



**AUBURN UNION SCHOOL DISTRICT
EMPLOYEE HANDBOOK
2019-2020**

Auburn Union School District

Employee Handbook

Thank you for being committed to making a positive difference in the lives of the students in the Auburn Union School District! The work that you do is critical to the success of our students!

This handbook should be used as a reference guide to better understand the policies in the Auburn Union School District. Please take time to review them.

Thank you for all you do to support our students!

Mission

Each child in the Auburn Union School District will think analytically, solve problems, work cooperatively, explore creatively, and master common core standards. No matter their ability and background, students will be challenged and engaged, and obtain college and career readiness skills for a globally connected society.

Vision

We stand together to place each child at the heart of every decision.



EMPLOYEE HANDBOOK PHILOSOPHY

The combined certificated and classified handbook has been developed as an easy reference guide for the employees of the Auburn Union School District. This handbook will assist all staff when dealing with employee-employer issues, proper channels and our normal business procedures.

The handbook quickly cross-references the reader to the Auburn Union School District Policy and Regulations Manual and to certificated/classified employee contract agreements with the school district. Updated manuals and contracts are located in the offices of each work site.

TABLE OF CONTENTS

A

Absences
Acceptable Use Policy
Accidents
Activities Need Pre-Approval
Administration
Alcohol/Drug/Tobacco Free District
Annuity
Associations/Meetings
AUTA

B

Board Bylaws and Policies
Board of Trustees
Boys and Girls Club of Auburn
Budget
Business and Non-instructional Operations Policies
Business Office

C

Calendar
Catastrophic Leave
Categorical Programs
Certificated Personnel
Change of Address/Phone
Child Abuse Reporting
Child Care
Child Study Teams
Classified Personnel
Coaching
Community Relations
Complaints
Computer Use

Conferences
Confidential Employees
Consultants
CPR/First Aid
Credential Renewal (Certificated)
CSEA
Curriculum

D

Discipline
Discovery Club
District-Sponsored Classes
Donations
Dress Code

E

Early Retirement Program
Emergency Plan
Employee Portal
Employment Procedures
Evaluation

F

Facility Policies
Family Medical Leave
Field Trips
First Aid/CPR
Food Service Forms
Free and Reduced Lunch Applications

G

Gifted and Talented Education Program
Grievances

H

Hazardous Materials
Health Assistants
Health Benefits
Health Examinations
Hepatitis B
Holidays

I

Illness (See Sick Leave)

Immunization

Infectious Diseases

Insurance

J

Job Descriptions

Job Sharing

Jury Duty

K

Keys

L

Lateral Transfer

Layoff

Leaves

Local Control Funding Formula (LCFF)

M

Maintenance/Custodial Work Orders

Maternity Leave

Mileage Reimbursement

Minimum Days

N

Negotiations

Non Discrimination

Notice of Intention

O

Organization Rights (Union)

P/Q

Paraprofessionals

Parent Complaints

Parent Conferences

Parent Participation

Parent/Teacher Organizations

Parenting Classes

Payroll

PERS (Classified)
Personal Leave
Personnel Files
Personnel Policies
Pesticide Use Policy
Preschool Programs
Professional Growth
Purchase Orders

R

Reimbursement
Resignation
Retirement

S

Safety
Salary
School-Based Coordinated Program
Seniority
Sexual Harassment Training
Sick Leave
Social Media Guidelines
Soliciting and Selling of Items
Special Education
Staff Development
Staff Meeting (Certificated)³
Strategic Plan
STRS (Certificated)
Student Policies
Student Teachers/Classroom Observations
Substitutes
Superintendent's Office
Supervision on Students

T

Tax Sheltered Annuity
Transcripts
Transfers
Transporting Students
Travel Reimbursements
Tuberculosis Testing

U

Uniform Complain
Units

V

Vacancy
Vacation
Vandalism
Volunteers

W

Warehouse
Website
When to Call The District Office (Risk Management)
Williams Uniform Complaint
Worker's Compensation

ABSENCES

Certificated: When a substitute teacher is needed, call/access the AESOP automated substitute calling system. Do not contact the substitute teacher. Substitutes are contacted and assigned through AESOP. If you anticipate being absent the following day, notify the School Administrative Assistant by 2:00 p.m. the day prior to absence.

Classified: Call your work site or supervisor before school starts or before you are to report to work if you will be absent. If you anticipate being absent a second day, notify the site School Administrative Assistant or supervisor by 2:00 p.m. Office staff members need to call their own substitute, then notify their supervisor. Cafeteria staff should notify the Food Service Supervisor of their absence. Facilities and Operations Specialists, Custodial Staff and Special Education Instructional Assistants should call/access the AESOP automated substitute calling system to secure a substitute and notify department and site supervisors of their absence.

If necessary, it is the employee's responsibility to complete an Absence Report (Form P-14) immediately upon return. Forms are available from the site School Administrative Assistant. (Also see LEAVES)

ACCEPTABLE USE POLICY (SEE COMPUTER USE)**ACCIDENTS**

All accidents are to be reported immediately. Appropriate forms (Division of Workers Compensation form 1) are to be completed when reporting an accident. The employee then receives an "Acknowledgement of Receipt of Employee Claim Form". Forms are available at each site office, and site staff will help complete the form and forward within 24 hours to the Business Office for processing. To review your workman's compensation rights see Notification Education *Code 44984 - Industrial Accident and Illness Leave*

See also WORKER'S COMPENSATION

ACTIVITIES NEEDING PRE-APPROVAL

- Use of inflatable activities
- Design, fabrication, or sale of any on-road or off-road motorized vehicles and related equipment (including bicycles)
- Sports exhibitions involving animals (rodeos)
- Use of high ropes courses
- Personal pets for show and tell or staff member pets; service animals are allowed
- Rock Climbing

(Please see your principal or call the District Office for a more comprehensive list)

ADMINISTRATION

District administration performs essential roles and functions in support of student learning, including instructional support and services to schools as well as management of District resources and personnel. District administration provides leadership in developing and implementing the district's vision and goals for the educational program and in evaluating and reporting on the district's progress toward that vision. District Administrators include the Superintendent, Chief Business Officer, Director of Special Education and Student Services, Principals and Vice Principal. The Superintendent is the educational leader of the District and assists the Board with its governance responsibilities. *Board Policy Series 2000*

ALCOHOL/DRUG/TOBACCO FREE SCHOOL DISTRICT

Auburn Union School District is an alcohol/drug/tobacco free school district. This policy is in effect in all work places and includes district vehicles. All contractors and their employees are also subject to these policies. The policy indicates that disciplinary action will be taken for violations. *Board Policy 4020/Administrative Regulation 3513.3*

ANNUITY

Employees desiring to participate in an annuity program should contact the Payroll and Benefits Technician for the list of approved annuity companies.

ASSOCIATIONS/MEETINGS

Employee group associations are:

AUBURN UNION TEACHERS' ASSOCIATION (AUTA) – *Certificated employees*

There is a representative at each site. Meetings are held the second & fourth Wednesday of each month. Meeting notices are posted in site staff rooms, on the AUTA bulletin board and via email.

CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION CHAPTER #171(CSEA) – *Classified Employees*

There is a representative at each site. Meetings are held on the second Tuesday of each month. Agendas are provided to each classified employee at their site.

