



2026-2027

HUMAN RESOURCES EMPLOYEE HANDBOOK



Navigating Our Workplace Together

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CONEJO VALLEY UNIFIED SCHOOL DISTRICT

DISTRICT WEBSITE:

www.conejousd.org

DISTRICT OFFICES:

District Educational Center
1400 East Janss Road
Thousand Oaks, CA 91362
(805) 497-9511

District Operational Center
750 Mitchell Road
Newbury Park, CA 91320
(805) 498-4557

BOARD OF EDUCATION

Karen Sylvester
Board of Education President

Lauren Gill
Board of Education Vice President

Bill Gorback, M.S.
Board of Education Clerk

Lisa Evans Powell, DSW
Board of Education Trustee

Cindy Goldberg
Board of Education Trustee

Jalen Oben
Student Board Trustee, 2026-2027

SUPERINTENDENT

Mark. W. McLaughlin, Ed. D.

WELCOME AND INTRODUCTION

Welcome to the Conejo Valley Unified School District (CVUSD)—a dynamic community of educators, staff, and administrators united by a shared commitment to excellence in education. Whether you are new to the District or a long-standing employee, you are an essential part of our mission to provide exceptional, equitable, and engaging educational experiences for all students.

The District is committed to fostering a workplace culture grounded in respect, collaboration, integrity, and continuous improvement. We uphold the principles of diversity, equity, and inclusion, and are dedicated to maintaining a safe, professional environment where every individual is treated with dignity and provided the support necessary to perform their duties effectively.

This Employee Handbook is designed to help you understand the District's:

- ◆ Expectations for conduct and professionalism
- ◆ Employee rights and responsibilities
- ◆ Key policies and procedures
- ◆ Resources and supports available to you

It includes general guidance applicable to all employees, as well as specific provisions for certificated (credentialed) and classified (non-teaching) personnel. This handbook also reflects our dedication to compliance with federal and state laws, Board Policies, and any applicable collective bargaining agreements (CBAs).

Important Note: This handbook is not an employment contract and may not address every possible situation. For comprehensive and legally binding information, please refer to official Board Policies, Administrative Regulations, and your specific CBA (if applicable). In the event of a conflict, those documents will take precedence.

The District reserves the right to revise or update the contents of this handbook at any time to reflect changes in law, policy, or operational needs. Employees will be notified of significant updates as they occur.

We encourage you to review this handbook carefully and keep it accessible for future reference. Should you have questions about any of the information included—or if you need clarification about your role, rights, or responsibilities—please reach out to the CVUSD Human Resources Department. Our team is here to support your success and ensure a positive working experience in the District.

Once again, welcome to CVUSD. We are proud to have you on our team and look forward to the impact you will make in the lives of our students and in the broader school community.

DISTRICT MISSION AND GOALS

MISSION STATEMENT

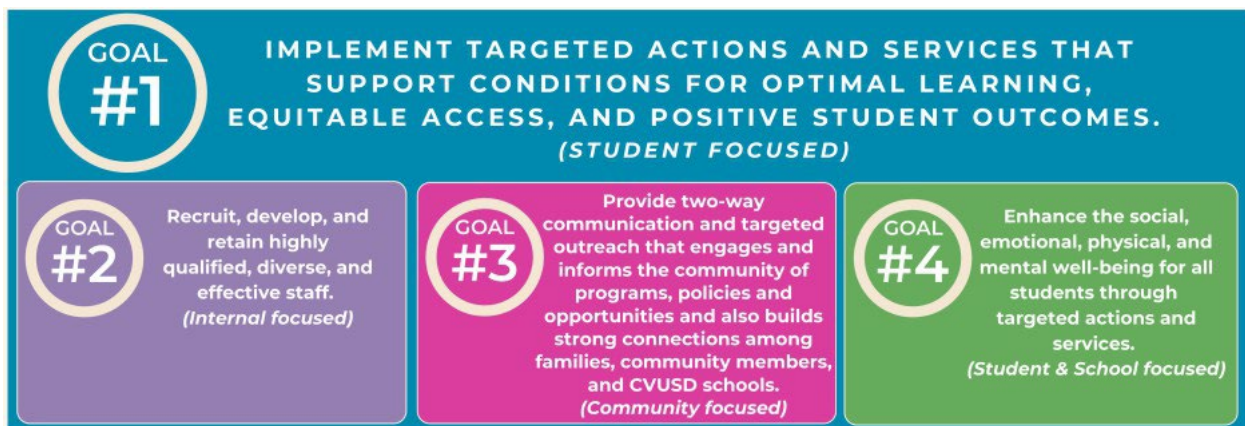
“Committed to providing exceptional educational experiences for all students, the CVUSD focuses on offering opportunities and choices that foster each student’s unique gifts and prepares them to reach their full potential for success in a diverse, challenging, and changing world.”

Our values of integrity, excellence, inclusivity, and collaboration (the “Conejo Way”) guide all that we do. We are excited you have joined the CVUSD team. Together, we will uphold these values and contribute to a positive learning community for our students.

DISTRICT WIDE GOALS

All CVUSD learners are served by a set of related plans that work in conjunction to implement the CVUSD's four districtwide goals:

1. Implement targeted actions and services that support conditions for optimal learning, equitable access, and positive student outcomes. *(Student focused)*
2. Recruit, develop, and retain highly qualified, diverse and effective staff. *(Internal focused)*
3. Provide two-way communication and targeted outreach that engages and informs the community of programs, policies and opportunities and also builds strong connections among families, community members, and CVUSD schools. *(Community focused)*
4. Enhance the social, emotional, physical, and mental well-being for all students through targeted actions and services. *(Student and School focused)*



Optimal learning, equitable access and positive student outcomes are the primary drivers of all four district goals. Educational partners, including staff, students, parents/guardians, and the public contribute to the creation, monitoring and adjustments to these plans. This coordinated approach emphasizes both district level and school site level implementation to ensure that our entire organization is working towards positive student outcomes for all students.

DISTRICT GOVERNANCE

BOARD OF EDUCATION

Conejo Valley Unified School District is governed by an elected board of five trustees and a student trustee. Board members are elected to four-year terms. The Board of Trustees meet regularly at 6:00 p.m. on the first and third Wednesdays of each month (with a short recess of no meetings during the month of July, and first half of August).

Meetings are held in the Board Room at 1402 E. Janss Road, Thousand Oaks, CA 91362.

[Board Members](#)

[Board Meetings, Agendas & Minutes](#)

[Board Policies & Regulations](#)

PERSONNEL COMMISSION

The Classified Human Resources Department in conjunction with the Personnel Commission is charged with planning, developing, implementing and administering recruitment, selection, and professional development programs to retain the most qualified employees for classified service with the Conejo Valley Unified School District and ensures that such programs are in compliance with state and federal employment laws and regulations.

Commissioners:

Kathy Steven, *Chairperson*

Nathan Harimoto, *Vice-Chairperson*

Rose Jeffery, *Member*

[Personnel Commission Agendas, Minutes & Reports](#)

[Personnel Commission Bio and Contacts](#)

[Merit System History](#)

[Merit System Rules & Procedures](#)

DISTRICT ADMINISTRATION, ORGANIZATIONAL CHARTS AND CONTACTS

DISTRICT LEADERSHIP

Mark McLaughlin, Ed. D.	Superintendent Superintendent's Office Organizational Chart
Victor Hayek, Ed. D.	Deputy Superintendent Business Services Organizational Chart
Kenny Loo	Assistant Superintendent, Instructional and Student Services Instructional and Student Services Organizational Chart
Shauna Ashmore	Assistant Superintendent, Human Resources Human Resources Organizational Chart

KEY EMPLOYEE RESOURCES AND REPORTING CONTACTS

- ⇒ **Human Resources Department:** (805) 498-4557. Located at 750 Mitchel Road, Newbury Park, CA 91320. Contact HR for questions on employment, credentials, leave requests, accommodations, evaluations, job openings, HR forms, and to report harassment or discrimination.
- ⇒ **Payroll Department:** (805) 498-4557 or payroll@conejousd.org. Contact for questions on paychecks, direct deposit, W-2s, time reporting, and payroll deductions.
- ⇒ **Benefits:** (805) 498-4557 extension 7527. Contact for health insurance enrollment, changes, benefits questions, ergonomic assessments, and work-related injuries and claims.
- ⇒ **Technology Help Desk (IT Department):** (805) 498-4557 or helpdesk@conejousd.org. Contact for computer or network issues, email problems, Q-SIS system access, and technical support. (Hours 7:30am-4:30pm).
- ⇒ **Risk Management/Safety:** (805) 498-4557. Contact to report safety hazards or for questions about workplace safety programs.
- ⇒ **Title IX / Compliance Officer (HR):** (805) 498-4557. Currently Shauna Ashmore, Assistant Superintendent, Human Resources. Contact to report employee sexual harassment, discrimination, or Title IX issues.
- ⇒ **Employee Assistance Program (EAP):** 1-800-999-7222 (24/7 hotline). Free confidential counseling and support.
- ⇒ **Site Administration:** Please see Directory of Schools on page 9.
- ⇒ **Emergency:** For any on-campus emergency, dial 9-1-1 first, then notify the site administration.

