Dry Creek
Joint Elementary
School District

CAMPUS SUPERVISOR HANDBOOK

July 1, 2026

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HOURLY WAGE SCHEDULE……APPENDIX A

1. JOB DESCRIPTION

JOB TITLE: Campus Supervisor (Classified Position)

DESCRIPTION OF BASIC RESPONSIBILITIES
To monitor and supervise students at meal and recess times to ensure their health and safety and exercise responsibility for their conduct.

SUPERVISOR: Principal/Designee

TYPICAL DUTIES
1. Maintains the safety and order of students within assigned areas such as classrooms, cafeteria, hallways, rest rooms, and playgrounds while enforcing school rules/regulations.
2. Monitors students while eating in assigned classroom/cafeteria maintaining orderly student behavior and conduct.
3. Monitors students play/recreational activities, ensuring school rules are followed.
4. Regularly inspects assigned areas for unsafe conditions and refers potential hazards to the Principal.
5. Anticipates and intervenes to prevent situations that may cause accidents or endanger students' welfare or safety.
6. Follows established procedures in case of accident, injury, or illness.
7. Maintains discipline consistent with assigned area.
8. Issues disciplinary slips, writes up warnings and discipline cards, and/or refers problems to teacher or Principal.
9. Issues written acknowledgement of good behavior.
10. Monitors the proper use of all playground equipment.
11. Intervenes and resolves student disputes.
12. Directs non-students off school grounds.
13. Directs parents and visitors to proper office or classroom.
14. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:
- age appropriate methods of tutoring and motivating students;
- use of proper English and grammar.

Ability to:
- maintain a firm but patient and courteous attitude toward students;
- learn District and school policies related to the conduct, safety, and welfare of students in assigned areas;
- communicate tactfully and effectively with children;
- understand and follow both oral and written instructions;
- effectively supervise students on school playgrounds and other areas as assigned;
- exercise tact, diplomacy, and good judgment in dealing with students;
- establish and maintain effective work relationships with those contacted in the performance of required duties.

MEDICAL CATEGORY I

Light Physical Effort
1. Normally located in a work environment with light physical qualifications and requirements.
2. Required to perform duties outdoors throughout the school year.
3. Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.

Adopted by Board August 4, 1994

2. RECOGNITION/DEFINITIONS

A. Recognition

The District recognizes that campus supervisor employees are part of Classified Service effective January 1, 2018. (AB670)

B. Definitions

1. "Length of Service"- for classified campus supervisor employees is defined as hire date in that classification.
2. 'Substitute' is any person replacing a Campus Supervisor who is temporarily absent from duty. (Education Code 45103)
3. District service as used in this handbook is the period of time, if in paid status at least 136 days of each year, from the date hired as a Campus Supervisor (non-substitute).

3. CLASSIFIED EMPLOYEE

A. Classified employees shall be subject to layoff for lack of work or lack of funds. If a classified employee is laid off, the order of lay off within that class shall be determined by the length of service.

4. SAFETY

A. All Campus Supervisors are required to be safety conscious in their own actions, use sound work practices, and report any unsafe conditions which may occur or exist, to the Principal/Designee.

B. Campus Supervisors shall follow all District/site rules and regulations regarding safety and active supervision.

C. The District shall provide safe working conditions and equipment in compliance with standards prescribed by Federal, State, and local laws and regulations.

D. Principals/Designees shall promote safety and correct any unsound work practices through education, training, and enforcement.

E. Campus Supervisors who are injured while on duty shall notify their immediate supervisor as soon as possible.

F. If medical attention is needed call the hotline and fill out workers compensation paperwork.

5. NO SMOKING/DRUG FREE WORKPLACE

A. The District is committed to a philosophy of wellness and good health.

B. The District is a tobacco and drug free workplace.

C. Smoking is not permitted in any work location at any time.

6. NON DISCRIMINATION/HARASSMENT

No employee shall be subjected to unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics on the basis of disability, gender, nationality, race or ethnicity, religion, and sexual orientation. Harassment or sexual harassment for any reason will not be tolerated under any circumstance.

7. PERSONAL APPEARANCE/DRESS CODE

A. Appropriate appearance contributes to the image the District is attempting to establish with students and the community.