AUTA

The Auburn Union Teachers Association (AUTA) is an employee organization that represents credentialed staff including Teachers, the Nurse, Psychologists and Speech Therapists. Refer to the AUTA Contract for specific agreements between AUTA and the District.

B

BOARD BYLAWS AND POLICIES

Board Bylaws are adopted policies concerning District governance. Board bylaws and policies are available on the district website by selecting the Board of Trustees link (www.auburn.k12.ca.us). *Board Policy Series 9000*

BOARD OF TRUSTEES

The Auburn Union School District Board of Trustees consists of five (5) members elected at large, serving terms of four (4) years each. Board meetings are held once a month, with additional meetings scheduled as needed, and agendas are posted at each site prior to the meeting. All employees are welcome to attend the Board meetings. *Board Policies – 9000 Series*

BOYS AND GIRLS CLUB

The Boys and Girls Club of Auburn offers after-school programs at Rock Creek and E.V. Cain Middle Schools as well as at their downtown Auburn location (889-2273). www.bgc.auburn.org

See also CHILD CARE and DISCOVERY CLUB

BUDGET

The District's annual budget is developed on a fiscal year schedule from July 1 to June 30. A copy of the adopted budget is included in the June Board Agenda Packet, and is available in the District Office after July 1 each year. *Board Policies – 3000 Series*

BUSINESS AND NONINSTRUCTIONAL OPERATIONS POLICIES

Business and Non-Instructional Policies are policies concerning fiscal management and standards of safety in the

operation of facilities, equipment and services. Business and non-instructional operation policies are available on the district website by selecting the Board of Trustees link (www.auburn.k12.ca.us). *Board Policy Series 3000*

BUSINESS OFFICE

The Business Office, located at the District Office, is administered by the Chief Business Officer. Business Office personnel and their specific area of responsibility include:

Chief Business Officer – Business operations, budget, facilities

Accountant – Student body, attendance, field trips, other accounting duties

Administrative Clerk – Receptionist, bus passes, clerical duties, developer fees, interdistrict agreements

Payroll and Benefits Technician – Timesheets, absences, payroll deductions, workmen’s compensation, TSA remittances, benefits

Accounts Payable/Data Technician – Accounts payable, employee reimbursements, consultants, vendor inquiries, district assessment testing and reporting activities

C

CALENDAR

The tentative school year calendar is drafted by the Superintendent and distributed for review and comments by staff and community prior to school board adoption in the spring. The calendar is available on our district website.

CATASTROPHIC LEAVE

A catastrophic leave bank is established for certificated and classified employees allowing the donation of eligible leave to a bank. An employee can withdraw leave (upon approval) if he/she or a member of his/her family suffers a catastrophic illness or injury. Participation is voluntary, but only contributors are allowed to draw from the bank. *AUTA and CSEA Contracts*

CATEGORICAL PROGRAMS

Categorically funded programs are State or Federal programs in which money must be used for a specific purpose. District categorically funded programs are administered by the Superintendent and the Coordinator of State and Federal Programs.

Special Education Programs:

Mild/Moderate Resource Specialist Programs (RSP)

- Services provided to student who are able to access the general education environment and curricula with supplementary aids and accommodations. Support is provided primarily within the general education setting with some removal for specialized instruction. Programs available at all District school sites.

Mild/Moderate Special Day Class Programs (M/M SDC)

- For students who require additional support, accommodations, or modifications to access the general education environment or curricula, IEP teams may determine that the most appropriate placement is in a Mild/Moderate Special Day Class (SDC), which are available at specific school sites within the AUSD school district. Classes are currently at Auburn Elementary School and E. V. Cain Middle School

Moderate/Severe Special Day Class Programs (M/S SDC)

- For students with identified significant disabilities requiring intensive special education and services, IEP teams may determine that the most appropriate placement is in a Moderate/Severe Special Day Class (SDC), which are available at specific school sites within the AUSD school district to provide specific strategies for identified needs. Classes are currently at Rock Creek School and E. V. Cain Middle School, which has a class that focuses on behavior and social issues and one that focuses on independent living skills.

Speech Therapy Services

- Speech Therapy is an intervention aimed at improving the speech and language skills of identified students, as determined by assessment. Services are available at all District school sites and include support within the classroom and targeted skill instruction within the speech pathology office.

Occupational Therapy Services

- School-based Occupational Therapists address the needs of students whose physical disability, motor deficit, and/or developmental delay interfere with the learning process and physical management of the school environment. Services are available at all District school sites and include support within the classroom and targeted skill instruction within a therapy environment.

Physical Therapy Services

- School-based Physical Therapists address the needs of students whose physical disability, motor deficit, and/or developmental delay interfere with the learning process and physical management of the school environment. Services are available at all District school sites and include support within the classroom and targeted skill instruction within a therapy environment.

Adapted Physical Education

- Services include the development, implementation, and monitoring of a specially designed school-based physical education instructional program for students with disabilities. Services are available at all District school sites and include support within the general physical education program and in separate adapted physical education sessions.

Other Special Education Services Provided Per IEP

- Services may include, but are not limited to:
 - Vision Services
 - Hearing Services
 - Health Services
 - Counseling Services
 - Behavior Intervention Services
- Supports, aids, and services may include, but are not limited to:
 - Specialized academic instruction provided through direct instruction, indirect instruction, or collaborative services from special education personnel (teachers, aides)
 - Specialized instructional strategies
 - Instructional adaptations, including curricular accommodations or modifications to materials
 - Specialized instructional materials selected and approved by the school district to meet the individualized assessed needs of the student
 - Behavior interventions or individualized plans to address behavior impeding learning
 - Related services provided within or outside the general education classroom settings
 - Assistive technology devices

English Language Learners :

Students in Auburn Union School District are identified as English Learners (ELs) in one of three ways:

- Another language other than English is written on the student's home language survey.
- The student was identified as an EL in a prior California school district.
- The teacher notices a language need.

In all three instances, a student is assessed using the ELPAC to determine if EL services are needed.

Auburn Union School District uses a Structured English Immersion (SEI) Model, which includes integrated English Language Development (ELD) Instruction throughout the day in tandem with the CCSS as well as Designated ELD for a protected 30 minutes per day of ELD standards as the focal point for instruction. The ultimate goal of Auburn Union School District's EL Program is the reclassification of EL Students.

Federally Funded Programs:

Title I:

- The Title I program is a federally funded program authorized under the Elementary and Secondary Education Act (ESEA) of 1965 as reauthorized by the Every Student Succeeds Act (ESSA). The State Educational Agency (SEA) shall award grants to geographically diverse local education agencies (LEAs). In making such awards, the SEA shall prioritize awards to LEAs serving the highest percentage of schools identified by the State for comprehensive support and improvement or implementing targeted support and improvement plans. The purpose is to ensure all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach minimum proficiency.

TITLE II:

- A federal program that increases student academic achievement through strategies such as improving teacher and principal quality.

TITLE III:

- Title III is officially known as the Language Instruction for English Learner and Immigrant Students Act. Section 3102 lists the purpose of the law. The overarching purpose is to ensure that English Learner (EL) students, including immigrant children and youth, attain English language proficiency and meet the same challenging state academic standards that other students are expected to meet.
- LEAs must use Title III funds to supplement state language instruction educational programs, designed to assist EL students' achievement goals. The state educational agency (SEA), LEAs and schools are accountable for increasing the English proficiency and core academic content knowledge of EL students.

