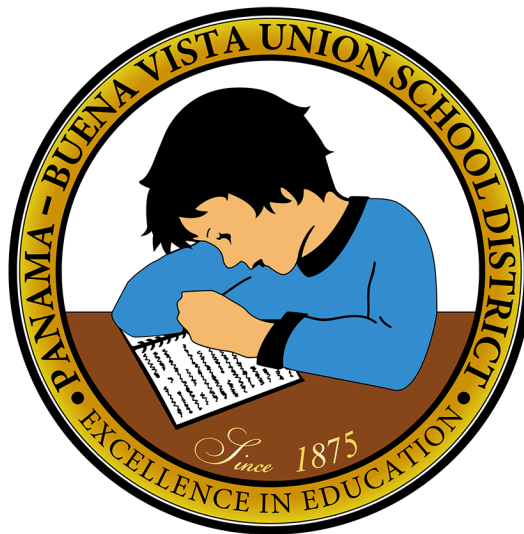


CERTIFICATED EMPLOYEE HANDBOOK

2026-2027



PANAMA-BUENA VISTA UNION SCHOOL DISTRICT
"Excellence in Education"



CERTIFICATED EMPLOYEE HANDBOOK*

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*The Certificated Employee Handbook is also available online at

www.pbvUSD.k12.ca.us

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FORWARD

The **Panama-Buena Vista Union School District ("P-BVUSD or the District")** has created this Handbook for certificated employees as a general guide to the District's current, usual, and customary employment practices. The Handbook reflects state and federal law and Policies and Administrative Regulations adopted by the District's Board of Trustees in effect at the time of publication. The terms "District," "P-BVUSD" and "Employer" are interchangeable.

State and federal law and P-BVUSD Policies and Administrative Regulations are the basic rules under which our District operates. This Handbook does not address every statute, policy, or regulation applicable to certificated administrative or management employees as well. The District requires knowledge of, and compliance with, these rules and procedures.

This Handbook also reflects portions of the negotiated collective bargaining agreement ("Labor Contract") between the District and the Panama-Buena Vista Teachers Association/CTA/NEA ("P-BVTA," "Association," or "exclusive representative"), which represents most of the District's certificated employees in matters related to their wages, hours, and terms and conditions of employment. A particular Handbook provision may not apply to you because specific terms in the Labor Contract prevail over any conflicting general terms in this Handbook. If the Labor Contract does not address a matter contained in this Handbook, the terms of this Handbook are applicable since they reflect the adopted policies of the District's Board of Trustees.

For certificated administrative or management employees, not covered by the P-BVUSD/P-BVTA Labor Contract does not cover, this Handbook constitutes the basic guide to the District's processes and procedures related to their wages, hours, and other terms and conditions of employment. All certificated employees are encouraged to become familiar with this Handbook and the negotiated Labor Contract.

Employee questions or concerns regarding items in the Handbook or the Labor Contract may be raised with your administrator or manager, the Human Resources Division, or P-BVTA. The District's Website is located at www.pbvUSD.k12.ca.us.

CHAPTER 1

GENERAL INFORMATION

Our District - A Brief History

Both the original "Panama School" and the original "Buena Vista School" opened in 1875. Panama School began operations with 11 students, while Buena Vista initially served 16. Originally, Panama School served families from the rural areas to the South and Southeast of Bakersfield stretching eastward toward Lamont. Buena Vista School served families spanning most of the valley floor to the West and Southwest of Bakersfield. In 1900, Stine School District was created out of the eastern portions of the Buena Vista District and the western portions of the Panama District.

Even by the standards of the times, conditions in the rural schools were primitive. The first school buildings were little more than shacks. Depending on the season, their walls and ceilings let in the rain, heat, cold, wind, dust, dirt, bugs, and assorted small critters.

The Panama School moved to its present site at Stine Road and Taft Highway in 1880. Buena Vista School, which originally was on Canfield Ranch property, opened at its current site at Panama Road and Buena Vista Road in 1914. The new buildings better-protected students from the outside elements. Among other benefits, both sites had access to good water.

Over the years the Panama School area became geographically smaller as other school districts like Greenfield and Mountain View (now Lamont) were created and carved away sections of Panama's original boundaries. Likewise, McKittrick, Midway, Rio Bravo, and Greeley School Districts were carved out of the Buena Vista School boundaries.

By the late 1930s, Panama was serving nearly 165 students. In 1938, the District began constructing the current Panama School, which opened in 1939.

Panama Union School District was created in 1944 by a merger of the Panama and Stine Districts. Following World War II and the Korean Conflict, the greater Bakersfield area began growing and expanding to the West and Southwest. As a result, Panama Union's student population grew at a substantial rate, requiring the construction of more classrooms at existing schools as well as new school sites.

The District Today

The Panama-Buena Vista Union School District was formed in 1988 when the Buena Vista School District voted to "annex" Panama Union. A beneficial merger, authorized by state law at the time, applied the property tax funding of the smaller, but higher assessed value per student in Buena Vista to the larger and more programmatically diverse Panama District, without increasing basic property taxes for residents in either district. The increased funding resulted in adding more teachers, lowering class sizes, providing additional instructional materials and equipment, and offering new student support programs and staff for the benefit of our students. The combination of the annexation and a successful school bond election in 1987 set the stage for the extensive renovation of existing schools and the construction of new campuses in order to serve the evolving needs of our students. Our growth continues today, well into the 21st century.

Our Motto

The P-BVUSD's motto, "Excellence in Education" guides all instructional and support services provided to our students, as do our five Pillars of Excellence: Student Achievement; Diverse Learning Organization, Wellness, Safety and Equity for All; Family and Community Partnerships; and Fiscal Responsibility. Today, P-BVUSD programs serve approximately 20,000 Pre-K through 8th grade students. We employ approximately 1,000 certificated and 1,300 classified employees in a variety of teaching, administrative, instructional, and student support positions and job classifications.

District Board of Trustees and Administration

The P-BVUSD voters elect a five-member Board of Trustees from Single Member Trustee Areas. Each Trustee serves a four-year term of office. Regular meetings of the Board are held once a month and twice a month in May and June.

Current members of the Board of Trustees:

Keith Wolaridge, President
Linda Garcia, Vice President
Bryan Easter, Board Clerk
Paula Van Auken, Trustee
Chad Blain, Trustee

Under California law, the P-BVUSD Board of Trustees provides policy guidance, leadership, and citizen oversight to the District. In order to ensure responsiveness to the values, beliefs, and priorities of the community, the Board:

1. Establishes the District's general policy direction focused on student learning and achievement using constituent-based (i.e., parents, students, and staff) consultative processes.
2. Establishes and adopts academic expectations and supporting curriculum and instructional materials.
3. Ensures that students have the opportunity to receive a quality education, regardless of social, cultural, or economic background.
4. Regularly monitors and reviews the effectiveness of core beliefs, values, and tenets as those principles are incorporated into the District's programs, activities, and operations.
5. Adopts fiscally sound yearly budgets that reflect the District's goals as well as maintain financial stability.
6. Provides community leadership and advocacy on behalf of students, the District's educational program, and public education.
7. Employs the Superintendent to serve as the District's chief administrative officer and as secretary to the Board.

