



EMPLOYEE HANDBOOK

41870 McAlby Court
Murrieta, California 92562
(951) 696-1600

www.murrieta.k12.ca.us

MISSION STATEMENT OF THE
MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

**To Inspire Every Employee
To Think, To Learn, To Achieve, To Care**

All Murrieta Valley Unified school District Employees:

On behalf of the Board of Education and Superintendent Patrick Kelley, we welcome you to employment in the Murrieta Valley Unified School District. The role we all fulfill is to inspire students to think, to learn, to achieve, and to care. Student learning is our main priority.

This handbook has been compiled to help you find answers or sources for answers to routine questions. The District website will contain many more sources of information and guidelines and you are encouraged to become familiar with gathering information from the website.

Regulations outlined in this handbook are based on provisions included in the Education Code, Title V, Board Policy and Administrative Regulations, and employee organization contracts. All employees are responsible for adhering to the spirit and intent of these guidelines.

We appreciate your efforts and welcome your comments regarding any aspect of the handbook.

Sincerely,

Pamela Wilson
Assistant Superintendent
Human Resources

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MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

ROBIN CRIST

KENNETH DICKSON

PAUL DIFFLEY III

BARBARA MUIR

KRIS THOMASIAN

PATRICK KELLEY, SUPERINTENDENT



SCHOOL SITE PHONE NUMBERS

ALTA MURRIETA ELEMENTARY SCHOOL	696-1403
ANTELOPE HILLS ELEMENTARY SCHOOL	445-4110
AVAXAT ELEMENTARY SCHOOL	696-1402
BUCHANAN ELEMENTARY SCHOOL	696-1428
COLE CANYON ELEMENTARY SCHOOL	696-1421
E. HALE CURREN ELEMENTARY SCHOOL	696-1405
LISA J. MAILES ELEMENTARY SCHOOL	304--1880
MONTE VISTA ELEMENTARY SCHOOL	894-5085
MURRIETA ELEMENTARY SCHOOL	696-1401
RAIL RANCH ELEMENTARY SCHOOL	696-1404
TOVASHAL ELEMENTARY SCHOOL	696-1411
DOROTHY MCELHINNEY MIDDLE SCHOOL	304-1885
SHIVELA MIDDLE SCHOOL	696-1406
THOMPSON MIDDLE SCHOOL	696-1410
WARM SPRINGS MIDDLE SCHOOL	696-3503
CREEKSIDE HIGH SCHOOL	696-1409
MURRIETA MESA HIGH SCHOOL	677-0568
MURRIETA VALLEY HIGH SCHOOL	696-1408
VISTA MURRIETA HIGH SCHOOL	894-5750
TENAJA CANYON ACADEMY	304-1661
ADULT EDUCATION	696-3805

SCHOOL SITE ADDRESSES

Alta Murrieta Elementary School 39475 Whitewood Road, 92563 696-1403 (fax 696-1454)	Brent Coley, Principal <i>Judi Husband, Secretary</i>
Antelope Hills Elementary 36105 Murrieta Oaks Ave, 92563 445-4110 (fax 304-1871)	Preston Fairchild, Principal Frances Lopez-Zarate, Assistant Principal <i>Rosalie Marcley, Secretary</i>
Avaxat Elementary School 24300 Las Brisas Road, 92562 696-1402 (fax 677-2856)	David Ciabattini, Principal Jennifer Counts, TOSA Assistant Principal <i>June Helton, Secretary</i>
Buchanan Elementary School 40121 Torrey Pines Road, 92563 696-1428 (fax 696-1490)	Jennifer Randel, Principal James Curtis, Assistant Principal <i>Lisa Little, Secretary</i>
Cole Canyon Elementary School 23750 Via Alisol, 92562 696-1421 (fax 696-1464)	Mike Marble, Principal Stephanie Vasquez, Assistant Principal <i>Carolyn Garnica, Secretary</i>
E. Hale Curran Elementary 40855 Chaco Canyon Road, 92562 696-1405 (fax 696-1449)	David Koltovich, Principal <i>Yvette Madrid, Secretary</i>
Lisa J. Mails Elementary 35185 Briggs Road 304-1880 (fax 304-1726)	Faythe Mutchnick-Jayx, Principal Joe Shaw, Assistant Principal <i>Deon Erikson, Secretary</i>
Monte Vista Elementary School 37420 Via Mira Mosa 92563 894-5085 (fax 304-1842)	Pam Picchiottino, Principal Andy Banks, Assistant Principal <i>Sharon Clemons, Secretary</i>
Murrieta Elementary School 24725 Adams Avenue, 92562 696-1401 (fax 696-1445)	Estelle Jaurequi, Principal Rob Lurkins, Assistant Principal <i>Debbie Marsi, Secretary</i>
Rail Ranch Elementary School 25030 Via Santee, 92563 696-1404 (fax 696-1448)	Tammy Hunter-Wethers, Principal <i>Kim Norby, Secretary</i>
Tovashal Elementary School 23801 San Raphael, 92562 696-1411 (fax 696-1568)	Leigh Lockwood, Principal Ingra Garrity, TOSA Assistant Principal <i>Julie Henton, Secretary</i>
Dorothy McElhinney Middle School 35125 Briggs Road Murrieta, CA 92563 304-1885 (fax 304-1889)	Howard Dimler, Principal Tom Patane, Assistant Principal <i>Missy Hawley, Secretary</i>

**School Site Addresses
(Continued)**

Shivela Middle School
24515 Lincoln Avenue, 92562
696-1406 (fax 696-1450)

Marcie Kea, Principal
Mike Lorimer, Assistant Principal
Michael Moore, Assistant Principal
Deanna Jarvis, Secretary

Thompson Middle School
42400 Nighthawk Way, 92562
696-1410 (fax 696-1415)

Dale Velk, Principal
Kathy Dixon, Assistant Principal
John Fox, Assistant Principal
Dianna Jackson, Secretary

Warm Springs Middle School
39245 Calle de Fortuna, 92563
696-3503 (fax 304-1611)

Terry Picchiottino, Principal
Celeste Scallion, Assistant Principal
Julie Bungenstock, Secretary

Murrieta Mesa High School
24801 Monroe
Murrieta, CA 92562
677-0568 (fax 304-1895)

Steve Ellis, Principal
Martina Beach-Hedges, Assistant Principal
Ted Lyon, Assistant Principal
David Chambers, Dean of Students
Melinda Cohen, Secretary

Murrieta Valley High School
24105 Washington Avenue,
Murrieta, CA 92562
696-1408 (fax 696-1487)

Eric Mooney, Principal
Lorie Coleman, Assistant Principal
Robert McGonigal, Assistant Principal
Stephen Diephouse, Dean of Students
Lisa Nichols, Secretary

Vista Murrieta High School
28251 Clinton Keith Road, 92563
246-3038 (fax 246-3045)

Mick Wager, Principal
Mark Pettengill, Deputy Assistant Principal
Mike Fages, Assistant Principal
Tracy King Threet, Assistant Principal
Steve Rausa, Dean of Students
Connie Kim, Secretary

Alternative Education Schools
Creekside High School
Independent Study HS
24150 Hayes Avenue, 92562
696-1409 (fax 696-1455)

Jared Rogers, Principal
Sandra Bernal, Secretary

Adult Education School
24150 Hayes Avenue, 92562
696-3805 (fax 696-1529)

Tom Petrich, Coord. of Adult Ed./Counselor
Natalie Riddle, Secretary

I. EMPLOYEE INFORMATION & MANDATED NOTICES

Benefits - Health Insurance Program

Murrieta Valley Unified School District provides eligible employees with a health insurance program that includes family medical, dental, vision, employee-only life insurance, and employee-only accidental death and dismemberment (AD&D) insurance. Participating, classified and certificated employees working less than full-time (8 hours per day) will receive a prorated percentage of the district's annual cap contributed to their health and welfare benefits package.

