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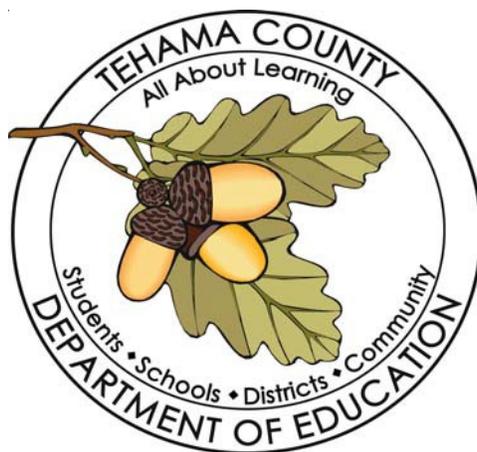
TEHAMA COUNTY  
DEPARTMENT OF EDUCATION

*Employee  
Handbook*

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Richard DuVarney  
County Superintendent

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*Employee Handbook*

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## INTRODUCTION

This handbook represents an introduction to the Tehama County Department of Education (TCDE). It will acquaint you with many of the policies, rules, and benefits that apply to all employees at TCDE.

The information contained in this handbook is presented as a matter of information only and its contents should not be interpreted as a contract between TCDE and any of its employees.

This handbook is only a summary of our policies, so if you have questions or concerns, please contact your Supervisor or Human Resource Services. Actual policies, procedures, current forms, sign-offs, and handouts are located on the TCDE website.

## INFORMATION ABOUT THE COUNTY SUPERINTENDENT OF SCHOOLS

The County Superintendent of Schools is an elected official for a term of four years. He/she administers the operation of the County Department of Education as an intermediate service unit for all elementary and secondary school districts in the county.

By law, quality education is ensured for every child in California. Local school districts are responsible for providing such education in accordance with the laws and regulations established by the California legislature, the State Department of Education, the Congress of the United States, and the Secretary of Education.

The State Constitution directs an intermediate unit--the County Office of Education--to operate between the state and local districts to ensure the most efficient use of resources.

The Department of Education is committed to assisting the local school districts through direct and indirect service. In doing so, the Department of Education provides a variety of services, including fiscal management, curriculum coordination, special schools and programs, health and guidance services, technology services and support, and coordination of state and federal projects.

The County Superintendent serves as a facilitator in coordinating governmental agencies and community partners as they provide services to the schools and students of Tehama County. Resources of neighboring counties are also coordinated in an effort to expand all available services.

The County Superintendent and Department staff works closely with State Legislators, the State Department of Education and other government agencies to provide the resources necessary to maximize educational opportunities in Tehama County.



## **INFORMATION ABOUT THE TEHAMA COUNTY BOARD OF EDUCATION**

The County Board of Education is the policy-making body of the Tehama County Department of Education. The Board includes five persons elected from trustee areas representing all geographical areas of the county.

Responsibilities of the County Board of Education include: budget adoption; Local Control Accountability Plan (LCAP) adoption; policy development; inter-district appeals; and expulsion appeals.

The Board acts as the County Committee for School District Organization and is responsible for reviewing and recommending proposals for school district unification, boundary changes, and transfer of territory.

Board of Education meetings are held each month at the County Office of Education. The public is invited to attend, and the meeting agenda is published prior to each meeting.

As Executive Officer and Ex-Officio Secretary, the County Superintendent of Schools administers all policies and policies set by the County Board of Education.

## **COUNTY LEADERSHIP AND ADVOCACY**

In 2013, California adopted a new funding formula for the TK-12 education system. This new system, Local Control Funding Formula (LCFF) challenges educators and communities to think differently about fiscal accountability, transparency, and educational outcomes. It requires a real alignment of budget, data, and instructional priorities that address multiple needs of students in our community.

Under the new funding requirements, each California public educational system (including County Offices of Education) develop a three-year plan called the Local Control Accountability Plan (LCAP) based on our local educational needs. Staff, community members, parents, and students are encouraged to participate in the process. The LCAP is reviewed and updated each year and approved by the County Board of Education.

The Tehama County Department of Education's LCAP is focused on county-wide services provided to our educational systems. The LCAP is comprised of three (3) goals.

### **GOAL 1**

TCDE will provide the leadership and support services necessary for all Tehama districts, schools, and educators to be successful with the work of achieving high standards and high achievement for all Tehama County students.



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### **GOAL 2**

TCDE will provide high quality alternative education options for Tehama County residents.

### **GOAL 3**

TCDE will serve as a representative voice across the region and state for the districts, schools, teachers and educators of Tehama County through education advocacy and policy development.

## **MISSION AND VALUES**

The mission of the Tehama County Department of Education is to provide a world-class education for all students from early childhood to adulthood. The Department serves our community and region by collaborating with educators, schools, parents, and community partners. Together, as a team, we prepare students to live, work, and thrive in a highly connected world.