Superintendent and Assistant Superintendents***Office of the Superintendent*****District Superintendent**

Dr. Katie Russell
4200 Ashe Road, Bakersfield, CA 93313
Phone: (661) 831-8331

Day-to-day District operations are managed by an administrative team led by the District Superintendent, who serves as the chief executive officer and member of the District's governance team. The Superintendent is responsible for the implementation of Board policies and decisions as well as the management of the District's instructional and non-instructional operations.

Day-to-day management and oversight responsibilities for District-wide administrative service departments are delegated to Assistant Superintendents. School site and program management responsibilities are delegated to school Principals and other certificated and classified administrative staff.

Business Services Division**Assistant Superintendent**

Katie Gonzalez
4200 Ashe Road, Bakersfield, CA 93313
Phone: (661) 831-8331

Maintenance/Operations/**Grounds**

Director, Paul Johnson
Phone: (661) 831-8331

Fiscal Services

Director, Laura Lorigo
Phone: (661) 831-8331

**Information, Security &
Technology**

Director, Brook McKnight
Phone: (661) 831-8331

Nutrition Services

Director, Kristi Sepsey
Phone: (661) 397-2200

Purchasing/Warehouse Services

Director, Renae Roundy
Phone: (661) 831-7879

Transportation

Director, Neftali Perez
Phone: (661) 831-8331

Educational Services Division**Assistant Superintendent**

Marilyn Paslay
4200 Ashe Road, Bakersfield, CA 93313
Phone: (661) 831-8331

Administrator of Alternative Education

Director, Greg Adkins
Phone: (661) 397-2200

Health, Safety & Wellness

Director, Nancy Gordon
Phone: (661) 831-8331

Communication

Director, Chantel Stansberry
Phone: (661) 831-8331

Innovation & Improvement

Director, Greg Adkins
Phone: (661) 831-8331

Community & Family Engagement

Director, Susie Ayon
Phone: (661) 831-8331

Student Support

Director, Dr. Jazmine Frias
Phone: (661) 831-8331

Human Resources Division**Assistant Superintendent**

Darryl Johnson
4200 Ashe Road, Bakersfield, CA 93313
Phone: (661) 831-8331

Human Resources

Director, Melissa Brown
Phone: (661) 831-8331

HR Projects & Systems

Coordinator, Dale Bivens
Phone: (661) 831-8331

Talent Management - Certificated

Director, Tiffany Brasier
(661) 831-8331

Talent Management - Classified

Director, Nicole Miller
(661) 831-8331

Instructional Services Division**Assistant Superintendent**

Trina Lovio
4200 Ashe Road, Bakersfield, CA 93313
Phone: (661) 831-8331

Assessment, Curriculum & Technology

Director, Jill Hamilton-Bunch
Phone: (661) 831-8331

Consolidated Programs

Director, Stephen Johnson
Phone: (661) 397-2200

Extended Learning & Day Care Services

Director, Michael Brasier
Phone: (661) 831-8331

Professional Development

Director, Rachelle Montoya
Phone: (661) 831-8331

Visual and Performing Arts

Administrator, Stephen Miniard
Phone: (661) 397-2200

Special Services Division and SELPA**Assistant Superintendent**

Dr. Denita Maughan
3100 Actis Street, Bakersfield, CA 93309
Phone: (661) 831-1906

Special Education Assessments

Director, Dr. Russell Van Dyke
Phone: (661) 831-1906

Special Education Programs

Director, Melissa Wood
Phone: (661) 831-1906

School Sites and Administration***Elementary Schools*****Amy B. Seibert**

Bryan Gridiron, Principal
2800 Agate Street
Bakersfield, CA, 93304
(661) 832-4141

Alternative Education

Greg Adkins, Director
5901 Schirra Court
Bakersfield, CA 93313
(661) 397-2200

Berkshire

Daniel Hansford, Principal
3900 Berkshire Road
Bakersfield, CA 93313
Phone: (661) 834-9472

Buena Vista

Therese Haley, Principal
6547 Buena Vista Road
Bakersfield, CA 93311
Phone: (661) 831-0818

Charles H. Castle

Adam Straw, Principal
6001 Edgemont Drive
Bakersfield, Ca 93309
Phone: (661) 834-5311

Christa McAuliffe

Cristina Ishii , Principal
8900 Westwold Drive
Bakersfield, CA 93311
Phone: (661) 665-9471

Douglas J. Miller

Dan Bickham, Principal
7345 Mountain Ridge Drive
Bakersfield, CA 93313
Phone: (661) 836-6689

Highgate

Morgan Hicks, Principal
13401 Pemberley Passage
Bakersfield, CA 93311
Phone: (661) 847-1617

Laurelglen

Aliece Stanley, Principal
2601 El Portal Drive
Bakersfield, CA 93309
Phone: (661) 831-4444

Leo B. Hart

Rebekah Stambook, Principal
9501 Ridge Oak Drive
Bakersfield, CA 93311
Phone: (661) 664-1296

Mt. View TK-8

Erica Rojas, Principal
10001 Stine Road
Bakersfield, CA 93313
Phone: TBD

Old River

Kathy Josephson, Principal
9815 Campus Park Drive
Bakersfield, CA 93311
Phone: (661) 664-7009

Panama

Brian Malavar, Principal
9400 Stine Road
Bakersfield, CA 93313
Phone: (661) 831-1741

Ronald Reagan

Matt Kennedy, Principal
10800 Rosslyn Lane
Bakersfield, CA 93311
Phone: (661) 665-8099

Roy W. Loudon

Jared Coppola, Principal
4000 Loudon Street
Bakersfield, CA 93313
Phone: (661) 398-3210

Sandrini

Dr. Arika Jackson, Principal
4100 Alum Avenue
Bakersfield, CA 93309
Phone: (661) 397-1515

Sing Lum

Dion Lovio, Principal
4600 Chaney Lane
Bakersfield, CA 93311
Phone: (661) 664-1611

Stine

Shelly Tiffin, Principal
4300 Wilson Road
Bakersfield, CA 93309
Phone: (661) 831-1022

Stockdale

Matthew Merickel, Principal
7801 Kroll Way
Bakersfield, CA 93309
Phone: (661) 831-7835

