oxnard School District is firmly committed to providing each of its employees a safe and healthy work environment as required by the Hazard Communication Regulation, Title 8 (CCR), Section 5194. OSHA regulations require employees to establish a Hazard Communication Program to transmit information on the hazards of chemicals to their employees by means of a written plan, training programs, labels on containers, and Material Safety Data Sheets or Safety Data Sheets.

Heat Illness

The purpose of the Heat Illness Prevention Plan is to prevent worker illness and to meet requirements set forth in the California Code of Regulations, Title 8, Section 3395. The Heat and Illness prevention plan serves as a supplement to the organization's Injury & Illness Prevention Program (IIPP). The Heat Illness Prevention Plan provides information necessary to educate employees on the recognition and prevention of heat related illness and to ensure their own safety and the safety of others.

Injury & Illness Prevention Program

The Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the workplace. The purpose of the program is to protect the safety and health of all employees.

Universal Precautions (BP 4219.43)

In order to protect employees from contact with potentially infectious blood or other body fluids, the Board of Trustees requires that universal precautions be observed throughout the district. Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan or other safety procedures. (AR 4219.43, AR 4119.43, BP/AR 4319.43)

Information on Safety Plans can be found [HERE](#).

Workplace Safety

The District is committed to safe and well-maintained schools and District offices and properties. The Risk Management Department provides work safety training and tips during New Employee Orientations and during specialized staff development workshops.

In the case of any workplace safety or other hazard issue that may arise, employees are encouraged to report safety hazards or to make safety suggestions via the District's online Safety Hazard Reporting Portal located [HERE](#).

More information on workplace safety is available on the Risk Management Department web page or by contacting Norma Magana in the Risk Management Department directly at (805) 385-1501 Ext. 2443. An employee injured while performing District work must report the injury immediately to the Risk Management Department.

Information on Safety Plans can be found [HERE](#).

Workplace Violence Prevention Program

Information regarding the OSD Workplace Violence Prevention Program can be found on the OSD Risk Management website or at <https://www.oxnardsd.org/departments/risk-management/workplace-violence-prevention-plan>.

Employees Assigned to Use District Vehicles/Busses

In California, **school bus drivers** are prohibited from using a cell phone while driving, including hands-free devices. This law applies to both wireless telephones and other mobile devices. The restriction does not apply to emergency situations or work-related calls. Violations can result in fines and points on the driver's record.

In California, using a cell phone or similar electronic communication device while holding it in your hand is strictly prohibited while driving, according to the California Office of Traffic Safety.

Other OSD employees that are assigned to drive district vehicles must comply with all District, state, and local laws and policies.

Section VII: General Information

Bulletin Boards

Bulletin boards are used in each work location to post employee and union information as well as public notices of meetings, job openings, and other important alerts. Postings must be professional and not violate any District, state or federal policy or regulations.

Change of Address or Name Form

It is important that the District have access to updated employee contact information including home address, telephone number, and emergency contacts. All changes to an employee's personal information must be made through the employee portal (HR cannot process these changes). Official name changes must be done in person through the Human Resources Department.

Information Technology Services

The Information Technology Services department provides leadership information, coordination, and support for the use of technology by staff, teachers and students in all schools. The department's focus is to ensure that technology is used consistently as a tool to aid in student learning

Services:

- Identifies and prioritizes district and school educational technology needs
- Provides direction to principals and teachers in acquiring technology, training staff, and allocating resources
- Provides students and staff with the effective development, management and support of instructional technology tools and resources
- Coordinates District staff development in educational technology
- Facilitates communication with outside technology resources and the Ventura County Office of Education
- Collaborates with all District Departments to Provide an efficient and enhanced classroom environment for students and teachers
- Manages the distribution, collection, and program administration of the District 1:1 Device Program

Employee Use of Technology BP 4040 (AR 4040, E 4040)

The Board of Trustees recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. The Board encourages employees to learn to use the available technological resources related to their position that will assist them in the performance of their job responsibilities. The Board may require knowledge of technology specific to job positions that require higher levels of skills in technology. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for purposes related to their employment.

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

Online/Internet Services

The Superintendent or designee shall ensure that all district computers and mobile devices with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

To ensure proper use, the Superintendent or designee may monitor employee usage of technological resources, including the accessing of email and stored files. Monitoring may occur at any time without advance notice or consent.

The Superintendent or designee shall establish administrative regulations and an Employee Acceptable Use Agreement (Exhibit 4040) which outlines employee obligations and responsibilities related to the use of district technology. He/she may also establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee's user privileges, disciplinary action, and or legal action in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all employees who use the district's technological resources. Employees shall be required to acknowledge in writing that they have read and understood the district's Employee Acceptable Use Agreement.

Use of Cellular Phone or Mobile Communications Device

An employee shall not use a cellular phone or other mobile communications device for personal use while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or other mobile communications device in violation of law, Board policy or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

Non-Smoking Policy

The District is a tobacco and drug free workplace supported by Board Policy, Education Code, Health and Safety Code, and other state and federal statutes. For the safety and health of our students, smoking is not permitted within 25 feet of a school or playground or district facility (Health and Safety Code 104495). For more information and legal references on the tobacco and drug free workplace, Board Policy and legal references are available by accessing the GAMUT online service located [HERE](#).