

YREKA UNION SCHOOL DISTRICT

HANDBOOK FOR EMPLOYEES



2016-2017

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SECTION 1- General Information

a. Yreka Union School District

The Yreka Union School District serves students in kindergarten through eighth grade. Evergreen School serves kindergarten through third grade and Jackson Street School serves fourth through eighth.

b. Suggested Employee Dress Code

YUSD employees are expected to maintain an appropriate appearance that is businesslike, neat and clean, as determined by the requirements of the supervisor of the work site.

Please remember, when you report to a work site you are representing the Yreka Union School District.

Inappropriate attire would include:

- Faded or tattered jeans or any ripped or torn articles of clothing.
- Shirts displaying inappropriate advertising logos or writing.
- Sweat pants, jogging suits, tank tops or short shorts.
- Any revealing or provocative clothing (too tight, too short, too low cut).
- No dangling chains from wallets, etc.
- Beach attire including footwear.

c. Employee Conduct and Work Rules

To assure orderly operations and provide the best possible work environment, YUSD expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned property
- Insubordination or other disrespectful conduct

- Violation of safety or health rules
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work-station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory performance or conduct

d. Confidentiality Notice

As an employee of the Yreka Union School District, you may have access to confidential, private information which includes but is not limited to documents concerning employees, students, or members of the public. You are responsible for maintaining the confidential nature of these private materials, which means you shall not discuss such information with anyone who does not have a business need for such information. This prohibition against discussing confidential information continues even after you leave YUSD employment.

e. Payday, Timecards, and Absences

Regular employees are paid monthly on the last day of the month as per a schedule set by the Siskiyou County Office of Education. Your monthly paycheck will also show your payroll deductions, federal and state withholding, as well as your vacation and sick leave balances as they apply. Each employee is required to complete and sign a monthly timecard and submit it to their immediate supervisor for approval by the last day of each month.

Your timecard will be in the Aesop substitute system. Your time will be tracked through the VeriTime system when you log in and log out each day. At the end of each month you must submit your time card after you have reviewed the hours you have worked.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to Siskiyou County Office of Education. Employees will receive an itemized statement of wages when Siskiyou County Office of Education makes direct deposits.

What to Do If You Are Absent

Absences are tracked through the Aesop system. If you are a certificated employee you will notify the system of your absence and request a substitute for the day. If you are a classified employee you will notify the system, but no substitute will be requested. You may access the Aesop system by phone, email, or virtually any electronic device as the system is web based. Classified employees should notify the classroom teachers they work with or the school secretary.

Yreka Union School District
Employee Attendance Policy

While the vast majority of employees have a strong commitment to their work and excellent attendance, it is also clear that unnecessary absenteeism has a negative impact upon student achievement due to interruption of the continuity of instruction and results in reduced productivity, loss of service, and significant costs to the Yreka Union School District. The Yreka Union School District Board of Education expects:

- Employees to maintain regular attendance and avoid absenteeism with **a goal of at a minimum 96%** attendance for the year;
- Employees to be at their work stations on time every working day;
- Employees to work all hours that they are assigned;
- Employees to comply with legal restrictions, Yreka Union School District policy and procedures, and the respective collective bargaining rules regarding reporting of absence and providing appropriate documentation;
- Supervisors to explain and insist upon regular attendance, maintain accurate employee attendance records, monitor employee attendance, provide performance feedback to employees and enforce employee attendance policies and standards through employee performance evaluations and discipline processes;
- The District will make every attempt to avoid scheduling activities that contribute to staff absenteeism.

The Yreka Union School District seeks to assist administrators and supervisors to efficiently manage attendance, improve employee effectiveness through reduced absenteeism, and guide employees in appropriate use of illness and personal necessity time. Illness leaves are provided to ease the financial burden on employees who are unavoidably required to be absent from duty due to legitimate illness, injury, or personal necessity. Personal necessity leaves are provided for only specific reasons specified in each collective bargaining agreement. Employees who use illness and personal necessity leaves for unauthorized reasons are in violation of District policy and related laws. Failure to comply with this policy can result in appropriate disciplinary action, up to and including termination.

Deferred Payment Option

Certificated employees working a ten-month school calendar may choose 11 or 12 equal salary payments. You may change your payment option at the beginning of any school year if your request is received prior to September 15.

Pay Corrections

Yreka Union School District takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the District Office so that corrections can be made as quickly as possible.

