



# EMPLOYEE HANDBOOK

## **ABSENCES**

All employees are required to complete a Reason for Absence form and obtain a supervisor's signature prior to an absence or on the first working day following an absence. Employees who find themselves with the need to be absent on the day of their shift should contact their immediate supervisor (or the substitute coordinator if their position requires a substitute) as soon as practical given the nature of the absence. It is not sufficient for an employee to notify a co-worker or secretary unless the supervisor or substitute coordinator cannot be reached.

For information on sick leave accrual, holidays, vacation, jury duty, bereavement, and leaves of absence, see your collective bargaining agreement.

## **ACCIDENTS – WORKERS' COMPENSATION**

An industrial accident is an accident/injury that involves an employee carrying out his/her assigned duties. In the event of an accident/injury:

- Notify your supervisor
- Call the Company Nurse Injury Hotline immediately 1-877-518-6702 (Search Code: NVS22)
- Company Nurse will gather information and, if medical attention is required, will direct employee to self-care, Lassen Medical Immediate Care clinic, the employee's predesignated physician, or the emergency room depending on the nature of the injury.

After receiving medical care, employees must provide the Human Resource Department with the physician's report of the employee's work status.

If medical assistance is required beyond first aid, employees will receive the Employee's Claim for Workers Compensation Benefits (DWC-1) form to complete and return to HR in order for the employer to file the claim with Workers' Compensation.

If the doctor determines an employee cannot return to work due to the accident/injury, a physician's note advising of an expected return date must be provided to HR immediately. When the employee may return to work with restrictions due to the accident/injury, he/she must take the Return to Work Order form to the physician to complete. This form must be returned to HR immediately.

Once the employee is cleared of all restrictions, a physician's note to that effect should be submitted to HR.

## **BENEFITS AND SERVICES**

The Antelope Elementary School District strives to provide a competitive package of employee benefit programs for its eligible employees. Benefits may differ by class and/or union bargaining unit. Benefit programs are outlined below; complete plan details are available through the District Office.

### **Health Benefits**

The District contributes to medical, dental, and vision insurance for employees who work a minimum of 30 hours per week. Employees who work 40 hours per week must elect a dental, health, and vision plan. Employees who work at least 30 hours but less than 40 hours per week may choose any one plan, any combination of dental, health, or vision plans, or no coverage.

Cost for benefit programs are determined by the union bargaining unit and/or employee group. Initial enrollments for all plans take place at the time of hire. Enrollment forms must be submitted within 30 days. Yearly open enrollment takes place from September 1 through September 30 during which an employee selects a plan option for an effective date of October 1. The deductible year for all plans is January 1 through December 31.

The District offers an optional two-tier health plan which meets the requirements of the Affordable Care Act for employees who work less than 30 hours per week. The District does not contribute toward the purchase of this plan; complete details are available through the District Office.

### **Medical Insurance**

California's Valued Trust (CVT) is the District's plan administrator for medical insurance. CVT is one of the largest self-funded public schools trusts specializing in healthcare benefits for the education community. Their contact information is: California's Valued Trust, 520 Herndon Ave, Fresno, CA 93720. There is a link to the CVT website ([www.cvtrust.org](http://www.cvtrust.org)) on the employee resources tab of the District website.

### **Dental Insurance**

CVT is also the District's plan administrator for dental insurance. Dental insurance coverage is provided through Delta Dental Plan of California. Coverage is provided at 70% during the first year of eligibility. This percentage increases 10% each year (up to 100%) for each enrollee provided that enrollee visits the dentist at least once during the year. If any enrollee does not use the program during a calendar year, the percentage remains at the level reached the previous year.

The Delta Dental PPO Plan allows you the option to visit any licensed dentist; however, you will usually save more on your out-of-pocket costs when you visit a Delta Dental PPO dentist. The Delta Dental Premier Network also provides cost saving features and is the next best option when you can't find a PPO dentist. To locate a Delta Dental dentist, check the directory on their website: [www.deltadentalins.com](http://www.deltadentalins.com)

### **Vision Insurance**

Vision care coverage is provided through Vision Service Plan (VSP). VSP coverage varies for each employee group. For customer service, or to find a VSP network doctor, go to [www.vsp.com](http://www.vsp.com) or call 1-800-877-7195.