Special Projects Programs:

School-based Coordinated Program (aka School Single Plan)

Title I – Supports educationally disadvantaged and minority students to meet State academic standards in reading, math and science.

Title II – Supports the design and development of professional development and class size reduction programs.

Title III – Supports limited English-speaking students.

Title IV – Supports drug education prevention and violence prevention.

CERTIFICATED PERSONNEL

Certificated employees are those requiring a State credential, i.e. Teachers, Administrators, Counselors, Psychologists, Nurses and Speech Specialists.

AUTA Contract – Article II - Recognition; Board Policies – 4000 series

CHANGE OF ADDRESS OR PHONE NUMBER

Employees must notify the Human Resources administrative assistant of any change of address or phone number. (This is in addition to notification of changes to the school site.) Use form P-10.

CHILD ABUSE REPORTING

State Law AB1432 requires that all school district employees be designated “Mandated Reporters” in order to better protect students from abuse. Certificated employees and classified employees trained in child abuse identification and reporting must report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours. *Administrative Regulation 5141.4*

CHILD CARE

Discovery Club, sponsored by the Auburn Recreation District (885-8461), is available at Auburn Elementary School, Alta Vista Community Charter School, and Skyridge School sites after school. Auburn Elementary and Skyridge school sites also offer before-school care. There is a fee charged for program participation.

The Boys and Girls Club of Auburn offers after-school programs at Rock Creek and E.V. Cain Schools as well as at their downtown Auburn location (889-2273).

CHILD STUDY TEAMS/STUDENT SUCCESS TEAMS

Classroom teachers recommend students to study team for the purpose of discussing the student's needs.

CLASSIFIED PERSONNEL

School Office Assistant, Middle School Office Assistant, Child Nutrition Assistant, Lead Child Nutrition Assistant II, Lead Child Nutrition Assistant, Community Liaison, Computer Lab Technician, Computer Support Technician, Day Maintenance/Custodian, Night Custodian, District Office Administrative Assistant, District Staff Secretary, Executive Assistant Student Services, Itinerant Speech and Language Pathology Assistant, Payroll and Benefits Technician, Accounts Payable/Data Technician, Warehouse Person/Delivery Driver, Health Assistant, Instructional Assistant, Instructional Assistant – Bilingual, Alternative Learning Center Intervention Assistant, Instructional Assistant – Special Education – Severely Handicapped, Intervention Aide, Community Liaison, Itinerant Licensed Health/Instructional Assistant, Facilities and Operations Specialist, School Administrative Assistant, Preschool Teacher, Campus Monitor and Transportation Assistant. *CSEA Contract – Article II - Recognition; Board Policies - 4000 Series*

COACHING

Temporary athletic coaching positions are first offered to any credentialed teacher presently employed by the District and then to individuals outside of the District. All coaches must follow procedures related to tuberculosis testing and fingerprinting. In addition, coaches must be knowledgeable in the care and prevention of athletic injuries, and cardiopulmonary resuscitation (i.e., possess a valid First Aid card and CPR card and be trained in concussion protocol). Coaches must be approved by the Board of Trustees. *Title 5, California Code of Regulations, Section 5593 and 5594*

COMMUNITY RELATIONS

Schools are an important community resource and the District encourages community members to make appropriate use of school facilities. Community members are also encouraged to attend Board meetings, participate in school activities, and take an active interest in issues that affect the schools. The Superintendent keeps community members well informed about District needs and accomplishments and encourages them to share in developing educational policies and programs. *Board Policy Series 1000*

COMPLAINTS:

Concerns should be discussed with the site Principal prior to addressing concerns to the Superintendent at the District Office.

Student:

Uniform Complaint – Allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the Uniform Complaint Procedure in: Adult Education, After School Education and Safety, Agricultural Vocational Education, American Indian Education Centers and Early Childhood Education Program Assessments, Bilingual Education, California Peer Assistance Programs for Teachers, Career Technical and Technical Education; Career Technical; Technical Training, Career Technical Education, Child Care and Development, Child Nutrition, Compensatory Education, Consolidated Categorical Aid, Course Periods without Educational Content (for grades nine through twelve), Economic Impact Aid, Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district, English Learner Programs, Every Student Succeeds Act/No Child Left Behind (Title I-VII), Local Control and Accountability Plans (LCAP), Migrant Education, Physical Education Instructional Minutes (for grades one through six), Pupil Fees, Reasonable Accommodations to a Lactating Pupil, Regional Occupational Centers and Programs, School Safety Plans, Special Education, State Preschool, and Tobacco-Use

Prevention Education. The Uniform Complaint form is available in school site offices as well as on the district web site. *Board Policy 1312.3*

Williams Uniform Complaint – Complaints regarding instructional materials, teacher misassignments or facilities. The Williams Uniform Complaint form is available in school site offices as well as on the district web site. *Administrative Regulation 1312.4*

Employee:

Discrimination Board Policy 4030

Sexual Harassment Administrative Regulation 4119.11

See also PARENT COMPLAINTS

COMPUTER USE

The use of AUSD computers is a privilege, not a right. All employees must sign an “Acceptable Use Agreement” form indicating that the use of computer equipment is for professional purposes only and that hardware and software will be used in an ethical manner. Misuse of the internet and email is prohibited. **The District reserves the right to audit and monitor email and websites accessed from all computers.** *Board Policy 4040/Administrative Regulation 4040*

CONFERENCES

Employees desiring to attend professional conferences should discuss requests with their administrator and then complete a Conference Request Form (P-29) available from the site School Administrative Assistant. The appropriate administrator or supervisor should sign, identify account numbers and submit the form to the Superintendent and Chief Business Officer for approval. Upon return from a conference, a Claim for Reimbursement Form (P-15) is completed, if appropriate. Forms are available on the Staff page of the district web site. Employees should submit the Conference Request Form 30 days prior to attendance of the conference. Vehicles should be shared whenever possible to minimize travel costs. *Board Policy 3350*

CONFIDENTIAL EMPLOYEES

There are six confidential employee positions in the school district: Executive Assistant to the Superintendent, Human Resources Executive Assistant, Accountant, Mental Health Professional, Occupational Therapist and Physical Therapist.

CPR/FIRST AID

Current CPR and First Aid certificates are requirements of the Health Assistant, Instructional Assistant – Special Education – Severely Handicapped, Itinerant Licensed Health/Instructional Assistant, Transportation Assistant, School Office Assistant, School Administrative Assistant, Noon Duty Monitor and coaches. CPR and first aid certificates are valid for two years.

CREDENTIAL RENEWAL (CERTIFICATED)

Teaching credentials can be renewed on-line through the CCTC web site at www.ctc.ca.gov. The \$100.00 fee can be paid with a credit card. On line instructions are very simple and the process can be done quickly. **NOTE: PCOE will not issue a paycheck if you work with an expired credential.**

CSEA

The California State Employees Association is an employee organization that represents classified staff. Employees of the District are members of Chapter #171. **Refer to the CSEA Contract for specific agreements between CSEA Chapter #171 and the District.**

CURRICULUM

District Curriculum Guides should be in each classroom or can be obtained from the School Administrative Assistant at each school site. *Board Policy – 6000 Series.*

D

DISCIPLINE

Employees:

Disciplinary actions include dismissal, suspension, demotion or any reassignment without the employee's voluntary consent, except a layoff for lack of work, lack of funds or the legitimate educational needs of the District.

