

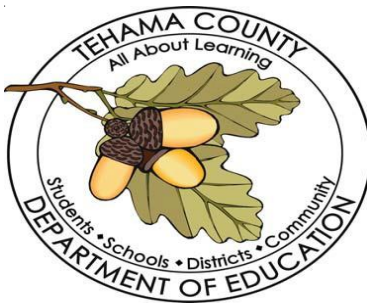
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TEHAMA COUNTY DEPARTMENT OF EDUCATION

# Employee Handbook & Required Notifications

Richard DuVarney  
County Superintendent

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## **INTRODUCTION**

This document represents an introduction to the Tehama County Department of Education (TCDE). It will acquaint you with many of the policies, rules, benefits and expectations 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 (HRS). Actual policies, procedures, current forms, sign-offs, and handouts are located on the TCDE website and have been included as links in this document.

Employees should understand that they should consult Human Resources Services regarding any questions not answered in this packet.

Since the information described here is subject to change, employees should be aware that revisions to the policies may occur. All such changes will be communicated through official notices, and understand that revised information may supersede, modify, or eliminate existing policies. Only the Superintendent of the Tehama County Department of Education has the ability to adopt any revisions to the policies in this packet.

Furthermore, this information packet is neither a contract nor a legal document. It is the employee's responsibility to read and comply with the policies contained in this packet and any revisions made to it.

## **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, Local Control Accountability Plan (LCAP) approval, differentiated assistance, professional development, 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.

## **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.

## **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 transparent 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-DISTRICTS**

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.

### **GOAL 2-ALTERNATIVE EDUCATION**

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

### **GOAL 3-ADVOCACY**

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.

## **ABSENCES/LEAVES**

The County Superintendent shall provide for paid and unpaid leaves of absence for employees in accordance with law, Department policy, administrative regulation, and collective bargaining agreements

Employees are required to submit all absences through the **Frontline Absence Management** system (formerly Aesop) prior to the start of their work shift (link below). Information on **Absence Management** including a direct link to the website, absence and leave procedures, employee guide, absence codes, and forms can be found on the TCDE website at the bottom of home page under **Frontline (AESOP)** quick links.

Employees may download the Frontline app on their smartphone to report absences. It can be found at the App Store under Frontline Education. Please use the code 7354 to access TCDE.

Pursuant to TCDE procedures, some absences will require pre-approval by the employee's supervisor and superintendent. Pre-approval means it was requested prior to the end of the previous work day. Employees must also comply with any supervisor/department notification procedures as set forth by their individual supervisor/department.

Important information regarding procedures for reporting absences and leave use can be found at this link. Employees are expected to become familiar and comply with these procedures.

Link to Frontline Absence Management:

<https://login.frontlineeducation.com/login?signin=fb5e56c012628f70d32508d48efd8ae8&productId=ABSMGMT&clientId=ABSMGMT#/login>

Procedures for reporting absences and leave use:

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Absence-Management-Formerly-AESOP/AESOP%20Welcome%20Instructions%20Leave%20Procedures.pdf>

The County Superintendent recognizes the following justifiable reasons for employee absence:

### **Holidays**

In order to qualify for a paid holiday, classified employees 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 holidays. TCDE holidays are listed below. Certificated employees must work the number of days specified for their assignment as per their assigned work calendar.

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 unless the Superintendent does a resolution to change the holiday. Veteran's Day (November 11) and Independence Day (July 4) will be taken on the actual day. TCDE will prepare an annual calendar indicating the actual holidays. (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.*

TCDE Calendar:

<https://www.tehamaschools.org/documents/Districts--Schools/Contacts-and-Calendar/20192020%20TCDE%20Calendar.pdf>

### **Industrial Accident - Workers' Compensation**

An industrial accident is an accident/injury that occurs while an employee is carrying out his/her assigned duties. To be assured of maximum coverage, work-related accidents must be reported immediately to Company Nurse, your supervisor and to the Human Resource Services Department within 24 hours. Employees will be referred to Anderson Walk-in Clinic or offered Concentra Telemed services if further medical care is necessary. In order to see your personal physician, a pre-designated physician form must be completed and signed by your physician and on file with the HRS Department prior to the accident/injury. A copy of this form, along with information regarding our Medical Provider Network (MPN) is available on our website or in the HRS Office. Once notified of an employee's injury, TCDE will initiate the appropriate paperwork and file a claim in a timely manner once the appropriate paperwork is received from the employee.