Once underpayments are identified, they will be corrected in the next regular paycheck.

Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, Yreka Union School District will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

Pay Deductions and Garnishments

The law requires that Siskiyou County Office of Education make certain deductions from every employee's compensation. Among these are applicable federal and state taxes, STRS, Medicare, and bargaining unit dues. Yreka Union School District matches the amount of STRS and Medicare taxes paid by each employee.

Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in programs such as Section 125, credit unions, income protection plans, group life insurance plans, 403(b) plans, or tax sheltered annuities.

Garnishments are pay deductions taken by Siskiyou County Office of Education, usually to help pay off a debt or obligation to others.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the District Office can assist in having your questions answered.

f. IRS Section 125

Internal Revenue Code (IRC) Section 125 provides a pre-tax (tax-free) method to pay for employee paid:

- Insurance Premiums (Health, Dental, Vision, Group Term Life, Disability)
- Medical co-insurance costs and deductible
- All medical costs
- All prescription drugs

- Child care
- Dependent Care

All regular Yreka Union School District employees working more than three (3) hours per day are eligible to enroll in the Section 125 plan. Contact the District Office for enrollment details.

g. Union Membership

All Certificated and Classified staff, excluding management, confidential, substitute, short-term, and temporary employees, are required to pay union dues through payroll deduction to either:

- California Teachers Association (CTA) for the certificated staff including Early Childhood Education teachers
- California School Employees Association (CSEA) for classified staff

Further detailed information regarding union membership can be found in your CSEA or CTA contract booklet. A list of your local chapter officers will be provided to you upon request.

h. Access to Personnel Files

Yreka Union School District maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Yreka Union School District, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Yreka Union School District who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the District Office. With reasonable advance notice, employees may review their own personnel files in the District Office in the presence of an individual appointed by the District to maintain the files.

i. Health and Retiree Benefits

Full-time employees are eligible for health, dental, vision, and life insurance benefits through the Yreka School District. Part-time employees are eligible, but at a prorated rate. Eligibility is determined by criteria set forth in their respective collective bargaining agreements.

Retiree benefits are available to some certificated and classified employees dependent upon their date of hire with the school district. The collective bargaining agreement for the specific employee should be consulted to determine eligibility. Eligibility for administration and classified management is determined through their individual contracts. Confidential and supervisory employees employed by the district prior to August 1, 2007 are eligible for retiree benefits.

i. Leave of Absence

Family Care and Medical Leave

An employee with more than one (1) year of continuous service with Yreka Union School District who is eligible for other leave benefits shall be granted, upon request, an unpaid family care and medical leave under the provisions of state and federal law.

Yreka Union School District may deny family care and medical leave to part-time employees who worked fewer than 1,250 hours during the previous year.

For purposes of this policy the term “family care and medical leave” means either:

1. Leave for reason of the birth of a child of the employee, the placement of a child with an employee for foster care or in connection with the adoption of the child by the employee, or the serious illness of a child of the employee; or
2. Leave to care for a parent or spouse who has a serious health condition.
3. Leave due to the employee’s own serious health condition which makes the employee unable to perform his/her job.

Definitions:

For purposes of this policy and consistent with current law, the term “child” means a biological, adopted, or foster care, a stepchild, a legal ward, or a child of an employee standing in loco parentis who is either under eighteen years of age or an adult dependent child.

For purposes of this policy and consistent with current law, the term “parent” means biological, foster, or adoptive parent, a stepparent or a legal guardian, or an individual who stood in loco parentis to an employee when the employee was a child.

For purposes of this policy and consistent with current law, the term “serious health condition” means an illness, injury, impairment, or physical or mental condition which warrants the participation of a family member to provide care during a period of the treatment or supervision, and involves either of the following:

1. Inpatient care in a hospital, hospice, or residential health care facility.
2. Continuing treatment or continuing supervision by a health care provider.

For purposes of this policy and consistent with current law, the term “health care provider” means an individual holding either a physician’s and surgeon’s certificate issued pursuant to applicable law, or an osteopathic physicians and surgeons certificate issued pursuant to applicable law.

Duration of Leave

Family care and medical leave shall not exceed 12 workweeks during any 12-month period. This 12-month period shall be measured forward from the date the employee's first family care and medical leave begins. This leave may be taken intermittently or on a reduced leave schedule only when medically necessary. The employee may be required to take the leave for periods of a particular duration (not to exceed the duration of the planned medical treatment) or to transfer temporarily to a different job that has the equivalent pay and benefits but could better accommodate recurring periods of leave.