Certificated – Contact school site AUTA representative. Any questions may be directed to the employee's immediate supervisor or the Staff Assistant to the Secretary of the Board of Trustees.

Classified – Contact school site CSEA representative. Any questions may be directed to the Staff Assistant to the Secretary of the Board of Trustees. *CSEA Contract Article 20 – Discipline*

Students:

Refer to Board Policies – 5000 Series on file with each school site office and the District office. Also refer to the code of conduct developed for each school site (contact the school office)

DISCOVERY CLUB

Discovery Club, sponsored by the Auburn Recreation District (885-8461), is available at Auburn Elementary, Alta Vista Community Charter School, and Skyridge school sites after school. Auburn Elementary and Skyridge school sites also offer before-school care. There is a fee charged for program participation. www.auburnrec.com

DISTRICT-SPONSORED CLASSES

On an annual basis, the District may provide District-sponsored classes open for enrollment to applicable employees.

DONATIONS

Education Code 41032 authorizes the Board to accept any bequest or gift of money or property on behalf of the district. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students. A donor may impose restrictions and conditions on the use of a gift. Unless the conditions are illegal, the district will be subject to those conditions if it accepts the gift.

DRESS CODE

Although there is no official employee dress code, appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees should maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. *Board Policy 4119.22*

E

EARLY RETIREMENT PROGRAM

Eligibility is dependent upon age and length of service. Refer to your bargaining unit contract for more information. *AUTA Contract Article XIX - Early Retirement, CSEA Contract Appendix E - Early Retirement*

EMERGENCY PLAN

The District has an Emergency Plan to provide for the safety and welfare of its students and staff, especially in a

disaster situation. The plan can be found at school sites and the District Office. The plan was developed in cooperation with state, county and local civil defense officials; it includes specific courses of action to be taken by school district employees in the event of a disaster. All employees are expected to be familiar with this plan and with their assigned responsibilities.

EMPLOYEE PORTAL

The Employee Portal is the access point for employees and substitutes to obtain their previous check stubs, make changes to the Federal W-4 and State DE 4 Tax Withholding Forms, and get copies of their W-2 Form. Employees may also view their seniority, years of service, transcripts, and credential information. More importantly, employees may view their Sick Leave, Vacation, and Personal Necessity Leave balances. The Employee Portal is accessed through the Human Resources page of the District Website at Human Resources/Payroll and Benefits/Employee Portal. Employees are required to do an initial set-up by following the prompts to create a user name and password. Please contact the Payroll and Benefits Technician for assistance.

EMPLOYMENT PROCEDURES

When a Notice of Vacancy is posted, all interested employees should submit a letter of intent to the contact name indicated on the notice. Interviews are held and the administrator will make a recommendation to the Superintendent. Appointment to positions shall be made by the Board of Trustees upon the recommendation of the Superintendent. If you wish to obtain a personal copy of the job posting, please contact the School Administrative Assistant at your site.

EVALUATION

Certificated: Certificated employees are evaluated at least every five years for permanent employees who have been employed by the district at least 10 years, who are highly qualified, and whose previous evaluation rated the employee as meeting or exceeding evaluation standards. Either the employee or the evaluator may withdraw consent at any time. *AUTA Contract Appendix B - Performance Evaluation Manual for Certificated Staff*

Classified: An employee is considered probationary for one year and will be evaluated at least twice. Permanent employees will be evaluated at least once every other year unless an “unsatisfactory” rating is received on the performance evaluation report. Then the employee will be evaluated the following year also. *CSEA Contract Article VIII – Evaluation Procedures*

F

FACILITIES POLICY

In order to provide adequate school facilities, the District has developed a school Facilities Master Plan to outline additions or major alterations to existing buildings, determine what new buildings will be built and the method of financing that will be used, select and purchase school sites for future expansion, approve the selection of architects and structural engineers and award contracts for design and construction. The Facilities Master Plan is located at the District Office. *Board Policy Series 7000*

FAMILY MEDICAL LEAVE

The federal Family and Medical Leave Act (FMLA) allows eligible employees to take leave for their own serious health conditions, childcare, or specified family members' serious health conditions. Each eligible employee may take up to 12 workweeks of family and medical leave in a 12-month period. The leave is unpaid, but the employer must continue to make standard contributions toward health coverage. In most cases, employees who take such leaves have rights to reinstatement upon their return. Contact the Chief Business Officer for more information.

FIELD TRIPS

Field trips are important components of a student's development. Careful planning can greatly enhance the value and safety of such trips. Principals are responsible for ensuring that teachers develop plans which provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Teachers are to complete the Request for Field Trip/Event Form for both off-site and on-site activities at least one month prior to the event. Other school employees and parents/guardians also may participate in this supervision. All trips involving out-of-state or overnight travel require the prior approval of the Board (Use Form T-3).

FIRST AID/CPR

Current CPR and First Aid certificates are requirements of the Health Assistant, Instructional Assistant (Special Needs and Severely Handicapped II), Itinerant Licensed Health/Instructional Aide, Transportation Aide, Noon Duty Monitor, and coaching positions. First aid and CPR certification is valid for two years.

FOOD SERVICE

A nutritious and affordable lunch for students is provided. The Food Service Office is located in the District Office; Food Service Staff at the District Office include the Child Nutrition Director, District Office Administrative Assistant, and Warehouse Person/Delivery Driver. Go to the Lunch Menus link on the website to get Food Services related information.

FORMS

Payroll and Health Benefits Forms are available at the District Office or on the Human Resources web page of the district website. To access the district website, go to www.auburn.k12.ca.us. Personnel and Pupil Personnel forms are available at the District Office or by contacting the Human Resources Executive Assistant.

FREE AND REDUCED LUNCH APPLICATIONS

Applicants are processed by the Director of Child Nutrition and District School Administrative Assistant assigned to the Child Nutrition Department. Applications are available at school site offices, the Food Service webpage, and the District Office.

G

GIFTED AND TALENTED EDUCATION (GATE)

The District proactively seeks to identify gifted and talented students at each of its schools through observation, nomination, and assessment processes each year. AUSD teachers are coached in instructional differentiation strategies, including identifying potential GATE students, understanding the unique needs of GATE students, and how best to meet the needs of GATE students both within the classroom and through specific GATE activities. AUST GATE program information is outlined in the district's GATE Handbook.

GRIEVANCES

Refer to your bargaining unit contracts for grievance procedures. *AUTA contract Article XVI – Grievance Procedure; CSEA Contract Article XV - Grievance Procedure*

H

HAZARDOUS MATERIALS

A Hazardous Materials binder is located at each school office in a place known to all office staff. All employees must attend an inservice each year on this subject.

HEALTH ASSISTANTS

Health Assistants are under the direction of the Health Services Coordinator. In the absence of the Health Services Coordinator at the direction of the Principal, a Health Assistant from any site may be contacted for student health needs. Health Assistants are trained in CPR and First Aid.

