



Classified Employee Handbook

2023 - 2024



**Palmdale School District
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Dr. Frances Ufondu	Chief Business Officer

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Anthony Hunt	School Board Clerk
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Nancy Smith	School Board Member
Sharon Vega	School Board Member

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WELCOME FROM THE SUPERINTENDENT

If you are reading this handbook, it means you have been selected to work for one of the finest educational employers in the Antelope Valley. Palmdale School District is a Kindergarten through eighth-grade district, including a comprehensive Early Childhood Education Program. In 2021-2022, the Palmdale School District acquired the Palmdale Academy Charter School, which includes 9th through 12th grade. The District is the largest elementary district in Los Angeles County and the fourth largest in California. Following Lockheed Martin Corporation, we are the largest employer in the City of Palmdale. We offer great benefits to our full-time employees and have career paths that can lead to various job positions. A five-member Board of Trustees governs Palmdale School District and is also a Merit District.

The mission statement of Palmdale School District is:

The mission of the Palmdale School District is to implement our vision with actions and services targeted to students, parents, and staff so our students can live their lives to their full potential.

Our core values for this organization are:

1. High Intellectual Performance
That prepares every student to graduate ready for college, career, and the global 21st century.
2. Equity
For all our students, schools, and communities, as reflected in outcomes and opportunities.
3. Facilitating and support
Every student's achievement by BUILDING ON THEIR STRENGTHS, CULTURES, LANGUAGES, and experience to create new successes.
4. Multilingualism and Multiculturalism
As an individual, community, national, and global asset in the 21st century.
5. Integrity and Community
Based on trust and a common purpose that empowers individuals and communities.

Above all, this organization is about our students. Everything we do and everything you do will create student learning and success. Whether you work in the kitchen, on a lawn mower, in the office, or the classroom, everything revolves around students. Good luck with your future employment endeavors with our District, and welcome aboard!

INTRODUCTION

As an employee of the Palmdale School District, you will find your employment rewarding and challenging. You share the responsibility for creating and maintaining a positive learning environment that continually affirms the worth and diversity of all students in attendance. Because of this, the quality of our employees is the key to our success, so we select new personnel carefully. In turn, we expect employees to contribute to the success of the District.

This handbook is a guide for the classified employee and refers to materials that apply to your employment rights and obligations. It is meant to familiarize you with our significant policies. Sources for the content of this handbook are:

1. The Education Code
2. Personnel Commission Rules and Regulations
3. The Agreement between CSEA Chapter 296 and the Palmdale School District
4. Board Policy

The Palmdale School District believes that a knowledgeable employee is a more content and productive employee. The District encourages all employees to become knowledgeable of their rights and responsibilities in the workplace. This handbook should assist you in becoming informed. Your supervisor or Human Resources department would happily answer any questions you have.

CODE OF ETHICS: CLASSIFIED EMPLOYEES

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 so that I use my best endeavors to elevate the standards of my position so that I merit a reputation for high-quality 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. Always be courteous in my relations with students, parents, teachers, and others.
5. Be a resourceful person who readily adapts himself to different kinds of work, changes conditions, and finds better ways to do things.
6. Conduct myself in a spirit of friendly helpfulness to my fellow employees so that I will consider no personal success legitimate or ethical, which is secured by taking unfair advantage of another.
7. Associate me with employees of other districts to discuss school problems and

- cooperate in improving public school conditions.
8. Always uphold my obligations as a citizen to my nation, state, school district, and community, and give them unswerving loyalty.
 9. Always remember that the purpose of CSEA is to promote efficiency and raise the standards of all school employees and that I shall be equally obligated to assist all my fellow workers.

Source: California School Employees Association

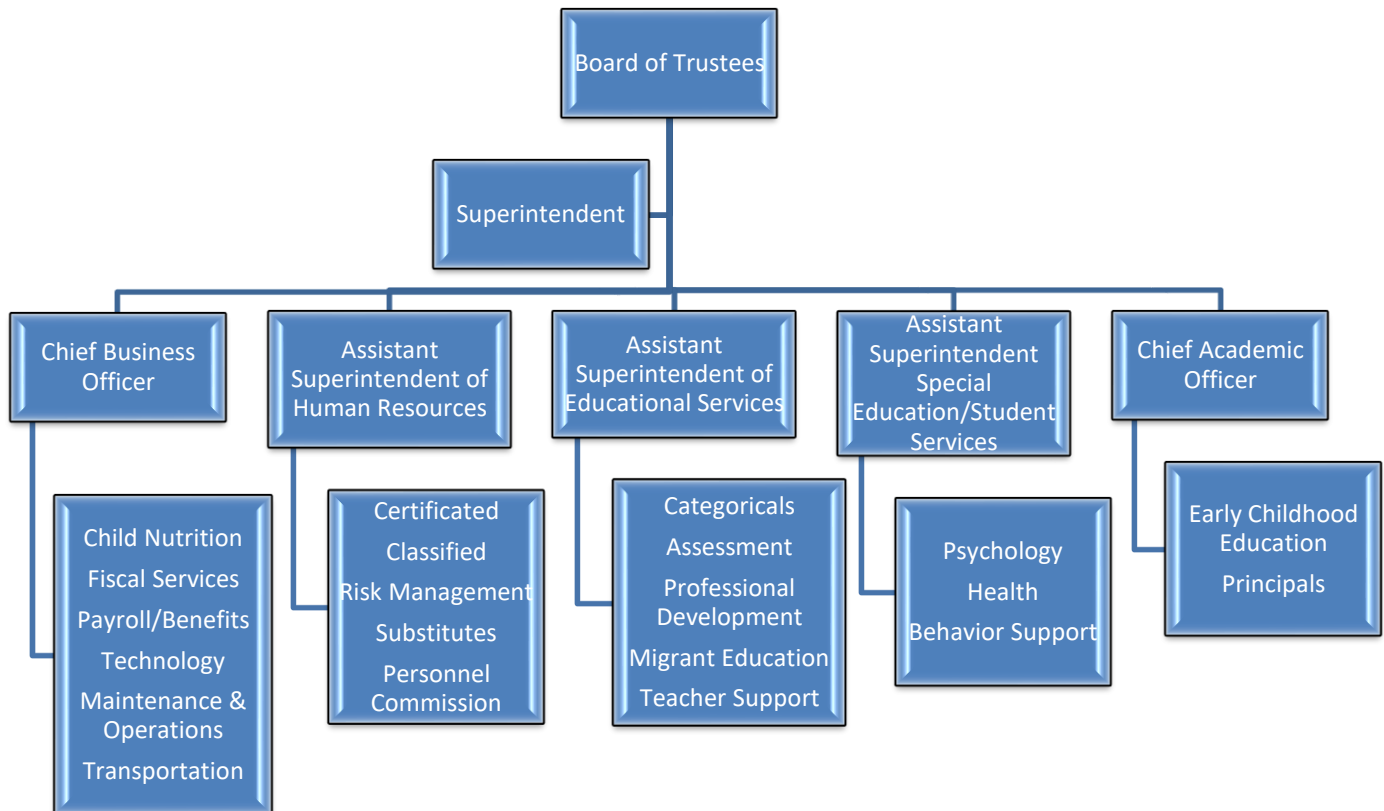
EMPLOYEE RESPONSIBILITIES & EXPECTATIONS

1. Have a current emergency card on file at the site and in Human Resources. Report change of personal information to Human Resources.
2. Take responsibility for a healthy, safe, and clean work environment. Think safety-work smart! Contact your supervisor to report any unsafe working conditions. Slips falls, and back and neck injuries are the greatest frequency of injuries. Be cautious.
3. Know the emergency procedures at your site and be familiar with the emergency exits.
4. Review the Professional Standards: Employees will conduct themselves in a professional manner and respect all employees, students, parents, and all external customers.
5. Report to work regularly and on time.
6. Respect and value ALL confidential and private information of both students and employees. The confidential conversation should not be held where others can hear it.
7. Do not discuss school business matters outside of work. Even if items are public matters, such information is given out by designated personnel. Requests for personal information about students should be referred to an administrator.
8. Maintain professional standards of dress and grooming that demonstrate your high regard for education, present an image consistent with your job responsibilities and assignment, and do not endanger the health or safety of employees or students during school hours and at school activities. The Board of Education believes that appropriate dress and grooming by district employees contributes to a productive learning environment and models positive behavior.
9. Be proactive. Take the initiative to communicate with your supervisor if you need assistance.
10. Understand your supervisor's expectations. It is essential to have ongoing communication.
11. Know the procedures for attendance reporting and signing in, know whom to contact if you are out ill for any reason, and know how to access the Frontline substitute calling system.
12. Understand your job duties and responsibilities based on the job description.
13. Understand your job performance as it relates to the District, division, site, and personal goals.
14. Know your association representative's name and contact information. Each employee is provided with their respective collective bargaining agreement.

15. Understand the evaluation process and the timelines. Know who will evaluate you and be familiar with the evaluation form. Review the contract related to evaluations.
16. Know when your probationary period ends. Know the process to become eligible as a permanent employee.

DISTRICT ORGANIZATION

The District is governed by the Board of Trustees, also known as the School Board, and divided by responsibilities. For each general area of responsibility, there is a corresponding Leadership position. The Superintendent is the head of the Leadership pyramid, with five Cabinet-level leaders beneath that position. Each Cabinet-level position is supported by Directors and Assistant Directors.



MERIT SYSTEM

The Palmdale School District became a merit system District in the mid-1970s. The merit system is a system of rules and procedures similar to civil service, which governs classified school personnel. Its fundamental purpose is to ensure that employees are selected, promoted, and retained without favoritism or prejudice, on the basis of merit and fitness.