B. Campus Supervisors are expected to present a neat and clean appearance at all times when on duty.

C. Campus Supervisors should use good judgment in selecting work clothes.

D. If a specific clothing standard is required or prohibited, the Principal/Designee will explain its necessity.

8. WORKDAY

A. The District shall determine work schedules and establish work hours, which may vary at different school sites, as necessary.

B. Various factors, such as workloads, operational efficiency, and staffing needs, may require changes in assigned schedules and work hours.

C. Each Campus Supervisor shall normally be assigned a regular number of daily hours.

D. Campus Supervisors required to participate in District/site inservice shall be paid for required time.

E. Campus Supervisors are expected to be at their assigned work sites as scheduled, to arrange personal schedules to accommodate the District's established working hours, and to notify their site as early as possible if they expect to be absent or tardy. (See Notification of Absence)

9. NOTIFICATION OF ABSENCE

A. Campus Supervisors shall notify their school site office as far in advance as practical of any absence.

B. All absences must be entered in Aesop and must be taken in 15 minute increments (.25 of an hour). Enter the appropriate Absence Code Reason for your absence.

C. In order to be paid for sick leave the absence must be placed in the absence column on your timesheet. You must have sick leave balance in order to be paid.

10. TRANSFER OPPORTUNITY

A. Vacancies for Campus Supervisors at various sites throughout the District can become available anytime during the school year.

B. A vacancy is defined as a new position created by the District or a position unfilled because of an employee transfer, promotion, resignation, retirement, and/or separation of service.

C. Campus Supervisors interested in a transfer shall submit a letter of interest to the Human Resources department.

11. BENEFITS

Campus Supervisors hired after July 1, 1994, will receive hourly wages for days worked, and may be eligible for other District benefits such as Leaves and Vacation Pay.

12. STATE DISABILITY INSURANCE

State Disability Insurance (SDI) has been voted in by Campus Supervisors and became effective April 1, 1994. For information regarding the benefits contact the Human Resources Department.

13. WAGES

A. Newly hired Campus Supervisors shall be placed on Step A of the Hourly Wage Schedule. (Appendix A)

B. All Campus Supervisors are required to be in a paid status at least 136 days in a calendar school year (July 1 to June 30) to earn step advancement.

C. 1. Campus Supervisors shall be paid on a monthly basis according to their work hours.

2. The monthly pay cycle ranges from the 26th of the month through the 25th of the following month.

3. Payday is on the 10th of the month following the close of the pay cycle.

14. EVALUATION/PROBATIONARY PERIOD

A. Effective January 1, 2018 all Campus Supervisor employees will be considered probationary.

B. Evaluations are considered a tool to provide classified employees with information related to job performance including means for improvement and/or commendations to improve employee service.

C. All newly hired or promoted employees are required to satisfactorily complete their six (6) month probationary period. The probationary period is defined as the initial six (6) month employment period beginning on the date of hire.

D. Employees shall be considered permanent only after successful completion of their probationary period.

E. All probationary employees shall receive at least two (2) probationary evaluation reports at approximately three (3) months and five and ½ (5 ½) months of the first year of employment during probationary period.

F. Permanent classified employees shall receive at least one (1) evaluation every year.

G. At the beginning of each year or upon initial employment, the Principal/Supervisor shall provide the employee with the following information:
1. Primary evaluator, i.e. Principal, Assistant Principal, Supervisor.
2. Copy of evaluation form.
3. Process for obtaining input during the year on job performance.
4. Timeline for annual evaluation.

H. The evaluation process consists of a written Evaluation Report completed by the Principal/Supervisor, a review of the Report in a meeting between the employee and Principal/Supervisor, and the opportunity for the employee to comment orally or in writing.

I. After reviewing and discussing the written evaluation with the immediate supervisor, the employee shall sign the evaluation confirming that the discussion and review have taken place. The employee shall receive a copy.

J. A copy of the completed evaluation with the employee signature and a signed written employee statement, if any, will be placed into his/her personnel file.

15. LEAVES

A. Sick Leave

1. Effective July 1, 2018 Full Time employees (1 FTE = 8 hours) are entitled to sick leave based upon a conversion of the work year for each classification to an annual allowance as shown below:

Duty Days	Months	Sick Leave Days
180-182	9	9

2. Permanent employees shall be credited with their annual sick leave at the beginning of their work year.

3. Probationary employees shall be limited to use of six (6) days of sick leave until completion of six (6) months of active service.

