

2017-2018
EMPLOYEE HANDBOOK



Serving Washington Unified School District

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SUPERINTENDENT
Linda C. Luna



DISTRICT OFFICE
930 Westacre Road
West Sacramento, CA 95691

TEL (916) 375-7600
FAX (916) 375-7619

www.wusd.k12.ca.us

Dear Washington Unified School District Educators,

Welcome to the Washington Unified Team!

Our united mission is to challenge and support each student to develop effective critical thinking, problem solving and communication skills as a life-long learner acting in an ethical manner to serve a broader community through a community of leaders.

We believe each member of the team is an educator responsible for providing . . .

- Engaging learning experiences in safe, positive environments.
- Highly-qualified, reflective, and adaptive educators.
- A culture of innovations responsive to student needs and aspirations.
- A community promoting family involvement, strong partnerships, and school pride.

You are challenged to meet these responsibilities every day for each of our students.

We are pleased to provide you with the District's Employee Handbook, containing a review of our District's Mission and Beliefs, contact information for departments and sites, general expectations of employees, and yearly notifications of various statutes and policies. We believe we are all more effective when everyone understands their relationship to the total organization while also understanding their rights and responsibilities. All of us are trustees of the public confidence and stewards of the community's greatest assets, our students.

The District's personnel policies and related regulations are designed to ensure a supportive, positive climate. They conform to state and federal law and regulations and are consistent with collective bargaining agreements. The information in this handbook is intended to provide direction to all employees. Many Board policies and District procedures have been abbreviated and summarized; therefore, the handbook is not a substitute for official Board Policies, Administrative Regulations or practices as these items do change from time to time.

We encourage all District staff to become acquainted with the handbook and refer to it when you have questions. Suggestions for additions and improvements to this handbook are welcome and may be sent to Michael Reed, Assistant Superintendent, Human Resources.

Finally, whether you are a certificated employee, a classified employee or an administrator, you are vital to the education of each student as we work to provide them with *The Gateway to Extraordinary Possibilities*.

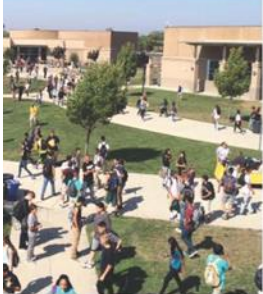
Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Reed".

Mike Reed, Assistant Superintendent of Human Resources

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OUR MISSION

To challenge and support each student to develop effective critical thinking, problem solving and communication skills as a life-long learner acting in an ethical manner to serve a broader community through a community of leaders characterized by...

- Engaging learning experiences in safe, positive environments
- Highly-qualified, reflective, and adaptive educators
- A culture of innovation responsive to student needs and aspirations
- A community promoting family involvement, strong partnerships, and school pride

WE BELIEVE...

- Education is the great equalizer which builds community of higher expectation
- All individuals require community to thrive and build responsibility through participation and service
- All individuals have ownership and responsibility for the success of the organization
- Self-empowerment leads to motivation which is a critical component of success
- All individuals are unique with district attributes that enrich all lives
- All individuals deserve to be valued and respected
- Self-reflection and personal improvement are essential because change is a condition of life
- Ethical choices are vital for a healthy community
- A purposeful balance of hard work and joy is essential to a healthy life

WASHINGTON UNIFIED SCHOOL DISTRICT
SCHOOL SITES

Alyce Norman Education Center

1200 Anna Street
West Sacramento, CA 95605
916.375.7650

Southport Elementary School

2747 Linden Road
West Sacramento, CA 95691
916.375.7890

Bridgeway Island Elementary School

3256 Half Moon Bay Circle
West Sacramento, CA 95605
916.375.7778

Stonegate Elementary School

2800 La Jolla Street
West Sacramento, CA 95691
916.375.0960

Bryte CTE

637 Todhunter Avenue
West Sacramento, CA 95605
916.375.7901

Washington Middle College High School

1504 Fallbrook Street
West Sacramento, CA 95691
916.375.7680

Elkhorn Village Elementary School

750 Cummins Way
West Sacramento, CA 95605
916.375.7700

Westfield Village Elementary School

508 Poplar Street
West Sacramento, CA 95605
916.375.0960

Riverbank Elementary

1100 Carrie Street
West Sacramento, CA 95605

Westmore Oaks Elementary

1100 Clarendon Street
West Sacramento, CA 95691
916.375.7730

River City High School

1 Raider Lane
West Sacramento, CA 95691
916.375.7800

Yolo Alternative Education

919 Westacre Road
West Sacramento, CA 95691
916.375.7740



Washington Unified School District School Locations



SCHOOLS:

Alyce Norman Education Center
 Bryte Career & College Training
 Riverbank Elementary
 Southport Elementary
 Washington Middle College High
 Westmore Oaks Elementary

Bridgeway Island Elementary
 Elkhorn Elementary
 River City High School
 Stonegate Elementary
 Westfield Elementary
 Yolo High Continuation

**WASHINGTON UNIFIED SCHOOL DISTRICT
DISTRICT OFFICE EXTENSION LIST
AUTOMATED ATTENDANT #375-7604 MAIN #375-7600**

SUPERINTENDENT'S OFFICE	
LINDA C. LUNA, Superintendent	1236
Vacant, Administrative Assistant to the Superintendent	1236
GIORGOS KAZANIS, Administrator of Communication & Community Outreach	1235
BUSINESS SERVICES	
Vacant, Assistant Superintendent of Business Services	1011
SHANNON SWEELEY, Confidential Administrative Assistant	1011
KAREN FLORIANO, District Office Receptionist	1000
BRAD VON STRIVER, Director of Maintenance, Operations & Transportation	375-7690
ELAINE STALL, Administrative Secretary II	375-7690
TERRY SOUZA, Maintenance & Grounds Supervisor	375-7690
TYRONE ARMSTRONG, Operations Supervisor	375-7690
NATHANIEL HILL, Transportation Supervisor	375-7688
KAREN FRIEDLAND, Warehouse Store Keeper	501-4228
KILEE LANE, Director of Fiscal Services	1012
ALLA LITOVKA, Fiscal Analyst	1020
CORINNA MACIAS, Fiscal Analyst	1018
YULIYA MARCHENKO, Payroll/Benefits Technician	1023
JULIA MOSEYCHUK, Payroll/Benefits Technician	1019
TAMI VITTO, Payroll/Benefits Technician	1017
KATHY BATSON, Accounts Payable/Purchasing	1016
VACANT, Accounting/Budget Technician	1015
PAYROLL HUNT GROUP	4001
KARRI PINA, Director of Food Service	1069
SONIA ZARAGOZA, Administrative Secretary II	1061
STEPHANIE POSAS, Food Services Account Clerk	1063
HUMAN RESOURCES	
MICHAEL REED, Assistant Superintendent of Human Resources	1046
MICHELLE COLLINS, Confidential Administrative Assistant	1046
PAM GEIVETT, Director of Human Resources	1042
ALEX PEREZ, Administrative Secretary II	1045
JENNY GEMINDER, Risk/Benefits Manager	1013
MARIA SORIA, Certificated Human Resources Analyst	1044
CRUZ AMBROSINI, Classified Human Resources Analyst	1040
AILEEN FLORES, Human Resource Specialist	1047
DJ FIELDS, Sub Caller	1049
WAREHOUSE	375-7616
ROOM 48	1024
ROOM 75	1375

EDUCATIONAL SERVICES		
AMBER LEE, Assistant Superintendent of Educational Services		1302
SARA DREWRY, Administrative Secretary III		1302
ANDY PARSONS, Assistant Superintendent of Educational Services		1301
CONNIE VANDORIEN, Administrative Secretary III		1301
EDUCATIONAL SERVICES HUNT GROUP		1300
ELISA RODRIGUEZ, Administrative Secretary I		TBD
RAHELE ATABAKI, Program Specialist		1306
ERIN CORMIER, Program Specialist		1311
NICOLE LATIMER, Program Specialist		1312
YOLANDA SACA, Program Specialist		1316
RENEE COLLINS, Director of Career and College Readiness	916-375-7901	3300
Isabel Mejia, Administrative Secretary II	916-375-7901	3300
Melissa Baldwin, Program Specialist	916-375-7901	3314
GWYN LAMAR DELLINGER, Director of PACE		1048
TATYANA LODZHANSKY, Administrative Secretary II		1378
CRISTA KOCH, Coordinator of English Learners		1377
ANNASTASIA HERMELE, Administrative Secretary II		1380
JERRY SMITH, Director of Student and Family Support Services		1371
CRISTINA LOPEZ, Administrative Secretary II		1370
KIMY GIBSON, Student Records Secretary		1315
CHRISTINE MYERS, Outreach Specialist/Foster Youth		1382
SUE DWYER-VOSS, School Social Worker		2001
GRACIELA GARCIA, School Social Worker		1382
SUSAN MASSEY-CLOVER, Director of Special Services		1351
LISE BUSCH, Administrative Secretary II		1350
ELISA RODRIGUEZ, Administrative Secretary I		1350
KELLY HOOBERRY, Program Specialist		1354
KARLA SALVO, Program Specialist		1361
CHRISTY SAVAGE, Program Specialist		1352
SHERRI MARSTON, Health Clerk		1353
DEBBIE HODGE, Workability Coordinator		1362
SARAH BAUM, Clinical Program Manager		1051
ALICE MAGGUSSEN, ERMHS Clinician		1354
KIM HARRISON, Director of Technology		1314
CHRISTY JOURDAN, Administrative Secretary II		1411
MELISSA OLIVER, Coordinator of Instructional Technology		1309
ELIZABETH CYPRESS, Student Assessment/Data Specialist		1308
EDMUND LYNCH, Technology TOSA		1420
JERRY CHAPMAN, Systems Engineer		1417
MOHAMMAD NASSAR, Systems Engineer		1416
JOHN BARCA, Technology Technician II		1414
AARON SMART, Technology Technician II		1419
DAMIEN SINTES, Technology Technician I		1415
JORGE MONTEERRUBIO, Technology Technician I		1413
JAMES CORSON, Technology Technician I		2050
STEVE CALIBO, Technology Technician I		1409

Stay Current - District News

WEBSITE & NEWSLETTER

WUSD Website



Washington Unified’s website contains a variety of information designed to support staff. Log on to www.wusd.k12.ca.us to find Board of Education information, calendars, forms, log in information, and links for Aeries, Absence Management, Google Apps, the HelpDesk, Illuminate, and SharePoint.

Click on the newsletter icon to read the District Newsletter



- Departments
- ▶ Office of the Superintendent
- ▶ Business Services
- ▶ Communication & Community Outreach
- ▶ **Sign Up for E-News & Updates!**
- ▶ Flyer Distribution
- ▶ Negotiations Updates
- ▶ Parent Advisory Committee
- ▶ Digital Media Authorization Form
- ▶ **District Newsletter**
- ▶ Education Services

District Newsletter

You Are Here: Home » Departments » Communication & Community Outreach » District Newsletter

WUSD e-News

The WUSD e-News is the official newsletter for our school district. Subscribing to the e-News provides you with a monthly glimpse into student, faculty/staff, program, school and district-wide spotlights that truly make us #Great2bWUSD. The newsletter will be published on the last Friday of every month during the school year.

Additionally, you will receive periodic emails on behalf of the WUSD regarding special announcements, community updates and policy changes.

This service functions exactly like any other opt-in subscriber mailing list providing you with the option to also opt-out at any time. Your email address will not be given, sold, or otherwise distributed to any third party for the purpose of initiating, or enabling others to initiate, commercial e-mail messages. This service is specifically designed for our schools and school district.

...And sign up to receive our E-News and Updates via email

BARGAINING UNIT CONTRACTS

You will find a link to your current Bargaining Unit Contract under Human Resources in the Departments drop down menu. Select the page for Certificated or Classified Staff.

The Contract Agreement between Washington Unified and the California School Employees Association (CSEA) is located at:

www.wusd.k12.ca.us/departments/Human-Resources/Classified-Staff/index.html

The screenshot shows the Washington Unified School District website. At the top, there is a navigation bar with links for 'OUR SCHOOLS', 'LANGUAGE', 'SEARCH SITE', 'FACEBOOK', 'TWITTER', 'YOUTUBE', '(916) 375-7600', and 'QUICKLINKS'. Below this is the district logo and icons for 'CALENDAR', 'STAFF DIRECTORY', 'NEWSLETTER', and 'AERIES'. A dark red navigation bar contains links for 'Home', 'About WUSD', 'Board of Education', 'Departments', 'Parents', 'Staff', and 'Employment'. On the left, a blue sidebar lists various departments, with 'Classified Staff' highlighted. The main content area is titled 'Classified Staff' and includes a breadcrumb trail: 'You Are Here: Home » Departments » Human Resources » Classified Staff'. Below the title is a word cloud graphic with the text 'SCHOOLS WORK & STUDENTS LEARN WITH CLASSIFIED EMPLOYEES ON THE JOB'. The text describes the role of classified employees and provides contact information for Cruz Ambrosini, Classified HR Analyst. A link to the 'Contract' is provided, pointing to 'CSEA Contract 2015-2018.pdf'.