DIRECTORY OF SCHOOLS

<u>Acacia Magnet School for Enriched Learning (TK-5)</u> Elementary School (805) 495-5550 55 W. Norman Ave Thousand Oaks, CA 91360	<u>Conejo Valley High School</u> High School (805) 498-6646 1402 East Janss Road Thousand Oaks, CA 91362	<u>Madroña Academy of the Arts and Sciences (TK-5)</u> Elementary School (805) 498-6102 612 Camino Manzanitas Thousand Oaks, CA 91360	<u>Thousand Oaks High School (Grades 9-12)</u> High School (805) 495-7491 2323 N Moorpark Road Thousand Oaks, CA 91360
<u>Aspen Elementary (TK-5)</u> Elementary School (805) 495-2810 1870 Oberlin Thousand Oaks, CA 91360	<u>CVUSD Preschool-Early Childhood Program</u> Preschool / Early Child Care (18mo – 5yr) (805) 494-8100 110 S. Conejo School Rd, Thousand Oaks, CA 91362	<u>Maple Elementary (TK-5)</u> Elementary School (805) 498-6748 3501 Kimber Drive Newbury Park, CA 91320	<u>University Center</u> Wonder Preschool / Early Child Care (birth-4 yrs old) Be Me Preschool (805) 492-3567 2801 Atlas Ave Thousand Oaks, CA 91360
<u>Banyan Elementary (TK-5)</u> Elementary School (805) 498-6641 1120 Knollwood Drive Newbury Park, CA 91320	<u>Cypress Elementary (TK-5)</u> Elementary School (805) 498-6683 4200 Kimber Drive Newbury Park, CA 91320	<u>Newbury Park High School (Grades 9-12)</u> High School (805) 498-3676 456 N Reino Road Newbury Park, CA 91320	<u>Walnut Elementary (TK-5)</u> Elementary School (805) 498-3608 581 Dena Drive Newbury Park, CA 91320
<u>Century Academy (Grades 6-12)</u> Blended Learning (In-Person & Online Courses) (805) 496-0286 33 Greta Street Thousand Oaks, CA 91360	<u>EARTHs Magnet School (K-5) Elementary School</u> (805) 498-3686 2626 Michael Drive Newbury Park, CA 91320	<u>Parenting Program and Cooperative Learning (at Horizon Hills) - Birth-4 yrs old</u> Preschool / Early Child Care (805) 492-8837 x2001 33 Greta St Thousand Oaks, CA 91360	<u>Weathersfield Elementary (TK-5)</u> Elementary School (805) 492-3563 3151 Darlington Drive Thousand Oaks, CA 91360
<u>Colina Middle School (Grades 6-8)</u> Middle School (805) 495-7429 1500 E Hillcrest Drive Thousand Oaks, CA 91362	<u>Glenwood Elementary (TK-5)</u> Elementary School (805) 495-2118 1135 Windsor Drive Thousand Oaks, CA 91360	<u>Redwood Middle School (Grades 6-8)</u> Middle School (805) 497-7264 233 W Gainsborough Road Thousand Oaks, CA 91360	<u>Westlake Elementary (TK-5)</u> Elementary School (805) 374-2150 1571 E Potrero Road Westlake Village, CA 91361
<u>Conejo Academy of Leadership and Language Immersion (TK-5)</u> Elementary School (805) 495-7058 280N Conejo School Road Thousand Oaks, CA 91362	<u>Ladera STARS Academy (TK-5)</u> Elementary School (805) 492-3565 1211 Calle Almendro Thousand Oaks, CA 91360	<u>Sequoia Middle School (Grades 6-8)</u> Middle School (805) 498-3617 2855 Borchard Road Thousand Oaks, CA 91320	<u>Westlake High School (Grades 9-12)</u> High School (805) 497-6711 100N Lakeview Canyon Road Westlake Village, CA 91362
<u>Conejo Oaks Academy</u> Post-Secondary Program 805-497-9511 ext. 3334 1025 Old Farm Road Thousand Oaks, CA 91362	<u>Lang Ranch Elementary (TK-5)</u> Elementary School (805) 241-4417 2450 Whitechapel Place Thousand Oaks, CA 91362	<u>SHINE: Home School Program (TK-2)</u> Home School 805-496-0286 33 Greta Street Thousand Oaks, CA 91360	<u>Westlake Hills Elementary (TK-5)</u> Elementary School (805) 497-9339 3333 S Medicine Bow Court Westlake Village, CA 91362
<u>Conejo Valley Adult Education (CVAE)</u> Adult Education (805) 497-2761 1025 Old Farm Rd. Thousand Oaks, CA 91360	<u>Los Cerritos Middle School (Grades 6-8)</u> Middle School (805) 492-3538 2100 E Ave de las Flores Thousand Oaks, CA 91362	<u>Sycamore Canyon (TK-8)</u> TK-8 School Be Me Preschool (805) 498-1573 4601 Via Rio Newbury Park, CA 91320	<u>Wildwood (TK-5)</u> Elementary School (805) 492-3531 620 W Velarde Thousand Oaks, CA 91360

EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-DISCRIMINATION

CVUSD is committed to being an **Equal Opportunity Employer**. We do not discriminate in any employment practice—hiring, assignment, promotion, discipline, etc.—on the basis of race, color, religion, creed, national origin, ancestry, ethnicity, sex, sexual orientation, gender identity or expression, marital status, age, medical condition, genetic information, physical or mental disability, pregnancy, military or veteran status, or any other characteristic protected by federal and California law. All employees deserve to work in an environment of mutual respect, free from unlawful bias, harassment, or retaliation.

HARASSMENT-FREE WORKPLACE: Harassment or bullying of any kind is strictly prohibited. This includes sexual harassment, harassment based on any protected category noted above, or any conduct that creates a hostile or offensive work environment. *Sexual harassment* is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature that is made a condition of employment or that interferes with work performance or creates an intimidating, hostile environment. Examples of prohibited harassment include slurs, derogatory jokes or comments, unwelcome touching, or displaying offensive materials.

Every supervisor has a responsibility to maintain a workplace free of harassment, and every employee is expected to avoid any behavior or conduct that could reasonably be interpreted as harassment. Employees who believe they are being harassed or discriminated against, or who witness such behavior, should report it immediately (see the Complaint Reporting Procedures Section). The District will promptly and impartially investigate any reports and take appropriate corrective action. No retaliation will be tolerated against an individual for reporting harassment or participating in an investigation.

TITLE IX AND UNIFORM COMPLAINT PROCESSES: In addition to internal procedures, employees have rights under state and federal law. *Title IX* of the Education Amendments of 1972 prohibits sex/gender-based discrimination (including sexual harassment) in any educational program or activity. CVUSD's Title IX Coordinator, Shauna Ashmore, Assistant Superintendent of Human Resources, oversees compliance with Title IX. Likewise, the District's *Uniform Complaint Procedure (UCP)* can be used to address certain types of complaints, such as harassment or discrimination, if not resolved informally. The District's Uniform Complaint Officer is Kenneth Loo, Assistant Superintendent, Instructional and Student Services. The State Department of Fair Employment and Housing (DFEH) and the federal Equal Employment Opportunity Commission (EEOC) are external agencies where employees can file complaints of unlawful discrimination or harassment as well. However, we encourage the use of our internal processes first so we can address issues promptly.

AMERICANS WITH DISABILITIES ACT (ADA) / ACCOMMODATIONS: CVUSD complies with the ADA and California's Fair Employment and Housing Act (FEHA) in providing equal opportunity to individuals with disabilities. If you have a disability (including pregnancy-related conditions) and need an accommodation to perform the essential functions of your job, inform your supervisor or Human Resources. The District will engage in an interactive process to explore reasonable accommodations. We are committed to providing accommodations unless doing so would cause undue hardship on the District operations. All medical information is kept confidential.

Remember, maintaining a culture of respect and inclusion is everyone's responsibility. Treat colleagues, students, and community members professionally and courteously at all times. Any form of unlawful discrimination or harassment contradicts our values and will result in disciplinary action up to and including termination.

STANDARDS OF CONDUCT AND PROFESSIONAL ETHICS

As a public education institution, CVUSD expects all employees to uphold high standards of professionalism, ethics, and integrity. Our students and community depend on us to model appropriate behavior. The following applies to all district staff, with a reminder that all employees are expected to use good judgment and to seek clarification if any situation is unclear.

LEGAL COMPLIANCE & POLICIES: Employees shall comply with all federal and state laws, Board Policies, Administrative Regulations, and directives applicable to their position. This includes adhering to education codes, mandated reporter laws, and confidentiality statutes (such as FERPA for student records). When in doubt about a policy or law, seek guidance for understanding.

MANDATED REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT: As an employee of the Conejo Valley Unified School District, you are a mandated reporter under California Penal Code §11166.

Any employee who, in the course of their professional duties or within the scope of their employment, has knowledge of or observes a child whom they know or reasonably suspect has been the victim of child abuse or neglect must report the incident immediately by telephone to the appropriate agency (e.g., local law enforcement or child protective services). A written report (Form SS 8572) must follow within 36 hours.

- Employees are not to investigate the suspected abuse themselves and should not inform the child's parent/guardian that a report has been made.

- Failure to report may result in disciplinary action and legal penalties. Mandated reporters are protected from civil or criminal liability when reporting in good faith.

- Reports must be made directly to the agencies identified in the District's reporting protocol, available on the CVUSD website under "Employee Resources."

Legal References:

- California Penal Code §§11164–11174.3 (Child Abuse and Neglect Reporting Act)
- Education Code §44691 (Training Requirements for Mandated Reporters)

CVUSD Board Policies/Administrative Regulations:

- BP/AR 5141.4 – Child Abuse Prevention and Reporting
- BP/AR 4119.21 / 4219.21 / 4319.21 – Professional Standards

STANDARDS OF CONDUCT AND PROFESSIONAL ETHICS

INTEGRITY AND HONESTY: Maintain the highest ethical standards in all your work. Be honest in your communications and in record-keeping. Dishonesty in your work is strictly prohibited and grounds for discipline.

PROFESSIONALISM AND RESPECT: Treat students, parents, guardians, colleagues, and community members with respect and courtesy at all times. Profane, abusive, or derogatory language is not acceptable toward anyone. We value diversity and expect staff to work cooperatively with individuals of all backgrounds. Disagreements or problems should be handled calmly and through appropriate channels, never through personal attacks or unprofessional conduct.

SAFE AND POSITIVE ENVIRONMENT: Make every effort to provide a safe, supportive environment for students and each other. Engaging in bullying, harassment, or discriminatory behavior is explicitly prohibited. If you see a student or employee being subjected to harassment or harm, you are expected to intervene or report it to administration.

STUDENT-CENTERED CONDUCT: Remember that student well-being and learning are our core focus. Protect students from conditions harmful to learning or their health and safety. *Never* engage in any conduct that endangers students or staff, including violence or threats of violence. Physical intervention with students should only occur if necessary to prevent imminent harm and must be reasonable. If you must physically intervene (for safety), you must immediately report it to your supervisor.

PROFESSIONAL BOUNDARIES WITH STUDENTS: Maintain appropriate staff-student boundaries at all times. Do not socialize in an overly familiar manner with students or engage in any romantic or sexual conversations or relationships with students. Even if a student is over 18 or no longer in your class, it is against professional ethics (and often the law) for a school employee to have an intimate relationship with a student or to exploit the staff-student relationship. Avoid any “boundary-blurring” behavior – for example, meeting a student off-campus alone, giving excessive personal gifts, or communicating privately outside of school context (particularly via text or social media) in a way not related to school. Such actions undermine trust and may lead to disciplinary action.

USE OF AUTHORITY: Do not use your professional position with students for private advantage or personal gain. For example, tutoring your own current students for pay, or pressuring students/parents to buy products or services, would be unethical. Staff should not solicit personal favors or gifts from students or families.

STANDARDS OF CONDUCT AND PROFESSIONAL ETHICS

CONFIDENTIALITY: Respect the privacy of students, families, and colleagues. During your duties, you may have access to sensitive information (student grades, medical conditions, special education status, staff personnel issues, etc.). Do not disclose confidential information to anyone who does not have a legitimate educational or legal need to know. Even within the school, share student information only with appropriate staff. Outside of school, do not discuss student matters or employee private matters. This confidentiality obligation continues even after you leave employment. (Exceptions: if something is required to be reported by law – e.g. suspected child abuse or a safety threat – you must report it as mandated.)

EFFICIENCY AND ACCOUNTABILITY: Use work time effectively and efficiently. Follow your assignment work schedule and complete assigned duties. Avoid outside activities during work hours that are not directly related to your work. If you have a second job or outside business, it must not interfere with your district job. You should not conduct outside business during work hours or use district facilities/equipment for it. You are accountable for district resources under your control – use them wisely and for legitimate school business only.

DRESS AND GROOMING: All employees are expected to maintain professional standards of dress and appearance during work hours and at work events. Your attire should be neat, clean, and appropriate for your assignment, projecting respect for education and the community. Clothing should not be overly revealing, contain offensive language or images, or otherwise detract from the professional environment. During school hours and activities, employees should model professional standards for dress. All employees shall be held to the same general standard unless a supervisor approves an exception for legitimate reasons. If you are unsure whether something is appropriate to wear, err on the side of formality or ask your immediate supervisor.

DRUG-FREE WORKPLACE: The District strictly prohibits the manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol in the workplace, on any district property, or at any school-sponsored event. Being under the influence of alcohol or illegal drugs while on duty is never permissible. CVUSD is committed to a drug-free, safe work and school environment. Violations can result in disciplinary action, up to termination, and may have legal consequences. If you are struggling with substance abuse, you are encouraged to seek help (the District's Employee Assistance Program can confidentially assist). Note that cannabis use, while legal in California for adults in some circumstances, is not permitted for employees during work hours or on school grounds, and you cannot be impaired at work. Additionally, all employees must abide by the federal Drug-Free Schools and Communities Act requirements as we are a recipient of federal funds.

