

EMPLOYEE HANDBOOK

*Hacienda La Puente
Unified School District*



2010 - 2011

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

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PREFACE

This employee handbook is designed to provide you with answers to many of the questions that new employees frequently ask. It is also designed to explain rules, regulations, rights, privileges and employment benefits that apply to you.

Unless you are hired as a management or confidential employee, your salary and other conditions of employment are governed by collective bargaining agreements. California state laws, federal laws, the policies and regulations of the Board of Education and the Rules and Regulations of the Personnel Commission also may govern many conditions relating to your work. If you are represented by the Hacienda La Puente Teachers Association (HLPTA), the California School Employees Association (CSEA) or the Service Employees International Union (SEIU), some of the information contained herein also may be covered in your collective bargaining agreement.

DISCLAIMER

This employee handbook is designed to provide newly hired certificated and classified employees of the Hacienda La Puente Unified School District with general information regarding policies, procedures and benefits of the district. This handbook does not constitute an offer of employment, nor is it a contract of employment or a guarantee of continued employment or benefits. It does not create nor define any legal rights of district employees, nor impose any legal duty upon the district. The Board of Education, the Superintendent and district management reserve the right to add, amend or change the information in the handbook. Although every effort was made to ensure the accuracy of this information at the time of publication, changes may occur. Therefore, it is recommended that you check the collective bargaining agreement which applies to you, specific Board of Education policies and regulations or the Rules and Regulations of the Personnel Commission which can be found on the District website: <http://www.hlpusd.k12.ca.us>

I. THE HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

The Hacienda La Puente Unified School District is among the largest suburban school districts in the San Gabriel Valley. The district is governed by a five-member Board of Education and employs approximately 1,300 certificated and 1,000 classified employees. The district's total operating budget exceeds \$284 million.

Our kindergarten through 12th grade enrollment is more than 20,000 students. The district includes portions of the City of Industry, the city of La Puente and the unincorporated areas of Hacienda Heights and Valinda.

The Hacienda La Puente Unified School District has seventeen K-5/K-6 elementary schools, six K-8 schools, four middle schools, four comprehensive high schools, one alternative high school, a K-12 learning center, and an extensive child development and adult education program. The district also maintains a Central Administration Office, an Instructional Services Center and a Student Services Center.

A complete list of district schools and offices, along with contact information is available in the Appendix and on the district's website (<http://www.hlpusd.k12.ca.us>).

THE BOARD OF EDUCATION

The Board of Education is composed of five elected officials who serve as the governing body for the school district. The Governing Board is elected by the community to provide leadership and citizen oversight of the district's schools. The Board works with the Superintendent as a team to fulfill its major roles, which include:

- Setting a direction for the district.
- Providing a basic organizational structure for the district by establishing policies.
- Ensuring accountability.
- Providing community leadership on behalf of the district and public education.

Guiding Principles

The Board has developed a set of fundamental guiding principles which describe the district's beliefs, values or tenets. The following guiding principles were adopted by the Board of Education on August 16, 2007:

- We believe students, parents, staff and community have a shared responsibility for the establishment of a professional culture built upon dedication, honesty, integrity, pride, perseverance, collaboration, teamwork and mutual trust and respect.

- We believe students, parents, staff and community have a shared responsibility for recognizing the diverse learning styles and individual needs of our students and ensuring all students meet high learning standards.
- We believe students, parents, staff and community have a shared responsibility to create a learning environment reflecting our community's diversity that is safe, clean, supportive and responsive.
- We believe students, parents, staff and community have a shared responsibility to protect and preserve the short- and long-term financial well-being of the district.

District Vision Statement

The Hacienda La Puente Unified School District is a community committed to developing lifelong learners who value themselves and the diversity of all people; apply decision-making skills leading to responsible actions; and use creativity, critical thinking, and problem solving in meeting the challenges of a changing society.

Goals of the Board of Education

In order to provide a clear focus for district programs, activities and operations, the Governing Board has adopted six goals.

1. All students in the district will succeed in meeting high standards and achieving at high academic levels.
2. The district will provide a supportive and innovative learning environment rich in the visual and performing arts and a challenging course of study to meet the unique needs of every student.
3. The district will attract and retain quality personnel who demonstrate strong, positive leadership that promotes a culture of collaboration and teamwork and creates an environment in which all stakeholders feel respected, valued and are dedicated to every student's success.
4. The district will efficiently expend and effectively maximize all resources to fulfill educational priorities, while sustaining and maintaining long-term financial stability.
5. The district will provide its students and employees with safe, orderly and clean schools and district sites.
6. The district will continue to develop, sustain, recognize and promote programs of excellence and strong partnerships with parents and the community which result in high levels of success for all students.

We welcome you as a new employee of the Hacienda La Puente Unified School District. As you can tell from our guiding principles, our vision statement and our goals, we take our commitment to students very seriously as they represent our future. We wish you success and happiness in your new position and throughout your career with our district.

II. THE BASICS FOR NEW EMPLOYEES

The work you perform as an employee is ultimately for the purpose of serving the students of our district. You have a valuable role in making the district an effective and efficient organization that educates and serves all of our students.

PROFESSIONAL STANDARDS

The Board of Education expects district employees to maintain the highest ethical standards, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of our students.

Each certificated and classified position in our district represents a service that is important in carrying on the program of public education. The community expects much from its public employees; and the Board of Education believes that, since our employees are working in an educational environment, they should conduct themselves in a manner that will serve as a good example to our students.