Our values are integrated into a workplace that strives for excellence in all we do. We have identified nine that represent and reflect the enduring character of the Tehama County Department of Education.



### **Integrity**

We demand the highest ethical standards. Our services, products and processes will be of the highest quality. We strive to do the right thing, in the right way. We promote an environment where respect for self and others while taking responsibility for our actions are held in the highest regard.



### **Innovation**

Innovation is the key to continuous improvement. We are constantly looking for the best way and look for ways to be innovative in every aspect of our work.



### **Community**

We play an active role in making our community a better place to live and work. We consider what our community needs from us and how we can apply our talents and skills to help our community grow and prosper.



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### **Customer Focus**

We are deeply committed to meeting the needs of our customers, and we constantly focus on customer satisfaction. We strive to identify who our customers are, what their needs are and what we can do to meet them. We are constantly aware of the balance between focusing on their needs while meeting ours.



### **Collaboration**

We know that to be successful we must work together to understand and meet the changing needs of our customers. We approach each situation uniquely to identify the right people to involve and we resolve to stand together to reach a mutually agreed upon solution.



### **Leadership**

We believe that leaders empower those around them by sharing knowledge and rewarding outstanding individual effort. We are dedicated to providing opportunities for leadership at all levels in our organization. We encourage employees to challenge the status quo and drive high level of performance. We model behavior we want to see in others.



### **Performance**

We strive for continuous improvement in our performance, and ensure that integrity and respect for people are never compromised. We challenge each other to make continuous improvement a way of life, we encourage pursuit of activities that add the greatest value and most important we hold ourselves accountable and learn from our mistakes.



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### **Respect for People**

We recognize that people are the cornerstone of our success. We come from many different backgrounds and value our diversity as a source of strength. We are proud of our history of treating employees with respect and dignity. We strive to understand and embrace different styles and viewpoints. We are open, constructive, and respectful with each other.



### **Quality**

Quality is ingrained in the work of our colleagues and all our Values. We are dedicated to the delivery of quality education in Tehama County. Our practices and processes are designed to achieve quality results that exceed the expectations of our customers. We are confident that the services we provide are the highest quality possible and work to ensure outcomes are the best they can be.

## **ABSENCES**

Employees are required to submit all absences through the **Aesop Absence Management System** at <https://www.aesoponline.com/login2.asp> prior to the start of their work shift. Information on **Aesop** including a direct link to **Aesop**, absence and leave procedures, employee guide, absence codes, and forms can be found on the TCDE website at the bottom of home page under Aesop.

Pursuant to Department procedures, some absences will require pre-approval by the employee's supervisor and superintendent. Employees must also comply with any supervisor/department notification set forth by their individual work department.

### **Holidays**

In order to qualify for a paid holiday, the employee must be in paid status on the working day before or the working day after the designated holiday. (Education Code 45203).

Classified, management, and confidential employees shall not be required to work on the days listed below. Certificated employees must work the number of days specified for their assignment.



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New Year's Day  
Martin Luther King Day  
Lincoln Day  
Washington Day  
Memorial Day  
Independence Day  
\*\*Admission Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Day before Christmas  
Christmas Day  
Day before New Year's Day  
Any other day proclaimed a holiday by the President, the Governor, or the County Superintendent.

When a Federal or State mandated holiday falls on a Saturday, the preceding Friday shall be the holiday; when a holiday falls on a Sunday, the following Monday shall be the holiday. Veteran's Day (November 11) and Independence Day (July 4) will be taken on the actual day. (AR 4262)

*\*\* The day to be taken in lieu of Admission Day may be determined by the individual employee (classified 12-month employees) with prior Department approval. This day must be used during the fiscal year in which it is earned or be forfeited.*

### **Jury Duty**

When employees are called for jury duty, such absence shall be without loss of pay. A copy of the jury summons shall be uploaded and attached to the absence request in **Aesop**. If released from jury duty prior to the end of their working hours, employees must return to work, unless the employee's shift starts at 2:00 p.m. or later. The employee shall endorse any jury duty check received to the Department and will be reimbursed by the Department for mileage, if any, that is included in the check. (AR 4161 (a), 4261.2, 4361.2) (CSEA contract)

### **Maternity Leave**

The Department shall grant a medical leave of absence from duty to any female employee of the Department who is required to be absent because of pregnancy, miscarriage, childbirth, and recovery therefrom. All employees must consult with HRS regarding their individual maternity leave prior to any absences.



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The length of absence, including the date on which the leave shall begin and the date on which the employee shall resume duties, shall be determined by the employee's doctor.

A written statement from the employee's doctor must be furnished by the employee giving the date when, in the doctor's judgment, the employee's absence from duties is required. A second written statement from the employee's doctor must be submitted by the employee indicating the date of delivery and when the employee may return to work.