### **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. Employee may be asked to provide employer name: Tehama County Department of Education and search code: NVS18.
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 or refer them to one of the following options: Concentra TeleMed services; Anderson Walk-in 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 prior to returning to work.
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 immediately and must include the expected return date.
8. When an 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 or the supervisor prior to returning to work in order to review restrictions and determine accommodations if available.
9. When the employee is cleared of all restrictions, a physician's note to that effect should be submitted to HRS.

**Worker's Compensation:**

<https://www.tehamaschools.org/Departments/Human-Resource-Services/Workers-Compensation/index.html>

**Notice to Employee:**

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Workers-Compensation/Notice%20to%20Employees-TCDE.pdf>

**Instructions for Injured Employee:**

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Workers-Compensation/Instructions%20for%20Workers%20Comp.pdf>

**MPN:**

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Workers-Compensation/NoteRights.pdf>

**Work Status Form (for doctor to complete):**

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Workers-Compensation/WORK%20STATUS%20FORM%20%20Workers%20Comp.pdf>

**New hire pamphlet:**

[https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Workers-Compensation/New%20Hire%20Pamphlet\\_Schools.pdf](https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Workers-Compensation/New%20Hire%20Pamphlet_Schools.pdf)

**DWC-1:**

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Workers-Compensation/dwcform1%202018%20w-TCDE%202.pdf>

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

**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 **Frontline Absence Management**. 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.

## **Maternity Leave**

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

The length of absence, including the date on which the leave shall begin and the date on which the employee shall resume work, 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 work 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.

Once all paid leaves are exhausted, additional leave, not to exceed six months, may be requested from the Superintendent with supervisor approval.

Maternity Leave Request Form:

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Forms/Maternity%20Leave%20Request%20Form%20update.pdf>

## **FMLA/CFRA**

Under the federal Family and Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA), you may have a right to an *unpaid* family care or medical leave or partially paid child care and bonding 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 (rolling year), for your own serious health condition or that of your child (adult or minor), parent, spouse, domestic partner, child of domestic partner, grandparent, grandchild, sibling or for child care and bonding leave.

To be eligible for leave for your own serious health condition or to care for a family member with a serious health condition you must have worked for the department for 12 months and worked 1,250 hours in the previous 12 months. During leave for your own serious health condition you will use your sick leave until exhausted and then will received differential pay for rest of the disability period. For leave to care for a family member you may use any personal necessity leave that you have available and then the rest of the leave will be unpaid.

To be eligible for child care and bonding leave, you must have worked for the Department for 12 months. During this leave you will use your sick leave until exhausted then differential pay for the rest of the leave period.

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.

During any of these leaves 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.

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 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. On two occasions we will grant a request for leave for les

More information regarding FMLA and CFRA leave, 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.

FMLA/CFRA Leave Request Form:

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Forms/FMLA-Leave%20Request.Health.pdf>

Family Care & Medical Leave (includes CFRA) policy (AR 4161.8(a), 4261.8, 4361.8):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

## **Sick Leave**

Absence due to sickness shall be reported through **Frontline Absence Management** prior to the start of your shift. Employees are responsible for reporting their absences timely and appropriately. 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 doctor's note indicating the length of absence shall be submitted to the Human Resource Services office as soon as possible.

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 or return from a surgical procedure regardless of length by providing a note 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.

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 and may be subject to discipline.

### **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.
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.

Employees may also use Personal Necessity leave to seek or obtain any relief or medical attention for the health, safety, or welfare of the employee or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking.

Rights of Victims of Domestic Violence, Sexual Assault and Stalking flyer:

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Employee-Information/Rights%20of%20Victims%20of%20Domestic%20Violence-Sexual%20Assault%20and%20Stalking.pdf>

*\*Immediate family is defined as the mother, father, grandmother, grandfather, or grandchild of the employee or the spouse/domestic partner of the employee; the spouse/domestic partner, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or other relative(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 included 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.

Sick leave balances are provided to employees through **Frontline Absence Management**. It is the employee's responsibility to ensure appropriate leaves are available prior to submitting leave requests.

All Personal Necessity leave must be submitted and approved in **Frontline Absence Management** prior to taking the leave.

### **Bereavement**

An employee may have up to three days, or five days if out-of-state travel is required to attend the funeral or handle matters of the estate of any member of his/her immediate\* family. These three to five days are not deducted from earned leaves. The absence must be submitted in **Frontline Absence Management** under Personal Necessity and a Bereavement Leave Request form must be submitted to your supervisor for approval. Your supervisor will submit the approved request to Human Resource Services. Once approved, **Frontline Absence Management** will be updated to reflect use of Bereavement Leave.