Murrieta Valley Unified School District currently contributes an annual cap of \$9,275 toward the health and welfare package for all full-time employees, with part-time employees receiving a prorated contribution that is directly proportional to their contract worked. The annual health and welfare contribution is part of an employee's compensation package and is earned while that employee is in a paid status.

Murrieta Valley Unified School District will deduct the health and welfare cap contribution for all days an employee takes unpaid leave that is not covered under any paid leave or the Family Medical Leave Act of 1993 (FMLA) or the California Family Rights Act (CFRA). This deduction will be calculated based on the annual district contribution and the employee's duty-day contract. For example, an employee working a 185 duty-day contract would have 1/185 of their health and welfare cap contribution deducted for every unpaid leave day taken. No deduction will occur for absences that occur while in a paid status (sick leave, personal leave, personal necessity, catastrophic leave, extended differential sick leave, etc.), or those that meet FMLA or CFRA guidelines.

Benefits - Health Insurance Program - Changes

It is a major responsibility of the employee to notify the *Risk/Benefits Department* **within 30 days** of any changes in dependent status. You are required to formally notify (in writing) *Risk/Benefits* of the event occurring. Failure to do so may result in non-coverage of a dependent.

1. Birth
2. Marriage
3. Death
4. Divorce
5. Over-age Dependent

New enrollment forms must be completed in all of the above cases. In the case of divorce or over-age dependents, the district or Plan Administrator must offer the ex-spouse and/or former dependent the opportunity to purchase insurance coverage through **C.O.B.R.A.** If you have any questions regarding the health benefit program, please contact the Risk/Benefits Department (696-1600 Ext. 1015, benefits@murrieta.k12.ca.us) in the *Risk/Benefits Department*.

Procedures for Changes to Personal Information

The “Change of Personal Information Form” is used to inform *the Human Resources Department* of changes in name, address, phone, and/or emergency information. A copy of this form is available on the District Website under Human Resources/employee forms.

Please contact the *Human Resources Department* to process a name change. A name change cannot be processed until you have received your new Social Security card indicating your new name. You will also need to complete new withholding forms (W-4, Federal / DE-4, State), which are also located on the District website.

If you have insurance through the district, you must also complete forms to change your name and/or address with the individual companies. Again, please ask the *Risk/Benefits Department* for assistance.

GENERAL NOTICE OF COBRA CONTINUATION COVERAGE RIGHTS

** CONTINUATION COVERAGE RIGHTS UNDER COBRA **

Introduction

You are receiving this notice because you have recently become covered under [*Murrieta Valley USD Health Plan option*]. This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.** This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan's Summary Plan Description *or* get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is [*Dental/Vision: Murrieta Valley USD 41870 McAlby Court, Murrieta, CA 92562 951/696-1600*] [*Medical: SISC III P.O. Box 1847, Bakersfield CA, 93303-1847 Phone 1/200-711-0917*]. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA Continuation Coverage

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

- (1) Your hours of employment are reduced, or
- (2) Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

- (1) Your spouse dies;
- (2) Your spouse's hours of employment are reduced;
- (3) Your spouse's employment ends for any reason other than his or her gross misconduct;
- (4) Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
- (5) You become divorced or legally separated from your spouse.

COBRA – (Cont.)

Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:

- (1) The parent-employee dies;
- (2) The parent-employee's hours of employment are reduced;
- (3) The parent-employee's employment ends for any reason other than his or her gross misconduct;
- (4) The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
- (5) The parents become divorced or legally separated; or
- (6) The child stops being eligible for coverage under the Plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to *Murrieta Valley Unified School District*, and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days following the date coverage ends.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to: *Murrieta Valley Unified School District*.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date that Plan coverage would otherwise have been lost.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability Extension of 18-Month Period of Continuation Coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration’s determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to: *SISCIII or Murrieta Valley Unified School District.*

Second Qualifying Event Extension of 18-Month Period of Continuation Coverage

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. **In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to: *SISC III or Murrieta Valley Unified School District.***

If You Have Questions

If you have questions about your COBRA continuation coverage, you should contact *District Benefits Specialist* or you may contact the nearest Regional or District Office of the U.S. Department of Labor’s Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA’s website at www.dol.gov/ebsa.

Keep Your Plan Informed of Address Changes

In order to protect your family’s rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

I. EMPLOYEE INFORMATION & MANDATED NOTICES

Classified Personnel - Resignation

Ample notice of intention to resign should be given by an employee who plans to leave the district. Normally, no less than two weeks notice should be given.

Resignations should be addressed and sent to:

Assistant Superintendent - Human Resources

At the District Support Center

The Superintendent or designee is authorized to accept the written resignation of any employee on behalf of the Governing Board, and the resignation shall become effective immediately on acceptance by the Superintendent or designee.

A resignation presented to and accepted by the Superintendent or designee may not be withdrawn by the employee.

Credential, Application and Renewal

All clear, professional and professional clear credential holders are required to renew their credentials online at www.ctc.ca.gov. This must be done prior to the expiration date to ensure there is no delay in your pay.

Preliminary credential holders clearing their documents through Murrieta BTSA/Induction, please contact the Credential Analyst if you have questions.

The Certificated Analyst is available to help and advise you. However, the ultimate responsibility for being aware of the requirements for renewing your credential(s) and the expiration date(s) of your credential(s) is that of the individual teacher or administrator.

I. EMPLOYEE INFORMATION & MANDATED NOTICES

Duties

The Education Code requires the principal of each school to provide sufficient supervision for the playground and school related extra-curricular activities at all times. Consequently, teachers and aides must be assigned to areas where children are playing and to areas where students are participating in activities.

When supervising, it is the assigned personnel's responsibility to observe the play/activity of the pupils and see that games/activities are kept within reasonable bounds. Indiscriminate pushing, tripping, or any activity likely to cause an accident should be stopped. School personnel must circulate among the pupils on the playground/at the event and be cognizant of what is going on in the boys' and girls' restrooms.

Each site will have a list of duties at the start of each year that need teacher coverage. Such coverage will be allocated on a basis that strives for equality. Sign-up will be voluntary at the beginning of the year, but those failing to sign up will be assigned duties. The duties' sign-up list will try to encompass all coverage needs for the year, but it is recognized that additional coverage may be required for unexpected or additional activities and/or duties.

Disaster Service Workers

Section 3100 of the Government Code states that: "All public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law." This means that all District employees are required to remain on the job in the event of natural, manmade, or war caused emergencies which result in conditions of disaster.

**DRUG AND ALCOHOL FREE WORKPLACE
NOTICE TO EMPLOYEES**

YOU ARE HEREBY NOTIFIED that it is a violation of Board Policy for any employee at the workplace to unlawfully manufacture, distribute, dispense, possess, or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance, or be under the influence of any alcoholic beverage as defined in 21 USC 81.

"Workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned, school-approved vehicle used to transport students to and from school or school activities; and any off-school sites when accompanying a school-sponsored or school-approved activity or function, such as a field trip, athletic event, where students are under district jurisdiction.

As a condition of your continued employment with the district, you will comply with the District's policy of Drug and Alcohol Free Workplace and will, anytime you are convicted of any criminal drug statute or alcohol violation occurring in the workplace, notify your supervisor of this conviction no later than five days after such conviction.

Pursuant to California Education Code 44836 and 45123, the Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed, and the person is acquitted in a new trial or the charges dismissed, his or her employment is no longer prohibited.

Pursuant to Education Code 45123, the District may employ for classified service, a person who has been convicted of a controlled substance offense only if it determined, from evidence presented, that the person has been rehabilitated for at least five years. The Board shall determine the type and manner of presentation of the evidence, and the Board's determination as to whether or not the person has been rehabilitated is final.