### **Employee Assistance Program**

CVT also administers an employee assistance program to benefit eligible members through Beacon Health Options. Benefits of the EAP include counseling services, legal services, financial services, and work/life services. EAP counselors are available 24 hours a day, 7 days a week. Contact Beacon Health Options for authorization and referral at 1-877-397-1032 before receiving services. More information and resources are available at [www.achievesolutions.net/cvt](http://www.achievesolutions.net/cvt)

### **Additional Benefits**

AESD offers additional and voluntary benefits through American Fidelity Assurance Company. Employees may purchase these additional plans at their own expense within 30 days of employment or during the open enrollment period. Plans include Section 125 Medical Reimbursement/Dependent Care Expense, Disability Insurance\*, Tax Sheltered Annuities (403b), Deferred Compensation Plans (457b), Cancer Insurance, and more. An American Fidelity representative is on site during open enrollment and is available by appointment only coordinated through the site secretary. Visit [www.americanfidelity.com](http://www.americanfidelity.com) for more information. *\*AESD does not participate in State Disability Insurance.*

### **Benefits through Family & Medical Leave Act (FMLA) & California Family Rights Act (CFRA)**

FMLA and CFRA are designed to assist employees who need to take personal time off work when an employee or member of their family has a serious health condition (illness, injury, impairment, or physical or mental condition). Leave without pay may be granted for up to 12 workweeks. Employees should give 30 days' advance notice if the need is foreseeable, otherwise as soon as practicable if the need is an emergency. For more information, contact the District Office.

## **CHILD ABUSE AND NEGLECT REPORTING PROCEDURES**

In accordance with California Penal Code Section 11164, all employees of Antelope School District are mandated reporters. As such, employees must make a report when they have knowledge of or reasonably suspect a child has been the victim of abuse or neglect. Further information on the definitions and signs of abuse and neglect are provided in the yearly Mandatory Reporter Training course through Keenan SafeSchools and may be accessed through the employee's account at any time.

To file a report:

Employees are not required to obtain a supervisor's permission, notify a supervisor, nor have a supervisor sign off on the report.

1. Fill out a Suspected Child Abuse Report Form (you'll need this information when you make the phone call to Child Protective Services). Forms are located in the school office or can be downloaded from the Employee Resources tab on the Antelope District website.
2. Call CPS at (530) 527-1911 to make an abuse or neglect report. Tell them you are a mandated reporter. Enter the name of the person you spoke with in Section B of the Suspected Child Abuse Report Form.
3. After the phone call has ended, fax your completed form to CPS at (530) 527-7640.

The completed form is yours to keep as evidence that a report was made; it does not stay on file with the school. You will receive a letter from CPS with the outcome of their investigation; this letter is also yours to keep.

## **CONFIDENTIALITY**

### Unauthorized Release of Confidential/Privileged Information

The Antelope School District, administration, and staff shall maintain the integrity of all confidential records. Information and records pertaining to closed sessions, negotiations, individual students, and department staff are not subject to public disclosure under Government Code 6265-6260.

Any employee who willfully releases confidential/privileged information about students, staff, or any topic properly confined to a closed session shall be subject to disciplinary action up to and including dismissal from service.

Any employee who willingly and for monetary gain uses or discloses confidential/privileged information as defined in Government code 1098 is guilty of a misdemeanor.

Any action by an employee that inadvertently or carelessly results in the release of confidential/privileged information shall be recorded, and the record shall be placed in the employee's personnel file.

Depending on the circumstances, the Superintendent or designee may deny the employee access to such information and shall take any steps necessary to prevent any further unauthorized release of such information.

