

# CLASSIFIED EMPLOYEE HANDBOOK



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Small School, Big Goals, Amazing Results

## Happy Valley Elementary School District

### Mission Statement

Happy Valley School's mission is to educate the whole child in a small, safe, community supported school that provides a solid foundation to achieve academic, social and emotional success.

**HAPPY VALLEY ELEMENTARY SCHOOL  
DISTRICT  
DIRECTORY**

## **GOVERNING BOARD**

Kyle Frandle, President

Jacob Willet, Clerk  
Alyssa Jolliffe, Member

Rachel Click Richardson, Member  
Katie Freeman, Member

## **ADMINISTRATIVE STAFF**

Michelle Stewart, Superintendent/Principal  
Paige Lynd, Administrative Assistant  
Donna Walker, Administrative Assistant

### **WHOM TO CONTACT FOR WHAT:**

## **DISTRICT OFFICE – 429-1456 / FAX 429-6205**

### **Superintendent's Office**

#### **Superintendent/Principal**

#### **Michelle Stewart**

Chief Executive Officer of the District **Email: [mstewart@hvesd.com](mailto:mstewart@hvesd.com)**

Administrative Secretary to the Governing Board: Board Meetings

Educational Services

Business and Operations Supervision

Human Resources Administration and Supervision

Community Relations and Liaison Officer

Capital Facilities and Improvement Program Administration

Board Policies – Liaison to Board

Curriculum and Instruction Supervision

Coordinate ELA and ELD Instructional Programs and progress monitoring

District implementation of the Common Core Standards

Monitor District's response to Intervention programs (RTI)

District LCAP Plan

Formal Complaint Liaison

Homeless Liaison

Staff Evaluations

BTSA Administrator

Dashboard Administrator

Federal Addendum Plan

Foster Youth Liaison

Coordinate ELA and ELD curriculum, instruction and assessment

Conduct periodic needs assessment and effectiveness surveys relating to student, staff, and parent elements of the program

Coordinates Program Improvement and SEIS

Communicates with families about student learning and supports positive home/school communication

Curriculum and Instruction Supervision

Facilitates Grounds and Maintenance

Special Education Director

Modernization  
Parcel Tax Administration  
School Safety  
Facility Hardship  
SARB

**Administrative Assistant**

**Paige Lynd**

Board Meeting Minutes  
Superintendent's Office: Activities; Appointments, Correspondence, Special Arrangements,  
Policies and Administrative Regulations (Procedures): Coordination, Maintenance and  
Development  
CBEDS  
Human Resources  
Confidential Personnel Files  
Personnel Insurance: Medical, Dental and Vision  
New Hires  
Maintain AESOP (substitute system)  
Salary Schedules  
Seniority Lists  
Professional Growth  
Credentials  
Student Information System  
State Reporting  
SARC  
CALPADS  
Finance  
Staff Bulletin  
Accounts Payable  
Payroll  
County Treasury Deposits  
MAA Coordinator  
Board Meeting Agenda  
Parcel Tax  
Facility Hardship  
Modernization  
Accounts Receivable  
Attendance

E-Mail: [plynd@hvesd.com](mailto:plynd@hvesd.com)

**Administrative Assistant**

**Donna Walker**

Happy Valley Newsletter  
Coordination of Technology Purchases  
Setup, update, configure and troubleshoot user accounts  
Coordination of purchases  
Maintain Student Information System  
CASSP Coordinator  
Coordinate Hearing and Vision Testing  
Board Policy Maintenance  
Student Records – including dental and immunization assessments

E-Mail: [dwalker@hvesd.com](mailto:dwalker@hvesd.com)

Inter District Enrollment and Procedures  
Board Agenda and Packets  
Maintain District Website  
Kindergarten Round-up  
Co-Op Assembly Agenda  
Physical Fitness Testing Coordinator  
School Site Council Agenda  
Inventory  
Personnel Directory  
Parent/Student Directory  
Yearly Schedules – Board, SSC, Staff Meetings and Yard Duty  
Safety Program Coordinator

# **SELECTION AND EVALUATION PRACTICES**

## **AFFIRMATIVE ACTION**

The Governing Board's purpose is to provide all District employees with equal opportunity in all conditions of employment, without regard to sex, color, age, religion, physical handicap, ancestry, national origin or sexual preference. This applies to recruitment, training and termination. The District has established goals and timetables and has developed policies and regulations to implement the intent of Affirmative Action.