TOBACCO-FREE SCHOOLS: In accordance with state law and Board policy, smoking or using any tobacco products is prohibited at all times on district property, in district vehicles, and at school-sponsored activities, whether on or off campus. This includes cigarettes, cigars, pipes, e-cigarettes/vaping devices, and smokeless tobacco. Employees who violate this policy may face disciplinary action.

STANDARDS OF CONDUCT AND PROFESSIONAL ETHICS

WEAPONS AND WORKPLACE VIOLENCE: The District has zero tolerance for weapons or violence in the workplace. Employees, students, volunteers, and visitors may not bring firearms, knives, explosives, or any other dangerous weapons onto school property or to school events. Even with a legal permit, firearms are not allowed on school grounds (except for law enforcement). If you have a tool or item that could be considered a weapon but is necessary for your job (for instance, a box cutter for opening packages), use it responsibly and keep it secure. Workplace violence, which includes threats, intimidation, or physical attack, will not be tolerated. If you witness or become aware of someone on campus with a weapon or behaving violently, report it immediately to a supervisor or call 911 if there is an imminent threat. All threats will be taken seriously. The safety of students and staff is our top priority.

VISITORS IN THE WORKPLACE: For the safety of everyone, all school visitors (including employee family members, vendors, etc.) must follow check-in procedures. Typically, all visitors must enter through the main office, sign in, and wear a visitor badge. If you see an individual on campus who is not authorized (no badge or known to you as staff), politely direct them to the office or notify an administrator. Do not prop open locked doors or allow unknown persons to bypass security measures. Employees should not invite personal guests to the workplace during work hours without approval. Never leave a visitor alone with students if they have not been properly

screened or authorized.

By following these conduct guidelines, collectively we ensure a safe, respectful, and effective workplace that allows us to serve our students in the best way possible.

GENERAL POLICIES AND PROCEDURES IN EMPLOYMENT

BOARD POLICY AND ADMINISTRATIVE REGULATION LINKS

The Standards of Conduct and Professional Ethics previously addressed, which establish CVUSD's expectation that all employees uphold high standards of professionalism, ethics, and integrity, are further delineated in the below CVUSD Board Policy and Administrative Regulation links. Employees are encouraged to review these policies in their entirety and to seek clarification from an immediate supervisor, or from Human Resources, if any policy remains unclear.

NONDISCRIMINATION IN EMPLOYMENT

[BOARD POLICY SECTION 4000—PERSONNEL BP4030](#)

[ADMINISTRATIVE REGULATION AR4030](#)

SEXUAL HARASSMENT

[BOARD POLICY SECTION 4000—PERSONNEL BP4119.11, BP4219.11, BP4319.11](#)

[ADMINISTRATIVE REGULATION AR4119.11, AR4219.11, AR4319.11](#)

TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES

[ADMINISTRATIVE REGULATION SECTION 4000—AR4119.12](#)

[EXHIBIT 4119.12](#)

PROFESSIONAL STANDARDS

[BOARD POLICY SECTION 4000—PERSONNEL BP4119.21, BP4219.21, BP4319.21](#)

MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS

[BOARD POLICY SECTION 4000—PERSONNEL BP4119.24, BP4219.24, BP4319.24](#)

CHILD ABUSE PREVENTION AND REPORTING

[BOARD POLICY SECTION 5000—STUDENTS BP5141.4](#)

[ADMINISTRATIVE REGULATION SECTION 5000—STUDENTS AR 5141.4](#)

DRESS AND GROOMING

[BOARD POLICY SECTION 4000—PERSONNEL BP4119.22, BP4219.22, BP4319.22](#)

DRUG AND ALCOHOL—FREE WORKPLACE

[BOARD POLICY SECTION 4000—PERSONNEL BP4020](#)

TOBACCO-FREE SCHOOLS

[BOARD POLICY SECTION 3000—BUSINESS AND NONINSTRUCTIONAL OPERATIONS BP3513.3](#)

[ADMINISTRATIVE REGULATION AR3513.3](#)

GENERAL POLICIES AND PROCEDURES IN EMPLOYMENT

ACCEPTABLE TECHNOLOGY USE

BOARD POLICY SECTION 4000—PERSONNEL BP4040

ADMINISTRATIVE REGULATION AR4040

Violations of the AUP can result in loss of access privileges, and disciplinary action up to termination. It's taken seriously because our network integrity and legal compliance are at stake.

The District provides technology resources (computers, tablets, internet access, email, etc.) to help you perform your job and enhance education. With these tools comes responsibility. Every employee must use technology in an ethical, legal, and professional manner in accordance with the Acceptable Use Policy (AUP) for employees that you acknowledge.

NO EXPECTATION OF PRIVACY: Email, computer files, and internet usage on District systems are not private. The District can monitor and access these at any time. Assume that anything you do on a work device or network could be reviewed. Do not put anything in a work email you wouldn't want to see in a public record or Board meeting. Confidential data should be handled carefully – secure it and share only with authorized recipients. If you connect your personal phone or laptop to the district Wi-Fi or use it for work purposes, you are still expected to follow the AUP on that device when using work networks or data.

PROHIBITED USES: You may not use district technology to violate any policies (like harassment – sending derogatory or obscene messages is forbidden) or for any illegal purpose. Do not use district email to run a side business or for political campaigning. Specifically prohibited is using the network to access or share material that is fraudulent, obscene, intimidating, or discriminates/harasses anyone. Additionally, unapproved software on district devices is not permitted – software requests must route through IT for any software to ensure appropriateness and proper licensing and security.

SECURITY: Do not share your login credentials (username/password) with anyone or allow others to use your account. You are responsible for actions taken under your login. Choose strong passwords and keep them secret. Log off or lock your computer when stepping away. If you suspect a security breach (like your account is compromised or you lost a device), report it to IT immediately. Do not try to circumvent filters or security measures. Our internet is filtered as required by law (Children's Internet Protection Act—CIPA) – if a site you legitimately need is blocked, you can request IT to review it rather than using a proxy workaround.

GENERAL POLICIES AND PROCEDURES IN EMPLOYMENT

EMAIL ETIQUETTE: Email is an essential tool for conducting District business and facilitating effective communication. Employees are expected to use district email for school business and professional communication, for all work-related correspondence and are expected to respond to messages in a timely and professional manner. Remember that emails can be forwarded inadvertently or requested under public records law, so maintain professionalism. When emailing parents or students, keep the content professional and in line with district guidelines (and privacy laws). Avoid arguing over email – if a conversation gets heated, it’s likely better to have an in-person or phone discussion. For teachers: do not discuss sensitive student issues over email; request a meeting or phone call instead, as email can be misunderstood or forwarded.

INTERNET USE: Be mindful of the websites you visit on the district network. Inappropriate sites are strictly off-limits. During work, only stream media if it’s work-related (like showing an educational video in class or a webinar).

SOCIAL MEDIA ON DISTRICT NETWORK: Access to social media sites (Facebook, Twitter (X), Instagram, etc.) on district computers may be filtered for students; staff may have access but that doesn’t mean unrestricted usage is permitted. During work hours, employees should not be using social media unless it is part of their role (e.g., posting on an official school account).

SOCIAL MEDIA GUIDELINES (PERSONAL USE): We recognize that employees have personal lives and may use social media platforms outside of work. However, as an educator or school employee, remember that your online presence can reflect on the District. Even on personal accounts, you should exercise good judgment.

Professional vs Personal Boundaries: *Do not “friend” or “follow” current students on your personal social media accounts, and do not accept their friend requests. Interacting with students on personal social media can blur professional boundaries and lead to allegations of favoritism or improper relationships. Exercise caution even when engaging with former students (adults, no longer in school).*

Posting about Work: Do not post confidential or sensitive information about your work, students, or colleagues. Similarly, don’t disclose private personnel matters... if you had a frustrating day, venting about staff or students online is unprofessional and can be cause for disciplinary action. Additionally, false or defamatory statements about individuals in the district on social media can lead to personal liability.

Opinions and Controversial Topics: You have the right to free speech as a private citizen on matters of public concern. However, if you identify yourself as a district employee online (e.g., listing CVUSD as your employer on your profile), the things you say may be connected to the District. Make it clear that any opinions are your own, and be aware that certain speech (like hate speech, or anything that violates someone’s rights) isn’t protected.

No Harassment or Bullying Online: Just as at work, you must not engage in cyberbullying or harassing anyone online. If a parent or community member attacks you online, inform administration; do not retaliate online.

GENERAL POLICIES AND PROCEDURES IN EMPLOYMENT

EMPLOYEE IDENTIFICATION BADGES—SAFETY AND SECURITY

The Conejo Valley Unified School District shall issue official identification badges to all employees. These badges serve the dual purpose of facilitating access to secured areas and providing immediate visual identification of District staff and other authorized individuals.

Identification badges are a critical component of the District's commitment to campus safety, as they help deter unauthorized persons and potential intruders from entering District facilities.

The CVUSD Human Resources Department will issue identification badges to all current and newly hired employees. Each badge will include the employee's name, photograph, and relevant site and/or District information. Employees are required to wear their identification badge during their work day. Badges must be worn in a clearly visible location, positioned at or above the waist, and remain unobstructed at all times.

Badges are issued for individual use only and may not be altered, shared, or used by anyone other than the assigned employee. The sharing, lending, or unauthorized use of identification badges is strictly prohibited.

Employees who repeatedly fail to wear their badge or refuse to comply with this policy may be subject to disciplinary action, in accordance with Conejo Valley Unified School District policies and procedures.

SUBSEQUENT ARREST NOTIFICATION

As part of the employment clearance required, all employees participate in the LiveScan background check. Subsequently, the District entered into a written agreement with the California Department of Justice to receive subsequent arrest notifications for any employee whose fingerprints have been submitted. (Education Code 44830.1, 45125; Penal Code 11105.2)

Upon verbal or electronic notice from the DOJ that a temporary, substitute, or probationary employee (serving before March 15 of their second probationary year) has been convicted of a violent or serious felony, the employee shall be immediately placed on unpaid leave. (Education Code 44830.1, 45122.1)

If the district subsequently receives written notice confirming the conviction, the employee shall be automatically terminated, unless the conviction is successfully challenged and withdrawn by the DOJ. If such withdrawal occurs and the employee remains employed by the District, the Superintendent or designee shall reinstate the employee with full back pay and benefits for the suspension period. (Education Code 44830.1, 45122.1)

The Superintendent or designee shall also notify the DOJ immediately upon the termination of any employee whose fingerprints are maintained by the DOJ. (Penal Code 11105.2)

EMPLOYMENT STATUS

CVUSD employees are primarily grouped into the below categories based on the nature of their work and credential requirements.

CERTIFICATED EMPLOYEES

Certificated positions require a valid credential or certificate issued by the California Commission on Teacher Credentialing. These employees are directly involved in student instruction, support services, or school site and district leadership.

These roles primarily include:

- Teachers
- Librarians
- School counselors
- School psychologists
- Speech language pathologists
- School nurses
- Administrators

CLASSIFIED EMPLOYEES

Classified employees serve in roles not requiring a qualifying credential, albeit other licensure may be required, such as for Occupational Therapists and Behaviorists. Positions in classified service include varied support roles including, but not limited to:

- Office and clerical staff, including accounting, payroll, and human resources
- Paraprofessionals
- Custodians, grounds and maintenance workers
- Child care
- Child nutrition
- Technology and operations support

MANAGEMENT, CONFIDENTIAL, AND OTHER DESIGNATIONS

Management Employees: Typically include administrators such as principals, assistant principals, program coordinators, directors, etc. These are positions that have authority for employee supervision, performance evaluation, hiring, and disciplinary recommendations.