HEALTH BENEFITS

Health Benefits are available to employees who work 4 or more hours a day. Part time employees may elect to participate on a prorated basis. Benefits include dental, health and vision care. Benefit enrollment occurs at the time of hire or if the employee has a qualifying event (e.g., spouse loses health benefits, marriage, or divorce). Open enrollment occurs at least once a year (usually in the spring) and allows the opportunity to select a different plan. Questions regarding benefits and changes in status should be directed to the Business Office. *AUTA Contract Article XVIII – Employee Benefits; CSEA Contract Article XVII – Health and Welfare Benefits*

HEALTH EXAMINATIONS

New and continuing employees are required to undergo periodic tuberculosis tests once every four years in accordance with law. *Education Code 49406*

HEPATITIS B

For information about Hepatitis B refer to the pamphlet “Precautions to Prevent the Spread of Infectious Diseases in the School Setting” available at the District Office.

HOLIDAYS

Independence Day

Labor Day

Veterans’ Day

Non-Work Day

Thanksgiving Day

Day After Thanksgiving

Christmas Eve

Christmas Day

Day After Christmas (In lieu of Admissions Day)

New Year’s Eve

New Year’s Day

Martin Luther King Jr. Day

Lincoln’s Birthday

President’s Day

Memorial Day

Administrative Regulation 6115; CSEA Contract Article IX – Holidays

I

ILLNESS (See SICK LEAVE)

IMMUNIZATION

Students: Students without current immunizations are excluded from attendance at school. Any questions can be answered by school site office personnel. *Board Policy/Administrative Regulation 5141.31*

Staff: See Hepatitis Booklet

INFECTIOUS DISEASES

All employees are to be informed annually about appropriate methods for preventing the spread of infectious diseases with specific suggestions about AIDS/HIV and Hepatitis B infections. **The BODY FLUIDS OF ALL PERSONS SHOULD BE REGARDED AS POTENTIALLY INFECTIOUS.** Universal Precautions should be used in all situations and not limited to use with individuals known to carrying a specific virus such as HIV or the virus causing Hepatitis B. Precautions include: hand washing, using gloves, careful trash disposal, using disinfectants, and modifications of cardiopulmonary resuscitation (CPR). An informational booklet about preventing the spread of infectious diseases is available at the District Office.

INSURANCE

The District office offers Health Benefits (medical, dental and vision) for employees who work 4 or more hours per day on a prorated basis. Life Insurance is provided at no cost to classified and management/confidential employees enrolled in a health insurance plan.

See also HEALTH BENEFITS

J

JOB DESCRIPTIONS

Job descriptions are kept on file at the District Office, are posted on the Human Resources page of the district website and are available by request.

JOB SHARING

Job sharing is a plan whereby two employees agree to share full responsibilities for one identifiable full-time position. Mutual agreement among employee(s), principal and Superintendent is required before the shared assignment can be finalized and implemented. Shared assignments are approved for a maximum of one year. *AUTA Contract Article XXI – Job Sharing Program*

JURY DUTY

Employees called to serve on jury duty may do so. There are no payroll deductions. Jury duty checks include a daily stipend amount and mileage reimbursement. Upon receipt of the stipend, the employee is to write a personal check to the District in the amount of the stipend. Mileage fees may be kept by the employee. *AUTA Contract Article XI Paid Leaves; CSEA Contract Article XII – Leaves*

K

KEYS

Procedures are established at each building site by the site administrator for the distribution and collection of building/room keys.

L

LATERAL TRANSFER

A lateral transfer occurs when a classified employee applies for and is granted a position that is vacant within his/her present classification. *CSEA Contract Article XI – Voluntary Transfer*

LAYOFF

Certificated: Employees may be laid off due to any of the following conditions: Declining enrollment, reduction or discontinuance of programs or services, state-mandated modification of the curriculum or fiscal crisis. The District will notify AUTA prior to consideration of any reduction in hours or layoff; employees must be given final notice of layoff by May 15th (initial notice is given by March 15th). The order of layoff is determined by seniority and reemployment is in the reverse order of layoff. *Education Code 44955*

Classified: Employees may be laid off due to lack of work or lack of funds. The District will notify CSEA prior to consideration of any reduction in hours or layoff; employees are given notice of layoff 60 days prior to layoff. The order of layoff is determined by length of service in the class and reemployment is in the reverse order of layoff. *CSEA Contract Article XIII – Layoff and Reemployment*

LEAVES

Paid leaves may include sick leave, maternity leave, extended illness, bereavement, personal necessity, jury duty, industrial accident and illness, but all are not necessarily in both union contracts. See the specific contract section for more details. *AUTA Contract Article XII and XIII – Paid and Unpaid Leaves; CSEA Contract XII – Leaves*

An employee on medical leave (industrial injury or non-industrial) is prohibited from attending any WORK activity, or performing any work until the District receives a Work Status Report returning the employee to duty.

LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

The Local Control Accountability Plan (LCAP) is a three-year plan that describes the goals, actions, services, and expenditures to support positive student outcomes that address state and local priorities. The LCAP provides an opportunity for local educational agencies (LEAs) to share their stories of how, what, and why programs and services are selected to meet their local needs.

The four LCAP goals for AUSD are:

Goal 1 – Students will demonstrate continuous progress toward increasingly challenging academic goals in an environment that provides high quality classroom instruction and curriculum.

Goal 2 – Students will learn in an engaging and culturally responsive environment that is emotionally and physically safe.

Goal 3 – All students will engage in learning opportunities at schools that demonstrate a STEAM (Science, Technology, Engineering, Arts, Mathematics) framework.

Goal 4 – Maintain a quality educational program in which all students have access to the basic educational services that comprise a quality educational program. All teachers will be credentialed in the subject areas and

grade levels they are teaching; students will have access to standards-aligned instructional materials; facilities will be maintained and in good repair.

M

MAINTENANCE/CUSTODIAL WORK ORDERS

Work Order Requests are completed by the school site office with authorization from an administrator and submitted to the Maintenance Supervisor at the District Office via Public School Works. The Maintenance Supervisor determines the priority of work orders and makes assignments as necessary.

MATERNITY LEAVE

The District provides leave of absence due to pregnancy, miscarriage, childbirth and recovery. The length of the leave is determined by the employee and her physician. After sick leave (and vacation if applicable) is exhausted, the employee is compensated at 50% of her salary for the remainder of the leave. (Certificated employees may receive differential pay instead.) Male teachers are entitled to ten days of paid leave charged to accrued sick leave. An adoptive parent is entitled to ten days of paid leave charged to accrued sick leave; additional leave may be taken as differential pay (total leave may not exceed 30 days). *AUTA Contract Article XI – Paid Leaves Section B; CSEA Contract Article XII – Leaves*

MILEAGE REIMBURSEMENT

Employees are allowed mileage reimbursement for conferences when approved by their administrator. A Claim for Reimbursement Form (P-15) must be completed and signed by the originator and appropriate administrator in order to receive reimbursement. Employees are encouraged to carpool whenever possible. *Board Policy/Administrative Regulation 4133*

MINIMUM DAYS

Minimum Days are scheduled for PLC Mondays, parent/teacher conferences, staff development and prior to some holiday/vacation periods. For specific days and times refer to the School Calendar. All Classified employees work regularly scheduled hours on minimum days. *AUTA Contract Article V – Teaching Hours*

N

NEGOTIATIONS

Negotiations based on contractual rights for employees are conducted between the District and recognized employee groups (AUTA and CSEA) on a regular basis. *AUTA Contract Article XX - Negotiations Procedures; CSEA Contract Article XXIII – Duration*

NON-DISCRIMINATION

The Auburn Union School District does not allow discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived race, color, ancestry, nationality/national origin, immigration status, ethnic group identification/ethnicity, age, religion, marital status/ pregnancy/ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, medical information or association with a person or group with one of more of these actual or perceived characteristics. For questions or complaints, contact Equity Officer and Title IX Compliance Officer: Michelle Lucci Garcia, Director of Curriculum & Instruction, 255 Epperle Lane, Auburn, CA 95603 (530) 885-7242, mluccigarcia@auburn.k12.ca.us .