*\*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 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.

Bereavement form:

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Forms/Bereavement%20Leave%20Form.pdf>

### **Vacation**

Regular full-time classified employees who accrue vacation may use vacation as approved by the supervisor. No more than 15 days of vacation shall be taken at any one time without the approval of the Superintendent. Additionally no more than 10 days (80 hours) of vacation may be carried forward beyond August 31 without prior written approval of the Superintendent. The Superintendent will only approve carryover in extenuating circumstances. Earned vacation shall not become a vested right until completion of the initial six months of employment and may not be used until vested.

Vacation is earned at the rate of 1-1/4 days for each month in which the employee is in 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. Our expectation for employees that follow a school calendar is that when students are there, you are there. Please plan personal vacations and events to align with the already scheduled school breaks in order to reduce disruptions to the programs and students that we serve.

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.

Employees are required to submit and have approved requests for vacation leave prior to the day requested through **Frontline Absence Management**. Vacation requests shall be pre-approved by the employee's supervisor or the superintendent if necessary.

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

Leaves policies (AR 4161.2 (a), 4261.2, 4361.2, AR 4261.1 (a), 4161 (a), 4361.1):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

CSEA contract:

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Employee-Information/CSEA%20CONTRACT%2017-20%20YEAR%20%20-18-19-.pdf>

## **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). Plans offered in the benefit programs are determined by the unit or employee group.

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. Full-time employees that do not enroll within 30 days will be automatically signed up for the Bronze plan.

Initial enrollments for all plans take place at the time of hire. Enrollments 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:

California's Valued Trust  
520 E. Herndon Ave  
Fresno, CA 93720  
800.288.9870

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 open 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:

<https://www.tehamaschools.org/Departments/Human-Resource-Services/Employee-Information/index.html>

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.

### **General Notice of COBRA Continuation Coverage Rights**

As an employee covered under a group health plan you have a right to COBRA continuation coverage. Following is a notice of important information about your right to COBRA continuation coverage. This notice explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect your right to get it.

General Notice of COBRA Continuation Coverage Rights:

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Employee-Information/Cobra%20Coverage.pdf>

### **Dental Insurance**

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

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:

<https://www.tehamaschools.org/Departments/Human-Resource-Services/Employee-Information/index.html>.

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: <https://www.tehamaschools.org/Departments/Human-Resource-Services/Employee-Information/index.html>

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**.

### **Life Insurance**

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

[https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Employee-Information/Life%20Insurance%20Form\\_0.pdf](https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Employee-Information/Life%20Insurance%20Form_0.pdf)

### **Employee Assistance Plan**

The professional counselors at Beacon Health Options EAP can help you and your family members. The service is provided at no cost to all CVT subscribers with medical coverage. Employees and their immediate family members can receive free, confidential support or information any time, day or night. Call 1.877.397.1032 to speak with an EAP professional or for more information visit:

<https://www.achievesolutions.net/achievesolutions/en/cvt/Home.do>

EAP Flyer:

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Employee-Information/CVT%20EAP%20Program%2016-17.pdf>

### **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 as coordinated by the Human Resource Services department.

Plans include Flexible Spending Accounts Section 125 (Medical Reimbursement/Dependent Care Expense), Disability Insurance\*, Tax Sheltered Annuities (403(b) 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.

\*TCDE does not participate in State Disability Insurance. TCDE offers voluntary benefits through American Fidelity Assurance Company. Employees, at their own expense, may purchase a voluntary disability insurance plan within 30 days of employment or during open enrollment.

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

American Fidelity New Hire Interest form:

[https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Employee-Information/Tehama%20County-\\_S125\\_with\\_Flex\\_NEW\\_HIRE%20-2-.PDF](https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Employee-Information/Tehama%20County-_S125_with_Flex_NEW_HIRE%20-2-.PDF)

## **CONFIDENTIALITY**

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 will 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, 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.

Unauthorized Release of Confidential/Privileged Information policy (SP 4119.23, 4219.23, 4319.23):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

Confidentiality Agreement form:

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Forms/CONFIDENTIALITY%20AGREEMENT.pdf>

## **DAYS AND HOURS OF WORK**

A calendar for this school year is available on our website at <https://www.tehamaschools.org/Districts--Schools/Contacts--Calendars/index.html>.

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 **Frontline Absence Management**. Any changes in work schedules or tardiness must, as soon as possible, be reported 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 assigned a one-hour lunch period. Unless approved by the employee's supervisor and the superintendent, 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 or to make up for tardiness. 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.