Van Horn

Montrelle Henry Principal
5501 Kleinpell Avenue
Bakersfield, CA 93309
Phone: (661) 324-6538

Whitley TK-8

Joshua Porter, Principal
2923 McKee Road
Bakersfield, CA 93313
Phone: (661) 885-6600

Williams

Daphne Garcia, Principal
5601 Harris Road
Bakersfield, CA 93313
Phone: (661) 837-8070

Junior High Schools**O. J. Actis**

Jillynn Dulcich, Principal
2400 Westholme Boulevard
Bakersfield, CA 93309
Phone: (661) 833-1250

Tevis

Julie Graves Faulkenberg,
Principal
3901 Pin Oak Boulevard
Bakersfield, CA 93311
Phone: (661) 664-7211

Thompson

Lana Martin, Principal
4200 Planz Road
Bakersfield, CA 93309
Phone: (661) 832-8011

Stonecreek

Katrina Wilson, Principal
8000 Akers Road
Bakersfield, CA 93313
Phone: (661) 834-4521

Earl Warren

DeMarcus Clear, Principal
4615 Mountain Vista Drive
Bakersfield, CA 93311
Phone: (661) 665-9210

CHAPTER 2

EMPLOYMENT PROCESS

Expectations of District Employees

Each certificated employee, regardless of job classification, is employed to support the educational experience of the students we serve. The District expects employees will strive for excellence in the service they provide.

Regardless of position, employees are expected to exercise good judgment when interacting with students and other members of the school community. Students, parents, co-workers, and visitors to our sites and facilities are to be treated with courtesy and respect in all interactions. Employees are expected to conduct themselves fairly, honestly, and with integrity at all times on the job, and to contribute to a positive school climate.

Employees are expected to maintain the confidentiality of student information as required by law and by "reasonable person" common sense and to refrain from any discussion of our students and their issues outside of the school setting. District property, facilities, and resources are to be treated with care and respect as well since they belong to the taxpayers.

Employees are expected to arrive at their designated work site on time and to work the number of hours they are assigned each day. Further, employees are expected to comply with the law and Board Policies related to their positions, to Labor Contract terms related to their employment, and to directions given by their administrators or managers. When a direction is not clear or understandable, employees are encouraged to ask for further explanation in order to make certain they understand what is expected.

As provided by law, as well as through the negotiations process, the District provides a number of benefits available to employees. These benefits include a compensation package with a competitive wage scale, a high-quality health benefits insurance program, and generous leave time. In return, the District expects employees to provide a full day's work for a full day's pay and that leave time will be used only as and when both appropriate and necessary.

Equal Employment, Nondiscrimination, Anti-Harassment

P-BVUSD is committed to equal employment opportunity and makes employment decisions on the basis of merit, attempting to place the best available person in each position. The District is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all District employees and substitutes, and also prohibits unlawful discrimination by any District employee, including co-workers, administrators, managers, and supervisors.

District policy prohibits unlawful discrimination or harassment by any coworker, supervisor, manager, or another person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, reproductive health decision making, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful harassment includes, but is not limited to, unwelcome comments; epithets; graphic or written material; innuendo; jokes; pranks; slurs; stereotyping; or threatening, hostile,

or intimidating acts based on another person's protected status (See Appendix C).

Complaints of Discrimination or Harassment

Employees who believe they may have been subjected to unlawful discrimination or harassment should submit a written complaint to their immediate supervisor. If that person is the subject of the complaint, the complaint should be sent to the Educational Services and Human Resources Divisions. Applicants for employment who believe they have been subjected to any form of unlawful discrimination or harassment should file a written complaint with Human Resources. All complaints should be as specific as possible and should include the names of the persons involved as well as the names of any witnesses.

The District will commence an investigation promptly and will attempt to resolve the situation. The investigation will be as thorough, effective, and objective as the facts of the situation allow. Employees and job applicants may contact the state Department of Civil Rights (formerly the Department of Fair Employment & Housing) to obtain information regarding harassment protections and training at www.dfeh.ca.gov.

The District will not retaliate against an employee or job applicant for filing a complaint and will not knowingly permit retaliation by administrators, managers, supervisors, or co-workers. The District does not discriminate in admissions or employment on the basis of sex and prohibits sex discrimination as required by Title IX. Any inquiry regarding application of Title IX may be referred to the Title IX Coordinator, the Office of Civil Rights, or both.

The District's Title IX Coordinator & Equity Compliance Officer:

Lynn Paslay
Assistant Superintendent, Educational Services
4200 Ashe Road
Bakersfield, CA 93313
lpaslay@pbvUSD.k12.ca.us
(661) 831-8331, ext. 6132

The District's non-discrimination policies and grievance procedure are located on the District's website at www.pbvUSD.k12.ca.us. Any report of conduct that may constitute sex discrimination under Title IX may be reported to the Assistant Superintendent of Educational Services's office (contact information above).

Notification of Section 504 Coordinator

Complaints Regarding Discrimination and Discriminatory Harassment (Section 504 of the Rehabilitation Act of 1973, Title VI Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972; 34 CFR 104.8, 34 CFR 106.9 and 34 CFR 110.25)

The district is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Section 504 of the Vocational Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA), which prohibit discrimination on the basis of disability. The California Department of Education and the Office for Civil Rights of the U. S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. Complaints or inquiries regarding compliance with Section 504 or Title II of the Americans with Disabilities Act may be directed to the district Section 504 Coordinator Lynn Paslay, Assistant Superintendent Educational Services, 4200 Ashe Rd, Bakersfield, CA, 93313, (661) 831-8331 x 6132 or to the Director of the Office for Civil Rights, U.S. Department of Education, in Washington, D.C.

Complaints of unlawful discrimination are investigated through the uniform complaint process. For a complaint form or additional information, please contact: Lynn Paslay, Assistant Superintendent Educational Services, 4200 Ashe Rd, Bakersfield, CA, 93313, (661) 831-8331 x 6132.

Reasonable Accommodation

The District complies with applicable laws and regulations ensuring equal employment opportunities for qualified individuals with a disability. After an interactive process dialogue, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified employee or job applicant with a disability unless the accommodation would result in an undue hardship to the District.

An employee or job applicant who believes accommodation is necessary in order to be able to perform their essential functions should contact Human Resources to discuss the matter. The District will engage in an interactive process to identify potential reasonable accommodations which will assist the employee or applicant in the performance of the essential functions of their job.

Application Procedures

Applicants for employment submit a formal application, including supporting documentation. Certificated openings are posted at the District Office, at each school and department site, and on the District website, www.pbvusd.k12.ca.us. Applications and supporting information are submitted online.

