

# **2020-2021 SUBSTITUTE HANDBOOK**



Board of Trustees  
Coby Pizzotti, President, Area 3  
Jackie Thu-Huong Wong, Vice President, Area 4  
Alvaro Venegas, Clerk, Area 2  
Sarah Kirby-Gonzalez, Trustee, Area 5  
Christi Barnas, Trustee, Area 1

Cheryl P. Hildreth, Ed.D., Superintendent

**BOARD OF EDUCATION**

Coby Pizzotti, President  
Jackie Thu-Huong, Vice President  
Alvaro Venegas, Clerk  
Sarah Kirby-Gonzalez, Trustee  
Christi Barnas, Trustee

**SUPERINTENDENT**

Cheryl P. Hildreth, Ed.D.

**DISTRICT OFFICE**

930 Westacre Road  
West Sacramento, CA 95691

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

[www.wusd.k12.ca.us](http://www.wusd.k12.ca.us)

Welcome to the Washington Unified School District!

We are pleased to provide you with this Employee Handbook which outlines the personnel policies and procedures for our District. The handbook also contains a review of the District's Mission and Beliefs, contact information for departments and sites, general expectations of employees, and yearly notifications of various statutes and policies. It is our intention to assure employees fair and equal treatment. We believe we are all more effective when everyone understands their relationship to the total organization while also understanding their rights and responsibilities.

The District's personnel policies and related regulations are designed to ensure a supportive, positive climate. They are consistent with collective bargaining agreements and conform to State and Federal laws and regulations. We encourage all District staff to become acquainted with the handbook and refer to it when you have questions.

During this unprecedented time of the COVID-19 Pandemic, our mission is to offer a safe working environment that you will be comfortable in when reporting to your duties. You will notice several communications and on the District website the precautions that have been taken to ensure the cleanliness of campuses and the boundaries that have been installed to practice social distancing.

The information in this handbook is intended to provide guidance for 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. These policies and procedures can change from time to time.

Whether you are a certificated employee, a classified employee or an administrator, you are vital to the success of the Washington Unified School District. Thank you for your service to the students and families within WUSD and have a great 2020-2021 school year!

Sincerely,  
Norma Gonzales  
Assistant Superintendent of Human Resources

# **TABLE OF CONTENTS**

Mission Statement -----	1
School Site Map -----	2
School Site Addresses -----	3
COVID-19 Information -----	4
WUSD Website -----	8
Responsibilities of Substitutes -----	9
Daily Procedures -----	11
Timesheets, Schedule and Pay -----	13
Removal from Substitute List -----	18
Drug-Free Workplace -----	26
Sexual Harassment -----	27
Universal Precautions -----	28
Hepatitis B Vaccinations -----	29
Seizures -----	30
District Technology/Internet -----	31
Rights-Sexual Assault, Stalking & Domestic Violence -----	35
Health Insurance Marketplace Options -----	36
Uniform Complaint Procedures -----	38
Workers Compensation Pamphlet -----	40
Oath of Allegiance -----	48
Nondiscrimination in Employment -----	49
Mandated Reporter (Child Abuse Reporting) -----	53



## 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...

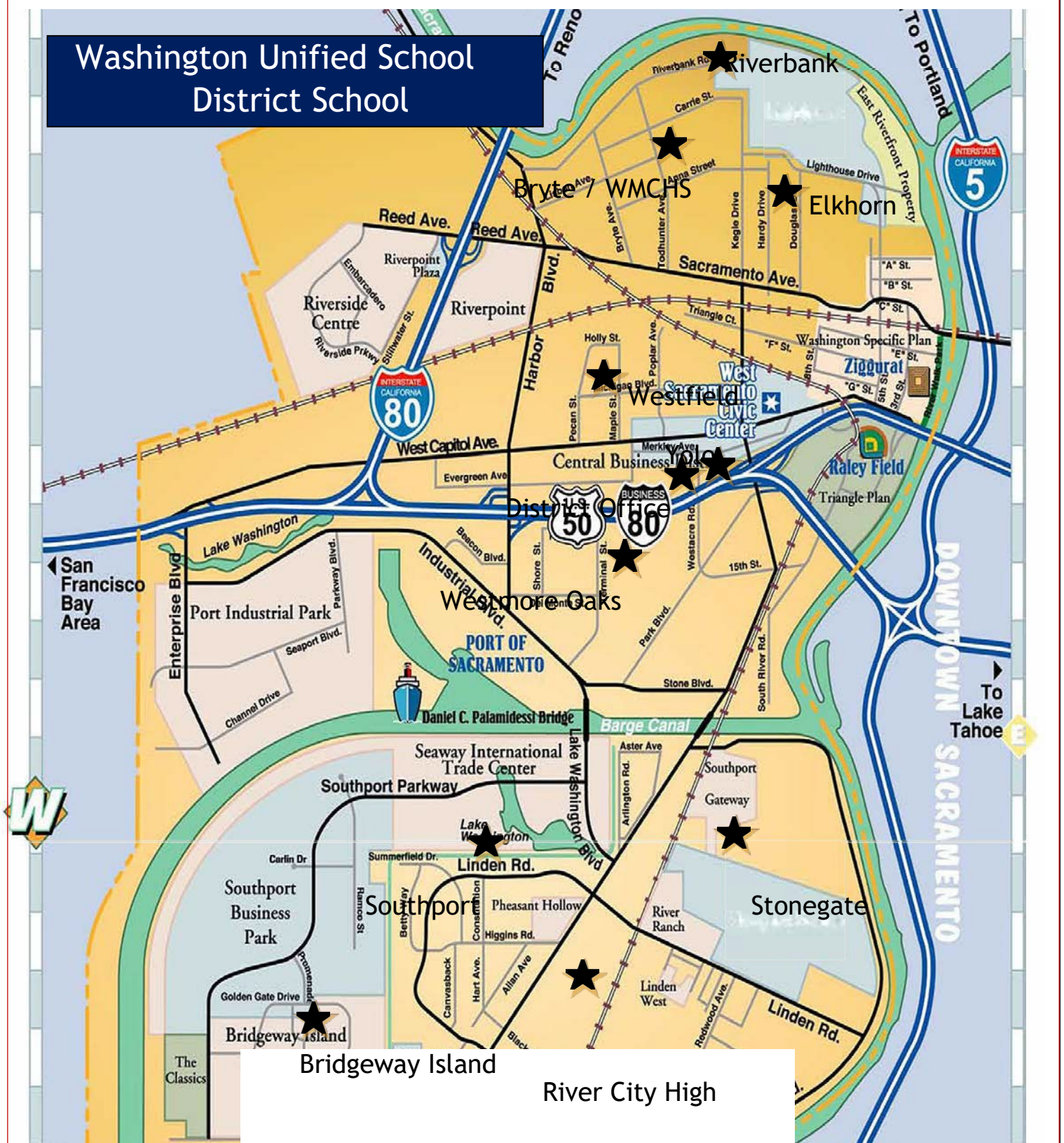
- Engaging learning experiences in safe, positive environments
- Highly-qualified, reflective, and adaptive educators
- A culture of innovation responsive to student needs and aspirations
- A community promoting family involvement, strong partnerships, and school pride

## 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



**SCHOOLS:**

Bridgeway Island Elementary  
Bryte CTE/WMCHS  
Elkhorn Village Elementary  
Riverbank Elementary  
River City High School  
Southport Elementary  
Stonegate Elementary  
Westfield Village Elementary  
Westmore Oaks Elementary  
Yolo Alternative Education