## **RECRUITMENT AND SELECTION**

In order to secure quality personnel, the District shall maintain an effective recruitment program. Candidates selected for employment will be those that best meet the needs of the District.

The superintendent shall determine the personnel needs of the District. He/she shall locate suitable candidates.

The superintendent shall ensure that persons nominated for employment meet all qualifications established by law and by the Board.

## **HIRING PROCESS**

Applicants go through a screening process. Typically, three or more applicants are selected to be interviewed by a District interview committee. The final applicants have their references checked by the superintendent/principal or designee. Final confirmation is made by the superintendent and is Board approved.

## **LEGAL REQUIREMENTS FOR EMPLOYMENT**

All employees must meet the following legal requirements for employment: proof of citizenship or legal alien status, examination for tuberculosis, security fingerprint identification check, classified aide proficiency test, child abuse reporting affidavit, pre-placement physical examination as required by law.

## **CLASSIFICATION**

The HVS Board shall classify all positions. Each position shall have a designated title, assigned hours per day, days per week, and months per year. A specific statement of the duties required and the regular salary ranges shall be established for each position.

## **EVALUATION**

A continuous program of evaluation of all individuals employed by the District shall be practiced. The basic objective of the evaluation program is the improvement of performance of service to the District.

Regular classified employees shall be evaluated each year by May 15th. The employee's immediate supervisor will evaluate employee on work performance; including an evaluation of quality of work, work habits, attitudes and cooperation. The employee has ten days to write a response to the evaluation if the employee disagrees with the evaluation. The written response will be attached to the report.

## **JOB OPENINGS**

Whenever possible, job openings will be advertised within the District concurrent to advertising to the public. Job openings are advertised within the District, and on-line ([ed-join.org](http://ed-join.org)).

Basic Skills Proficiency Examinations are required for instructional aides, secretaries and clerical positions.

# **GENERAL POLICIES**

## **ACCIDENTS AND SAFETY**

It is the responsibility of all employees to observe safety rules and regulations. All employees are expected to exercise habits of safety in the performance of their duties and encourage habits of safety in others.

Should an accident or injury occur on District property or on a field trip, no matter how minor, it must be reported. If you are injured or if you witness an accident, report to your immediate supervisor and the personnel department who will give you further instructions. Be alert at all times to safety hazards. Either correct them yourself or notify the site administrator.

## **KEYS/SECURITY**

Keys to school/district facilities buildings or offices are issued only to those whose duties necessitate access to school/district premises. Security and safety of our staff and students is our utmost concern, and we must also safeguard our property. Lost keys have become an increasing problem, and re-keying costs are affecting our site and district budgets.

Depending upon the site, a lost key can have a large financial impact. This depends upon how many locks need to be changed and re-keyed. Sometimes the cost can run over \$1,000. In these situations, we would not want to pass the entire cost onto the employee who lost the key, but we do need to have some system of shared costs.

An employee who loses a key (or set of keys) will be responsible for the first \$25 of costs incurred to change and re-key locks. If the costs exceed \$25, the appropriate site or district fund will cover the remainder of the locksmith's fees. If there is a second occurrence of a lost key or set of keys, the shared cost to the employee will increase to \$50. A third occurrence would be \$75, and so on.

Let's all do our best to safeguard our keys to maximize safety and security for our staff and students, and to protect our property.

## **CHANGE OF NAME, ADDRESS, OR PHONE NUMBER**

Employees who move, change telephone numbers, or legally change their name by marriage or otherwise, shall report this information immediately to the school office at 429-1456 so that records may be kept accurate and up-to-date.