## **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.

In order to support our No Excuses University campaign in encouraging students to attend college, employees are encouraged to wear college shirts on Fridays. TCDE shirts may also

be worn. For employees wearing college or TCDE shirts, jeans may be worn. Supervisors will be responsible to determine appropriate attire.

Dress & Grooming policy (SP 4119.22, 4219.22, 4319.22):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

## **EMPLOYEE USE OF TECHNOLOGY**

The Tehama County Superintendent of Schools 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 Tehama County Department of Education and school operations, and improving access to and exchange of information. The County Superintendent expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use technological resources primarily for purposes related to their employment. There is no expectation of privacy. 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 employed is the sole property of the Department 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 using equipment with food or drink nearby,
- 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 Department 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. Upon employment all employees shall acknowledge full compliance by signing the TCDE Acceptable Use policy.

### **Use of Cellular Phone or Mobile Communications Device**

Any employee that uses a cell phone or mobile communications device in violation of law, Department policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

Employee Use of Technology policy (SP 4040, AR 4040):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

## **EVALUATION**

Evaluation is a process whereby the effectiveness of the professional staff member is appraised in relation to job-related responsibilities and duties, predetermined county office goals and objectives, TCDE and community expectations, employee competencies, and TCDE policies, regulations, and procedures. TCDE will implement evaluation as described in the Tehama County Certificated Employees Organization contract, Classified School Employees Association contract, and Department policy.

TCCEO Contract:

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Employee-Information/CTA%20CONTRACT%2018-19%20SIGNED%20WITH%20ATTACHMENTS.pdf>

CSEA Contract:

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Employee-Information/CSEA%20CONTRACT%2017-20%20YEAR%20%20-18-19-.pdf>

Evaluation/Supervision Personnel (SP 4115, 4215, 4315):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

### **Certificated Evaluation forms:**

Comprehensive- <https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Managers-Information/CTA%20-%20Comprehensive.pdf>

Reflective- <https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Managers-Information/CTA%20Reflective%20Practice%20Evaluation%20Form-Combined.pdf>

### **Classified Evaluation forms:**

CSEA- <https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Managers-Information/CSEA%20Evaluation%20FORM.pdf>

OTU/Management/Confidential-<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Managers-Information/OTUevalForm.pdf>

Preschool- <https://www.tehamaschools.org/Departments/Human-Resource-Services/Managers-Information/index.html>

## **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.

## **FORMS**

There are various forms available to staff that are located on the TCDE website. Examples: New hire forms, Monthly Mileage form, Claim for Reimbursement, staff phone list, mileage chart, etc.

Forms:

<https://www.tehamaschools.org/Departments/Human-Resource-Services/Forms/index.html>.

## **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.

Fraud policy (SP/BP 3400, AR 3401):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/3000%20Business%20and%20Noninstructional%20Operations.pdf>

## **LACTATION ACCOMMODATION**

TCDE shall provide a reasonable amount of break time to accommodate an employee each time she has a need to express breast milk for her infant child. To the extent possible, such break time shall run concurrently with the break time already provided to an employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. The employee shall be provided a private location in close proximity to her work area. Employees should notify their supervisor or other appropriate personnel in advance of their intent to use the provided accommodations. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time.

Lactation Accommodation policy(SP #4033):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

## 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 appropriate school/district boxes in the room adjacent to the Maker Space. A delivery schedule is located on our website at:

<https://www.tehamaschools.org/documents/Districts--Schools/Contacts-and-Calendars/AV%20Schedule%2019-20.pdf>

### 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 mail giving the account code for said department. 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. A postage allocation sheet may be obtained from the business department.

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:

<https://www.tehamaschools.org/Staff/index.html>

## NONSCHOOL EMPLOYMENT

In order to help maintain public trust in the integrity of Tehama County Department of Education operations, the Tehama County Superintendent of Schools expects all employees to give the responsibility of their positions precedence over any other outside employment. A Department employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or unfavorable to his/her Department duties.

Nonschool Employment (SP 4136, 4236, 4336):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

## 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 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 therefore copies of these policies are included in the index of this document.
2. Each employee must receive training in the implementation of those laws and are assigned trainings annually in Keenan Safe Schools.

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 not already addressed in this handbook are as follows:

### **Drug, Alcohol, and Tobacco-Free Workplace**

It is the policy of the Tehama County Department of Education to maintain a drug- and alcohol-free workplace. The Tehama County Superintendent of Schools believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

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.