The Contract Agreement between Washington Unified and the Washington Teachers Association (WTA) is located at:

www.wusd.k12.ca.us/departments/Human-Resources/Certificated-Staff/index.html

The screenshot shows the Washington Unified School District website. At the top, there is a navigation bar with links for 'OUR SCHOOLS', 'LANGUAGE', 'SEARCH SITE', 'FACEBOOK', 'TWITTER', 'YOUTUBE', '(916) 375-7600', and 'QUICKLINKS'. Below this is the district logo and icons for 'CALENDAR', 'STAFF DIRECTORY', 'NEWSLETTER', and 'AERIES'. A dark red navigation bar contains links for 'Home', 'About WUSD', 'Board of Education', 'Departments', 'Parents', 'Staff', and 'Employment'. On the left, a blue sidebar lists various departments, with 'Certificated Staff' highlighted. The main content area is titled 'Certificated Staff' and includes a breadcrumb trail: 'You Are Here: Home » Departments » Human Resources » Certificated Staff'. Below the title is a photograph of a teacher and a student working together at a desk. The text describes the role of certificated staff and provides contact information for Maria Soria, Certificated Human Resources Analyst. A link to the 'Contract' is provided, pointing to 'WTA Contract 2015-2018 9 22 16.pdf'.

PAYROLL, SCHEDULE, AND ATTENDANCE

Salary Warrants

Salary warrants are distributed on the last working day of the month. Direct deposit is available to those employees who wish to exercise that option. Please notify the Payroll Department upon hire if you choose direct deposit. The paperwork does take time to be processed by both your banking institution and the County Office of Education. Please be aware that it may take 1-2 pay cycles before direct deposit is activated.

Please keep records of the days/hours you work each month. If you find any discrepancies between your records and that of your salary warrant, please contact the Payroll Department at (916) 375-7600.

Breaks

For classified employees, the authorized rest period time is 15 minutes per three (3) hours.

Lunch

An employee working for a period of more than five (5) hours is entitled to an unpaid meal period of not less than 30 minutes, except that when a work period of not more than six (6) hours will complete the day's work. The meal period may be waived for that exception by mutual consent of the employer and the employee.

Attendance

The District expects an employee to be present for work, to adhere to his/her assigned schedule, to perform all assigned duties and to work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's direct supervisor/principal. Any deviation from assigned hours must have prior approval from the employee's direct supervisor/principal.

All employees who are unable to report to work shall:

1. Enter their absence in Absence Management for the purpose of notifying their direct supervisor/principal and when applicable, securing a substitute for the period of absence.
2. Contact his/her direct supervisor/principal to report his/her absence as soon as possible.
3. Properly document absence(s) on approved forms.

The District will monitor attendance and absence patterns. The following incidents are examples that will be investigated and may result in the appropriate level of discipline including oral and/or written warning, suspension and/or possible dismissal from employment:

- Theft of time and/or improper modification of time worked records;
- Failure to notify the direct supervisor/principal of an absence, and failure to report to

- work on such day; and/or
- Failure to return to work the day following the expiration of an authorized leave of absence.

Employees are provided an annual allotment of sick leave, vacation, personal necessity, no-tell days, etc. determined by his/her Bargaining Unit Contract.

Certificated employees, please review Article 11 – Leaves of the Contract Agreement between the Washington Teachers Association and the Washington Unified School District for details regarding usage of sick leave, personal necessity leave, no-tell days, etc. Contact your supervisor or Human Resources with questions.

Classified employees, please review Article 11 – Leaves of the Contract Agreement between the Classified School Employees Association and the Washington Unified School District for details regarding usage of sick leave, personal necessity leave, no-tell days, etc., as well as Article 16 for information regarding vacation and holidays. Contact your supervisor or Human Resources with questions.

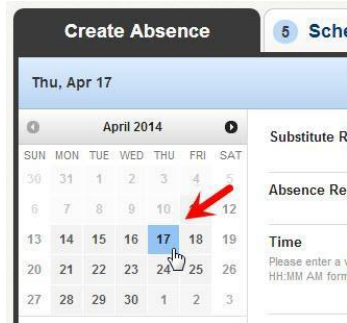
ABSENCE MANAGEMENT – Absence Reporting

You can report absences online at <https://www.aesoponline.com/login2.asp>. Once you log in, you will be able to enter absences, check your absence schedule, and update personal information. Or, you may also call Absence Management toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features.

By visiting the Absence Management website, there are many things you can do and see, but as an employee, one of the most important things is the ability to create an absence. It is simple to do. Once you log on you will see the following:

The screenshot shows the 'Create Absence' interface. At the top, there are four tabs: 'Create Absence' (active), '5 Scheduled Absences', '4 Past Absences', and '0 Denied Absences'. Below the tabs, the main content area is titled 'Please select a date' and includes a calendar for April 2014. The calendar shows dates from 30 to 3, with the 11th highlighted. To the right of the calendar, there are several form fields: 'Substitute Required' with a 'Yes' button, 'Absence Reason' with a dropdown menu set to 'Select One', and 'Time' with a dropdown set to 'Full Day' and a time range from 08:00 AM to 03:00 PM. Below these are two text areas for 'Notes to Administrator' and 'Notes to Substitute', each with a 255 character limit. On the right side, there is a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area, a 'Choose File' button, and a 'Shared Attachments' section listing 'Vanderbilt HS Code of Conduct.xlsx' and 'High School Rules'. At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

When selecting your absence date, simply click on the single day and it will be highlighted in



blue.

You can also click on multiple days to create a multi-day absence. The days do not have to be consecutive. If you've got a larger number of consecutive days you'd like to select, simply click and drag your cursor to select the days.



Once you've chosen the date(s) of the absence, it's time to enter the rest of the absence details.

Substitute Required Yes

Absence Reason

Time
Please enter a valid time range using the HH:MM AM format.
 to

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

Substitute Required: This option may already be predetermined for you but you may have the

option to choose if a substitute is needed for this absence. To change the option from Yes to No, just click to move the slider.

Absence Reason: Choose your absence reason from the drop-down list.

Time: Choose what type of absence this is.

Notes: You have the ability to leave notes for your administrator and for the substitute who will be filling in for you. The notes you leave for the administrator will not be visible to the substitute. The notes you leave for the substitute will be visible to the administrator.

Attach a File: Absence Management gives you the ability to attach files to your absence for your substitute to see, such as lesson plans or seating charts. You can attach Word, Excel, and PDF files. To attach a file, click the Choose File button and browse your computer for the file you want to attach.

Once you have filled in all the required fields, click the Create Absence button at the bottom right corner.

Once the absence is saved, you will see a message at the top of your screen which will include the confirmation number. The absence will also show up under the "Scheduled Absences" tab.

Contact Human Resources at 916-375-7604, ext. 1045, with questions regarding Absence Management reporting or if you need help logging in.

HEALTH, WELLNESS, & SAFETY

EmployeeConnect PlusSM

Employee Assistance Program Services

Confidential help 24 hours a day, 7 days a week for employees and family members

COMPSYCH[®]
GuidanceResources[®] Worldwide

Call 855-327-4463, or visit us online
at www.GuidanceResources.com
(Web ID = Lincoln)

- ▶ Family
- ▶ Parenting
- ▶ Addictions
- ▶ Emotional
- ▶ Legal
- ▶ Financial
- ▶ Relationships
- ▶ Stress

EmployeeConnect Plus is a program paid for by the District that provides real-life support services to you and your family. The EmployeeConnect Plus program provides assistance with personal and work-related concerns and counselors with master's degrees are available 24/7. They can help you with issues such as depression, marital or family difficulties; addictions; legal and financial problems; or work/life issues such as locating child care or elder care, finding movers, locating kennels and pet care, and vacation planning.

It is Easy to use!

Call toll-free 855-327-4463, or visit us online at www.GuidanceResources.com (Web ID = Lincoln) to gain free access to:

- Unlimited phone access to legal, financial and work-life services.
- In-person help with short-term issues; up to six* sessions per person, per issue, per year.
- A 25% discount on in-person consultations with network lawyers.

Tailored referrals and resources

Your EmployeeConnect Plus counselor will help you assess your concerns and identify how to help. This may include meeting with a counselor for face-to-face visits. EmployeeConnect Plus sessions are designed for short-term problem resolution and are completely confidential. Your EmployeeConnect Plus counselor can also refer you to child-care and elder-care resources with confirmed vacancies meeting your specifications; onsite staff attorneys for legal questions; financial counselors for debt management; and community resources for self-help groups.

You have access to www.GuidanceResources.com, where you can search an extensive web library of articles, information, assessments, calculators and links. The site is designed to assist you with personal or family concerns and work-life balance, as well as legal and financial matters.

Workplace Safety

You play a vital role in School safety. By taking care of your own health and safety at work, you avoid injuries that could mean time away from work. A little planning will go a long way toward making your work environment safer. These three steps will help you get started:

1. Identify job hazards
2. Work towards solutions
3. Follow up and share your successes

Step 1. Identify job hazards

The chart on the following pages lists many of the common hazards that affect administrative and office staff. Use this chart to identify the hazards relevant to your work. Talk to your co-workers to find out if they have similar concerns. Report any hazards to your supervisor.

Step 2. Work towards solutions

The chart also offers tips for reducing hazards. Develop a plan to implement the changes that are needed. Some suggestions:

- Assess what changes you can make on your own, and what you need your employer or supervisor to do.
- When possible, work together with your school's site safety coordinator, union, and co-workers.
- Share your ideas with your supervisor.
- Workplace hazards can be reduced or eliminated by: (1) removing the hazard (preferable); (2) instituting policies and procedures that reduce the hazard; and/or (3) using personal protective equipment.

Step 3. Follow up and share your successes

Call or stop by the Human Resources Department. We would love to hear your successes and tips to improve safety!

Common Job Hazards

Slip and Fall Hazards

The most common accidents in schools are slips, trips, and falls. These injuries can be caused by slippery or uneven walking surfaces. Here are some tips to prevent slips and falls:

<ul style="list-style-type: none">• If you need to reach high places, never stand on a chair or desk. Use a ladder or footstool, or ask a custodian for help.• Keep classrooms free of clutter.	<ul style="list-style-type: none">• Make sure shelves and storage racks are stable and secured.• Wear shoes with non-skid soles.• Be aware of caution signs for maintenance and construction projects.
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Infectious Disease

You could be exposed to many different viruses and bacteria, such as the common cold, flu, HIV, and Hepatitis B. Remember that some diseases common in children are more dangerous to adults. You may be exposed to bodily fluids while helping children use the toilet or when they are ill/injured.

- Wash your hands frequently, and encourage your students to do the same.
- Teach students to cover their mouths when they cough or sneeze.
- Stay home if you're sick!
- If you provide first aid to students, you may need a Hepatitis B vaccine and bloodborne pathogens training.

- If you may come into contact with blood or other bodily fluids:

- wear disposable gloves;
- wash your hands with soap and water; and
- disinfect any equipment or work areas that are affected.



Violence and Aggressive Student Behavior

About three-quarters of all public schools experience one or more violent incidents of crime every year; almost half report thefts. Teachers and school staff have some of the highest rates of workplace assault. Special education teachers and paraeducators may be at particular risk of dealing with student behavioral issues, such as biting and hitting.

- Report to maintenance staff any locks and alarms that are not working.
- Set up a communication system if you're working alone at night or when school is out. Use a buddy system. Notify administrators if you are working late.
- Check with administration on the reporting process for violent incidents and threats
- Put your personal belongings in a secure place.

- Make sure the school requires parents and visitors to sign in at the main office.
- Advocate for workplace violence training for all school staff.
- Obtain the SASH emergencies fact sheet for additional practical tips.
- Work with the district to develop and implement safety procedures and training programs on handling student behavioral problems.

Campus Security

Washington Unified School District is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The District also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall ensure that district's campus security plan includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity.
2. Secure buildings from outsiders and discourage trespassing. These procedures may include requiring visitor registration, staff and volunteer identification badges, and patrolling places used for congregating and loitering.
3. Discourage vandalism and graffiti. These strategies may include plans to immediately cover graffiti as well as campus beautification projects and shall also include students and the community in these projects.
4. Control access to keys and other school inventory.
5. Detect and intervene with school crime. These strategies may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration with local law enforcement agencies including providing for law enforcement presence.