EQUAL EMPLOYMENT OPPORTUNITY

The Palmdale School District is an Equal Opportunity Employer and makes employment decisions on the basis of merit. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful.

The District is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the District and prohibits unlawful discrimination by any employee of the District, including supervisors and co-workers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, where feasible, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an employee unless providing that accommodation would impose an undue hardship on the District.

Any employee who requires an accommodation in order to perform the essential functions of the job should contact the District Human Resources office and complete an accommodation request form, which is available in the Human Resources office. Individuals with a disability should specify what accommodation they believe is needed to perform their job duties. The District will then engage in an interactive process with the employee to determine what accommodations can and should be provided.

EMPLOYMENT CLASSIFICATIONS

PROBATIONARY EMPLOYEE

A probationary employee is one who is newly appointed from an eligibility list, has been newly appointed from a promotional list, or has changed class. Classified probationary employees shall be evaluated, in writing, three (3) times per year at intervals of the 35th day, 60th day, and at the 130 days worked on appropriate District evaluation forms. Classified Management and supervisory (Leadership) employees must serve a probationary period of one (1) year.

PERMANENT EMPLOYEES

Permanent employees shall be evaluated, in writing, annually on appropriate District evaluation forms.

IDENTIFICATION OF EVALUATOR AND EVALUATEE

Each unit member shall be notified, in writing, of the identity of their evaluator within thirty (30) days of the employee's initial start date for a new position.

FULL-TIME EMPLOYEES

Regular full-time employees are those who have been accepted as permanent member into the classified services scheduled to work and work 40 hours per week—a full-time (permanent) employee.

CHANGE OF CLASS

For permanent employees who have changed classes, the probationary period shall be 130 working days in paid status in the new class before attaining permanency in that class.

JOB DUTIES

Job responsibility and performance standing expected of you are outlined in your specific classified job description. All descriptions include the following: job definition, distinguishing characteristics of the job, supervision received and exercised, examples of duties (essential functions), and qualifications needed.

WORK SCHEDULES

The District shall establish and regularly fix the workday for all unit members. Each bargaining unit member shall be assigned a fixed, regular, and ascertainable minimum number of hours.

MEAL/REST PERIOD

All classified personnel working five (5) hours or more per day shall have an unpaid, uninterrupted lunch period of 30 minutes. Employees are entitled to a 15-minute rest break for every four (4) hours the employee works in a full day.

Five (5) hour and five-and three-quarter (5.75) hour employees may choose to waive their meal break in writing by completing the Meal & Rest Period Waiver form.

Employees may not “forfeit” their two 15-minute breaks in order to take a one (1) hour meal break.

Employees who wish to take a one (1) hour lunch break are expected to work an additional thirty (30) minutes.

OVERTIME

Employees who are directed to work in excess of 8 hours in any one day, or 40 hours in any calendar week, by their immediate supervisors will receive overtime compensation at 1½ of the employee’s regular rate of pay, except Maintenance Workers who are on a 4-day work week. Compensatory time off at the 1½ equivalent may be substituted.

PERSONNEL RECORDS

Personnel records are kept on all current unit members working for the Palmdale School District. Records are maintained in the Human Resources office and are considered confidential. Records are available to no person other than the unit member. The employee may request a copy of their records upon written request. Inspection may not take place during the inquiring employee’s work hours.

EMPLOYEE REFERENCES

All requests for references must be directed to the Human Resources office. No other office or individual is authorized to release references for current or former employees. The Palmdale School District's policy as to references for employees who have left the District is to disclose only the dates of employment and the title of the last position held.

NAME AND ADDRESS

The Palmdale School District is required by law to keep current all employees' names and addresses. Employees are responsible for updating the information in their personnel files.

RIGHT TO DISCIPLINE

The District may impose discipline on a permanent District employee in accordance with the provisions of the Education Code and the Personnel Commission Rules and Regulations.

INFORMAL CORRECTIVE MEASURES

The District and the CSEA acknowledge that informal corrective measures such as verbal warnings, evaluations, conferences, written warnings or reprimands, letters to personnel files, and the like are not required disciplinary action, nor are they in any set prioritized order. Both the District and CSEA recognize the value of these measures and in no way discourage or limit their use.

VOLUNTARY TERMINATION

An employee who voluntarily resigns their employment or fails to report to work for three (3) consecutively scheduled workdays without notice to, or approval by, their supervisor will voluntarily terminate employment with the Palmdale School District.

STANDARDS OF CONDUCT

PROHIBITED CONDUCT

The following conduct is prohibited and will not be tolerated by the Palmdale School District. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare, and the District's operations also may be prohibited.

- A. Falsification of timesheets/cards, employment records, employment information, or other District records;
- B. Theft, deliberate or careless damage of any District property;
- C. Removing or borrowing District property without prior authorization;
- D. Unauthorized use of District equipment, time, materials or facilities;
- E. Participating in horseplay or practical jokes on District time;
- F. Causing, creating, or participating in disruption of any kind during working hours on District property;

- G. Insubordination, including but not limited to failure or refusal to obey orders or instructions of supervisor or manager;
- H. Using profane or abusive language at any time on District premises;
- I. Failure to report absence in a timely manner when unable to report to work;
- J. Unreported absence of three (3) consecutively scheduled work days;
- K. Failure to obtain permission to leave work for any reason during normal working hours;
- L. Failure to observe working schedules, including rest and lunch periods;
- M. Failure to provide a physician's certificate when requested or required to do so;
- N. Violation of any safety, health, security or company policies, rules, or procedures;
- O. Unlawful harassment.

UNLAWFUL HARASSMENT

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with the law. The Governing Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, sex or sexual orientation. All such harassment is unlawful. The District's anti-harassment policy applies to all persons involved in the operation of the District and prohibits unlawful harassment by any employee of the District, including supervisors and co-workers, as well as by any person doing business with or for the District.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- A. Verbal conduct such as continued refusal to stop espousing a belief to another person, epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments.
- B. Visual conduct such as derogatory and sexually-oriented posters, photography, cartoons, drawings, or gestures.
- C. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis.
- D. Threats and demands to submit to sexual requests and offers of employment benefits in return for sexual favors; and
- E. Retaliation for having reported or threatened to report harassment.

If you believe that you have been unlawfully harassed, provide a written complaint to your own or any other District supervisor or the Assistant Superintendent of Human Resources as soon as possible after the incident. Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the Assistant Superintendent of Human Resources.

The District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If the District determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the District to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. The District will take appropriate action and will not tolerate or knowingly permit retaliation by management, employees or co-workers.

The District encourages all employees to report any incidents of harassment forbidden by this policy so that complaints can be quickly and fairly resolved. You should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

SEXUAL HARASSMENT

Definition

Prohibited sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of sexual nature made by someone from or in the work or education setting when:

1. Submission to the conduct is explicitly or implicitly a term or condition of any individual's employment, academic status, or progress.
2. Submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or educational environment.
4. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Examples of conduct which may constitute sexual harassment, when combined with the factors set forth in items 1-4 hereinabove include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions, whether such statements are regarding the listener or some other person.
3. Graphic verbal comments about an individual's body, or unwelcome overly personal conversation.

SEXUAL HARASSMENT (cont.)

4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading rumors about a person's sex life.
6. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking another person's normal movements.
8. Displaying sexually suggestive objects in the educational or work environment.

Any act of retaliation against an individual who reports a violation of the District's sexual harassment policy, who files a sexual harassment complaint, or who participates in the investigation of a sexual harassment complaint is also prohibited by the District's sexual harassment policy, and by statute, regulation, and law. Allegations of a violation of this prohibition will be treated and processed as acts of sexual harassment, pursuant to this Administrative Regulation and AR 1312.3 – Uniform Complaint Procedures.

Each principal and supervisor has the responsibility of maintaining an educational work environment free of sexual harassment. This responsibility includes, but is not limited to, discussing the District's sexual harassment policy with their students and employees and assuring them that they are not required to endure sexually insulting, degrading or exploitative treatment or any other form of sexual harassment.

Notifications

A copy of the District's policy on sexual harassment shall:

1. Be displayed in a prominent location at the District office and near each school principal's office.
2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, and given to new employees whenever a new employee is hired.
3. Appear in any school or District publication that sets forth the school or District's comprehensive rules, regulations, procedures and standards of conduct. (Education Code 212.5)

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing or a copy of District information sheets that contain, at a minimum, components on:

1. The illegality of sexual harassment
2. The definition of sexual harassment, under applicable state and federal law.
3. A description of sexual harassment, with examples.
4. The District's complaint process regarding sexual harassment available to the employee.
5. A description of the legal remedies and complaint process available through the Fair Employment and Housing Department and Commission.

6. Directions on how to contact the Fair Employment and Housing Department and Commission. (Government Code 12950)
7. Protection against retaliation for opposing discriminatory practices, including sexual harassment, or for participating in the DFEH hearing and investigation process.

SEXUAL HARRASSMENT - Board Policy

The Governing Board prohibits sexual harassment of any employee, applicant for District employment, or student by any person in any form in the work or educational environment.

The Governing Board considers sexual harassment to be a major offense, which may result in disciplinary action, up to and including dismissal of an employee who permits or engages in sexual harassment or expulsion of a student who engages in sexual harassment.

Pursuant to Education Code Section 212.5, Sexual harassment is defined as follows:

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- a. "Submission to the conduct is implicitly made a term or condition of an individual's employment, academic status, or progress."
- b. "Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual."
- c. "The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment."
- d. "Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution."