Additional leave, not to exceed six months, may be requested from the superintendent with supervisor approval. (AR 4261.1 (a), 4161 (a), 4361.1)

### **FMLA/CFRA**

Under the federal Family and Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA), if you have more than 12 months of service with TCDE and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to an *unpaid* family care or medical leave. The leave may be up to 12 work weeks in any 12-month period, which shall be counted backward from the date the family leave is taken, for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse.

During this leave your benefits will be maintained at the same level as if you were working and you must be reinstated to the same or comparable position at the end of the leave, subject to any defense allowed under the law. If you do not return to work following this leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition that would entitle you to FMLA and/or CFRA leave; or (2) other circumstances beyond your control, you will be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA and/or CFRA leave.

Even if you are not eligible for FMLA/CFRA leave, if disabled by pregnancy, childbirth or related medical conditions, you are entitled to take Pregnancy Disability Leave (PDL) of up to four months, depending on your period(s) of actual disability.

If possible, you must provide at least 30 days advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events which are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave.

Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

We will require certification from your health care provider before allowing you a leave for pregnancy or your own serious health condition or certification from the health care provider of your child, parent, or spouse who has a serious health



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condition before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or a reduced work schedule.

If you are taking a leave for the birth, adoption or foster care placement of a child, the basic minimum duration of the leave is two weeks and you must conclude the leave within one year of the birth or placement for adoption or foster care.

More information regarding FMLA and CFRA leave and a form to request said leave, or if you have questions regarding FMLA or CFRA leave or your eligibility for a leave, please contact Human Resource Services.

### Sick Leave

Absence due to sickness shall be reported through [Aesop](#) prior to the start of your shift. Anticipated absences for surgeries or other extended leaves shall also be reported to the Human Resource Services office and a doctor note provided prior to the commencement of the leave. A physician's certification indicating the length of absence shall be submitted immediately to the Human Resource Services office.

Sick leave utilization shall be for physical and mental disability absences that are medically necessary and caused by illness, injury or pregnancy/childbirth of the employee.

Employees employed five days a week, eight hours per day, earn 12 days of sick leave per year. Employees working less than full-time (8 hours/12 months) will earn sick leave on a prorated basis. Unused sick leave shall be accumulated from year-to-year. An employee must verify an absence for a period of more than four days by filing a statement from his/her physician certifying to his/her illness and ability to return to work.

*Classified only:* Probationary employees earn sick leave from date of hire, however, the employee is limited to use only half of his/her available leave during the first six months of employment. (AR 4161.2 (a), 4261.2, 4361.2)

Employees are responsible for ensuring appropriate leaves are available prior to submitting request. Absences that exceed the yearly sick leave grant will be considered excessive.

### Personal Necessity

Personal Necessity is charged against the employee's accumulated sick leave. No such leave in excess of seven days may be used in any school year for the purposes of personal necessity. Personal necessity is defined as follows:

1. Death or illness of a member of his or her immediate family.



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2. Accident, involving his or her person or property, or the person or property of a member of his or her immediate family.
3. Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.
4. Such other compelling reasons approved by the employee's supervisor and the County Superintendent or his designee.

Only items 1 and 2 above do not require pre-approval.

Immediate family is defined as the mother, father, grandmother, grandfather, or grandchild of the employee or the spouse of the employee; the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or other person(s) living in the immediate household of the employee. (Mother and father are defined to include stepmother and stepfather; son and daughter are defined to include stepson and stepdaughter.)

### **Personal Necessity—Confidential**

An employee may use up to three days per year, which will count against his or her accumulated sick leave as personal necessity leave without stating a reason for absence due to the confidential nature of the circumstances. However, pre-approval must be obtained by the supervisor. Personal Necessity Confidential days may not be used for personal convenience, to extend a holiday or vacation, for matters which can be taken care of outside of working hours. For other Personal Necessity day(s), reasons for the absence must be stated and fall within the guidelines above. (AR 4161.2 (a), 4261.2, 4361.2)

Sick leave balances are provided to employees through [Aesop](#). It is the employee's responsibility to ensure appropriate leaves are available prior to submitting leave requests.

### **Bereavement**

An employee may have up to three days, or five days if out-of-state travel is required. Leave on account of the death of any member of his/her immediate family. These three to five days are not deducted from earned leaves.

Immediate family is defined as mother, father, grandmother, grandfather, aunt, uncle, niece, nephew or grandchild, of the employee or spouse of the employee, or the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law of the employee or any relative living in the immediate household of the employee. (Mother and father are defined to include stepmother and stepfather; son and daughter are defined to include stepson and stepdaughter.)