Confidential Employees: Non-management employees, who are exempt from bargaining unit membership on the basis of exemption under the Educational Employment Relations Act (EERA) — a confidential employee is someone who is: “...required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to those decisions.”

Exempt Employees: Professional Experts, Substitutes—employees who are rendering temporary service, at-will, without gaining property right to District service.

UNDERSTANDING YOUR EMPLOYMENT STATUS—CERTIFICATED

CERTIFICATED NON-MANAGEMENT EMPLOYMENT DESIGNATIONS

In certificated employment, CVUSD adheres to the Education Code provisions for designations to classify employees based on their contract status and progress toward tenure. Below are the primary categories:

TEMP (Temporary):

A certificated employee hired on a temporary basis, often to fill in for a leave, vacant position, or to cover enrollment fluctuations. Temporary employees are not guaranteed continued employment beyond their assignment and are typically not entitled to due process rights associated with probationary or permanent status.

PROB 0 (Probationary 0):

Used by the district to denote a newly hired certificated employee who is working under contract but whose probationary period has not officially begun (e.g., they do not yet meet credential or program requirements to start tenure track). May also be used for employees serving in certain special programs or under emergency permits.

PROB 1 (Probationary Year 1):

A certificated employee in their **first year** of probationary status. These employees are under contract and on a pathway toward tenure (permanent status) but can be released without cause at the end of the school year, provided proper notice is given.

PROB 2 (Probationary Year 2):

A certificated employee in their **second consecutive year** of probationary service. If they complete this year successfully and receive a positive evaluation, they may be granted permanent status at the start of the following school year (Education Code § 44929.21).

PERMANENT:

A certificated employee who has successfully completed their two-year probationary period and has been granted tenure. Permanent status provides legal protections, including due process rights in disciplinary and dismissal proceedings.

UNDERSTANDING YOUR EMPLOYMENT STATUS—CLASSIFIED

CLASSIFIED EMPLOYMENT DESIGNATIONS

In accordance with Education Code and district policy, newly hired and reclassified classified employees (non-certificated) are subject to a probationary period before achieving permanent status.

PROBATIONARY/NEW HIRE

- Non-Management employees: 130 days of paid service, inclusive of holidays.
 - Limited to using up to six (6) paid sick days. Proration for used but unearned sick leave may be needed, if the employee is released from service prior to earning all six.
 - Employee is ineligible to utilize paid vacation, as one vests only after passing 130 day probation.
 - HR staff will only provide tentative end dates for probation upon hire, but final status is determined by the days service is rendered and eligible days counted towards the full probationary period.
- Management employees: one year
- Probationary period cannot be extended based on mutual agreement – the Education Code sets a maximum.

PROBATIONARY/LATERAL

- Subject to 65 days of paid service, without limitation of sick leave or vacation scheduling.

PROBATIONARY/PROMOTION

- Subject to 130 days of paid service and/or one year depending on the job class category, without limitation of sick leave or vacation usage based on District permanency.
- Entitled to bump back down to a previously held job class, as available, if unsuccessful during the promotional probationary period.

LIMITED-TERM/SUBSTITUTE

- Individuals hired for the purpose of serving in temporary capacity to backfill absent employees and/or extra duty assignments of short term nature.

EMPLOYEE ASSOCIATION INFORMATION

The Governing Board of the Conejo Valley Unified School District recognizes the rights of public school employees to form bargaining units, select an employee organization as their exclusive representative, and to be represented by that organization in matters concerning their employment with the District.

CVUSD has three recognized employee organizations:

California School Employees Association (CSEA) – Chapter 620 represents approximately 900 non-management classified Employees.

Contract of Agreement: [California School Employees Association \(CSEA\)](#)

President: Mike Bunde

Contact: mbunde@conejousd.org

Conejo Valley Pupil Personnel Association (CVPPA) - is a local chapter affiliated with the California Teachers Association (CTA), representing approximately 40 personnel, including school psychologists and counselors.

Contract of Agreement: [Conejo Valley Pupil Personnel Association \(CVPPA\)](#)

President: Jennifer Sheppard

Contact: jsheppard@conejousd.org

Unified Association of Conejo Teachers (UACT) - is a local chapter affiliated with the California Teachers Association (CTA), representing approximately 800 non-management certificated employees, including general education teachers, special education teachers, speech and language pathologists, nurses, and teachers on special assignment (TOSAs).

Contract of Agreement: [Unified Association of Conejo Teachers \(UACT\)](#)

President: Joshua Carolan

Contact: conejoteachers@gmail.com

SCHOOL YEAR INSTRUCTIONAL AND WORK YEAR CALENDARS

The Board of Education adopts instructional calendars one to two years ahead, while adjustments may be negotiated. Currently, in addition to the 2026-2027 SY Calendar, the 2027-2028 is available for viewing on the District website.

Conejo Valley Unified School District



2026-2027 School Year Calendar

Updated during the June 18, 2025 Board of Education Meeting

FIRST DAY OF SCHOOL IS AUGUST 19, 2026

IMPORTANT DATES

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

Student Days = 0

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

Student Days = 8

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

Student Days = 21

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

Student Days = 21

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

Student Days = 14

December 26						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Student Days = 14

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

Student Days = 19

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

Student Days = 18

March 27						
Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Student Days = 18

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

Student Days = 20

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

Student Days = 19

June 27						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Student Days = 9

AUGUST 2026	
14	New Teacher Orientation
17	Professional Learning Day (No School)
18	Teacher Prep Day
19	First Day of Classes
SEPTEMBER 2026	
7	Holiday - Labor Day (No School)
21	Holiday - Local Holiday (No School) = Classified Opt. Holiday
OCTOBER 2026	
2	Non Instructional Day (No School)
12-16	Elementary Minimum Days - Parent/Teacher Conferences
NOVEMBER 2026	
2	Professional Learning Day (No School)
11	Holiday - Veterans Day (No School)
23-27	Fall Break (No School) / 25th = Classified Optional Holiday
DECEMBER 2026	
21-31	Winter Break (No School)
JANUARY 2027	
1	Winter Break (No School)
4	SPD (No School - Secondary Students Only)
18	Holiday - Martin Luther King, Jr. Day (No School)
FEBRUARY 2027	
12	Holiday - President's Day (No School)
15	Holiday - President's Day (No School)
MARCH 2027	
15	Professional Learning Day (No School)
26	Holiday - Local Holiday / Classified Optional Holiday
29-31	Spring Break (No School)
APRIL 2027	
1-2	Spring Break (No School)
MAY 2027	
28	Non Instructional Day (No School)
31	Holiday - Memorial Day (No School)
JUNE 2027	
10	Last Day of School - Elementary - Minimum Day
11	Last Day of School - Secondary
11	EPD (No School - Elementary Students Only)
END OF TRIMESTER FOR ELEMENTARY	
Progress Report/Grade Referral Dates:	
1 st Referral	9/25/2026
End Trimester 1	11/13/2026
2 nd Referral	1/15/2027
End Trimester 2	3/5/2027
3 rd Referral	4/23/2027
End Trimester 3	6/10/2027
END OF QUARTER/SEMESTER FOR MIDDLE SCHOOLS AND HIGH SCHOOLS	
Grade Referral Dates:	
1 st Referral	9/18/2026
2 nd Referral	11/13/2026
3 rd Referral	2/11/2027
4 th Referral	4/30/2027
End Quarter 1	10/16/2026
End Semester 1	12/18/2026
End Quarter 3	3/19/2027
End Semester 2	6/11/2027

	Non Instructional Day		School Day
	New Teacher Orientation		Weekend
	ALL Teacher Prep Day		Holiday / No School
	Professional Learning Day / No School		Vacation / No School
	Secondary Prep Day (SPD)		Minimum Days - Elementary Parent Conferences / Last Day of School - Elementary
	Elementary Prep Day (EPD)		

SCHOOL YEAR INSTRUCTIONAL AND WORK YEAR CALENDARS

CERTIFICATED EMPLOYMENT— WORK YEAR TERMS AND CONDITIONS

UACT: TEACHERS, NURSES AND SPEECH LANGUAGE PATHOLOGIST

The work year term is 185 paid days. Employees can reference the [Teacher/Nurse/SLP Salary Schedule Salary Schedule](#). Of these, 180 days align with the instructional calendar adopted by the Board of Education in collaboration with the UACT bargaining unit. For 2026-27, the following five (5) days comprise the work year calendar:

Date	Description
August 17, 2026	Professional Learning—All Staff
August 18, 2026	Prep Day—All Staff
November 2, 2026	Professional Learning—All Staff
January 4, 2027	Prep Day—Secondary Staff
March 15, 2027	Professional Learning—All Staff
June 11, 2027	Prep Day—Elementary Staff

CVPPA: COUNSELORS AND PSYCHOLOGISTS

CVPPA positions have the below detailed assignment terms. Employees also may reference the [CVPPA Salary Schedule](#) for respective work year terms. Workdays shall generally be distributed across August—June. Work year calendars should be developed with input from the respective supervising director and/or assistant/deputy superintendent. The proposed calendar shall submitted to the Human Resources Department no later than May 30th on an annual basis.

Position	Work Year Days
Counselor—Elementary	185
Counselor—Secondary	198
Psychologist	190

MANAGEMENT

Certificated Management employees have employment contracts ranging from 203 to 220 work annually, as specified below. You can also reference the [Certificated Management Salary Schedule](#) for respective work year terms. Workdays may be distributed across all 12 months. Work year calendars should be developed with input from the respective supervising director and/or assistant/deputy superintendent. The proposed calendar shall be submitted to the Human Resources Department no later than May 30th on an annual basis.

Position	Work Year Days
Superintendent	220
Assistant Superintendent	220
Director – Instructional Services / Student Services	220
Principal – High School	220
Principal – Adult School / Alternative HS / Sycamore Canyon	220
Principal – Middle School Assistant Director	210
Principal – Elementary School / On Assignment	210
Assistant Principal – High School	205
Assistant Principal – Alternative High School	205
Assistant Principal – HS-SSS, MS, AS Coordinator	203

SCHOOL YEAR INSTRUCTIONAL AND WORK YEAR CALENDARS

CLASSIFIED EMPLOYEE WORK YEAR CALENDARS

Work year calendars are developed annually and published in the Spring for each upcoming fiscal and school year. Classified positions vary widely in the number of contract days, depending on job classification and assignment location. Positions assignments can be up to 260 days (12 months), and may have unique calendars customized to the operational service needs as per negotiated agreements, if applicable. [VIEW CLASSIFIED EMPLOYEE CALENDARS](#)

CLASSIFIED EMPLOYMENT—HOLIDAYS

The Education Code provides that all probationary or permanent classified employees are entitled to certain specified paid holidays provided that they were in a paid status on any part of the working day immediately preceding or following a specified holiday. When a specified holiday falls on a Sunday, the following Monday shall be deemed the holiday in lieu of the day observed. When a specified holiday falls on a Saturday, the preceding Friday shall be deemed the holiday in lieu of the day observed. The following are approved holidays for 2026-2027 school

Description	Day of the Week	Date
Independence Day	Friday	July 3, 2026
Labor Day	Monday	September 7, 2026
Veteran's Day	Wednesday	November 11, 2026
Thanksgiving Day	Thursday	November 26, 2026
Thanksgiving	Friday	November 27, 2026
Christmas Eve	Thursday	December 24, 2026
Christmas Day	Friday	December 25, 2026
New Years Eve	Thursday	December 31, 2026
New Years Day	Friday	January 1, 2027
Martin Luther King	Monday	January 18, 2027
Lincoln's Day	Friday	February 12, 2027
Presidents Day	Monday	February 15, 2027
Memorial Day	Monday	May 31, 2027
Juneteenth	Friday	June 18, 2027



* Schedule an optional paid holiday on one of the following eligible dates:
September 21, October 2, November 25, 2026, OR March 26, 2027

2026-2027 Work Year Calendars

[Classified Employees](#)

[Campus Safety Assistants](#)

GENERAL GUIDELINES: WORK HOURS, WORK SHIFTS AND ATTENDANCE

WORK HOURS AND WORK SHIFTS

Each position in the District has assigned work hours and work shift.