# **WASHINGTON UNIFIED SCHOOL DISTRICT**

## **SCHOOL SITES**

### **Bridgeway Island Elementary**

3256 Half Moon Bay Circle  
West Sacramento, CA 95691  
916.375.7778

### **Bryte CTE / Washington Middle College High School**

637 Todhunter Avenue  
West Sacramento, CA 95605  
916.375.7901

### **Elkhorn Village Elementary**

750 Cummins Way  
West Sacramento, CA 95605  
916.375.7670

### **Riverbank Elementary**

1100 Carrie Street  
West Sacramento, CA 95605  
916.375.7700

### **River City High School**

1 Raider Lane  
West Sacramento, CA 95691  
916.375.7800

### **Southport Elementary**

2747 Linden Road  
West Sacramento, CA 95691  
916.375.7890

### **Stonegate Elementary**

2800 La Jolla Street  
West Sacramento, CA 95691  
916.375.0960

### **Westfield Village Elementary**

508 Poplar Street  
West Sacramento, CA 95605  
916.375.0960

### **Westmore Oaks Elementary**

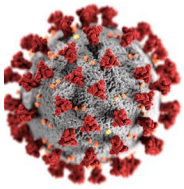
1100 Clarendon Street  
West Sacramento, CA 95691  
916.375.7730

### **Yolo Alternative Education**

919 Westacre Road  
West Sacramento, CA 95691  
916.375.7740



# What you should know about COVID-19 to protect yourself and others



## Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



## Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



## Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



## Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



## Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



## Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



# Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

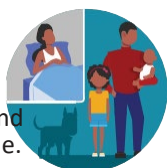
## Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Takeover-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Avoid public transportation, ride-sharing, or taxis.**



## Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.



- See **COVID-19 and Animals** if you have questions about pets:

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>

- Additional guidance is available for those **living in close quarters**.

(<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/living-in-close-quarters.html>) and **shared housing** (<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/index.html>).

## Monitor your symptoms.

- **Symptoms of COVID-19 include fever, cough, and shortness of breath but other symptoms may be present as well.**
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



## When to Seek Emergency Medical Attention

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Bluish lips or face
- Inability to wake or stay awake

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

## Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office,** and tell them you have or may have COVID-19.



## If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering**



**over your nose and mouth** if you must be around other people or animals, including pets (even at home).

You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.

- Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.

**Note:** During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



## Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



**Clean and disinfect areas that may have blood, stool, or body fluids on them.**

- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.

◉ Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.

◉ Most EPA-registered household disinfectants should be effective.

## Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



## When you can be around others after you had or likely had COVID-19

When you can be around others (end home isolation) depends on different factors for different situations.



- **I think or know I had COVID-19, and I had symptoms**

◉ You can be with others after

- 3 days with no fever

**AND**

- symptoms improved

**AND**

- 10 days since symptoms first appeared

◉ Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

- **I tested positive for COVID-19 but had no symptoms**

◉ If you continue to have no symptoms, you can be with others after:

- 10 days have passed since test

◉ Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

◉ If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

## Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



## Clean all "high-touch" surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your "sick room" and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a cloth face covering and wait as long as possible after the sick person has used the bathroom.

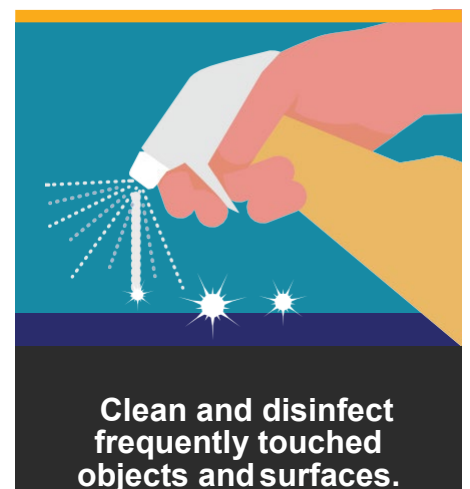


High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.



# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

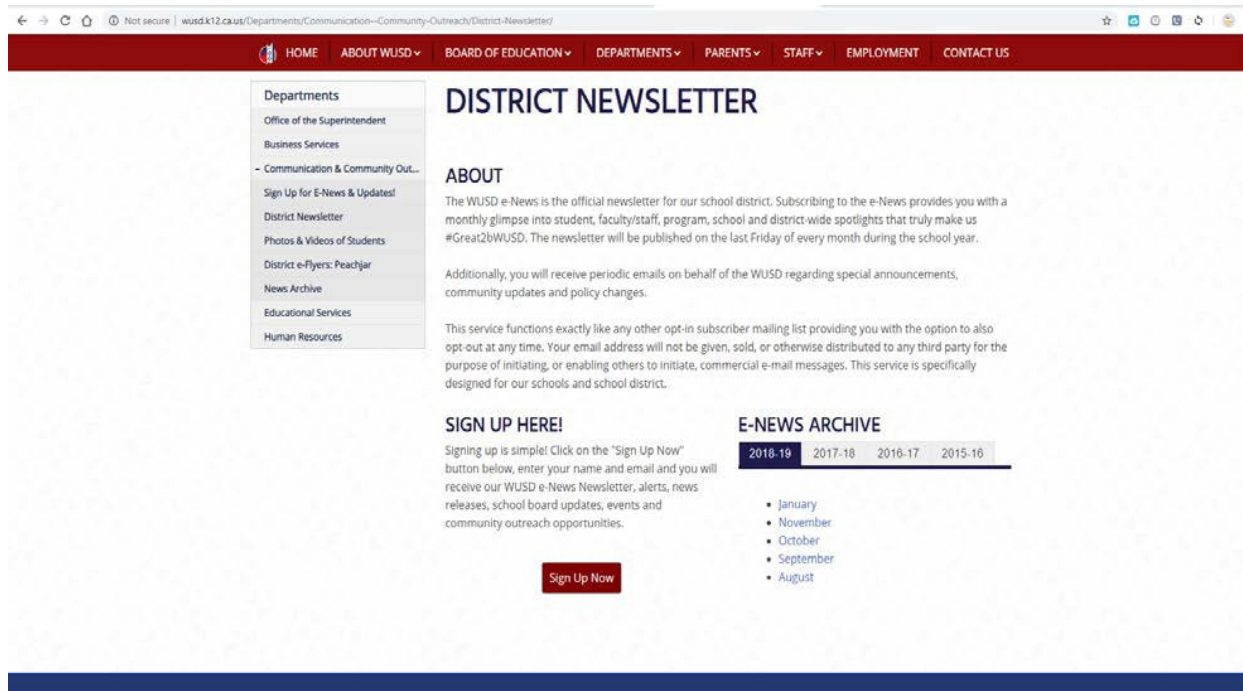


# Stay Current - District News

## WEBSITE & NEWSLETTER



The Washington Unified website contains a variety of information designed to support staff. Log on to [wusd.k12.ca.us](http://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.





## GENERAL RESPONSIBILITIES OF SUBSTITUTES

In the simplest terms, the duty of a substitute is to fill in for an employee absence or vacancy. Absences are unpredictable and it is difficult to determine how often substitutes may be called for work. Washington Unified School District Substitutes are a valuable part of ensuring our schools provide the best possible learning experiences to our district's children. We encourage our substitutes to accept as many work assignments as possible to get familiar with our district and its expectations.

### Locating and Committing to Assignments

Washington Unified School District uses Frontline's Absence Management to communicate open positions requiring coverage to our substitutes. Via online or telephone, a substitute can interact with the system to review and accept available jobs. The system also searches its database and places calls to available and qualified substitutes to fill absences.