Should special problems of an emergency nature be involved, such as settling an estate, long-distance travel, or similar situations requiring absence beyond bereavement allowance, additional time off shall be designated as personal



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necessity leave up to a maximum of seven days. Additional time off shall be charged against the employee's vacation time, or if there is no accrued vacation time, the employee's salary will be deducted. (AR 4161.2 (a), 4261.2, 4361.2)Vacation

### **Vacation**

Vacation may be taken by regular full-time and part-time employees as approved by the supervisor. No more than 15 days of vacation shall be taken at any one time without the approval of the County Superintendent or Associate Superintendent. No more than 10 days of vacation may be carried forward beyond August 31 without prior written approval of the County Superintendent. Earned vacation shall not become a vested right until completion of the initial six months of employment.

Vacation is earned at the rate of 1-1/4 days for each month in which the employee is in a paid status for more than one-half the working days in the month and is regularly employed for five days per week, eight hours a day. Regular employees who work less than eight hours a day shall earn vacation prorated for each month of paid employment as per the following:

<u>Hours Worked</u>	<u>Amount Earned Monthly</u>
8	10 hours
7	8 hours and 45 minutes
6	7 hours and 30 minutes
5	6 hours and 15 minutes
4	5 hours
3	3 hours and 45 minutes
2	2 hours and 30 minutes
1	1 hour and 15 minutes

Employees who follow a school calendar (i.e., bus drivers, educational sign language interpreters, project liaisons, site facilitators, bilingual school-community liaisons, instructional assistants, special needs assistants, custodians, etc.) will have their vacation pay included in their monthly salary rather than it being available to use.

A longevity benefit of one additional vacation day per each five-year period of continuous employment shall be granted to permanent full-time and permanent part-time calendar year classified employees up to a maximum of five additional days per year. The effective date shall be based on the anniversary date of the employee.



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Employees are required to submit requests for vacation leave through **Aesop** prior to the day of leave requested. Vacation requests shall be pre-approved by the employee's supervisor and superintendent. (SP 4161 (a), 4261, 4361)

Vacation balances are provided to employees in **Aesop**. It is the employee's responsibility to ensure appropriate leaves are available prior to submitting leave requests.

### **BENEFITS AND SERVICES**

The Tehama County Department of Education 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, however, complete and official details of insurance and payroll plans can be obtained from Human Resource Services.

#### **Health Benefits**

The Department offers medical, dental, vision and life insurance programs. Employees who are eligible for benefits, but work less than full-time, can elect to participate with an additional out-of-pocket cost. Employees must work a minimum of 20 hours per week to be eligible. The employer contribution to part-time employees is proportionate to the number of hours and days worked in relation to full-time equivalent (FTE). All full-time (8 hours per day/12 months per year) or 1 FTE eligible employees are required to participate in all of the health benefit programs. Cost for benefit programs are determined by the unit or employee group.

Initial enrollments for all plans take place at the time of hire. Enrollment forms must be submitted within 30 days. Medical, dental, and vision insurances also have a yearly open enrollment period of approximately September 1<sup>st</sup> through September 30<sup>th</sup> of each year during which an employee selects the plan option for a plan effective date of October 1.

The deductible year for all plans is January 1 through December 31.

For information on eligibility, participation requirements, benefits designs, cost, and employer/employee contributions, please refer to the TCDE website/Human Resources page or contact Human Resource Services.

#### **Medical Insurance**

California's Valued Trust (CVT) is the district's plan administrator for our medical insurance. CVT is one of the largest self-funded public schools' trust specializing in healthcare benefits for the education community. Their contact information is as follows:



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California's Valued Trust  
520 Herndon Ave  
Fresno, CA 93720  
800.288.9870  
[cvtrust.org](http://cvtrust.org)

To enroll, eligible employees are required to create an account on the MyCVT portal (<https://mycvt.cvtrust.org/>) and enroll through the portal within 30 days of hire or within the enrollment period, normally September 1<sup>st</sup> through September 30<sup>th</sup> of each year. Employees are responsible to keep all of their personal information updated and current in their MyCVT account. All full-time, regular employees are required to enroll. If enrolling dependents, the following documentation must be scanned and uploaded into the portal:

- A copy of the marriage certificate is required for all new spouses of current employees and at the time of hire for spouses of new employees.
- A copy of the Declaration of Domestic Partnership filed with the state will be required for all new domestic partners of current employees and at the time of hire for domestic partners of new employees.
- A copy of the birth certificate will be required for all newborns of current employees and at the time of hire for all dependents under the age of 26 for new employees.

For more information regarding our employee health care plans, please consult the TCDE website:

<http://www.tehamaschools.org/departments/human-resource-services/employee-information#medical>

If you are having a problem with a referral or with getting a claim paid you should contact CVT with the following information:

1. Social security number
2. Date of service
3. Amount of claim
4. Nature of problem
5. Name of doctor or provider

If the problem is still not resolved to your satisfaction, please call Human Resource Services at 528-7334.