CERTIFICATED (TEACHERS & NURSES): The regular duty day for full-time teachers typically spans 6.0 hours on campus, inclusive of instructional time and preparation time, as set by the collective bargaining agreement. Teachers are expected to be on campus before and after the student day as directed by the CBA or principal (for meetings, preparation, etc.). Adjunct duties (like back-to-school nights, IEP meetings beyond hours, etc.) are addressed in the CBA.

COUNSELORS & PSYCHOLOGISTS: The professional workday spans 8.0 hours on duty, on campus, as set by the CBA.

CLASSIFIED: Classified employees have varied position hours associated with their position assignment. Full-time classified staff generally work 8 hours per day (40 hours/week). Part-time schedules vary. Your immediate supervisor will provide your exact work schedule, break and lunch times. All classified staff are expected to adhere to the assigned schedule and not change start/stop times without approval.

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are fundamental responsibilities for every employee in the District. Students, colleagues, and the overall functioning of the school community depend on your reliable presence. You are expected to arrive on time, prepared and ready to perform your duties each workday.

Excessive absenteeism, frequent tardiness, or unexcused absences disrupt operations, negatively affect student learning, and may lead to progressive disciplinary action in accordance with District policies.

If illness, emergencies, or other unforeseen circumstances prevent you from reporting to work or cause delays, you must promptly follow the established absence reporting procedures (outlined below). For planned absences or pre-approved leaves, maintaining open and timely communication with your supervisor is essential to ensure proper coverage and continuity of services.

By adhering to these expectations, you help maintain a professional work environment, support student success, and contribute to the overall effectiveness of the District's educational mission.

LEAVE OF ABSENCE POLICIES AND PROCEDURES

EMPLOYEE LEAVE DESIGNATIONS—CERTIFICATED

Please note this is not an exhaustive list of all available leaves, but some of the more common ones that you may encounter in the course of employment.

SICK LEAVE – ACCUMULATES WITHOUT A CAP YEAR AFTER YEAR

ACCRUAL / GRANT: 1 day / month, up to 10 days

WHEN TO USE:

- (1) one's own period of medical incapacity – being unwell to render service in one's job; claimed medical incapacity spanning four (4) or more days requires **medical certification** of illness and return to duty. Please ask your medical provider for medical clearance after surgical procedures.
- (2) one's own medical/dentist/vision appointments
 - Employees who are enrolled in CalSTRS retirement system, upon retirement are able to use unused sick leave balance for additional service credit, improving their monthly retirement benefit.

PERSONAL NECESSITY – A SUB-SET OF SICK LEAVE

A maximum of TEN (10) days within a fiscal year can be scheduled with pay for reasons that are unrelated to one's medical incapacity. Such leaves shall be deducted from the employee's accumulated sick leave. If accumulated sick leave has been exhausted, one would not have any additional paid leave for reasons of personal necessity.

WHEN TO USE:

- ⇒ Medically related needs of immediate family - to care for and attend medical appointments for immediate family members
- ⇒ Death of a member's immediate family when extension beyond bereavement leave is needed
- ⇒ Emergencies that are outside of one's control
- ⇒ Due to an accident or illness affecting the employee or their immediate family's person or property
- ⇒ For a court or administrative tribunal appearance under subpoena, not already covered by other provisions
- ⇒ Other reasons approved by the District, with "personal necessity" defined as compelling life events that the employee cannot directly or indirectly control

EXTENDED SICK LEAVE—The District does not participate in SDI (State Disability Insurance) and instead offers the Education Code benefit of DIFFERENTIAL pay for up to 100 days of one's own medical disability per condition.

BEREAVEMENT: Employees are granted up to five (5) days of leave with full pay in the event of the death of qualifying family member. Employee shall schedule the use of leave in proximity to the passing event for the purpose directly related to the passing.

JURY DUTY: Employees are entitled to leave without loss of pay for time spent performing jury duty. Please attach your jury summons and final certification of attendance to your Frontline submission.

INDUSTRIAL ILLNESS: Employees whose injury claim has been accepted by the District workers compensation administrator will be eligible for up to 60 days of paid leave per injury.

CATASTROPHIC LEAVE: The Catastrophic Sick Leave Program as defined in each Association collective bargaining agreement, is designed to provide additional paid leave coverage for eligible unit members who have exhausted all of their own fully paid leave due to a severe, extended illness or injury.

LEAVE OF ABSENCE POLICIES AND PROCEDURES

EMPLOYEE LEAVE DESIGNATIONS—CLASSIFIED

Please note this is not an exhaustive list of all available leaves, but some of the more common ones that you may encounter in the course of employment.

SICK LEAVE – ACCUMULATES WITHOUT A CAP YEAR AFTER YEAR

ACCRUAL / GRANT: 1 day / month, up to 12 days (96 hours) on the basis of a 12-month assignment.

WHEN TO USE:

- (1) one's own period of medical incapacity – being unwell to render service in one's job; claimed medical incapacity spanning four (4) or more days requires medical certification of illness and return to duty. Please ask your medical provider for medical clearance after surgical procedures.
- (2) One's own medical/dental/vision appointments

PERSONAL NECESSITY – A SUB-SET OF SICK LEAVE A maximum of EIGHT (8) days within a fiscal year can be scheduled with pay for reasons that are unrelated to one's medical incapacity. Such leaves shall be deducted from the employee's accumulated sick leave. If accumulated sick leave has been exhausted, one would not have any additional paid leave for reasons of personal necessity. When to use:

- ⇒ Medically related needs of immediate family - to care for and attend medical appointments for immediate family members
- ⇒ Death of a member's immediate family when extension beyond bereavement leave is needed
- ⇒ Emergencies that are outside of one's control
- ⇒ Due to an accident or illness affecting the employee or their immediate family's person or property
- ⇒ For a court or administrative tribunal appearance under subpoena, not already covered by other provisions
- ⇒ Other reasons approved by the District, with "personal necessity" defined as compelling life events that the employee cannot directly or indirectly control

EXTENDED SICK LEAVE—The District does not participate in SDI (State Disability Insurance) and instead offers the Education Code benefit of half pay for up to 100 days of one's own medical disability per condition.

BEREAVEMENT: Employees are granted up to five (5) days of leave with full pay in the event of the death of qualifying family member. Employee shall schedule the use of leave within three (3) months of the passing.

JURY DUTY: Employees are entitled to leave without loss of pay for time spent performing jury duty. Please attach your jury summons and final certification of attendance to your Frontline submission.

INDUSTRIAL ILLNESS: Employees whose injury claimed has been accepted by the District workers compensation administrator will be eligible for up to 60 days of paid leave per injury.

CATASTROPHIC LEAVE: The Catastrophic Sick Leave Program as defined in each Association collective bargaining agreement, is designed to provide additional paid leave coverage for eligible unit members who have exhausted all of their own fully paid leave due to a severe, extended illness or injury.

CLASSIFIED SERVICE—VACATION ACCRUAL / SCHEDULING / USAGE

ELIGIBILITY & ACCRUAL

Vesting: Earned vacation does not become a vested right until the employee completes the initial six (6) months of employment with the District.

Accrual: Vacation is earned based on the employee's years of service.

Eligibility for an earned increase in the vacation rate is credited immediately following the employee's anniversary date.
Regular ten (10) month employees earn credit on a pro-rata basis.

Years of Service	Days per Year	Monthly Accrual
First 3 years	12	1.00 days
4th – 10th year	15	1.25 days
11th year	16	1.33 days
12th year	17	1.42 days
13th year	18	1.50 days
14th year	19	1.58 days
15th year	20	1.67 days
20th year	21	1.75 days
25th year	22	1.83 days

SCHEDULING & USAGE

Mutual Agreement: Vacation requests will be discussed between the unit member and the supervisor to determine a mutually agreeable schedule, provided it meets the operational needs of the District, department, or school site.

Interruption: An employee is permitted to interrupt or terminate vacation to begin another type of paid leave without returning to active service, provided proper notice and supporting documentation are supplied.

CARRYOVER & PAYOUT

- ⇒ **Employees with position assignments of 218 days and greater, may carryover up to fifteen (15) days or one (1) year's allotment, whichever is greater.**
- ⇒ Employees with position assignments fewer than 218 days, will get paid out at the conclusion of the fiscal year any amount of accrued/unused vacation balance at the rate of the assignment held on the last day of their work year.

PAYOUT AT SEPARATION OF SERVICE

Upon separating from the District, any accrued unused vacation balance will be paid out in the month following the month of separation.

LEAVE OF ABSENCE POLICIES AND PROCEDURES

ABSENCE REPORTING PROCEDURE—FRONTLINE ABSENCE MANAGEMENT

ALL employees holding assignments in regular classified and certificated service **MUST** use Frontline Absence Management to report absences, request leave scheduling, etc. You must account for all leaves either in for full or partial shift.

SYSTEM USE INSTRUCTIONS:

- ⇒ You will be logging into Frontline using the “Organization SSO” which means you will use your regular district email and password as you would when accessing a district computer.
 - ⇒ Resource guides are available:
 - o [FRONTLINE® USER LOGIN INSTRUCTIONS](#)
 - o [Absence Management Employee Basics \(Video\)](#)
 - o [Frontline Employee Mobile Website \(Video\)](#)
- For your convenience, you may choose to download the Frontline Mobile App for easy access and reporting

IMPORTANT INFORMATION TO NOTE:

- An employee is permitted to submit an absence spanning no more than five (5) consecutive days. Leave scheduling in excess of five (5) consecutive days must be submitted for entry by the department administrator or designee, such as school office manager, secretary, administrative assistant, or human resources technician.
- If you need to be absent from work for any reason during your regularly scheduled work shift, you must record the absence [in](#) Frontline. You must do so regardless if your position is subject to needing substitute coverage. Enter the absence as much in advance as the need for such absence is known to you.
- Inform your immediate supervisor of intent to be absent by a method of regular communication, phone/text/email if such is the expected procedure as communicated by your supervisor.
- You are responsible for reviewing your absences prior to the last day of the month to ensure that the information is correct in the system. Leaves will be deducted into the payroll system based on the information you input.
- Absences cannot be modified by the employee after they occur. If you need to make a change to your absence and it is after the absence has occurred, you must notify your school site office manager or department designee.
- If you need to submit a doctor’s note for an absence, jury summons and other documents, you may send them to department/school site absence management/payroll designees to be uploaded for the respective absence.

All requests for long-term or unpaid leave of absence (including family medical leave requests) must still be submitted to the Human Resources Department with advance notice, prior to the leave. If approved, the related entry into Frontline will be made by HR staff with notice to the site/department.

EMPLOYEE COMPENSATION

SALARY SCHEDULES

The District's salary schedules for all positions are published and available on the CVUSD website (HR Certificated or Classified sections). Your placement on the schedule (step and column for certificated, or range and step for classified) is determined at hiring and per the applicable union contract or board rules. Certificated staff advances on the salary schedule are determined according to years of service (step increases) and additional education units (column moves, if eligible). Classified staff generally receive step increases annually on their hire anniversary until reaching the top step of their range.