Public education is a cooperative venture involving the services of many people. The district functions best when there is a spirit of cooperation among all employees and when the employees have confidence in and respect for the rights and responsibilities of others.

EMPLOYEE RESPONSIBILITIES AND DUTIES

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with Board of Education policies, administrative regulations, the Rules and Regulations of the Personnel Commission, applicable employee agreements, and local, state and federal laws.

OATH OR AFFIRMATION/DISASTER SERVICE WORKERS

All district employees are declared by law to be disaster service workers and thus shall take the oath or affirmation required for disaster service workers before beginning employment with the district. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and

resources, all district employees are subject to disaster service activities as assigned to them by their supervisors or by law. (Government Code 3100-3102)

LEGAL STATUS REQUIREMENT/CRIMINAL RECORD CHECK

The district shall hire only U. S. citizens and aliens who are lawfully authorized to work in the United States. All new employees shall show appropriate documents which certify that they are legally eligible to work in the United States, as required by law.

All employees and volunteers in the Hacienda La Puente Unified School District must be fingerprinted, and the prints are transmitted to the California Department of Justice and the Federal Bureau of Investigations for a criminal records check. No employee or volunteer can perform any work in the district until this processing has been completed and it is determined that there is no criminal conviction that would prohibit the employee or volunteer from working with students and staff. In addition, the district receives subsequent arrest notification from the Department of Justice on employees and volunteers as provided under Penal Code 11105.2 and Education Code 44830.1.

DRESS AND GROOMING

The Governing Board believes that district staff serve as role models for our students. The manner in which staff present themselves is reflected in the conduct of the students and the respect given district staff by the community. Just as one's overall attitude contributes to a productive learning and work environment, so do appropriate dress and grooming.

To this end, the Board encourages district staff to be neat, clean, and to wear clothing that demonstrates their high regard for education and presents an image consistent with the position held by the employee and their job responsibilities.

ATTENDANCE

The contribution of each employee is critical and the efforts of each and everyone are needed to help our district in reaching its goals. Unnecessary absenteeism results in reduced productivity, reduced student learning, loss of service and significant cost to our district. It is the responsibility of the Hacienda La Puente Unified School District to ensure that employees clearly understand the expectation for performing their job duties and how their attendance impacts their performance. Specifically:

- Employees are expected to work the number of hours they are assigned.
- Employees are expected to be at their work sites on time.

- Employees are expected to comply with HLPUSD attendance procedures and the collective bargaining rules regarding the reporting of an absence and providing appropriate documentation when requested.

Illness leave benefits are provided to ease the financial burden on employees who are required to be absent from their position due to legitimate illness or injury or for reasons of personal necessity. Employees who use illness leave for unauthorized reasons are in violation of district policy.

MAILING ADDRESS REQUIREMENT

Employees shall provide to their site administrator and the Human Resources Department their current mailing address and notify the Human Resources Department within 10 days of a change of address. You may request a change of address form by calling the Human Resources Department at extension 3840 or (626) 933-3840.

SALARY PAYMENTS

The schedule for salary payments is as follows:

- Employees paid on a monthly basis are paid on the last working day of the month. If the last working day of the month falls on a non-business day, monthly employees will be paid on the workday immediately proceeding that date.
- Employees paid on an hourly basis are paid on the 10th of the month. If the 10th falls on a non-business day, hourly employees will be paid on the workday immediately preceding the 10th.

Employees are encouraged to use direct deposit for salary payments. An authorization for direct deposit can be obtained in the district's Payroll Department.

"Withholding" tax is a required deduction. The amount withheld is determined by your taxable gross pay and the withholding information you provide on your W-4 tax form. Federal Medicare tax also is deducted. Deductions also will be made for Social Security and CalPERS for classified employees who are eligible. Deductions for STRS will be made for eligible certificated employees. If you are represented by one of the three employee associations, monthly dues automatically will be deducted.

Other deductions, required and voluntary, will be itemized on your salary pay warrant.

EMPLOYEE ORGANIZATIONS

Most employees are represented by exclusive bargaining representatives in matters related to wages, hours and other terms and conditions of employment. Teachers are members of the Hacienda La Puente Teachers Association. Classified supervisory employees are members of the Service Employees International Union, Local 99. Most remaining classified employees are members of the California School Employees Association.

Confidential employees and management employees are considered non-represented.

EMPLOYEE USE OF TECHNOLOGY

The Governing Board 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.

It is the policy of the Board that all users of the district's computer network resources submit a signed HLPnet membership application as acceptance of the terms and conditions for the appropriate use of these resources. It is important to remember that your district email account is reserved for district business purposes, and use of email and/or the district's computer system has no guarantee of privacy. Use of email and the district network is a privilege which can be revoked at any time.

Employees shall not remove any computer or peripheral equipment from district premises without the prior consent of the site or program administrator, and submission of a signed loan agreement per administrative regulation. In addition, employees shall not use personal computing or technology, including software, without prior review and consent of the Chief Technology Officer per administrative regulation.

A copy of Board policies and regulations related to the use of technology can be found in the Appendix.

CELLPHONE USAGE

We live in an age when most employees have a personal cellphone in their possession at work. All employees must remember that it is not appropriate to receive or to place calls on a personal cellphone during your district paid work time. Under no circumstances should classroom instruction or the office work environment be interrupted by the ring of a cellphone. While at work, personal cellphones should be placed on vibrate or they should be turned off.