NOTICE OF INTENTION

An annual Notice of Intention is distributed to employees in December to help determine staffing needs for the coming school year. Each employee is asked to designate whether they plan to return the next school or if they plan to retire or take a leave of absence. Notice of Intentions should be returned to the District Office as soon as possible after receipt and no later than the first week of January.

O

ORGANIZATION RIGHTS (UNION)

Refer to specific bargaining unit contracts regarding Organization Rights for certificated (Auburn Union Teachers Association) and classified (California School Employees Association Chapter #171) employees. *AUTA Contract Article III – Association Rights; CSEA Contract Article III - Organizational Rights*

P * Q

PARAPROFESSIONALS

Instructional Assistants are considered paraprofessional educators and therefore must meet No Child Left Behind standards of qualification. An Instructional Assistant is considered NCLB compliant if he/she holds an AA degree or has passed an examination assessing knowledge of and the ability to assist in instructing reading, writing, and mathematics. Questions regarding the Paraprofessional Proficiency Test can be directed to the District Office. *CSEA Memorandum of Understanding – No Child Left Behind Act.*

PARENT COMPLAINTS

Concerns should be discussed with the appropriate teacher, Vice-Principal, and/or Principal prior to addressing concerns to the Superintendent's office. Types of complaints covered by education code and board policy include:

Uniform Complaint – Allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the Uniform Complaint Procedure in: Adult Education, After School Education and Safety, Agricultural Vocational Education, American Indian Education Centers and Early Childhood Education Program Assessments, Bilingual Education, California Peer Assistance Programs for Teachers, Career Technical and Technical Education; Career Technical; Technical Training, Career Technical Education, Child Care and Development, Child Nutrition, Compensatory Education, Consolidated Categorical Aid, Course Periods without Educational Content (for grades nine through twelve), Economic Impact Aid, Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district, English Learner Programs, Every Student Succeeds Act/No Child Left Behind (Title I-VII), Local Control and Accountability Plans (LCAP), Migrant Education, Physical Education Instructional Minutes (for grades one through six), Pupil Fees, Reasonable Accommodations to a Lactating Pupil, Regional Occupational Centers and Programs, School Safety Plans, Special Education, State Preschool, and Tobacco-Use Prevention Education. The Uniform Complaint form is available in school site offices as well as on the district web site. *Board Policy 1312.3*

Williams Uniform Complaint – Complaints relating to instructional materials, teacher misassignments and school facilities. The Williams Uniform Complaint form is available in school site offices as well as on the district web site at (www.auburn.k12.ca.us). *Administrative Regulation 1312.4*

PARENT CONFERENCES

Parent/teacher conferences are regularly scheduled at the conclusion of the first and third instructional quarters. *Board Policy 5124; AUTA Contract Article V – Teaching Hours*

PARENT PARTICIPATION

Parents and other members of the community are encouraged to share their time, knowledge and abilities with students. Parents and other guests must register at the school office while visiting a school site and follow district policies and school rules. Volunteers who violate school rules may be asked to leave the campus. Volunteer aides cannot be used to assist teachers in place of classified employees who have been laid off. A letter is sent home each year informing parents about our parent involvement policy. *Education Code 35021; Board Policy 6020*

PARENT/TEACHER ORGANIZATIONS

Parent/Teacher Clubs (PTC) are active support organizations at each school site and parent interest and participation is encouraged. PTCs support the educational program and extracurricular programs. Although PTCs are independent of the school or district, the Principal at each site provides guidance to the Parent Teacher Club to ensure that district policies and school rules are being followed.

PARENTING CLASSES

Classes may be offered several times during the year. Information is available from school personnel and through the school newsletters.

PAYROLL

Certificated and classified staff have a choice of receiving a 12-month (YRE) check in July. Checks are issued the last working day of the month for regular employees and on or before the 10th of the month for substitutes, overtime, and additional time to be paid from time sheets turned in by the 22nd of each month. Individual employee contracts, which will show earnings for that year, will be issued at the beginning of each school year. Employees hired at other times or those whose job assignments change, will receive a contract with the changes noted. All payroll-related questions should be directed to the Payroll and Benefits Technician in the Business Office.

PERS (CLASSIFIED EMPLOYEES)

Classified employees contribute to the California Public Employee Retirement System (PERS). For more information go to the CalPERS website at www.calpers.ca.gov.

PERSONAL LEAVE

Certificated employees are allotted ten days of absence per school year and classified employees are allotted eleven days. Seven of the allotted total may be used for personal necessity. Three of the personal necessity days may be used for any purpose the employee deems sufficiently important to be away from work, but the employee should provide at 24 hours advance notice. Four of the personal necessity days may be used for personal business, but the employee must request this leave in advance from the Superintendent. *AUTA Contract Article XI Section E – Paid Leaves: Personal Necessity Leave; CSEA Contract Article XII Section 12.8 –Leaves: Personal Emergency or Necessity Absence*

PERSONNEL FILES

Personnel files are maintained for employees at the District Office. All personnel files are confidential and shall be available only to the employee, persons authorized by the employee and those authorized by the Superintendent or designee. Employees may review their personnel file at the District Office by setting up an

appointment with the Human Resources Executive Assistant. *CSEA Contract Article III – Organizational Rights and Article VI – Personnel Files*

PERSONNEL POLICIES

The District strives to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students. The district's personnel policies and related regulations are designed to ensure a supportive, positive climate and are consistent with collective bargaining agreements and in conformance with state and federal law and regulations. Personnel policies are available on the district website by selecting the Board of Trustees link (www.auburn.k12.ca.us). *Board Policy Series 4000*

PESTICIDE USE

In compliance with Assembly Bill AB2260 a list of all pesticide products that may be applied in the current school year can be found on the district website. Information on pesticides and pesticide use can be obtained at the following internet address: <http://apps.cdpr.ca.gov/schoolipm/>.

Pesticide spraying is limited to when school is not in session. Spraying may take place after school hours, on weekends, or on vacation time.

POLICY

School district policies, as adopted by the Board of Trustees, are maintained in the “Policy and Regulations Manual”. A copy of this manual is available in each school office. Board policies are also listed on the District website at www.auburn.k12.ca.us (select the Board of Trustees option).

The organization of the policy manual is:

- Series 0000 Philosophy-Goals-Objectives
- Series 1000 Community Relations
- Series 2000 Administration
- Series 3000 Business & Non-Instructional
- Series 4000 Personnel
- Series 5000 Students
- Series 6000 Instruction
- Series 7000 New Construction
- Series 9000 Bylaws of the Board

PRESCHOOL PROGRAM

Preschool is offered through the District and in conjunction with the Placer County Office of Education. Referrals are submitted to the Student Services/Special Education department at the District Office.