Drug, Alcohol-Free Workplace & Tobacco-Free Schools Policies (SP 4020, 3513.3):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

### **Child Abuse and Neglect Reporting Procedures**

With concern for the total well-being of each student, all of the employees of TCDE are required by state law to report known or suspected incidences of child abuse and/or neglect 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)

State law also requires employees to be trained annually on the requirements of this law. TCDE provides this training to all employees annually through Keenan Safe Schools. Also a condensed version of this law along with a brochure of pertinent information and a report form is available in the index and on our website.

Child Abuse Prevention & Reporting policy:

[https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%205000%20-%20Students\\_1.pdf](https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%205000%20-%20Students_1.pdf)



Suspected Child Abuse Report form: [http://www.tcdss.org/images/Publications/ss\\_8572.pdf](http://www.tcdss.org/images/Publications/ss_8572.pdf)

### **Envoy Universal Notification (403(b) / 457(b) Retirement Plan)**

We would like to make our employees aware of the retirement plans that we sponsor. Participation is voluntary. We are pleased to be able to offer the benefits of these voluntary pre-tax savings plans for you in order to defer current income taxes to your post retirement years while accumulating additional savings for retirement. Information is provided upon hire and sent annually to current employees. More information regarding these plans is available on our website:

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Employee-Information/Envoy%20Universal%20Notification%202019.pdf>

### **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 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. Department policy also prohibits retaliatory behavior or action against Department employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to policy and administrative regulation.

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

If an employee or job applicant believes that he/she has been or is being discriminated against or harassed in violation of Department policy or regulation should immediately contact his/her supervisor, the HRS Executive Director, or the County Superintendent who shall advise the employee or applicant about the Department's procedures for filing, investigating, and resolving any such complaints.

Complaints or reports of harassment or discrimination can be filed in Human Resource Services in accordance with policy.

Nondiscrimination in Employment and Sexual Harassment Policies (SP 4030, SP 4119.11, 4219.11, 4319.11, AR 4119.11, 4219.11, 4319.11):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

### **Pesticide Use Notification**

Public agencies are required to provide employees with annual written notification of pesticide use. During the school year, it may be necessary to apply certain pesticides at the Tehama County

Department of Education, 1135 Lincoln Street and/or school sites. A list of products we may need to use is in the index.

If you wish to be notified of specific pesticide applications at the Department or your school site, please register with the Tehama County Department of Education (information below.) People who register for this notification will be notified at least 72 hours prior to application.

To register, please send your name, address, school site and request to:

"Pesticide Notification"  
Attention: Director of Maintenance  
Tehama County Department of Education  
1135 Lincoln Street  
Red Bluff, CA 96080

It is the intent of the Tehama County Department of Education to minimize the use of chemical pesticides and, when their use cannot be avoided, to utilize the least toxic appropriate method. Employees may not bring outside chemicals (i.e., cleaners, disinfectants, deodorizers, sanitizers, air freshener, bleach wipes, etc.) to any TCDE worksite. You may obtain additional information on pest management products, chemicals, and practices on the California Department of Pesticide Regulation's website:  
<http://www.cdpr.ca.gov>

### **Uniform Complaint Procedures**

The Superintendent is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. Complaints may be filed with the Department or the California Department of Education alleging a violation by the Department of state and/or federal laws or regulations in any program or activity which is funded by state or federal funds. The Department has developed policies and procedures for filing complaints.

The Superintendent desires that complaints be resolved expeditiously without disrupting the educational process. The Superintendent or designee shall determine whether a complaint should be considered a complaint against the Department and/or an individual employee, and whether it should be resolved by the Department's process for complaints concerning personnel and/or other Department procedures. The Department will not investigate anonymous complaints unless it so desires.

Uniform Complaint Procedures policy (SP 1312.3):

[https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/1000%20Tehama%20Co%20Dept%20of%20Ed\\_0.pdf](https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/1000%20Tehama%20Co%20Dept%20of%20Ed_0.pdf)

## **OATH**

As a California city, county, or state agency or public district employee, you may be called upon as a disaster service worker in the event of an emergency. Before entering upon the duties of employment, all public employees take and subscribe to the oath or affirmation set forth in the California Constitution that declares them to be disaster service workers in time of need.