The District requires all employees to participate in direct deposit as a method of distributing payment for services. For new hires, the very first check will be a paper check, and will generally be mailed to your address on file, unless other pick up arrangements are made with the Payroll Department. Changes in the direct deposit accounts may likewise result in the issuance of a paper check for the 1st month following a change request.

Employees holding regular assignments are paid in the month service is rendered (regular payroll), but exceptions may occur if the start date falls too close to the end of the month. In those circumstances, payment will take place on supplemental payroll posting the 10th of the month.

CERTIFICATED EMPLOYMENT SALARY SCHEDULES

[TEACHERS/NURSES/SPEECH LANGUAGE PATHOLOGISTS](#)

[COUNSELORS/PSYCHOLOGISTS](#)

[CERTIFICATED MANAGEMENT](#)

[COACHES](#)

[EXTRA DUTY PAY SCHEDULE](#)

CLASSIFIED EMPLOYMENT SALARY SCHEDULES

[CLASSIFIED EMPLOYEES \(CSEA UNIT\)](#)

⇒ [GENERAL CLASSIFIED RANGE PLACEMENT](#)

[CAMPUS SAFETY ASSISTANT - CLASSIFIED NON-REPRESENTED](#)

[CLASSIFIED SUPERVISORY EMPLOYEES](#)

⇒ [SUPERVISORY JOB CLASSES RANGE PLACEMENT](#)

[CLASSIFIED MANAGEMENT EMPLOYEES](#)

⇒ [MANAGEMENT JOB CLASSES RANGE PLACEMENT](#)

UNCLASSIFIED/AT-WILL

[ADULT EDUCATION INSTRUCTOR](#)

[PROCTOR / STUDENT HELPER](#)

EMPLOYEE COMPENSATION

EMPLOYEE PAY SCHEDULE AND WEB-BASED SELF-SERVICE

The Ventura County Office of Education (VCOE) serves as the primary system operator and administrator for the Frontline ERP system utilized by school districts throughout Ventura County. Through this centralized system, VCOE supports districts in managing critical business functions, including payroll processing, human resources information system (HRIS), and employee assignment management. Consequently, CVUSD's operations are dependent on and bound by VCOE's schedules and deadlines.

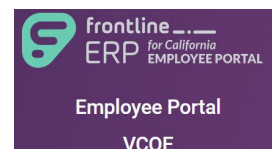
2026-27 Fiscal Year Pay Dates:

Friday, July 31, 2026
Monday, August 31, 2026
Wednesday, September 30, 2026
Friday, October 30, 2026
Monday, November 30, 2026
Wednesday, December 30, 2026
Friday, January 29, 2027
Friday, February 26, 2027
Wednesday, March 31, 2027
Friday, April 30, 2027
Friday, May 28, 2027
Wednesday, June 30, 2027



FRONTLINE EMPLOYEE SELF-SERVICE PORTAL—convenient access to:

- ⇒ **Pay Information:** View pay details securely.
- ⇒ **Leave Balances:** Check your leave balances anytime.
- ⇒ **Employee Withholding Allowance Changes:** W-4 and DE4
- ⇒ **Tax Documents:** Access W-2 and 1095 statements.
- ⇒ **Payroll Calculator:** Estimate pay and manage tax deductions electronically.



[Ventura County Employee Online Portal](#)

ADVISORY: Please be aware that your automatic deposit status may be temporarily suspended in the event of wage garnishment or for credentialing reasons. Employees are responsible for any fees resulting from a failure to notify CVUSD of changes to account information that cause a deposit return. Regular service employees are paid once per month, at the end of the month for services rendered. Substitute/Exempt employees without a regular position are paid a month in arrears. Employees are responsible for immediately notifying Payroll or Human Resources of any wage discrepancies (over or underpayments). Employees will be required to reimburse the District for any overpayments. The District is not responsible for checks lost in the mail; employees are responsible for any related checking, tracing, and investigation.

EMPLOYEE COMPENSATION

UNDERSTANDING YOUR PAYCHECK

Your paycheck includes several **mandatory and optional deductions**, depending on your employment classification, benefit selections, and legal obligations. Below is a breakdown of the most common deductions CVUSD employees may see.

Statutory Deductions (Required by Law)

- ⇒ Federal and State Income Taxes Withheld based on the W-4 (federal) and DE-4 (state) forms you submit. These taxes are sent to the IRS and California Franchise Tax Board.
- ⇒ Medicare Tax (1.45%) Mandatory for all employees hired after April 1, 1986. Applied to all earnings without a wage cap.
- ⇒ OASDI / Social Security Tax (6.2%) Applies only to employees enrolled in CalPERS.

Retirement Contributions

- ⇒ CalSTRS member contribution for those eligible and participating
- ⇒ CalPERS member contribution for those eligible and participating
- ⇒ APPLE Plan (Part-time/Non-PERS/STRS Employees) Contribute 3.75% of gross wages, matched by the District. NOTE: Retirement contributions are pre-tax. Reference the Retirement page for rates associated with participation or the respective webpage of the retirement system.

Healthcare Premiums

- ⇒ If you enroll in district health benefits (medical, dental, vision), any employee cost share associated with your participation elections will be deducted from your paycheck.
- ⇒ Deductions are spread over 10 or 12 months, depending on your work calendar.
- ⇒ CVUSD contributes significantly toward premiums; only your share (if any) will appear.
- ⇒ Section 125/FSA contributions (Flexible Spending Accounts) also appear here if elected.

Union Dues or Agency Fees

- ⇒ If you are part of a bargaining unit and have authorized union dues, these are deducted monthly and sent to your union.
- ⇒ Following the Janus v. AFSCME Supreme Court decision, union membership is voluntary.
- ⇒ Only employees who opt in and sign a dues authorization will have union dues deducted.
- ⇒ Questions about dues should be directed to your union representative.

Optional Deductions

- ⇒ Additional life or disability insurance premiums, if voluntarily choosing to enroll through 3rd party
- ⇒ 403(b) / 457(b) retirement plan contributions (typically pre-tax)
- ⇒ Wage garnishments (e.g., child support, tax levies), if ordered by a court. Note: If a garnishment order is received, Payroll will notify you directly.

WITHHOLDING FORMS & UPDATES

- You may update your **W-4 (federal)** or **DE-4 (state)** forms at any time to change your tax withholding.
All changes are initiated through the [Employee Self-Service Portal](#) website by logging in, selecting "My Payroll" and then selecting "Withholdings."

EMPLOYEE COMPENSATION

RETIREMENT SYSTEMS

CalSTRS: California State Teacher's Retirement System – those eligible in participating in this retirement system will have the following payroll employee contributions:



- ◇ Classic Members (Hired prior to January 1, 2013): Effective June 30, 2021, the rate is at 10.25%.
- ◇ New Members (Hired on January 1, 2013 or later): Effective July 1, 2018 the rate is at 10.205%.



CalPERS: California Public Employees' Retirement System

You will be notified during on-boarding whether your position assignment qualifies you for enrollment into this retirement system. Likewise, the number of hours that you render during the year, inclusive of all assignments may trigger enrollment during the course of your employment. You will be subsequently notified. Those participating in this retirement system will have the following payroll employee contributions:

- ◇ Classic Members (joined prior to January 1, 2013):
 - The rate of Classic PERS remains at 7% of creditable compensation.
- ◇ New Members (joined on or after January 1, 2013):
 - Effective July 1, 2022 the rate is at 8% of creditable compensation.



APPLE—Accumulation Program for Part-time and Limited-service Employees

Employees whose employment does not readily qualify for CalSTRS or CalPERS—established as an alternative to Social Security to comply with the regulations of Internal Revenue Code 3121.

- Employee contribution is 3.75% and District contribution is 3.75% for a combined 7.5% of compensation.
- Participants are always 100% vested.
- If a participant transfers to a category of employment covered under the Public Employees' Retirement System (PERS) or the State Teachers' Retirement System (STRS), they are entitled to receive an in-service withdrawal of benefits from the APPLE Profit Sharing Plan.

If the participant transfers to PERS or STRS and they have Money Purchase Plan funds (MPP) under the APPLE Plan, the MPP funds are not available for distribution until the participant has terminated working for the District or reach age 70½. Participants can determine if they have Money Purchase Plan funds (MPP) by calling MidAmerica's Customer Service line at 800-634-1178, or by clicking on the Participant Login section of this website, and selecting Account Balance.

EMPLOYEE COMPENSATION

VOLUNTARY RETIREMENT AND FLEXIBLE SPENDING ACCOUNTS

As an employee of Conejo Valley Unified School District you are entitled to participate in the District's Internal Revenue Service (IRS) 403 (b), and 457(b) tax deferred savings and retirement plans. A 403(b) Plan is a tax-deferred retirement savings permitted by Section 403(b) of the Internal Revenue Code. This Code Section allows those employed by certain employers to participate in a tax-deferred retirement savings plan. The IRS defines 403(b)

PLAN ADMINISTRATOR: **US OMNI**



403(b) RETIREMENT SAVINGS PLAN

Step #1: Visit the US Omni webpage to learn of Investment Providers available in the plan & select an Investment Provider. Some Investment Providers have financial advisor(s), while others do not. If you need further guidance contact OMNI, CVUSD's Third Party Plan Administrator (TPA). [Click here for brochure](#)

Step #2: Open an account through the Investment Provider you chose.

Step #3: Complete and submit a 403(b) [Salary Reduction Agreement \(SRA\) Form](#) to US OMNI.

457(b) RETIREMENT SAVINGS PLAN

Step #1: Employees can work with a financial advisor of their choice, or with no advisor depending

on the Investment Provider they select.

Step #2: Open an account through the Investment Provider you chose.

Step #3: Complete and submit a 457(b) [Salary Reduction Agreement \(SRA\) Form](#) to US OMNI.

403(b) and 457(b) ROTH CONTRIBUTIONS

The IRS allows both 403(b) and 457(b) to accept Roth contributions. Roth Contributions are **After-Tax** deferrals, instead of Pre-Tax. All interest accumulated during the duration of the plan is tax free when the employee withdraws the funds at retirement. If you want a Roth, contact your investment provider to learn if they allow Roth accounts.

SECTION 125 FLEXIBLE SPENDING ACCOUNT



CVUSD employees have the opportunity to reduce their taxable earnings by participating in a Section 125 Flexible Spending Plan! The Section 125 Flexible Spending Account (FSA) enables employees to save money by paying various expenses on a "pre-tax" basis. "Pre-taxing" serves to reduce reported W-2 earnings, ultimately reducing taxable income. Examples include but are not limited to employee medical benefit contributions, dependent day care, medical co-pays, deductibles, prescriptions, over-the-counter medicines (physician-prescribed), weight loss programs (physician-prescribed), orthodontia, dental and vision care, including LASIK eye surgery.

The FSA program is presently administered by American Fidelity Assurance. If you are not familiar with the FSA program, or have any questions about it and how it might benefit you, please visit the American Fidelity website at: www.americanfidelity.com

BENEFIT PROGRAMS

CVUSD provides comprehensive [BENEFIT OPTIONS](#) — including medical, dental, and vision coverage, through major carriers like Anthem Blue Cross and Kaiser Permanente. These plans are available to eligible regular classified and certificated employees, and those qualifying under the Affordable Care Act.