Employees: Personal conduct outside the scope of working relationships may at some point become unwelcome. When an employee is placed on notice that a co-employee, applicant for employment, or student believes his/her conduct to be unwelcome, they shall cease the harassing conduct immediately. Any unwelcome conduct of a sexual nature following such notice may be determined to be sexual harassment and may subject the harassing employee to immediate disciplinary action. Any unwelcome conduct is subject to investigation and disciplinary action by the District on the complaint of an individual who asserts the conduct is unwelcome. The District may take disciplinary action if it becomes aware of inappropriate conduct whether or not a complaint is filed. Employees, who participate in consensual relations, and at some point wish to discontinue the relationship, must clearly state to the other participant that the conduct is no longer consensual or welcome, and that all such conduct must cease.

SEXUAL HARRASSMENT - Board Policy (cont.)

- a. Sexual harassment by a co-employee shall be reported to the immediate supervisor of the employee who is engaging in the allegedly harassing conduct, to the complaining employee's immediate supervisor or to the Assistant Superintendent, Human Resources. The administrator or supervisor receiving the complaint shall immediately commence an investigation into the complaint, per complaint procedures contained in BP 1312.3 and AR 1312.3.
- b. Any employees who have knowledge of conduct by other employees, volunteers or individuals in the school community which may constitute sexual harassment of students, other employees, or applicants for employment are required to immediately report such conduct to the alleged harasser's immediate supervisor, the reporting employee's immediate supervisor, or the Assistant Superintendent, Human Resources. Violation of these policies shall be immediately reported to the Assistant Superintendent, Human Resources.
- c. Employees are hereby placed on notice that acts of sexual harassment are outside of the scope and course of their employment. Such conduct may result in the employee having to obtain and pay their own legal counsel. Acts of unlawful sexual harassment or unlawful discrimination may result in a court of law rendering a monetary judgment against the employee personally.
- d. An employee who feels that he/she is being harassed is encouraged to immediately report the incident to his/her immediate supervisor, to the immediate supervisor of the employee engaged in the alleged harassing conduct, or to the Assistant Superintendent, Human Resources without fear of reprisal. The Assistant Superintendent, Human Resources, shall be informed by the immediate supervisor of all such complaints and allegations of sexual harassment that are substantiated will result in appropriate disciplinary action, up to and including dismissal.
- e. Neither the Board Policy nor Administrative Regulation regarding sexual harassment and Uniform Complaint Procedure shall preclude the District from taking immediate disciplinary action pursuant to the Education Code and law when there is a claim of sexual harassment against an employee of the District. Should the Superintendent/designee determine that discipline is appropriate, that disciplinary action may be taken by the District without first complying with the Board Policy or Administrative Regulation regarding sexual harassment.

Nonfraternization Policy:

The Palmdale School District ("The District") desires to avoid situations which generate complaints of favoritism and sexual harassment, and the morale and dissension problems that can potentially result from romantic and intimate relationships (including both marital and non-marital relationships) between managerial and subordinate employees. In addition, the District wishes to help protect managers and supervisors from potential personal liability arising out of sexual harassment claims.

Accordingly, supervisors and managers are prohibited from becoming romantically involved with any subordinate employee in their chain of command. Those supervisors who are currently involved with a subordinate must disclose the situation to the Assistant Superintendent of Human Resources or their designee, so that a transfer of one of the individuals can be immediately arranged. Those supervisors who believe a personal relationship may be developing with a subordinate must inform the Assistant Superintendent, Human Resources so that a transfer of one of the individuals may be immediately arranged.

Managers and supervisors who become involved in a relationship with a subordinate in violation of this policy will be subject to discipline, up to and including, discharge.

Students: In addition to the grounds for suspension and expulsion in Education Code Section 48900, Section 48900.2 specifies that a pupil may be suspended from school or recommended for expulsion if the Superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Education Code Section 212.5 and these Board Policies.

- a. For purposes of this policy, the allegedly harassing conduct as described in Education Code Section 212.5 and herein must be considered, by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This policy shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.
- b. Any student who feels that he/she is being harassed or has been the victim of sexual harassment as defined in this policy, should immediately report the same to the principal of the school in which they are in attendance, or another District administrator. The principal or other District administrator will provide the student with a copy of AR 1312.3, the Uniform Complaint Procedures, which sets forth the specific rules and procedures for filing a complaint of sexual harassment and will assist the student in filing the complaint, if necessary.

Any student who has knowledge of conduct by employees of the District, volunteers, students or other members of the school community, which may constitute sexual harassment as previously defined, are encouraged to immediately report such conduct to the principal of the school at which he/she is in attendance, or to any other District administrator.

The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies may be obtained from the office of the principal at each school site.

Posting and Dissemination

This policy shall be displayed in a prominent location in the Administrative Offices of the District and all other areas where notices regarding standards of conduct are posted. A copy of this policy shall also appear in any publication such as student handbooks or advice, which may be given to students, parents, or employees during the course of the school year.

DRIVING AND VEHICLE USE

Form 1 – DMV Pull Authorization

All staff members and volunteers that drive District or personal vehicles during their work time are required to complete and return the attached Employer Pull Notice Program form. All staff members are asked to fill out this form completely and accurately, and return it to the Risk Management Department for processing.

Employees that do not drive on District business or are not required to hold a valid California driver's license in their job description may decline to participate on the reverse side. All employees, substitutes, casual employees and volunteers must complete and sign this form whether they are participating or declining.

Form 2 - Personal Vehicle Use form

The Personal Vehicle Use form must be completed by all employees who use their personal vehicle (non-District owned) while on district business. "District business" does not include going to and from work, but may include, driving from one District location or school site to another to attend meetings, IEP's, training, etc., or using one's personal vehicle to attend conferences, recruitment, or meetings outside the District or visiting home study students, etc. Please feel free to contact Risk Management if you require clarification.

Staff members are required to provide this information upon initial employment and this information must be updated annually or whenever changes occur.

Additional information:

The District cannot insure the vehicles or property of others. In accordance with California Insurance Code, if an employee is driving his or her own car, their personal auto insurance has primary responsibility for any problems which may occur.

Transporting Students/Staff in Personal Vehicles

Non-administrative staff members **SHALL NOT** transport students in their personal vehicles. Staff members should be discouraged from transporting sick or injured staff members in their personal vehicles in lieu of family members or personal friends. Staff
Transporting Students/Staff in Personal Vehicles (cont.)

driving their personal vehicles are assuming personal responsibility should problems occur when transporting sick or injured staff members.

Any questions should be directed to site administration or Risk Management.

PERSONAL STANDARDS

Dress and Grooming Policy - All Personnel

In general, District personnel are expected to use good judgment and to be groomed in accordance with generally accepted professional standards for their particular positions and duties. In the interest of establishing a professional image for our employees, promoting good grooming among students, ensuring an environment conducive to learning and maintaining decorum in the classroom, the following guidelines shall apply to the manner of dress and grooming for all District personnel.

1. Employees shall report to work clean, groomed, and dressed in a manner consistent with their job duties. Proper hygiene is an expectation for all employees.
2. Employees are forbidden to dress in a manner, which is inimical to, or constitutes a threat to, the health, safety or welfare of students or other employees.
3. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes are prohibited
4. Clothing and accessories must be worn in a traditional manner that is not likely to distract students or disrupt the educational process. Visible body piercing (other than modest earrings), including the wearing of nose rings, eyebrow rings, rings in the lips, etc., is prohibited.
5. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, obscene, profane, sexually suggestive, advocate prejudice against any group/individual or advocate the use of drugs or alcohol.
6. Clothes shall fit appropriately and conceal undergarments at all times. Sheer or fishnet fabrics, halter tops, off the shoulder or low cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. In addition, tight or form-fitting clothing is considered unprofessional and, therefore, also prohibited.
7. Hair shall be clean and neatly groomed. Hair color choice may be any color that is natural. For example, an employee may color their hair blond, brunette, black, red, gray or any natural variation thereof.
8. Hats, caps and other head coverings shall not be worn indoors.

Employees who violate this policy shall be subject to disciplinary action, up to and including termination.

The Palmdale School District provides uniforms or aprons for employees who work in the Maintenance, Grounds, Warehouse, Custodial, or Cafeteria positions. Consequently, employees in these departments are expected to be in uniform/aprons while on duty.

CHILD ABUSE REPORTING

California law requires all school employees to report known or suspected instances of child abuse.

It is always prudent to notify your immediate supervisor if and when suspected child abuse is brought to your attention. HOWEVER, THIS DOES NOT RELIEVE YOU OF YOUR RESPONSIBILITY. YOU MUST NOTIFY THE CHILD PROTECTION HOTLINE.

To report child abuse in Los Angeles County, California, contact the Child Protection Hotline 24 hours a day, 7 days a week:

- Toll-free within California, phone (800) 540-4000
- If calling from outside of California, phone (213) 639-4500
- TDD [Hearing Impaired] (800) 272-6699
- <http://dcfs.lacounty.gov/contactus/childabuse.html>

Child abuse means a physical injury which is inflicted by other than accidental means on a child by another person. Such acts include: sexually molesting a child, willfully causing or permitting a child to suffer, inflicting on a child unjustifiable physical pain or mental suffering, and with respect to persons having care or custody of a child, willfully causing or permitting the health of a child to be injured, or willfully causing or permitting the child to be placed in a situation that is such that person or health of the child is endangered.

Any employee of the District who has the knowledge of or observes a child whom he/she reasonably suspects has been the victim of child abuse shall report such suspected instances of child abuse immediately to the Child Protection Hotline 24 hours a day, 7 days a week.