All staff shall receive training in building and grounds security procedures.

Keys

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position. Keys shall be used only by authorized employees and shall never be loaned to students.

The person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee and shall pay for a replacement key.

Employees must return all keys, ID badges and other district property to the supervising administrator when leaving employment at the district.

Workers' Compensation Process

California law guarantees certain Workers' Compensation benefits to employees who are injured or become ill due to their jobs. Any injury or illness is covered if it was caused by the job. If you are injured at work, please do the following:

1. Immediately report the injury/illness to your supervisor.
2. Call the Company Nurse immediately at 1-877-518-6702 (toll free) to discuss treatment

options.

3. If medical treatment is necessary, obtain an Employee Packet from your supervisor.
4. After you have seen a physician, you will be given a "Work Status Report" form. Be sure to give a copy of this form to your supervisor.
5. If you are released for modified/restricted duty, discuss your return to work with your supervisor.
6. Follow all doctors' orders. Attend all scheduled appointments. Give a copy of your "Work Status Report" to your supervisor after each appointment.
7. When entering an absence for Workers' Compensation, please select Industrial Accident as the reason.

Remember, you may only charge absences for work-related injuries to Workers' Compensation leave if you are taken off work by the doctor or if you are attending an appointment. If the absence is not covered by a doctor's note, it will be charged to your sick leave.

If you have any questions about the Workers' Compensation process, please call Human Resources.

WORKERS' COMPENSATION FRAUD IS A FELONY

Anyone who knowingly files or assists in the filing of a false workers' compensation claim may be fined up to \$50,000 and sent to prison for up to five years (Insurance Code Section 1871.4).

Additional workers' compensation information is provided on pages 33-39.

Mandated Reporting (Child Abuse)

Effective January 1, 1985, all employees must acknowledge that they are aware of and will comply with the provisions of Section 11166 of the California Penal Code. Copies of Sections 11165.7, 11166, and 11167 of the California Penal Code are included beginning on page 47 of this handbook.

As an employee of Washington Unified School District, you are a mandated reporter as defined by Section 11165.7 of the Penal Code. If you have knowledge of or observe a child (within your professional capacity or within the scope of your employment) whom you know, or reasonably suspect, has been the victim of child abuse, you **MUST** report the known or suspected instance of child abuse to a child protective agency.

This report must be made to a child protective agency immediately, or as soon as practically possible, by telephone, followed by a written report prepared and sent within thirty-six hours of receiving the information concerning the incident.

In addition to information about the child involved, reports of child abuse or neglect must include information about the individual filing the report, including but not limited to, their name, business address, and phone number. However, the identity of the individuals who report shall be confidential and disclosed only among agencies receiving, investigating, or prosecuting mandated reports, when the individual waives confidentiality, or other condition described under subdivision (d) of Section 11167 of the Penal Code.

Drug-Free Workplace Policy

The maintenance of drug and alcohol-free workplaces is essential to safe district operations. District employees are responsible for the safety and well-being of minor students. Drugs and alcohol use poses a threat to students, employees, and community safety.

You are hereby notified that it is a violation of Board policy for any employee at the workplace to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, drug, or controlled substance at any school district workplace. These prohibitions apply before, during, and after school hours.

A school district workplace is any place where district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school site when accommodating a school-sponsored or school-approved activity or function where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

As a condition of your employment in the district, you are required to comply with the District's policy on Drug Free Workplace and will, any time you are convicted of any criminal drug statute violation occurring in the workplace, notify your supervisor of this conviction no later than five days after such conviction.

Pursuant to California Education Code 44836 and 45123, the Board may not employ or retain in employment persons convicted of any controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges are dismissed, his/her employment may be permitted.

Pursuant to California Education Code 45123, a classified employee may be re-employed after conviction of a controlled substance offense only if the Board determines, from evidence presented, that the person has been rehabilitated for at least five years. The Board shall determine the type and manner of presentation of the evidence and the Board's determination as to whether or not the person has been rehabilitated is final.

Pursuant to California Education Code 44940 and 45304, the District must immediately place on compulsory leave of absence any employee charged with involvement in the sale, use, or exchange to minors of certain controlled substances. Further, the District may immediately place on compulsory leave of absence any employee charged with certain controlled substances offenses.

Sexual Harassment Policy

Sexual harassment is discrimination or harassment based on sex (or of a sexual nature); on gender; on sexual orientation; or on pregnancy, childbirth, or related medical conditions. Sexual harassment is deliberate and repeated sexual attention that is not returned. The definition of sexual harassment includes many forms of behavior, including harassment of a person of the same gender as the harasser. The following are examples of sexual harassment:

- Unwanted sexual advances;
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Making or using derogatory comments, epithets, slurs, or jokes;
- Sexual comments including graphic comments about an individual's body; sexually degrading words used to describe an individual; or suggestive or obscene letters, notes, or invitations.

There are three types of Sexual Harassment.

- 1) *Quid Pro Quo* harassment occurs when something is given in exchange. Offering employment benefits in exchange for sexual favors is an example of Quid Pro Quo harassment.
- 2) *Hostile Work Environment* occurs when conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment. Physical touching or assault and actual or threatened retaliation are examples of Hostile Work Environment.
- 3) *Third Party Harassment* occurs when another co-worker is affected. For example, an office worker may not complain of harassment he/she witnessed because he/she fears of becoming the next victim.

Washington Unified School District is committed to a work environment and an educational environment that is safe and in which all employees and students are treated with dignity and

respect. Each employee and student has the right to work and learn in a professional atmosphere that promotes equal employment opportunity and is free from discriminatory practices.

The District condemns, opposes, and prohibits harassment of employees, applicants, and students by any person.

The obligations of Washington Unified School District are as follows:

- A complaint process is made available to employees in Board Policy 4031.
- Conduct investigations confidentially, in a timely manner, and with sensitivity toward the alleged victim and the alleged harasser.
- Ensure that no employee is retaliated against for filing a complaint with, or otherwise participating in an investigation, proceeding, or hearing conducted by the District, DFEH, or the EEOC. Retaliation is prohibited by law.

The employee obligations are as follows:

- Report any incidents of sexual harassment to the immediate supervisor.
- Participate in District sponsored trainings and review Board Policy and Administrative Regulation 4144, which outlines the complaint process for sexual harassment.
- Cooperate with any investigation of an alleged act of sexual discrimination/harassment conducted by the District, State, or Federal Agency.
- Do not take any action to discourage a victim of harassment from reporting such abuse.
- Any employee receiving a formal governmental charge or complaint should deliver it to the Superintendent or designee immediately.

Employees who believe they may have been sexually harassed may obtain information from, or file a complaint with, the Department of Fair Employment and Housing and/or the Equal Employment Opportunity Commission.

Department of Fair Employment and Housing (DFEH)

Phone: (800) 884-1684 or (916) 227-0551

TTY: (800) 700-2320

www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)

San Francisco District Office Phone: (415) 625-5600

TTY: (415) 625-5610

www.eeoc.gov

Universal Precautions

Guidelines from the California State Department of Education and the Centers for Disease Control are incorporated in the following preventive procedures. The basic principle promoted by these guidelines is to use Universal Precautions. This means to use appropriate precautions regardless of the knowledge of which germs are present in an individual's body fluids such as blood, saliva, nasal, discharges, vomitus, urine or feces. In other words, when handling the

discharges from another person's body, always use Universal Precautions, especially when handling discharges containing blood. Do not limit hand washing, gloving and careful disposal of contaminated refuse only to those times when dealing with persons known or suspected of carrying specific germs. These Universal Precautions are general precautions personnel can take to prevent the spread of all infectious diseases, with specific information about HIV/AIDS and hepatitis infections.

These guidelines are to be followed in order to provide simple and effective procedures for all persons who may be exposed to the body fluids of another person.

1. Hand washing is the single most important technique for preventing the spread of infections.

When to wash hands: Hands should be washed before eating, drinking, food handling and smoking. Hands should be washed after toileting. Hand washing procedures should be observed immediately after exposure to any body fluids.

How to wash hands: Wet hand with running water and apply soap from a dispenser. Lather well and wash vigorously for at least 15 seconds. Soap suspends easily - removable soil and microorganism, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse well under running water with water draining from wrist to fingertips. Leave water running. Dry hands well with a paper towel and then turn off the faucet with the paper towel. Discard the towel.

2. Avoid direct skin contact with body fluids.

How to avoid contact with body fluids: Allow a student or staff person to clean own body fluid spills when this can be done safely. The bloodstream can be contaminated through breaks in the skin such as cuts or abrasions on hands. Cover open lesions on caregiver or person receiving care. All persons should avoid unnecessary touching of their mouth and eyes. Infections which are spread through the oral route or mucous membranes can be transmitted when contaminated hands bring microorganisms to the mouth and eyes.

How to avoid skin contact with body fluids: Disposable gloves should be used when contact with body fluids is anticipated (such as bloody nose, diapering). Disposable gloves are to be used one time only and then discarded in a plastic-lined waste basket.

Hands should be washed with soap and water after discarding of gloves in each instance where gloves are used.

3. If direct skin contact with another person's body fluids occurs, such as in unanticipated vomiting, hands and other affected skin areas should be washed with soap and water immediately after contact has ended.

4. Environmental surfaces contaminated with body fluids should be disinfected.

Environmental surfaces contaminated with body fluids should be cleaned promptly with the approved disinfectant solution. Disposable gloves should be worn. Disposable paper towels or

tissues should be used, and then discarded in a plastic lined wastebasket. Mop solution used to clean up body fluid spills should consist of the approved disinfectant solution. Mops should be soaked in this solution after use, then washed in hot water before rinsing.

5. Use leak-proof plastic bags for disposal of all spills of body fluids.

Leak-proof plastic bags should be placed in all waste baskets in the school nurse's restroom and office and as needed in other areas.

If an incident occurs involving the handling of body fluids, all disposable materials including gloves, must be discarded in a leak-proof bag. This plastic bag then must be closed and placed in another plastic bag at the time of disposal.

Custodial personnel should avoid exposure of open skin lesions or their mucous membranes to body fluids when cleaning or disposing of materials contaminated with body fluids.

In order to implement the above procedures, the following supplies will be placed in each school by the Operations Department:

- Leak-proof plastic bags for waste paper baskets
- Sprayer bottle (for approved disinfectant solution)

The disposable gloves should be kept in the school nurse's office to be utilized by any staff member when necessary.

In the event the handling of body fluids occurs outside the school nurse's office (such as classroom, cafeteria), the above procedures still apply. THERE ARE NO EXCEPTIONS.

Hepatitis B Vaccinations

As an employee of the school district, there may be an occupational exposure to blood or other potentially infectious materials. Employees may be at risk of acquiring the Hepatitis B virus (HBV) infection. All employees will be given an opportunity to be vaccinated with Hepatitis B vaccine, at no charge to the employee. All employees must complete, sign, and file a Hepatitis B Vaccination Form with Human Resources.

What Everyone Should Know About Seizures

About 75,000 American children develop epilepsy every year. With regular use of anti-seizure medicine, most of these children can lead a normal, active childhood, attend regular schools, and have only occasional seizures—and perhaps none at all. A child with epilepsy should be treated just like any other member of the class, and the other children should be encouraged to accept the condition as just one of the many ways in which people are different from one another. Some children wear glasses. Some have allergies. And some have seizures.

Common Types of Seizures

CONVULSIVE: Starts with a cry, loss of consciousness. There is rigidity, followed by massive jerking of the body. Breathing is shallow, followed by louder breathing in relaxed state. Saliva around the

mouth may be blood-flecked from a bitten tongue. Lasting about 1-3 minutes, followed by fatigue and confusion. Child may lose bladder or bowel control.

NON-CONVULSIVE: A blank stare that looks like daydreaming. Lasts only seconds but can occur frequently. May induce rapid blinking or mouth movements. Immediate return to full awareness. May not have been noted by parents or others. Other non-convulsive seizures may produce automatic movement of arms or legs or repetitive automatic behavior (chewing, picking at clothes, mumbling) with clouded consciousness.

First Aid for Convulsive Seizures

1. Ease child gently to the floor, clear area of hazards. Reassure others.
2. Put something flat and soft (like a folded jacket) under the head.
3. Turn child carefully on one side to keep airway clear. DO NOT try to force open the mouth or hold on to tongue or put anything in the mouth.
4. If the child is known to have epilepsy, follow parents' instructions on whom to notify. If there is no history of epilepsy, the child should get an immediate medical check-up, since an accurate underlying medical problem might be causing the seizure. If any seizure lasts longer than 10 minutes, or if another starts right after the first, call for emergency assistance (911).
5. When jerking movements stop, let the child rest. When full consciousness has returned, let the child rest in a supervised area. The need for post-seizure rest varies with each individual.