## Substitute Quick Start Guide

A screenshot of the 'Sign In' web page. It features a title 'Sign In' at the top. Below it are two input fields: 'ID:' and 'Pin:'. A 'Login' button is positioned below the 'Pin:' field. To the right of the 'Login' button are two links: 'Pin Reminder' (with a bell icon) and 'Login Problems' (with a person icon).

## LOGGING IN ON THE WEB

To log in to the absence management system, type [aesoponline.com](https://aesoponline.com) in your web browser's address bar.

The Sign In page will appear. Enter your ID and PIN and click **Login**.

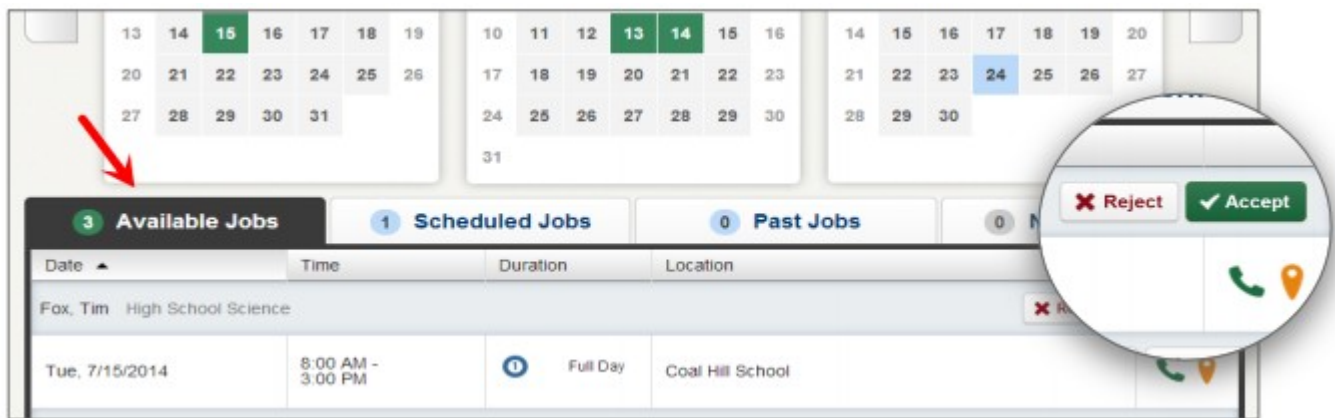
## CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login button for more information.

Your ID is set as the phone number you provided to HR when you are hired, without dashes, and your pin is initially set as the last 4 digits of your Social Security Number.

## SEARCHING FOR AVAILABLE JOBS

The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.



To accept a job, simply click the **Accept** button next to the absence.

If you do not want to accept this job, click the **Reject** button, instead.

## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support** to go to the Learning Center to search a knowledge base of help and training materials.

### ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

#### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

#### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note:** When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.

### **Cancelling Accepted Substitute Jobs:**

If you are ill or are unable to show up for an accepted assignment due to an emergency, **you must cancel the assignment as soon as possible in Absence management**. If you must cancel your assignment with two hours or less lead time, you are expected to cancel the assignment in Absence Management and call the front office of the site where you were expected to speak to a site secretary or to leave a message.

Your reliability is invaluable to our district! Cancelled placements by substitutes will be tracked, especially late cancellations that result in the absence going unfilled, causing staff to be pulled from other areas in an attempt to fill the vacancy. Several disruptive late cancellations may result in temporary or permanent removal from the substitute list.

## **DAILY PROCEDURES**

Substitutes are expected to arrive at the site **at least 15 minutes before a job assignment starts**.

**In the event of any emergency immediately contact your supervisor or an administrator at the site!**

### **RESPONSIBILITIES OF SUBSTITUTE TEACHERS:**

#### **Upon arrival:**

- Set a good example for students by giving attention to your appearance. All district staff, including substitutes, are expected to be neatly dressed and well groomed.
- Bring and wear your district badge.
- Report to the school site secretary to sign in, receive lesson plans, and pick up pertinent instructions and keys.
- Read the teacher's instructions, make certain you understand the lesson plan, and check to see if there are any additional duties you are responsible for.
- Check the employee's mailbox for bulletins, urgent messages, and/or notices for students.
- Learn the attendance checking procedure used at that particular school.
- If schools are on an adjusted schedule, with students being dismissed earlier than usual, substitutes will remain at the school site for the full teacher workday, unless specifically released by the principal or school site secretary.

#### **Substitute's Responsibility to the Teacher:**

- You are expected to carry on the work of the regular teacher. You assume the responsibilities for the teacher in his/her absence.

- Before the students arrive, review the daily lesson/activity plan, class schedule, and emergency exit information. Familiarize yourself with the instructions so that when the students arrive, you will be in command of the class.
- Follow the absent teacher's lesson/activity plan as closely as possible. If no lesson plans are available, please inform the site administrator that you are working without lesson plans. For effective teaching in case the teacher is absent without leaving a lesson plan, the substitute teacher should have materials and lesson plans prepared for any level he or she expects to teach.

**As a substitute teacher, you are expected to:**

- Learn the correct attendance procedures, take roll accurately, and turn in required attendance forms.
- Locate the student roll book along with the seating chart. If you cannot locate the material or information you need, please contact the school site office staff for assistance.
- Inquire as to the specific behavior modification plans; each site may have slightly different policies. It is important for the substitute to be consistent in handling discipline.
- Become familiar with basic emergency drill procedures.
- Make sure students know your name.
- Maintain work habits and general classroom procedure.
- Start class work promptly, expecting and requiring cooperative student response.
- Follow the teacher's behavior management plan as closely as possible.
- Establish your position as the teacher from the beginning. Be firm. You are responsible for the conduct of your class. If a problem arises, please call upon the school site staff for assistance. Do not ever feel that such a request is a reflection upon your ability; the school staff is there to assist you in every possible way. You are part of the school site educational team and we want you to succeed.
- Keep copies of all notices and bulletins received and leave them where the teacher may find them.
- Be flexible and available for any special assignments that fall within the teacher's responsibility during the instructional day.
- Perform duties as would be required of the regular classroom teacher, including teaching during a prep period.
- Leave a short summary of the day's experience, along with any information about unusual problems, for the classroom teacher.
- Never discuss situations or problems with the student's parents. Should a parent contact you, ask the parent to wait and discuss the matter with the teacher when he/she returns to school. If it is an emergency, check first with an administrator. Be sure to leave the teacher a note regarding the parent's concern.

**End of Day:**

- Be certain that the room has been left in an orderly fashion, the room locked, window's closed, before leaving the classroom at the end of the day.
- Sign out and turn in your keys. Work with the school site secretary to complete your timesheet at the end of each day.



## **RESPONSIBILITIES OF CLASSIFIED SUBSTITUTES**

### **Upon arrival:**

- Set a good example for students by giving attention to your appearance. All district staff, including substitutes are expected to be neatly dressed and well groomed.
- Report to the school site secretary to sign in, receive assignment details, and pick up pertinent instructions.
- Bring and wear your district badge.
- Ask any questions you need to do your assignment successfully.

### **As a classified substitute, you are expected to:**

- Check in with the staff member you are directed to for information to begin your job.
- Be available for any special assignments that fall within the responsibility of the absent employee.
- Ask for clarification if the instructions given to you are not clear. Make certain you understand how the work is to be done, when you are expected to finish a certain task, and which tasks should be completed first.
- All unusual requests from parents, students, or staff should be referred to the site administration. Report any incidents or issues to the principal or front office as soon as possible.