Oath of Allegiance form and FAQ's Disaster Service Worker:

[https://www.tehamaschools.org/documents/departments/human-resource-services/forms/hrs-010\\_oath%20of%20allegiance.pdf](https://www.tehamaschools.org/documents/departments/human-resource-services/forms/hrs-010_oath%20of%20allegiance.pdf)

## **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 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.

Personnel Files policy (AR 4112.6, AR 4212.6, AR 4312.6):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

## **PHISHING SCAMS AWARENESS**

Many agencies have been a target of fake (or "phishing") email offers/warnings. These malicious messages are meant to trick users into sending sensitive information to spammers. The best thing to do with these email messages is to delete them.

If you receive an email message where the sender is claiming to be TCDE staff member and is asking you for your password, personal information, or to provide the personal information of staff members, do not comply, TCDE will never ask you to provide your password or social security number (or other personal information) by email. Messages requesting such information are fraudulent and should be deleted. If you ever have any questions or concerns regarding fake email offers/warning, you can contact the IT Help Desk at 528-7247 or send an e-mail to [dlopez@tehamaschools.org](mailto:dlopez@tehamaschools.org).

# PROBATIONARY PERIOD

## **CSEA & OTU Employees**

The probationary period is 130 paid days (includes paid holidays, excludes sick leave days). 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 and fit for the position. You should receive two evaluations during your probationary period, normally at 2 months and 5 months. You will be granted permanent status following completion of the probationary period, two successful evaluations, and the recommendation of your supervisor.

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

## **Classified Confidential/Management Employees**

The probationary period is one year (12 months). 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. 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.

Probationary/Permanent Status policy (SP 4216):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

## **Certificated Employees**

The Department has an average daily attendance of students that is less than 250, therefore permanent status or tenure is not granted to certificated employees. As a result, by law, you are a perpetual probationary employee of the Department.

# REFERENCES

It is essential that any reference given about a TCDE employee provide a careful, truthful and complete account the employee's job performance and qualifications. All requests for references are to be processed through the Human Resources Department. Employees are not allowed to provide verbal or written references without the approval of the Superintendent or designee. Please forward all request for verbal or written references to the Human Resources Department.

Employment References (SP 4112.61, 4212.61, 4312.61):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

## RETIREMENT

TCDE employees participate in either California Public Employees Retirement System (CalPERS) for classified positions or California State Teachers Retirement System for certificated positions and therefore do not contribute to Social Security.

If you served in active military duty prior to CalPERS-covered employment, you may be eligible to purchase service credit. More information regarding eligibility, requirements, costs, and how to purchase this service credit is available from CalPERS at this link:

<https://www.calpers.ca.gov/page/active-members/retirement-benefits/service-credit>

### **Government Pension Offset & Windfall Elimination Provision**

TCDE employees participate in CalPERS and CalSTRS and therefore do not pay into Social Security. 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.

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). Information regarding each of these topics can be found at the following websites:

Government Pension Offset:

<https://www.ssa.gov/pubs/EN-05-10007.pdf>

Windfall Elimination Provision:

<https://www.ssa.gov/pubs/EN-05-10045.pdf>

## RESPECTFUL WORKPLACE

The Department firmly believes all employees should be able to work in an environment free from bullying. Mutual respect at work is important to a successful workplace. The Department will not tolerate any behavior which is characteristic or consistent with actions described as workplace bullying. Those employees who display abusive behavior towards fellow employees, colleagues, or staff will be disciplined in accordance with our discipline procedures. This rule applies to all employees including supervisors, managers, and administrators.

Code of Ethics & Professional Standards (E 4219.21, E 4319.21):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

## SAFETY

A safe and healthy 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 are 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.

### IIPP:

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Employee-Information/TCDE%20IIPP%2006.2019.pdf>

### General Safety Rules:

<https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Workers-Compensation/General%20safety%20rules%20and%20back%20injury%20preven.pdf>

### Emergency Instructions:

<https://www.tehamaschools.org/Departments/Human-Resource-Services/Emergency-Instructions/index.html>

### Employee Safety Policy (SP 4157, 4257, 4357):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

### Automated External Defibrillator (AED)

The Department has an AED located outside the HRS office. Instructions for use are posted on the wall beside the unit. A list of staff trained in the use of the AED is located inside the unit.

Information regarding AEDs and where to voluntarily obtain training can be found at the California Emergency Medical Services Authority website: [https://emsa.ca.gov/wp-content/uploads/sites/71/2018/10/AHA-What-is-an-Automated-External-Defibrillator-UCM\\_300340.pdf](https://emsa.ca.gov/wp-content/uploads/sites/71/2018/10/AHA-What-is-an-Automated-External-Defibrillator-UCM_300340.pdf)

### Exposure Control Training

As part of its commitment to provide a safe and healthful work environment, the County Superintendent has developed an exposure control plan for dealing with potentially infectious materials in the workplace to protect employees from possible infection due to contact with blood borne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV). The Department's exposure control plan is located in the Human Resource Services department.