4. Mid-year hires will receive a pro-rated number of sick leave days.

5. Part time employees shall receive sick leave days pro-rated based on their Full Time Employment (FTE) Example .5 FTE = 4 hours

6. Unused sick leave shall accumulate without limit.

7. Sick leave may be used for necessary treatment of health problems, which cannot be scheduled outside of regular work hours.

   a. Sick leave can be used in no less than fifteen (15) minute increments.

8. Employees shall attempt to schedule routine medical or dental appointments during off duty time.

9. The Superintendent/designee may require verification of an employee's illness from a physician if the employee is absent for three or more (3) days. If an employee is determined to have used sick leave days in a consistent pattern prior to a weekend, after a weekend, or any other predictable pattern, they may be subject to progressive disciplinary procedures.

B. Bereavement Leave

1. An employee will be entitled to a maximum of five (5) days leave. This leave must be used within three (3) months of the death in an employee's or employee's spouse's immediate family.

2. These days are not deducted from sick leave.

3. It is understood that classified employees may not be able to give advance notice in the event of the death of a member of the immediate family.

C. Military Leave

1. An employee shall be entitled to paid leave up to a maximum of the first thirty (30) calendar days of duty, if ordered to enter active service during war or national emergency.

2. Such employee shall be entitled to return to the same or similar position within six (6) months after being honorably discharged or placed on inactive duty.

3. If electing to return, such employee shall notify the District in writing.

4. An employee shall attempt to schedule service for duty such as Reserves/National Guard during their vacation or at times other than during the employee's assigned work.

5. If duty for such service is required to be scheduled during the employee's assigned work year, the employee shall be entitled to unpaid leave.

D. Extended Sick Leave

1. Extended sick leave is defined as a single disabling illness or injury which causes the employee to be absent from service.

2. If an employee is absent from service because of illness or accident for up to five (5) months, the amount deducted from the employee's wages shall not exceed the amount paid to the substitute hired to fill his/her position during the absence (differential pay).

3. The five (5) month period starts on the first day of the employee's absence.

4. If a substitute is not hired, no amount shall be deducted from the employee's wages.

5. Differential pay commences after the employee exhausts all accumulated sick leave and vacation.

6. The District may request additional medical verification of the extended sick leave and the classified employees shall provide the verification, if requested.

E. Industrial Accident/Illness Leave

1. In accordance with Section 45192 of the Education Code, Classified employees shall be entitled to leave of absence for industrial accidents or illness, subject to the following:

   a. Allowable leave shall be for not more than sixty (60) working days in one (1) fiscal year for the same accident.

   b. Allowable leave shall not be accumulated from year to year. Industrial accident or illness leave will commence on the first day of absence. Payment for wages lost on any day shall not, when added to an award granted the employee under Worker's Compensation laws of the State of California, exceed the normal wage for the day; the employee shall endorse to the District wage loss benefit checks received under the worker's compensation laws of this state and the District, in turn, shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contribution. Industrial accident leave will be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under Worker's Compensation.

   c. When an industrial accident leave occurs at a time when the full sixty (60) days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year, in which the injury or illness occurred, for the same illness or injury.

   d. The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to sick leave and extended sick leave will then be used. If, however, an employee is still receiving Worker's Compensation, they shall be entitled to use only so much of their accumulated and available sick leave, accumulated compensation time, vacation or other available leaves which when added to the Worker's Compensation award, provides for a day's wage or salary.

   e. When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of their position, the person shall, if not placed in another position, be placed on a reinstatement list for a period of thirty-nine (39) months. When available, during the thirty-nine (39) month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or

lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations.

f. Periods of leave of absence pursuant to this section of the handbook shall not be considered to be a break in service for the employee.

g. To be eligible for industrial accident or illness leave, an employee must have served continuously not less than six (6) months with the District. Such requirement shall not be construed to limit or restrict an employee's right to an earlier time to receive Worker's Compensation benefits as provided by law.

h. An employee returning to work from industrial accident or illness leave shall be required to present a doctor's release prior to returning to paid duty. The District may require an employee to submit to an examination by a District approved doctor to verify the nature of the illness or disability which was the reason for the leave of absence.

i. Only absences which are supported by a doctor's certificate and have been verified by the District Workers' Compensation physician to be the result of a work connected injury or illness can be paid under the occupational leave policy. Any absence which cannot be so verified shall be charged against the classified employees personal illness leave or other appropriate leave, or salary will be deducted if it is determined the illness/injury is covered by Worker's Compensation, sick leave or other leaves, or salary deducted shall be reinstated.