### **Dental Insurance**

CVT also is the district's plan administrator for our dental insurance.



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Dental insurance coverage is provided through Delta Dental Plan of California. Annual maximum benefits are determined by employee group and renew every January. It is advantageous to go to a participating provider.

Under the Delta Dental Premier Plan, Delta pays 70 percent of the approved fees for covered diagnostic, preventive, basic, cast and crown benefits during the first year you are eligible. This percentage will increase 10 percent each year (to a maximum of 100 percent) for each enrollee, provided that person 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. If an enrollee becomes ineligible for benefits and later regains eligibility, the percentage will drop back to 70 percent. If you are thinking about having extensive dental work, Delta Dental will provide a predetermination to its enrollees free of charge.

In addition, there is an additional \$200 to the annual benefit when you use the services of a Delta DPO/PPO dentist. (Preferred providers as determined by Delta Dental. Please check with your dentist.) For an example, you have an annual maximum of \$2000. If you use a Delta DPO/PPO dentist, you have an additional \$200 to use, in which your annual maximum would increase to \$2,200.

A plan document is available on the TCDE website:

<http://www.tehamaschools.org/department/human-resource-services/employee-information#dental>.

The processing of claims for benefits under the terms of the health care plan is provided Delta Dental:

Delta Dental Plan of California  
P.O. Box 7736  
San Francisco, CA 94120  
(800) 765-6003  
[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. Information on vision insurance can be found on the TCDE website:

<http://www.tehamaschools.org/department/human-resource-services/employee-information#vision>

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**.



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### **Life Insurance**

Group Term life insurance varies by employee group. Information on life insurance can be found on the TCDE website:

<http://www.tehamaschools.org/departments/human-resources/services/employee-information#life>

### **Additional Benefits**

TCDE offers additional and voluntary benefits through American Fidelity Assurance Company. Employees, at their own expense, may purchase these additional plans within 30 days of employment or during the open enrollment period during July and August. An American Fidelity representative is on site during this period and is available by appointment only coordinated by the Human Resource Services department.

Plans include Section 125 – Medical Reimbursement/Dependent Care Expense, Disability Insurance\*, Tax Sheltered Annuities (403B and/or 457 Plans), Health Savings Accounts (for qualified High Deductible Health Plans), Cancer Insurance, additional Life Insurance, Accident Only Insurance, and Critical Illness Insurance.

Please contact the American Fidelity Assurance Company at (800) 365-8306 or <http://www.af-group.com> for more information.

\*TCDE does not participate in State Disability Insurance, employees may voluntarily elect to purchase an income protection plan, at their own cost, through American Fidelity Assurance Company.

### **Fitness Center Corporate Memberships**

TCDE currently has corporate memberships at Tehama Family Fitness Center, Amundson Physical Therapy, and Red Bluff Health and Fitness. If you would like to enroll in a membership with any of these fitness centers, please use your identification badge as verification of your employment when you enroll at the fitness center of your choice.

## **GOVERNMENT PENSION OFFSET AND WINDFALL ELIMINATION PROVISION**

Two provisions of federal law reduce a person's Social Security benefits if he/she is also receiving a public pension:

The Government Pension Offset (GPO) reduces an individual's Social Security survivor benefits (available to a person whose deceased spouse had earned Social Security benefits) by an amount equal to two-thirds of his/her public pension.



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The Windfall Elimination Provision (WEP) changes the formula used to figure benefit amounts – reducing an individual's own Social Security benefits (earned while working in a job covered by Social Security). Flyers regarding each of these topics can be found in the index.

### **INDUSTRIAL ACCIDENT - WORKERS' COMPENSATION**

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

**In the event of an emergency, proceed straight to the St. Elizabeth Emergency Room for treatment.**

TCDE carries insurance to cover the cost of work-incurred injury or illness. Benefits help pay for your medical treatment and part of any income you may lose while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

Below are the steps to take when there is an Industrial Accident:

1. Employee calls Company Nurse at **1-877-518-6702** to report injury.
2. Supervisor completes the Supervisor's Report of Employee Injury form and forwards to HRS.
3. Form must be received in HRS within 24 hours.
4. If medical attention is required, Company Nurse will triage injured employee and direct employee to self-care; Lassen Medical Immediate Care Clinic, the employee's predesignated physician; the emergency room depending on the nature of the injury.
5. After receiving medical care, employee must provide HRS with the physician's report of the employee's work status.
6. If medical assistance is required beyond first aid, employee will receive the Employee's Claim for Workers Compensation Benefits (DWC-1) form to complete and return to HRS in order for the employer to file the claim with Worker's Compensation.
7. If the doctor determines an employee cannot return to work due to the accident/injury, a physician's note must be returned to HRS and must advise of expected return date immediately.
8. When the employee may return to work but has restrictions due to the accident/injury, he/she must take the Return To Work Order form to the physician to complete. Employee returns this form (or physician's restrictions clearly stated on paper) to HRS.