Leave taken for birth or adoption must be taken within one (1) year of the birth or adoption. Such leave shall not be taken intermittently or on a reduced leave schedule unless the Yreka Union School District and the employee agree otherwise.

In addition to family care and medical leave, an employee may be entitled to take pregnancy disability leave of up to four months.

Terms of Leave

During the period of family care and medical leave, the employee must **concurrently** exhaust all other accrued leaves (except sick leave) in connection with the leave. The exhaustion of other accrued leaves will run concurrently with the family care and medical leave. If the leave is for the employee's own serious health condition, in addition to concurrently exhausting other accrued leaves, the member must also exhaust sick leave.

Requests, Advance Notice and Certification

If an employee's need for an unpaid family care and medical leave is foreseeable, the employee shall provide the Superintendent with 30 days written advance notice of the need for such leave. If the employee's need for such leave is foreseeable due to a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the Yreka Union School District.

An employee's request for leave to care for a child, spouse or parent who has a serious health condition shall be supported by a certification from the health care provider of the person requiring care. This certification shall include:

1. The date, if known, on which the serious health condition began,
2. The probable duration of the condition,
3. An estimate of the amount of time the health care provider believes the employee needs to care for the child, parent or spouse, and
4. A statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the child, parent or spouse.

If additional leave is needed when the time estimated by the health care provider expires, the Superintendent may require the employee to provide recertification as specified above.

An employee's request for leave because of his/her own serious health condition shall be supported by a certification from the employee's health care provider. This certification shall include:

1. The date on which the serious health condition began,
2. The probable duration of the condition,
3. The appropriate medical facts within the knowledge of the health care provider regarding the condition, and
4. A statement that the employee is unable to perform the functions of his/her job.

If the employee is requesting leave for intermittent treatment or leave on a reduced leave schedule for planned medical treatment, the certification must also state the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave.

Maintenance of Benefits

An employee taking unpaid family care and medical leave pursuant to this policy shall continue to be entitled to participate in District health plans. After 12 weeks of family care and medical leave, he/she may be required to pay the health care premium for the remainder of the leave.

The employee shall retain his/her employee status with the District office during the leave period, and the leave shall not constitute a break in service for purposes of longevity or seniority under any employee benefit plan or collective bargaining agreement. For purposes of layoff, recall, promotion, job assignment and seniority-related benefits such as vacation, the employee returning from family care and medical leave shall return with no less seniority than he/she had when the leave began.

Any employee returning from an unpaid family care and medical leave shall be assigned to the same or comparable position. For purposes of this policy and consistent with current law, the term "same or comparable position" means a position that has the same similar duties and pay which can be determined at the same or similar geographic location as the position held prior to the leave.

The Superintendent shall not refuse to hire and shall not discharge, fine, suspend, expel or discriminate against any employee because he/she exercises the right to family care and medical leave or because he/she gives information or testimony related to his/her or another person's family care and medical leave in an inquiry related to family leave rights.

In accordance with law, the Superintendent shall notify employees of their right to request family care and medical leave.

In accordance with state and federal law, the Superintendent shall grant family care and medical leave to eligible employees without discrimination. Employees who are granted such leave shall be employed in the same or a comparable position upon returning from family care and medical leave.

k. Donation of Leave for Catastrophic Illness

The Superintendent may authorize donation of earned sick leave or accrued vacation to an employee as eligible leave credits when that employee or that employee’s family member suffers from a catastrophic illness or injury. Each request will be considered on a case-by-case basis.

The employee who is, or whose family is, suffering from a catastrophic illness or injury and who is requesting that eligible leave credits be donated must make a request in writing and provide verification of the catastrophic injury or illness. The employee must exhaust all paid and accrued leave credits.

Employees who choose to donate eligible leave credits must provide written notice of the intent to transfer the eligible leave credits on forms provided by the District Office. Donated leave credits cannot be revoked.

l. Travel Policy

YUSD will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor.

When approved, the actual costs of travel, meals [maximums: \$9 - breakfast, \$13 - lunch; \$29 - dinner], lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by YUSD. Employees are expected to limit expenses to reasonable amounts.

Any employee who is involved in an accident while traveling on business must promptly report the incident to the immediate supervisor. Vehicles owned by YUSD may not be used for personal use without prior approval.