Pursuant to Education Code 44425, whenever the holder of any credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing has been convicted of a controlled substance offense as defined in Education Code 44011, the Commission shall forthwith suspend the credential. Pursuant to Education Code 44065, the District may not employ the non-certificated person in positions requiring a certificate. When the conviction becomes final, or when imposition of sentence is suspended, the commission shall revoke the credential. (Education Code 44425)

Pursuant to Education Code 44940 and 45034, the district must immediately place on compulsory leave of absence any employee charged with involvement in the sale, use or exchange to minors of certain controlled substances.

DRUG & ALCOHOL FREE WORKPLACE – (Cont.)
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Pursuant to Education Code 44940 and 45034, the District may immediately place on compulsory leave of absence any employee charged with certain controlled substance offenses.

The following drug counseling, rehabilitation, and/or employee assistance programs are available locally in addition to several others listed in the telephone directory. MVUSD does not recommend or endorse any specific agency or counselor. Please consult your telephone directory and/or your mental health plan if you currently participate in the District's insurance plans.

- Holman Group (800) 321-2843
- Hill Alcohol & Drug Treatment (951) 676-8241

All employees authorized by the Board of Education for hiring on or after July 1, 1992, are required as part of the employment process, to undergo drug testing as well as a physical examination before the hiring process is finalized.

Molestation Prevention

In order to reduce the likelihood of a staff member being charged with allegations of sexual misconduct with a minor, both substantiated and unsubstantiated, it is the responsibility of all staff to take affirmative steps to eliminate circumstances in which a staff member is alone with a student in an area not visible to others. Examples would include, but not be limited to:

- A. Classroom, offices, or other building spaces without uncovered windows that allow easy viewing from the outside: Staff shall not be alone with a student in such areas without keeping the door open to the outside in such a manner as to allow passer-byes to easily see inside the room.
- B. Vehicles: Except in the case of a bona fide emergency, staff shall never be alone in a vehicle with a student without verified authorization from a parent/guardian.
- C. Leaving campus: Board policy disallows students from leaving campus without verified authorization from the parent/guardian. All staff is expected to abide by this policy.
- D. Off campus: Staff shall not meet alone with any student off campus during school hours or authorized school activity without verified authorization from the parent/guardian, and are strongly advised against doing so on personal time as well.

THE FAMILY AND MEDICAL LEAVE ACT OF 1993
And
CALIFORNIA FAMILY RIGHTS ACT

The Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act (CFRA) requires employers to provide up to twelve (12) weeks of *unpaid*, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous twelve (12) months, and if there are at least fifty (50) employees within seventy-five (75) miles. In most cases, FMLA/CFRA Leaves run concurrent with paid sick leave and extended illness leaves. Please contact Keri Baldrige in the *Human Resources Department* (x1008) for additional information.

FERPA and HIPPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)- The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes.

Student educational and health information **MUST** be kept out of visual sight of any students, other staff or individuals. There are serious consequences (including financial penalties) that can be imposed if any health information is seen by anyone who does not have a 'need to know'. Consequences for doing this, cannot not only seriously 'damage' students who may have had their privacy violated, but also can result in serious fines (both individually and on the District). It is the role of all employees to ensure that we not only have appropriate and current health information on students, but that it is safeguarded appropriately.

REASONS FOR TAKING FAMILY LEAVE

Unpaid leave must be granted for any of the following reasons:

1. To care for the employee's child after birth or placement for adoption/foster care.
2. For a serious health condition that makes the employee unable to perform his or her job duties.
3. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition (Employee must provide appropriate certification).

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave. (Note: Paid leaves may run concurrently with FMLA/CFRA)

ADVANCE NOTICE AND MEDICAL CERTIFICATION

The employee may be required to provide advance family leave notice and medical certification. Taking of leave may be denied if requirements are not met.

1. The employee ordinarily must provide thirty (30) days advance written notice when the family leave is "foreseeable."
2. An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a Fitness for Duty report to return to work.

Employee's whose absences are for serious health conditions, shall be considered to be under FMLA. FMLA cannot be used to extend the five-month extended benefit period.

Internal Revenue Code (IRC) Section 125 Flexible Benefit Plan

This voluntary plan affords you the opportunity to pre-tax certain insurance premiums and other types of expenses, such as un-reimbursed medical and dependent care costs. A representative of American Fidelity Assurance Company (our plan administrator) is available to speak with you to fully explain the program. If you are interested, please contact Angie Newman at 1-866-523-1857, ext. 312. Under federal guidelines, if you do not sign up for the plan, you will be required to sign a waiver indicating you have been provided an opportunity to participate and have chosen to decline.

New employees can sign up upon employment. The plan year is July 1 through June 30. Open enrollment meetings for this program are held during the Spring of each year.

Telephone and Cell Phone Usages

Personal: The District recognizes that personal calls and electronic communications may occasionally need to be made during the workday. These communications should be made during the employee's break or lunch time, or before or after school. If a call is long distance, it should be charged to the employee's phone or credit card.

Messages: In order to provide outstanding customer service, all telephone calls should be returned within 24 hours.

Cell Phone Usage During Working Hours:

- 1) While working in the classroom, cell phones are to be turned to *Vibrate* or *Off* mode to minimize classroom interruptions.
- 2) Cell phones are not to be used during working hours unless it is your designated Break or Lunch time. At no time should you be talking on the cell phone while working with or supervising students.
- 3) If you have a personal emergency and must answer your phone while working, please inform the office and the classroom teacher of your emergency and make sure to set your cell phone on *Vibrate*. If the emergency necessitates your answering the phone while working in a classroom, please step outside while talking to avoid disrupting instruction.
- 4) Cell phones may not be used to take pictures of children or record any activity in the classroom.
- 5) School-related calls should not be made on your personal cell phone; please use the office or classroom phone for these types of phone calls.

I. EMPLOYEE INFORMATION & MANDATED NOTICES

Sexual Harassment

Sexual harassment of or by any employee shall not be tolerated. The Board of Education considers sexual harassment to be a major offense that may result in disciplinary action or dismissal of the offending employee.

Pursuant to Education Code 4212.5 or its successors, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either in explicit or implicit condition of employment, status or promotion.
2. Submission to, or rejection of, the conduct is used as the basis for an employment decision affecting the harassed employee.
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
4. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

An employee who feels that he or she is being harassed is encouraged to report such incident to the Assistant Superintendent of Human Resources without fear of reprisal. The Human Resources Department will assist in the investigation and resolution of complaints. Complaints involving sexual harassment shall not be subject to any requirement of Board Policy 4144 that would cause the employee to resolve the complaint directly with the offending person.

I. EMPLOYEE INFORMATION & MANDATED NOTICES

TOBACCO-FREE WORKPLACE NOTICE TO EMPLOYEES

The Governing Board recognizes the health hazards associated with the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the District's instructional programs.

In accordance with state and federal law, **smoking is prohibited in and around District facilities and vehicles.**

The **Board further prohibits the use of any tobacco product on District grounds at all times.** This prohibition applies to all employees, students, visitors, and other persons at any activity or athletic event on property owned, leased, or rented by or from the District.

The Superintendent or designee shall inform students, parents or guardians, employees, and the public about this policy and related procedures.

Signs prohibiting the use of tobacco shall be prominently displayed at all entrances to school property.

The Superintendent or designee shall maintain a list of clinics and other resources that may assist individuals who wish to stop using tobacco products.

The following page (20) contains a list of tobacco counseling and/or employee assistance programs available locally in addition to several others listed in the telephone directory. MVUSD does not recommend or endorse any specific agency or counselor. Please consult your telephone directory and/or your mental health plan if you currently participate in the District's insurance plans.