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

Instructions for Injured Employee:

<http://tehamaschools.org/files/Instructions%20for%20Workers%20Comp.pdf>

Temporary disability checks are to be turned into the payroll office.

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

With concern for the total well-being of each student, all of the employees of TCDE are required to report known or suspected incidences of child abuse in accordance with state law and department policy. Once a report has been given by telephone, a written report shall follow within 36 hours. Telephonic reports shall be made to Children's Protective Services at (530) 527-1911 (day) or 1-800-323-7711 (24-hour) or to the local law enforcement agency. Written reports shall be mailed to Children's Protective Services, Tehama County Department of Social Services, P.O. Box 1515, Red Bluff, CA 96080. Tehama County Department of Education employees shall cooperate with the child protective agencies responsible for reporting, investigating, and prosecuting cases of child abuse. (SP 5141.4)

A condensed version of this law along with a brochure of pertinent information is available in the index and on our website.

### **CONFIDENTIALITY**

#### Unauthorized Release of Confidential/Privileged Information

The County Superintendent, 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.



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Beyond these legal limitations, the nature of our organization implies that employees often have access to information about students, school districts, school district employees, or other TCDE 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 this school year is available on our website at <http://www.tehamaschools.org/departments/human-resource-services/district-calendars>. Employees who work at school sites will follow the calendars of those school districts as assigned. A consolidated calendar is also available at the same link above.

As an employee of the Tehama County Department of Education you are expected to be punctual and regular in attendance. Punctuality and regular attendance are essential to the proper operation of any business. These also help you to establish a good working reputation and add to your opportunity for advancement. Please report all absences in **Aesop**. Please report all tardiness or changes in work schedules, as soon as possible, to your supervisor.

For office staff normal working hours for the Tehama County Department of Education are 8:00 a.m. to 5:00 p.m. with a one-hour lunch period and two 15 minute relief breaks for full-time employees. Certain departments and individuals may work different hours because of the nature of their duties and assignment. Department supervisors will determine exact working hours, lunch, and relief breaks.

It is the responsibility of each department supervisor or director to ensure that Department procedures are followed.

### **Lunch and Relief Breaks**

Eight-hour office employees are allowed a one-hour lunch period. Unless approved by the employee's supervisor, the superintendent or designee, employees are not to take less than an hour for lunch in order to leave work early. On special circumstances, up to one-half hour of a full one-hour lunch period may be used to make up tardiness on the same working day. You may not make up time the next day, later in the week, or on the weekend.

Eight-hour office employees shall take a 15-minute relief break in the morning and afternoon, but will not add such time to their lunch period or skip the break to leave work early. Employees are strongly encouraged to take their breaks and bear the responsibility of ensuring that they occur. We realize that occasionally things come up and need to be taken care of during the workday. Please limit using your breaks for personal errands. Relief breaks will not be used to make up for tardiness.



## **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. Office dress must be in compliance with board policy. 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 dress code of the school site to which they are assigned. Unsafe footwear such as open-toed sandals, flip flops, or strapless sandals 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.

A complete list of appropriate and/or inappropriate office attire would be impossible to write. Please use your best judgment when getting dressed for work. Any questions regarding appropriate dress should be directed to your supervisor. (SP 4119.22)

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

It is the policy of the Tehama County Department of Education to maintain a drug and alcohol free workplace. The Department seeks to ensure all employees are free from the effects of drug and alcohol use during working hours, and that drugs and alcohol are not permitted on Department premises. A drug and alcohol free workplace is essential to maintaining the safety and efficiency of Department operations and the health and safety of employees, students, and the public.

Tobacco use is prohibited by employees and the public throughout Tehama County Department of Education facilities and on Tehama County Department of Education property. Tobacco use will not be permitted in any work areas, including private offices, rest rooms, conference rooms, meeting rooms, lobbies, or on TCDE property and grounds. Tobacco use is also prohibited in Tehama County Department of Education vehicles. (SP 4020)

## **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 voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or Department operations without authority. Employees should also be aware that any work product created while



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employed is the sole property of the school 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 Department's technological resources, including e-mail and voice mail 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, and
- Protecting the confidentiality and security of data on the computer by not allowing persons not employed by the school district to use the computer unattended.

Administrative regulations, which outline employee obligations and responsibilities related to the use of technology have been established. Also established are guidelines and limits on the use of technological resources. Inappropriate use shall result in a cancellation of the employee's user privileges and/or legal action in accordance with law, board policy and administrative regulations. (SP 4040, AR 4040)

### **FORMS**

There are various forms available to staff that are located on the TCDE website at: <http://www.tehamaschools.org/staff>. Examples: Mileage reimbursement form (updated annually), Claim for Reimbursement (travel), staff phone list, and travel policy.