EVALUATION

The Governing Board believes that regular and comprehensive evaluation can help staff improve their skills. Evaluations also serve to hold staff accountable for their performance. The performance of staff members is evaluated in accordance with law, the negotiated employee contracts, the Rules and Regulations of the Personnel Commission and/or Board of Education policy.

Evaluations are used to recognize the skills and accomplishments of staff and to identify areas needing improvement. When areas needing improvement are identified, the district expects employees to accept responsibility for improving their performance. Staff members are encouraged to take initiative in requesting assistance, as necessary, to promote effective performance in their position.

PERSONNEL FILES

The district maintains personnel files for all of its current employees. Personnel files are confidential and are available only to the employee, persons authorized by the employee and those authorized by the Superintendent or Assistant Superintendent, Human Resources. Official employee files are maintained in the district's Human Resources Department.

When an employee is asked to sign any material that is to be placed in his/her personnel file, it is with the understanding that his/her signature signifies only that he/she has read the material and does not necessarily indicate agreement with its contents. In the event that an employee refuses to sign a given document that is to be placed in his/her file, he/she will be advised that it will be placed in his/her file with a note of refusal to sign.

When information of a derogatory nature is to be placed in an employee's personnel file, the employee will be given the opportunity to respond in writing prior to placement in the personnel file.

NON-DISTRICT EMPLOYMENT

The district recognizes that district employees may receive compensation for outside activities as long as these activities are not inconsistent, incompatible or in conflict with the employee's duties or to the duties, functions or responsibilities of the district.

Outside paid activities are incompatible with district employment if they: require time periods that interfere with the proper, efficient discharge of the employee's duties; they entail compensation from an outside source for activities which are part of the employee's regular duties; or they involve using for private gain the district's name, time, facilities, equipment or supplies.

EMPLOYEE SAFETY/SECURITY

The safety of students and staff is among the highest priorities for the Hacienda La Puente Unified School District. Injuries and illnesses create personal loss to employees, students and their families, and reduce the district's ability to provide a quality education program. All employees share responsibility for ensuring the safety of students and staff. The district expects all employees to use safe work practices and to correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she is to immediately report the problem to his/her immediate supervisor.

All accidents involving district vehicles, damage to property, or injuries to students, employees or guests that occur on district property must be reported to the Police and Safety Department at extension 3899 or (626) 933-3899 no matter how trivial the problem may seem. Similarly, all incidents involving injuries to district employees must be reported immediately to the Risk Management Office at extension 3860 or (626) 933-3860.

EMPLOYEE PROPERTY REIMBURSEMENT

The district does not authorize payment for the reimbursement of employee personal property that may be stolen, destroyed or damaged while being used for work-related purposes.

DISTRICT KEYS/ALARM CODES

You may be issued district key(s) in accordance with your position in the district. All keys are issued by number. Under no circumstances are district keys to be duplicated or given to students and/or parents. In the event that a key is misplaced or lost, it is the employee's responsibility to immediately notify their supervisor.

If you are issued an alarm code, that code is for your use only. It is not to be given out to other employees, students and/or parents.

III. IMPORTANT DISTRICT POLICIES

NONDISCRIMINATION POLICY

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

Any district employee who engages or participates in unlawful discrimination or who aids, abets, incites, compels or coerces another to discriminate is in violation of this policy. Any district employee who observes or has knowledge of an incident of unlawful discrimination or harassment shall report the incident to their site administrator or to the Assistant Superintendent, Human Resources at extension 3830 or (626) 933-3830 as soon as practical after the incident. Failure to comply with provisions of this policy will result in disciplinary action.

A complete copy of the Board of Education's policy and administrative regulation regarding nondiscrimination in employment can be found in the Appendix.

SEXUAL HARASSMENT POLICY

The Governing Board prohibits sexual harassment of district employees or job applicants. The Board also prohibits retaliatory behavior or action against district employees, students, or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy.

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student shall immediately report the incident to his/her supervisor, the principal, district administrator or Assistant Superintendent, Human Resources at extension 3830 or (626) 933-3830. A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Assistant Superintendent, Human Resources.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and will be subject to disciplinary action.

Complaints of sexual harassment shall be filed in accordance with Administrative Regulation 4119.11, Sexual Harassment. A copy of this regulation and related policies can be found in the Appendix. All complaints and allegations of sexual harassment will be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions.

TOBACCO-FREE WORKPLACE

The district recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

The district prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

A copy of this policy and administrative regulation can be found in the Appendix.

DRUG AND ALCOHOL-FREE WORKPLACE

The district believes that the maintenance of drug- and alcohol-free workplaces is essential to school and district operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school district workplace. These prohibitions apply before, during and after school hours. A school district workplace is: any place where school district work is performed; any school-owned or school-approved vehicle used to transport students to or from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under district jurisdiction; during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

A full copy of this policy can be found in the Appendix.

CIVILITY POLICY

The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds. Members of the district staff will address parents, students and other members of the public with respect and expect the same in return.

This policy promotes mutual respect, civility and orderly conduct among district employees, parents, students and the public. This policy is not intended to deprive any person of his/her right of freedom of expression. Its purpose is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the students of our district, as well as to the community, the district encourages positive communication, and discourages volatile, hostile or aggressive actions.

The Civility policy and regulations can be found in the Appendix.

CHILD ABUSE REPORTING

The Governing Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse.