### **End of Day:**

- Remain until the end of your workday. Notify the front office or the principal if a personal emergency makes it necessary for you to leave before the end of your expected work day.
- Sign out and turn in any equipment or keys you were given for the job. Work with the school site secretary complete your timesheet at the end of each day.

## **TIMESHEETS, SCHEDULE, AND PAY**

### **Time Sheets**

**Every substitute is responsible for submitting a signed and dated time sheet.**

In order to efficiently process Substitute & Variable Time Sheets and ensure that employees are paid in a timely manner, all timesheets submitted to the Business Office must contain the following:

1. Month/year worked\*
2. Employee Name and Address
3. 4 digit PIN # (your employee number/identifier not the last 4 digits of your SS#)
4. Dates and Hours Worked with each Site \*\*
5. "Substituted for" name or your Assignment
6. Valid Reason Code
7. Job Classification (for Classified Employees)
8. Rate of pay (for Certificated Employees)
9. Complete Budget Code (site secretarial staff will give you this information)
10. Signature of Site or Program Administrator \*\*\*
11. Employee Signature

Date stamp the front of Time Sheet when you turn it in at the District Office and retain the yellow copy of Time Sheet for your records.

**Time Sheets are due by 4:30 pm on the 26th of each month.** If the 26th falls on a weekend, Time Sheets are due the following Monday. Incomplete Time Sheets will be returned with a transmittal form attached stating the reason for the return. It is the employee or substitute's responsibility to resolve the reason for return and

have the transmittal form initialed by the site prior to resubmitting for processing.

\*Time Sheets are due on a monthly basis. Holding your Time Sheet not only creates more work when processing but also creates service credit issues with STRS and PERS. For work performed prior to Friday, November 24th, time sheets must be submitted no later than Monday, November 27th due to tax reporting rules.

\*\*For assignments that have been approved to work partial hours, please report the time worked as follows:  
15 minutes = .25, 30 minutes = .5, 45 minutes = .75

\*\*\*If multiple programs are worked, a separate Time Sheet should be completed for each program worked.



WASHINGTON  
UNIFIED  
SCHOOL  
DISTRICT  
WEST SACRAMENTO

## Employee Time Sheet

Check One ☐ Classified ☐ Certificated ☐ Student ☐ Retired Specify Type (Student Mark Extra Hrs)

Name **2** PIN **3** ☐ Extra Hrs ☒ Substitute

Address Phone Rate/Hour

City/State Zip

Months **1** Year **1**

Date	Assignment	Reason	Hrs/days Worked*	Site	Budget Code	Classification	Program Site Administrator Signature
26							
27							
28							
29							
30		<b>6</b>					
31						<b>7</b>	
1							
2							
3	<b>5</b>		<b>4</b>		<b>9</b>		<b>10</b>
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
Total Hours Worked							

Note- Full and half day recording for Substitute Teachers only (Hours for Preschool and Children Center Teachers)

Time is to be recorded in increments of 15 mins. 15 mins=.25, 30 mins=.50, 45 mins=.75, 1hr= 1.0

Please submit this timesheet to the Business Office by the 26th of each month.

**11**

Employee's Signature  
Per. 1002

Date

Revised 03/10

### **Hours of Duty**

Starting and shift duration will vary depending on the department and/or job responsibilities, as well as by the coverage needed for the individual absence. All substitutes must follow the schedule of the absent employee they are substituting for and for the hours of the job accepted in Absence Management.

### **Breaks (Classified Staff)**

The authorized rest period time for substitutes shall be based on the total hours worked daily at the rate of 15 minutes per three (3) hours. A rest period is not required for employees whose total daily work time is less than three and one half (3 1/2) hours.

### **Lunch**

A substitute working for a period of more than five (5) hours is entitled to a duty free unpaid meal period of not less than 30 minutes.

### **Sick leave**

The Healthy Workplaces/Healthy Families Act of 2014 allows our Substitute employees to earn and use Sick leave for the following reasons: for care or treatment of an existing health condition or preventative care for yourself or a family member (child, spouse, domestic partner, grandparent, grandchild, or sibling); absence due to domestic violence, sexual assault, or stalking.

You must have accrued sick leave to use it; your sick leave balance in hours appears on your pay stub. You must be employed with WUSD for at least 90 days in order to request to use sick leave. Please note that your accrual of paid sick days are limited to 24 hours or 3 days and that Retired Annuitants are not entitled to paid sick leave.

To use sick leave, please provide as much notice as possible but cancel an accepted assignment no later than 6:00 a.m. the day of the assignment. If your request to use sick leave comes after 6:00 a.m., you will *not* be eligible to use sick leave and will *not* be paid for the cancelled assignment. You may also use sick leave time if you become ill during an accepted assignment.

**NOTE: Please cancel the job you can no longer accept as far in advance as possible so another substitute may be secured.**

To inform payroll that you would like to use your sick leave, please fill out and attach the Request to Use Paid Sick Leave form (available at HR or from Payroll) and submit the form with the corresponding time sheet. Please write "Sick Leave" on the date/time you were absent on your timesheet.

### **Salary Warrants**

Salary warrants are mailed to the home address on file and are received the last day of the month. The warrant will be for the previous month's work. (i.e. Hours worked that are turned in on August 26<sup>th</sup> timesheet will be received at your house on the last working day in September.)

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, ext. 4001.

### **District Limitation on Substitute Work Hours**

The Human Resources Department monitors our Substitute's hours and days worked. Classified Substitutes are only permitted to work a total of 1000 hours/125 days and Certificated Substitutes are only permitted to work a total of 100 days per fiscal year (July 1st through June 30th). This limit is set in order to avoid a substitute automatically becoming a member of the State Teachers' Retirement System (STRS) or California Public Employees' Retirement System (CalPERS).



Once you get close to this cap Human Resources will notify you and your services as a Substitute will be put on hold until July 1st, the beginning of the next school year. We recommend that you keep track of the hours/days that you have worked for this reason.

### **Retired Teacher's Requirements**

If you are a retired teacher, the Education Code provides that you may serve as a substitute teacher. However, the following regulations apply:

The first time you work as a retiree in a California school district or county office of education, you are required to have a medical examination to determine freedom from any disabling disease unfitting the person to instruct or associate with children. (Education Code 44839.5). A form, to be completed by your physician, will be given to you by Human Resources. The form should then be returned by the physician directly to the Human Resources department.

As a retired teacher, you may be subject to the earnings limitation set by STRS. If you are drawing retirement, it is suggested that you keep a monthly record of the days you have substituted and your total salary. Any earned salary over the maximum allowed could place your retirement status in jeopardy. Because there are various exemptions to the post-retirement earnings limitation, please contact STRS at (800) 228-5453 for applicable limitations.

## **STAFF AID TO SUBSTITUTES**

The school staff is expected to provide a friendly and helpful atmosphere to help the substitute employee succeed.

### **Administrator:**

- Visits the classroom or work area to observe substitute work.
- Develops kits for substitutes with information such as:
  - Diagram of building and yards with duty areas indicated
  - Fire drill routes
  - Emergency procedures
  - Names of staff members
  - Bell Schedule
  - School Rules
- Aids in maintaining discipline, if needed.

### **School Site Office:**

- Develops a system to orient substitutes to the school and to class situations.
- Provides school site information, materials, keys, and will communicate beginning and ending time of work day, as well as direct the substitute to their work area.
- Assists the substitute in filling out the timesheet and answers timesheet questions.

### **Site Staff:**

The regular site staff will answer most of the special questions about site procedures and work duties of the substitute.

### **Substitute Report**

The work of the substitute is subject to a reporting process by the teachers, supervisors, and principals of the

site in which you serve. These reports are forwarded to the Human Resources department for review and evaluation. A sample of the report is in this handbook for your information.