When travel is completed, employees should submit completed travel expense reports within 10 days. Expense claims must be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this Travel Expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

SECTION 2-MANDATED NOTICES

a. Alcohol and Drug-Free Workplace

Pursuant to the requirements of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1986 and its Amendments, it is the policy of the Yreka Union School District to continue to provide an alcohol and drug-free workplace.

The unlawful manufacture, distribution, dispensing, possession or use, or being under the influence of any alcoholic beverage or controlled substance is prohibited in the workplace which includes all facilities and properties under the control and use of the Yreka Union School District.

Any violation of this policy by an employee may result in (1) requiring such employee to participate satisfactorily in an alcohol and/or drug abuse assistance or rehabilitation program; and/or (2) disciplinary action up to and including termination.

b. Tobacco-Free Schools

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of secondhand smoke. As required by law, Yreka Union School District provides instructional programs designed to discourage students from using tobacco products. District employees are expected to serve as models for good health practices that are consistent with these instructional programs.

In the best interests of students, employees, and the general public, the Superintendent prohibits the use of tobacco products at all times on District property and in District vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from the Yreka Union School District.

The Superintendent or designee shall inform students, parents/guardian, employees and the public about this policy. All individuals on District premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violations.

Signs prohibiting the use of tobacco shall be prominently displayed at all entrances to District property and in District vehicles.

The Superintendent or designee shall maintain a list of clinics and community resources which may assist employees and students who wish to stop using tobacco products.

c. Child Abuse Reporting Requirements

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her

professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Section 11172(d) of the California Penal Code states, "Any person who fails to report an instance of child abuse which he or she knows to exist or reasonably should know to exist, as required by this article, is guilty of a misdemeanor and is punishable by confinement in the county jail for a term not to exceed six months or by a fine of not more than one thousand dollars (\$1,000) or by both."

Content of the Report: A telephone report of a known or suspected instance of child abuse shall include the name of the person making the report, the name of the child, the present location of the child, the nature and extent of the injury and any other information that led that person to suspect child abuse.

The written report must be submitted on Form SS8572 Suspected Child Abuse Report. Both the telephone and written report should be filed with the Siskiyou County Child Protective Services agency.

Confidential Reports: The reports required by the Child Abuse and Neglect Report Act are confidential and can be disclosed pursuant to statutory authority and to a very limited category of persons or agencies involved in the investigation of the abuse. Any violation of the confidentiality requirement is a misdemeanor punishable by six (6) months in jail or a fine of \$500, or both.

Confidentiality of the Identify of Person Who Reports: The identity of the person who reports under the Child Abuse and Neglect Reporting Act shall be kept confidential and only disclosed to child protective agencies and legal counsel representing the child protective agency, the district attorney, or counsel appointed pursuant to Welfare and Institutions Code §318. No agency or person who is given the identity of the person reporting the child abuse shall disclose the identity to that person's employer without either the employee's consent or a court order.

Immunity: A child custodian, health practitioner, employee of a child protective agency or commercial film processor reporting a known or suspected case of child abuse is either authorized or required to be reported shall not be subject to either civil or criminal liability for making the report. Child care custodians, health practitioners, employees of a child protective agency or commercial film processors are given absolute immunity. Any other person reporting under the Act, however, only enjoys limited immunity. Although that person shall normally not incur civil or criminal liability, if the person files a false report, knowing that the report was false, or if that person files a report with reckless disregard of the truth or falsity of the report, that person will be liable for any damages caused.

e. Infectious Disease

All employees of the Yreka Union School District will be annually informed about precautions that can be taken to prevent exposure to AIDS/HIV and Hepatitis B in school setting.

Employees with responsibility for administering first aid in school and on school buses should have current instruction and certification.

When providing school employees first aid training and training in CPR, adherence to current recommendations of the American Red Cross and the American Heart Association about using universal precautions to prevent the spread of infectious diseases is essential.

The Superintendent or designee shall meet state and federal standards for dealing with blood borne pathogens and other potentially infectious materials in the workplace. A written Exposure Control Plan designed to protect employees from possible infection due to contact with blood borne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV) is on file.

The Superintendent or designee shall determine which employees have occupational exposure to blood borne pathogens and other potentially infectious materials. In accordance with the District's Exposure Control Plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

Any employee not identified as having occupational exposure in the county office's exposure determination may petition to be included in the employee in-service and hepatitis B vaccination program. Any such petition should be submitted to the Superintendent who shall evaluate the request and notify the petitioners of his/her decision.