In order to protect employees from contact with potentially infectious blood or other body fluids, the Tehama County Department of Education requires that universal precautions be observed throughout the Department. **Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether blood borne**

**pathogens are known to be present.**

**Employees shall immediately report any exposure incident or first aid incident in accordance with the Department's exposure control plan or other safety procedures.**

The Superintendent or designee shall ensure that the worksite is effectively maintained in a clean and sanitary condition, and shall implement an appropriate schedule for cleaning and decontamination of the worksite.

Employees may be offered or may request to be immunized for hepatitis B, at no cost to the employee. Included in the index is pertinent information and frequently asked questions regarding hepatitis B and the hepatitis B vaccine. If you wish to receive the hepatitis B vaccine, please address your request to Human Resources Services or nursing staff.

Employees will be annually trained on blood borne pathogens and universal precautions.

Exposure Control Plan & Universal Precaution policies (SP, AR, E 4119.42, 4219.42, 4319.42, SP, AR, 4119.43, 4219.43, 4319.43):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/TCDE%20Section%204000%20-%20Personnel.pdf>

Important Information about Hepatitis B and Hepatitis B Vaccine:

[https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Forms/HRS-019\\_HEP%20B%20CONSENT%20-%20Copy.pdf](https://www.tehamaschools.org/documents/Departments/Human-Resource-Services/Forms/HRS-019_HEP%20B%20CONSENT%20-%20Copy.pdf)

## **TRAVEL AND CONFERENCE**

The purpose of a Travel Requisition is to request permission to travel, ensure liability coverage, 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. All travel will be approved by the Superintendent.

Actual and necessary travel expenses to meetings, conferences or workshops, with prior approval by the Superintendent or designee, shall be paid.

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.

Unless using a Cal-Card, upon return from travel a Claim for Reimbursement (Form 2214 B) shall be submitted for reimbursement.

Board members, the Superintendent, or employees traveling overnight may claim meal expenses as follows:

Breakfast	\$12.00
Lunch	\$16.00
Dinner	\$36.00

Meal expenses exceeding the above-allowed amounts will be the employee's responsibility. Please review the travel policy for specific details regarding reimbursements, mileage, tipping, lodging, etc.

### **Employee Guidelines-Travel Time**

When non-exempt (hourly) employees are required to travel away from their homes and that travel spans more than one workday, TCDE must include the time actually spent traveling (car, bus, train, airplane), only if it occurs during the employee's normal work hours. Travel away from home is clearly worktime when it cuts across the employee's designated workday. The employee is simply substituting travel for other duties. For example, if an employee normally works from 8:00am to 5:00pm, an employer is only required to include time spent traveling during that time period as hours worked. Time spent traveling before 8:00am and after 5:00pm would not be included. One exception would be if the employee actually is required to perform work functions while traveling, the employer must include the time spent working as hours worked (29 CFR § 785.39).

TCDE will also include time spent traveling on non-workdays if the travel takes place during the employees' normal work hours. For example, if an employee normally works on Monday through Friday, 8:00am to 5:00pm and is traveling on Saturday, TCDE would include the hours on Saturday between 8:00am to 5:00pm as hours worked. If the employee's travel spans outside normal workday hours, that time is not included. If the employee is required to perform work functions during the travel time, TCDE would count all travel time as hours worked regardless of what time the work is performed.

As for drivers, any driving done at the direction of TCDE will be paid time. That includes all driving in a day's work, driving to another city for a one-day conference or meeting, driving to an overnight stay will also be paid time.

In the interest of funding restrictions, a non-exempt (hourly) employee may opt out of the paid time requirements to attend a conference. This is at the discretion of the manager and the employee and not required.

Travel policy (AR 3350):

<https://www.tehamaschools.org/documents/Departments/Superintendent/Policies/3000%20Business%20and%20Noninstructional%20Operations.pdf>

Claim for Reimbursement form:

<http://www.tehamaschools.org/staff> -

## **WAGES**

### **Payment of Wages**

Department employees are paid once a month on the last working day of the month. 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. TCDE employees do not participate in Social Security or State Disability so neither Social Security nor State Disability is deducted from TCDE employees' checks.

Payroll calendar:

<https://www.tehamaschools.org/documents/Districts--Schools/Contacts-and-Calendar/TCDE%20Payroll%20Due%20Date%20Calendar%202019.20%20Final.pdf>

## **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 and time sheet 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 and shall not be carried as comp time.