First Aid for Non-Convulsive Seizures

1. No first aid is necessary for a seizure that is merely a brief stare or the uncontrolled jerking of an arm or leg, however, parents should be told.
2. When a child has an episode of automatic behavior, he should be spoken to gently and calmly and guided carefully away from hazards. Someone should stay with him/her until full awareness returns and a supervised rest afterwards may be needed. The seizure usually lasts only a minute or two, but confusion may be prolonged afterwards.

Acceptable Use Procedures/Internet and Email Access Procedures

I. Overview and Purpose

This document contains the Acceptable Use /Internet and Email Access Procedures for faculty and staff for the Washington Unified School District (WUSD) derived from Board Policy. These policies govern the use of network and electronic tools and media for all WUSD employees.

Washington USD provides Internet access to all students and staff. Internet access allows classrooms and individuals to have access to information, software, news and opinion, and communication by electronic mail that originates from any point in the world. Our goal is to promote educational excellence by facilitating resource sharing, innovation and communication within our own community and the world. The District also seeks to protect its employees, students and the schools from illegal or damaging actions by individuals, either knowingly or unknowingly.

DIRECTIONS: Faculty and staff should read this entire document carefully, then sign and date the accompanying Acknowledgement of Receipt and return it to the appropriate supervisor.

For the purpose of these procedures, technology is defined as, but not limited to the following:

- a. All workstations (both desktop and portable), printers, scanners and other peripherals;
- b. Learning resource management systems, including library automation systems;
- c. Distance learning systems;
- d. Video capturing, broadcast, receiving, and distribution systems;
- e. Teleconferencing systems;
- f. All software;
- g. Office copier, imaging, and document management systems that would be connected to computer network;
- h. Cameras, whiteboard systems and peripherals;
- i. Web-based subscription software packages.

Faculty and staff members may access the Internet for educational or work-related purposes at any time which is not disruptive and does not interfere with the performance of other responsibilities of the user or other staff members. Faculty and staff should expect only limited privacy of the contents of any files on the District computer system. Routine maintenance and monitoring may lead to the discovery that faculty and staff have violated policies/rules addressed herein, or state/federal laws. If a violation is found, an investigation will follow that will be reasonable and related to the violation. An employee who violates the terms of this administrative rule or otherwise misuses the Internet to access inappropriate material may be subject to disciplinary action.

II. General Use Guidelines

Please read the following carefully.

1. The WUSD network and technology may not be used for commercial purposes, financial gain, a personal business, product advertisement or political lobbying activities (BP 1160).
2. Caring for computer equipment is a serious issue. Objects should not be placed on monitors, computers, or keyboards. Food and beverages should not be used in the vicinity of computers.
3. The contents of any device used on the District computer system may be monitored [e.g. jump drives, CDs, digital cameras and other such device] and are subject to scanning by the District's scanning software. Employees should be aware that files are subject to destruction if found to contain virus, malware or harmful material. All data should be stored on my Home Directory that is on the network. If a workstation has to be re-imaged, all data stored on the hard drive will be lost. Users should be aware that the content they create on the school district systems remains the property of WUSD.
4. Bargaining Units may use District technology to notify members of meetings and to survey their members. Communication from the individual members to their elected Association representatives must be done on an individual basis.

5. No user will attempt to gain unauthorized access to the electronic network or to any other computer systems through the electronic network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. No user will attempt to disrupt the computer system or destroy data by any other means such as spreading computer viruses. Deliberately deleting/destroying any computer programs, systems, or data files is not permitted. Do not search for security problems in the electronic network; this will be considered as an illegal attempt to gain access.
6. Each individual user is responsible for his or her individual account and should not provide his or her password to another person, including students. This information should not be publicly displayed. Users will not provide system access to unauthorized individuals, especially non- employees of the District. If a user logs onto the computer network using an individual password, the individual should log off the network when he leaves the workstation. Use of the District's email accounts from any location falls under the same guidelines.
7. As such, work stations assigned and/or designated to staff are intended for staff use only. Faculty and staff members will log on to the network only as themselves, and are responsible for their individual accounts and will take all reasonable precautions to prevent others from being able to use their accounts or access locally stored documents. Staff computers contain sensitive information and give access to items like student records and grading. Faculty and staff members will immediately notify the Technology Department if they suspect that there is a possible security problem.
8. Users will not use any District technology to access, create, print, post, or download materials that would not be permissible in WUSD in any form (i.e., obscene, profane, or pornographic materials; sexting; materials that use language or images that are inappropriate in the education setting or disruptive to the educational process; materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination or threatens the safety of others; shopping online during time designated as work time by the District, unless in the performance of their duties for the district; storage of personal photos, videos, music or files not related to educational purposes for any length of time during designated work times). (BP 4040; AR 1114)
9. Observe all copyright rights of owners and follow all expressed requirements. If unsure whether or not one can use a work, one should request permission from the copyright owner (BP 6162.6).
10. Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: tampering with computer hardware or software; software piracy; unauthorized entry into computers and files (hacking); knowledgeable vandalism or destruction of equipment. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system.

Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and students' parent or guardian. Regarding private or confidential information about another person, including student information. Private or confidential information is defined by board policy, state law, and federal law.

11. The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.
12. Users shall neither download nor install any commercial software, shareware, or freeware onto any district device or network drives without prior permission of the Information Technology Department.
13. Users will not access restricted computer equipment, such as servers or locked cabinets with electronic equipment, without authorization.
14. There should be no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive.
15. The District is required by the Children's Internet Protection Act to use filtering software for all electronic devices to protect students from pornographic and otherwise harmful content in accordance with federal law. Filtering of such content is also applied to district employees for the protection of employees and the district.
16. The District makes no guarantee that the functions or the services provided by or through the District electronic network will be error-free or without defect. The District will not be responsible for any loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for any financial obligations arising from the unauthorized use of the system.

III. Email Account Guidelines:

1. WUSD provides email accounts for the express purpose of conducting school and district business. WUSD email accounts should be used to conduct school and district business. Use of outside personal email accounts should be limited throughout the school day.
2. All users are expected to use email in a professional, legal, and ethical manner.
3. Do not open attachments from an unknown person or source, or respond to spam, e.g. unsolicited junk mail or chain letters. Attachments can be the source of viruses.
4. Do not use inappropriate language in public or private messages, or in other material that may be accessed by others. Inappropriate language includes:
 - a. Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - b. Language that could cause damage, danger or disruption.
 - c. Personal attacks, including prejudicial or discriminatory attacks.

- d. Harassment, or persistently acting in a manner that distresses or annoys another person.
 - e. Posting false or defamatory information about a person or organization.
 - f. Information pertaining to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, other weaponry.
5. WUSD monitors employee correspondence/email and reserves the right to inspect electronic mail and computer generated logs regarding web sites visited by users. If the District suspects violations of law, harassment of others or violation of other District policies, disciplinary action may be taken. Copies of all messages exist on other servers and workstations and are archived by the District.

IV. Social Networking Guidelines:

1. These guidelines are for employees engaging in social networking for work related educational/instructional use (BP 4040; AR 1114):
2. Faculty and staff will create a separate social networking account (not connected to a personal account) when the intent is to interact with students for school-related purposes.
3. All rules apply from all areas outlined in this Acceptable Use Agreement.
4. Respect co-workers and students. Do not discuss students, their families or co-workers. In the interests of protecting student privacy and safety, images of District students obtained from school related events may not be included on personal social networking sites.
5. Social media identifications, login identifications and user names must not contain the District's name or logo on personal networking sites.

V. Student Records/Information:

The Federal Family Educational Rights and Privacy Act defines who has access rights to student records. Parents and legal guardians do have rights; without parental permission, most others do not. School district personnel may have access without parental permission when they are acting as an education official with a legitimate interest.

Washington Unified School District (WUSD) employees have the following obligations with regard to student information and records:

- Do not disclose student records to anyone.
- Do not use the information you receive except for the purpose it was intended.

The Governing Board of WUSD has adopted two Board Policies relevant to student information confidentiality. Copies of these Board Policies are available in the Superintendent's Office:

- Board Policy 5300 Pupil Records – Confidentiality, addresses the District's responsibility to assure the security of pupil records
- Board Policy 3560.4 Food Services – Confidentiality Requirements, addresses the strict confidentiality of eligibility and participation in the free and reduced price meal program – most District employees are not authorized to have access to this information

Additionally, the following Education Codes apply to access of student records:

- Education Code 49064: Log of Persons and Organizations Requesting or Receiving Information
- Education Code 49069: Absolute Right to Access
- Education Code 49073: Release of Directory Information
- Education Code 49075: Access to Records by any Person with Written Parental Consent
- Education Code 49076: Access to Records by Persons without Written Parental Consent or Under Judicial Order
- Education Code 49077: Access to Information Concerning a Student in Compliance with CourtOrder; Notice to Parents and Pupil

In addition to District employee's responsibility to comply with the terms of the Family Education and Rights Privacy Act, and with the above named Board Policies and Education Codes, the following guidelines are to be followed by all WUSD employees with access to the student information system (AERIES):

- Students shall not have access of any kind to student information systems [i.e., Aeries, ABI, SEIS, and/or Data Director].
- No information shall be shared, even with other District employees that would interfere with the administration of a school (i.e., sharing student schedules prior to their release by the school).
- No user shall disclose his/her log-on or password with any other person.
- Long-Term Substitute employees shall be given access to internet, email, Aeries, and Data Director.
- SIS problems are to be addressed to the Help Desk email address.
- All discarded student records are to be shredded.

**EMPLOYERS MUST PROVIDE THIS INFORMATION TO NEW WORKERS
WHEN HIRED AND TO OTHER WORKERS WHO ASK FOR IT**

**RIGHTS OF VICTIMS OF DOMESTIC VIOLENCE,
SEXUAL ASSAULT AND STALKING**

Your Right to Take Time Off:

- You have the right to take time off from work to get help to protect you and your children's health, safety or welfare. You can take time off to get a restraining order or other court order.
- If your company has 25 or more workers, you can take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.
- You may use available vacation, personal leave, accrued paid sick leave or compensatory time off for your leave unless you are covered by a union agreement that says something different. Even if you don't have paid leave, you still have the right to time off.
- In general, you don't have to give your employer proof to use leave for these reasons.
- If you can, you should tell your employer before you take time off. Even if you cannot tell your employer before, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, court order or doctor's or counselor's note or similar document.

Your Right to Reasonable Accommodation:

- You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. Your employer must work with you to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning you, or help with keeping a record of what happened to you. Your employer can ask you for a signed statement certifying that your request is for a proper purpose, and may also request proof showing your need for an accommodation. Your employer cannot tell your coworkers or anyone else about your request.

Your Right to Be Free from Retaliation and Discrimination:

Your employer cannot treat you differently or fire you because:

- You are a victim of domestic violence, sexual assault, or stalking.
- You asked for leave time to get help.
- You asked your employer for help or changes in the workplace to make sure you are safe at work.

You can file a complaint with the Labor Commissioner's Office against your employer if he/she retaliates or discriminates against you.

For more information, contact the California Labor Commissioner's Office. We can help you by phone at 213-897-6595, or you can find a local office on our website: www.dir.ca.gov/dlse/DistrictOffices.htm. If you do not speak English, we will provide an interpreter in your language at no cost to you. This Notice explains rights contained in California Labor Code sections 230 and 230.1. Employers may use this Notice or one substantially similar in content and clarity.



New Health Insurance Marketplace Coverage Options and Your Health Coverage

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact [Risk Benefits Manager, Human Resources: 916-375-7604](tel:916-375-7604)

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Washington Unified School District		4. Employer Identification Number (EIN) 680343642	
5. Employer address 930 Westacre Road		6. Employer phone number 916-375-7604	
7. City West Sacramento		8. State CA	9. ZIP code 95691
10. Who can we contact about employee health coverage at this job? Payroll/Benefits Department			
11. Phone number (if different from above) ext. 7		12. Email address	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

All employees. Eligible employees are:

- .
- Some employees. Eligible employees are:

Employees who work 15 or more hours per week

- With respect to dependents:

- We do offer coverage. Eligible dependents are:

Spouse, domestic partner, unmarried children up to age 26

- If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.



Uniform Complaint Procedures

What is a UCP complaint?

A complaint under the Uniform Complaint Procedures (UCP) is a written and signed statement by an individual, public agency, or organization alleging a violation of federal or state laws governing certain educational programs.

What agencies are subject to the UCP?