Beyond these legal limitations, the nature of our organization implies that employees often have access to information about students, school districts, and school district employees that may be sensitive in nature. Information that you have access to in the course of your job should never be released without the approval of the Superintendent.

## **DAYS AND HOURS OF WORK**

A calendar for the current school year is available at all times on the District website ([www.antelopeschools.org](http://www.antelopeschools.org)). Employees who work at school sites will follow the calendar as assigned. At the beginning of every school year, each employee is given a salary determination which lists total work days for the year. Hourly classified employees are also given a daily schedule with total hours including paid breaks and unpaid lunches. Employees should contact the District Office immediately if there is any discrepancy with either of these documents. Any extra duty time or overtime hours shall be performed only upon prior authorization from the employee's supervisor. These extra hours are to be listed on a timesheet and submitted to the District Office no later than the 15<sup>th</sup> of each month.

## **DRESS AND PERSONAL APPEARANCE**

Employees are expected to maintain an appropriate appearance that is businesslike, neat and clean and safety compliant as determined by the requirements of the work area. Generally, no clothing that is torn or tattered, revealing or provocative, or displays inappropriate advertising logos or writing should be worn. School site staff is expected to follow the student dress code of the school site to which they are assigned. Unsafe footwear such as flip flops should not be worn to work with children at school sites. Footwear, along with clothing, should be appropriate to the type of work that you are expected to perform.

## **DRUG/ALCOHOL/TOBACCO FREE WORKPLACE**

The Drug-Free Workplace Act enacted by Congress in 1988 requires employers who contract with or receive grants from federal agencies to certify that they will meet certain requirements for providing a drug-free workplace. In accordance with this Act and the Antelope School District Governing Board Policy, the use of alcohol and other drugs or controlled substances during work hours is prohibited. Likewise, the possession, manufacture, sale, or transfer of a controlled substance on school property or during work hours by its employees is prohibited.



CA Health and Safety Code 11362.45 maintains the rights of employers to prohibit the use, consumption, possession, transfer, or sale of marijuana in the workplace. Violations of this policy will be cause for corrective or disciplinary actions up to and including termination. In accordance with California Assembly Bill 816 and the No Child Left Behind Act, smoking and the use of all tobacco products shall be prohibited on all District property including District-owned, leased, or contracted buildings, and in District vehicles at all times, by all persons, including employees and visitors at any school or District site or attending any school sponsored events.

## **EMPLOYEE USE OF TECHNOLOGY**

Employees shall be responsible for the appropriate use of technology and shall use technological resources primarily for purposes related to their employment. Use of technological resources for personal purposes shall be limited to scheduled break times or after work hours and with permission from the employee's supervisor. Such use is a privilege that may be revoked at any time.

Employees should be aware that computer files and communications over electronic networks, whether work related or personal, including e-mail and voicemail, are not private. These technologies shall not be used to transmit confidential information about students, employees, or District operations without authority. Employees should also be aware that any work product created while employed is the sole property of the District and is to remain in its possession upon the employee's exit.

To ensure proper use of the system, it may be monitored with the District's technological resources, including e-mail and voicemail systems, at any time without advance notice or consent. If passwords are used, they must be known so that we may have system access. Employees shall be responsible for the safe and efficient operation of technological resources by:

- Not attempting to repair equipment or allowing anyone who is not part of the technology support staff to attempt to repair equipment
- Not loading software on computers without approval from the technology support staff
- Not attempting to bypass any security or network settings or make changes to their configurations
- Protecting the confidentiality and security of data on the computer by not allowing persons not employed by the District to use the computer unattended.

Inappropriate use of technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with the law and Board policy.

## **HARASSMENT, DISCRIMINATION AND RETALIATION PREVENTION POLICY**

Antelope School District is an equal opportunity employer committed to providing a work environment that is free of harassment, discrimination, and retaliation based on actual or perceived race, color, religion/creed, ancestry/national origin, citizenship, sex, age, military and veteran status, physical or mental disability, genetic information, marital status, pregnancy, and/or any other basis protected by federal, state, or local law, ordinance, or regulation. The District also prohibits harassment, discrimination, and retaliation of employees based on their association with a person who has or is perceived as having any of these characteristics.