## **EMPLOYEE EMERGENCY MEDICAL FORM**

Each employee is required to complete an employee emergency medical form upon employment. **It is the employee's responsibility to notify the District when he/she has changes to the medical form.**

## **MAIL**

Employees are requested to inform correspondents to have all personal letters, papers, magazines, etc., sent to their home address. Make it a practice to take care of personal correspondence away from assigned work locations. The schools are burdened with official mail and are not authorized to assume responsibility for personal mail.

E-mail and Internet access is monitored by District policy.

## **TELEPHONES**

Telephone calls should be answered promptly and courteously. Answer with the name of your department and your name. Remember, tact, diplomacy, courtesy and a friendly manner should be used in all conversations.

District/school phones are used for district/school business and personal use should be kept to a minimum.

## **HATE-MOTIVATED BEHAVIOR**

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

## **BATTERED AND NEGLECTED CHILD**

The law requires the school to report any suspected or known child abuse cases. All school employees are mandated reporters of child abuse and neglect. An employee who suspects or knows of such battered or neglected child situations is to report them to the principal then call CPS. The law states that no staff member or school administrator can incur any criminal or civil liability for reporting such cases. It does, however, state that if any known or suspected cases are not reported, the staff member will be guilty of a misdemeanor.

## **CONFIDENTIALITY**

Confidentiality is an ethical, legal and professional responsibility of every school employee. The Education Code specifically prohibits an employee from giving out personal information concerning any pupil, except under judicial process, to any person other than a teacher or administrator of the school that the pupil attends. Further, the Family Rights and Privacy Act of 1974 embodies strict confidentiality safeguards and enforcement procedures. Staff members must refrain from commenting on other employees to anyone other than the Superintendent.

A classified employee, with the exception of designated office personnel, does not have the legal right to view or utilize any part of the school records unless under direct teacher/administrator supervision.

## **CONDITIONS OF EMPLOYMENT**

The following conditions govern classified employment in the Happy Valley Elementary School District.

### **TUBERCULOSIS CHECK**

Employment will not be considered official by the District unless the person has submitted to an examination within sixty days prior to hire or immediately after hire to determine freedom from active tuberculosis. This examination shall consist of an x-ray of the lungs or an approved intradermal tuberculin test, which if positive, shall be followed by an x-ray of the lungs. After the initial report, all employees shall be required to undergo the foregoing examination at least once every four years.

### **FINGERPRINTING**



All new classified employees of the Happy Valley Elementary School District shall be fingerprinted. An employee may not begin work until a criminal record report is obtained from the Department of Justice. All expense is borne by the District. Fingerprint reports that have a California Justice Department finding may exclude individuals from employment.

## **PHYSICAL EXAMINATIONS**

The superintendent may require a physical or psychiatric examination for an employee at any time, subject to prior Board approval. This action shall be taken when, in the opinion of the superintendent, the welfare of students or District is in jeopardy.

## **PERSONNEL FILE**

Personnel records will be maintained for all employees and will contain all pertinent documents involved with employment, evaluations, medical reports and other data relative to employment of the employee. Information in this file is confidential and will be revealed only to authorized personnel. Official personnel records will be maintained in the Human Resources Department, located in the District Office.

## **SEXUAL HARASSMENT**

The District prohibits sexual harassment in the work environment. State law requires annual review of these rules and regulations. Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal. A copy of the District policy and regulations and the “Workplace Harassment Guide” are available at each school office.

“Verbal sexual harassment” includes, but is not limited to, unwelcome epithets, comments, or slurs based on sex or gender.

“Physical sexual harassment” includes, but is not limited to, assault, impeding or blocking movement, or any physical interference with work or school activities or movement when directed at an individual on the basis of sex.

“Visual sexual harassment” includes, but is not limited to, derogatory posters, cartoons, drawings, obscene gestures, or computer-generated images of a sexual nature.