ATTENDANCE

Punctual and dependable attendance is an essential function of all job descriptions. As an employee of the Palmdale School District, you are expected to be punctual and regular in attendance.

Employees are expected to report to work as scheduled and be prepared to start work. Late arrival, early departure, and excessive absences are disruptive and must be avoided. Excessive absenteeism may be grounds for discipline up to and including termination of employment.

If you fail to report for work without any notification to your supervisor and your absence continues for a period of three (3) days, the District will consider that you have abandoned your employment and voluntarily terminated.

CONFIDENTIALITY

Each District employee is responsible for safeguarding confidential information obtained in connection with his/her employment. In the course of your work, you may have access

to confidential information regarding District employees, students, or parents. It is your responsibility to in no way reveal or divulge any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a “need-to-know” basis and must be authorized by your supervisor.

MEDIA STATEMENT

District employees may be approached for interviews or comments by the news media. Only contact people designated by the Superintendent may comment on District policy or events that have an impact on the District.

PUBLIC RELATIONS

Employees of the District are expected to be polite, courteous, prompt, and attentive to our clientele (students and parents). When a circumstance arises where the employee does not feel comfortable or capable of handling the situation, the supervisor should be called immediately.

OPERATIONAL CONSIDERATIONS

HEALTH AND SAFETY

It is the policy of the Palmdale School District to achieve the greatest degree of freedom from accidents and to ensure that every employee and student is provided safe and healthful conditions, free from recognized hazards.

You will be assigned safety training courses via the online Target Solutions training program. Notification of your trainings will come to you on your district email and instructions will be included for the initial verification of your account upon hire. Please note that you will be assigned training that is in accordance with state and federal legislation. Additionally, you will be required to complete courses that pertain to various subjects specific to your job classification and to minimize exposure to common injuries. These trainings are to be completed on an annual basis and may be subject to change based on mandates imposed by legislation requirements.

Every employee is responsible for their own safety as well as the safety of others. To achieve the District’s goal of maintaining a safe workplace, the District shall, within the limitations of its financial capability, conform and comply with all health, safety, and sanitation requirements imposed by the state or federal law regulations adopted under state or federal law.

INJURY AND ILLNESS PREVENTION PROGRAM

POLICIES AND PROCEDURES

Palmdale School District has a vested interest in the health and safety of the employees which work at our facility(s). It is due to this interest that the District trains and informs the employees on all safety rules, policies, and procedures in order to assure a safe and

healthful working environment. The District is committed to establishing an effective safety program which will assist in the control of hazards, reduce both the frequency and severity of losses, increase the productivity, and comply with all relevant Cal/OSHA requirements. Please refer to the District's Injury and Illness Prevention Program.

RESPONSIBILITIES:

Each employee (management and supervisors included) has responsibilities regarding the safety program. The success of this program relies on the management's and supervisor's ability to manage and evaluate the program as well as the employee's ability to follow all safety rules, policies, and procedures.

RESPONSIBILITIES OF MANAGEMENT:

The primary responsibility of the effectiveness of this safety program is placed on the management of the District. Each member of the management team shall be responsible for the following:

1. The requirements of Palmdale School District's Injury and Illness Prevention Program.
2. Requirements for reporting work place injuries or illnesses.
3. Assurance that injured employee(s) receive prompt and satisfactory medical care.
4. Reporting any suspected instance(s) of employee malingering as a result of an injury or illness.
5. Training of each New Employee regarding the District's safety policies and procedures.
6. Enforcement of the District's safety rules.
7. Setting a proper example or "Lead By Example".
8. Conducting periodic, formal safety inspections.
9. Assurance of a safe working environment for the employee(s).
10. Investigation of all reported injuries or illnesses and provide a report to Risk Management.
11. Documentation of any action(s) which were conducted.

RESPONSIBILITIES OF THE SITE SAFETY COORDINATOR:

The on-site Safety Coordinator has the responsibility of the safety program administration. Included in this responsibility is the following:

1. Coordinating safety programs for the District.
2. Support of the Safety Committee
3. Investigation of potential hazards.
4. Follow up with work orders for the abatement of hazards.
5. Relaying safety information to the employees of the District.
6. Reporting of all injuries or illnesses.
7. Establishing and maintaining a safe working environment.
8. Administration of the District's Injury and Illness Prevention Program.
9. Maintain documentation required for an effective safety program.

RESPONSIBILITIES OF THE EMPLOYEE:

Each employee of the District shall have the responsibility of the following:

1. Awareness of any potential hazards which could cause injury to students, staff or themselves.
2. Reporting any unsafe conditions, practices, procedures, or equipment immediately to the Safety Coordinator or Supervisor.
3. Conveying any and all safety suggestions, in writing, to the management of the District.
4. Obeying all safety rules, policies, and procedures of the District.

SAFETY ADMINISTRATION:

1. This safety program shall be administered, by the Safety Coordinator, in accordance with all Federal, State, and Local governmental requirements of compliance.
2. All documentation requirements of this program will be prepared and maintained by the District's Safety Coordinator for:
 - Employee Safety Training(s)
 - Supervisor Safety Training(s)
 - Safety Inspection(s)
 - Disciplinary Procedure(s)
 - Report of Injury(s)
3. All training requirements will be the responsibility of the on-site Supervisor or Safety Coordinator for:
 - New Employee
 - New Substance(s), Processes, Procedure(s), or Equipment
 - First Implementation of Safety Program
 - Upon Notification of New or Unrecognized Hazard(s)
 - Regularly Scheduled Mandatory Training(s)
4. Safety Awareness will be maintained and emphasized by the management of the District.

SAFETY MEETINGS:

1. Safety meetings shall be conducted on an ongoing basis at school sites and departments.
2. All safety meetings will be documented and each employee shall sign an attendance roster.
3. Safety meetings will be scheduled in advance and on a designated day of the week or month (i.e.: Wednesday or every fourth Thursday).
4. Safety meetings are designed to focus the attention(s) of employees on safety policies, procedures, rules, and/or concerns.
5. Safety meetings will allow the management of the District to research new processes, procedures, substances, and/or equipment.

6. The employees of the District shall have the opportunity to discuss any safety concerns or comments during the safety training(s).
7. Any injuries or incidents will be reviewed during safety meetings.
8. Recommendations on safe working practices will be discussed during the course of safety training(s).

SAFETY INSPECTIONS:

The District shall assign individuals to be responsible for inspecting work area(s) on a regularly scheduled basis. These inspections shall be consistent with the type(s) of work performed at the work area(s). Each inspection shall be in writing and contain the following, but not limited to, information:

1. Name of the person conducting the inspection(s).
2. Area of the inspection(s).
3. Date of the inspection(s).
4. Any unsafe practice(s), procedure(s), or equipment observed at the time of the inspection.
5. Corrective action necessary relating to the unsafe practice(s), procedure(s), or equipment observed.
6. Priority of the corrective action necessary.

GENERAL SAFETY RULES

SAFETY POLICY:

Employee safety is paramount at Palmdale School District. As an employee of the District, it is your responsibility to be an active member of the safety team. Each member of the safety team is charged with knowing and following all of the safety rules, policies, and procedures to the best of his or her ability. Each employee of the District shall enact measures to prevent injury or illness at all times.

The following rules are set as minimum standards which each employee shall comply with to the best of his or her ability. Employee cooperation and assistance is imperative in the success of the safety program.

EMPLOYEE TRAINING(S):

1. Each employee shall receive training on the safe operation of equipment; safety rules, policies, and procedures; and safe handling, storage, and disposal of any hazardous substance(s) before beginning his or her job duties.
2. Each employee shall sign documentation of the required training(s) before beginning job duties, after each safety training, or when new substances, procedures, policies, or equipment are introduced.

3. Each employee shall be trained on the District's Emergency Response Plan procedures described in the Incident Response Procedures Handbook.

EMPLOYEE TRAINING(S) (cont.):

4. Each employee shall be trained regarding the reporting of unsafe condition(s) or work-related injury(s).
 - Any work-related injury or illness shall be reported immediately to the Supervisor.
 - Any unsafe condition(s) shall be reported to the employee's direct supervisor immediately and in writing, when possible.
 - All employees will take steps to remediate or caution others (by signage, cones, barricade, etc.) of any unsafe condition.
5. Each employee shall be trained on the name and location of the occupational medical clinic.
6. Each employee shall be trained regarding his or her rights and responsibilities regarding the reporting of a work-related injury.
7. Any work-related injury or illness shall be treated by whatever medical needs are necessary.
 - No employee shall be discharged for incurring or reporting a work-related injury.
 - Employees incurring injury may be required to attend additional training.
 - Violations of safety rules and safe work practices will result in disciplinary action.
 - Each employee shall report any work related injury (no matter how minor) to his or her supervisor immediately and complete the appropriate District reporting form(s).

LIFTING:

1. No employee shall be required to lift awkward or excessively heavy loads without assistance.
2. File and other cabinets must be empty of contents before moving.
3. Contents shall be broken down into smaller and lighter loads when moving (i.e., boxes of paper reams, boxes of books, etc.).
4. Each employee shall evaluate the object(s) which he or she is to lift before lifting the object(s).
 - Identify any sharp edges or protruding object(s).
 - Establish the location of the center of gravity of the object(s).
5. Each employee shall practice proper lifting technique.
 - Crouch near the object, bending at the knees.
 - Maintain a straight back.
 - Firmly grasp the object, holding the object close to the body.
 - Lift the object by using the leg muscles to straighten the legs.

- If the object is to be placed in a location where turning the body is required, turn the body by moving the feet in the direction of travel.
- 6. Each employee shall employ the use of any special equipment available for lifting any object (pallet jacks, lifts, etc.).

