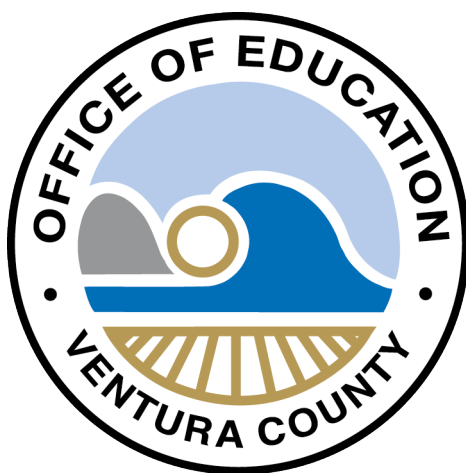


**VENTURA COUNTY OFFICE OF EDUCATION
(VCOE)**

**EMPLOYEE/EDUCATOR
HANDBOOK**



Dr. César Morales
County Superintendent of Schools

Revised: March 2023

"Commitment to Quality Education for All"

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INTRODUCTION TO THE VENTURA COUNTY OFFICE OF EDUCATION

It is a pleasure to extend a warm welcome to you as an employee/educator of the Ventura County Office of Education (VCOE). You are an employee, and more so an educator, because you are instrumental in supporting the education of students in Ventura County. Whatever your capacity, you are performing duties that directly and indirectly relate to serving students. We are pleased you have chosen to join our team and share our goal of providing quality education for all.

Mission

The Ventura County Office of Education provides quality services and support for life-long learning opportunities.

Vision

All people will benefit from life-long learning.

Motto

"Commitment to Quality Education for All"

Goals

We will collaborate to build relationships with local educational agencies, and other government and private sector entities to provide leadership, service and support for all learners, local educational agencies, and other government and private sector entities to:

1. Provide, promote, and support environments that result in **WORLD-CLASS LEARNING** for all.
2. Secure and develop **RESOURCES** (human, fiscal, and informational) that support and promote our mission.
3. Develop and maintain an **ORGANIZATION** based on trust, communication, collaboration, critical thinking and creativity.
4. Ensure the highest levels of **SERVICE and SATISFACTION**.

HANDBOOK PURPOSE

The handbook is designed to familiarize employees with the personnel practices of VCOE and consolidate the rules and regulations regarding the employee-employer relationship.

This handbook explains some of our philosophies and beliefs and describes some of our employment guidelines. We hope it will serve as a useful reference document for employees throughout their employment at VCOE. This handbook is not intended to be a contract, nor is it intended to otherwise create any legally enforceable obligations on the part of VCOE or its employees not otherwise found in statute.

VCOE is a growing and changing organization and reserves full discretion to add, modify, or delete provisions of this handbook, or the policies and procedures on which they may be based, at any time without advance notice. VCOE also reserves the right to interpret any of the provisions set forth in this handbook in any manner it deems appropriate.

No individual other than the Superintendent has the authority to enter into any employment or other agreement that modifies VCOE employment policy. Any such modification must be in writing.

This handbook is the property of the VCOE, and it is intended for use and reference by employees of VCOE. Circulation of this handbook outside of VCOE requires the prior written approval of the Assistant Superintendent of Human Resources.

ORGANIZATION

The Ventura County Office of Education is governed by an elected County Superintendent of Schools and a five-member County Board of Education. The County Superintendent is the employer for all VCOE employees. The County Board of Education approves the budget, Local Control and Accountability Plan (LCAP), and hears appeals on inter-district student attendance, student expulsions and charter school authorizations. The County Superintendent and County Board of Education invite interested individuals to attend board meetings and take an active role in the education planning and support at the countywide level.

County Superintendent of Schools

Dr. César Morales

Board of Trustees

Area 1 - Rachel Ulrich

Area 2 - Mike Teasdale

Area 3 - Dr. Mark Lisagor

Area 4 - Arleigh Kidd

Area 5 - Dr. Ramon Flores

WHO WE SERVE

The Ventura County Office of Education is pleased to serve 8 unified school districts, 10 elementary school districts, 1 high school district, 1 community college district, and 4 Joint Powers Authorities. We provide service to 258 public schools.

WHAT WE DO

The Ventura County Office of Education is a regional support system for area public schools, providing service, support, and leadership to maintain and improve the schools in Ventura County. Our mission is to provide quality services and support life-long learning opportunities.