## **REMOVAL FROM THE SUBSTITUTION LIST**

As at will employees, Substitutes will be removed from the substitute list for any reason including:

- 1) At the request of the substitute
- 2) Upon employment in a permanent position
- 3) Have not worked in the previous 6 months
- 4) Excessive negative evaluations
- 5) Consistently unavailable for substitute work

The human resources department will monitor Substitute Reports received for incidents or concerns. If a decision is made to inactivate the substitute in Absence Management pending an investigation of an incident, Human Resources will notify the substitute of the restriction and investigation. Substitutes may be removed from a specific site's substitute list based only on a principal's request for a substitute to not return to the site.

Washington Unified School District  
**SUBSTITUTE REPORT**

Complete this report for the purpose of (1) commending a substitute or (2) noting areas that need improvement.

Substitute Name: \_\_\_\_\_

Substituted for: \_\_\_\_\_

Site: \_\_\_\_\_ Date: \_\_\_\_\_

Rating Scale: 2—Outstanding      1—Acceptable      0—Unacceptable

All areas must be filled out on table

AREA	RATING	COMMENTS
Punctuality		
Attitude		
Flexibility		
Discipline		
Implemented Lesson Plans		
Pupil Reactions		
Condition of Room		

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: May this substitute be called for future assignments at your site?      Yes      No

If "No" is circled, please list the date of conference with the substitute: \_\_\_\_\_

Please use the back side of this form for any additional comments or information.  
**Please return the completed form to the Human Resources Department**

## SUGGESTIONS FOR CLASSROOM SUCCESS



- 1) Map out directions to each location you could be called to substitute. Knowing how to reach each site by the quickest route will save considerable time when called in an emergency.
- 2) Prepare a file of material by grade level and subject areas. This may contain suggestions for art, music, subject matter areas, etc. You never know when you might have to improvise due to non-existent or incomplete lesson plans.
- 3) Strive to give 100% to our students learning environment by delivering quality instruction and the message that you care. The net result will be a rewarding experience for the student, District, and you!
- 4) Be sure to follow through on the teacher's lesson plans. Teachers feel very strongly about program continuity. If you cannot find lesson plans, please let the site administrator know immediately.
- 5) Communicate in a positive manner to parents and students. Show parents that you care about them and their children. When you talk with parents or students, no matter how small the problem may seem, you should demonstrate good listening skills.
- 6) Take time to help students with individual problems, grading papers, and/or planning and preparing for the following day. Be sure that the teacher's instructions have been completed before leaving an assignment. Do not leave the assignment early without the approval of the site administrator
- 7) Leave a constructive summary of the day's activities for the teacher.
- 8) We ask that you use professional judgment concerning statements made in public about the teachers, principals, students, and schools in the Washington Unified School District.

## SUBSTITUTE "DO NOT" TIPS



The following list of "**DO NOT**" tips provides information which can help create a positive classroom experience.

**DO NOT** touch students. (Even "positive" touching can be misconstrued and be a cause for accusations.)

**DO NOT** verbally or by action demean any student.

**DO NOT** share your opinions, about students or their abilities.

**DO NOT** share your personal values and beliefs.

**DO NOT** share any confidential information about a student (i.e. address, phone number, School performance, placement in special programs, etc.)

**DO NOT** use offensive language words of profanity or of a sexual nature in interactions with students, parents, or other staff members.

**DO NOT** allow any materials to be used in the classroom which you do not monitor content and use during the class room (e.g. videos, magazines, etc.)

**DO NOT** vary from the lesson plan provided. If you find a controversial subject (i.e. sex education, AIDS, ethnic studies) to be a part of a lesson and you are uncomfortable or feel unprepared to teach the material, please consult with the principal.

**DO NOT** leave students unsupervised or allow the class to move from one area of the school to another without supervision (i.e. walking to the library, lunch, etc.)

**DO NOT** use tobacco products while on school district grounds.

**DO NOT** use cell phones during classroom instruction time.

**DO NOT** release students early from class.

## **PROFESSIONAL STAFF/STUDENT BOUNDARIES**

In a professional substitute/student relationship, substitutes must maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students. A boundary invasion is an act or omission that violates the professional substitute/student boundaries.

### **Unacceptable conduct:**

Examples of inappropriate boundary invasion include, but are not limited to the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under each school district's Board policy on Sexual Harassment;
- Sharing pornography with a student;
- Singling out a particular student or students for personal attention and friendship beyond the professional substitute-student relationship;
- Being present where students are consuming alcohol, drugs or tobacco;
- For a non-guidance/counseling substitute, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, you are expected to refer the student to appropriate guidance/counseling staff. In either case, your involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands unrelated to any educational purpose;
- Banter, allusions, jokes or innuendos of a sexual nature with students;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students, or permitting students to address you with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business) without including the parent/guardian;
- Exchanging personal gifts, cards or letters with an individual student;
- Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school

- sponsored events, except as participants in organized community activities; • Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
- Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom).

### **Appearances of Impropriety**

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, you should avoid these situations. If unavoidable, these activities should be pre-approved by the appropriate administrator. If not pre-approved, you must report the occurrence to the appropriate administrator as soon as possible.

- Being alone with an individual student out of the view of others;
- Inviting or allowing individual students to visit your home;
- Visiting a student's home; and/or
- Social networking with students for non-educational purposes.

## **FREQUENTLY ASKED QUESTIONS**

### ***Q. How many hours can I expect to work each week?***

A. The number of hours may vary from week to week.

### ***Q. When will I be called for work?***

A. Substitutes will normally be called in the evening between 3pm-9pm and in the morning between 6am-8am.

### ***Q. How and where should I report my time?***

A. Each substitute is responsible for completing a signing a time sheet. The time sheets are to be turned in by 4pm on the last working day of the month. If time sheets are not available at the site, you may pick one up at the Payroll/ Business Services department. Please refer to page 11 of this handbook for more details.

### ***Q. When do I get paid?***

A. Payroll checks are mailed at the end of each month. The check will be for the previous months' time sheet.

### ***Q. Will my substitute service lead to a full-time permanent position?***

A. Substitutes are given the opportunity to apply for open positions when vacancies are posted.

### ***Q. Do I have any medical benefits working as a substitute?***

A. No. Substitutes are not eligible for the district benefit plan.

### ***Q. Is there a dress code I must follow while working as a substitute?***

A. It is important to maintain a neat, professional appearance and to wear comfortable attire and appropriate shoes. It is important to be mindful of the environment in which you will be working.



## **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"><li>• 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.</li><li>• Keep classrooms free of clutter.</li></ul> | <ul style="list-style-type: none"><li>• Make sure shelves and storage racks are stable and secured.</li><li>• Wear shoes with non-skid soles.</li><li>• Be aware of caution signs for maintenance and construction projects.</li></ul> |
|--|--|

## **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.

<ul style="list-style-type: none"><li>• Wash your hands frequently, and encourage your students to do the same.</li><li>• Teach students to cover their mouths when they cough or sneeze.</li><li>• Stay home if you're sick!</li><li>• If you provide first aid to students, you may need a Hepatitis B vaccine and blood borne pathogens training.</li></ul>	<ul style="list-style-type: none"><li>• If you may come into contact with blood or other bodily fluids:<ul style="list-style-type: none"><li>- wear disposable gloves;</li><li>- wash your hands with soap and water; and</li><li>- disinfect any equipment or work areas that are affected.</li></ul></li></ul>
--	--



## **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.

<ul style="list-style-type: none"><li>• Report to maintenance staff any locks and alarms that are not working.</li><li>• 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.</li><li>• Check with administration on the reporting process for violent incidents and threats.</li><li>• Put your personal belongings in a secure place.</li></ul>	<ul style="list-style-type: none"><li>• Make sure the school requires parents and visitors to sign in at the main office.</li><li>• Advocate for workplace violence training for all school staff.</li><li>• Work with the district to develop and implement safety procedures and training programs on handling student behavioral problems.</li></ul>
---	---

## **Safety and 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 safety 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 safety and 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 with 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. Please work with the Human Resource office to track your industrial accident leave.