Universal Precautions: Universal precautions shall be observed throughout the District to protect employees, students and any other persons in the school environment from contact with potentially infectious blood or other body fluids.

Universal precautions are appropriate for preventing the spread of all infectious disease and shall be used regardless of whether blood borne pathogens are known to be present.

Definition:

Universal precautions is an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other blood borne pathogens. [Title 8, Section 5193]

Human immunodeficiency virus (HIV) and hepatitis B virus (HBV) can be found in blood, semen, vaginal secretions and breast milk. Other body fluids such as feces, urine, vomit, nasal secretions, sputum, and saliva may contain infectious germs that cause other disease. It is not always possible to know when blood or body fluids are infectious; therefore, all body fluids shall be handled as if infectious.

All students and staff routinely observe the following universal precautions for the prevention of infectious disease:

1. Wear disposable waterproof gloves whenever you expect to come into direct contact with blood, other body fluids, or contaminated items or surfaces. This applies to incidents including, but not limited to, caring for nosebleeds or cuts, cleaning up spills, or handling clothes soiled by blood or body fluids. Do not reuse gloves. After each use, remove the gloves without touching them outside and dispose of them in lined waste container. Gowns or smocks should also be worn if you anticipate soiling of clothes by body fluids or secretions.
2. Wash hands and any other contacted skin surface thoroughly for 15 to 30 seconds with dispensable soap and warm running water, rinse under running water, and thoroughly dry with disposable paper towels:
 - a. Immediately after any accidental contact with blood, body fluids, drainage from wounds, or with soiled garments, objects for surfaces.
 - b. Immediately after removing gloves, gowns or smocks.
 - c. Before eating, drinking or feeding.
 - d. Before handling food, cleaning utensils or kitchen equipment.
 - e. Before and after using the toilet or diapering.
3. Clean surfaces and equipment contaminated with blood with soap and water and disinfect them promptly with a fresh solution of bleach (ten parts water to one part bleach) or other disinfectant. While cleaning, wear disposable gloves and use disposable towels whenever possible. Rinse mops or other non-disposable items in the disinfectant.
4. Properly dispose of contaminated materials and label them as biohazardous.
 - a. Place blood, body fluids, gloves, bloody dressings and other absorbent materials into appropriately labeled plastic bags or lined waste containers.
 - b. Place needles, syringes and other sharp disposable objects in leak-proof, puncture-proof containers.
 - c. Bag soiled towels and other laundry. Presoak with disinfectant and launder with soap and water.
 - d. Dispose of urine, vomit, or feces in the sanitary sewer.
5. Do not care for others' injuries if you have any uncovered bleeding or oozing wounds or non-intact -- skin conditions.
6. Use a mouthpiece, resuscitation bag or other ventilation device when readily available in place of mouth-to-mouth resuscitation.

Staff shall immediately report any exposure incident or first aid incident in accordance with the District's Exposure Control Plan.

f. Safety Program-Injury, Illness and Prevention Program

To provide a safe and healthful work environment for employees, students, and visitors, Yreka Union School District has established a workplace safety program. This program is a top priority. The Superintendent is responsible for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Your supervisor will provide specific and periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards, emergency evacuation routes, hazardous substance training, and reporting of safety hazards and suggestions.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor.

The Yreka Union School District Superintendent may be contacted at (530) 842-1168 if you have any questions or concerns about your workplace and its safety.

g. Sexual Harassment

Sexual harassment of or by any employee shall not be tolerated. The Superintendent considers sexual harassment to be a major offense that may result in disciplinary action or dismissal of the offending employee.

Definition of Sexual Harassment: Pursuant to Education Code 212.5, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made with an explicit or implicit condition of employment, status or promotion.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
4. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

Specifically, sexual harassment may include, but is not limited to:

1. Verbal harassment - Derogatory comments, jokes or slurs.
2. Physical harassment - Unnecessary or offensive touching, or impeding or blocking movement.
3. Visual Harassment - Derogatory or offensive posters, cards, cartoons, graffiti, drawings or gestures.

4. Sexual favors - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature upon which is conditioned an employment benefits, unreasonably interferes with an individual's work performance or creates an offensive work environment.

Complaint Procedure: Complaints involving sexual harassment shall not be subject to any requirements of Rules and Regulations 4144 that would cause the employee to resolve the complaint directly with the offending person.