This anti-harassment and discrimination policy applies to all employees including supervisors, administrators, and management personnel as well as unpaid interns, volunteers, vendors, and independent contractors. The definition of harassment is contained in the Prevention Policy given to employees at their time of hire and posted on the District website.

Any employee who witnesses or is the victim of an incident of harassment or discrimination has a responsibility to report it as soon as possible after the incident so that complaints can be quickly and fairly resolved. Complaints can be filed with a supervisor or with the human resource administrator. Complaints of harassment or discrimination shall be handled in a confidential manner to respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit the distribution of information to those persons who need to know within the confines of the District's reporting procedures and investigative process. The District will not tolerate retaliation against anyone for filing a complaint or participating in the complaint investigation process.

If the District determines that any prohibited conduct has occurred, appropriate corrective action will be taken in accordance with the circumstances involved. Any employee determined by the District to be responsible for prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination.

## **PROBATIONARY/PERMANENT STATUS**

Employees newly hired for regular positions in the classified service shall be considered probationary employees until they have satisfactorily completed one year of probationary service. Upon satisfactorily completing this period, they shall become permanent classified employees of the district. At any time prior to the expiration of the probationary period the Superintendent or designee may, at his/her discretion, dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.

Employees newly hired for regular certificated positions must serve in that capacity for two consecutive, complete school years (at least 75% of the number of school days) before being eligible for permanent status. Certificated probationary employees may be non-re-elected for the



next school year without a hearing for any reason at any time up to March 15 of their second year. After March 15 of their second year, such employees cannot be terminated without a full evidentiary hearing and are deemed to be permanent on the first day of the following school year.

## RETIREMENT

Pursuant to California Government code 20305, the following classified employees are mandated and automatically enrolled into CalPERS membership upon employment:

- Full-time employees (40 hours per week)
- Part-time employees averaging at least 20 hours per week, for one year or longer\*
- Temporary, full-time employees assigned for 6 months or more
- Former employees with funds on deposit at PERS

\*Substitutes and part-time employees whose assignments will extend for more than one work year become members once they accumulate a minimum of 1,000 hours in any one school year.

PERS contributions deducted from your paycheck and/or those that are paid for you by the District will be recorded in your account and accumulate interest. If you terminate employment, you may withdraw only your contributions and the interest. Your exact retirement allowance will depend on several factors including years of service, age at time of retirement, the highest salary earned, and the plan options you select. Your retirement membership may be transferred if you go to work for another school district in the state of CA or for another agency under PERS. For more information, visit [www.CalPERS.ca.gov](http://www.CalPERS.ca.gov)

Certificated employees automatically become members of the State Teachers Retirement System (CalSTRS). Substitute and part-time employees whose assignments will extend for more than one work year also become members once they accumulate a minimum of 600 hours in any one school year. The Tehama County Office of Education will send enrollment information when qualification is met. For more information, visit [www.CalSTRS.com](http://www.CalSTRS.com)

## WAGES

Employees are paid once a month on the last working day of the month (with the exception of June when employees are paid on the last weekday of the month). Timesheets are not required to be submitted unless extra hours were worked. Payroll deductions will include statutory requirements such as federal and state income taxes, retirement contributions (STRS or PERS), the employee's health benefit contributions, and voluntary deductions such as tax sheltered annuities. State Disability is not deducted from AESD employee paychecks.

## **DISCLAIMER**

This handbook is designed to provide newly hired employees of the Antelope Elementary School District with general information regarding policies, procedures, and benefits of the District. The School Board and the Superintendent reserve the right to add, amend, change, or eliminate the practices and policies referred to in this handbook at their discretion. Although every effort was made to ensure the accuracy of this information at the time of publication, changes may occur. Therefore, it is recommended that you check the collective bargaining agreement that applies to you for the most up-to-date information.

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