School district employees are mandated reporters and are obligated to report all known or suspected incidents of child abuse and neglect. The reporting duties of mandated reporters are individual and cannot be delegated to another person. As a mandated reporter, it is not your responsibility to investigate such incidents. Your duty is to cooperate with agencies that are responsible for investigating cases of child abuse and neglect.

Immediately, or as soon as practicably possible, after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report to the Child Abuse Hotline. Contact information is as follows:

Department of Children and Family Services
Child Abuse Hotline
3075 Wilshire Blvd. 5th Floor
Los Angeles, CA 90010
(800) 540-4000

A follow-up telephone call also should be made to the Department of Police and Safety at extension 3899 or (626) 933-3899. A written report of the incident must be sent to the Department of Children and Family Services within 36 hours.

The complete Child Abuse policy and regulations can be found in the Appendix.

POLITICAL ACTIVITIES OF EMPLOYEES

The District respects the right of school employees to engage in political discussions and activities on their own time and at their own expense. On such occasions, employees shall make it clear that they are acting as individuals and not as representatives of the

district. Employees shall refrain from prohibited activities which are identified in law and administrative regulation. Prohibited activities include:

1. Use of district funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Governing Board.
2. During working hours and on district property, solicit or receive any political funds or contributions to promote the passage or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service or other working conditions.
3. During working hours and on district/school property, solicit or receive any political funds or contributions to promote the passage or defeat of other types of ballot measures.
4. Use of district/school time to urge the passage or defeat of any ballot measure or candidate.
5. Use of district/school equipment for the preparation or reproduction of political campaign materials, even if the district is reimbursed.
6. Post or distribute political campaign materials on district property.
7. Disseminate political campaign materials through the district's mail service, email or staff mailboxes.
8. Use students to write, address or distribute political campaign materials.
9. Present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of opposing views.
10. Wear buttons or articles of clothing that express political opinions on ballot measures or candidates during instructional time.

IV. EMPLOYEE BENEFITS AND LEAVES

MEDICAL, DENTAL AND VISION CARE

The Hacienda La Puente Unified School District provides an insurance program that gives the greatest amount of coverage for employees while keeping the costs within the means of the district. All fulltime employees are eligible for insurance coverage. Part-time employees should consult their collective bargaining contract to determine their eligibility.

The district currently provides family coverage through the following medical plans:

- Blue Cross Prudent Buyer Program
- Blue Cross Power Health Plan
- CaliforniaCare (HMO)
- Kaiser (HMO)

Dental plans include:

- Delta Dental
- Delta Care PMI (HMO)

Vision coverage is provided through Vision Service Plan (VSP).

Enrollment Period: All employees eligible for benefits (full or partial) have 30 days from their hire (or eligibility) date to enroll for medical, dental and/or vision coverage. All employees enrolling for benefits will need copies of marriage and birth certificates in order to enroll eligible dependents.

Change in Status: Any time there is a change in your family status (i.e., marriage, birth or adoption of a child; loss of a dependent's benefits, etc.), the employee has 30 days to add or delete family members from their medical, dental and/or vision coverage.

Open Enrollment: Open enrollment is scheduled during the last two months of each calendar year. Employees may change medical and/or dental plans during this time. Coverage under the new plan becomes effective January 1st.

IRC 125: The IRC 125 is a tax-advantage plan that provides employees with the opportunity to pay for any out-of-pocket premium costs for medical, dental and/or vision insurance with pre-tax dollars, thus reducing taxes and increasing spendable income. Election forms to participate in IRC 125 must be on file in the Benefits Office by January 1st, and will remain in force until amended or terminated. Questions regarding the IRC 125 plan can be answered by the Benefits Office at extension 3861 or (626) 933-3861.

Flexible Benefit Plans (American Fidelity): American Fidelity is the administrator for the district's Flexible Benefit Plan. This plan allows you to have a designated amount deducted from your paycheck before taxes for eligible medical and dependent care expenses. The maximum contribution that can be pre-taxed for medical expenses is \$3,600; and the maximum for dependent care is \$5,000. Open enrollment for these plans is held in November and December of each year, with an effective date of January 1. Questions regarding the Flexible Benefit Plan can be answered by the Benefits Office at extension 3861 or (626) 933-3861.

LEAVES OF ABSENCE

The Governing Board recognizes the need to provide for leaves of absence for justifiable reasons. Such leaves are authorized pursuant to law, Board policy, administrative regulation and/or collective bargaining agreements.

Employees who belong to an employee association (HLPTA, CSEA, SEIU) will find detailed information on paid and unpaid leaves of absence in their collective bargaining agreement.

Non-represented, confidential employees shall be entitled to those leave provisions provided in the classified bargaining agreement unless otherwise specified in Board policy, administrative regulations or the Rules and Regulations of the Personnel Commission. Certificated and classified management employees shall be entitled to those leave provisions provided in the certificated bargaining agreement unless otherwise specified in Board policy, administrative regulations, individual contract or the Rules and Regulations of the Personnel Commission.

Family Care and Medical Leave

The district complies with state and federal laws and regulations regarding Family and Medical Leave (FMLA). FMLA is coordinated with other available leaves as permitted by law. See the Appendix for Employee Rights and Responsibilities Under the Family and Medical Leave Act.

Questions regarding leaves of absence can be answered by the Director, Human Resources at extension 3835 or (626) 933-3835.

EMPLOYEE ASSISTANCE PROGRAM (EASE)

The Board of Education recognizes that some employees will experience problems which may adversely impact job performance. Ordinarily employees will overcome such problems independently, and the effect on job performance will be negligible; however, there may be times when referral to an appropriate community, public and/or private resource may assist in the resolution of such problems. To assist employees and their

families in the resolution of problems which may impact job performance, the Board of Education provides an employee assistance program, EASE.