1. Any individual with a complaint of sexual harassment should immediately report it to his or her supervisor. If the supervisor is the individual about whom the complaint is to be made, the employee should make the complaint directly to the Superintendent. Supervisors are required to immediately report in writing any incidents of sexual harassment to the Superintendent.
2. Upon notification or discovery of a sexual harassment complaint, the Superintendent or an alternate appointed by the Superintendent will:
 - a. Inform the complainant of his/her rights pursuant to this policy and current law. The complainant will also be given a copy of the sexual harassment policy.
 - b. Attempt to resolve complaint through informal means, if possible.
 - c. If informal resolution cannot be accomplished, authorize the investigation of the complaint and supervise and/or investigate the complaint. The investigation will include interviews with: (a) the complainant; (2) the accused harasser; and (3) any other persons who reasonably may have relevant knowledge concerning the complaint, such as witnesses and victims of similar conduct.
 - d. Review factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment; giving consideration to all factual information, the totality of the circumstances, including the nature of the verbal, visual or sexual favor aspect of the action or advance and the context in which the alleged incidents occurred.
 - e. Report in writing the results of the investigation and determination as to whether harassment occurred to appropriate persons, including the complainant, the alleged harasser, and the supervisor.

Recommend prompt and effective remedial action, if harassment occurred. This action will be commensurate with the severity of the offense and will be communicated to the complainant.

3. Reasonable steps will be taken to protect the victim and other potential victims from further harassment.
4. Reasonable steps will be taken to protect the victim from any retaliation as a result of communicating the complaint.
5. Appropriate action will be taken wherever possible to alleviate the effects of the sexual harassment.

Dissemination of Policy:

A copy of this policy shall be posted along with and in the same manner as is other material which is posted for the benefit of employees.

Civil law remedies, including but not limited to, injunctions, restraining orders or other orders may also be available to complainants.

For more information, complainants may contact:

Department of Fair Employment and Housing
2000 "O" Street, #120
Sacramento, CA 95814
(916) 445-9918

h. Workers Compensation Benefits

Every employee of the Yreka Union School District is protected by Workers' Compensation. Any injury or illness is covered if it is due to your job. Everything from first-aid type injuries to serious accidents are covered.

The Workers' Compensation administrator carrier for the Yreka Union School District is Keenan & Associates.

HOW TO CLAIM BENEFITS

Report the injury or illness to your supervisor immediately. The District Office will give you a claim form so you can describe the injury or illness - what, where, when and how it happened. Complete it and return it to the District office as soon as possible. Enough information should be included to insure that necessary reports can be completed and arrangements made for medical treatment. The Superintendent or designee will interview you about the injury or illness.

Prompt reporting is the key. Benefits are automatic, but nothing can happen until your employer knows about the injury or illness. Insure your right to benefits by reporting every injury, no matter how slight. Even a cut finger can lead to disability if an infection develops.

WHAT ARE THE BENEFITS?

California's Workers' Compensation guarantees injured employees five (5) kinds of benefits:

- Medical care
- Payment to replace lost wages
- Permanent disability
- Rehabilitation services

- Death benefit to eligible dependent

MEDICAL BENEFITS

The carrier will pay for all necessary doctor bills, hospital costs, x-rays, medications, crutches, etc., incurred as a result of an injury or illness.

HOW MUCH ARE THE PAYMENTS FOR LOST WAGES?

The amount generally is two-thirds of your average weekly wage with certain minimum exceptions, up to a maximum amount set by the State of California. The amount of the payments and when and how they will be paid are part of the State law. Only the State can change the law.

Workers' Compensation payments are tax-free. There are no deductions for state or federal taxes, social security, union contributions, etc.

VOCATIONAL REHABILITATION

If, because of your work incurred injury or illness, you are unable to return to your usual job duties, you may be entitled to vocational rehabilitation benefits. While you are enrolled in a rehabilitation plan approved by the State of California, the total cost of services and temporary disability is paid by your employer. Services may include either modifying your old job, finding another job with your same employer, or training you for a new job.

PERMANENT DISABILITY

Additional payments will be made for a permanent handicap such as the amputation of a finger or loss of sight, even though you may be able to return to full employment. The number of permanent disability payments is based on a schedule, set by the State, which takes into account factors such as age, occupation at time of injury or illness and the nature of the permanent handicap.

Keenan & Associates will submit all necessary reports to the Division of Workers' Compensation, State of California, who will make a determination of the nature and extent of permanent disability.