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.

There is a 3 day waiting period for all workers compensation claims. Your sick leave will be used for the initial 3 days of your injury.

***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 32-39.

## **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](http://www.dfeh.ca.gov)

*Equal Employment Opportunity Commission (EEOC)*

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

TTY: (415) 625-5610

[www.eeoc.gov](http://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 20 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

- Ease child gently to the floor, clear area of hazards. Reassure others.
- Put something flat and soft (like a folded jacket) under the head.
- 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.
- 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).
- 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

- 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.
- 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.

## **Use of District Technology | District Internet, Email & Electronic Resource Account Policy (BP)**

The Washington Unified School District Governing Board recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities.

Users shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for purposes related to their employment. Users shall be notified that computer files and electronic communications transmitted through the district's data system, including email and voice mail, are not private and may be accessed by authorized district personnel at any time. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

### **Educational Purposes**

The Washington Unified School District data system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, professional development and limited high-quality self-discovery activities.

The Washington Unified School District data system has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material users access or post through the system. Users are also expected to follow the rules set forth in the district's policies, regulations and the law in their use of the district data system.

### **Online/Internet Services: User Obligations and Responsibilities**

Users are expected to use district technology safely, responsibly, and primarily for work-related purposes. Any incidental personal use of district technology shall not interfere with district business and operations, the work and productivity of any district employee, or the safety and security of district technology. The district is not responsible for any loss or damage incurred by a user because of his/her personal use of district technology.

The user in whose name district technology is issued is responsible for its proper use at all times. Users shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Users shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, users shall not attempt to access any data, documents, emails, or programs in the district's system for which they do not have authorization.

1. The user in whose name an online services account is issued is responsible for its proper use at all times. Users shall keep account information, home addresses, and personal telephone numbers private. They shall use the system only under the account number to which they have been assigned.
2. Users shall use the system safely, responsibly and primarily for work-related purposes.
3. Users shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, disability, religion, political beliefs or any other legally protected characteristic.
4. Users shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
5. Users shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.  
Users shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify or forge another users' account (email, login, etc)
6. Users shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district or using district equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited to copyright, license, trademark, patent, or other intellectual property rights. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of messages. The district retains the right to delete material on any such online communications.
7. Users shall report any security problem or misuse of the services to the Superintendent or Chief Technology Officer.
8. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.

## **Privacy**

Since the use of district technology is intended for use in conducting district business, no user should have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses within the jurisdiction of the district. Such monitoring/recording may occur at any time without prior notice for any legal purpose including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Users should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a user on district technology does not create a reasonable expectation of privacy.

### **Personally Owned Devices**

If a user uses a personally owned device to access district technology or conduct district business, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any use of a personally owned device that accesses district technology or to conduct district business may subject the contents of the device and any communications sent or received on the device to disclosure.

### **Reporting**

If a user becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the Superintendent or Chief Technology Officer.

### **Consequences for Violation**

Violations of the law, Board policy, or this Acceptable Use Agreement may result in revocation of a user's access to district technology and/or to disciplinary action, up to and including termination from employment. In addition, violations of the law, Board policy, or this Agreement may be reported to law enforcement agencies as appropriate.

### **Email**

Electronic mail ("email") is an electronic message sent by or to a user in correspondence with another person having Internet or Local Area Network mail access. Users should not consider electronic communications to be either private or secure. All users have some degree of privacy in their e-mail. However, if a user is believed to be in violation of the guidelines stated in this policy, system administrator or other authorized personnel may gain access to private correspondence or files. Users are provided with a Washington Unified School District email account and may use other e-mail servers via the Washington Unified School District network. Non-school related use of the network and email will be permitted during non-duty time (before school, lunch and after school work hours) as long as it does not interfere with the network system, and it is not in violation of the guidelines stated in this policy. Users should remove messages from their Inbox, Deleted Items and Sent Items at a minimum of twice per school year.

### **Student Records/Information (FFERPA)**

The Federal Family Education 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 users have the following obligations. Users do not disclose student records to anyone. Users do not use the information you receive except for the purpose it was intended. Users do not use the information you receive except for the purpose it was intended. The following guidelines are to be followed by all of Washington Unified School District users with access to the student information system (AERIES). Students shall not have access of any kind to the student information. No information shall be shared, even with the District employees that would interfere with the administration of school (i.e., sharing student schedules prior to their release by the school).



## **The Internet**

The Internet is an electronic network linking computers and computer users all over the world. The Internet provides a variety of technical capabilities, including World Wide Web, email, newsgroups, chat rooms, telnet, social networks and others. Access to the Internet is designed to be a standard feature of every Washington Unified School District school/department computer, and the Internet is considered an essential tool for student and staff research projects, peer contact and academic research. All traffic through Washington Unified School District network can be logged and re-examined.

## **Liability**

Because access to the Internet provides connections to other computer systems located all over the world, the district cannot control the content of the information available on these systems. Washington Unified School District uses a content filter but no filtering system is 100% reliable. Some of the information available may be considered offensive and the Washington Unified School District does not condone the use of such materials.

System failures may result in the loss of data services. These losses could involve loss of data, an interruption of services, or reliance on the accuracy of information maintained on the district system or access through the system. Washington Unified School District disclaims responsibility for any and all losses due to system failure or human error. Users are advised to back up all important data contained on the district system.

## **The Labor Commissioner's Office**

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](http://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.*



# Health Insurance Marketplace Coverage Options and Your Health Coverage

## **Part A: General Information**

When key parts of the health care law took effect in 2014, a new way to buy health insurance was introduced: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the 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.

### **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.<sup>1</sup>

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 the Washington Unified School Districts' Payroll / Benefits Team: 916-375-7600. The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

<sup>1</sup> 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 916-375-7600	
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)		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.

### 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, county offices of education, and charter schools) and local public or private agencies which receive direct or indirect funding from the State to provide any school programs, activities, or related services.

### 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
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education; Career Technical; Technical Training
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district
- English Learner Programs
- Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education

### 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, student advancement and retention, student discipline, student records, the Bagley-Keene Open Meeting Act, the Brown Act, 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 notify 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. They 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, Adult Education Office; 916-322-2175

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

**Agricultural Career Technical 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 and Technical Education; Career Technical;  
Technical Training; and Career Technical Education and Regional  
Occupational Centers and Programs**, Career Tech Ed (CTE)  
Leadership and Instructional Support Office; 916-322-5050  
**Child Care and Development (including State Preschool), Early**

**Course Periods without Educational Content**, Categorical Programs  
Complaints Management (CPCM) Office; 916-319-0929  
**Discrimination, Harassment, Intimidation, Bullying, Student  
Lactation Accommodations**, and LGBTQ Resources, Education Equity  
UCP Appeals Office; 916-319-8239

**Education of Pupils in Foster Care, Pupils who are Homeless, and  
former Juvenile Court Pupils now enrolled in a school district, and  
Pupils from Military Families** Coordinated School Health and Safety  
Office; 916-319-0914

**Every Student Succeeds Act / No Child Left Behind including  
bilingual education, compensatory education, consolidated  
categorical aid, economic impact aid, English learner programs,  
migrant education, school safety plans**, Categorical Programs  
Complaints Management (CPCM) Office; 916-319-0929

**Local Control Accountability Plans (LCAPS): Content or Procedures**,  
Local Agency Systems Support Office; 916-319-0809; Fiscal, including  
the California Peer Assistance and Review Programs for Teachers,  
School Fiscal Services Division; 916-322-3024

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

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

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

**State Preschool Health and Safety Issues**, Early education and  
Support Division; 916-322-6233

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

## 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

# 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 predestinated. 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 predestinated a personal physician prior to your work injury, then you may receive treatment from your predestinated doctor. If you have not predestinated and your employer is using an 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 visits.