EASE provides professional counselors who can help school district employees with the following types of problems:

- Family troubles with spouse or children
- Emotional distress
- Drug or alcohol abuse
- On-the-job anxieties and stress
- Grief, loss and transitions

Counselors will help employees and/or their family members find positive ways of dealing with concerns and provide support toward resolving issues. The services provided by EASE are immediate and confidential.

The telephone number for EASE is (800) 882-1341.

WORK-RELATED INJURIES

The Governing Board provides its employees with workers' compensation benefits in accordance with law. An employee shall report any work-related injury or illness to his/her supervisor as soon as practicable. Such injuries will be promptly reported to the Risk Management Office at extension 3860 or (626) 933-3860. Employees with work-related injuries or illnesses will be referred to one of the district's industrial care facilities, unless the employee has previously pre-registered a personal physician for treatment. The pre-registration of a physician must be completed annually.

Additional information regarding industrial accident and illness leave benefits can be found in the collective bargaining agreements. Questions regarding workers' compensation benefits can be answered by the Risk Management Office at extension 3860 or (626) 933-3860.

V. CERTIFICATED EMPLOYEE INFORMATION

CODE OF ETHICS OF THE EDUCATION PROFESSION

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal education opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, students, parents, and members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

Principle I – Commitment to the Student

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of this obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:

- Exclude any student from participation in any program
 - Deny benefits to any student
 - Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.
 8. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

Principle II – Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of this obligation to the profession, the educator:

1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a noneducator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

CERTIFICATION AND RENEWAL REQUIREMENTS

All employees hired in positions requiring certification qualifications must possess the appropriate credential authorizing their employment from the California Commission on Teacher Credentialing (CCTC). It is the district's intent and desire to employ teachers with full credentials who possess the subject matter knowledge and teaching skills required by the federal No Child Left Behind Act (NCLB) and who are authorized to address the learning needs of our English Language Learner population.

Each certificated employee assumes the responsibility for renewing his/her credential as required. The CCTC requires credential renewals to be processed directly online on their website. The CCTC website address is <http://www.ctc.ca.gov>.

Once your renewal is processed, the CCTC will send you an email confirming the renewal of your credential(s). Upon receipt of that email, you must bring it to the Human Resources Department so that we are able to register your renewed credential with the Los Angeles County Office of Education. **The District must receive your renewed credential information no later than one month prior to the previous credential's expiration date to ensure no interruption to your pay warrant.**

At the time of your first renewal of a clear credential, you may be asked to provide verification of years of employment. The Human Resources Credential Technicians will provide assistance with this process.

If you have any questions regarding your credential(s) or the renewal process, please contact the Credential Technicians at extensions 3844 and 3845 or (626) 933-3844/3845.

LESSON PLANS

It is the district's expectation that teachers will prepare daily lesson plans for each of their classes. Lesson plans are to reflect appropriate instructional activities that are consistent with district goals and objectives, and assist all students in meeting district grade level/subject standards, as well as demonstrating proficiency on state required examinations.

PROFESSIONAL DEVELOPMENT

The Governing Board believes that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. A program of ongoing professional development is offered by the district and includes opportunities for teachers to enhance their instructional and classroom management skills and increase their knowledge of academic content in the core curriculum. See your site administrator for a calendar of professional development activities.

Attendance at workshops and conferences offered by vendors outside of the district and/or state are contingent upon the availability of budgeted funds and the advanced approval to attend by the immediate supervisor. Out-of-state conferences require advanced approval of the Board of Education.

Beginning Teacher Support/Induction

The district recognizes that intensive professional development and support will increase beginning teachers' effectiveness in applying their academic preparation in the classroom and result in increased retention of capable beginning teachers. All first- and second-year teachers with preliminary credentials will receive individualized guidance to help them make an effective transition into their teaching career.

The district's Induction Program, which has been approved by the California Commission on Teacher Credentialing, supports beginning teachers in meeting the competencies described in the California Standards for the Teaching Profession. Successful completion of the Induction Program allows teachers to fulfill the requirements of the professional clear multiple- or single-subject teaching credential.

Questions regarding the Induction Program can be answered by the Director, Human Resources at extension 3835 or (626) 933-3835 or by the Coordinator, Beginning Teacher Support at extension 4328 or (626) 933-4328.

TUTORING

The district expects teachers and other members of the instructional staff to make every effort to resolve students' learning problems at school before recommending that a parent/guardian engage a tutor or other professional help. By maintaining a competent, dedicated staff, adequate instructional resources, and intervention programs, the district seeks to minimize the need for individual tutoring.

To preclude conflicts of interest, teachers may not accept any kind of remuneration for tutoring a student enrolled in any of their classes.

ABSENCES – AESOP AND LESSON PLANS

K-12 classroom teachers must make arrangements for substitute coverage when they are absent from their teaching assignment. Absences must be reported on AESOP. This can be accomplished by telephone, 1-800-942-3767, or via the internet at <http://www.aesoponline.com>.

Upon initial employment, teachers will need to be registered to use AESOP. Your administrator can identify someone at the site to assist you with this process, or you can contact the Sub Desk at extension 3842 or (626) 933-3842 for assistance.

When absent, you also must contact your school site to advise them of your absence. You also must notify your school or department by 2:00 p.m. of the day preceding your return from absence so that the substitute can be released.