PERSONAL PROTECTIVE EQUIPMENT:

1. Any Personal Protective Equipment provided and required to perform a task safely, shall be worn by the employee(s) performing the task.
2. Vinyl or nitrile gloves (non-latex).
3. Any personal protective equipment necessary shall be utilized by the employee and shall be provided by the employer. The employer may make an exception to this if the personal protective equipment is not required and has an excessive cost (i.e.: steel toed boots).
4. The employee shall be responsible for the care and maintenance of the personal protective equipment and shall notify the employer for immediate replacement of worn or defective PPE.
5. Respiratory protection (other than dust masks) shall be utilized by only those personnel who management deems able and necessary. Dust masks shall be utilized whenever necessary.
6. Assessment of the type(s) of personal protective equipment necessary to perform tasks safely shall be conducted by the management and the on-site Safety Coordinator.

GENERAL SAFETY NOTE:

1. Any article(s) of loose clothing and/or jewelry shall not be worn while operating any device in which the clothing and/or jewelry may become entangled.
2. Any employee whose hair length may pose a safety hazard while operating machinery (or any other equipment) which the employee's hair may become entangled in will be required to wear hair confinement (i.e.: a hat or hair net).

WARNING SIGNS, PLACARDS, AND NOTICES:

1. Warning Signs, Placards, and Notices are placed in areas where they are clearly visible so as to identify any hazards or hazardous substances which are present.
2. No employee shall deface or destroy any Warning Sign, Placard, or Notice posted at the work place.

MACHINE GUARDING:

1. Any machinery or equipment which has the potential to injure, shall be guarded to prevent the potential injury.
2. No machinery shall be used which does not have the appropriate guarding in place.
3. Each employee is responsible for ensuring that the machinery he or she uses has the appropriate guarding in place.

LADDERS:

1. Every ladder (step ladder) shall be inspected weekly to ensure that the ladder is safe for use.
2. No employee shall use a ladder for any use other than the intended use.
3. No employee shall stand on the top step of the ladder.
4. No ladder shall be used if the ladder is in any way defective. The defective ladder should be removed and tagged as such to ensure it is not used until it has been properly repaired and certified for future use. A work order needs to be submitted for repair and the Supervisor should be notified if repairs are not possible so the item can be properly disposed.
5. No ladder, which is made of a conductive material (i.e.: aluminum or steel), shall be used while the employee is working with electricity.
6. No employee shall utilize a chair (of any type), box, crate, table, counter or any other substitute device instead of a ladder or step ladder.

ELECTRICAL EQUIPMENT:

1. A minimum of three (3) feet of clearance shall be maintained around all electrical switch centers, breaker boxes, and fuse panels. No classroom decorations covering electrical panels or switches.
2. Only authorized personnel shall be permitted to work with or on electrical equipment.
3. Electrical switches, boxes, or panels shall never be cleaned with water.
4. Any problems emanating from electrical switches, boxes, or panels should be reported to the management immediately.

COMPRESSORS AND COMPRESSED AIR:

1. No employee shall ever use compressed air to “blow” debris off from his or her body or clothing. (This includes cans of compressed air used to clean keyboards).
2. Each employee shall wear personal protective equipment in the form of eye protection when using compressed air. Employees will be trained in use of compressed air.
3. Air compressors shall be inspected and certified for use on an annual basis.

FIRE PROTECTION AND PREVENTION:

1. Palmdale School District adheres to the rule of “No Smoking” in the work place.
2. Each employee shall be trained on the evacuation plan of the District in the event there is a fire or other emergency requiring evacuation.
3. All fire protection and prevention rules shall be observed at all times by every employee.
4. All aisles and exits shall be maintained free of clutter.
5. Fire extinguishers shall be inspected monthly for usable condition and serviced annually.

6. Fire extinguishers shall be clearly identifiable from a distance of at least seventy-five (75) feet.
7. A minimum of three (3) feet clearance shall be maintained around all fire extinguishers or hoses.
8. No employee shall ever use gasoline or any other flammable/explosive material for cleaning purposes when working on or near electrical equipment.
9. Each employee shall know the location(s) of every fire extinguisher or hose.
10. No employee shall use a fire extinguisher unless specifically trained on the use and designated as a fire response team member.
11. All flammable/explosive materials shall be stored in a flammable/explosive storage area.

CHEMICAL USE AND EXPOSURE:

1. Each employee shall be trained on the District Hazard Communications/Right To Know Program.
2. Each employee shall ensure that every chemical container is properly identified and labeled.
3. No employee shall use any chemical which he or she has not been trained on.
4. Employees shall use chemicals only in the manner prescribed by the manufacturer.
5. No unauthorized chemicals may be used or stored on District property and must be labeled and stored in compliance with the District's Hazard Communications/Right to Know Program. "Unauthorized" means any non-food substance not purchased or approved by the District and where no Safety Data Sheet is available at the District.

MOTOR VEHICLES:

1. Each employee is responsible for ensuring that any District vehicle which he or she uses is adequately maintained.
2. No employee shall be authorized to use District vehicles without prior documentation of a valid driver's license and appropriate class of driver's license, and shall consent to provide the District with a driving record through the DMV Pull Notice Program. (See Vehicle Use Section).
3. Each employee that drives his/her personal vehicle on business for the District shall provide the District with verification of valid California driver's license and proof of current insurance as required by the State of California and certify that the vehicle is mechanically safe.
4. The District is not responsible for comprehensive and collision coverage to the employee's vehicle. The District is not responsible for loss or damage to your vehicle or its contents while parked on District property, it is not covered by the District's property or liability insurance and will not be replaced or repaired by the District.
5. Under no circumstances will any employee be allowed to drive District vehicles while under the influence of alcohol or drugs (including medications).
6. A daily safety inspection shall be conducted by each employee before using District vehicles.

7. Each employee of the District is required to follow and obey all Federal, State, and Local motor vehicle laws while operating company vehicles.

HORSE PLAY:

1. Under no circumstances will employee horse play be tolerated at the District or any other location(s) which employees of the District may be performing work.

The preceding safety rules are for every employee of the District to follow and obey to the best of his or her ability. Disciplinary action(s) up to and including termination of employment may be enforced for any employee who willfully disobeys these and any other specific safety rules. A set of detailed, job specific safety rules, policies, and procedures for any specific task(s) an employee may be required to perform are available from the District.

WORK INJURIES – (Also see “Workers Compensation”)

NOTE: For any serious or life-threatening injury or emergency, dial 911 immediately for paramedics.

Report the Injury

All injuries must be reported immediately to your supervisor or administrator. A report must be made about the injury. You and your supervisor will contact the Company Nurse Hotline at 877-695-8127. If your supervisor is not available, contact the Company Nurse Hotline, report the incident to your supervisor as soon as possible and complete the Report of Injury form. You will receive a Workers’ Compensation claim form DWC1 and Medical Provider Network information pamphlet within 24 hours.

Medical Attention

If an injury occurs that requires medical attention, you must complete another form, which is a 3 part NCR document, DWC-1 (bottom left corner). This is your actual claim for benefits. You need to keep the back copy as your receipt. You and your supervisor (if available) will contact the Company Nurse Hotline for referral. If you go without the authorization, the doctor’s office may need to call and get authorization.

Your medical treatment for a work-related injury or illness will be provided through EIA MPN (Excess Insurance Authority Medical Provider Network). You still have the option of treating with your personal physician pursuant to Labor Code Section 4600 if you have properly notified Palmdale School District of your desire to treat with your personal physician prior to your injury or illness and your physician agrees to treat you (see predesignation).

Predesignation

California law allows us to predesignate our own personal physician to treat a work-related injury. There are two forms for this. One form YOU complete and tell us which doctor you are designating to treat you, and needs to be on file prior to an injury. The other form should be completed by the doctor indicating that they will treat you for a work injury and agree to comply with state law. Not all doctors will treat you for a work related injury and going to see your doctor when you are hurt is not a good time to find that out.

If you do not already have a doctor predesignated prior to the injury, you must see the District's occupational medical doctor. However, regardless of predesignation, state law does allow the District to send you to our occupational doctor for an initial visit and the District reserves the right to do so.

After Your Doctor Visit

The doctor will issue a status report of your condition. If you see the District's Occupational Medical Provider, they will give that report to you, and fax it to Risk Management. If you see your own doctor, they will give the report to you only. Please then provide the work status to the district immediately. It is your responsibility to make sure that Risk Management and your supervisor know your work status; whether you are released to full duty, are released with restrictions, or the doctor tells you that you cannot work. It is your responsibility to let your supervisor know your status in case a substitute is needed or light of modified duty is available to you.

If You Have Restrictions

If the doctor releases you to work but gives you some physical restrictions, you must inform Risk Management and your supervisor immediately. A determination will be made whether or not you can do your regular work or light duty with the restrictions, or if you can be placed in another temporary transitional duty assignment until you can go back to your regular position.

Transitional and Light Duty Assignments

If you are not able to resume your regular duties, or perform light duty in your regular assignment, the District will make every attempt to offer you a temporary transitional duty assignment. These assignments may vary widely depending on restrictions and may be at any location in the district (see Board Policy 4113.4). Generally, each assignment will have a limit of 8 weeks. The District will make an effort to place you in an assignment as close to your regular work hours as possible.

Total Temporary Disability.

If the doctor says you are unable to work in any capacity, he/she is placing you on total temporary disability. This means you are incapable of doing any work whatsoever, and we will assume you have been restricted to bed rest.