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@harcorsys.com](mailto:MPNcontact@harcorsys.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](http://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](mailto:MPNcontact@harcorsys.com)

General information regarding the MPN can also be found at the following website:  
[www.harborsys.com/Keenan](http://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](mailto: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](http://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](http://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 predestinated a primary treating physician, you cannot be transferred into the MPN. (If you have questions about predestination, 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](http://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 for Board Members and Persons Employed**

*By Washington Unified School District  
County of Yolo, State Of California*

**Note:** All California public employees are considered disaster service workers. As such, when you began your employment with Washington Unified School District you signed the Oath of Office as required by the California constitution since 1950. The Human Resources Department is required on an annual basis to provide employees with this document.

*State of  
California  
County of Yolo*

I [Employee Name] do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California, that I take this obligation freely, without any mental reservations of purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

## **Penalties**

Sections 3108 and 3109 of the Government Code provides:

“3108. Every person who, while taking and subscribing to the oath of 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 fourteen 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.”

*Ref: Chapter 8, Division 4. Title I of  
Government Code as amended*

## **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 4030. 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.

### **Administrative Regulation 4030 - Discrimination in Employment**

All allegations of discrimination in employment, including those involving an intern, volunteer, or job applicant, shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to coordinate the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

*Assistant Superintendent, Human Resources  
930 Westacre Road, West Sacramento, CA 95691  
(916) 375-7600 ext. 1046*

*Measures to Prevent Discrimination to prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:*

1. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)

- a) Including them in each announcement, bulletin, or application form that is used in employee recruitment
  - b) Posting them in all district schools and offices, including staff lounges and other prominent locations
  - c) Posting them on the district's web site and providing easy access to them through district supported social media, when available (cf. 1113 - District and School Web Sites) (cf. 1114 - District-Sponsored Social Media)
2. Disseminate the district's nondiscrimination policy to all employees by one or more of the following methods: (2 CCR 11023)
- a) Printing and providing a copy of the policy to all employees, with an acknowledgment form for each employee to sign and return
  - b) Sending the policy via email with an acknowledgment return form
  - c) Posting the policy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
  - d) Discussing the policy with employees upon hire and/or during a new hire orientation session
  - e) Any other way that ensures employees receive and understand the policy (cf. 4112.9/4212.9/4312.9 - Employee Notifications)
3. Provide to employees annual notifications that contain information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to anyone who feels that he/she has been the victim of any discriminatory or harassing behavior
4. Provide training to employees, volunteers, and interns regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made
- Training for supervisors shall include the requirement to report any complaint of misconduct to a designated representative, such as the coordinator, human resources manager, or Superintendent or designee as a topic in the sexual harassment prevention training required pursuant to 2 CCR 11024 (2 CCR 11023) (cf. 1240 - Volunteer Assistance) (cf. 4119.11/4219.11/4319.11 - Sexual Harassment) (cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)
5. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law
6. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce

## **Complaint Procedure**

*Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:*

1. Notice and Receipt of Complaint: A complainant may inform his/her direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman.

The complainant may file a written complaint in accordance with this procedure, or if he/she is an employee, may first attempt to resolve the situation informally with his/her supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint. (cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 4032 - Reasonable Accommodation)

2. Investigation Process: The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. He/she shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation. (cf. 3580 - District Records) (cf. 4112.6/4212.6/4312.6 - Personnel Files) (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

If the coordinator determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information. The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out his/her investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the Human Resources Department. The coordinator also shall determine

whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents are prevented. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Remedial/Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension. The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the complainant, the person accused, and the Superintendent or designee.
4. **Appeal to the Governing Board:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days. (cf. 1312.1 - Complaints Concerning District Employees) (cf. 9321 - Closed Session Purposes and Agendas)

### **Other Remedies**

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960
2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

## **Mandated Reporting**

### **Penal Code Sections 11165.7, 11166 and 11167**

Sections 11166 of the Penal Code (provided below) requires that any mandated reporter (which in our District includes all certificated and classified employees, substitute and temporary personnel and volunteers with student contact) who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment service whom he or she knows or reasonably suspects has been the victim of child abuse or neglect to report the known or suspected instance of abuse or neglect to the Child Abuse Registry immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. The identity of the mandated reporter will be kept confidential by the agency and you are immune from liability for filing a report unless it is proven you knowingly filed a false report or acted with reckless disregard of the truth or falsity of the report. 11165.7.

### **District Child Abuse Reporting procedures are listed below:**

1. When you suspect that abuse has occurred, call the Child Abuse Registry at (714) 940-1000 immediately or as soon as practicably possible.
2. You may discuss the incident with your principal, school psychologist or guidance specialist if you have any concerns or questions. Reporting the incident to a school official does not release you from the obligation to make the report yourself.
3. Within 36 hours after the telephone report, submit a completed Suspected Child Abuse Report to: Child Abuse Registry P.O. Box 14101 Orange, CA 92613-1502 Forms may be obtained at your school office or the District Office.
4. You may fax in the report using the Suspected Child Abuse Fax Report form (forms may be obtained at your school office or the District Office).
5. Send a photocopy of the report to the Director, Student Services, at the District Office through the District mail system.
6. If the Child Abuse Registry does not feel the offense is reportable, document in writing that you have called to make a report (with the date and name of the individual with whom you have spoken) and keep it on file for your own protection.

### ***Penal Code 11166.***

(a) Except as provided in subdivision (d), and in Section 11166.05, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report by telephone to the agency immediately or as soon as is practicably possible, and shall prepare and send, fax, or electronically transmit a written follow up report within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any non privileged documentary evidence the mandated reporter possesses relating to the incident.

- (1) For purposes of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. "Reasonable suspicion" does not require certainty that child abuse or neglect has occurred nor does it require a specific medical



indication of child abuse or neglect; any “reasonable suspicion” is sufficient. For purposes of this article, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.

(2) The agency shall be notified and a report shall be prepared and sent, faxed, or electronically transmitted even if the child has expired, regardless of whether or not the possible abuse was a factor contributing to the death, and even if suspected child abuse was discovered during an autopsy.

(3) A report made by a mandated reporter pursuant to this section shall be known as a mandated report.

(b) If, after reasonable efforts, a mandated reporter is unable to submit an initial report by telephone, he or she shall immediately or as soon as is practicably possible, by fax or electronic transmission, make a one-time automated written report on the form prescribed by the Department of Justice, and shall also be available to respond to a telephone follow up call by the agency with which he or she filed the report. A mandated reporter who files a one-time automated written report because he or she was unable to submit an initial report by telephone is not required to submit a written follow up report.