PROFESSIONAL GROWTH

Professional growth is offered to both certificated and classified personnel, both within and outside the District. District-sponsored classes are offered throughout the school year and are available to all employees. Requests to take professional growth units are submitted to the Human Resources Executive Assistant for approval prior to taking the class. It is the responsibility of the employee to submit an official transcript to the Human Resources Executive Assistant following the completion of any coursework. Units must be submitted by August 31st. Educational and professional growth transcripts are kept in the employee’s personnel file. *AUTA Contract Article VI – Professional Growth; CSEA Contract Article Appendix F - Professional Growth Program*

PURCHASE ORDERS

Purchase Order Requisitions are prepared by the site, approved by the administrator and submitted to the Business

Office for approval by the Chief Business Officer. Questions about purchase orders can be directed to the Accounts Payable/Data Technician in the Business Office.

R

REIMBURSEMENT

Claim for Reimbursement Forms (P-15) are available at each school site or at the District Office. They must be completed, attaching all receipts, and signed by the originator and appropriate administrator before submitting to the Business Office.

RESIGNATION

Any district employee who desires to resign his/her position should submit, in writing, a letter of resignation which indicates the date which the employee intends as his/her last day at work. The District encourages employees to provide advance notice that is appropriate for the position they hold. *Board Policy 4117.2*

Credentialed Employees - Education Code 44420 provides that the Commission on Teacher Credentialing may take any adverse action against a credential holder who refuses, without good cause, to fulfill a valid contract with the district or leaves district service without the consent of the Superintendent or Board.

RETIREMENT

Classified employees - For information about the California Public Employee Retirement System (PERS) go to the CalPERS website at www.calpers.ca.gov.

Certificated employees - For information about the California State Teachers Retirement System (CalSTRS) go to the STRS website at www.calstrs.com.

Eligibility for early retirement is dependent upon age and length of service. Refer to your bargaining unit contract for more information. *AUTA Contract Article XIX (Early Retirement, CSEA Contract Appendix E - Early Retirement)*

S

SAFETY

The District makes every effort to provide healthy school environments and maintain high standards of safety in the operation of facilities, equipment and services. Employees should conform to and comply with all health, safety and sanitation requirements. Each school site has a Safe School Plan that includes a Discipline Plan for students; instances of assault and/or menace must be reported to the principal or immediate supervisor. *AUTA Contract Article XIV – V Teacher Safety and Article XV – Working Conditions; CSEA Contract Article XIV – Safety*

SALARY

Employees are paid according to range and step placement on the Classified or Certificated Salary Schedule. All regular employees receive step increases on July 1 of each succeeding school year. New classified employees must have been employed prior to October 1st in order to be eligible for step movement the following school year. Part-time certificated employees who render service for less than 75% but more than 30% step every other year starting with their third year of service. Contracts for all employees will be distributed on an annual basis by October 15th. *AUTA Contract Appendix E1 and E2 – Teacher Salary Schedule and Article XIX – Salary; CSEA Contract Appendix B – Classified Salary Schedule and Article 18 – Payroll and Allowance*

SENIORITY

Seniority is determined by length of service to the District (in job classification for classified employees). *CSEA*

Contract Article XIII Section 13.4 – Layoff and Reemployment: Seniority

All teachers are notified by October 15 of their seniority status. *AUTA Contract Article III – Association Rights; Education Code 44845*

An employee's seniority date is determined by their first day in paid status with the District.

SEXUAL HARASSMENT

Sexual harassment includes unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting. To ensure the prevention, investigation, and correction of sexual harassment, the District provides training to employees, distributes the District's Sexual Harassment Policy to staff, ensures prompt, thorough, and fair investigation of complaints and takes timely and appropriate corrective action(s). All allegations of sexual harassment are kept confidential. Employees who feel they have been sexually harassed, should immediately report the incident to a supervisor or administrator. *Board Policy 4119.11 (Staff); Board Policy 5145.7 (Pupils)*

SICK LEAVE

Sick Leave – The Absence Report (P-14) is to be completed by classified employees upon return to work, given to the site administrator for signature and forwarded to the Business Office. The form is available in school site offices as well as on the district web site (www.auburn.k12.ca.us). All certificated employees, Maintenance and Custodial staff, and Instructional Assistants are required to report their absences through AESOP. The employee's balance of hours is included on his/her paycheck stub every month. If the employee is anticipating an extended illness, a letter requesting a medical leave of absence should be submitted to the site administrator. The cafeteria staff should send absence reports to the Child Nutrition Director in the District Office. *AUTA Article XI Section A – Paid Leaves: Sick Leave; CSEA Article XII Section 12.2 – Leaves: Sick Leave*

SOCIAL MEDIA GUIDELINES

Any use of District Sponsored Social Media must comply with Board Policy/Administrative Regulation 1114. As explained in depth in Board Policy/Administrative Regulation 1114, all postings on District Sponsored Social Media must be appropriate for all audiences, including District students.

When using your personal social media, be mindful that any information on the internet is ultimately accessible to the world. On any personal social media you:

- Cannot post any photographs of students participating in school activities (during school or any school sponsored activity) on your personal social media. Protect students' privacy rights;
- Should not have online interactions with students outside of those forums dedicated to academic/school use;
- Should not "friend" or "follow" your students; and
- Should maintain a clear distinction between your personal social media account and any District Sponsored Social Media.

SOLICITING AND SELLING OF ITEMS

Employees shall not solicit district staff, students, or families with the intent to sell general merchandise, books, equipment, or services for their own profit or benefit. Solicitation of students and staff on behalf of the school or other charitable organizations shall be conducted in accordance with applicable Board Policy and Administrative Regulation. *Board Policy 4135*

SPECIAL EDUCATION

See CATEGORICAL PROGRAMS

STAFF DEVELOPMENT

See PROFESSIONAL GROWTH

STAFF MEETING (CERTIFICATED)

Certificated staff meetings are scheduled to meet on the first and the third Wednesday of every month. *AUTA Article V – Teaching Hours*

STRS (Certificated)

Certificated employees contribute to the California State Teachers Retirement System (CalSTRS). For information about retirement benefits and services go to the STRS website at www.calstrs.com.

STUDENT POLICIES

The District makes every effort to maintain a safe, positive school environment and student services that promote student welfare and academic achievement. It is committed to providing equal educational opportunities and keeping the schools free from discriminatory practices. Board policies related to students are established to keep parents/guardians and students well informed about school and district rules and regulations related to attendance, health examinations, records, grades and student conduct. Student policies are available on the district website by selecting the Board of Trustees link (www.auburn.k12.ca.us). *Board Policy Series 5000*

STUDENT TEACHERS/CLASSROOM OBSERVATIONS

If you have been asked to have someone observe in one of your classrooms or host a student teacher, please contact Human Resources at the District Office to make sure all paperwork is in place before proceeding.

SUBSTITUTES

Certificated: When a substitute is needed, call/access the AESOP automated substitute calling system. Do not contact the substitute. Substitutes are contacted and assigned through AESOP. If you anticipate being absent the following day, notify the School Administrative Assistant by 2:00 p.m. the day prior to absence.

Classified: Call your work site or supervisor before school starts or before you are to report to work if you will be absent. If you anticipate being absent a second day, notify the site School Administrative Assistant or supervisor by 2:00 p.m. Office staff members need to call their own substitute, then notify their supervisor. Cafeteria staff should notify the Child Nutrition Director of their absence. Custodial staff should notify the site principal and Director of Maintenance and Operations of their absence. Instructional Assistants, Severely Handicapped Instructional Assistants and Maintenance and Custodial Staff should call/access the AESOP automated substitute calling system to secure a substitute.