WHAT WE ARE PROUD OF

The Ventura County Office of Education strongly supports local school districts in building a regional system of services and leadership to maintain, bolster, and improve educational opportunities for all children, school employees, and community members in Ventura County. The Ventura County Office of Education plays an important and vital role in helping educate the diverse population of Ventura County's students. VCOE recognizes that optimizing educational opportunities takes a team effort and must involve the entire community. Our young people will have the best opportunity for success with each of us doing our part to effectively and efficiently provide an educational system that prepares students to be contributing citizens.

YOUR SUPERVISOR

Your supervisor is the most important person you will meet during the first few days on the job. This person is responsible for your orientation, training, and evaluation of your job performance. Your supervisor will work with you to ensure overall effectiveness on the job and will let you know exactly what is expected of you and keep you posted on policies and procedures. Your supervisor will assign your work, introduce you to other employees, help you get the feel of your job, explain the regulations concerning lunch breaks, rest periods, reporting absences, scheduling vacations, and other job-related information. Do not be afraid to ask questions! If instructions are not clear, always ask for clarification.

There may be times when you want advice on a problem or an answer to a question. Usually, your immediate supervisor will be able to help you. If not, your supervisor will obtain the information you need. The Human Resources Department is also available to answer any questions you may have about your employment.

CODE OF ETHICS

The maintenance of high ethical and moral standards in public service is the basis of effective government. All employees must act with unwavering integrity, absolute impartiality and devotion to the best public interest.

The following principles must be observed:

1. The VCOE does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity, gender expression, genetic information, marital status, medical condition, military or veteran status, national origin, immigration status, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination will apply to both education services and employment. The Human Resources Department is charged with overseeing, leading, and directing the VCOE's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in California Department of Education employment and delivery of education services. Inquiries regarding nondiscrimination and civil rights should be directed to the Office of Equal Opportunity.
2. No employee shall accept any fee, compensation, gift, payment of expenses, or any other thing of monetary value in circumstances in which acceptance may result in or create the appearance of the use of Public Office for private gain, preferential treatment of any person, impeding governmental efficiency or economy, any loss of complete independence or impartiality or any adverse effect on the confidence of the public in the integrity of VCOE.
3. Persons in public service shall not disclose confidential information acquired by or available to them in the course of their employment with VCOE or use such information for speculation or personal gain.

Superintendent Policy 4119.21/4219.21 "Professional Standards" clearly states that all of us must maintain the highest ethical standards, behave professionally, follow policies and regulations, abide by all laws, and exercise good judgement when interacting with students and other members of the school community. We shall engage in conduct that enhances the integrity of VCOE, advances the goals of its educational programs, and contributes to a positive school/work climate.

This professionalism is addressed with some detail in the "Code of Conduct" document signed by employees at the start of their employment with VCOE.

EMPLOYEE EXPECTATIONS, VALUES AND BELIEFS

Personal Character

We hold a strong belief that one's personal character profoundly affects one's work behavior. VCOE employees should be reliable, responsible, collaborative, open, self-reflective, confident, inquisitive, interested in learning, honest, humorous, trustworthy, authentic, enthusiastic, motivated, passionate, fair, ethical, respectful, empathic, sensitive, and culturally proficient.

Communication

We strongly believe that open and honest communication provides the foundation for organizational and personal growth and improvement. VCOE employees are to provide regular opportunities for oral and written communication between all levels of the organization. Emphasis should be placed on communicating information that is necessary for maintaining organizational progress and goal attainment. Gossip is discouraged. Confidentiality and responsible disclosure of information is an expected responsibility of all employees. Questions and or concerns should be taken to the source.

Chain of Command / Employee Treatment

We believe that empowering employees with information and decision-making responsibility will assist in achieving the mission of the organization. VCOE employees should treat each other respectfully, as equals, and should expect this treatment in return. Employees should maintain high standards of conduct and personal character as listed above. Employees should be committed to VCOE. Each employee should be viewed as a life-long learner who is competent, committed to organizational goals, motivated, honest, self-directing, and collaborative. Each employee's contribution to the organization should be valued. Feedback regarding effectiveness should flow up and down the organizational hierarchy. The chain of command in the organization should be respected and followed.

Challenges / Risk Taking

We believe that reasoned risk-taking is the only way to "break new ground" and invent new and more successful practices. VCOE leaders should encourage reasoned risk-taking and allow reasonable failure.

Leaders should expect professional judgment and continuous self and supervisor evaluation in all experimental practices. The welfare of the student and fellow employees should be paramount in any risk-taking decision.