To ensure proper planning and continuity of instruction, it is the district's expectation that each teacher shall prepare lesson plans for substitute use when they are absent.

VI. THE PERSONNEL COMMISSION, THE MERIT SYSTEM

MISSION STATEMENT

The Personnel Commission is committed to providing professional, timely, efficient and effective human resources service in order to attract and retain the best-qualified employees based on demonstrated job-related merit and fitness for the purpose of providing the District with a quality workforce that promotes a culture of teamwork and an environment dedicated to a student's success and a fair and just system of employment.

OVERVIEW

The Hacienda La Puente Unified School District is a merit system employer for classified employees. A merit system is a form of civil service which covers a variety of human resource services for school district classified employment. Hacienda La Puente USD is one of more than 100 merit school districts in California. The merit system was adopted in 1970.

The Personnel Commission is composed of a three-member board of "known adherents" to the merit system to oversee the system by setting policy, adopting a budget, appointing a Director of Classified Personnel and staff to administer the program. Appointments are made alternately by the Board of Education and the classified employee organization, CSEA, and the third appointment is appointed jointly. Personnel Commission meetings are held at least once a month and are open to the public.

The main functions of the Personnel Commission are the selection, recruitment and certification of classified employees, classification, appeals of disciplinary action and rules.

The Personnel Commission Department offers a variety of organizational services which include:

- Recruiting and testing candidates for employment
- Performing position classification and reclassification studies
- Conducting salary studies and surveys
- Holding hearings on appeals of disciplinary actions
- Classified staff training programs

ACTIVITIES

Through the Personnel Director, the Personnel Commission directs the activities of a staff of Human Resources professionals in the following areas:

Classification: Determining appropriate titles and classification levels based on duties and responsibilities performed and the minimum knowledge, skills, and abilities needed by the employees who perform them.

Compensation: Conducting surveys of salaries in the public sector and private industry for consideration in collective bargaining, recommending salaries for new classifications and conducting special salary and benefit studies.

Recruitment: Attracting well qualified job applicants from diverse segments of the population.

Selection: Designing and administering employment and promotional assessment procedures that identify the job related knowledge, skills, abilities, competencies and traits of applicants.

Staff Development: Providing a full range of professional staff development services and opportunities for classified employees.

Legislation and Rules: Interpreting related state laws and developing and maintaining merit system rules (copies of which are maintained in schools and offices throughout the district and on the Personnel Commission's website, www.hlpusdjobs.org) that govern issues related to classified employees, their rights and obligations.

Appeals: Hearing and adjudicating appeals of suspensions, demotions, dismissals, examination procedures, and medical disqualifications; directing and conducting investigations of alleged violations of rules and other matters affecting the merit system.

THE MERIT SYSTEM OF SELECTION

The classified service consists of the majority of non-teaching employees of the district. They are hired under the provisions of the merit system that dictates that employees be selected and promoted on the basis of merit and fitness as demonstrated in a competitive selection process that assesses job related factors. Inherent in the concept of the merit system is that race, color, national origin, ancestry, age, marital status, gender, sexual orientation, religious creed, political affiliation, medical condition, physical disability, or mental disability are not considered in employment decisions.

THE EMPLOYMENT PROCESS IN THE CLASSIFIED SERVICE

Classified employment opportunities announcing examinations scheduled for administration are published and available on the Personnel Commission's website. Applications are only accepted for positions that are open for recruitment and may be submitted electronically through the HLPUSD Personnel Commission website.

“Applicant Profiles” can be completed on-line at any time. If a profile is completed in advance, an applicant need only update his/her profile and answer the supplemental questions in order to apply.

Applicants are typically notified by mail or email regarding the scheduling of the test administration. Candidates who are successful in the examination process and meet all employment requirements will have their names included on an eligibility list and may be considered to fill vacant positions in the job classification.

REGULARLY APPOINTED EMPLOYEE PROCESS

An employee may be appointed to a regular position if the employee’s name is:

- Among the top three (3) ranks of available candidates on the appropriate eligibility list.
- On a lower rank on the eligibility list, but the employee meets special requirements that a higher-ranking person on the list does not (e.g., language ability or specialized license). This option is only available when specifically authorized in the examination announcement. (PC Rule #6.2.12, Education Code 45277)

An employee may be appointed to a regular position anywhere if the employee is:

- Eligible for another reason, e.g., a transfer (change to a different classification with approximately the same salary range), change of location, or a reinstatement.

An employee who is regularly appointed from an eligibility list, will first be assigned on a “probationary” basis. Probationary status continues until the employee has successfully completed six (6) months or 130 days of paid service in the class, whichever is longer. Classes designated by the Commission as executive or administrative shall serve a probationary period of one (1) year of paid regular service in a classification before attaining permanent status in the classified service. Upon successful completion of the probationary period, the employee becomes “permanent” in the classified service. (PC Rule # 9.3.1, Education Code 45301)

To attain permanency in a classification, a probationary period must be served in every new class for which the employee is selected, whether it is the initial job with the school system or one which is reached by promotion, transfer, or demotion.

The many rights, privileges and benefits that a regular employee attains include:

- Competing in promotional examinations.
- Automatic pay raises through the steps of a salary range (unless assigned to a class with a single salary rate).