## **COMPLAINT PROCEDURES**

The Governing Board expects that complaints of alleged unlawful discrimination brought by students, employees, parents/guardians or other members of the community will be resolved in a prompt and equitable manner.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in the complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The superintendent or designee shall ensure that complainants are informed that injunctions, restraining orders and other civil law remedies may also be available to them.

## **COMPUTER ACCEPTABLE-USE POLICY**

The Happy Valley Elementary School District has implemented a district-wide computer network, which also supports Internet access. Employees are being provided access to the HVEDS Network and the Internet at no additional charge, and, barring disciplinary actions, are entitled to keep access privileges as long as they are an employee in the Happy Valley Elementary School District.

Please be aware that when accessing the network or the Internet, there cannot be a guarantee of privacy. Please also note that HVEDS Net system administrators will have access to all user accounts, including email, and that it is necessary for appropriate District staff to monitor network activity to ensure proper use of the system.

Employees have no expectation of privacy and understand that District staff may monitor or examine all system activities to ensure proper use of the system.

## **SMOKING POLICY**

The use of tobacco products is prohibited at all times on District property and in District vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased or rented by or from the District. All individuals on District premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violation.

## **DRUG FREE WORK PLACE**

The Governing Board believes that the maintenance of a drug-free work place is essential to school and District operations. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place. Disciplinary action shall be taken against employees who violate this prohibition. Employees are required to abide by the terms of this policy as a condition of employment.

## **BLOOD BORNE PATHOGENS**

Federal Occupational Safety and Health Administration published Occupational Exposure to Blood Borne Pathogen regulations. The standards went into effect in 1992.

Universal precautions are an approach to infection control. According to the concept of universal precautions, all human blood and body fluids are treated as if known to be infectious.

In the school setting precautions shall include: hand washing using gloves, other protective equipment, careful trash disposal and using disinfectants. Universal precautions shall be used within the school setting at all times to prevent contact with blood or other potentially infectious materials.

All procedures involving blood or other body fluids shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.

## **EMPLOYEE "RIGHT TO KNOW" LAW**

As required by the General Industry Safety Orders, Section 5194 in Title 8 of the California Administration Code, all California employers, both private and public, are required to inform employees of possible contact with hazardous chemicals. The purpose of this law is to make employers and their employees aware of the hazards associated with chemicals used in the work place.

## **WORKING TIME**

### **EMPLOYEE RESPONSIBILITIES**

On the first day of employment, each employee should consult with his/her immediate supervisor to receive the following information:

- Hours of work, as well as lunch and break periods (if applicable)
- Who to call if you must be absent from work
- Job responsibilities - exactly what is expected
- How and where to obtain supplies

### **REST PERIODS**

The District provides a fifteen (15) minute break in each four-hour period and employees are encouraged to take this time for relaxation. If breaks are not taken, such time may not be used to extend a lunch period or to shorten a workday.

## **STATUS OF EMPLOYEES**

All regular non-teaching personnel employed by the Happy Valley Elementary School District are known as "classified" employees.

## **REGULAR EMPLOYMENT**

Any employee designated as a regular employee shall be subject to suspension, demotion, or dismissal for cause only as determined by the Governing Board and the California Education Code.

Regular employees enjoy many rights and privileges. Among these benefits are:

- Sick leave benefits
- Paid vacation (paid monthly)
- Paid holidays
- Progressive salary advancement through steps on the salary schedule

## **COMPENSATION**

### **CLASSIFIED SALARY SCHEDULE**

The type of position to which they are assigned determines employee's rate of pay. Employees are categorized by classification on a master salary schedule, which offers a beginning rate and a maximum rate of pay. Copies of the salary schedule are available upon request and on the District website.

## **PAY DAY**

Salary warrants (payroll checks) are normally issued on the last working day of each calendar month. Classified employees will receive their checks in ten monthly installments.