Smoking Cessation Programs in Riverside/San Bernardino Counties

<u>Name</u>	<u>Location</u>	<u>Phone #</u>	<u>Description</u>
<i>American Cancer Society</i>	Desert Area	(760) 568-2691	Referral Service.
<i>American Cancer Society</i>	Riverside, CA	(951) 683-6415	Provides information to smokers on how to quit.
<i>American Lung Association</i>	Desert Area	(760) 341-6795	1-800-LUNG-USA Referral Service.
<i>Breaking the Chains of Nicotine Addiction</i>	Jerry L. Pettis Memorial Veterans Medical Center Loma Linda, CA	(909) 825-7084 ext. 1869	Offers one-on-one and group counseling. Supervised medication program and relapse prevention.
<i>Center for Health Promotion</i>	Loma Linda University Loma Linda, CA	(909) 588-4594	Fee for non-members. Offers group, supervised medication support, and one-on-one counseling.
<i>Community Health Promotion</i>	Loma Linda, CA	(909) 558-4594	Center for Health Promotion. \$50 for four, 2-hour sessions.
<i>Dr. Galletta, M.D.</i>	Hemet	(951) 658-7205	Addiction Specialist
<i>Dr. Harsany, M.D.</i>	Hemet	(951) 925-6657	Addiction Specialist
<i>Freedom from Smoking</i>	Kaiser Permanente Riverside, CA	(951)353-4475	7 weeks/once per week. Cost is \$55. Group counseling only.
<i>Fresh Start Plus/Community Health Education</i>	San Antonio Community Hospital Upland, CA	(909) 944-9355	Offers face-to-face and group counseling. English speaking only. Serves cigar, cigarette, pipe and chew tobacco users. Fee for non-members.
<i>Group Cessation</i>	Desert Valley Medical Group	(760) 955-WELL	\$30 group cessation every other month. \$30 refund upon completion of class.
<i>Group Cessation for Veterans</i>	Loma Linda Veterans Hospital	(909) 825-7084	Ext. 1869. Cost is free for veterans only. Classes start every month on Tuesdays or Wednesdays @ 8am
<i>InterValley Health Plan</i>	Riverside	1-800-251-8191	Group classes for behavior modification, nicotine replacement, and education.
<i>Kaiser Permanente</i>	Fontana, CA	(909) 427-5000	\$40 fee for nonmembers. Group counseling only. No medications.
<i>Nicotine Anonymous</i>	Hemet	(951) 652-5019	
<i>Rancho Springs Medical Center</i>	Murrieta	(951) 696-6000	Tobacco education and smoking cessation classes.
<i>Riverside County Regional Medical Center</i>	Moreno Valley	1-800-900-0888	Group cessation. Contact Bashir Khazzan for more information.
<i>Smoker's Anonymous Support</i>	San Bernardino	(909) 889-4330	Meets 2 times/week on Wednesdays @ 6pm & Saturdays @6pm. Free
<i>Smokers Help Line</i>		1-800-662-8887	Provides information to smokers on how to quit.
<i>Smoking Cessation Program</i>	Desert Medical Group	(760) 771-6551	Palm Springs - Group Counseling. \$60 fee.
<i>Smoking Cessation Program</i>	Hemet	(951) 929-2632	A 5-Day program to stop smoking.
<i>Smoking Cessation Program</i>	Kaiser Permanente	(909) 427-5000	Group counseling only. Cost is \$55.00
<i>Smoking Cessation through Hypnosis</i>	Corona, CA	(951) 736-0595	One taped session under hypnosis.
<i>Stop Smoking Clinic</i>	Riverside, CA	(951) 781-0282	Uses hypnosis to treat nicotine dependence

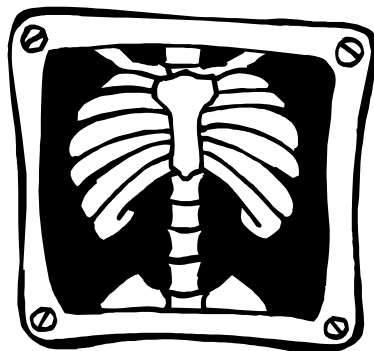
I. EMPLOYEE INFORMATION & MANDATED NOTICES

Tuberculosis (TB) Testing Procedures

All employees, when first hired, must show evidence of a negative TB test result. The TB test must have been performed within sixty days of the employee's hire date. If the employee does not have a current test result, a TB test can be performed during the employment physical.

Subsequently, all employees must be tested for tuberculosis every four years, with the exception of nutrition workers, who must be tested every two years. Approximately six weeks prior to the expiration of your TB test, you will receive a notice from the *Human Resources Department*. This notice will remind you that it is time for your TB test and it will give you information on where you can have the test performed.

The school nurse can read your test, eliminating the need for you to return to the doctor's office. Please be sure your test is performed on a day when, two days later, your school nurse is able to read the test, and you can send the results to the District Receptionist.



The District will pay for the first TB test. If you fail to return (to the doctor or see the school nurse) to have the test read and must undergo another test, you are responsible for paying for any subsequent tests required due to failure to have the first test read.

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

UNIFORM COMPLAINT PROCEDURE

The District follows uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination, including gender equity, ethnic group identification, religion, age, color, sexual orientation, or physical or mental disability or failure to comply with the law in Adult Basic Education, Consolidated Categorical Aid Programs, Migrant Education, Vocational Education, Child Care and Development Programs, Child Nutrition programs and Special Education programs. The Board encourages the early, informal resolution of complaints at the site or department level whenever possible. The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure District compliance with the law:

- Assistant Superintendent of Human Resources (951) 696-1600, Ext. 1010
- Director, Student Support Services (951) 696-1600, Ext. 1037
- Assistant Superintendent of Facilities & Operational Services (951) 696-1600, Ext. 1180

Murrieta Valley Unified School
District Support Center
41870 Mc Alby Court
Murrieta, CA 92562

The procedure as found in BP 1312.3 and AR 1312.3 is as follows:

1. The complainant files a written complaint no later than six (6) months from the date of alleged discrimination with the Director of Student Support Services (951-696-1600) who receives and investigates the complaint and insures District compliance with the law. If a complainant is unable to put a complaint in writing, the District will assist in filing the complaint. The complainant/representative has the opportunity to present evidence. The complainant may also wish to seek these local civil law remedies: Legal Rights Counselors (951-693-1351) or Legal Aid (909-247-6596).
2. Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.
3. Within five (5) days of receipt of written complaint or within five (5) days of unsuccessful mediation, the compliance officer shall hold an investigative meeting and present information.
4. Within sixty (60) days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision. The decision will be written in English and in the language of the complainant/representative. The decision shall include:
 - A. The finding of fact based on the evidence gathered.
 - B. The conclusion(s) of law.
 - C. Disposition of the complaint.
 - D. Rationale for such disposition.
 - E. Corrective actions, if any are warranted.
 - F. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.
 - G. Notice of the complainant's right to appeal the District's decision within 15 days to the California Department of Education (CDE), and procedures to be followed for initiating such an appeal.
 - H. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed for the filing of an appeal with the CDE before pursuing civil law remedies.

UNIFORM COMPLAINT PROCEDURE – (Cont.)

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

5. If the complainant is dissatisfied with the District’s decision, the complainant may appeal in writing to the California State Department of Education within fifteen (15) days of receiving the District’s decision.
6. When notified by the State Department of Education that an appeal has been filed, the District shall forward the original complaint, a copy of the District’s decision and other relevant information. The District protects the confidentiality of the parties and the facts related to the case.