The UCP covers alleged violations by local educational agencies (LEAs) (school districts and county offices of education) and local public or private agencies which receive direct or indirect funding from the State to provide any school programs, activities, or related services. Charter schools which receive federal funds are also subject to the UCP or where specified in statute.

What educational programs and services are covered by the UCP?

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Career Technical Education
- Child Care and Development (including State Preschool)
- Child Nutrition
- Discrimination, harassment, intimidation, bullying, student lactation accommodations, and Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) resources
- Foster and Homeless Students
- Local Control Funding Formula (LCFF) and Local Control and Accountability Plans (LCAP)
- No Child Left Behind Act (2001) programs (Titles I-VII), including improving academic achievement, compensatory education, English learner programs, and migrant education (to be replaced by the Every Student Succeeds Act [ESSA] beginning in 2016-17)
- Physical Education: Instructional Minutes
- Pupil Instruction: Course Periods Without Educational Content or Previously Completed Courses
- Regional Occupational Centers and Programs
- Special Education

- Tobacco-Use Prevention Education
- Unlawful Pupil Fees

What issues are not covered by the UCP?

Not all complaints fall under the scope of the UCP. Many concerns are the responsibility of the LEA, including classroom assignments, common core, grades, graduation requirements, hiring and evaluation of staff, homework policies and practices, provision of core curricula subjects, public meeting laws (such as the Brown Act), student advancement and retention, student discipline, student records, and other general education requirements. The LEA, however, may use its local complaint procedures to address complaints not covered by the UCP.

In addition, the following complaints are referred to other agencies for resolution and not subject to the UCP:

- Allegations of child abuse are referred to County Departments of Social Services, Protective Services Divisions, or appropriate law enforcement agency.
- Health and safety complaints regarding a Child Development Program are referred to the Department of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
- Employment complaints are sent to the California Department of Fair Employment and Housing.
- Allegations of fraud are referred to the responsible Division Director at the California Department of Education (CDE).

How do I file a UCP complaint and how is it processed?

The LEA's UCP complaint policies and procedures provide the information needed to file a local complaint. Each LEA must annually notify its students, employees, parents/guardians, school and district advisory committees, appropriate private school officials and other interested parties of the LEA's UCP complaint policies and procedures, and the opportunity to appeal the LEA's Decision to the CDE. LEAs must provide their complaint policies and procedures free of charge.

What are the responsibilities of the complainant?

- Receives and reviews the UCP complaint policies and procedures from the LEA.
- Files a written complaint by following the steps described in the LEA's UCP complaint procedures.
- Cooperates in the investigation and provides the LEA investigator with information and other evidence related to the allegations in the complaint.
- May file a written appeal to the CDE within 15 calendar days of receiving the LEA's decision if he or she believes the LEA's decision is incorrect.

- Must specify the basis for the appeal and whether the LEA's facts are incorrect and/or the law is misapplied. The appeal packet must contain a copy of the original complaint to the LEA and a copy of the LEA's decision.
- Where applicable, within 35 calendar days of receiving the CDE's decision or report, may submit a request for reconsideration by the Superintendent of Public Instruction at the CDE. The CDE's decision or report will inform the complainant if there is a right to request reconsideration. The request for reconsideration must designate the finding(s), conclusion(s), or corrective action(s) in the CDE's decision or report for which reconsideration is requested, and the specific basis for requesting reconsideration. The request must also state whether the findings of fact are incorrect and/or the law is misapplied.

What are the responsibilities of the LEA?

- Ensures compliance with applicable federal and state laws and regulations.
- Adopts UCP complaint policies and procedures consistent with the *California Code of Regulations*, Title 5 Sections 4600–4687.
- Designates a staff member to be responsible for receiving, investigating and resolving complaints and makes sure the staff member is knowledgeable about the laws/programs he or she is assigned.
- Must give the filing party an opportunity to present information and/or evidence relevant to the complaint.
- Protects complainants from retaliation.
- Resolves the complaint and completes a written report within 60 calendar days of receipt of the complaint unless extended by written agreement of the complainant.
- Must advise the complainant of the right to appeal the LEA's decision to the CDE within 15 calendar days of receiving the decision.

What are the responsibilities of the CDE?

The UCP authorizes the CDE to process appeals of the LEA's decision on UCP complaints; or, in certain specified situations, to intervene directly and investigate the allegations in the complaint. The CDE:

- Reviews, monitors and provides technical assistance to all LEAs regarding the adoption of UCP complaint policies and procedures by the LEA's governing board.
- Refers a complaint to the LEA for resolution when appropriate.
- Considers a variety of alternatives to resolve a complaint or appeal when:
 1. The complainant alleges and the CDE verifies that, through no fault of the complainant, the LEA fails to act within 60 calendar days of receiving the complaint.

2. The complainant appeals an LEA decision if he or she believes the decision is factually and/or legally incorrect.
 3. When requested by the complainant, the CDE determines when direct intervention is applicable.
- Requires corrective action by the LEA if noncompliance issues are identified during the investigation.
 - Provides monitoring and technical assistance to LEAs to ensure resolution of findings of noncompliance.
 - Where applicable, notifies the parties of the right to request reconsideration of the CDE's decision/report by the Superintendent of Public Instruction at the CDE within 35 calendar days of the receipt of the decision/report.
 - For those programs governed by part 76 of Title 34 of the *Code of Federal Regulations*, notifies the parties of the right to appeal to the United States Secretary of Education.

Williams Complaints

A Williams complaint concerns instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment, and may be filed anonymously. LEAs must have a complaint form available for these types of complaints, but will not reject a complaint if the form is not used as long as the complaint is submitted in writing. Under applicable regulations, a notice must be posted in each classroom in each school notifying parents and guardians of the matters subject to a Williams complaint and where to obtain a form to file a complaint.

A Williams complaint must be resolved by the school principal or by the district superintendent or his or her designee. A complainant who is not satisfied with the resolution has the right to describe the complaint to the governing board of the school district at a regularly scheduled meeting of the board. Except for complaints involving a condition of a facility that poses an emergency or urgent threat, there is no right of appeal to the CDE.

In the case of complaints concerning a condition of a facility that poses an emergency or urgent threat, a complainant who is not satisfied with the resolution has the right to file an appeal to the Superintendent of Public Instruction at the CDE within 15 calendar days of receiving the LEA's decision.

For further information on Williams complaints please go to the CDE Web site and search for Williams Facilities Complaints and Appeals.

Additional Information

For additional information, contact the appropriate office listed, or visit the UCP Web page at <http://www.cde.ca.gov/re/cp/uc>.

Contacts for Programs and Services Covered Under the UCP

Adult Education and Regional Occupational Centers and Programs, *Career Tech Ed (CTE) Leadership and Instructional Support Office*; 916-322-5050

After School Education and Safety, *After School Division*; 916-319-0923

Agricultural Vocational Education, *Career & College Transition Division*; 916-319-0887

American Indian Education Centers and Early Childhood Education Program Assessments, *Coordinated Student Support Division*; 916-319-0506

Career Technical Education, *Career and College Transition Division*; 916-322-5050

Child Care and Development (including State Preschool), *Early Education and Support Division*; 916-322-6233

Child Nutrition, *Nutrition Services Division*; 800-952-5609

Discrimination, Harassment, Intimidation, Bullying, Student Lactation Accommodations, and LGBTQ Resources, *Education Equity UCP Appeals Office*; 916-319-8239

Educational Rights of Foster and Homeless Students, *Coordinated School Health and Safety Office*; 916-319-0914

Local Control Funding Formula/Local Control and Accountability Plan (LCFF/LCAP): Content or Procedures, *Local Agency Systems Support Office*; 916-319-0809; Fiscal, *School Fiscal Services Division*; 916-322-3024

No Child Left Behind (2001) programs (Title I-VII), including improving academic achievement, compensatory education, English learners, and migrant education (to be replaced by the Every Student Succeeds Act [ESSA] beginning in 2016-17), *Categorical Programs Complaints Management (CPCM) Office*; 916-319-0929

Physical Education: Instructional Minutes, *Science, Technology, Engineering, and Mathematics (STEM) Office*; 916-323-5847

Pupil Instruction: Course Periods Without Educational Content or Previously Completed Courses, *Categorical Programs Complaints Management (CPCM) Office*; 916-319-0929

School Facilities (for Williams Complaints), *School Facility Planning Division*; 916-322-2470

Special Education, *Procedural Safeguards and Referral Services Unit*; 800-926-0648

Tobacco-Use Prevention Education, *Coordinated School Health & Safety Office*; 916-319-0914

Unlawful Pupil Fees, *Categorical Programs Complaints Management (CPCM) Office*; 916-319-0929

Uniform Complaint Procedures

Authorized by:
California Code of Regulations, Title 5 Sections 4600-4687



CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

Revised April 2016

new hire pamphlet

If a work injury occurs

California law guarantees certain benefits to employees who are injured or become ill because of their jobs.

Any job related injury or illness is covered. Types of injuries include, but may not be limited to, strains, sprains, cuts, cumulative or repetitive traumas, fractures, illnesses and aggravations. Some injuries from voluntary, off duty, recreational, social or athletic activity may not be covered. Check with your supervisor or Keenan & Associates if you have any questions.

All work related injuries must be reported to your supervisor immediately. Don't delay. There are time limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide you a claim form within one working day after learning about your injury.

It is a misdemeanor for an employer to discriminate against workers who are injured on the job or who testify in another employee's case. Any such employee may be entitled to compensation, reinstatement and reimbursement for lost wages and benefits.

Workers' compensation benefits include

Medical Care – All medical treatment, without a deductible or dollar limit. For dates of injury on or after 1/1/04 there is a limit of 24

chiropractic, 24 physical therapy and 24 occupational therapy visits. However this limit does not apply for post surgical treatments. Costs are paid directly by Keenan & Associates, through your employer's workers' compensation program, so you should never see a bill.

If emergency treatment is required go to the nearest emergency room or contact 911.

Keenan & Associates will arrange medical treatment, often by a specialist for the particular injury. Preferred Provider Networks may be utilized for physicians as well as medical care centers.

If you have health care coverage you are eligible to treatment with your personal physician or medical group should you become injured on the job. If you are eligible, before you are injured, you must notify your employer in writing and provide your employer written documentation from your personal physician or medical group that they agree to be predesignated. Your personal physician must be your regular primary care physician who previously directed your medical treatment, who retains your medical history and records. You may only predesignate your primary care physician if they are a family practitioner, general practitioner, board certified or board eligible internist, obstetrician-gynecologist, or pediatrician. Your personal physician may be a multispecialty medical group composed of licensed doctors or osteopathy providing medical services predominantly for non-occupational illness and injuries.

Your employer may be using a Medical Provider Network (MPN), which is a selected group of health care providers to provide treatment to

workers injured on the job. If you have predesignated a personal physician prior to your work injury, then you may receive treatment from your predesignated doctor. If you have not predesignated and your employer is using and MPN, you are free to choose an appropriate provider from the MPN list after the first medical visit directed by your employer or Keenan & Associates. If you are treating with a non-MPN doctor for an existing injury, you may be required to change to a doctor within the MPN. For more information, see the MPN contact information on reverse side.

If your employer does not participate in a Medical Provider Network (MPN) you may be able to change your treating physician to your personal chiropractor or acupuncturist. Generally your employer, or Keenan, has the right to select your treating physician within the first 30 days after your employer knows of your injury or illness. After your employer, or Keenan, initiates treatment you may, upon request, have your treatment transferred to your personal chiropractor or acupuncturist. To be eligible you must notify your employer in writing prior to being injured. However, a chiropractor cannot be your treating physician after receiving 24 chiropractic office visit.

Your employer will provide you with a form to use an optional method to predesignate your personal physician.

Contact Keenan & Associates if you plan to change physicians at any time.

Payment for Lost Wages - If you're temporarily disabled by a job injury or illness, you'll receive tax-free income until your doctor says you are able to return to work. Payments are two-thirds of your average weekly pay, up to

a maximum set by state law. Payments aren't made for the first three days unless you are hospitalized in an inpatient basis or unable to work more than 14 days.

If the injury or illness results in permanent disability, additional payments will be made after recovery. If the injury results in death, benefits will be paid to surviving, eligible dependents.

Rehabilitation – **For dates of injury on or after 1/1/04** - you may be entitled to a *Supplemental Job Displacement Voucher*, which entitles you to a voucher for educational training.

MPN Information

Harbor Health Systems MPN Contact
(888) 626-1737
MPNcontact@harborsys.com

How to obtain additional information

Contact your employer representative or Keenan & Associates if you have questions about workers' compensation benefits. You may also contact an Information and Assistance Officer at the State Division of Workers' Compensation. You can consult an attorney. Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fee will be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at 415-538-2120.