ATTENTION: If your position assignment is eligible for medical benefits, you will receive an email notification. Please be sure to check your email for enrollment information. **YOU MUST ENROLL WITHIN 30 DAYS OF ELIGIBILITY.**

BENEFIT INSURANCE PLANS OFFERED ([EMPLOYEE BENEFITS GUIDE](#))

The district offers 2 medical plans, dental coverage, vision coverage, and life insurance:

- ◆ Anthem Blue Cross PPO with Rx
- ◆ Kaiser Permanente HMO
- ◆ Delta Dental
- ◆ VSP Vision
- ◆ The Standard Life Insurance

Medical Partnered Services

- ◆ **Anthem** - 80/20 plan with \$500 medical deductible; \$100 Rx deductible in network
- ◆ **Kaiser** - \$30 copay; no deductible
- ◆ Employee only medical at \$60/month for Anthem PPO; \$30/month for Kaiser HMO based on a 12-month assignment
- ◆ Spouses, Domestic Partner (DP), and Dependents up to age 26 eligible at increased cost

NOTE: OPEN ENROLLMENT RUNS ANNUALLY IN MAY

⇒ change requests relative to medical plan selection, and/or adding dependents

Additional Health & Welfare Options

- ◆ Full-time employees receive dental, vision, and group life with no payroll contribution
- ◆ Continued dental and vision eligibility for children between ages 19-26 requires per semester/yearly verification of full-time student status
- ◆ Group life insurance provides \$50,000 for employees; \$1,500 dependent benefit during active employment

Voluntary Benefits through Contracted Third Party Administrators

- ◆ American Fidelity offers Section 125 plans, cancer policies and disability plans
- ◆ U.S. Omni offers retirement plans such as 403(b) and 457(b)

BENEFIT PROGRAMS

EMPLOYEE ASSISTANCE PROGRAM (EAP)

CVUSD provides an employer-sponsored EAP at no additional cost to eligible employees and their household members. The program is confidential and designed to support personal and work-related challenges.

KEY FEATURES AND SERVICES

Free Confidential Counseling: Up to 3 face-to-face counseling sessions per family unit per year with licensed professionals—fully covered—helping address topics such as emotional stress, marital or family issues, financial or legal concerns, dependent care queries, and identity theft-related issues.

24/7 Telephonic & Crisis Support: Immediate help is available any time—day or night—

for emergency or urgent issues. Hotline support is available through a dedicated confidential helpline.

Unlimited Referrals & Follow-Up: The program provides referrals to external professionals for longer-term support, including services for childcare, eldercare, chemical dependency, legal assistance, and financial advisory. These referrals carry no additional program fees.

Resource Consultations: Financial experts, legal consultants, and community resource specialists are available to assist with planning, budgeting, legal understanding, and navigating daily living challenges.

SAFETY IN THE WORKPLACE

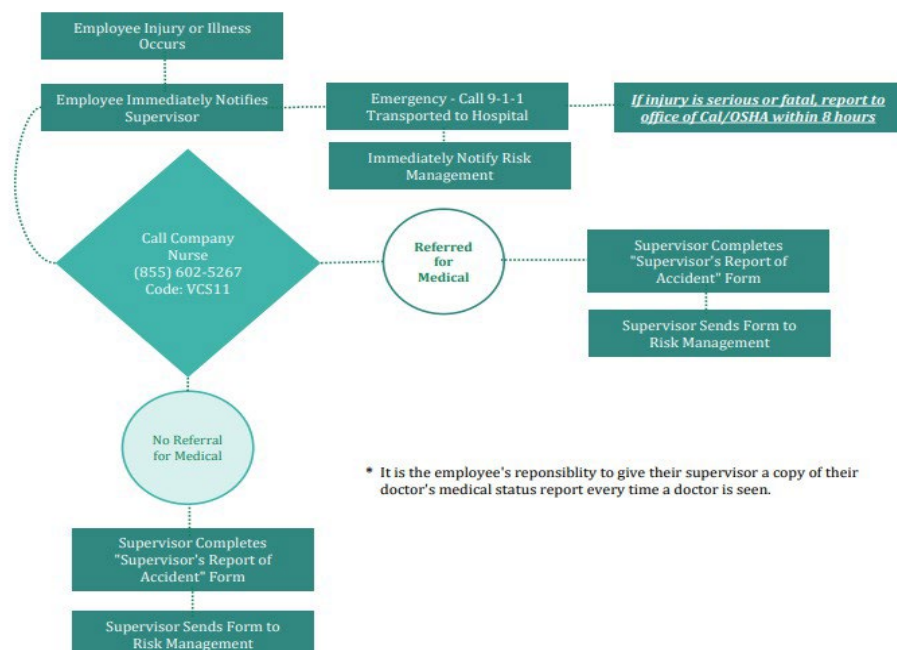
SAFETY TIPS AND INJURY REPORTING PROCESS FLOW CHART

The District is self-insured in Workers' Compensation - every dollar spent on injuries comes directly out of the District's General Fund. Here are a few basic suggestions that can help us dramatically reduce injuries and promote safety in the workplace.

- ◇ Utilize a proper step stool or ladder for reaching overhead items. Avoid standing on chairs, furniture, or boxes to prevent falls and potential fractures.
- ◇ Maintain awareness of your surroundings and footing. Be mindful of uneven surfaces and small objects that could cause trips and falls.
- ◇ Use handrails when ascending or descending stairs. Avoid carrying excessive loads that could compromise your balance.
- ◇ Focus on the task at hand and exercise caution in all activities.
- ◇ Employ proper lifting techniques to prevent overexertion and strain. Seek assistance when handling heavy or awkward items.
- ◇ Address spills immediately to eliminate slip hazards.
- ◇ Ensure aisles and passageways remain clear and unobstructed.
- ◇ Keep desk and file cabinet drawers closed when not in use. Open only one drawer at a time to prevent tipping.
- ◇ Wear appropriate footwear, ideally closed-toe and closed-heel shoes, for better stability and protection.

Employee Injury Process

Risk Management - Workers' Compensation



SAFETY IN THE WORKPLACE

REPORTING A WORKPLACE INJURY

Depending on the circumstance and injury type, you must take the following actions, in the order that is informed by the urgency of care needed:

STEP 1: PROMPTLY NOTIFY YOUR IMMEDIATE SUPERVISOR OF THE INJURY—specify what lead up to the injury and the type of injury sustained.

STEP 2: CONTACT COMPANY NURSE LINE TO REPORT THE INJURY AND RECEIVE FURTHER INSTRUCTIONS FOR ACCESSING CARE

IN CASE OF WORKPLACE INJURY:
ACCION a seguir en caso de un accidente en el trabajo



1-855-602-5267

▶ AVAILABLE 24 HOURS A DAY

- 1▶** Injured worker notifies supervisor.
Empleado lesionado notifica a su supervisor.
- 2▶** Supervisor / Injured worker immediately calls injury hotline.
Supervisor / Empleado lesionado llama inmediatamente a la línea de enfermeros/as.
- 3▶** Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.
Profesional Médico obtiene información por teléfono y asiste al empleado lesionado en localizar el tratamiento médico adecuado.

EMPLOYER NAME (NOMBRE DE COMPAÑIA) SEARCH CODE (CÓDIGO DEL BÚSQUEDA)

Conejo Valley Unified School District	VCS11
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Notice to Employer/Supervisor:

Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site when possible.

Visit us online: www.CompanyNurse.com

STEP 3: CONNECT WITH THE BENEFITS SPECIALIST AND/OR REVIEW CORRESPONDENCE SENT FROM THE ATHENS ADMINISTRATORS RELATIVE TO INITIATING A WORKERS' COMPENSATION CLAIM.

SAFETY IN THE WORKPLACE

REPORTING ANY SAFETY CONCERN

The CVUSD is committed to providing a safe and caring learning environment for all students. In alignment with this commitment, an enhanced partnership with WeTip is now available districtwide.

WeTip is available 24/7 and can be used to report crimes, unsafe conduct, or concerns about people who may harm themselves or others. **Through WeTip members of our CVUSD community can easily and confidentially submit reports in three different ways:**

1. [Online Submission Form](#) (available via QR code below)
2. **Via text message to 844.805.3649**
3. **By phone call to 844.805.3649**

Reports received will be investigated with school officials and in partnership with local law enforcement, as appropriate.

Posters and flyers with this information will be available on our CVUSD campuses, and a direct link to the WeTip Online Form is available on the homepages of all of our CVUSD school websites.

WeTip will add an additional layer of support and safety in our school communities.

Watch the Informational Video, [here](#)

**ANONYMOUSLY
SUBMIT A TIP
844.805.3649**

If you have any information regarding crime or misconduct at your district, submit a WeTip anonymously.

3 WAYS TO REPORT

- TEXT**
844.805.3649
- CALL**
844.805.3649
- SCAN**

SE HABLA ESPAÑOL

The poster features a smartphone displaying the WeTip app interface with a 'Submit a Tip' button. To the right, there are icons for text, call, and scan, along with a QR code for scanning. The background is blue with white and red text.

PERFORMANCE MANAGEMENT; EVALUATION PHILOSOPHY AND PROCEDURES

The District is committed to maintaining high standards of professional excellence. Routine and comprehensive evaluations are essential to fostering accountability, recognizing employee achievements, and promoting continuous improvement across all staff roles.

The evaluation process is designed to acknowledge exemplary performance and identify areas for growth. When improvement is needed, employees are expected to take ownership of their professional development. The District encourages active engagement in this process by seeking support, participating in staff development opportunities, and utilizing available resources such as individualized coaching and guidance.

All employee evaluations shall be conducted in accordance with the procedures outlined in the applicable collective bargaining agreements (CBAs), where relevant, and shall be based on clearly defined, job-specific performance standards.

Through meaningful and constructive evaluations, the District aims to cultivate a culture of excellence, accountability, and professional growth for all employees.

PERFORMANCE EVALUATIONS—CERTIFICATED SERVICE:

Certificated bargaining unit staff will be notified by their supervising administrator within the first two weeks of the school year, in the school year that will serve as the evaluation year. This can be through memo or email. All evaluations are to be completed in Frontline Professional Growth.

- ◆ Certificated evaluations include: (1) Standards and Key Elements Evaluation, (1-2) Observations, (1) Summative Evaluation
- ◆ The administrator and Certificated staff member will meet for their Standard and Key Elements Meeting within the 3rd and 7th week of school.
- ◆ Temporary and Probationary members will have all the Standards and Key Elements selected.
- ◆ Permanent members will have only three Standards and Key Elements selected.
- ◆ Standard and Key Elements will be completed by the administrator within 5 working days following the standards meeting.
- ◆ All members should have at least one formal Observation completed no later than March 1.
- ◆ Temporary and Probationary members are required to have at least 2 formal observations.
- ◆ A conference should be held within 10 days of the observation.
- ◆ All members will have a summative evaluation held and completed before the end of the school year.



"The success of every student begins with the success of a teacher who believes in them."

PERFORMANCE MANAGEMENT: EVALUATION PHILOSOPHY AND PROCEDURES

PERFORMANCE EVALUATIONS—CLASSIFIED SERVICE:

The District will conduct the evaluation process via a web-based performance management module through Frontline Professional Growth.

- ◆ Supervisor completes the web-based evaluation (view [Performance Evaluation template](#))
- ◆ Supervisor schedules a meeting with the employee
- ◆ Evaluation is submitted by the Supervisor
- ◆ Employee logs-in to acknowledge the receipt of the evaluation and makes any related comments. Acknowledgement does not signify agreement. Employees may grieve any believed procedural violations, but the content and ratings are only subject to 2nd level supervisor review, but not a procedural grievance.