H. Personal Necessity

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

a. Death of a member of the employee or spouse's immediate family. (In addition to Bereavement Leave)

b. Serious accident or serious illness involving the employee or a member of the employee or employee's spouse's immediate family.

c. Serious situation affecting the employee's property or the property of a member of the employee's or employee's spouse's immediate family.

d. Appearance in any court, or before any administrative tribunal, as a litigant, party, or witness under subpoena, or any order made with jurisdiction.

e. Such other "unique" circumstances that may be approved by the Assistant Superintendent/Human Resources or Designee.

f. "Unique" is defined as a compelling situation that requires the employee's presence during the workday.

g. Personal Necessity Leave under subsection (e), above, shall be at the discretion of the Assistant Superintendent/Human Resources or Designee and shall not serve as precedent for any other request.

I. Pregnancy and Maternity Leave

1. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefore are, for all job related purposes, temporary disabilities and shall be treated as such under any District sick leave plan. (Education Code 44965)

2. An employee may be absent and use sick leave for disabilities caused by pregnancy, miscarriage, and/or childbirth of the employee or employee's spouse.

3. The necessity for use of such leave shall be verified by the employee or spouse's doctor.

4. An employee may agree, in writing with the Superintendent, to take this leave without pay for a period of up to twelve (12) months.

J. Judicial Leave

1. Employees required to serve on jury duty during their normal assignment will be entitled to paid leave less the amount received from the court.

2. The employee shall submit any jury pay stub or written verification received from the court (except for travel/parking reimbursement) to the Fiscal Services Department.

3. Employees shall return to their work site, if there is at least one-half (1/2) or more of their normal scheduled daily assignment remaining.

4. Jury duty hours are not included as hours worked for computing overtime.

5. Employees required to appear before Court as a subpoenaed witness for reasons other than employee misconduct, or as a litigant, shall be entitled to paid leave.

16. HOLIDAYS

A. Employees who are assigned to 182 duty days shall be eligible for twelve (12) paid holidays per year, as follows:

Labor Day	New Years Eve (1/2 day)
Veterans Day	New Years Day
Thanksgiving Day	Martin Luther King Day
Day after Thanksgiving (Admissions Day)	Lincoln's Birthday
Christmas Eve (1/2 day)	Washington's Birthday
Christmas Day	Friday before Easter
	Memorial Day

B. All part time employees shall be paid for their holidays on a pro-rated basis.

E.g., work 4 hours
- Labor Day/4 hours pay

To receive pay for holidays, a classified employees must be in paid status on his/her normal work day immediately preceding or succeeding the holidays.

All hours worked on holidays designated in the Handbook shall be compensated at one and one half (1 ½) times in addition to the pay for the holiday, which shall equal two and one half (2 ½) times the regular rate of pay.

17. VACATION

A. All classified employees shall earn paid vacation time. Vacation benefits are earned on a fiscal year basis- July 1 through June 30.

B. Classified Campus Supervisor employees shall be eligible to earn annual paid vacation according to the following:

Duty Days	1-5 Service Years	6-10 Service Years	11+ Service Years
180	10 days	15 days	20 days

1. All part time employees shall be paid for their vacation based on their pro-rated FTE. Example: .5 FTE employee would be eligible for a 4 hour vacation day. The number of vacation days is based on years of service as shown above.

2. Date of hire in the classified service shall be used in determining years of District service and vacation accrual rates for employees covered by this agreement. Only periods of regular employment or paid leaves of absence shall be included in the calculations of years of service. No unpaid leaves of absence shall be credited.

3. Mid-year hires will receive a pro-rated number of vacation days

4. Full time employees shall earn paid vacation prior to it being used.

5. Employees shall apply for vacation, on the appropriate District form, to their Principal/Supervisor at least ten (10) work days in advance of the desired start date. Vacation requests shall be approved or denied within five (5) work days of receipt.

6. 'Unused' vacation earned during one (1) fiscal year may be carried over into the following fiscal year. If not authorized to take 'unused' vacation prior to June 30th of that following fiscal year, it shall be paid to the employee.

7. No vacation shall be granted during the first six (6) months of employment unless granting of the vacation meets a need of the District and is approved by the supervisor and Assistant Superintendent of Human Resources/Designee.