I. EMPLOYEE INFORMATION & MANDATED NOTICES

Valuables, Handling of

The District realizes the need to collect money from students for lunches, milk, transportation, and other reasons. Collection of funds from students should only be done for the above reasons. The need to collect money for any other reason(s) must be approved in writing by the principal. Money or other valuables collected should be recorded and turned in per site procedures.

Money and other items found should be turned in to the site office along with information on who and when it was found. All items placed in “Lost & Found” receptacles are not to be removed without permission from office staff who are assigned by the principal.

No individual, regardless of position, is to take any item out of the Lost & Found without the presence of another staff member - no matter how valuable the item may be.



Workers' Compensation

All employees of MVUSD are covered by Workers' Compensation insurance. Workers' Compensation is a state-mandated insurance program to aid workers with job-related injuries or illnesses.

If an employee who sustains a work related injury or illness is given physical limitations or work restrictions by the treating physician, and the restrictions are significant enough that accommodations to the employee's regular position cannot reasonably or safely be made, the employee will be placed in a transitional duty assignment for the time period prescribed by the treating physician (up to 60 days). Such assignments are managed by the Risk Management Department under the Return to Work Program guidelines. Contact the Risk Management Department at ext. 1015 for further information.

During the time a claim is being delayed and investigated, the employee's sick leave will be used. If the employee does not have enough full-pay sick leave accumulated, salary adjustments will be made in accordance with Education Code regulations and language in bargaining unit agreements. If the claim is ultimately accepted, sick leave will be reinstated and any salary adjustments will be repaid where appropriate.

If an injured employee has been taken off work by the physician, or the district is unable to accommodate work restrictions given, the employee will be placed on temporary disability (TD). Per labor code, TD payments are equal to two-thirds of the employee's pay, limited to a certain maximum and minimum amount.

The State Education Code 44984 provides for a maximum of sixty (60) work days per injury of full salary for non-substitute employees injured on the job, and 100 days of job protection. During this time period, the employee will receive full pay (the TD rate plus the amount paid by the district to make up the difference to equal full pay).

Certificated employees at their date of hire shall be entitled to a leave of up to sixty (60) working days in any one fiscal year for the same accident or illness that renders them temporarily totally disabled. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the bargaining unit member shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

When the sixty (60) day entitlement has been exhausted, their sick leave will then be used which, when added to the TD payments, provides for a day's pay. The 100 day count will not begin until all sick leave has been exhausted.

On the 101st day the employee will be placed on 39 month re-hire.

Workers' Compensation – (Cont.)

Classified employees who have obtained permanency in the District and has suffered an injury or illness arising out of and in the course and scope of his employment that renders them temporarily totally disabled shall be entitled to a leave of up to sixty (60) working days in any one fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the bargaining unit member shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

When the sixty (60) day entitlement has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used and a 100 day count will begin. The employee shall be entitled to use only so much of his accumulated and available normal sick leave and vacation leave, which, when added to the TD payments, provides for a day's pay at the regular rate of pay.

If 100 days runs into the next year, classified employee is eligible for another 100 days starting with the new fiscal year. If TD plus half pay equals more than full pay, then employee only gets their full pay. If TD plus half pay is less than full pay, the employee's pay will be deducted. On the 101st day the employee will be placed on 39 month re-hire.

When an employee on Industrial Accident or Illness Leave is able to return to work within the first five months he/she shall be reinstated in his/her position without loss of pay or benefits.

Substitute Employee TD Payments: Substitute employees on TD are paid directly by Keenan & Associates and are not entitled to full pay – they are paid the TD rate only.

A Substitute employee taken off work by physician due to a work related injury will not receive TD payments for the first three days (per Labor Code, there is a three day waiting period).

Murrieta Valley Unified School District is Self-Insured Workers' Compensation through the Joint Powers Authorities of Riverside Schools Risk Management Authority (RSRMA) and Protected Insurance Program for Schools (PIPS), which is administered by Keenan & Associates. Keenan processes all claims, makes temporary and permanent disability payments, approves and assigns medical treatment, and conducts investigations to determine authenticity of claims for compensation.

Workers' Compensation - Filing a Claim

Steps for filing a Workers' Compensation claim are as follows:

- Report the injury to your site secretary, Health Technician, or clerk immediately, even if you choose not to seek medical attention.
- If the injury is life-threatening, your site will call 911.
- Call Company Nurse 1-877-518-6702.
- Only **US Health Works Medical Group on the corner of Madison & Murrieta Hot Springs Rd 951-600-9070, Health Pointe in Old Town Temecula 951-699-8563 and Inland Urgent Care across from Inland Hospital 951-600-0110** is authorized to provide medical care for industrial injuries. Except for hospital emergencies, no other doctor(s) or clinic(s) are authorized to treat district employees for work related injuries without prior notification to the district.
- If the injury is serious but not life threatening, your site will arrange for someone to drive you to the nearest Hospital Emergency Room.

Within one workday of your notice to us of a work-related injury or illness, your site's secretary, health technician, or clerk should offer you the workers' compensation claim paperwork listed below. You are required to complete the employee portion of the Report of Occupational Injury or Illness form even if you do not intend to see the doctor. Your site Principal, Secretary or Health Technician will complete the Employer portion. You need to return the original completed paperwork to Risk Management in person right away so that benefits will not be delayed. You are not required to completed the DWC-1 if you do not intend to see the doctor, but please do so immediately if you change your mind. The forms and information include:

1. "Report of Occupational Injury or Illness" (MVUSD form)
 - Complete the Employee Statement section and return to your site secretary, health technician, or clerk.
 - Your site Representative will complete the Supervisor or site Representative portions of this form during or following discussion with you about the circumstances surrounding the injury and return it to Risk Management.
2. "Workers' Compensation Claim Form (DWC1)" (state form)
 - Complete the Employee Statement section and return to your site secretary, health technician, or clerk.
 - Your site Representative will complete the Employer portion of the form and return it to Risk Management.
3. "Workers' Compensation Claim Form (DWC-1) and Notice of Potential Eligibility" is an explanation of Workers' Compensation and the benefits you are entitled to receive (state required information to you). Review and keep this information:

Workers' Compensation - Filing a Claim - (Cont.)

The address and phone number for Keenan & Associates is:

4204 Riverwalk Pkwy, Suite 400
Riverside, CA 92505
(951) 788-0330

IMPORTANT NOTICE: A claim will automatically be delayed and investigated if an employee reports the injury more than five (5) days after the injury. In this instance, time taken off for the injury will initially be taken from your available sick leave and when or if the claim is approved, the sick leave will be reinstated.

“Doctor’s Reports” and “Release to Return to Work” forms should be brought or faxed directly to Risk Management at (951) 304-1524, *not your worksite*, for processing. The original documents are for your injury file and a copy is provided to you at your request. Please contact the Risk Management Department at ext. 1015 for additional information on filing a claim and/or questions on a continuing claim.

Please contact your Payroll Technician for information on how this leave would affect your paycheck, if at all.