General evaluation timelines:

- ⇒ Permanent unit members shall be presented their evaluation between the dates of March 15 to May 15 on an annual basis.
- ⇒ After three (3) consecutive scheduled satisfactory evaluations, CSEA bargaining unit members shall be evaluated every two (2) years. At the discretion of the District, unit members may be evaluated at any time as necessary.
- ⇒ Probationary unit members shall be evaluated twice during their probationary period with at least 30 working days in between the two evaluations.
- ⇒ Employees shall be evaluated by their principal, assistant principal, or by their department head or immediate supervisor as designated by the District. If an employee is regularly assigned to more than one (1) site, they shall be evaluated collaboratively by each of their designated supervisors. All unit members shall have the right to know who their evaluator will be, and, through submission of the form to be used in the evaluation, to be informed as to the standards, objectives and criteria that the employer intends to use in the evaluation.
- ⇒ A supervisor conducting a performance evaluation on a unit member shall strive to utilize objective standards when rendering performance ratings.



EMPLOYEE DISCIPLINE PROCEDURES

CERTIFICATED EMPLOYEE DISCIPLINE—GENERAL PRINCIPLES AND PROCEDURES

The following is a summary of the certificated disciplinary procedures outlined in the UACT Contract between the Conejo Valley Unified School District (District) and the Unified Association of Conejo Teachers (UACT). This information is based on Article 18: Disciplinary Action.

The employment status of certificated unit members is conditional upon meeting reasonable standards of personal conduct and job performance. Failure to meet these standards may lead to appropriate progressive discipline. The District retains the right to discipline unit members for just cause.

PROGRESSIVE DISCIPLINARY STEPS

The District ordinarily follows a process of progressive discipline. However, the process may be initiated at any higher level if the supervisor determines that the action is warranted.

The steps are typically:

1. Identification of problem and, if appropriate, a verbal reprimand.
2. Written warning that is not placed in the employee's personnel file.
3. Written reprimand that is placed in the personnel file, with notice of the possibility of further progressive discipline.
4. A meeting with the Assistant Superintendent of Human Resources to address concerns.
5. Further appropriate progressive discipline, which may include, but is not necessarily limited to, suspension without pay for a period as specified in the Education Code.

Right to Representation (Weingarten Rights)

- Whenever a supervisor or administrator requests a meeting with a unit member, they must inform the unit member of the nature of the meeting.
- A unit member who reasonably believes that a meeting may lead to disciplinary action or an investigation is entitled to have Association representation present at the meeting.

EMPLOYEE DISCIPLINE PROCEDURES

CLASSIFIED EMPLOYEE DISCIPLINE—GENERAL PRINCIPLES AND PROCEDURES

The following is a summary of the classified disciplinary procedures, based on Article 23: Discipline of the Contract of Agreement between the Conejo Valley Unified School District and the California School Employees Association (CSEA), Chapter 620.

I. General Principles and Just Cause

- Just Cause: A permanent classified employee is subject to disciplinary action only for just cause, as required by law or the Merit System Rules.
- Fair Treatment: All employees are entitled to fair, impartial, and consistent treatment during any disciplinary action, regardless of their position or protected status.
- Time Limits: Disciplinary action cannot be based on charges that occurred before the employee achieved permanent status. Generally, action cannot be taken for acts or omissions that occurred more than two (2) years prior to the filing of the Notice of Proposed Disciplinary Action, unless the District was unaware of the act or omission.

II. Progressive Discipline Steps

The District follows the principles of Progressive Discipline, which involves corrective measures of increasing severity designed to motivate an employee to change their performance or conduct. Steps may be repeated or accelerated if conditions warrant a more severe initial action.

The common steps in progressive discipline are:

- A. Counseling: An informal discussion between a supervisor and employee to clarify performance standards and identify solutions for improvement. This may be followed by a written notice summarizing the meeting, noting deficiencies, and establishing improvement objectives.
- B. Verbal Reprimand (Warning): A verbal notice to the employee that their performance or behavior must improve.
- C. Written Reprimand: A formal, documented warning placed in the employee's personnel file, detailing the deficiency and the deadline for correction. It must include notice of possible further disciplinary action if the problem is not corrected.
- D. Suspension: Temporary removal from duty and pay for a definite period. This is reserved for serious misconduct or repeated failure to correct issues following prior disciplinary steps.
- E. Demotion or Discharge (Termination): The most severe actions, taken for serious violations or continued unsatisfactory performance. These actions are subject to specific notice and appeal rights under the Education Code and Merit System Rules.

EMPLOYEE DISCIPLINE PROCEDURES

CLASSIFIED EMPLOYEE DISCIPLINE—CONTINUED

III. Employee Rights and Appeals

- Paid Administrative Leave: Only the Superintendent, Assistant/Deputy Superintendent of Human Resources, or their designee, may place an employee on paid administrative leave pending a disciplinary investigation.
- Right to Representation (Weingarten Rights): If an employee reasonably believes a meeting with a supervisor or administrator could lead to disciplinary action, they are entitled to have a CSEA representative present. The representative can actively assist the employee, though the manager may require the employee to answer specific questions.
- Disciplinary Appeals (Permanent Employees): Permanent employees who have completed probation may appeal formal disciplinary actions (including written reprimands, suspensions, demotions, and discharge) using the Merit System appeal procedure (Personnel Commission Rules and Regulations).

Note: Non-permanent or probationary employees do not have the right to appeal disciplinary actions through this procedure.

COMPLAINT REPORTING PROCEDURES

The nature of the complaint will dictate the manner in which it is reported and resolved. Please reference the [Complaint Processes and Procedures](#) to assist you in navigating the District's complaint reporting and resolution process, as outlined below.

Uniform Complaint

- ◆ Discrimination, harassment, intimidation and/or bullying based on actual or perceived categories in Penal Code 422.5 and Ed. Code 220
 - Employee to Student
 - Student to Student
 - Third Party to Student
- ◆ Programs that use categorical funds, unauthorized charging of pupil fees for educational activities, failure to comply with requirements regarding LCAP, School Safety Plans, retaliation against a complainant alleging discrimination

Board Policy 1312.3

Employee to Supervisor Employee to Employee (Unprofessional Conduct)

- ◆ Misapplication of the district's policies, regulations, rules, or procedures or for "whistleblower" complaints by an employee or job applicant regarding an improper district activity including, but not limited to, an allegation of gross mismanagement, a significant waste of funds, an abuse of authority, or a specific danger to public health or safety, basic unprofessional conduct
 - Employee to employee
 - Employee to supervisor

Board Administrative Regulation – 4144, 4244, 4344

Discrimination In Employment Procedures

Complaints alleging unlawful discrimination in employment on any of the following basis:

- ◆ Actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex, or sexual orientation at any district site and/or activity.
 - Job applicant to hiring supervisor/Human Resources
 - Employee to hiring supervisor/Human Resources

Board Administrative Regulation - 4031

Collective Bargaining Agreement Procedures Violations

Complaints alleging violations of employment procedures stipulated in the collective bargaining agreement covering the employee's employment with the District constitute a GRIEVANCE, and may include:

- Working conditions or other subjects of negotiation, such as position transfers, leaves, wage and hour provisions, etc.
Bargaining unit member to Supervisor

CSEA CBA - Article 20, CVPPA CBA – Article 17, UACT CBA Article 17

PERSONNEL RECORD MANAGEMENT

PERSONNEL FILE MANAGEMENT

The Human Resources Departments maintains digital personnel files for all current employees. The District's personnel files include all documents and records pertaining to employment, including credentials, personal assignment authorizations, terms of contract, acknowledgement of policies and procedures, performance evaluations, written documentations relative to conduct or performance, disciplinary records, etc.

PLACEMENT OF MATERIALS INTO THE PERSONNEL FILE

Supervisors or administrators who prepare written materials for inclusion in an employee's personnel file must sign and date the material prior to its placement. When an employee is requested to sign any document intended for inclusion in the personnel file, the employee shall be advised that the signature acknowledges only that the material has been read and does not signify agreement with its contents. Any request by an employee to include additional materials in his/her personnel file must be approved by the Superintendent or designee. An employee may submit a written response to their performance evaluation and/or any other documents that are deemed derogatory in nature.

ACCESS TO PERSONNEL FILES

The District maintains confidentiality of all personnel records to the extent permissible by law. Employees may request to view the contents of their personnel file by written request and/or explicit authorization, if requesting permission for access by labor representative and/or job steward. HR personnel will transmit digital access to file review via email.

CHANGE OF NAME AND ADDRESS

Employees must inform the Human Resources Department immediately of any change of name, address or telephone number, so that employee records are current and accurate. Failure to do so may cause pay warrants and income tax statements to be delayed. Prior to turning in a legal name change, you must obtain a new Social Security Card showing the new name. You should also keep your emergency contact and beneficiary designation information up-to-date. Certificated Staff: In addition to immediately informing HR of a change of name, please visit www.ctc.ca.gov to also change your name on your Credential document(s).

EMPLOYMENT SEPARATION INSTRUCTIONS

CLASSIFIED SERVICE SEPARATION PROCEDURE:

OPTION 1 (PREFERRED): Complete the *Classified Employment Separation - Retirement & Resignation* form through Frontline Central.

OPTION 2: Complete the [Employee Separation Form](#) and submit the form to their immediate Supervisor/Department Administrator.

The Supervisor must provide a copy to the Human Resources Department designated HR Technician.

For Paraeducators (Special Education) - a copy of the separation form also needs to be provided to:

- Draylen Curtis, Student Services Technician ddcurtis@conejousd.org
- Carrie Holmquist, Human Resources Technician cholmquist@conejousd.org

CERTIFICATED PROBATIONARY AND PERMANENT EMPLOYEES

Complete the *Certificated Employment Separation - Retirement & Resignation* form found at Frontline Central under My Forms - Forms I Can Start.

CERTIFICATED EXEMPT EMPLOYEES (ADULT EDUCATION AND ACADEMIC SPECIALISTS)

Exempt employees who will not be returning to the district, should fill out the [Certificated Employment Separation](#) form found under Certificated Forms and Procedures on the Human Resources - Certificated webpage.

NOTE TO SUPERVISORS: On the last day of employment, the supervisor shall collect district badge, keys, technology devices, equipment and any materials issued in the course of employment.

GENERAL GUIDANCE IN ANTICIPATION OF EMPLOYMENT SEPARATION:

- ◆ Employees may contact appropriate Human Resources and/or Payroll staff for information regarding leave balances, transferring of sick leave (CalPERS and/or when leaving for another K-14 public education agency), and health benefit information.
- ◆ Ensure email address in Frontline ERP self-service portal is set to a personal email and not the district email, which will no longer be accessible following last day in paid status.
- ◆ CVUSD email and access to google drive inactivate the day following the last day in paid status. Please retrieve any necessary documents prior to the last day of service.

FINAL THOUGHTS

We hope this Employee Handbook has provided you with helpful information about working in the Conejo Valley Unified School District. By understanding the District's policies and expectations – as well as the benefits and support available to you – we can work together effectively to fulfill our educational mission.

Please remember that this handbook is a summary and reference guide. For full details on any topic, you may need to consult the actual Board Policies, Administrative Regulations, and collective bargaining agreements that govern our district. These are available through the [District's website](#) and through your union or HR for the CBAs. If you have questions or something isn't clear, reach out to your supervisor or the appropriate department listed below. Open communication is key to a positive employment experience.

Final Note: CVUSD values each of our employees. You are critical to the success and well-being of the students we serve. Whether you are a teacher inspiring young minds, a custodian keeping our schools clean and safe, an office staff member assisting parents and staff, or any other role – you make a difference every day. We are *exceptional, without exception*, when we all work together and adhere to the high standards set forth in this handbook and our district policies. Thank you for your dedication and for choosing to be part of the Conejo Valley Unified family.