Continuous Improvement

We believe that a commitment to continuous quality improvement in our service is the responsibility of all employees. VCOE provides employees with the resources necessary to engage in continuous improvement, including systematic data collection and evaluation, necessary professional development, personal support for change, opportunities for individual contributions, along with recognition and celebrations of successes.

Conflict Management

We believe conflict is an opportunity to learn and is a natural occurrence in improving organizations. It is also believed that working toward constructive resolutions helps organizations improve faster. VCOE encourages employees to constructively disagree and provide differences in perspective in an atmosphere of goodwill. Leaders should intervene to resolve conflicts among staff and invest time in each employee's success.

Customer Service

We believe that possessing a customer orientation will improve the value of our service. VCOE employees should identify customers, help them make informed decisions, be responsive, teach and model the process of learning and improving, continuously seek customer feedback, and anticipate what customers will value.

ORGANIZATION

To provide the educational services and support of Ventura County public schools, it is necessary to have adequate, well-qualified staff. The VCOE organization consists of the County Superintendent as the employer and services are organized within four branches; Educational Services, Fiscal and Administrative Services, Student Services, and Special Education Local Plan Area (SELPA).

ORGANIZATIONAL CHART

In order to facilitate effective communication, leadership and collaboration, the following groups have been established:

1. **Superintendent's Cabinet** - Composed of the Superintendent, Deputy, Associate, Assistant Superintendents and the Director of Communications. Cabinet serves as the executive leaders of VCOE.
2. **Leadership Team** - Composed of management team plus representatives from the employee groups. This includes the Teacher and Paraeducator Federation Presidents and the Chairperson of the VOICE Committee. This group meets to collaborate, network, and improve the best practices of leading services for all students.
3. **Consultation Teams** - Composed of management and employee group representatives. These groups meet bi-monthly to address concerns and issues relating to individual employee groups.
4. **VCOE Organization for Information Communication (VOICE) Team** - Composed of management team plus representatives from unrepresented employee groups. This group meets bi-monthly to address organizational matters.

MANAGEMENT EMPLOYEES

A management employee is defined as an employee in a position having significant responsibilities for formulating policies and or administering VCOE programs. The following are the classifications of management personnel:

MANAGEMENT - CERTIFICATED MANAGEMENT EMPLOYEE

A Certificated Management Employee holds a position requiring certification under the California Education Code and performs duties designated by the employer as management. VCOE may contract with certificated management employees on a year-to-year basis or for periods not to exceed the end of the school year in which the term for which the County Superintendent of Schools was elected expires and in no event for more than four years and six months.

Certificated Manager

A county office of education certificated manager does not receive tenure at any time (except as noted below), and is never designated as a permanent, probationary or substitute employee. The certificated manager serves at the request of the County Superintendent.

Certificated Manager with Displacement Rights

A certificated manager with displacement rights is one who has taught as a classroom teacher for VCOE and has obtained permanency as a teacher for VCOE prior to becoming a manager. Such an employee shall have permanency as a classroom teacher only and does not obtain permanency as a manager.

MANAGEMENT - CLASSIFIED MANAGEMENT EMPLOYEE

A Classified Management Employee holds a position not requiring certification under the California Education Code and performing duties designated by the employer as management. Classified managers, upon initial employment, shall serve a probationary period in a paid status. During this probationary period, a classified manager serves at the request of the County Superintendent and may be dismissed at any time. Upon successful completion of the probationary period, a classified manager is entitled to rights identified in the Education Code, Labor Code, etc., as applicable. The anniversary date shall be July 1.

MANAGEMENT PERFORMANCE EVALUATION

All management employees will be evaluated at least one (1) time each year by the designated supervisor.

STAFF

The County Superintendent's staff is comprised of two categories of employees: Certificated and Classified.

CERTIFICATED STAFF

Certificated employees are those who, in order to perform the function of their position, must be certified by the State of California with a designated credential to perform the functions of their job description. In accordance with the Education Code, certificated employees are required to be members of the California State Teachers' Retirement System (STRS). The bulk of our certificated staff are teachers; however, other positions include counselors, audiologists, psychologists, speech and language specialists, etc.