Fingerprints

In order to be accepted for certificated employment in the District, California law requires a successful applicant to be fingerprinted at their expense. Fingerprints are submitted to the State Department of Justice and the Federal Bureau of Investigation for a criminal conviction records check. Department of Justice clearance must be received before any employee may begin their assigned duties.

Freedom from Communicable Disease

In order to be accepted for certificated employment in the District, California law requires

that a successful applicant possess a current (within four calendar years) certificate affirming that the applicant is free from active tuberculosis (TB). As a condition of continued employment, the TB certificate must be renewed every four calendar years. An employee whose TB clearance has expired is not permitted to work until a new clearance is submitted. Any time off will be charged to available leave or other paid time.

New Employee Training and Orientation

As a new employee, part of your onboarding process requires you to complete online training courses including, but not limited to, Child Abuse/Neglect Identification and Reporting Requirements, Code of Conduct for Employee-Pupil Interactions, and Uniform Complaint Procedures. Employee training is required annually. You will be provided an online training link from the Department of Health, Safety and Wellness upon employment and at the beginning of each school year to complete this training.

Orientation to Assigned Bargaining Unit

Employee organization membership materials are provided to each new hire along with the regular District paperwork. In addition, the District informs each new employee of the time and location of the employee organization orientation meetings.

CHAPTER 3 WAGES AND BENEFITS

Compensation Package - Wages and Insurance Benefits

For certificated employees who are represented by the Association, wages, insurance benefit programs, and other terms and conditions of employment are established through the bi-lateral negotiation process in the law. The wages and benefits of non-represented administrative and management employees are determined through a consultation process with the Superintendent followed by a recommendation to the Board of Trustees.

In most cases, employees in the first year of their careers are paid the amount on the first "step" of the salary range that applies to their position. Year-by-year wage step advancement is specified in the Labor Contract or on the salary schedule itself. District policy and the Labor Contract provide that employees who have relevant prior work experience may be placed on a salary step reflecting that experience.

The current salary schedules for certificated employees are available from the Human Resources Division, in the Labor Contract, and on the District's website (www.pbvUSD.k12.ca.us).

Pay Warrant Schedule

Certificated employees are paid once each month on the last District workday of the month. Employees who are assigned to a 10-month work year, receive 10 or 11 equal checks, depending on the months of service. Automatic deposits of pay warrants are strongly encouraged. Pursuant to a long-standing agreement between the District and the Association, the District extracts 8.333% monthly to provide "hold-back pay" each summer to certificated employees working less than a full calendar year. This is a benefit for our certificated employees to ensure continuity of pay during non-working months.

If you think an error may have been made on your pay warrant, contact Human Resources or the Payroll Department as soon as possible.

Mandatory Payroll Deductions

- "Withholding" of federal and state income taxes from your wages, based on your taxable gross and the withholding information provided on your W-4 and DE-4 tax forms.
- Federal Social Security System and Medicare taxes. (Employees who work less than four hours per regular workday and who qualify have the option of participating in the SISC Defined Benefit Plan at no cost to the employee, as an alternative to Social Security.)
- The California State Teachers Retirement System ("CalSTRS").

Voluntary Payroll Deductions

You may authorize electronic direct deposit of your pay warrant in your bank or credit union. You also may authorize payroll deductions for savings accounts and loan payments, charitable donations, employee organization dues and fees, health benefits

(part-time employees), optional insurance coverages, professional societies, U.S. Savings Bonds, and various tax-sheltered products. Authorized deductions are listed on the pay warrant.

Insurance Benefits

Full-time employees are enrolled in the District's health insurance plans automatically at no cost. Part-time employees may be eligible to enroll in the insurance benefits package and to receive a prorated contribution toward the cost. Enrollment occurs during the hiring process and the insurances become effective at the beginning of the month following the first regular pay warrant. Information regarding the District's insurance benefits is available from Human Resources. All certificated employees are eligible for the following insurance benefit package:

Medical Insurance

Anthem-Blue Cross Plans (PPO 80-C, \$20, Rx \$7/\$25; PPO 80-E, \$20, Rx \$9/\$35; PPO 90-C, \$20, Rx \$7/25) administered by SISC III.

Dental Insurance

Delta Dental of California (Plan DD1500; C100/1000) administered by SISC III..

Vision Insurance

Vision Service Plan. (Signature C \$10) administered by SISC III.

Life Insurance

A SISC III-administered \$50,000 term life policy (GOOOABIH-18B) covering the employee only.

Employee Assistance Program

The EAP is a service available to employees and members of their household at no extra cost. It's designed to help the employee or their family member with personal problems and questions, including a need for counseling or references to financial or legal advisors. To receive assistance, call 800-999-7222 or visit www.anthemEAP.com and enter SISC.

Mileage, Meals, and Lodging Expenses

If an employee is authorized or required to use a personal vehicle in order to travel on District business, reimbursement for the miles traveled will be made at the current authorized rate. Travel outside of the District overnight on authorized District business, provides reimbursement for necessary miles, meals, and lodging at the District's established rates. "Actual and necessary" reimbursement for lodging may be authorized when circumstances require.

Leaves of Absence

Employees are granted leave time *off* from work by the Labor Contract and by state and federal law for specified purposes. Based on the particular reason for a leave, the time *off* work may be at full pay, with partial pay, or in no pay status. Paid leave benefits are provided to ease the financial burden on employees who are required to be absent from duty due to legitimate illness, injury, or other personal issues. Several of the listed leaves allow the use of Regular Sick

Leave time, even though the reason for the leave is not an illness or injury. Unpaid leave benefits allow an employee to be absent from duty without affecting their employment status.

Since absence from work diminishes services to our students, the District expects you to use leave time only as and when needed and for the specifically authorized purpose. You are expected to report the need to use a leave to your immediate supervisor or other designated contact as soon as it is known. ***Some leaves of absence require an advance written request and approval for taking time off.*** In case of an emergency, report your absence in Frontline and notify your supervisor as soon as possible.

Also, employees are expected to understand that substantial use of leave time (paid or unpaid) can have a negative impact on job performance and can lead to remedial or other actions. At the same time, the District recognizes that substantial leave usage may indicate the need for an Interactive Process to explore possible accommodation of a serious health condition.

If you must be absent from work, it is your responsibility to notify your administrator and enter your absence in Frontline timely. Authorized leaves of absence in the Labor Contracts are summarized as follows:

Regular Sick Leave

Certificated employees earn regular sick leave on the basis of 10 sick days for a student school year assignment, 11 days for an 11-month assignment, or 12 days for a 12-month assignment.