Follow-Up Doctor Visits

The District will pay you for your time off to visit the doctor during initial treatment following an injury. Initial treatment may be one visit, or several visits (such as wound care). The District will also pay for your time off if you are scheduled for an appointment with a specialist or a doctor that is not in the local area. However, all subsequent follow-up doctor visits should be scheduled before or after work. The District does not pay you Industrial Accident leave time to go to follow-up visits. If you go during your work time, this time will be charged against your own sick time. For more information on this subject, contact Risk Management at ext. 6548.

Physical Therapy

Your doctor may prescribe physical therapy several times per week. All physical therapy visits should be scheduled before or after your work time. The District does not pay you industrial accident leave time to go to physical therapy. If you go during your work time, this time will be charged against your own sick time. If you need assistance finding a provider that can see you outside of your work hours, or for more information on this subject, contact Risk Management at ext. 6548.

Claims Handling

When the District receives a claim for workers' compensation benefits, it is submitted to our Claims Administrator, CorVel Corporation. Some claims will be placed in a delay status for up to 90 days to determine whether the injury was work-related and compensable under the workers' compensation laws.

All injuries are thoroughly investigated as procedure. Someone from the District or a representative from our claims administrator will ask for your statement of how the injury occurred, and others that may have knowledge about the injury or any hazardous conditions that may have caused or contributed to the accident. This is standard procedure to address any conditions that should be corrected and to determine compensability. Your patience and cooperation are most appreciated during that process.

ALL claims of stress, psychiatric and/or psychological injury are automatically placed in a delay status for up to 90 days (see separate information sheet regarding stress claims)

Your Pay

If your doctor places you in a temporary total disability status, the District permanent Classified staff will be compensated at their full salary for up to 60 days for an accepted work-related injury. Your timesheet should be marked "IA" (Industrial Accident) for that time period. If your claim is placed in a delay status, any time your doctor places you off work will be counted against your own sick time until or unless the claim is accepted at which time the sick days used will be reimbursed to you under Industrial Accident leave time up to the 60 day maximum. All days taken off must be by your doctor's order or they will count as sick days regardless. If after 60 days you are not released back to work

Your Pay (cont.)

in any capacity, you will begin using your accrued sick time. If you should exhaust your sick time and are still not released to work, you will begin using your accrued vacation time unless you submit in writing to use the 100 days of half pay in accordance with the Education Code. Substitute and Casual employees are paid directly by CorVel for any time your doctor places you off work for accepted work injury claims.

Timesheets

It is YOUR RESPONSIBILITY to make sure that you or your site or supervisor turns in a timesheet or timecard for you if you are placed off work. If the timesheet is not turned in to Payroll while you are gone, you may not receive pay for that period. If you are working transitional duty at a different site, it is your responsibility to make sure that you turn in timesheets from your regular site and record the time on your timecard from the transitional duty assignment.

Family Medical Leave

The District provides up to twelve (12) weeks of unpaid leave each fiscal year (July 1 – June 30) under the provisions of the Family Medical Leave Act. The 12 weeks may be used intermittently, but Family Medical Leave time runs concurrently with any accrued sick time or other paid leave time (such as Education Code half pay periods).

Vacation/Travel

If you plan to take vacation or personal time during periods of temporary disability or during a modified duty assignment, please submit the vacation request form to your regular supervisor for approval just as you would if you were working your regular duty. Send a copy of the vacation approval to Risk Management and Payroll.

Returning to Work

When your physician releases you back to work following a work injury, you must notify Risk Management and your supervisor immediately. There are instances whereby the District will request another medical fitness for duty examination by a District physician to determine your ability to perform the essential functions of your position following the medical or industrial injury leave of absence. This may be done for various reasons including, but not limited to, severity of the injury or illness, length of the leave time, and physical demands of your position. If you are asked to visit the District's physician, you will be placed on an administrative leave with full pay and benefits, and that time off will not be charged against your sick time. The District is obligated to make every effort to ensure that performing the essential functions of your position does not jeopardize your own health and safety or that of other staff members or students. The examination will be at no cost to you and will comply with all state and federal laws.

Permanent Restrictions

If you are determined to have permanent restrictions, whether caused by a work injury or for other reasons, the District will make every effort to reasonably accommodate you in your position with your restrictions or limitations.

Safety Violations

You may receive a Notice of Safety Violation for several reasons such as, violating safety rules or procedures (standing on a chair instead of a step ladder), failure to report others violating safety rules or procedures (watching others stand on chairs), failure to report a hazardous condition (walking by a big sinkhole and ignoring it). In most instances the result of receiving a Safety Violation will be to bring it to your attention with a brief conference or you may be asked to attend a general safety retraining course. Repeated violations, however, may result in a written warning placed in your personnel file or other disciplinary action.

Please feel free to contact Risk Management at the District Office with any questions!

SECURITY AND ALARMS

The security of District property and facilities is a major concern and responsibility of every employee. Try to make a point of being aware of unlocked doors or windows, unauthorized persons who are in secure areas without permission, strangers on campus, etc., and report such incidents to your supervisor.

When it is obvious that students or staff are not present at a site, always obtain permission from your supervisor before entering the building.

HOUSEKEEPING

All employees are expected to keep their work area clean and organized. Common areas, such as lunch rooms, should be kept clean by those using them. Please clean up after yourself. Dispose of trash properly.

SMOKING POLICIES

The use of tobacco products will be prohibited at all times on District property and in District vehicles. This policy applies to all employees, students, visitors, and other persons at any school or school-sponsored activity, and includes meetings on property owned, leased, or rented by or from the District and in District-owned vehicles.

EMPLOYEE BENEFITS

VACATIONS

Vacation privilege is applicable only to regularly assigned classified service members and shall be earned as outlined in the CSEA Negotiated Agreement. The District shall credit

each employee on July 1 of each fiscal year with their proposed accrued vacation entitlement for the school year.

LEAVES

The District allows several different types of leave, including sick leave, bereavement leave, jury duty, pregnancy, industrial accident leave, personal necessity leave, family care leave, and military leave. Detailed information pertinent to leave may be found in the CSEA Negotiated Agreement. Family care leave is outlined in Board Policy 4161.8.

RETURN TO WORK PROCEDURE

For any absence due to illness or injury over three (3) consecutive working days, the employee shall submit to Human Resources, a medical note from a licensed physician. Except in extenuating circumstances, the employee shall submit the medical note to Human Resources within ten (10) working days following the employee's first day of absence. Failure to submit a timely note to may result in the District not granting the sick leave and/or progressive discipline.

At least one day prior to the expected return, the employee must notify the supervisor so that if a substitute has been obtained, he/she can be released. Absence as a result of an industrial accident **ALWAYS** requires a return to work authorization from the doctor. If your return to work authorization includes restrictions for any type of injury or accident, you must notify the Human Resources office so that the possibility of an accommodation can be determined. The Americans with Disabilities Act (ADA) provisions are outlined per the CSEA Negotiated Agreement.

MEDICAL/DENTAL/VISION/LIFE INSURANCE

The District provides health, dental, life, and vision insurance. Several options are available.

UNEMPLOYMENT COMPENSATION

The Palmdale School District contributes thousands of dollars each year to the California Unemployment Insurance Fund on behalf of its employees.

SOCIAL SECURITY

Social Security is provided to all employees who qualify for PERS (Public Employees Retirement System). The Palmdale School District pays a matching contribution to each employee's social security taxes.

WORKERS' COMPENSATION –(Also see “Work Injuries”)

At no cost to you, you are protected by the Palmdale School District Workers' Compensation insurance policy while employed by the District. The policy covers you in case of occupational injury or illness.

If you are injured on the job, you must; 1) notify your supervisor immediately, and 2) Supervisor/Injured Worker must immediately contact the Company Nurse Injury Hotline at 1-877-695-8127. If medical treatment is not required, lost time will be charged to your

sick leave and not to Industrial Accident leave, because only a doctor can prescribe off-work time for an industrial accident. If medical treatment is required, you will be sent to a physician designated by the Palmdale School District, unless you have a pre-designated doctor form on file with the Risk Management office prior to the injury. Upon return to work, you will be required to present a work status from the treating physician.

You will be offered the same position held at the time of leaving. If, after returning from Workers' Compensation disability leave, you are unable to perform the essential functions of the job because of a physical or mental condition, the District's obligations to you may be governed by the Americans with Disabilities Act.

Any person who makes, or causes to be made, any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

If you have any questions or concerns, contact the Risk Management office at (661) 789-6548.

RETIREMENT BENEFITS (PERS)

The classified employees' retirement plan is the Public Employees Retirement System (PERS). To qualify for PERS you must be assigned four or more hours of work a day and receive benefits. A percentage of your wages are contributed towards this benefit and deposited with PERS to your retirement account. The District also contributes towards your retirement with PERS.

MISCELLANEOUS

ABSENCES

Procedure for Reporting Absences

All members of the employees shall notify the District of an absence as soon as the necessity to be absent becomes known to the employee. The employee shall use the District's Absence Management System to record the absence a minimum of one hour before the unit members' start time. If the Absence Management System

To report your absences to the automated Absence Management system dial 1-800-942-3767, connect through the PSD Website, or download the app at: <https://app.frontlineeducation.com> using password 7354. Training is available through each school site office or through the Human Resources office. This automated system will require the use of a touch-tone phone or computer to report the following information:

1. I.D. Number/PIN (Phone only); Username/Password (Computer only)
2. Dates(s) of Absence;
3. Reason for Absences; and
4. Special Instructions for Substitute (optional).

Absences are to be reported as far in advance as possible (as soon as the employee is aware the absence will occur). The Absence Management system requires that an absence be reported at least 60 minutes before the workday begins.