Department of Workers' Compensation Information and Assistance Offices

You can get free information from a state Division of Workers' Compensation Information & Assistance Officer. The phone numbers are listed below. Hear recorded information by calling toll-free 800-736-7401 or visit www.dwc.ca.gov.

Anaheim	714-414-1804
Bakersfield	661-395-2514
Eureka	707-441-5723
Fresno	559-445-5355
Goleta	805-968-4158
Long Beach	562-590-5001
Los Angeles	213-576-7389
Marina Del Rey	310-482-3858
Oakland	510-622-2861
Oxnard	805-485-3528
Pomona	909-623-8568
Redding	530-225-2047
Riverside	951-782-4347
Sacramento	916-928-3158
Salinas	831-443-3058
San Bernardino	909-383-4522
San Diego	619-767-2082
San Francisco	415-703-5020
San Jose	408-277-1292
San Luis Obispo	805-596-4159
Santa Ana	714-558-4597
Santa Rosa	707-576-2452
Stockton	209-948-7980
Van Nuys	818-901-5367

Keenan & Associates adjusting locations

Torrance
800-654-8102

Eureka
707-268-1616

Pleasanton
925-225-0611

Rancho Cordova
800-343-0694

Redwood City
650-306-0616

Riverside
800-654-8347

San Jose
800-334-6554

Anyone who knowingly files or assists in the filing of a false workers' compensation claim may be fined up to \$150,000 and sent to prison for up to five years.
[Insurance Code Section 1871.4]

Important Information about Medical Care if you have a Work-Related Injury or Illness

Complete Written Employee Notification regarding Medical Provider Network
(Title 8, California Code of Regulations, Section 9767.12)

California law requires your employer to provide and pay for medical treatment if you are injured at work. Your employer has chosen to provide this medical care by using a Workers' Compensation physician network called a Medical Provider Network (MPN). This MPN is administered by Harbor Health Systems.

This notification tells you what you need to know about the MPN program and describes your rights in choosing medical care for work-related injuries and illnesses.

- **What happens if I get injured at work?**

In case of an emergency, you should call 911 or go to the closest emergency room.

If you are injured at work, notify your employer as soon as possible. Your employer will provide you with a claim form. When you notify your employer that you have had a work-related injury, your employer or insurer will make an initial appointment with a doctor in the MPN.

- **What is an MPN?**

A Medical Provider Network (MPN) is a group of health care providers (physicians and other medical providers) used by YOUR EMPLOYER to treat workers injured on the job. MPNs must allow employees to have a choice of provider(s). Each MPN must include a mix of doctors specializing in work-related injuries and doctors with expertise in general areas of medicine.

- **What MPN is used by my employer?**

Your employer is using the PRIME Advantage MPN Powered by Harbor Health Systems MPN with the identification number 2358. You must refer to the MPN name and the MPN identification number whenever you have questions or requests about the MPN.

- **Who can I contact if I have questions about my MPN?**

The MPN Contact listed in this notification will be able to answer your questions about the use of the MPN and will address any complaints regarding the MPN.

The contact for your MPN is:

Name: Harbor Health Systems MPN Contact
Title: MPN Contact
Address: PO Box 54770, Irvine, CA 92619-4770
Telephone Number: (888) 626-1737
Email address: MPNcontact@harcorsys.com

General information regarding the MPN can also be found at the following website: www.harborsys.com/Keenan

- **What if I need help finding and making an appointment with a doctor?**

The MPN's Medical Access Assistant will help you find available MPN physicians of your choice and can assist you with scheduling and confirming physician appointments. The Medical Access Assistant is available to assist you Monday through Saturday from 7am-8pm (Pacific) and schedule medical appointments during doctors' normal business hours. Assistance is available in English and in Spanish.

The contact information for the Medical Access Assistant is:

Toll Free Telephone Number: (855) 521-7080
Fax Number: (703) 673-0181
Email Address: MPNMAA@harborsys.com

- **How do I find out which doctors are in my MPN?**

You can get a regional list of all MPN providers in your area by calling the MPN Contact or by going to our website at: www.harborsys.com/Keenan. At minimum, the regional list must include a list of all MPN providers within 15 miles of your workplace and/or residence or a list of all MPN providers within the county where you live and/or work. You may choose which list you wish to receive. You also have the right to obtain a list of all the MPN providers upon request.

You can access the roster of all treating physicians in the MPN by going to the website at www.harborsys.com/Keenan.

- **How do I choose a provider?**

Your employer or the insurer for your employer will arrange the initial medical evaluation with an MPN physician. After the first medical visit, you may continue to be treated by that doctor, or you may choose another doctor from the MPN. You may continue to choose doctors within the MPN for all of your medical care for this injury.

If appropriate, you may choose a specialist or ask your treating doctor for a referral to a specialist. Some specialists will only accept appointments with a referral from the treating doctor. Such specialist might be listed as "by referral only" in your MPN directory.

If you need help in finding a doctor or scheduling a medical appointment, you may call the Medical Access Assistant.

- **Can I change providers?**

Yes. You can change providers within the MPN for any reason, but the providers you choose should be appropriate to treat your injury. Contact the MPN Contact or your claims adjuster if you want to change your treating physician.

- **What standards does the MPN have to meet?**

The MPN has providers for the entire State of California.

The MPN must give you access to a regional list of providers that includes at least three physicians in each specialty commonly used to treat work injuries/illnesses in your industry. The MPN must provide access to primary treating physicians within 30 minutes or 15 miles and specialists within 60 minutes or 30 miles of where you work or live.

If you live in a rural area or an area where there is a health care shortage, there may be a different standard.

After you have notified your employer of your injury, the MPN must provide initial treatment within 3 business days. If treatment with a specialist has been authorized, the appointment with the specialist must be provided to you within 20 business days of your request.

If you have trouble getting an appointment with a provider in the MPN, contact the Medical Access Assistant.

If there are no MPN providers in the appropriate specialty available to treat your injury within the distance and timeframe requirements, then you will be allowed to seek the necessary treatment outside of the MPN.

- **What if there are no MPN providers where I am located?**

If you are a current employee living in a rural area or temporarily working or living outside the MPN service area, or you are a former employee permanently living outside the MPN service area, the MPN or your treating doctor will give you a list of at least three physicians who can treat you. The MPN may also allow you to choose your

own doctor outside of the MPN network. Contact your MPN Contact for assistance in finding a physician or for additional information.

- **What if I need a specialist that is not available in the MPN?**

If you need to see a type of specialist that is not available in the MPN, you have the right to see a specialist outside of the MPN.

- **What if I disagree with my doctor about medical treatment?**

If you disagree with your doctor or wish to change your doctor for any reason, you may choose another doctor within the MPN.

If you disagree with either the diagnosis or treatment prescribed by your doctor, you may ask for a second opinion from another doctor within the MPN. If you want a second opinion, you must contact the MPN contact or your claims adjuster and tell them you want a second opinion. The MPN should give you at least a regional or full MPN provider list from which you can choose a second opinion doctor. To get a second opinion, you must choose a doctor from the MPN list and make an appointment within 60 days. You must tell the MPN Contact of your appointment date, and the MPN will send the doctor a copy of your medical records. You can request a copy of your medical records that will be sent to the doctor.

If you do not make an appointment within 60 days of receiving the regional provider list, you will not be allowed to have a second or third opinion with regard to this disputed diagnosis or treatment of this treating physician.

If the second opinion doctor feels that your injury is outside of the type of injury he or she normally treats, the doctor's office will notify your employer or insurer and you. You will get another list of MPN doctors or specialists so you can make another selection.

If you disagree with the second opinion, you may ask for a third opinion. If you request a third opinion, you will go through the same process you went through for the second opinion.

Remember that if you do not make an appointment within 60 days of obtaining another MPN provider list, then you will not be allowed to have a third opinion with regard to this disputed diagnosis or treatment of this treating physician.

If you disagree with the third-opinion doctor, you may ask for an MPN Independent Medical Review (IMR). Your employer or MPN Contact will give you information on requesting an Independent Medical Review and a form at the time you select a third-opinion physician.

If either the second or third-opinion doctor or Independent Medical Reviewer agrees with your need for a treatment or test, you may be allowed to receive that medical service from a provider within the MPN, or if the MPN does not contain a physician who can provide the recommended treatment, you may choose a physician outside the MPN within a reasonable geographic area.

- **What if I am already being treated for a work-related injury before the MPN begins?**

Your employer or insurer has a "*Transfer of Care*" policy which will determine if you can continue being temporarily treated for an existing work-related injury by a physician outside of the MPN before your care is transferred into the MPN.

If your current doctor is not or does not become a member of the MPN, then you may be required to see a MPN physician. However, if you have properly predesignated a primary treating physician, you cannot be transferred into the MPN. (If you have questions about predesignation, ask your supervisor.)

If your employer decides to transfer you into the MPN, you and your primary treating physician must receive a letter notifying you of the transfer.

If you meet certain conditions, you may qualify to continue treating with a non-MPN physician for up to a year before you are transferred into the MPN. The qualifying conditions to postpone the transfer of your care into the MPN are set forth in the box below.

Can I Continue Being Treated By My Doctor?

You may qualify for continuing treatment with your non-MPN provider (through transfer of care or continuity of care) for up to a year if your injury or illness meets any of the following conditions:

- **(Acute)** The treatment for your injury or illness will be completed in less than 90 days;
- **(Serious or Chronic)** Your injury or illness is one that is serious and continues for at least 90 days without full cure or worsens and requires ongoing treatment. You may be allowed to be treated by your current treating doctor for up to one year, until a safe transfer of care can be made.
- **(Terminal)** You have an incurable illness or irreversible condition that is likely to cause death within one year or less.
- **(Pending Surgery)** You already have a surgery or other procedure that has been authorized by your employer or insurer that will occur within 180 days of the MPN effective date, or the termination of contract date between the MPN and your doctor.

You can disagree with your employer's decision to transfer your care into the MPN. If you don't want to be transferred into the MPN, ask your primary treating physician for a medical report on whether you have one of the four conditions stated above to qualify for a postponement of your transfer into the MPN.

Your primary treating physician has 20 days from the date of your request to give you a copy of his/her report on your condition. If your primary treating physician does not give you the report within 20 days of your request, the employer can transfer your care into the MPN and you will be required to use an MPN physician.

You will need to give a copy of the report to your employer if you wish to postpone the transfer of your care. If you or your employer disagrees with your doctor's report on your condition, you or your employer can dispute it. See the complete Transfer of Care policy for more details on the dispute resolution process.

For a copy of the Transfer of Care policy, in English or Spanish, ask your MPN Contact.

- **What if I am being treated by a MPN doctor who decides to leave the MPN?**

Your employer or insurer has a written "*Continuity of Care*" policy that will determine whether you can temporarily continue treatment for an existing work injury with your doctor if your doctor is no longer participating in the MPN.

If your employer decides that you do not qualify to continue your care with the non-MPN provider, you and your primary treating physician must receive a letter notifying you of this decision.

If you meet certain conditions, you may qualify to continue treating with this doctor for up to a year before you must choose a MPN physician. These conditions are set forth in the, "***Can I Continue Being Treated By My Doctor?***" box above.

You can disagree with your employer's decision to deny you Continuity of Care with the terminated MPN provider. If you want to continue treating with the terminated doctor, ask your primary treating physician for a medical report on whether you have one of the four conditions stated in the box above to see if you qualify to continue treating with your current doctor temporarily.

Your primary treating physician has 20 days from the date of your request to give you a copy of his/her medical report on your condition. If your primary treating physician does not give you the report within 20 days of your request, your employer's decision to deny you Continuity of Care with your doctor who is no longer participating in the MPN will apply, and you will be required to choose a MPN physician.

You will need to give a copy of the report to your employer if you wish to postpone the selection of an MPN doctor treatment. If you or your employer disagrees with your doctor's report on your condition, you or your employer can dispute it. See the complete Continuity of Care policy for more details on the dispute resolution process.

For a copy of the Continuity of Care policy, in English or Spanish, ask your MPN Contact.

- **What if I have questions or need help?**

- **MPN Contact:** You may always contact the MPN Contact if you have questions about the use of the MPN and to address any complaints regarding the MPN.
- **Medical Access Assistants:** You can contact the Medical Access Assistant if you need help finding MPN physicians and scheduling and confirming appointments.
- **Division of Workers' Compensation (DWC):** If you have concerns, complaints or questions regarding the MPN, the notification process, or your medical treatment after a work-related injury or illness, you can call the DWC's Information and Assistance office at 1-800-736-7401. You can also go to the DWC's website at www.dir.ca.gov/dwc and click on "medical provider networks" for more information about MPNs.
- **Independent Medical Review:** If you have questions about the MPN Independent Medical Review process contact the Division of Workers' Compensation's Medical Unit at:

DWC Medical Unit
P.O. Box 71010
Oakland, CA 94612
(510) 286-3700 or (800) 794-6900

Oath of Allegiance

Government Code Sec 3100-3109

3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

3101. For the purpose of this chapter the term "disaster service worker" includes all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

3102. (a) All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by this chapter.