- Paid holidays and vacations.
- Paid leaves of absence, including illness, personal necessity, bereavement, jury duty, etc.
- Protection against suspension, demotion, or dismissal without just cause and due process.
- Health, vision, and dental care plans, and a life insurance program for benefit eligible employees.
- Eligibility, when qualified, for a retirement income through the California Public Employees' Retirement System (CalPERS).

EMPLOYMENT AND PROMOTIONAL INTERVIEWS

When you are invited to an examination interview or an interview for appointment from an eligibility list to a specific position, you will be asked questions that indicate your ability to perform the duties of the class or position for which you are being considered. The test may include an assessment of skills, knowledge, abilities and/or personal characteristics that are necessary for successful job performance in the class for which the examination is being administered. You should not be asked questions relating to your race, color, national origin, ancestry, age, marital status, sex, sexual orientation, religious creed, political affiliation, medical condition, physical or mental disability, nor may the appointment decision be influenced by any of these factors. It is your responsibility to be on time for your appointment and to notify your supervisor of the appointment time.

REVIEWS AND APPEALS OF EXAMINATIONS

Typically, written descriptive examination results, review procedures, and appeal deadlines are emailed or mailed to you soon after the administration of an examination in which you competed.

Examination records, including, but not limited to, test answer sheets, audio recordings of interviews, and the rating sheets of each member of an oral interview panel shall be retained for a period of one (1) year. (PC Rule #5.4.1)

A protest of any test part shall be made within five (5) working days after completion of the portion of the examination on which the protest is based. All protests shall be made in writing to the Personnel Director. Each protest shall give specific facts and reasons to support the protest and shall include supporting documentation or references.

Failure to file a protest in writing with the Personnel Director within the protest period shall constitute a waiver of the right to protest that part of the examination process.

The Personnel Director shall review and act upon all protests within five (5) working days of receipt of a timely filed protest. The Personnel Director may allow more than one answer to a question, disqualify a question, direct that an examination be re-scored,

disqualify a rater or take any other appropriate action if the protest is valid. A protest resulting in any change will result in the examination materials of all candidates or eligibles being reviewed and re-scored accordingly. (PC Rule #5.3)

APPEALS OF DISCIPLINARY ACTIONS

The Education Code requires that classified employees who have passed probation and who file timely appeals of discipline (suspension, demotion, or dismissal) be provided with an appeal hearing.

A permanent employee who has been suspended, demoted or dismissed may appeal to the Commission within fourteen (14) days after receipt of a right to appeal letter from the Personnel Director by filing a written answer to the charge. (PC Rule #18.4.2.1)

A permanent employee who has not completed a subsequent probationary period may be demoted to the class from which promoted without right to an appeal or hearing by the Commission except when the demotion results in separation from the permanent classified services. (PC Rule #18.4.2.2)

LIMITED -TERM EMPLOYEE

There are three kinds of limited-term assignments. When no eligibility list exists, an employee may be assigned in provisional status to a position until an eligibility list is produced. Provisional employees do not have a right to permanency in the position and may only compete in the examination for that class if they meet the minimum requirements of the class.

The second kind of limited-term assignment is a relief position. An employee is hired into a relief assignment when there is a special project or an unusually heavy work load which requires additional temporary help.

The third kind of limited-term assignment is a substitute. In this instance, an employee is assigned to replace a regular employee who is temporarily off duty.

An employee who is in a limited-term position and hired for day-to-day assignments is expected to be ready to report to the assigned location immediately after being notified of the job.

PROMOTION, CHANGE OF LOCATION AND TRANSFER OF CLASS

Promotion: Movement to a position in a classification with a higher maximum salary rate by successfully competing in a competitive examination. Job announcement bulletins are sent to all schools and work locations announcing examinations to be given. At times, examinations are offered on a “promotional only” basis in which only district employees may compete. District employees who have not yet passed their probationary period may compete for positions, but will not be placed on an eligibility list until they have completed the probationary period. If you do not see the bulletins, be sure to ask your supervisor or call the Personnel Commission at (626) 933-3920 for information. This information is also available on the Personnel Commission website at www.hlpusdjobs.org.

Change of Location: Reassignment of an employee from one position to another in the same classification. For example, an Office Assistant in one school may be assigned as an Office Assistant in another school. An employee who is to be transferred shall be notified in writing by the district at least five (5) working days prior to the effective date of the transfer. Usually, this kind of job change is not made until an employee’s probationary period is completed. An employee shall not be transferred for punitive or disciplinary reasons except as provided under the disciplinary provisions of the Personnel Commission Rules. (PC Rule #11.1.2)

Transfer of Class: Reassignment of an employee from one classification to another classification with related requirements and duties. A request for a change of location or transfer of class must be submitted and be approved by the Personnel Director and ratified by the Personnel Commission. Employees requesting transfers are considered for appropriate positions along with candidates from the eligibility list. (PC Rule #11.1.4)

SENIORITY, LAYOFF AND REEMPLOYMENT RIGHTS

Length of service is the only criteria used to determine the order of layoff within a class. The employee, who has been employed the shortest time in the class, plus higher classes, shall be laid off first. A classified employee who is laid off from a class and has achieved permanency in an equal or lower class shall have the right to displace a less senior employee in the equal or lower class. (PC Rule #19.1.2, 19.1.3, Education Code 45308)

A permanent classified employee who will suffer a layoff despite his/her displacement rights may accept a voluntary demotion or a lateral transfer. The voluntary demotion or lateral transfer requires the Commission to determine that the employee meets the minimum qualifications of the class and is qualified to perform the duties of the class. The Governing Board must approve any such voluntary demotion or lateral transfer. (PC Rule #19.1.4)

The names of classified employees laid off shall be placed on a reemployment list for the classification. Names on a reemployment list shall be in order of seniority in the class.