8. Vacations will be approved only at times of the year when they will not interfere with unique site/District requirements. Attempts will be made, however, to adjust vacation time to special needs of individual employees.

9. Upon separation from classified service, earned but unused vacation shall be paid to employees.

18. LONGEVITY

A. Employees will be provided with longevity payments based on their years of service. Longevity will be paid in equal monthly installments throughout the year, beginning on the anniversary of the employee's hire date, as follows:

-After completion of 8 years District service $160
-After completion of 12 years District service $320
-After completion of 16 years District service $480
-After completion of 20+ years District service $640

B. District service as used in this handbook is the period of time if in paid status at least 136 days of each year, from the date hired as a Campus Supervisor (non-substitute).

19. COMPLAINT PROCEDURE

A. 1. A "complaint" shall be defined as an alleged misapplication of the District's rules, regulations, and/or this Handbook.

2. Procedures for processing a complaint provide a route of appeal through administrative channels up to and including the Board, if necessary.

3. Workdays are defined as days the District Office is open for business.

B. Every effort shall be made to resolve complaints/disagreements on an informal basis.

C. A Campus Supervisor who wishes to have a complaint heard under this procedure must initiate action, in writing, within ten (10) work days of the time he/she had knowledge of the act or omission giving rise to the complaint.

D. Guidelines

1. Meetings regarding complaints shall normally be held before/after Campus Supervisor's regular working hours.

2. All complaint proceedings and information will be kept confidential as may be appropriate.

3. Any complaint not appealed by the Campus Supervisor within five (5) workdays shall be considered settled.

4. No reprisals shall be taken against any participant in a complaint procedure.

E. Informal Resolution

1. When a Campus Supervisor has a complaint, he/she shall first request a meeting with the site Principal/ Assistant Principal in an effort to resolve the matter.

2. Both the complainant and the individual involved or the immediate supervisor or site administrator may invite a representative to attend this meeting

3. If the complaint has not been satisfactorily resolved after the initial conference and additional informal conferences would not appear to be productive, the employee may initiate a Formal Complaint. The complaint shall be settled if a solution is reached, or if the complainant elects not to take further steps.

F. Formal Complaint Procedures

Written Complaint- Step 1

1. Filing, a written Complaint shall be filed with the immediate supervisor or site administrator within 10 working days of the last mutually agreed upon informal meeting. The written Complaint shall include the following information:

a. A description of specific grounds for the complaint including names, dates, and places.

b. A list of provisions of Governing Board policy or administrative regulations, practices, and procedures alleged to have been violated or misapplied.

c. A list of reasons why the proposed resolution of the problem from the informal meeting is unacceptable.

d. The settlement requested.

2. Conference - The immediate supervisor or site administrator shall meet with the complainant within five working days of the receipt of the request in an effort to resolve the complaint.

3. Disposition - The immediate supervisor or site administrator shall prepare a written response within five working days after such meetings by completing a "Reply to Complaint Step 1", and returning it to the complainant.

4. Appeals to Superintendent –Step 2

1. Within five working days of the receipt of the immediate supervisor's or site administrator's decision, the complainant may appeal to the Superintendent. All material developed from inception of the complaint shall be included with the appeal.
2. The Superintendent or designee and the complainant shall meet within five working days of the receipt of the appeal in an effort to resolve the complaint.
3. The Superintendent or designee shall prepare a written response within five working days after such meeting by completing a "Reply to Complaint Step 2" and returning it to the complainant.

. 5. Appeal to the Board –Step 3

1. If the complaint has not been satisfactorily resolved after the appeal to the Superintendent/designee, the Campus Supervisor may appeal to the Board.
2. All material developed from initiation of the complaint shall be included with the appeal to the Board.
3. The meeting with the Board shall be in closed session. The Board shall prepare a response within five (5) working days after such meeting.
4. The Board's decision will be final and binding.

APPENDIX A

Dry Creek Joint Elementary School District
Campus Supervisor
Hourly Wage Schedue
2026-27

	Step				
Range	A	B	C	D	E
1	18.76	19.69	20.67	21.73	22.81

Stipends recognizing continuing education:

- Associate of Arts degree - $250 annual stipend
- Bachelor's degree - $500 annual stipend
- Master's degree - $750 annual stipend

Longevity after completion of: 8 years $160, 12 years $320, 16 years $480, 20+ years $640

Board Approved: 11/5/2026