In the event there is insufficient time to report an absence (less than 60 minutes) before the workday begins, the unit member shall attempt to notify the clerk at the Absence Management desk at: (661) 789-6542 from 6:00 a.m. to 2:30 p.m. or the unit member shall contact their supervisor.

BOARD POLICIES AND MEETING DATES

The Palmdale School District Board of Trustees recognizes that one of its important functions is the establishment of policies and administrative regulations that will allow for the orderly and efficient functioning of the School District. The Board acknowledges that the goal of these policies is to provide an optimum education for every student, and also reflect the responsible consideration of the will and needs of the community.

Board Policy is an ever-changing statement of District educational, operational, and managerial needs. New policies will be necessary and existing policies will require revision. The formal adoption of policies is recorded in the minutes of the Board.

The Superintendent ensures that copies of the District Board Policies, Regulations and By-Laws are issued to the following:

- ◆ Board members
- ◆ Central Office Administrators
- ◆ Board Secretary
- ◆ Principals
- ◆ Employee organizations
- ◆ A public copy will be maintained in the District Central office for review by all interested parties.

The Palmdale School District Board of Trustees meets on the first and third Tuesday of each month to consider items of business and policies pertaining to the school system. All meetings (with the exception of closed sessions, which cover personnel, litigation, and negotiation) are open to the public. The Board encourages attendance at its sessions by the citizenry so that people of the community will be more familiar with the educational program of the local schools.

CHANGE OF ADDRESS, TELEPHONE NUMBER OR NAME

An up-to-date listing of names, addresses and phone numbers are kept on record in the Human Resources and Payroll offices. Whenever you change your address or telephone number, you should notify the Human Resources office as soon as possible so that it can maintain accurate and up-to-date information. This information is confidential and will

not be shared with persons outside the District without your permission, but it is important (for tax, insurance, or emergency purposes) to keep the information current and accurate.

CHARITABLE CONTRIBUTIONS

The District neither encourages nor discourages charitable contributions by its employees. If you wish to participate, however, charitable contributions may be deducted from your paycheck. A United Way campaign, for example, is conducted throughout the Valley each year, and a United Way representative informs District employees when and how they may contribute through a payroll deduction.

If you would like to make a contribution to your favorite charity through a payroll deduction, contact the Payroll Office.

CLASSIFIED EMPLOYEE REPRESENTATION – CSEA

Chapter #296 of the California School Employees Association (CSEA) represents regular classified employees in the Palmdale School District, excluding management, confidential, and unrepresented classifications.

CREDIT UNIONS

Membership in the Schools First Federal Credit Union is available, and payroll deductions may be established for payment of loans or savings accounts. Another credit union which is available to classified employees is: First City Credit Union and Logix Federal Credit Union. You may call (661) 789-6526, for more information.

EXPENSE REIMBURSEMENT

The District will provide actual and necessary pre-authorized expenses of District employees for travel to and from conferences and meetings, and reimburse actual expenses such as hotel accommodations, registration fees, meals, or supplies when incurred in the performance of an employee's duties.

HEPATITIS B VACCINE (Hpt)

The Palmdale School District provides certain employees whose jobs may expose them to the possibility of blood-borne pathogens, the opportunity to receive a series of three (3) injections of the Hepatitis B vaccine. Employees who do not consent to the vaccination series may sign a waiver. If in the future you determine that you would like the vaccination series, you may reverse your decision.

HAZARDOUS SUBSTANCE/SAFETY DATA SHEETS

Chemicals are a necessary part of our work environment. The Palmdale School District trains employees in the proper use of these substances. The Safety Data Sheet (SDS) identifies a chemical substance and its hazardous ingredients, describes the chemical's appearance, odor and other physical characteristics, and provides fire, explosive, reactivity, and health hazard data on the substance in question. A notebook containing SDS information on the hazardous substances used at your work site is kept in your school or department office, and lists all chemicals used in a particular location.

If you have questions regarding a chemical at your work site, ask your supervisor for the SDS or contact the Risk Management Office.

LAYOFF

Layoff of bargaining unit employees and their reemployment rights are governed by applicable provisions of the California Education Code, which states that when classified employees are laid off for lack of work or lack of funds, layoff is made in inverse order of seniority in the class in which the layoff occurs.

LONGEVITY PAY

Upon completion of fifteen (15) years of service an annual longevity increment will be paid to eligible full-time classified unit members. All part-time bargaining unit members will receive a prorated amount.

PAYCHECKS

Classified employees receive their salary warrants (paychecks) on the 10th and 25th of the month. If dates fall on Saturday or Sunday, checks will be available the Friday before. If pay dates fall on a holiday, generally checks are available the day before. Direct deposit is available to all District employees. Paychecks are to be picked up at your work site.

PAYROLL DEDUCTIONS

The following items (based upon your income) are deducted from your paycheck:

- ◆ Federal Income Tax Withholding
- ◆ State Income Tax Withholding
- ◆ Retirement and Medicare
- ◆ Federal Social Security (FICA) for employees working four (4) or more hours per day
- ◆ Employee Organizations Dues (CSEA)

PROFESSIONAL GROWTH

Opportunity to advance from level I to level II and III is provided for the positions of INSTRUCTIONAL ASSISTANT, and SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT. Requirements to qualify for advancement are stated in the job descriptions for each of the above. Obtaining a Library Technician Certificate also provides opportunity for advancement in the Library Clerk classification. Contact the Human Resources office for information specific to your job title.

REFERENCE GUIDE

<u>SERVICE</u>	<u>PERSON TO CONTACT</u>	<u>PHONE</u>
Absence Management	Carol Russell/ Alex Bambaren	(661) 789-6542
Benefits	Eliana Brown	(661) 789-6525

Board Policies/ Agendas/Meetings	Cyndi Garcia Hilda Caro	(661) 789-6502 (661) 789-6503
Child Abuse Reporting/ Questions	Danielle Ayers	(661) 789-6745
Human Resources	Kari Dries	(661) 789-6538
Leaves	Heidy Castillo	(661) 789-6543
Maintenance & Operations	Karla Sanchez	(661) 789-6575
Personnel Commission	Esthefany Iraheta Ashley Hoffman Elvira Cova Stacey Elliott	(661) 285-2902 (661) 947-9153 (661) 947-9154 (661) 947-9810
Risk Management	Martha “Sharae” Bess	(661) 789-6548
Technology Services	Wendy Perrin	(661) 789-6561

RESIGNATION

The District requires a written letter of resignation be submitted to the Human Resources office; we are unable to accept resignation verbally. The employee must complete the Letter of Resignation form via Informed K12 or write a letter of resignation. Advance notice of two weeks is considered acceptable. However, a lengthier notice is always appreciated so that the process required to fill the vacancy can be completed as soon as possible, per Personnel Commission Rules and Regulations.

TB CLEARANCE

The Education Code requires District employees to submit to a tuberculosis risk assessment at initial hire, and tuberculosis examination if risk factors are identified. The risk assessment, and if required, subsequent skin test, chest x-ray, or blood test determining the employee to be free of infectious tuberculosis, is to be completed every four years. The Health Services Clinic administers the risk assessment and conducts TB testing if necessary. Satisfactory completion of this requirement is an important condition for continued employment with the District.

PHONE CALLS & CELL PHONES

Please remember, District telephones are for official District business. Personal use should be limited, usually for emergency or very urgent purposes.

Employee cell phone use:

Private cell phone use (including texting and email messaging) should be restricted to employee break and lunch time. The personal use of cellular phones and other paging devices during the employee work hours is considered inappropriate and should be for

emergencies only. Employees are encouraged to allow the voicemail function on their cellular phones to record personal messages during work time. At no time, except in the event of an emergency, should cell phone use disrupt classroom instruction.

Laws for cell phone use while driving:

Two laws (SB 1613 and SB 33) dealing with the use of wireless telephones while driving prohibit drivers from using a wireless telephone while operating a motor vehicle unless the driver uses a hands-free device. Drivers who violate the laws will face a fine. The law does allow for a driver to use a wireless telephone to make emergency calls to a law enforcement agency, a medical provider, the fire department, or other emergency services.

District personnel driving district vehicles:

The law does provide an exception for those operating a commercial motor truck or truck tractor (excluding pickups), to use a two-way radio operated by a “push-to-talk” feature. Otherwise, motorists must abide by the hands-free legislation.

TIMESHEETS / ATTENDANCE

Attendance for employees who are paid monthly is recorded on an Employee Time Record card. Timecards are submitted to payroll on the last working day of the month. Hourly employees record time worked and time absent (with reason identified) on tan timesheets. Casual employees only record time worked on purple timesheets. Casual employees do not report time absent on timesheets. Classified hourly employees who work extra hours, not overtime, are to submit a completed pink timesheet. Overtime, which is defined as hours worked over eight (8) hours in one day, is to be recorded on a blue timesheet. Timecards and timesheets are to be signed by the employee to verify accuracy, then approved by the supervisor prior to submittal to Payroll. The site Secretary arranges for delivery of timesheets/cards to payroll, with exception of Child Nutrition workers, who are to submit timesheets to the site Child Nutrition Manager as directed.

TRANSFERS AND PROMOTIONS

As defined in the Personnel Commission Rules and Regulations, the term TRANSFER is defined as: The reassignment of an employee without examination from the position to another position in the same class or to a position in a similar related class with the same salary range. PROMOTION is defined as: A change in the assignment of an employee from a position in one class to a position in another class with higher minimum salary.

VACANCIES

Complete details regarding the transfer and promotion process may be found in the CSEA Negotiated Agreement and the Personnel Commission Rules and Regulations. The Personnel Commission shall post announcements for all classified vacancies for not less than fifteen (15) calendar days at various locations throughout the District and on the District web-site prior to being filled.