Laid off employees are eligible for reemployment for thirty-nine (39) months. Reemployment shall be in the reverse order of layoff. Reemployment shall take precedence over employment of new candidates. Employees placed on reemployment lists shall have the right to compete in promotional examinations while on reemployment lists. (PC Rule #19.2.1, 19.2.3, Education Code 45298)

TRAINING OPPORTUNITIES

The Personnel Commission provides staff development services for classified employees. Programs acquaint employees with the latest strategies, tools, and information to assist them in achieving their maximum performance potential.

Personnel Commission staff members are available to visit specific worksites to conduct training needs assessments and to assist employees in technical areas such as district/school practices and procedures.

VII. CLASSIFIED EMPLOYEE INFORMATION

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

WORK SCHEDULE

The normal work period consists of eight (8) hours per day, five (5) days per week. During various points in the year a modified schedule may be implemented. An example of modified work schedule is four, 10-hour days per week (4/40). Please refer to your respective bargaining unit's agreement for further information.

During a 4/40 work schedule, in any week where there is a holiday, affected employees will be on an eight (8) hour per day, five (5) days per week plan for that work period. All leaves and vacation time will be accounted for in hours. A modified work schedule neither gives additional pay, leave, or vacation benefits, nor does it deprive any employee of benefits. The use of any modified schedule is to occur only when it is shown that the mission of the district is not hindered.

CLASSIFIED SALARY RANGES AND STEP INCREASES

Salary placement of temporary, substitute and limited term employees will be at the first step of the appropriate salary range. Classified employees and retirees working in temporary, substitute, or limited term assignments shall be compensated in the same manner.

All new regular classified employees shall be paid in accordance with the salary range established for the class to which assigned. Initial placement will normally be the first step of the salary range. However, a new employee may be provided with advanced step placement upon recommendation of the appointing authority and approval by Human Resources based upon:

- Additional qualifying experience beyond that required for entry into the class.
- Additional education at the college level when related to the position, beyond the established educational requirements for entry into the class.
- Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.
- Additional skills or qualifications of the candidate that make them especially qualified for the position.
- Evidence of currently receiving a salary greater than the first step of the salary for the classification.

When a probationary or permanent employee accepts a regular position on the first step of the salary range, salary advancement shall be granted upon completion of one (1) year in the position, if the employee actually renders service at least seventy-five (75) percent of the number of days of the employee's regular work year. If completion of this period is after the fifteenth of the month, step advancement shall be the first of the following month. Salary step advancement shall occur annually thereafter when at least seventy-five (75) percent of the year has been served. (PC Rule# 17.2.3)

OVERTIME COMPENSATION

Mandated and/or required overtime is at the discretion of the district. Under no circumstances will any employee work overtime unless they have received prior approval from their supervisor. All overtime hours may be compensated at the rate of pay equal to time and one-half (1-1/2) the regular rate of pay of the employee. Overtime is defined to include any time worked in excess of eight (8) hours in any one day or in excess of forty (40) hours in any calendar week. In certain situations employees will earn compensatory time in lieu of overtime pay. Compensatory time will also be issued at a rate of time and one-half. All overtime must be authorized by your supervisor. Check with your supervisor to see if you will receive overtime pay or compensatory time for hours which exceed your normal work schedule.

MILEAGE REIMBURSEMENT

Employees who must use their personal vehicle to travel while performing their duties are reimbursed for mileage when they use their own cars. The amount reimbursed will be at the rate designated by the district. Consult your supervisor for details if you believe you may be eligible.

VACATION

Classified employees will earn vacation on the basis of years of service according to the following schedule:

- From the date of regular employment through the completion of five (5) years, one (1) day of vacation will be earned per month worked.
- From the beginning of the sixth (6) year through the completion of the tenth (10) year, one and one-quarter (1.25) days of vacation will be earned per month worked.
- From the beginning of the eleventh (11) year through the completion of the fifteenth (15) year, one and one-half (1.5) days of vacation will be earned per month worked.
- From the beginning of the sixteenth (16) year through the completion of the twentieth (20) year, one and three-quarter (1.75) days of vacation will be earned per month worked.
- From the beginning of the twenty-first (21) year, two (2) days of vacation will be earned per month worked.

Vacation shall be paid at the employee's current rate.

When a regular employee terminates employment, the employee shall be entitled to a lump sum compensation of all earned and unused vacation.

When a paid holiday falls within a scheduled vacation, the employee shall be paid for the holiday and shall not be charged vacation.

Please refer to your respective association agreement for more information.

HOLIDAYS

Regular classified employees shall be entitled to paid holidays, which occur during their assigned work year, subject to eligibility provisions.

Any day defined as a holiday shall be paid at the regular rate of pay the employee would have received had the employee worked that day.

Authorized holidays are:

- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- The day immediately following Thanksgiving (Friday)
- Winter Holidays (2 days)
- New Year's Holidays (2 days)
- Martin Luther King, Jr. Day
- Lincoln's Birthday
- Presidents' Day
- One (1) day during the week of Spring Break (When spring break is before Easter, the holiday will be the Friday before Easter. When spring break follows Easter, the holiday will be on the Monday following Easter)
- Memorial Day

There also are three (3) paid non-work days during one (1) of the weeks of the Winter Break. The District will designate the specific week during which these days will be granted