II. HUMAN RESOURCES DIVISION

Attendance/Absence Recorder	Michelle Elder (AESOP)	1014
Calendar Information, Employee	Georgia Calkins	1010
CalPERS Information	Maggie Estep	1204
CalSTRS Information	Linda Diaz	1013
CBEST Information	Keri Baldrige	1008
Classified Anniversary Step Increases and Longevity Stipends	Maggie Estep	1204
Classified Staffing	Susan Carlson	1021
Certificated Leave of Absence	Linda Diaz	1013
Classified Leave of Absence	Susan Carlson	1021
Course Approval Forms, Certificated	Linda Diaz	1013
Credentials, Applications/Renewals	Keri Baldrige	1008
Custodian of Employee Records	Georgia Calkins	1010
Doctor's Off-work/Back-to-Work (Status Reports) - Pregnancy Disability/Medical Leave	Keri Baldrige	1008
Duty Day Calendars (Confidential/Mgmt.)	Georgia Calkins	1010
Employment Applications – CL/CE/Subs	www.edjoin.org	
FMLA/CFRA Information	Keri Baldrige	1008
ID Badges	Andi Emde	1141
Interviews: Certificated	Linda Diaz	1013
Classified	Susan Carlson	1021
Professional Growth, Classified	Susan Carlson	1021
Resignations or Leaves of Absence	<i>send to:</i> Pamela Wilson	
Salary Placement - Certificated	Linda Diaz	1013
- Classified	Susan Carlson	1021
Sub Applications – Classified/Certificated	Keri Baldrige	1008
TB notices / renewals	Lynn Spraker	1100
Testing Information	Andi Emde	1141

Absence Reporting – All Certificated Employees

Whenever it is necessary for an employee to be absent, these procedures must be followed:

1. Any employee who is unable to work **MUST** notify the Absence Reporting System (Aesop), **1-800-942-3767** or online at: www.aesoponline.com/Login2.asp **at least ninety (90) minutes** before your scheduled start time.

In an emergency, or if it is too late to report an absence in the Absence Reporting System (Aesop), please call and leave a message at 951-696-1600, ext 1014.

2. When absent, employees **MUST** phone the secretary or clerk at their assigned site each day prior to their return to work (except in the case of a long-term absence.) Teachers must call by the end of your assigned shift. If you fail to contact your site, you will be considered to be absent the following day and the substitute will automatically be retained.
3. Each teacher shall have a lesson plan, seating charts, and attendance register in or on his or her desk or in the principal's office. This may be a current daily lesson plan or a review plan that is updated monthly.
4. Following an absence, each employee is required to complete his or her attendance report.
5. Advance substitute requests for school business must be given to the site secretary 2 weeks in advance, who will arrange for a substitute through Human Resources, Education Services or Special Education. You may still call the Absence Reporting System to review your absence and the substitute who has been assigned by calling 1-800-942-3767 or review online at: www.aesoponline.com/Login2.asp .
6. Advance substitute requests are not available through Aesop. Please make sure you have your Personal Preference List set up in Aesop.
7. Per AR 4161.1 (c) – As of the third (3rd) consecutive day of absence, the District requires written verification by the employee's physician or practitioner for any absence due to illness or injury. Such verification may be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury.

Absence Reporting – All Classified Employees

Whenever it is necessary for an employee to be absent for any reason (including compensatory time and vacation), these procedures must be followed:

1. Any employee who is unable to work **MUST** notify the Absence Reporting System (Aesop), **1-800-942-3767** or online at: www.aesoponline.com/Login2.asp **at least ninety (90) minutes** before your scheduled start time.

BUS DRIVERS who are unable to report for work **MUST** notify the Absence Reporting System at least two hours before your shift begins in addition to calling the Dispatcher.

DISPATCHER: When calling the Dispatcher (extension 1193) to report an absence please leave a voice message on the voice mail.

Aesop: When using Aesop to report an absence you must provide your 10 digit phone number which includes area code. Example: 9512223456, then Aesop requests a 4 or 5 digit PIN that was generated by Aesop.

In an emergency, or if it is too late to report an absence in the Absence Reporting System (Aesop), please call and leave a message at 951-696-1600, ext 1014.

2. When absent, employees **MUST** phone the secretary or clerk at their assigned site each day prior to their return to work (except in the case of a long-term absence.) Part-time classified staff members must call by the end of your assigned shift. If you fail to contact your site, you will be considered to be absent the following day and the substitute will automatically be retained.
3. Following an absence, each employee is required to complete his or her attendance report.
4. Advance substitute requests for school business must be given to the site secretary 2 weeks in advance, who will arrange for a substitute through Human Resources, Education Services or Special Education. You may still call the Absence Reporting System to review your absence and the substitute who has been assigned by calling 1-800-942-3767 or review online at: www.aesoponline.com/Login2.asp.
5. Advance substitute requests are not available through Aesop. Please make sure you have your Personal Preference List set up in Aesop.
6. Per AR 4261.1 (b) – As of the third (3rd) consecutive day of absence, the District requires written verification by the employee's physician or practitioner for any absence due to illness or injury. Such verification may be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury.

Attendance Reporting - All Employees

Each employee is required to report absences through the Absence Reporting System. An EMPLOYEE TIME SHEET is completed by each site/department. The time sheet is submitted to payroll to verify your absences. Your site secretary or clerk keeps the time sheet and can assist you in reporting non-attendance.

It is your responsibility to initial the site/department time sheet at the end of each pay period. All employees must initial the time sheet on the 10th and 25th of each month.

The accuracy of the time sheet is also your responsibility. Your initial next to your name is verification that the information on the time sheet is correct. Please check the information before you initial your site/department time sheet.

Personal necessity, personal leave, and vacation require prior approval except in cases of emergency situations. Please be sure to complete the required form, "Request for Approval & Verification of Absence" form for all absences.

Excessive absences can be grounds for disciplinary action by the District. This is specifically directed toward those employees who have shown a history of excessive absences and/or have not followed procedures on reporting or properly processing absences.

Disability/Income Protection Insurance

American Fidelity Income Protection (CSEA, MTA, Management/Confidential & Certificated)

MVUSD does not participate in the State Disability Insurance (SDI) system. Therefore, CSEA has contracted with American Fidelity Assurance Company to provide disability insurance for all qualified classified employees of MVUSD. It is mandatory for all members of the classified union (CSEA) to participate in this benefit at the employee's cost.

American Fidelity also has disability plans for supervisors and managers. Please contact Angie Newman at American Fidelity (1-800-365-9180, ext. 312) for more information.

Professional Dress Guidelines

As educators, our commitment to excellence should be reflected in our appearance. In general, a business casual style is appropriate for professional and paraprofessional employees. Our dress should be above what we expect our students' dress.

It is understood that different clothing may be appropriate under certain circumstances and for different work assignments. Differences may be necessary because of grade level of students taught, type of activity being taught, special days, office area assignments and other circumstances.

However, clothing that reveals cleavage, back, chest, stomach or underwear is not appropriate for a place of business.

Overall, attention to modesty, professionalism, cleanliness and safety will be expected and required. Appropriate attire will demonstrate a high regard for education and the teaching profession and will present an image consistent with job responsibilities and community values and expectation.

Association Business - Certificated

All Association business, including informal meetings between two or more individuals, on topics directly or indirectly covering items addressed in the contract is prohibited during work hours and should be conducted before or after work hours. Voice mail numbers listed in the following sections should be utilized to reach your association officers. Worksite phone number or extensions are not to be utilized. Association officers are to utilize release time to discuss association business.

MTA – Certificated Teachers

Murrieta Teachers Association is affiliated with the California Teachers Association (CTA) and the National Education Association (NEA). All certificated employees must pay dues or a representation fee unless there is a qualifying objection. Please see your site representative or the MTA contract for further information.

CTA / MTA - Teachers Only

California Teachers Association/Murrieta Teachers Association is the exclusive labor representative for MVUSD classroom teachers. It is a condition of continued employment that all qualified classroom teachers must pay dues or a representation fee unless there is a religious objection. Please see your site representative or the MTA contract for further information. You may reach CTA/MTA representatives' voice mail by dialing 304-1550 from any phone and enter the appropriate extension number as shown below.