DEATH BENEFITS

In the event of a work-related death, eligible dependents will be entitled to benefits as determined by the State of California.

WHAT IF THERE ARE QUESTIONS?

Misunderstanding and even errors sometimes do occur, but most can be cleared up by a telephone call. Should you have any questions whatsoever, do not hesitate to call the District Office or Keenan & Associates.

For additional information, telephone the nearest office of the State Division of Workers' Compensation, Office of Benefit Assistance and Enforcement. The nearest office is listed in the State Government Offices pages in the front of the white pages of the telephone book under "Industrial Relations Department." Their help is available free of charge to explain your rights, solve problems and provide other information.

If the problem still cannot be resolved, you may file an "Application for Adjudication" with the Workers' Compensation Appeals Board. That is the State agency responsible for handling disputes. The Appeals Board is a court of law. You can represent yourself, of course, or you may want to hire an attorney. If you do, the fee will be deducted from any benefits awarded by the Appeals Board - generally 9 to 12 percent. If it is necessary to go to the Appeals Board to resolve your claim, be sure to do it within one(1) year from the date of the injury or illness, or one year from the date of your last medical treatment. Waiting longer could mean losing your right to benefits.

i. Use of Phone, Mail, and Technology

Phone: Personal use of telephones for long-distance and toll calls is not permitted. Employees should practice discretion in using school telephones when making local personal calls and may be required to reimburse the District for any charges from their personal use of the telephone. There can be no expectation of the part of the employee for the school or District Office to forward incoming personal calls to the employee. A message will be taken and placed in the employee's work mailbox. The school cannot be responsible for incoming personal calls.

Mail: The use of Yreka Union School District-paid postage for personal correspondence is not permitted.

Technology:

User Obligations and Responsibilities:

Employees are authorized to use Siskiyou County Office of Education's on-line services in accordance with user obligations and responsibilities specified below and in accordance with Yreka Union School District's policy.

1. The employee in whose name an on-line account is issued is responsible for its proper use at all times. Users shall keep passwords, home addresses and telephone numbers private. They shall use the system only under their own account number. When sending electronic messages, employees shall not include information that could identify themselves or other students and employees.
2. Yreka Union School District's system shall be used only for purposes related to education. Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.
3. Employees should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the District's computer network or

stored in his/her directory. Yreka Union School District reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by Yreka Union School District officials.

4. The use of Yreka Union School District's system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges. The first infraction will result in removal from the computer network for one (1) week and a written reprimand in the employee's personnel file. The second infraction will result in removal from the computer network and disciplinary action. Consequences of violations for employees include but are not limited to: suspension of information network access, revocation of information network access, suspension of network privileges, revocation of network privileges, suspension of computer access, revocation of computer access, disciplinary action, employment termination, and applicable legal action and prosecution by the authorities.
5. Employees are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. (Penal Code § 313).
6. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or District policy.
7. Users may download copyrighted material for educational purposes only. Employees shall not use copyrighted material for personal financial gain.
8. Vandalism will result in the cancellation of user privileges and or criminal prosecution. Vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious deletion or reconfiguration of data or system performance, malicious attempt to harm or destroy district equipment or materials or the data of any other user.
9. Other than in a supervisory capacity, users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
10. Users shall report any security problem or misuse of the services to a supervisor.

The principal, supervisor, or designee shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke or suspend a user's access at any time. The decision of the supervisor or designee shall be final.

III. EMPLOYEE ACKNOWLEDGEMENT FORM

I have received an orientation covering employee benefits and Yreka Union School District personnel policies.

Overview of YUSD Services:

Payroll Associated Benefits

Leaves

Payroll and Payday

Request to Be Absent-Aesop

Purchase Orders/Requisitions/Reimbursement Procedure

Health Benefits

Time sheets for extra duty

IRS 125 Flex Plan

Travel Policy

Mandated Topics

- Child Abuse Reporting
- Drug Free Workplace
- Family Care and Medical Leave
- Infectious Disease in the School Setting
- Safety
- Sexual Harassment
- Workers' Compensation
- Use of phone, mail, and technology

The employee handbook describes important information about the Yreka Union School District, and I understand that I should consult the District Office regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Trustees of the Yreka Union School District has the ability to adopt any revisions to the policies in this handbook. The only recognized deviations from the stated policies are those authorized by the Board or negotiated by recognized bargaining units.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (PRINTED)