(b) In the case of intermittent, temporary, emergency or successive employments, then in the discretion of the employing agency, an oath taken and subscribed as required by this chapter shall be effective for the purposes of this chapter for all successive periods of employment which commence within one calendar year from the date of that subscription.

(c) Notwithstanding subdivision (b), the oath taken and subscribed by a person who is a member of an emergency organization sanctioned by a

state agency or an accredited disaster council, whose members are duly enrolled or registered with the Office of Emergency Services, or any accredited disaster council of any political subdivision, shall be effective for the period the person remains a member with that organization.

3103. The oath or affirmation required by this chapter is the oath or affirmation set forth in Section 3 of Article XX of the Constitution of California.

3104. The oath or affirmation may be taken before any officer authorized to administer oaths. The oath or affirmation of any disaster service worker may be taken before his appointing power or before any person authorized in writing by his appointing power. No fee shall be charged by any person before whom the oath or affirmation is taken and subscribed.

3105. (a) The oath or affirmation of any disaster service worker of the state shall be filed as prescribed by State Personnel Board rule within 30 days of the date on which it is taken and subscribed.

(b) The oath or affirmation of any disaster service worker of any county shall be filed in the office of the county clerk of the county or in the official department personnel file of the county employee who is designated as a disaster service worker.

(c) The oath or affirmation of any disaster service worker of any city shall be filed in the office of the city clerk of the city.

(d) The oath or affirmation of any disaster service worker of any other public agency, including any district, shall be filed with any officer or employee of the agency that may be designated by the agency.

(e) The oath or affirmation of any disaster service worker may be destroyed without duplication five years after the termination of the disaster service worker's service or, in the case of a public employee, five years after the termination of the employee's employment.

3106. Compliance with this chapter shall, as to state employees, be deemed full compliance with Chapter 4, Part 1, Division 5, Title 2 of this code, requiring taking of oaths by state employees.

3107. No compensation nor reimbursement for expenses incurred shall be paid to any disaster service worker by any public agency unless such disaster service worker has taken and subscribed to the oath or affirmation required by this chapter. It shall be the duty of the person certifying to public payrolls to ascertain and certify that such disaster service worker has taken such oath or affirmation. Whenever there is more than one officer certifying to public payrolls the governing body of a city or county or school district may designate and make it the duty of a certain officer or officers to ascertain and certify that such disaster service worker has taken such oath or affirmation. The governing body of a city or county or school district may designate and make it the duty of a local disaster service officer to ascertain and certify that each volunteer disaster service worker has taken such oath or affirmation.

Nothing in this chapter, however, shall prevent the correction of any technical error or deficiency in an oath taken pursuant to this chapter; provided, such correction is made before the disaster service worker is actually paid or reimbursed.

3108. Every person who, while taking and subscribing to the oath or affirmation required by this chapter, states as true any material matter which he knows to be false, is guilty of perjury, and is

punishable by imprisonment in the state prison not less than one nor more than 14 years.

3109. Every person having taken and subscribed to the oath or affirmation required by this chapter, who, while in the employ of, or service with, the state or any county, city, city and county, state agency, public district, or disaster council or emergency organization advocates or becomes a member of any party or organization, political or otherwise, that advocates the overthrow of the government of the United States by force or violence or other unlawful means, is guilty of a felony, and is punishable by imprisonment in the state prison.

AR 4361.8 Personnel-Family Care And Medical Leave

Eligibility

The district shall grant family care and medical leave of a minimum of 12 work weeks during any 12-month period, to eligible employees, for the following reasons: (Government Code 12945.2; 29 USC 2601)

- Because of the birth of a child of the employee or placement of a child with the employee in connection with the adoption or foster care of the child by the employee.
- To care for the employee's child, parent or spouse with a serious health condition.
- Because of the employee's own serious health condition that makes him/her unable to perform the functions of his/her position. However, this does not include leave taken for disability on account of pregnancy, childbirth or related medical conditions.

The district shall not interfere with, restrain or deny the exercise of any right provided to an eligible employee under the law. Also, the district shall not discharge or discriminate against any employee for opposing any practice made unlawful by, or because of his/her involvement in any proceedings related to the family care and medical leave. (Government Code 12945.2; 29 USC 2615)

Definitions

Child means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis as long as the child is under 18 years of age or an adult dependent child. (29 USC 2611; Government Code 12945.2)

Eligible employee means an employee who has at least 12 months of service with the employer, and who has at least 1,250 hours of service with the employer during the previous 12-month period. (29 USC 2611; Government Code 12945.2)

Full-time teachers are deemed to meet the 1,250 hours of service requirement. (29 CFR 825.110)

Instructional employee means an employee whose principal function is to teach; instructional employees include athletic coaches, driving instructors, special education assistants and signers for the hearing impaired. The term does not include teacher assistants or aides, counselors, psychologists, curriculum specialists or other primarily noninstructional employees. (29 CFR 825.600)

Parent means a biological, foster or adoptive parent, a stepparent, a legal guardian, or another person who stood in loco parentis to the employee when the employee was a child. (29 USC 2611; Government Code 12945.2)

Serious health condition means an illness, injury, impairment, physical or mental condition that involves either of the following: (29 USC 2611; Government Code 12945.2)

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

Rights to Reinstatement and Maintenance of Benefits

Upon granting an employee's request for family care and medical leave, the Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (29 USC 2614; Government Code 12945.2)

The district may refuse to reinstate an employee returning from leave to the same or a comparable position if all of the following apply: (29 USC 2614, Government Code 12945.2)

- The employee is a salaried "key employee" who is among the highest paid 10 percent of those district employees who are employed within 75 miles of the employee's worksite
- The refusal is necessary to prevent substantial and grievous economic injury to district operations
- The district informs the employee of its intent to refuse reinstatement at the time it determines that the refusal is necessary, and the employee fails to immediately return to service.

An employee who takes leave has no greater right to reinstatement than if he/she had been continuously employed during the leave period. If the district reduces its work force during the leave period and the employee is laid off for legitimate reasons at that time, he/she is not entitled to reinstatement, provided the district has no continuing obligations under a collective bargaining agreement or otherwise. (29 CFR 825.216)

During the period when an employee is on family care and medical leave, he/she shall maintain his/her status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority or any employee benefit plan.

The district shall continue to provide an eligible employee on family care and medical leave, the group health plan coverage that was in place before he/she took the leave. If the employee fails to return to district employment after the expiration of the leave, for any reason other than the continuation, recurrence or onset of a serious health condition, or other circumstances beyond his/her control, he/she shall reimburse the district for premiums paid during the family care and medical leave.

Terms of Leave

This 12-month period shall be measured forward from the date the employee's first family care and medical leave begins. (29 CFR 825.200)

Leave taken pursuant to the California Family Rights Act shall run concurrently with leave taken pursuant to the federal Family and Medical Leave Act (FMLA), except for any leave taken under the FMLA for disability on account of pregnancy, childbirth, or related medical conditions. In addition to family care and medical leave, an employee may be entitled to take pregnancy disability leave of up to four months. During the otherwise unpaid portion of pregnancy disability leave, the employee may use any accrued vacation, sick time or other paid leave. (Government Code 12945, 12945.2)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not have to be taken in one continuous period of time. The basic minimum duration of the leave shall be two weeks. However, the district shall grant a request for leave of less than two weeks' duration on any two occasions. (29 USC 2612; 2 CCR 7297.3)

If both parents of a child work for the district, each parent may take up to 12 weeks of family care and medical leave related to the birth or placement of the child. (Government Code 12945.2; 29 USC 2612)

During the period of family care and medical leave, the district shall require the employee to use his/her accrued vacation leave, other accrued time off, and any other paid or unpaid time off negotiated with the district. Accrued sick leave shall be used when the purpose of the family care and medical leave is one for which sick leave may be taken pursuant to collective bargaining agreements and/or Board policy. (Government Code 12945.2)

Intermittent Leave/Reduced Leave Schedule

Leave related to the serious health condition of the employee or his/her child, parent or spouse may be taken intermittently or on a reduced leave schedule when medically necessary. In such a case, the district may require the employee to transfer temporarily to a different position for which he/she is qualified, with equivalent pay and benefits, and that could better accommodate recurring periods of leave. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced leave schedule. (2 CCR 7297.3)

Where the employee involved is an instructional employee and would be on leave for greater than 20 percent of the total number of working days in the leave period, the employee shall have the option of temporarily transferring to an available alternative position or taking leave for periods of a particular duration, not to exceed duration of the planned medical treatment. (29 USC 2618)

Instructional Employees: Leaves Near the End of the Term

The district may require an instructional employee to continue taking a requested leave until the end of the term in any of the following situations: (29 USC 2618)

- If the instructional employee begins a leave of three or more weeks duration more than five weeks before the end of a term and would subsequently return to work during the last three weeks of the term
- If the instructional employee, for reasons other than his/her own serious health condition, begins a leave of more than two weeks duration during the period that begins five weeks before the end of the term and would subsequently return to work during the last two weeks of the term
- If the instructional employee, for reasons other than his/her own serious health condition, begins a leave of more than five days duration during the period that begins three weeks before the end of the term

Request for Family Care and Medical Leave

An employee shall request family care and medical leave in writing, at least 30 days before the commencement date of the leave. If the leave becomes necessary less than 30 days before its commencement, the employee shall provide such notice as soon as practicable. (29 USC 2612; Government Code 12945.2)

In every case in which the necessity for the leave is foreseeable based on planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption of district operations. This scheduling shall be subject to the health care provider's approval. (29 USC 2612; Government Code 12945.2)

Certification of Health Condition

A request by an employee for family care and medical leave for his/her serious health condition, or

to care for a child, parent or spouse with a serious health condition, shall be supported by a certification from the health care provider of the employee or such other person as applicable. The certification shall include the following: (29 USC 2613; Government Code 12945.2; 2 CCR 7297.0)

- The date on which the serious health condition began
- The probable duration of the condition
- If the employee is requesting leave to care for a child, parent or spouse with a serious health condition, the health care provider's certification of both of the following:
 - Estimated amount of time the health care provider believes the employee needs to care for the child, parent or spouse
 - 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 the employee is requesting leave because of his/her own serious health condition, the health care provider's certification that due to the serious health condition, the employee is unable to perform the functions of his/her job
- If the employee is requesting leave for intermittent treatment or is requesting 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

If the district doubts the validity of a certification that accompanies a request for leave, the district may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the district may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. (29 USC 2613; Government Code 12945.2)

If additional leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified in the preceding paragraph. (29 USC 2613; Government Code 12945.2)

Employees who take family care and medical leave for their own serious health conditions shall present certification from their health care provider to the effect that they are able to resume work.

Notifications

The Superintendent or designee shall post separate notices about federal and state law related to family care and medical leave in a conspicuous place. Information about employee rights and obligations related to such leaves shall also be included in employee handbooks. (29 USC 2619; 2 CCR 7297.9)

At least the first time in each six-month period that an employee requests family care and medical leave, the Superintendent or designee shall provide written notice detailing specific expectations and obligations, and explaining any consequences of a failure to meet these obligations. The notice shall include: (29 CFR 825.301)

- A statement that the leave will be counted against the employee's annual family care and medical leave entitlement
- Requirements for the employee to furnish medical certification of a serious health condition
- The employee's right to substitute paid leave, conditions related to any substitution, and whether the district requires this substitution
- Health benefit arrangements
- If applicable, the employee's status as a "key employee" and information related to restoration of that status
- The employee's right to restoration to the same or an equivalent job

- The employee's potential liability for health benefits should the employee not return to service
- The district's requirement that the employee, upon return, present medical certification to the effect that he/she is able to resume work
- Records
- The Superintendent or designee shall maintain records pertaining to individual employees' use of family care and medical leave.

AR 4030 Nondiscrimination In Employment

Unlawful discrimination or harassment of an individual includes:

- Slurs, epithets, threats or verbal abuse
- Derogatory or degrading comments, descriptions, drawings, pictures or gestures
- Unwelcome jokes, stories, teasing or taunting
- Any other verbal, written, visual or physical conduct against the individual which:
 - Adversely affects his/her employment opportunities, or
 - Has the purpose or effect of unreasonably interfering with his/her work performance or creating an intimidating, hostile or offensive work environment

Any employee or job applicant who feels that he/she has been or is being unlawfully discriminated against or harassed should immediately contact his/her supervisor, the nondiscrimination coordinator or the Superintendent in order to obtain procedures for reporting a complaint. Such complaints shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor when the supervisor is the alleged offender.