Contact Information

President – Kathy Ericson (DSC)

Vice President – Wayne Conklin (TMS)

Secretary - Annette Gross (TMS)

Treasurer - Tom Kuzma (ALTA)

Negotiations Chairperson – Wayne Conklin (TMS)

High School Director – Suzanne Marsolais (MVHS)

Middle School Director – Kristi Stanford (WSMS)

Elem. School Director - Kim Binning-Chevlin (EHC)

MTA Office Manager - Mary Kolling (MTA Office)

MTA Office: 25114 Jefferson Avenue – Murrieta, CA 92562, (951) 304-0528

Local CTA Office: 27403 Ynez Road, Temecula, 92591 (951) 695-5080

State Headquarters: P.O. Box 921, Burlingame, CA 94011-0921 (650) 697-1400

Association Business - Classified

C.S.E.A. - Classified Employees

California School Employees Association (CSEA) is the exclusive labor representative for MVUSD classified employees. All classified employees must pay dues or a representation fee unless there is a qualifying objection. Please see your site representative or the C.S.E.A. contract for further information.

Contact Information

President - Susan Butler (csea@murrieta.k12.ca.us)

1st Vice-President – Mike Lawson

2nd Vice-President – Lynn Aune

Secretary – Lynn (Marceta) Culver

Treasurer - Judi Husband

CPRO (reporter) – Sandra Prado

Chief Job Steward – CJ Monfils

Member Benefits: (800) 632-2128

Local Offices:

10211 Trademark St., Unit A, Rancho Cucamonga, CA 91730 (909) 466-1006
326 W. Katella, Suite E, Orange, CA 92667 (714) 532-3766

State Headquarters: P.O. Box 640, San Jose, CA 95106 (408) 263-8000

Work Year Calendar, Classified

Different work years and days brings up the need to have accurate calendars for each classified employee. Each employee should refer to their own duty day calendar. Calendars need to include vacation time for those who are twelve-month employees, and off-track time for those management employees who work less than 12 months.

Website Resources Section

Resources for staff members are on the District Website www.murrieta.k12.ca.us under the “Staff” tab. Trainings, forms, contracts, and general information related to all aspects of conditions of employment can be found accessing this portion of the website.

Retirement Information

CalSTRS (Certificated)

California State Teachers Retirement System (CalSTRS) is the retirement system for certificated staff. The contribution by the employee is 8% of his or her monthly salary. The employee's contribution is tax deferred - in other words, earnings are reduced by the amount of the contribution, and then taxes are calculated. The District also contributes a percentage.

You may reach CalSTRS online at: www.calstrs.com or :

P.O. Box 15275-C	or	601 N. E. Street
Sacramento, CA 95851		San Bernardino, CA 92410
(800) 228-5453 or (916) 383-0181 (909) 433-4686		
(916) 383-0181		

CalPERS (Classified)

California Public Employees Retirement System (CalPERS) is the retirement system for qualified classified employees. For non-substitute employees, the District currently pays the employee's contribution (approximately 7%) as well as the District's percentage. This amount is subject to change annually. Effective June 2015, employees who were hired after December 31, 2012 will pay the employee's contribution.

You may reach CalPERS online at: www.calpers.ca.gov or :

P.O. Box 942704	or	CalPERS Regional Office
Sacramento, CA 94229		650 E. Hospitality Lane, STE 330
(888) 225-7377		San Bernardino, CA 92408

III. BUSINESS SERVICES DIVISION – PAYROLL DEPARTMENT

PAYROLL SERVICES DEPARTMENT

Payroll Supervisor	Cindy Baldwin	1085
Payroll A – F	AnnMarie Lopez	1069
Payroll G - N	Alyssa Breckon	1077
Payroll O – Z	Nick Newkirk	1086

Direct Deposit

All employees are offered the opportunity to have their payroll checks deposited to their financial institution by electronic transfer. Please download the form from the HR web site, complete and return with a voided check and/or savings statement to the Payroll department.

(FICA) Social Security

Classified employees of the district contribute 7.65% of their earnings to the Social Security Administration for Social Security benefits. These benefits include Medicare. The District matches this contribution. Please contact the nearest Social Security Office for additional information.



Leaves

Bereavement Leave

Certificated Employees: Employees are entitled to five days leave, or seven days if out-of-state travel is required. Please refer to the MTA contract for additional details on eligibility for use.

Classified Employees: Employees are entitled to five days leave. Please refer to the CSEA contract for additional details on eligibility for use.

~ COMPENSATORY HOURS/LEAVE (CLASSIFIED EMPLOYEES ONLY) ~

**ANY EXTRA OR OVERTIME HOURS WORKED FOR COMPENSATORY LEAVE
MUST BE PRE-APPROVED & REPORTED ON YOUR TIMECARD**

Compensatory leave hours may be earned instead of paid overtime. These hours are earned in the same manner as overtime is paid. Any hour worked over eight per day will be credited at a rate of one and one-half times the regular hourly rate.

Examples:

- (a) Full-time employees (eight hours per day). Two hours over eight in one day = three hours comp time.
- (b) Part-time employees (less than eight hours per day). Any hours worked over your regular hours up to eight hours a day are credited at straight time - two hours extra = two hours comp. Any hours worked over eight hours in one day are credited as in (a).

The hours worked toward comp time should be listed on the employee timecard in the "overtime" column and a notation should be made under "REMARKS" indicating the hours should be credited to comp time. Any hour(s) taken off as comp time should be reported using the code "CT", indicating comp time used.

If you try to use compensatory time that has not been previously reported on your timecard, your check may be docked. In all cases, compensatory time must be pre-approved by your administrator, except in an emergency.

Please call the Payroll Department if further information is needed.

Jury Duty

When an employee is required to serve jury duty, the absence is to be reported to the absence reporting system. The absence should be reported using the code "JD", indicating jury duty. All employees should attach the Jury Duty timecard to their absence reporting form.

If you are released early (within three hours of the end of your workday) from jury duty, including on a daily basis, you must report back to work.

As a school district employee you will no longer receive payment for your service days from the court. You will still receive payment of mileage and you will keep this check. There will be no deduction from the employee's sick leave or vacation hours.

Pre-Approved Absence

Personal necessity, personal leave, and vacation requests require prior approval. The form "Request for Approval and Verification of Absence" is provided for this purpose. It is required for all leave and may be obtained from your site secretary or on-line at www.murrieta.k12.ca.us/hrforms/index.html.

Please refer to the CSEA and MTA contracts for specific information regarding the use of personal necessity and personal leave.

Personal necessity and personal leave days are deducted from the employee's sick leave. (If an employee has exhausted sick leave benefits, these days are considered unpaid days and deductions are made from the employee's check.) Maximum days available for use are:

Certificated:	Personal necessity	6 days
	Personal leave	5 days
Classified:	Personal necessity	7 days
	Personal leave	6 days - 12-month employees
		5 days - 10-month employees

Sick Leave

Classified employees: Employees are entitled to sick leave based on the number of hours worked each day and the number of months worked each year. A twelve-month, eight hour per day employee earns 12 days of sick leave per year. Employees working less than twelve months / eight hours earn a prorated amount of sick leave based on their schedule and/or date of hire.

Certificated employees: Employees are entitled to 10 days of sick leave for a full-time, ten-month contract. Employees working less than a full year earn a prorated amount of sick leave based on their schedule.

When either a Classified or Certificated employee exhausts all available paid sick leave, adjustments will be made to the employee's pay based upon negotiated methods of calculations. Please refer to the CSEA or MTA contract or contact payroll for additional information.

Vacation – Classified Employees Only

With the implementation of twelve-month pay, vacations are handled in the same manner as during Year-Round Education.

Ten- and eleven-month employees receive vacation pay monthly in their paychecks over the twelve-month period. In other words, the ten or eleven-month employee will not have any vacation days to use during his / her on-track schedule and normally, there will no longer be a "pay off" at any time during the year.

There will be no change for twelve-month employees, who will continue to use vacation days during their twelve-month schedules.

Medicare

Certificated employees of the district contribute 1.45% of their earnings to the Social Security Administration for Medicare coverage. The district matches this contribution.