### **FRAUD**

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Superintendent or designee. (SP 3401)

### **MISCELLANEOUS PROCEDURES**

#### **Delivery to Schools**

The Department provides limited delivery to districts and schools throughout the County. You may add mail and other items for delivery by placing them in the



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appropriate location boxes in the room adjacent to the Maker Space. A delivery schedule is located on our website.

### **Mail**

A mailbox for outgoing mail is available in Human Resource Services Department. Mail goes to the post office at 2:00 p.m. each day. A postage allocation sheet shall be attached to each department's/project's mail giving the account code for said department/project. Mail not having a postage allocation sheet attached or appropriate postage will not be mailed until a form is attached or appropriate postage is affixed.

Incoming mail is sorted and placed in the individual mailboxes in the Human Resource Services Department. You may also distribute intra-department mail to those boxes.

### **Service Requests**

Service requests for maintenance, technology, video conferencing, web updates, and printing are available through the TCDE website:

<http://helpdesk.tehamaschools.org/helpdesk/WebObjects/Helpdesk.woa>

## **NONDISCRIMINATION/HARASSMENT PREVENTION**

The Tehama County Department of Education is committed to providing a work environment free of unlawful discrimination and harassment. Department policy prohibits sexual harassment and discrimination because of the basis of actual or perceived race, color, religious creed, sex, national origin/ancestry, physical/mental disability, medical condition, genetic information, marital status, gender identity, age, military status, gender/pregnancy, or sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.

The Department's anti-harassment and discrimination policy applies to all persons involved in the operation of the Department and prohibits unlawful discrimination or harassment by any employee of the Department including supervisors, co-workers, and management personnel.

Any employee who witnesses or is the victim of an incident of harassment has a responsibility to report it.

Complaints or reports of harassment or discrimination can be filed ADD CONTACT (HR) and in accordance with policy. (SP 4030, SP 4119.11, 4219.11, 4319.11, AR 4119.11, 4219.11, 4319.11)

## **NOTIFICATION OF MANDATED POLICIES**

The Department is required to notify every employee concerning certain laws and Department policies. This handbook contains, or has direct links to access, the



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Department Policies, brochures, or information that we are required to share with you.

In some cases, notification must include two parts:

1. Each employee must receive copies of the Department policies addressing certain laws.
2. Each employee must receive training in the implementation of those laws.

For this reason, you will need to complete the assigned training online through the Keenan SafeSchools website at <http://tcde.keenan.safeschools.com>.

This notification is a legal requirement that is checked by the auditors who review certain personnel practices as part of the annual audit.

Topics included are as follows:

- Drug, Alcohol, and Tobacco Free Workplace
- Evaluation (certificated)
- Government Pension Offset
- Hepatitis Immunization
- Mandated Reporter (Child Abuse & Neglect)
- Nondiscrimination/Harassment Prevention
- Appropriate use of Pesticides
- Acceptable Use Policy (Computer Network & Email)
- Envoy Universal Notification (403(b) / 457(b) Retirement Plan)
- Phishing Scams Awareness
- Safety
  - Employee Safety Information Pamphlet
  - Accident Prevention Program
  - Environmental Safety
  - Emergencies and Disaster Preparedness Plan
  - Hazardous Substance Communication Program
  - Industrial Accident Reporting
  - Worker's Compensation
  - Working Conditions
- State Disability Insurance
- Windfall Elimination Provision



## PERSONNEL FILES

The personnel file of each employee shall be maintained in the Human Resource Services Department of the Tehama County Department of Education. Any information or documentation kept by a supervisor of any employee that is used for disciplinary action shall not contain any information that is not in the employee's personnel file.

Personnel files shall be maintained and stored in such a manner as to provide maximum security and confidentiality. You have a right to inspect certain documents in your personnel file, as provided by law, in the presence of Human Resource Services (HRS) staff, at a mutually convenient time during which you are not required to render service to the Department. The personnel files shall be available only to the employee and those who must use the information for official purposes as determined by the Superintendent.

Any request for information from personnel files must be directed to Human Resource Services staff. Only Human Resource Services staff is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited and controlled by state and federal law. However, the Department will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations.

Addresses, telephone numbers and other personal information regarding employees shall not be disclosed to the general public. (AR 4112.6, AR 4212.6, AR 4312.6)

## PROBATIONARY PERIOD

### **CSEA & OTU Employees**

The first year of your employment will be a probationary period. It is in the Department's and your best interest to have an initial period of employment in which you have the opportunity to appraise the Department and your job and the Department has a similar opportunity to appraise your job performance. You should receive two evaluations during first six months of your employment. Following two successful evaluations and the recommendation of your supervisor, you will be granted permanent status.