## **SALARY DEDUCTIONS**

Your salary is subject to mandatory deductions, including:

1. Federal Withholding Tax retained for the Collector of Internal Revenue on your Federal Income Tax for the current year (the amount withheld is determined by

- your salary and the number of dependents claimed)
2. State Withholding Tax (same as #1)
  3. FICA (Social Security System)
  4. Worker's Compensation
  5. State Unemployment
  6. State Disability Insurance (SDI)

Administrative Secretaries receive and distribute payroll warrants, except during the summer and holidays. Personnel may have their June checks mailed by leaving a self-addressed, stamped envelope with the payroll department. The payroll department must have a signed authorization to release a check to someone other than the employee (this includes spouses).

## **EMPLOYEE INSURANCE PROGRAMS**

### **MEDICAL INSURANCE**

The District offers a medical insurance plan to its classified employees who work 50% or more. The District maintains a premium cap on the amount it contributes towards the various health plans. Employees may choose from several District-sponsored plans. The employee must make-up any difference between the District's base plan contribution and any plan choice greater than the base.

### **DENTAL INSURANCE**

The District offers a dental insurance plan to its classified employees that work 50% or more through Delta Dental.

### **VISION CARE INSURANCE**

The District offers vision coverage to its classified employees who work 50% or more. When you want to obtain vision care services, call a VSP member doctor to make an appointment. Make sure you identify yourself as a VSP member. The doctor will obtain authorization *prior* to the eye appointment so you can receive services and materials.

### **MEDICAL PRIVACY LAW**

Department of Health and Human Services (HHS) as part of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Privacy Rules of HIPAA require covered entities to implement new safeguards to protect the security and confidentiality of a person's health information.

The Happy Valley Elementary School District prescribes to these practices and does not provide any medical information on employees.

## IRS SECTION 125 PLAN

The District health benefit contribution (for eligible employees) shall be used to buy medical, dental, and vision plans. Any cost greater than the District's contribution for the listed District insurance plans shall be paid by the employee through monthly payroll deduction. The employee may take any unused portion of the District's stated contribution to contribute to the IRS Section 125 plan, during open enrollment.

### INSURANCE VENDORS PHONE NUMBERS

|  |              |
|--|--------------|
| American Fidelity .....                                      | 800-654-8489 |
| Delta Dental .....   | 888-335-8227 |
| <a href="http://www.deltadental.org">www.deltadental.org</a> |              |
| Self Insured Schools of California.....                      | 661-636-4710 |
| Vision Service Plan (VSP).....                               | 800-877-7195 |
| <a href="http://www.vsp.com">www.vsp.com</a>                 |              |

## SERVICES

### AUTOMATIC BANK DEPOSITS

Automatic payroll deposit to a bank or credit union is available. Contact the payroll department for information.

## LEAVES AND ABSENCES

### HOLIDAYS

The District agrees to provide all employees with holidays as agreed to in the current employee negotiations. A list of holidays may be obtained from the Human Resources Department.

### VACATIONS

All classified employees regularly employed, regardless of the number of hours or days worked per week, the vacation credit shall be computed at the rate of 0.03846 for each hour the employee is in paid status, not including overtime.

## **PERSONAL NECESSITY LEAVE**

Classified personnel may their accrued sick leave days during each contract year for personal necessity pursuant to Education Code 45207.

Acceptable reasons for the use of personal necessity leave days as prescribed by District Regulation and Education Code include:

1. Death of a member of the immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions.
2. An accident involving the employee's person or property or the person or property of a member of the immediate family.
3. A serious illness of a member of the employee's immediate family.
4. Required court appearance.
5. Fire, flood, or other immediate danger to the home of the employee.
6. Personal legal business of a serious nature that the employee cannot disregard.

Items one and two do not need advanced permission. Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent. Requests shall be submitted directly to the Superintendent for approval. However, no sick/personal necessity leave day (beyond 3) shall be granted for purpose of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours (California School Accounting Manual).

Yearly, District auditors randomly review employee attendance records to see if an individual's pattern of attendance is in violation of the reasons for the use of personal necessity leave as established by code and District regulation. Auditors and State regulators feel misuse of this Education Code constitutes a "gift of public funds" for other than the intended use.