By law, employees who worked for another school district, community college, or county office of education immediately prior to their employment with P-BVUSD may be eligible to transfer unused sick days from the prior employer. Human Resources will advise you as to your eligibility.

Any Regular Sick Leave days that are not used during the fiscal year carry over to the following year without limitation. Upon retirement, unused sick days are converted to service credit and are applied to your CalSTRS retirement.

Subject to applicable statutes, Regular Sick Leave days also may be used for Crime Victim Leave, Industrial Accident Leave, Organ and Bone Marrow Donor Leave, and Parental (maternity/paternity) Leave. Employees may be required to provide acceptable verification of illness from a physician or practitioner.

Pregnancy Leave

Employees are allowed to use available Regular Sick Leave and other related leave benefits on the same basis as for any other illness or injury when they are pregnant, experiencing childbirth, or a related medical condition.

Extended Sick Leave

The Education Code provides that an employee who has exhausted all earned Regular Sick Leave, including accumulated sick leave, and remains off of work due to illness or accident may utilize Extended Sick Leave. Extended Sick Leave is limited to a total of five school months. This benefit consists of the employee's regular rate of pay, minus the amount paid to a substitute who was hired to fill the position or the amount

that would have been paid to a substitute had one been employed. It is important to note that this leave is only available to employees who are sick or injured. It is not available to care for a family member or attend to a family member's illness or injury.

Family and Medical Leave Act

Employees who qualify under the provisions of the Federal Family and Medical Leave Act or the California Family Rights Act may request a leave of absence in accordance with requirements established by law and regulations for up to 12 weeks per school year.

In addition, FMLA authorizes up to 26 weeks off for qualifying illnesses and injuries incurred during active duty military service. Unless prohibited by law, CFRA and FMLA leaves run concurrently. Health insurance benefit contributions are made as provided by law.

Personal Necessity Leave

If approved by your supervisor, you may use up to 10 days of your Regular Sick Leave per year for matters of personal necessity. The request for leave must be made at least 2 days in advance (except in cases of death or serious illness or accident involving you or your immediate family member). The leave must not be for monetary gain and will not be granted for an extension of a holiday; recreational activities; matters that can be cared for outside of your regular work day; or concerted activities.

Personal Business Leave

For certificated bargaining unit members, two (2) of the 10 days of sick leave may be used for personal business leave per year and is non-cumulative. You will not be required to give a reason for using the two (2) personal business leave days. You must provide five (5) workdays advance written notice of the intended use of a personal business leave day. In no case may a personal business leave day be taken to extend District School Calendar recesses or on the days of scheduled District Professional Development.

Bereavement Leave

You will be granted leave at full pay due to the death of any member of your immediate family as defined. The leave period is up to five workdays, or up to seven workdays if travel of 250 miles or more one way or if out-of-state travel is required.

Unless another leave provision lists specific family members to which it applies, members of your immediate family include your spouse or registered domestic partner, your children (biological, adoptive, foster, step, legal ward, or to whom you stand *in loco parentis*) regardless of age or dependency status, parents (biological, adoptive, foster, step, legal guardian, or person who stood *in loco parentis* when you were a minor), siblings, grandparents, or grandchildren, and those of your spouse or registered domestic partner.

Compelling Personal Leave

Certificated employees may apply to the Assistant Superintendent of Human Resources to use up to five days leave of absence annually for the conduct of personal business which is of a compelling personal nature that cannot be carried out during

off-duty time. The District will deduct the sum paid to a substitute from your salary.

Unpaid Personal Leave

You may be granted an unpaid personal leave not to exceed 10 days at the discretion of the Assistant Superintendent of Human Resources.

Jury Duty Leave

You will be granted as many days of leave at full pay as are necessary in order to appear for Jury Duty. You must submit your certificate of jury service with your absence in Frontline.

Industrial Accident Leave

A leave with pay for a maximum of 60 work days may be available if you incur an industrial accident while on duty. The District, specifically the Health, Safety, and Wellness Department, will work with you to ensure you receive the appropriate level of benefits.

Child-Bonding Leave / Parental Leave

Child Bonding Leave and/or Parental Leave for the reason of the birth of a child of the employee, or the placement of a child with the employee in connection with the adoption or foster care of the child by the employee, will be provided to eligible employees for a period of up to 12 workweeks in accordance with Government Code §12945.2 and/or Education Code §44977.5.

Unpaid Extended Leave

You may apply for an unpaid leave of absence of up to one year duration. Unpaid leaves are considered on a case-by-case basis as provided by the Labor Contract and, unless required by law, are granted or denied at the District's discretion.

Judicial/Subpoena Leave

You will be granted leave at full pay when you are required to appear as a witness in court, other than as a litigant, or are required to respond to a subpoena from another governmental jurisdiction, subject to the Labor Contract.

Military Leave

You will be granted any required military leave as provided by law. Depending on the circumstances, you may or may not receive pay for the leave time. Employees retain all employment rights and privileges granted by law arising out of their military leave.

Sabbatical Leave

A one-year or part-year Sabbatical Leave may be granted for the purpose of professional advancement. Eligible employees must have taught in the District for seven complete school years as well as satisfy the conditions set forth in the Labor Contract.

Catastrophic Leave/Continuation of Pay Status

Should the need arise, the Labor Contract provides access to a benefit where other employees may donate their earned Regular Sick Leave credits to assist fellow employees in need. The process is initiated at Human Resources, which will explain requirements and limitations and will assist you with submitting an application.

California and Federal laws mandate other leaves of absence that are not contained in the Labor Contract. Should the need arise, please contact Human Resources to discuss your circumstances and options connected to disability, in addition to any other leave entitlement.

Be advised, unless you are a 12-month employee, there are no provisions for paid vacation leave for certificated employees. You are encouraged to utilize your non-contract days during the Autumn, Winter, Spring, and Summer recess periods for recreation and relaxation.

CHAPTER 4 GENERAL WORKING CONDITIONS

Absence Reporting

The District expects employees to be punctual and conscientious in their attendance. Although leaves of absence are provided by law and subject to Labor Contract terms, excessive absences and/or tardiness may become a job performance or suitability issue.

If you are ill, or otherwise need to be absent from work, you should follow any specific school or department guidelines, report your absence on Frontline within 48 hours of the absence, and inform your administrator or manager (or other designated contact) as soon as you are able. You are expected to inform us on the day preceding your absence (if possible) or as soon as possible on the day of your absence so that a substitute may be obtained to cover your duties. It is not sufficient for an employee to notify a co-worker, secretary, or receptionist unless that person has been designated as the appropriate contact. ***Some leaves of absence require an advance written request and approval for taking time off.*** When you return from an absence, you will complete and submit the District's absence reporting form.