Some certificated staff are represented by the Ventura County Federation of School Employees Local 4434 of the American Federation of Teachers. Please refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

CERTIFICATED TEACHER REPRESENTATION

VCOE recognizes the Ventura County Federation of School Employees, Local 4434 AFT (Federation) as the exclusive representative of certificated, non-management employees of VCOE. The following categories of certificated employees are considered members of the bargaining unit:

- | | |
|--|------------------------------------|
| - Career Education Center (CEC) Teachers | - Audiologists |
| - Special Education Teachers | - Psychologists |
| - Court & Community School Teachers | - Speech & Language Specialists |
| - Deaf/Hard of Hearing Specialists | - Resource Specialists |
| - Adaptive P.E. Specialists | - Orientation/Mobility Specialists |
| - Counselors | - Visionary Impaired Specialists |

Certificated employees who are not represented by the Federation include day-to-day substitutes, management and supervisory employees.

If you hold a position that is represented, you may wish to join the Federation. There is a representative at all sites who can explain the benefits of membership in the Federation or contact the Human Resources Department to obtain the names and phone numbers of Federation Officers. You are not required to join the Federation as a condition of employment or to maintain employment. Refer to the CBA for more details.

All bargaining unit employees are covered by the terms of the contract negotiated between VCOE and the Federation. The Federation must represent all members of the bargaining unit and VCOE certificated employees are covered by contract. **IT IS YOUR RESPONSIBILITY TO READ THE BARGAINING UNIT AGREEMENT/CONTRACT BETWEEN VCOE AND THE FEDERATION.** Ignorance of the terms of the Contract is not an acceptable excuse for violation of any contract provision.

CERTIFICATED PERFORMANCE EVALUATION

Observation and evaluation are a cooperative and collaborative process. VCOE is committed to this process in the spirit of communication, collegiality and support. It is sincerely hoped the process will be a positive experience leading to the goal of the highest quality of services and instruction for students.

CLASSIFIED STAFF

Classified employees are those who, in order to perform the function of their position, **do not** need to be certified by the State of California with a designated credential to perform the functions of their job description. VCOE does not participate in the Social Security benefit for its employees. All new hires contribute and participate in Medicare. The employment status of classified personnel is defined in the following ways:

1. Regular Full-Time: A position that has been approved to be filled for a full work year of 260 workdays, at eight (8) hours per day, five (5) days a week.
2. Regular Part-Time: A position that has been approved to be filled for a portion of the 260-workday basis, or less than eight (8) hours per day, or less than five (5) days a week, on a regular basis.
3. Extra Help: A person is hired for a temporary period to complete a job during peak or rush periods and the job is subject to being released when the temporary need is over.
4. Substitute: Individuals are hired on a daily or hourly basis to substitute for staff during periods of absence.
5. Specially Funded: A position (usually related to a special project) which is dependent on specific funding and will terminate on a certain date as specified in the project or contract. "Specially Funded" project employees will be classified as "Regular" or "Extra Help" for the purpose of determining eligibility for various benefits. Seniority gained while working in a specially funded project applies to like positions within VCOE.

Employees in "Regular" (including Specially Funded) positions will serve an initial probationary period.

Employees are recruited to fill vacancies as they occur.

When approved by the Human Resources Department, a position may be filled at less than the authorized level for several reasons. Among justifiable reasons are:

1. Inability to recruit acceptable and qualified applicants at the authorized level.
2. The position requires an extensive training period making it more appropriate to fill the position at a lower level for an initial training period.

VCOE ORGANIZATION for INFORMATION COMMUNICATION AMONG EMPLOYEES (VOICE)

VOICE is the classified advisory committee that provides a communication link between non-management, unrepresented classified employees and VCOE management. Representatives are elected every two years or as vacancies occur. Meetings are held every other month in the Administrative Services Building. Minutes of the meetings are made available to all employees through the intranet, or through their representative, if requested.

The major goal of the monthly VOICE Representatives meeting is to provide an opportunity for the unrepresented employees and management to work together to foster a partnership that contributes toward positive relationships, organizational gains, and job satisfaction. The objectives are to enhance communication opportunities, share concerns and successes, and to identify and resolve issues utilizing a collaborative problem-solving process for the benefit of the employees, the organization and the customers served.

Questions and/or concerns should be brought to the attention of the VOICE representative in your department or the Human Resources Department.

CLASSIFIED PROBATION

Each employee shall serve in a probationary status upon initial employment and upon promotion to any position which is at a higher classification or in a different job family (i.e. Administrative Assistant I to Account Technician) than previous positions for which probationary status was successfully completed.

The probationary period for Classified Management staff shall be one year. Classified Management staff employed after the beginning of the fiscal year shall be eligible for regular status after having served at least fifty percent of the days in a full contract year. The anniversary date shall be July 1.