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

## **Employee Portal**

Employees can go to the Escape employee portal to make demographic changes, tax withholding changes, view past pay stubs, and W-2 forms, as well as Health and Welfare benefits. Important documents will also be uploaded to the portal for employee review.

Portal Login: <https://tehamaportal.xcoe.online/#/login>

## **Direct Deposit**

Direct Deposit is offered to all regular employees. The employee must turn in direct deposit form and a voided check (or print out from the bank) attached to the form before a direct deposit can be processed. A completed direct deposit form must be turned in 5 business days prior to payday to ensure that it is processed for the next payroll date. After turning in the completed direct deposit form it takes one full payroll cycle to become effective. A prenote (test) will be sent to the employee's bank to ensure correct routing and account information and employee will receive a paper check the first month which will be mailed out the afternoon before payday. If a direct deposit form is incomplete or not turned in paychecks will be mailed.

Closed bank account: If the employee's bank account is closed for any reason and payroll is not notified within 5 business days of payday it can create up to a 3 business day delay in payment pending the return of funds from the bank. Please notify payroll as soon as possible to prevent any issues.

## Step Movement

All step movements on the classified salary schedule shall be on July 1. Employees hired between July 1 and December 31 shall have their first step movement on the next July 1. Employees hired between January 1 and June 30 will have their first step movement on the following July 1, i.e., employee hired on September 1, 2019 will receive step movement on July 1, 2020; employee hired on February 3, 2020 will receive step movement on July 1, 2021.

## INDEX

The index is comprised of information that supports the handbook. Policies that are referenced in the handbook can be found online at: <https://www.tehamaschools.org/Departments/Superintendent/Policies/index.html>. Policies are updated periodically; you will be notified of any changes.

Forms can be obtained on our website, from the receptionist area or from the Human Resource Services Department.

## Pesticide Information

THE FOLLOWING IS A LIST OF PESTICIDE PRODUCTS THAT MAY BE USED AT TEHAMA COUNTY DEPARTMENT OF EDUCATION SITES.

<u>PRODUCT</u>	<u>ACTIVE INGREDIENTS</u>
Roundup Pro	Glyphosate,N-(phosphoitoiflethyl)gIYcifC
Demand CS	Lambda-cyhalothrin (1a(S*), 3a(Z)-(+)-cyano- (3-phenoxypheny) methyl-3-(2-chloro-3, 3, 3- trifluoro-1-propenl)-2, 2-dimethycyclopropanecarboxylate
Suspend SC	Deltamethrin
Tempo SC Ultra	B-Cyfluthrin Cyano (4-fluoro - 3 - phenoxypheny) 3-(2, 2- dichloroethenyl) -2, 2 dimethycyclopropanecarboxylate
DeltaGard G	Deltamethrin(s)-alpha-cyno-3-phenoxybentzyl-(1R, 3R)-3-(2-2 bromovinyl)-2, 2 dimethycyclopropanecarboxylate
Tn-Die	Pyrethrins, PoperonyButoxide, Technical Silica Gel
Drione	Pyrethrins, Piperonyl Butoxide, Technical Amorphous Silica Gel

Maxforce	Hydramethylnon, (Tetrahydro-5,5-dimethyl-2(1H)-pyrimidinone, (3(4-(trifluoromethyl)phenyl)-1-(2-(4-(trifluoromethyl)phenoxy)ethoxy)-2-propenylidene)hydrazide)
Maxforce FC	Fipronil (5-amino-1-(2, 6-dichloro-4-(trifluoromethyl) phenyl)-4-(1,3,5-trifluoromethyl) sulfonyl)-1H-pyrazole-3-carbonitrile)
Pro Control Dual Choice Ant Bait	N-Ethyl perfluorooctane
Bermuda Grass Control for Lawns	Fenoxaprop-p-ethyl
Ortho WEED B GON Max	2,4D dimethylamine salt-6.42%, Quinclorac-2.13%, Dicamba, dimethylamine salt-.60%
Ornamec, grass herbicide	Fluazifop-P-butyl:Butyl(R)-2-[4-[[5-(trifluoromethyl)-2-pyridinyl]oxy]phenoxy]propanoate.....6.75%
Brushtox, broad leaf weed killer	Triclopyr;3,5,6-trichloro-2-pyridinyloxyacetic acid,butoxyethyl ester.....61.6%
Finale	Glufosinate - ammonium 11.33%