Change of Name, Address, or Contact Information

If you change your name by marriage or otherwise, move, change your phone number, or email contact, you should use the District's Employee Access (EA) system so District records are current and accurate. Please see the District's website for instructions. Any name change requires that you submit a new Social Security card with the Change of Address form. Failure to maintain current information could delay pay warrants and Income Tax statements.

Probationary and Permanent Status

Normally, for the first two years of your employment, you are a probationary employee. If you do not have a preliminary or clear credential, by law this probationary period may be extended. As a probationary employee, you have the opportunity to demonstrate your skills and ability to meet the District's expectations for the performance of your job duties. The evaluation process in the Labor Contract lists the areas and factors upon which your performance will be evaluated. Probationary employees are evaluated using the Labor Contract process at least once each year. During the probationary period, an employee is in "at-will" status and may be dismissed or "non-reelected" without cause.

When you complete your probationary period, you achieve permanent employee status. As a permanent certificated employee, job performance is reviewed on a continuing basis, with a formal written evaluation process at least every two years. Permanent certificated employees may be disciplined or separated from employment only for cause as provided by the Education Code.

Discipline of Permanent Certificated Employees

Permanent certificated employees may be subject to disciplinary action (specifically, suspension without pay or dismissal) only for those causes outlined in the Education Code, Board Policy, and Administrative Regulations.

Employees who may be subject to disciplinary action are entitled to due process, which includes an unbiased investigation of the allegation or allegations against them, preliminary notice of the underlying charge or charges, representation during the investigation, and an

opportunity to meet with the investigator and to present a defense.

Following the investigation, the Superintendent or designee may initiate disciplinary action by filing a written recommendation with the Board of Trustees. A copy of the recommendation is served on the employee personally, or by registered or certified mail at the employee's last known address. The recommendation includes: a statement of the discipline being recommended; a statement of the cause or causes for the discipline, including specific acts or omissions upon which the causes are based, a statement of any specific District rule, policy, or regulation alleged to have been violated; a statement of the employee's right to appeal the recommendation and to request an appeal hearing. Processes and procedures relating to discipline of permanent certificated employees are detailed in Board Policy and Administrative Regulation 4118.

District Materials, Equipment, and Property

All District materials, supplies, and equipment in the schools are public property. Employees are not allowed to borrow or use materials, supplies, or equipment for personal purposes. Unauthorized use, theft, or willful destruction could result in disciplinary action.

If you are issued a key to any District property, you are responsible for it. ***Any District key issued to you must not be given to any other person for any reason. If a key is lost or damaged, you must report it to your administrator or manager immediately.***

Dress and Grooming

As an educational institution that serves students and our community, an appropriate, professional image should be projected to students, parents, and the community in general. Employees are expected to maintain standards of dress and grooming that reasonably conform to the dress generally acceptable as a representative of their position or that reasonably are required by the nature of their job responsibilities and assigned duties. Inquiries or issues regarding appropriate attire should be directed to Human Resources.

Overtime/Compensatory Time Off

In general, certificated employees are excluded from the mandatory overtime or compensatory time off provisions of state and Federal law. The Labor Contract contains specific negotiated exceptions to the exclusion.

Performance Evaluations

You were hired by the District based on our impression that you have the potential to demonstrate a high degree of competence in the performance of your duties. Your ability to perform within the standards for your position, demonstrated by the quality and quantity of your work as well as positive personal traits, impacts your job performance.

The Labor Contract outlines the basic evaluation procedures. The evaluation process includes meeting and interacting with your evaluator as well as providing assistance in addressing any identified performance issues.

As a probationary employee, you should receive at least one formal written evaluation during each year of service. Once you have achieved permanent status, the scheduled performance evaluation cycle is usually at least once every two years.

The main purpose of an employee evaluation is to inform you of your work performance, to review future goals and expectations, and, where needed, to offer guidance for improvement. An unscheduled evaluation may occur at any time.

Personnel File

Once you are employed by the District, an official personnel file is created by the Human Resources Division. Information in the personnel file is considered confidential to the extent allowed by law. If the District receives derogatory information regarding you, the information will not be placed in the file until you are notified and given an opportunity to review and comment on it. Contact Human Resources if you wish to view the official personnel file.

Required Annual Policy Review and Acknowledgements

State and federal statutes and regulations require the District to have employees review certain policies annually and to sign an acknowledgment of receipt and review. These policies are included in the new employee orientation and annual training provided by the Department of Health, Safety, and Wellness.

Resignation

If you decide to resign from your employment, the District requests that you provide reasonable notice. A resignation should be addressed to the District Superintendent and submitted to Human Resources. Please be advised that should you wish to resign your employment mid-year, your resignation may not be accepted and/or you may be reported to the Commission on Teacher Credentialing for failure to fulfill a valid contract of employment.

Seniority

Your District seniority date is the first day you worked for the District in a probationary certificated position. Working as a "substitute" does not establish seniority.

Work Hours

The full-time workday consists of seven and one-half hours for Teachers and Academic Coaches. The full-time workday for Instructional Specialists, Intervention Counselors, School Nurses, Social Workers, and Speech Pathologists consists of eight hours. Daily scheduled work hours are based on the job category and the needs of the school, the department, or the District. Your daily work schedule may vary from other employees, even employees in the same category.

The Labor Contract provides a duty-free, uninterrupted lunch period of at least 30 minutes for Teachers, Academic Coaches, Curriculum Specialists, Intervention Counselors, School Nurses, and Speech Pathologists.

On one day each school month, work hours are extended by 30 minutes to allow for a site or department staff meeting.

Work Year

The regular work year for General Education Teachers is 183 days and the regular work year for Special Education Teachers, Speech Pathologists, and Speech Specialists is 184 days. The regular work year for Academic Coaches is 186.

The work year for all other certificated employees is noted on the salary table for each respective job classification. Refer to your collective bargaining agreement or the Human Resources Division for that information.

Early Start Elementary Schools: (7:15 AM - 10:45 AM) - (11:15 AM - 2:45 PM)

• Castle • Laurelglen • McAuliffe • Miller • Panama • Reagan	• Sandrini • Seibert • Stine • Stockdale • Van Horn
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Late Start Elementary Schools: (8:05 AM - 11:35 AM) - (12:05 PM - 3:35 PM)

• Berkshire • Buena Vista • Hart • Highgate • Loudon	• Lum • Mountain View TK-8 • Old River • Whitley TK-8 • Williams
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Junior High Schools: (8:15 AM - 11:45 AM) - (12:15 AM - 3:45 PM)

• Actis • Alternative Education • Stonecreek • Tevis	• Thompson • Warren • Whitley (Jr High campus)
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CHAPTER 5

IMPORTANT DISTRICT POLICIES

Employee-Student Interactions

P-BVUSD desires to provide a positive school environment that protects the safety and well-being of district students. It is expected that all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety. Such adults will not engage physically with students unless trained and unless the student is at imminent risk of serious harm to themselves and to others.