The probationary period for all other classes shall be six months. Probationary employees who are initially placed on Step 1 are eligible to be moved to Step 2 upon successful completion of probation. Probationary employees who are initially placed on Step 2 or higher are eligible to be moved to the next step upon successful completion of probation and one full year of service as determined by their start date.

CLASSIFIED PERFORMANCE EVALUATION

Your performance will be evaluated by your supervisor. A formal report on your performance will be prepared three times during your initial probationary period and annually thereafter. These reports, and less formal evaluations, will be discussed with you by your supervisor.

In evaluating your performance, the knowledge, skill, and abilities you exhibit will be measured against the standards of the job and your ability to attain agreed upon objectives.

The basic purpose of the evaluation is to recognize past performance and to have you and your supervisor mutually establish goals and objectives for the future.

PARAEDUCATORS - CLASSIFIED STAFF

The classification of “Paraeducator” is a represented group in our classified group.

The paraeducators are represented by the Ventura County Federation of Paraeducators Local 4434.1 of the American Federation of Teachers. Please refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

The status of Paraeducators is classified in the following ways:

<ul style="list-style-type: none">• Special Education• Gateway Community School• Providence – Court School• Special Education – Court & Community Schools• Special Education – Triton Academy & ED Programs	A Paraeducator who has met all requirements of the position and has successfully completed the probationary period.
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PARAEDUCATOR REPRESENTATION

Under California law, employees have the right to be represented by a professional association, and to collectively bargain (negotiate) wages, hours, and certain conditions of employment. VCOE recognizes the Ventura County Federation of Paraeducators, Local 4434 AFT (Federation) as the exclusive representative of all paraeducator employees of VCOE.

If you are a bargaining unit employee, you may wish to join the Federation. There is a representative at all sites who can explain the benefits of membership in the Federation or contact the Human Resources Department to obtain the names and phone numbers of Federation Officers. You are not required to join the Federation as a condition of employment or to maintain employment. Refer to your CBA for more details.

All bargaining unit employees are covered by the terms of the contract of agreement negotiated between VCOE and the Federation. The Federation must represent all members of the bargaining unit whether they are a dues-paying member. **IT IS YOUR RESPONSIBILITY TO READ THE BARGAINING UNIT AGREEMENT BETWEEN VCOE AND THE FEDERATION.** Ignorance of the terms of this contract is not an acceptable excuse for violation of any contract provision.

All paraeducators should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

PARAEDUCATOR PERFORMANCE EVALUATION

Your performance will be evaluated by your supervisor.

In evaluating your performance, the knowledge, skill, and abilities you exhibit will be measured against the standards of the job and your ability to attain agreed upon objectives.

Paraeducators should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

THE ROLE OF THE TEACHER/ COLLABORATION WITH PARAEDUCATOR IN THE CLASSROOM

The teacher has had a minimum of five years of training to attain specific skills and to achieve the necessary knowledge for assisting the students in their growth and development.

The teacher has the responsibility to study and evaluate each student's ability in the classroom and to develop annual goals and short-term instructional objectives for the student. Further, the teacher develops specific plans and schedules that will most effectively meet the education and training needs of the student.

The teacher also has the duty to plan with the paraeducator ways to meet the needs of each student, and the specific means for reaching those objectives.

The teacher reports to parents, maintains standards of conduct, keeps student records and plans the actual development of classroom activities. In the classroom the teacher is responsible for the direction of the educational program.

THE ROLE OF THE PARAEDUCATOR/ COLLABORATION WITH TEACHER IN THE CLASSROOM

The role of the paraeducator in the classroom is to assist the teacher in preparation for the implementation of the education and training program being presented. The paraeducator must always consider the welfare of the student as paramount in their work.

The paraeducator should be aware that in helping students to help themselves, the paraeducator neither overindulges them, nor completes an assignment for them. They direct, assist and encourage the completion of assignments. The behavior standards are established by the teacher, and the paraeducator reinforces those standards. The paraeducator's limited time should be directed towards the preparation of materials, working with students and specialized health care, not with activities unrelated to school. The close cooperation of the paraeducator and teacher should result in a high level of instruction. The paraeducator, working effectively, allows the teacher to devote greater time to individual instruction.