## **SICK LEAVE**

Regular classified employees are allowed twelve (12) days annually to be used as sick leave. This leave is prorated if you work less than a full year and based on FTE. Any unused portion is then accumulated year after year for future use.

## **JURY DUTY**

No loss of pay shall be incurred for jury duty or for court appearances as a litigant or witness under an official order, provided that all remuneration received for such duty, with the exception of all allowances for meals, mileage, or parking, is remitted to the District Payroll Department. See employee contract for complete information on.

## **OTHER LEAVES**

There are conditions for which leave without loss of pay is provided. An employee is to consult with their principal or supervisor in advance whenever a leave of absence is requested.

## ATTENDANCE

Your supervisor will expect that you be punctual and conscientious in your attendance. However, when it is necessary for you to be late or absent from your assignment, notify the office as soon as possible. Excessive absences and lateness may jeopardize your employment with the District.

## PERSONAL INJURY

### WORKER'S COMPENSATION

All employees are entitled to automatic benefits under the California Worker's Compensation Law. These benefits include medical treatment and necessary hospitalization, temporary or permanent disability compensation, etc. All claims for District employees are processed through the Human Resources Department.

Any work-sustained injury, or suspected injury, **must** be reported immediately to your supervisor and to the personnel department. An "Employer's Report" will then be completed. Any injury resulting in overnight hospitalization, or causing disability for more than three calendar days, or causing death, **must also be reported immediately to the Human Resources Department.**

Every employee who is off work due to a work-incurred injury is to call the Human Resources Department so a "Return to Work Record" can be completed.

### TEMPORARY MEDICAL TRANSFER

An employee returning to work from a temporary medical disability leave or worker's compensation industrial accident leave, with a medical doctor's recommendation for reduced or restricted workload, may be assigned to perform duties outside of his/her current job classification or description.

## COMMUNICATION

### HVS NEWSLETTER

Happy Valley Elementary School District publishes a newsletter called the Happy Valley School Newsletter. School news, events, and information will be published in this publication. The Newsletter will be distributed via the e-mail (home or school) to staff. Copies of the newsletter will also be available in the office.



## BULLETIN

The office provides a weekly bulleting for all staff identifying various department events, services, assemblies, drills and fieldtrips. Please pay close attention to this document that is placed in your school box the Friday prior to the following week's activities.

### BUSINESS INFORMATION

#### PERSONAL PROPERTY

The District does not provide reimbursement for private property lost, stolen or damaged at school.

#### PURCHASES

Classified employees may make purchases for their school site with administrative consent. Employees **must** turn in their receipts within 45 days after making purchases. Audit standards dictate that reimbursement receipts are valid for only 45 days. The District's "**cut-off**" for purchase orders and reimbursement will be in the spring.

Employees shall first receive prior approval from their supervisor before making a purchase. **Original itemized receipts** must be attached when turned in. Purchases must be itemized. No personal purchases can be included in the receipt with school purchases.

Purchases made with District funds, or funds collected under the District's authority, become the property of the District.

**No material may be purchased without a purchase order previously approved. It is district policy that if a purchase is made without prior approval it then becomes the property of the employee.**

### DISASTER PREPAREDNESS

Under Government Code 3100, school staff, except for legal aliens, are considered disaster service workers and subject to disaster service activities which may be assigned to them. If a disaster occurs during school hours, they are required to remain at school.

#### CLASSIFIED PERSONNEL RESPONSIBILITIES

It is the responsibility of all classified employees to be familiar with emergency procedures and their role in carrying out the directives provided in the plan. A Disaster Preparedness Manual is available for review in the school office. In the event of a disaster each employee has been given a specific assignment. Employee assignments are included in the individual school plans in the Disaster Preparedness Manual. Classified employees are to remain on school grounds during an emergency, until personally released.

## **TERMINATION OF EMPLOYMENT**

### **RESIGNATION**

Employees who wish to resign from their job should submit a written resignation to their supervisor and to the District Office. Ample notice of intention to resign should be given. Normally, no less than two (2) weeks notice shall be given.