Duty to Report

Any employee who observes or has knowledge of another employee's violation of this policy must report the matter to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Employee-Student Interaction policy is included in the new employee orientation and annual training. You will be provided an online training link from the Department of Health, Safety, and Wellness at the beginning of each school year to complete this training.

District Technology – Acceptable Use Policy

The District encourages the use of technology, including internet access, to support the work and learning environment. Employee use of District-owned technology is allowed within the District's policy as a part of an employee's regular job responsibilities. The District Technology - Acceptable Use Policy outlines your responsibilities regarding the use of District technology and is included in the new employee orientation and annual training. You will be provided an online training link from the Department of Health, Safety, and Wellness at the beginning of each school year to complete this training.

Child Abuse Reporting

Certificated employees are required to comply with the law regarding reports of suspected child abuse. Any employee who has knowledge of child abuse or reasonably suspects that abuse has occurred is required to make a report. The District provides training for all mandatory child abuse reporters and will defend any employee who reports child abuse in the course of their employment. Child abuse reporting is included in the annual employee training. You will be provided an online training link from the Department of Health, Safety, and Wellness at the beginning of each school year to complete this training.

Drug and Alcohol-Free Workplace

The maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and helps to ensure a productive and safe work and learning environment. Employees are prohibited from being under the influence of alcohol or any controlled substance while on

duty. The District's Drug and Alcohol-Free Workplace policy is included in the new employee orientation and annual employee training. You will be provided an online training link from the Department of Health, Safety, and Wellness at the beginning of each school year to complete this training.

Sexual Harassment

The District is committed to providing a safe work environment that is free of harassment and intimidation. Sexual harassment against district employees and retaliatory behavior or actions against any person who complains, testifies, or otherwise participates in the complaint process is strictly prohibited.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

The District's Sexual Harassment policy is included in the new employee orientation and annual employee training. You will be provided an online training link from the Department of Health, Safety, and Wellness at the beginning of each school year to complete this training (See Appendix A & B).

Tobacco-Free Schools

Smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff. The District prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. The District's Tobacco-Free Schools policy is included in the new employee orientation and annual employee training. You will be provided an on-line training link from the Department of Health, Safety, and Wellness at the beginning of each school year to complete this training.

Uniform Complaint Procedure

P-BVUSD has the primary responsibility for compliance with federal and state laws and regulations. The District has established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the noncompliance of our Local Control and Accountability Plan (LCAP).

The District will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code sections 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Complaints must be filed in writing and directed to the Assistant Superintendent of Educational Services.

The District's UCP policy, including the Williams Act Complaint Procedure described below, is included in the new employee orientation and annual training. You will be provided an online training link from the Department of Health, Safety, and Wellness at the beginning of each school year to complete this training.

Williams Act:***Instructional Materials***

- a. The governing board of a school district, a county board of education, or the governing body of a charter school shall not adopt or approve the use of any textbook, instructional material, supplemental instructional material, professional development materials, or curriculum for classroom instruction if the use of the textbook, instructional material, supplemental instructional material, or curriculum would subject a pupil to unlawful discrimination pursuant to *EC* Section 220.
 - i. If the governing board of a school district, a county board of education, or the governing body of a charter school knows or has reason to know that materials were used in a classroom or an action occurred that violated Section 220, the governing board of the school district, the county board of education, or the governing body of the charter school shall investigate and remediate the action, which may include, but is not limited to, the implementation of restorative justice practices.
- b. The governing board of a school district, a county board of education, or the governing body of a charter school shall not adopt or approve the use of any professional development materials or services if the professional development materials or services promote, endorse, or otherwise support actions or the use of any textbook, instructional material, supplemental instructional material, or curriculum which would subject a pupil to unlawful discrimination pursuant to Section 220.
 - i. If the governing board of a school district, a county board of education, or the governing body of a charter school knows or has reason to know that professional development materials or services were used or an action occurred that violated Section 220, the governing board of the school district, the county board of education, or the governing body of the charter school shall investigate and remediate the action, which may include, but is not limited to, the implementation of restorative justice practices.
- c. Notwithstanding any other law, a complaint pursuant to *EC* Section 244 may be filed with the applicable school district, county office of education, or charter school under the Uniform Complaint Procedures set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations, or may be filed with the Superintendent directly.
(See Appendix D)

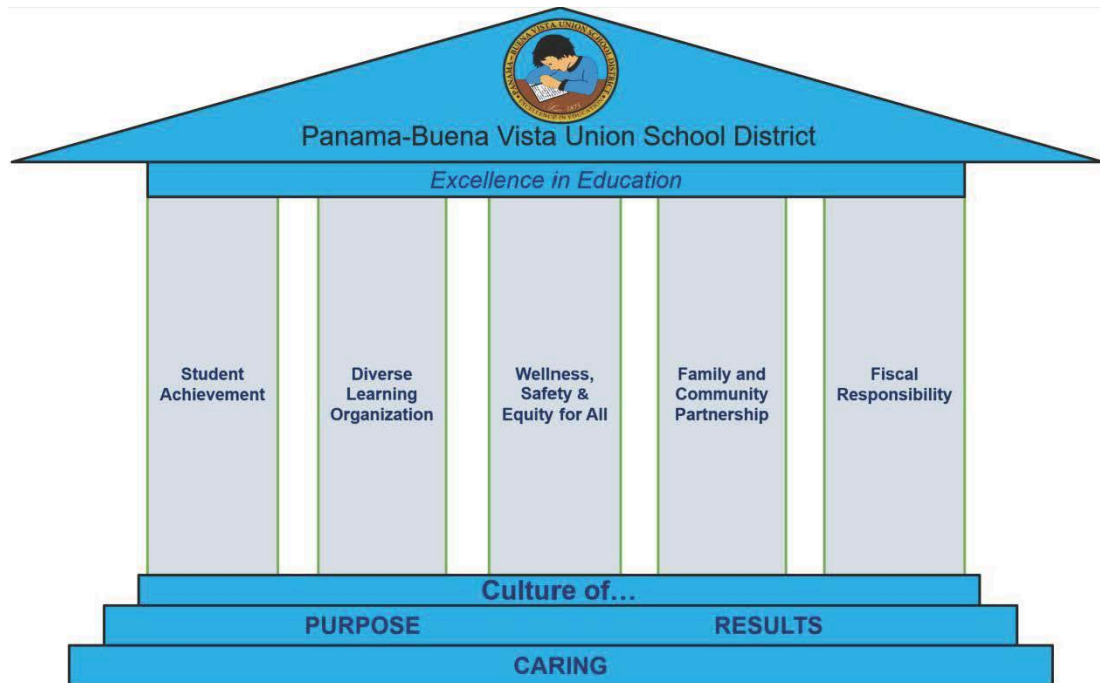
Uniform Complaint Procedures

A Williams Complaint is another type of UCP complaint regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment. The complaint and response are public documents as provided by law and complaints may be filed anonymously. A Williams Complaint shall be filed with the site principal or designee. Williams Act complaint forms are available at the District Office and on the District website. Any questions regarding this complaint procedure shall be directed to the Division of Educational Services.