(1) The one-time automated written report form prescribed by the Department of Justice shall be clearly identifiable so that it is not mistaken for a standard written follow up report. In addition, the automated one-time report shall contain a section that allows the mandated reporter to state the reason the initial telephone call was not able to be completed. The reason for the submission of the one-time automated written report in lieu of the procedure prescribed in subdivision (a) shall be captured in the Child Welfare Services/Case Management System (CWS/CMS). The department shall work with stakeholders to modify reporting forms and the CWS/CMS as is necessary to accommodate the changes enacted by these provisions.

(2) This subdivision shall not become operative until the CWS/CMS is updated to capture the information prescribed in this subdivision.

(3) This subdivision shall become inoperative three years after this subdivision becomes operative or on January 1, 2009, whichever occurs first.

(4) On the inoperative date of these provisions, a report shall be submitted to the counties and the Legislature by the State Department of Social Services that reflects the data collected from automated one-time reports indicating the reasons stated as to why the automated one-time report was filed in lieu of the initial telephone report.

(5) Nothing in this section shall supersede the requirement that a mandated reporter first attempt to make a report via telephone, or that agencies specified in Section 11165.9 accept reports from mandated reporters and other persons as required.

(c) A mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that imprisonment and fine. If a mandated reporter intentionally conceals his or her failure to report an incident known by the mandated reporter to be abuse or severe neglect under this section, the failure to report is a continuing offense until an agency specified in Section 11165.9 discovers the offense.

(d) (1) A clergy member who acquires knowledge or a reasonable suspicion of child abuse or neglect during a penitential communication is not subject to subdivision (a). For the purposes of this subdivision, “penitential communication” means a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of his or her church,

denomination, or organization, is authorized or accustomed to hear those communications, and under the discipline, tenets, customs, or practices of his or her church, denomination, or organization, has a duty to keep those communications secret.

(2) Nothing in this subdivision shall be construed to modify or limit a clergy member's duty to report known or suspected child abuse or neglect when the clergy member is acting in some other capacity that would otherwise make the clergy member a mandated reporter.

(3) (A) On or before January 1, 2004, a clergy member or any custodian of records for the clergy member may report to an agency specified in Section 11165.9 that the clergy member or any custodian of records for the clergy member, prior to January 1, 1997, in his or her professional capacity or within the scope of his or her employment, other than during a penitential communication, acquired knowledge or had a reasonable suspicion that a child had been the victim of sexual abuse and that the clergy member or any custodian of records for the clergy member did not previously report the abuse to an agency specified in Section 11165.9. The provisions of Section 11172 shall apply to all reports made pursuant to this paragraph.

(B) This paragraph shall apply even if the victim of the known or suspected abuse has reached the age of majority by the time the required report is made.

(C) The local law enforcement agency shall have jurisdiction to investigate any report of child abuse made pursuant to this paragraph even if the report is made after the victim has reached the age of majority.

(e) (1) A commercial film, photographic print, or image processor who has knowledge of or observes, within the scope of his or her professional capacity or employment, any film, photograph, videotape, negative, slide, or any representation of information, data, or an image, including, but not limited to, any film, filmstrip, photograph, negative, slide, photocopy, videotape, video laser disc, computer hardware, computer software, computer floppy disk, data storage medium, CD- ROM, computer-generated equipment, or computer-generated image depicting a child under 16 years of age engaged in an act of sexual conduct, shall, immediately or as soon as practicably possible, telephonically report the instance of suspected abuse to the law enforcement agency located in the county in which the images are seen. Within 36 hours of receiving the information concerning the incident, the reporter shall prepare and send, fax, or electronically transmit a written follow up report of the incident with a copy of the image or material attached.

(2) A commercial computer technician who has knowledge of or observes, within the scope of his or her professional capacity or employment, any representation of information, data, or an image, including, but not limited to, any computer hardware, computer software, computer file, computer floppy disk, data storage medium, CD-ROM, computer-generated equipment, or computer-generated image that is retrievable in perceivable form and that is intentionally saved, transmitted, or organized on an electronic medium, depicting a child under 16 years of age engaged in an act of sexual conduct, shall immediately, or as soon as practicably possible, telephonically report the instance of suspected abuse to the law enforcement agency located in the county in which the images or materials are seen. As soon as practicably possible after receiving the information concerning the incident, the reporter shall prepare and send, fax, or electronically transmit a written follow up report of the incident with a brief description of the images or materials.

(3) For purposes of this article, "commercial computer technician" includes an employee designated by an employer to receive reports pursuant to an established reporting process authorized by subparagraph (B) of paragraph (43) of subdivision (a) of Section 11165.7.

(4) As used in this subdivision, "electronic medium" includes, but is not limited to, a recording, CD- ROM, magnetic disk memory, magnetic tape memory, CD, DVD, thumb

drive, or any other computer hardware or media.

(5) As used in this subdivision, "sexual conduct" means any of the following:

- (A) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex or between humans and animals.
- (B) Penetration of the vagina or rectum by any object.
- (C) Masturbation for the purpose of sexual stimulation of the viewer.
- (D) Sadomasochistic abuse for the purpose of sexual stimulation of the viewer.
- (E) Exhibition of the genitals, pubic, or rectal areas of a person for the purpose of sexual stimulation of the viewer.

(f) Any mandated reporter who knows or reasonably suspects that the home or institution in which a child resides is unsuitable for the child because of abuse or neglect of the child shall bring the condition to the attention of the agency to which, and at the same time as, he or she makes a report of the abuse or neglect pursuant to subdivision (a).

(g) Any other person who has knowledge of or observes a child whom he or she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to an agency specified in Section 11165.9. For purposes of this section, "any other person" includes a mandated reporter who acts in his or her private capacity and not in his or her professional capacity or within the scope of his or her employment.

(h) When two or more persons, who are required to report, jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report.

(i) (1) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with this article.

(2) The internal procedures shall not require any employee required to make reports pursuant to this article to disclose his or her identity to the employer.

(3) Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to an agency specified in Section 11165.9.

(j) (1) A county probation or welfare department shall immediately, or as soon as practicably possible, report by telephone, fax, or electronic transmission to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known or suspected instance of child abuse or neglect, as defined in Section 11165.6, except acts or omissions coming within subdivision (b) of Section 11165.2, or reports made pursuant to Section 11165.13 based on risk to a child that relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare or probation department. A county probation or welfare department also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information

concerning the incident to any agency to which it makes a telephone report under this subdivision.

(2) A county probation or welfare department shall immediately, and in no case in more than 24 hours, report to the law enforcement agency having jurisdiction over the case after receiving information that a child or youth who is receiving child welfare services has been identified as the victim of commercial sexual exploitation, as defined in subdivision (d) of Section 11165.1.

(3) When a child or youth who is receiving child welfare services and who is reasonably believed to be the victim of, or is at risk of being the victim of, commercial sexual exploitation, as defined in Section 11165.1, is missing or has been abducted, the county probation or welfare department shall immediately, or in no case later than 24 hours from receipt of the information, report the incident to the appropriate law enforcement authority for entry into the National Crime Information Center database of the Federal Bureau of Investigation and to the National Center for Missing and Exploited Children.

(k) A law enforcement agency shall immediately, or as soon as practicably possible, report by telephone, fax, or electronic transmission to the agency given responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code and to the district attorney's office every known or suspected instance of child abuse or neglect reported to it, except acts or omissions coming within subdivision (b) of Section 11165.2, which shall be reported only to the county welfare or probation department. A law enforcement agency shall report to the county welfare or probation department every known or suspected instance of child abuse or neglect reported to it which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or as the result of the failure of a person responsible for the child's welfare to adequately protect the minor from abuse when the person responsible for the child's welfare knew or reasonably should have known that the minor was in danger of abuse. A law enforcement agency also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.