Any supervisor who receives a discrimination/harassment complaint shall immediately notify the nondiscrimination coordinator or the Superintendent, who shall ensure that the complaint is appropriately investigated in accordance with district policy and regulations.

The Superintendent or designee shall ensure that annual training is provided to all employees regarding the issues of discrimination.

AR 4031 Complaints Concerning Discrimination In Employment

The following procedures shall be used when a district employee or job applicant has a complaint alleging that a specific action, policy, procedure or practice discriminates against him/her on any basis specified in the district's nondiscrimination policies.

- The complaint should be initiated promptly after a complainant knew, or should have known, of the alleged discrimination.
- All parties involved in allegations of discrimination shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made. The parties also shall be notified of their right to appeal the decision to the next level.
- When a complaint is brought against the individual responsible for the complaint process at any level, the complainant may address the complaint directly to the next appropriate level.
- Meetings related to a complaint shall be held at times the district determines appropriate to the circumstances.
- For the protection of all the parties involved, complaint proceedings shall be kept confidential insofar as appropriate.
- All documents, communications and records dealing with the investigation of the complaint

shall be placed in a confidential district personnel complaint file and not in the employee's individual personnel file.

- Time limits specified in these procedures may be revised only by written agreement of all parties involved. If the district fails to respond within a specified or adjusted time limit, a complainant may proceed to the next level. If a complainant fails to take the complaint to the next step within the prescribed time, the complaint shall be considered settled at the preceding step.

Level I

The complainant shall first meet informally with his/her supervisor or the administrator of the school where the alleged discriminatory act occurred. A complaint regarding discrimination away from the school site should be discussed informally with the complainant's supervisor. If the complainant's concerns are not clear or cannot be resolved through informal discussion, the supervisor or other administrator shall prepare, within 10 working days, a written summary of his/her meeting(s) with the complainant. This report shall be made available to the nondiscrimination coordinator (coordinator) designated by the Board of Education in BP 4030 - Nondiscrimination in Employment.

Level II

If a complaint cannot be resolved to the satisfaction of the complainant at Level I, he/she may submit a formal written complaint to the coordinator within 10 working days of his/her attempt to resolve the complaint informally. The written complaint shall include the following:

- The complainant's name, address and telephone number
- The name and work location of the district staff member who committed the alleged violation
- A description of the alleged discriminatory act(s) or omission(s)
- The discriminatory basis alleged
- A specific description of the time, place, nature, participants in and witnesses to the alleged violation
- Other pertinent information which may assist in investigating and resolving the complaint
- The complainant's signature or that of his/her representative

The coordinator shall assign a staff member to assist the complainant with this writing if such help is needed. The coordinator shall respond to the complaint in writing within 10 working days.

The coordinator shall conduct any investigation necessary to respond to the complaint, including discussion with the complainant, person(s) involved, appropriate staff members and students, and review of the Level I report and all other relevant documents. If a response from third parties is necessary, the coordinator may designate up to 10 additional working days for investigation of the complaint.

Level III

If the complaint cannot be resolved at Level II, either party may present the complaint to the Superintendent or designee within 10 working days. The Superintendent or designee shall review the Level II investigation file, including the written complaint and all responses from district staff. The Superintendent or designee shall respond to the complaint in writing within 10 working days.

If the Superintendent or designee finds it necessary to conduct further investigation, he/she may designate up to 10 additional working days for such investigation and shall respond to the complaint in writing within 10 working days of completing the investigation.

Level IV

If the matter is not resolved at Level III, either party may file a written appeal to the Board within 10 working days after receiving the Level III response. The Superintendent or designee shall provide the Board with all information presented at previous levels.

The Board shall grant the hearing request for the next regular Board meeting for which the matter

can be placed on the agenda. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 working days. The Board may appoint a hearing panel to review the complaint and previous decisions and make recommendations to the Board. The panel shall hear the appeal and render its decision within 10 working days.

Other Remedies

Complainants may appeal the Board's action to the California Department of Education. The Superintendent or designee shall ensure that complainants are informed that injunctions, restraining orders and other civil law remedies may also be available to them. This information shall be published with the district's nondiscrimination complaint procedures and included in any related notices. (Education Code 262.3)

Mandated Reporting

Penal Code Sections 11165.7, 11166 and 11167

11165.7. (a) As used in this article, "mandated reporter" is defined as any of the following:

- (1) A teacher.
- (2) An instructional aide.
- (3) A teacher's aide or teacher's assistant employed by any public or private school.
- (4) A classified employee of any public school.
- (5) An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.
- (6) An administrator of a public or private day camp.
- (7) An administrator or employee of a public or private youth center, youth recreation program, or youth organization.
- (8) An administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
- (9) Any employee of a county office of education or the California Department of Education, whose duties bring the employee into contact with children on a regular basis.
- (10) A licensee, an administrator, or an employee of a licensed community care or child day care facility.
- (11) A Head Start program teacher.
- (12) A licensing worker or licensing evaluator employed by a licensing agency as defined in Section 11165.11.
- (13) A public assistance worker.
- (14) An employee of a child care institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.
- (15) A social worker, probation officer, or parole officer.
- (16) An employee of a school district police or security department.
- (17) Any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in any public or private school.
- (18) A district attorney investigator, inspector, or local child support agency caseworker unless the investigator, inspector, or caseworker is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor.
- (19) A peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, who is not otherwise described in this section.
- (20) A firefighter, except for volunteer firefighters.
- (21) A physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage, family and child counselor, clinical social worker, or any other person who is currently licensed under Division 2 (commencing with Section

- 500) of the Business and Professions Code.
- (22) Any emergency medical technician I or II, paramedic, or other person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code.
 - (23) A psychological assistant registered pursuant to Section 2913 of the Business and Professions Code.
 - (24) A marriage, family, and child therapist trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code.
 - (25) An unlicensed marriage, family, and child therapist intern registered under Section 4980.44 of the Business and Professions Code.
 - (26) A state or county public health employee who treats a minor for venereal disease or any other condition.
 - (27) A coroner.
 - (28) A medical examiner, or any other person who performs autopsies.
 - (29) A commercial film and photographic print processor, as specified in subdivision (d) of Section 11166. As used in this article, "commercial film and photographic print processor" means any person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, for compensation. The term includes any employee of such a person; it does not include a person who develops film or makes prints for a public agency.
 - (30) A child visitation monitor. As used in this article, "child visitation monitor" means any person who, for financial compensation, acts as monitor of a visit between a child and any other person when the monitoring of that visit has been ordered by a court of law.
 - (31) An animal control officer or humane society officer. For the purposes of this article, the following terms have the following meanings:
 - (A) "Animal control officer" means any person employed by a city, county, or city and county for the purpose of enforcing animal control laws or regulations.
 - (B) "Humane society officer" means any person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Section 14502 or 14503 of the Corporations Code.
 - (32) A clergy member, as specified in subdivision (c) of Section 11166. As used in this article, "clergy member" means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.
 - (33) Any custodian of records of a clergy member, as specified in this section and subdivision (c) of Section 11166.
 - (34) Any employee of any police department, county sheriff's department, county probation department, or county welfare department.
 - (35) An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 1424 of the California Rules of Court.
 - (36) A custodial officer as defined in Section 831.5.
 - (37) Any person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institutions Code.
 - (b) Except as provided in paragraph (35) of subdivision (a), volunteers of public or private organizations whose duties require direct contact with and supervision of children are not mandated reporters but are encouraged to obtain training in the identification and reporting of child abuse and neglect and are further encouraged to report known or suspected instances of child abuse or neglect to an agency specified in Section 11165.9.
 - (c) Employers are strongly encouraged to provide their employees who are mandated reporters with training in the duties imposed by this article. This training shall include training in child abuse and neglect identification and training in child abuse and neglect reporting. Whether or not employers provide their employees with training in child abuse and neglect identification and reporting, the employers shall provide their employees who are mandated reporters with the statement required pursuant to subdivision (a) of Section 11166.5.
 - (d) School districts that do not train their employees specified in subdivision (a) in the duties of mandated reporters under the child abuse reporting laws shall report to the State Department of

Education the reasons why this training is not provided.

- (e) Unless otherwise specifically provided, the absence of training shall not excuse a mandated reporter from the duties imposed by this article.
- (f) Public and private organizations are encouraged to provide their volunteers whose duties require direct contact with and supervision of children with training in the identification and reporting of child abuse and neglect.

11166.5. (a) On and after January 1, 1985, any mandated reporter as specified in Section 11165.7, with the exception of child visitation monitors, prior to commencing his or her employment, and as a prerequisite to that employment, shall sign a statement on a form provided to him or her by his or her employer to the effect that he or she has knowledge of the provisions of Section 11166 and will comply with those provisions. The statement shall inform the employee that he or she is a mandated reporter and inform the employee of his or her reporting obligations under Section 11166 and of his or her confidentiality rights under subdivision (d) of Section 11167. The employer shall provide a copy of Sections 11165.7, 11166, and 11167 to the employee.

On and after January 1, 1993, any person who acts as a child visitation monitor, as defined in paragraph (30) of subdivision (a) of Section 11165.7, prior to engaging in monitoring the first visit in a case, shall sign a statement on a form provided to him or her by the court which ordered the presence of that third person during the visit, to the effect that he or she has knowledge of the provisions of Section 11166 and will comply with those provisions.

The signed statements shall be retained by the employer or the court, as the case may be. The cost of printing, distribution, and filing of these statements shall be borne by the employer or the court.

This subdivision is not applicable to persons employed by public or private youth centers, youth recreation programs, and youth organizations as members of the support staff or maintenance staff and who do not work with, observe, or have knowledge of children as part of their official duties.

- (b) On and after January 1, 1986, when a person is issued a state license or certificate to engage in a profession or occupation, the members of which are required to make a report pursuant to Section 11166, the state agency issuing the license or certificate shall send a statement substantially similar to the one contained in subdivision (a) to the person at the same time as it transmits the document indicating licensure or certification to the person. In addition to the requirements contained in subdivision (a), the statement also shall indicate that failure to comply with the requirements of Section 11166 is a misdemeanor, punishable by up to six months in a county jail, by a fine of one thousand dollars (\$1,000), or by both that imprisonment and fine.
- (c) As an alternative to the procedure required by subdivision (b), a state agency may cause the required statement to be printed on all application forms for a license or certificate printed on or after January 1, 1986.
- (d) On and after January 1, 1993, any child visitation monitor, as defined in paragraph (30) of subdivision (a) of Section 11165.7, who desires to act in that capacity shall have received training in the duties imposed by this article, including training in child abuse identification and child abuse reporting. The person, prior to engaging in monitoring the first visit in a case, shall sign a statement on a form provided to him or her by the court which ordered the presence of that third person during the visit, to the effect that he or she has received this training. This statement may be included in the statement required by subdivision (a) or it may be a separate statement. This statement shall be filed, along with the statement required by subdivision (a), in the court file of the case for which the visitation monitoring is being provided.
- (e) Any person providing services to a minor child, as described in paragraph (37) of subdivision (a) of Section 11165.7, shall not be required to make a report pursuant to Section 11166 unless that person has received training, or instructional materials in the appropriate language, on the duties imposed by this article, including identifying and reporting child abuse and neglect.

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SUPERINTENDENT
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QUICK REFERENCE PHONE DIRECTORY

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Specific Questions & Resources

Business Services	(916) 375-7600 ext. 1011; SSweeley@wusd.k12.ca.us
Ed Services	(916) 375-7600 ext. 1302; SDrewry@wusd.k12.ca.us (916) 375-7600 ext. 1301; CVandorien@wusd.k12.ca.us
Food Services	(916) 375-7600 ext. 1061; SZaragoza@wusd.k12.ca.us
Human Resources	(916) 375-7600 ext. 1046; MCollins@wusd.k12.ca.us
Media & Communications	(916) 375-7600 ext. 1235; GKazanis@wusd.k12.ca.us
Special Services	(916) 375-7600 ext. 1350; LBusch@wusd.k12.ca.us
Student Services	(916) 375-7600 ext. 1370; CLopez@wusd.k12.ca.us
Technology	(916) 375-7600 ext. 1411; CJourdan@wusd.k12.ca.us
Warehouse	(916) 375-7616 KHunt@wusd.k12.ca.us
Emergency Contacts	West Sacramento Police Department EMERGENCY DIAL: 9-1-1, 911 NON-EMERGENCY RESPONSE: (916) 372-3375 West Sacramento Fire Department: (916) 617-4600