CLOSING STATEMENT

The District welcomes you and thanks you for your commitment to providing Excellence in Education to our school community. Our Pillars of Excellence support our important work.

Thank you for serving our students!



If you have any questions or require additional information with regard to any Handbook content, please contact Human Resources.



PANAMA-BUENA VISTA UNION SCHOOL DISTRICT

**Policy 4119.11: Sexual Harassment****Status: ADOPTED****Original Adopted Date: 09/08/2015 | Last Revised Date: 09/09/2025 | Last Reviewed Date: 09/09/2025**

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to providing a safe work environment that is free of discrimination, harassment, and intimidation, including sexual harassment. The Board prohibits sexual harassment, as defined in the accompanying administrative regulation, in district programs and activities by and against district employees. For purposes of this policy and accompanying administrative regulation, employees include interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

Additionally, the Board prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sexual harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1; 34 CFR 106.71)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to: (Education Code 231.5; Government Code 12950.1; 2 CCR 11023; 34 CFR 106.8, 106.45)

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Publicize as specified in Exhibit (1) 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, the required notifications related to Title IX to employees, applicants for employment, and bargaining units
4. Ensuring prompt, thorough, fair, and equitable investigation of complaints through the appropriate state and/or federal procedures
5. Taking timely and appropriate corrective/remedial action(s)

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

Reports and Complaints

Any district employee who has experienced sexual harassment in the district's education program or activity may file a complaint with the district's Title IX Coordinator. (34 CFR 106.8)

Any employee with knowledge of conduct that reasonably may constitute sexual harassment by or against another district employee, a student, or a third party in a district education program or activity shall notify the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, concurrently meets the requirements of Administrative Regulation 4030 - Nondiscrimination in Employment.

Before or after the filing of a formal complaint or where no formal complaint has been filed, the Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and the respondent, as deemed appropriate under the circumstances. (34 CFR 106.30, 106.44)

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

**Policy 4219.11: Sexual Harassment****Status: ADOPTED****Original Adopted Date:** 10/08/2024 | **Last Revised Date:** 09/09/2025 | **Last Reviewed Date:** 09/09/2025

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to providing a safe work environment that is free of discrimination, harassment, and intimidation, including sexual harassment. The Board prohibits sexual harassment, as defined in the accompanying administrative regulation, in district programs and activities by and against district employees. For purposes of this policy and accompanying administrative regulation, employees include interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

Additionally, the Board prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sexual harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1; 34 CFR 106.71)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to: (Education Code 231.5; Government Code 12950.1; 2 CCR 11023; 34 CFR 106.8, 106.45)

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Publicize as specified in Exhibit (1) 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, the required notifications related to Title IX to employees, applicants for employment, and bargaining units
4. Ensuring prompt, thorough, fair, and equitable investigation of complaints through the appropriate state and/or federal procedures
5. Taking timely and appropriate corrective/remedial action(s)

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

Reports and Complaints

Any district employee who has experienced sexual harassment in the district's education program or activity may file a complaint with the district's Title IX Coordinator. (34 CFR 106.8)

Any employee with knowledge of conduct that reasonably may constitute sexual harassment by or against another district employee, a student, or a third party in a district education program or activity shall notify the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, concurrently meets the requirements of Administrative Regulation 4030 - Nondiscrimination in Employment.

Before or after the filing of a formal complaint or where no formal complaint has been filed, the Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and the respondent, as deemed appropriate under the circumstances. (34 CFR 106.30, 106.44)

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

**Policy 4030: Nondiscrimination In Employment****Status: ADOPTED****Original Adopted Date: 09/10/2015 | Last Revised Date: 09/09/2025 | Last Reviewed Date: 09/09/2025**

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy and accompanying administrative regulation, employees include interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of one, or a combination of two or more, protected characteristics which include, but may not be limited to, the employee's actual or perceived race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, marital, and family status; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 230, 260; Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688, 29 USC 621, 42 USC 2000d-2000d-7, 2000e-2)

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that such inquiry is necessary to comply with federal immigration law. (2 CCR 11028)

In addition, unless otherwise provided for in law, the district may not discriminate against an employee in any term or condition of employment, or otherwise penalize a person, including termination, based on the person's use of cannabis off the job and away from the workplace, or on a drug screening which finds that the person has nonpsychoactive cannabis metabolites in the person's hair, blood, urine, or other bodily fluid. However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Hiring, compensation, terms, conditions, and other privileges of employment
2. Taking adverse employment actions such as termination or denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is offensive and so severe or pervasive as to adversely affect an employee's employment opportunities or that has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
 - a. Sex discrimination based on one, or a combination of two or more protected characteristics, which include, but may not be limited to, an employee's pregnancy, childbirth, breastfeeding, or any related medical condition, or on an employee's gender, gender expression, gender identity, or sexual orientation

- b. Religious creed discrimination based on an employee's religious belief, observance, and practice, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement
- c. Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
- d. Failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee
- e. Requiring an employee to disclose information relating to the employee's reproductive health decision-making
- f. Including a statement in a job advertisement, posting, application, or other material that an applicant is required to have a driver's license, unless the district reasonably expects driving to be one of the job functions for the position and reasonably believes that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, reports an incident, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign a release of the employee's claim or right to file a claim against the district or a nondisparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful. (Government Code 12964.5)

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator within one workday. All other employees shall report such incidents to their supervisor or designated district coordinator within one workday.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other prohibited conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures.

The district shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the district is notified that a complaint has been filed with the California Civil Rights Department, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have been terminated. (Government Code 12946)

**Regulation 1312.4: Williams Uniform Complaint Procedures****Status:** ADOPTED**Original Adopted Date:** 09/08/2015 | **Last Reviewed Date:** 09/08/2015**Types of Complaints**

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following: (Education Code 35186; 5 CCR 4680-4683)

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that:
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that:
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Complaints regarding the condition of school facilities, including any complaint alleging that:
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates

that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her at the mailing address indicated on the complaint form within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Board of Trustees at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)