SUPERINTENDENT'S OFFICE

The Superintendent is granted the authority to make decisions concerning district operations within the parameters of law and Board policy. The Superintendent is responsible for developing administrative structures and decision-making processes that allow the district to fulfill its responsibilities in an efficient manner.

The Superintendent's Office is located at the District Office. Superintendent Office personnel and their specific area of responsibility are:

Superintendent – Board of Trustees, policies and regulations, curriculum; *Board Policy Series 2000*

Staff Assistant to the Secretary to the Board of Trustees – Board meeting preparation, staff and parent bulletins

Human Resources Executive Assistant – Personnel, Workers' Compensation, leaves, risk management

District School Administrative Assistant - Receptionist, clerical assistant, transportation clerk, and related work as required.

Director of Student Services/Special Education – Special education services, expulsions and suspensions, 504s and GATE

Executive Assistant (Student Services) – Transportation, IEP support, 504 Plans, expulsions/suspensions, home hospital, GATE

SUPERVISION OF STUDENTS

Students should be under adult supervision at all times. Students should not be unattended for any reason. Never give a student your classroom key to go into the classroom without an adult present.

T

TAX SHELTERED ANNUITY

See also ANNUITY

TRANSCRIPTS

Educational and professional growth transcripts are kept in the employee's personnel file. It is the responsibility of the employee to submit an official transcript to the Superintendent following the completion of any coursework.

See also PROFESSIONAL GROWTH

TRANSFERS

Transfers from one school site to another can be classified as voluntary or involuntary. A voluntary transfer is defined as an employee's request to have a change in assignment from one job site to another which does not involve a change in classification or job title. An involuntary transfer is defined as a change in an employee's assignment from one job site to another which does not involve a change in classification or job title to meet the operational need of the District. *AUTA Contract Article XIV – Transfers and Assignments; CSEA Contract Article XI – Transfers, Promotions and Reclassification*

TRANSPORTING STUDENTS

Staff may not transport students unless proper insurance is on file with the District and the child(ren) have a signed permission slip on file for transportation to a specific event. In addition, if the employee were to get in an accident, personal car insurance would be used before district insurance. The insurance follows the vehicle.

TRAVEL REIMBURSEMENTS

See also REIMBURSEMENTS

TUBERCULOSIS TESTING

All employees are required to have a tuberculosis test or complete the Tuberculosis Risk Assessment Questionnaire every 4 years. Proof of a clear X-ray is required of those employees who show a positive TB test. *Administrative Regulation 4112.4*

U

UNIFORM COMPLAINTS

Allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the Uniform Complaint Procedure in: Adult Education, After School Education and Safety, Agricultural Vocational Education, American Indian Education Centers and Early

Childhood Education Program Assessments, Bilingual Education, California Peer Assistance Programs for Teachers, Career Technical and Technical Education; Career Technical; Technical Training, Career Technical Education, Child Care and Development, Child Nutrition, Compensatory Education, Consolidated Categorical Aid, Course Periods without Educational Content (for grades nine through twelve), Economic Impact Aid, Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district, English Learner Programs, Every Student Succeeds Act/No Child Left Behind (Title I-VII), Local Control and Accountability Plans (LCAP), Migrant Education, Physical Education Instructional Minutes (for grades one through six), Pupil Fees, Reasonable Accommodations to a Lactating Pupil, Regional Occupational Centers and Programs, School Safety Plans, Special Education, State Preschool, and Tobacco-Use Prevention Education. The Uniform Complaint form is available in school site offices as well as on the district web site. **Board Policy 1312.3**

UNITS

Requests to take professional growth units are submitted to the District Office for approval prior to taking the class. It is the responsibility of the employee to submit an official transcript to the Human Resources Executive Assistant following the completion of any coursework. Units must be submitted by August 31st. Educational and professional growth transcripts are kept in the employee's personnel file. *AUTA Contract Article VI – Professional Growth; CSEA Contract Article Appendix F - Professional Growth Program*

See also PROFESSIONAL GROWTH

V

VACANCY

Vacancy notices are posted at each site for a period of 5 working days. Current District employees have the option of applying for any position for which they are qualified before applicants from outside of the District. Job postings are in designated areas at the school sites, and in the District Office. *AUTA Contract Article XIII Section B – Transfers and Assignments: Posting of Vacancies; CSEA Contract Article XI Section 11.1 – Transfers, Promotions and Reclassification: Voluntary Transfer*

VACATION

Classified employees earn paid vacation time from July 1 to June 30 of the following year. Eleven month employees are paid for their earned vacation time. *CSEA Contract Article X – Vacation*
12 month employees are required to submit Vacation Request Forms for approval prior to using available vacation time.

VANDALISM

Vandalism consists of negligent, willful or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti. Parents are responsible for the cost(s) resulting from vandalism. *Board Policy 5131.5*

VOLUNTEERS

Volunteers and other visitors must sign in at the school office prior to assisting in the classroom or going onto campus. All visitors/volunteers must have an identifiable sticker or badge to wear while on campus. Volunteers cannot be left alone with students unless they have been cleared in the fingerprint process. Chaperones on field trips need to have fingerprint clearance on file to be considered. The children of volunteers cannot accompany the volunteer while they are assisting in a class or on a field trip. Volunteers should be at least 18 years of age.

See also PARENT PARTICIPATION

W

WAREHOUSE

The district warehouse is located behind the District Office at 255 Epperle Lane.

WEBSITE

The District website address is www.auburn.k12.ca.us. The website hosts information about the Board of Trustees, district policies, meeting dates and agendas, forms, employment opportunities, business, instructional and health services information, as well as parent newsletters, bus routes and lunch menus. The HOME PAGE includes access to district email on and off campus, district events calendar, and the staff newsletter.

WHEN TO CALL THE DISTRICT OFFICE (RISK MANAGEMENT)

- Any serious injury or accident
- If you call 911
- A member of the (outside) public is injured on your campus
- Your site is damaged in any way (Vandalism, fire, storm, etc.)
- Planning a field trip that required you to provide evidence of insurance
- Planning a field trip or event you have never done before
- Planning a field trip or event that includes any activities on the pre-approval list

WILLIAMS UNIFORM COMPLAINT

The Williams Uniform Complaint settlement allows complaints to be filed about the sufficiency of instructional materials and facilities and teacher misassignments. The District is required to post complaint procedures in classrooms, offices and the district website (www.auburn.k12.ca.us). *Administrative Regulation 1312.4*

WORKER'S COMPENSATION

The District has made arrangements to work with Sutter Occupational Health, Kaiser-on-the-Job, United Health Works and CallConnect for initial care. You may request to be treated by your personal physician in the event of an on-the-job work-related injury if you have Pre-Designated Physician Form on file at the District Office prior to an injury. For more information, refer to the SIG pamphlet *Important Notification* available at the District Office.

All employee accidents must be reported immediately. Appropriate forms (Division of Workers Compensation Form 1) are to be completed when reporting an accident. The employee then receives an "Acknowledgement of Receipt of Employee Claim Form". Forms are available at each site office, and site staff will help complete the form and forward within 24 hours to the Human Resources Executive Assistant.

X * Y * Z