### **DISCHARGE/SUSPENSION**

An employee may be discharged or suspended or demoted from his/her job for cause. This will be done in accordance with the law and the employee contract.

A regular employee who is suspended, demoted or discharged shall have full rights of appeal.

### **TERMINATION/LAY OFF**

An employee's position may be eliminated due to a lack of funds or elimination of a position. This will be done in accordance with the law that is outlined in the education code. Employees to be terminated will be determined by the official seniority list. Determination to lay off will be made by the Happy Valley Elementary School District's Governing Board.

Employees laid off will be placed on a rehire list and will have the first opportunity for reemployment for 39 months. Reverse order of seniority list shall be used.

### **CLASSIFIED SENIORITY LISTING**

California Education Code 45308 mandates that classified employees may be laid off for lack of work or lack of funds. If at some future time the District determines that it is necessary to layoff classified employees, the order of layoff will be determined by the seniority ranking as certified each January through annual employee review. Seniority is determined by hire date within a job classification.

### **DISMISSAL**

A recommendation for dismissal may originate with the supervisor. Such recommendation shall be in writing to the superintendent. The superintendent shall investigate the recommendation and initiate dismissal action to be taken based on the charges, if found to be true.

Grounds for dismissal shall conform to **Board Policy and District Employee Contract**.

# APPENDIX

## COMMON EDUCATIONAL ACRONYMS

|        |   |
|--------|---|
| ACSA   | Association of California School Administrators                         |
| ADA    | Americans with Disabilities Act   |
| ADA    | Actual Daily Attendance   |
| AFDC   | Aid to Families with Dependent Children (Free & Reduced Meals)          |
| ASCD   | Association for Supervision & Curriculum Development                    |
| CAASPP | California Assessment of Student Performance and Progress               |
| CBEDS  | California Basic Educational Data System                                |
| CBET   | Community Based English Teaching  |
| CCR    | Coordinated Compliance Review   |
| CH     | Communicatively Handicapped   |
| CLAS   | California Learning Assessment System (Grades 4, 5 and 8)               |
| CSEA   | Classified School Employees Association                                 |
| CTA    | California Teachers Association   |
| DATE   | Drug, Alcohol, and Tobacco Education<br>Drug-Free Schools & Communities |
| DSA    | Department of State Architect   |
| EEOC   | Equal Employment Opportunity Commission                                 |
| EIA    | Economic Impact Aid   |
| EISS   | Early Intervention for School Success                                   |
| EL     | English Learners  |
| EO     | English Only  |
| FEP    | Fluent English Proficient   |
| FTE    | Full Time Equivalent  |
| GATE   | Gifted and Talented Education   |
| GSA    | Grade Span Adjustment   |
| IEP    | Individualized Education Program  |
| JPA    | Joint Powers Agreement/Agency   |
| LCAP   | Local Control Accountability Plan                                       |
| LCFF   | Local Control Funding Formula   |
| LEP    | Limited English Proficient  |
| LH     | Learning Handicapped  |
| MAA    | Medi-Cal Administrative Activities                                      |

|          |  |
|----------|--|
| MSDS     | Material Safety Data Sheet               |
| NEA      | National Educators Association           |
| NEP      | Non-English Proficient                   |
| OSHA     | Occupational Safety & Health Act         |
| OT       | Occupational Therapist                   |
| PAC      | Parent Advisory Committee                |
| PAR      | Peer Assistance and Review               |
| PERS     | Public Employment Retirement System      |
| PQR      | Program Quality Review                   |
| PTA      | Parent Teacher Association               |
| RSP      | Resource Specialist Program              |
| SARB     | School Attendance Review Board           |
| SARC     | School Accountability Report Card        |
| SBCP     | School Based Coordinated Plan            |
| SDC      | Special Day Class                        |
| SELPA    | Special Education Local Plan Association |
| SDL      | Severe Disorder of Language              |
| STRS     | State Teacher's Retirement System        |
| TITLE II | Improving Teacher Quality                |
| TUPE     | Tobacco Use Prevention Education         |