Please contact the nearest Social Security Office for additional information.

Pay Dates and Payroll Warrants

Payday for permanent monthly employees is the last calendar workday of each month.

EXCEPTION: Certificated employees will be paid their December earnings on the first working day of the following January each year. (The amount of this check will be reflected in the W-2 for the year paid. Another check will also be issued at the end of January for work performed in January.)

Paydays for employees who are paid twice a month have dates that vary from month to month. The Payroll Department issues a schedule of pay dates which can be found on the districts website at www.murrieta.k12.ca.us/hrforms/index.html.

Verification of Employment

Verification of Employment for:

1. Loans
2. Unemployment claims – Attn: Human Resources
3. Disability Claims
4. Any other verification

Please send to: **Murrieta Valley Unified School District**
Payroll Department
41870 McAlby Court
Murrieta, CA 92562

Note: Your worksite is not authorized to verify your employment or wages. District Support Center Payroll only is authorized to provide such verification.

Certificated Personnel

BP 4119.21

CODE OF ETHICS

The Governing Board believes that certificated staff members should accept as guiding principles and abide by the "Code of Ethics of the Teaching Profession" as adopted and revised by the Commission on Teacher Credentialing.

The Board recognizes the need for professional enforcement of this code and solicits the assistance and support of the teacher organizations in such enforcement.

Legal Reference:

EDUCATION CODE

44421 Immoral or unprofessional conduct, disobedience as grounds for revocation or suspension by the Commission (Commission on Teacher credentialing)

Policy

MURRIETA VALLEY USD

adopted: May 2, 1990

Murrieta, California

CODE OF ETHICS OF THE TEACHING PROFESSION

PREAMBLE

The educator believes in the worth and dignity of human beings. The educator recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic citizenship. The educator regards as essential to these goals the protection of freedom to learn and to teach, and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to practice the profession according to the highest ethical standards.

The educator recognizes the magnitude of the responsibility being accepted in choosing a career in education, and engages individually and collectively with other educators to judge colleagues, and to be judged by them, in accordance with the provisions of this code.

PRINCIPLE I. COMMITMENT TO THE STUDENT

The educator measures success by the progress of each student toward realization of potential as a worthy and effective citizen. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling these goals, the educator:

- (a) Encourages the student to independent action in the pursuit of learning and provides access to varying points of view.
- (b) Prepares the subject carefully, presents it to the students without distortion, and--with the limits of time and curriculum--gives all points of view a fair hearing.
- (c) Protects the health and safety of students.
- (d) Honors the integrity of students and influences them through constructive criticism rather than by ridicule and harassment.
- (e) Provides for participation in education programs without regard to race, color, creed, national origin or sex--both in what is taught and how it is taught.
- (f) Neither solicits nor involves them or their parents in schemes for commercial gain, thereby, ensuring that professional relationships with students shall not be used for private advantage.
- (g) Shall keep in confidence information that has been obtained in the of professional service, unless disclosure serves professional purposes or it is required by law course.

PRINCIPLE II. COMMITMENT TO THE PUBLIC

The educator believes that democratic citizenship in its highest form requires dedication to the principles of our democratic heritage. The educator shares with all other citizens the responsibility for the development of sound public policy and assumes full political and citizenship responsibilities. The educator bears particular responsibility for the development of policy relating to the extension of educational opportunities for all, and for interpretation of education programs and policies to the public. In fulfilling these goals, the educator:

- (a) Has an obligation to support his profession and institution and not to misrepresent them in public discussion. When being critical in public, the educator has an obligation not to distort the facts. When speaking or writing about policies, the educator must take adequate precautions to distinguish the educator's private views from the official position of the institution.
- (b) Does not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
- (c) Ensures that institutional privileges shall not be used for private gain. Does not exploit pupils, their parents, colleagues, nor the school system itself for private advantage. Does not accept gifts or favors that might impair or appear to impair professional judgment nor offer any favor service, or thing of value to obtain special advantage.

PRINCIPLE III. COMMITMENT TO THE PROFESSION

The educator believes that the quality of the services of the education profession directly influences the nation and its citizens. The educator, therefore exerts every effort to raise professional standards to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of trust to careers in education. In fulfilling these goals, the educator:

CODE OF ETHICS OF THE TEACHING PROFESSION
(continued)

- (a) Accords just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- (b) Does not use coercive means or promise special treatment in order to influence professional decisions of colleagues.
- (c) Does not misrepresent personal professional qualifications.
- (d) Does not misrepresent the professional qualifications of his colleagues, and will discuss these qualifications fairly and accurately when discussion serves professional purposes.
- (e) Applies for, accepts, offers, and assigns positions of responsibility on the basis of professional preparation and legal qualifications.
- (f) Uses honest and effective methods of administering education responsibilities. Conducts professional business through proper channels. Does not assign unauthorized persons to educational tasks. Uses time granted for its intended purposes. Does not misrepresent conditions of employment. Lives up to the letter and spirit of contracts.

UNPROFESSIONAL CONDUCT

This code is a set of ideals which the teaching profession expects its members to honor and follow. Any violation is unprofessional. However, to constitute unprofessional conduct and cause for suspension, revocation or denial of a certification document, or renewal thereof, such violations shall be only those which either involve jeopardy to student welfare, evidence malice, serious incompetency or bad judgment, or show a consistent pattern of misconduct.

This code of ethics is not an exhaustive enumeration of acts or conduct which constitutes unprofessional conduct.

Supported by the California Commission on Teacher Credentialing

MURRIETA VALLEY USD
Murrieta, California

Appendix B

Code of Ethics

California School Employees' Association

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach, and who sincerely believe in the advancement of education and the betterment of working conditions; therefore, the California School Employees' Association proposes this Code of Ethics as a standard for its members.

AS A SCHOOL EMPLOYEE I WILL:

1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service – to the end that others may emulate my example.
2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
3. Be just in my criticism and be generous in my praise; to improve and not destroy.
4. At all times be courteous in my relations with students, parents/guardians, teachers and others.
5. Be a resourceful person who readily adapts himself to different kinds of work and changed conditions and finds better ways to do things.
6. Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.
7. Associate myself with employees of other Districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.
8. Always uphold my obligations as a citizen to my nation, my state, my school District, and my community and give them unswerving loyalty.
9. Always bear in mind that the purpose of CSEA is to promote the efficiency and raise the standards of all school employees and that I shall be equally obligated to assist all my fellow workers.

Policy
adopted: May 2, 1990

MURRIETA VALLEY USD
Murrieta, California

Management, Supervisory and Confidential Personnel

BP 4319.21 CODE OF

ETHICS

The Governing Board expects its employees to maintain the highest code of ethics and encourages employees to refer to such codes as may be published by professional education associations to which they may belong. An employee's code of ethics should respect the policies and regulations of the District and state and national laws and should enhance the image of the District and the goals of the educational program.

Policy
adopted: May 2, 1990

MURRIETA VALLEY USD
Murrieta, California

CODE OF ETHICS
ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

A management, supervisor or confidential school employee's behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all. The professional acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all and provides professional leadership in the school and community. This responsibility requires standards of exemplary professional conduct. It must be recognized that the professional's actions will be viewed and appraised by the community, associates and students. To these ends, the professional subscribes to the following statements of standards.

The management, supervisory, confidential school employee:

1. Makes the well-being of students the fundamental element in all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and equal treatment under the law.
4. Obeys local, state and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the Governing Board of Education's policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic or other influence.
8. Accepts academic degrees or professional certification used in relationship with professional responsibilities only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment or release.
11. Seeks to involve the public and keep them honestly informed
12. Recommends the employment, development, promotion and retention of the best possible personnel to assure a quality educational program.