Your probationary period may be extended for any extended period of leave taken during the probationary period.

### **Classified Confidential/Management Employees**

The first year of your employment will be a probationary period. It is in the Department's and your best interest to have an initial period of employment in which you have the opportunity to appraise the Department and your job and the Department has a similar opportunity to appraise your job performance.



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Following the successful completion of your probationary period and the recommendation of your supervisor, you will be granted permanent status.

Your probationary period may be extended for any extended period of leave taken during the probationary period.

### **Certificated Employees**

Since the Department has an average daily attendance of students that is less than 250, permanent status or tenure, is not granted to certificated employees. Therefore, you are classified as a probationary employee of the Department.

### **REFERENCES**

All requests for references must be coordinated through the Human Resource Services Department. No manager, supervisor, or employee is authorized, without notifying HRS, to provide references for current or former employees on behalf of the Department unless it is a personal reference. In this case, the reference must not be done on official Department stationery or letterhead or reference the giver's title or connection to the Department. Employees must refer any request they receive for a reference to the Human Resource Services Department.

### **SAFETY**

A safe and healthful working environment is essential to the employees of TCDE. We will observe the safety laws of the governments within whose jurisdictions we operate and no one will knowingly be required to work in any unsafe manner. Safety is every employee's responsibility, and all employees are expected to do everything reasonable and necessary to keep TCDE a safe place to work. To this end, we have developed an Injury and Illness Prevention Program (IIPP) and adopted policy to address environment and safety issues. The IIPP and these policies available in the index and on our website. We have also included information regarding workplace safety and other pertinent information. Please read this information carefully and become familiar with it. (AR 4157, AR 4257, AR 4357)

### **TRAVEL AND CONFERENCE**

The purpose of a Travel Requisition is to request permission to travel and ensure liability coverage, to determine that travel is within the budget, and to provide feedback to the employee that travel has been approved. It is important that requests are submitted through Escape on a timely basis to allow for approval, registration, reservations, etc. When requesting a cash advance, the Travel Requisition must be submitted 15 days in advance.

Actual and necessary travel expenses to meetings, conferences or workshops, with prior approval by the Superintendent or designee, shall be paid. (registration fees, meals, hotel or motel, transportation/mileage, miscellaneous expenses).



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Program Managers are responsible for determining that the travel is appropriate and within the budget (or submit a budget revision). Employees who make their own reservations prior to approval are responsible for cost or expenses if not approved.

Requests for three or more days or for more than three persons to the same conference or activity must be approved by the Superintendent.

Travel out of state must be approved by the Superintendent.

Upon return from travel a Claim for Reimbursement (Form 2214 B) shall be submitted for reimbursement. This can be found on the TCDE website at:

<http://www.tehamaschools.org/staff> - Claim for Reimbursement

Board members, the Superintendent, or employees on travel status during meal periods and out of the county may claim meal expenses on a per diem basis according to the following schedule:

Breakfast	\$8.00
Lunch	\$12.00
Dinner	\$26.00

Meal expenses exceeding the above-allowed amounts will be the employee's responsibility.

Acceptable meal timelines are as follows (SP 3350):

Breakfast - Will be reimbursed only on a trip that began on a previous day

Lunch - Leave before 11:00 a.m. and return after 1:30 p.m.

Dinner - Leave before 5:00 p.m. and return after 7:00 p.m.

## **WAGES**

### **Payment of Wages**

Department employees are paid once a month on the last working day of the month. In order to receive a paycheck, some classified, non-exempt employees are no longer required to submit a time sheet signed by the appropriate supervisor.

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. Neither Social Security nor State Disability is deducted from TCDE employees' checks.



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### **Overtime**

Overtime work shall be performed only upon prior authorization of the employee's supervisor and the superintendent. The Request for Overtime Authorization form shall be filled out and submitted to the employee's supervisor prior to the work being performed. Any overtime worked without prior approval will not be approved unless there is substantial reason to believe that it could not be avoided. Employees are not allowed to determine their own overtime. A copy of the Request for Overtime Authorization form shall be submitted to Payroll on or before the 20th of each month in order for overtime to be paid.

Hours worked in excess of 40 hours in one workweek will be treated as overtime. Overtime is paid at time and one-half. Employees whose workday is less than eight hours will be paid for additional hours worked up to eight hours at the usual hourly rate. Overtime is paid as it is earned at the end of each month.

Exempt employees may have to work hours beyond their normal schedule as work demands require. No overtime compensation will be paid to exempt employees.

### **INDEX**

The index is comprised of information that supports the handbook. Copies of actual policies that are referenced in the handbook can be found online at: <http://www.tehamaschools.org/policies>.

Please obtain actual forms on our website, the receptionist area or from the Human Resource Services Department. Policies are updated periodically; you may wish to check with the office manager for updates if necessary.