IDENTIFICATION BADGES

For everyone's safety and to simplify the identification of persons who do not belong on campus, the District provides identification badges for all permanent and substitute staff. Please wear your badge at all times you are on a District property. If a permanent employee should misplace the badge, a new one may be obtained by contacting Human Resources for a replacement. Volunteers and visitors who come to the school or onto the work site must stop by the main office to sign in and be cleared by office staff to enter the premises. All employees are to wear the District badge daily.

EMPLOYEE USE OF TECHNOLOGY POLICY

The Board of Education recognizes that technological resources can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating district and school operations. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive training in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the District's technological resources only for purposes related to their employment. Such use is a privilege and is not a right of any person, which may be revoked at any time. All other uses of the District computing and network resources are strictly prohibited. As a condition of using the District's computing and network resources, every user shall read and sign the appropriate Acceptable Use of Technology agreement provided by the District. Any user who does not sign an Acceptable Use of Technology agreement shall not be permitted to use the District's computer and network resources.

The District's computer resources, files, and all users' accounts are the property of the District. There is no right to privacy in the use of these resources or users' accounts, and the District reserves the right to monitor and access information on these systems and in users' accounts for determining whether any violations have occurred. Users are only authorized to use computer resources and information to which they have been given specific permission to access. If users encounter or observe violations in system or network security, they shall immediately report the violation to the manager of that system, an administrator, or supervisor, and shall immediately exit that portion of the system.

Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or district operations without authority.

To ensure proper use of the system, the Superintendent or designee may monitor the district's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent.

The Superintendent or designee have established administrative regulations which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use shall result in a cancellation of the employee's user privileges,

disciplinary action and/or legal action in accordance with law, Board policy and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees who use the district's technological resources. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines. In the event that the use of an electronic resource affects the working conditions of one or more employees, the Superintendent or designee shall notify the employees' exclusive representative.

ONLINE TRAINING INSTRUCTIONS

**Annual safety training is mandatory and completed each school year from 7/1 to 6/30. Please be advised that group training will no longer be available.

** Child Abuse: Mandated Reporter Training for California (Child Abuse Training) is due within 6 weeks of start of school/hire.

Staff should do the following:

1. Go to the PSD website (<https://www.palmdalesd.org>).
2. Click on TARGET SOLUTIONS under Departments/Risk Management, then click on TARGET SOLUTIONS LOGIN – ONLINE TRAINING On left side menu choose ONLINE STAFF TRAINING.
3. You will be taken to the Target Solutions sign-in page.
4. Type in your username and password (your username is your full e-mail address. Your password was reset to 'palmdale' unless you have changed it).
5. While you are in your account, go to the upper right (black bar) and you will type your name with a drop-down arrow, click on the arrow and select 'My Profile'. Click on 'organization' and update your SITE or DEPT if you are at a new school.
6. Please note that the use of the word 'credential' is a term used by Target Solutions for your training modules. It has NOTHING to do with any teaching or other type of credential.
7. Located in the middle, under the heading "Schedule" on your Home screen, click on the Credential Title (i.e. Classified Clerical Support, Paraeducator/Special Ed Instructional Assistants Annual Training, etc.), to open your list of training requirements.
8. If you don't see the 'Credential Title', go to the left and click "My Credential"
9. Once inside your "Credential", look at the "Total Units". This tells you the number of trainings that need to be completed for this year.

10. To access your training, scroll down in your Credential page. Click on the down arrow next to each course title and click on the blue book icon to open your online training course.
11. To view completed training, you can look in the “Completed” section of your credential or Click on 'My History' on the left side of the screen. That will show you the completion dates for courses you completed.
12. If you have never done the training and your username is invalid, you may need to be registered. **EMAIL** Risk Management dmschmucker@palmdalesd.org or dgramirez@palmdalesd.org
13. You will be registered for a Target Solutions account once you are assigned a Gmail account.

Should you require additional help, please contact Customer Support at 800-840-8048. Thanks!

TELEPHONE PROTOCOLS

Answer Promptly	Before the third ring, if possible
Personal Greeting	When answering the telephone, state your school/department, your name, and a warm greeting like “may I help you?” For instance, “Technology Services, Jane speaking, may I help you?”
With a Visitor and the Telephone Rings	Ask the visitor to wait just a moment Ask the caller to hold or if you can call him or her back because you are with someone else Help the visitor and then help the person on the telephone or call them back
On the Telephone and a Visitor Walks In	Ask the person on the telephone if you can put him or her on hold for a moment Ask the visitor to have a seat and you will be with them after you finish this call Help the person on the telephone. At a minimum, the “walk-in” person must be acknowledged
You are on the Telephone and a Second Line Rings	Ask the first caller if he or she can hold because your other line is ringing Answer the second line and ask if they can please hold or if you can call him or her back because you have one call ahead of them. Go back to the first caller. When finished help the second caller or call him or her back
Taking Messages	Be prepared with pen and paper when you answer the phone When someone is out and answering calls for Jane, please state the following: “Sorry, Jane is not available. Is there anything I can help you with?” Ask the caller if you can take a message or if they would like to be transferred to Jane's voice mail?" Always ask first and do not assume the caller would rather go to voice mail Take the telephone number and name of caller (and site, if applicable) The reason for the call, if possible Record

	the date and time the message was taken, and sign the message or email it to the person
Returning Telephone Calls	As soon as possible, ideally the same day No more than 24 hours should pass AND Do not let the caller “hang” for a weekend

EMAIL PROTOCOLS FOR EFFECTIVE COMMUNICATION

E-mail is an essential means to communicate and conduct business and the District has compiled the following list of guidelines and expectations for all e-mail users. As a District employee, when you are provided with an e-mail account you are expected to use it and respond to your business related e-mails in a timely manner. As you use e-mail, please be aware that there are dangers in today’s cyber-world. Do not respond to unknown e-mails and beware of hidden readers because you may never know who will read the content of your e-mail because e-mail is not private. To use e-mail effectively, please observe the following recommendations:

EMAIL PROTOCOLS FOR EFFECTIVE COMMUNICATION (cont.)

Be Clear with Your Message

- Use good judgment as to when to use an e-mail and when to make a phone call or have a face-to-face conversation.
- Use a good descriptive subject title in the e-mail that is appropriate for your message.
- Does the message require a formal attachment or is the e-mail message alone appropriate?
- Be clear. There is always the chance that someone will misinterpret your message.
- The type of e-mail message you send is a reflection of your character. Is this a personal e-mail? If so, you should not use email on company time or equipment.

Practice E-mail Etiquette to Build Relationships

- Be polite and remember the golden rule “Type unto others as you would have them type unto you.”
- Start your e-mail with Hello, Hi, Dear, or a simple greeting.
- End your e-mail with Thank You, Sincerely, Take it easy, a gentle good bye.
- Do not e-mail or respond when angry or upset. It is best to cool off and re-read the e-mail.
- Do not send an urgent e-mail and expect everyone to act on it immediately.
- Do not forward e-mail without the permission of the author.
- Keep editorial comments to yourself.

Consider the Following when Sending E-mail to a Group

- Is this message appropriate to the group?
- Should every member of the group receive this e-mail?
- Does this message apply to the members of this group?
- Must you feel obligated to read and respond to a group message? No, however, if you need to respond, only respond to key personnel not the entire group.
- Do not forward e-mails to groups unless you have interacted and made a response.
- Behave properly with list serves and groups.

Manage your E-mail

- Appropriate e-mail should be viewed and responded to within 24 hours.
- As a courtesy, if you are not able to respond within 48 hours, set e-mail to auto-reply and redirect your customer to someone in the department or site who can assist them.
- E-mail should not be read during instructional time or when participating in a meeting.
- Parents and students may send you an e-mail. This message should be treated as if you received a phone call. It requires a timely response and should not be substituted for a parent conference if one is requested.
- Only reply to the sender, not to all.
- CC only when you wish to inform others and when you do not expect them to respond.
- Do not print every e-mail, this is wasteful. Organize your e-mails into folders.

Manage your E-mail (cont.)

- Delete and purge e-mails and folders once a week, including the sent e-mails folder.

Employ These Top E-mail Etiquette Tips

- Remain gender neutral.
- Keep harassment and discrimination policies in mind.
- Do not use e-mail to let off steam.
- Control the urge to “flame” a conversation. This is a lose-lose situation.
- Never reply to spam and do not e-mail the world.
- Copy with care; Reply-to-all with care
- Be cautious when sending attachments.
- Edit your e-mail before you hit send. Resist the urge to capitalize.
- Be aware of Spammer’s Favorite Tricks
- Phony Subject Line
- Numeric Address Formats
- Celebrity Subject Headers
- Dictionary Spam
- Doubtful content
- Fake unsubscribe links
- Phony return address
- Forged headers
- Common Categories

Know and Observe E-mail Laws

- Employee's e-mail is the property of the employer, including the use of personal e-mail accounts such as Yahoo, Hotmail, and Google, etc... on company computers.
- E-mail is like a postcard – anyone can read it.
- E-mail is vulnerable while in transit.
- E-mail can be subpoenaed; not only yours but anyone with whom you communicate.
- E-mail has an indefinite shelf life – there is no such thing as deleted e-mail.

Review Employee Technology Use

- All employees should have read and signed the District's Technology Use policy.
- Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources only for purposes related to their employment. Such use is a privilege which may be revoked at any time.
- Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or district operations without authority.

We hope these e-mail guidelines are helpful as everyone in the District makes an effort to communicate effectively and continues to build and improve our customer service.