EMPLOYMENT REQUIREMENTS

AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY / AMERICANS WITH DISABILITIES ACT

VCOE is an equal employment opportunities employer. The employment and procurement in every department within VCOE will be on a fair and impartial basis, and no factors of race, religious creed, color, ancestry, national origin, sex, age, marital status, military or veteran status, medical condition, or physical handicap, where the latter does not impair one's job performance with reasonable accommodations, are to be considered. Furthermore, VCOE recognizes the Americans with Disabilities Act (ADA) and acknowledges that reasonable accommodations for the employment of qualified persons with a physical disability or medical condition are necessary and consistent with the philosophy and intent of ADA.

EMPLOYMENT ELIGIBILITY VERIFICATION DOCUMENT

Verification of the right to work in the U.S. is required by the Federal Government. Upon initial employment, the employee must show evidence of identity and employment eligibility when completing the I-9 Document.

FINGERPRINTS

As applicable to the position with VCOE, each employee shall be electronically fingerprinted in conformance with Education Code Section 45125 and as a condition of employment. Fingerprints are forwarded to the Department of Justice and Federal Bureau of Investigation for screening to assure that no employee has been convicted of a controlled substance, sex crime or other crime that would preclude employment by VCOE. Employees may not report to their assignments for duty prior to acceptance of their fingerprint clearance by the Human Resources Department.

VERIFICATION OF SOCIAL SECURITY CARD

VCOE requires a copy of your social security card to be on file with the Human Resources Department before any payroll checks are processed. Per federal regulations, VCOE must pay you exactly as your name is listed on your social security card. This regulation is in place to protect both the employee and employer. By using the exact information printed on your social security card, earnings reported to state and federal agencies will be posted accurately to insure proper credit to you. If an employee is paid under an incorrect name or social security number, VCOE may be subject to penalties. A copy of your social security card is also required by the State Teachers Retirement System upon enrollment.

FREEDOM FROM TUBERCULOSIS

Verification of freedom from tuberculosis is required upon employment and every four years thereafter. If you had a valid TB test or Risk Assessment on-file with another district which has not expired, it will be accepted to meet this requirement. VCOE must have TB verification within thirty days of beginning your services.

MANDATORY DISASTER SERVICE WORKERS

All California public employees are required to sign an Oath of Allegiance and by law are disaster service workers in the event of a declared emergency. (See Appendix A – Government Code, Chapter 8, Division 4, Title 1, Sections 3101) According to the type of emergency, specific duties shall be assigned to all

employees. In addition, VCOE employees can be reassigned to other public agencies during a state of emergency.

EMPLOYEE MEDICAL EXAMINATION

All employees of VCOE may be required to undergo a periodic medical examination to ensure that the employee is free from any communicable disease, or when there is evidence that a medical problem exists that interferes with the normal responsibilities of the employee's position. VCOE will either provide the required examination or cause the examination to be provided. A medical certificate stating that the employee is physically able to resume regular duties shall be placed in the employee's medical file.

PROFESSIONAL CREDENTIALS

Certificated positions require credentials to be employed. Credential renewals are the responsibility of the employee. If your position requires a specific credential and you do not have the appropriate credential on file, no payment of salary can be given. The credential must be on file with VCOE in order to receive compensation. The Human Resources Department is available to give credential information and assistance when necessary.

There are two ways to submit your application for renewal:

1. **Renew Your Credential Online** - Qualifying credentials must be renewed online at www.ctc.ca.gov/. Credentials renewed online are processed in 10 working days. Effective January 1, 2007, all clear, professional, and professional clear credentials MUST be renewed online. The Commission no longer accepts paper applications for clear, professional, and professional clear credential types.
2. **Submit Your Application by Mail** - Credentials that do not meet online renewal criterion must be applied for via postal mail. Application forms are available for download at www.ctc.ca.gov/. Some credentials and permits may require you to file your renewal application through your employing agency or institution of higher education.

SEXUAL MOLESTATION PREVENTION TRAINING

As a condition of yearly employment, all employees are required to complete Sexual Molestation Prevention Training. The purpose of this program is to raise everyone's awareness level regarding the compelling issue of sexual molestation in our schools today. Sexual molestation of children is a vital social issue that affects all of us. It is our duty to safeguard the children and young people we serve in our schools each day and we can do this most effectively by observing and understanding the "signs" that sexual abuse may be occurring. The system tracks your participation and makes a report available to VCOE automatically.

All employees must complete the Sexual Molestation Prevention, Mandated Child Abuse Reporting, and Sexual Harassment trainings annually.

MANDATED CHILD ABUSE REPORTING

As an employee of the public school system, all employees are required to be mandated reporters of child abuse. VCOE has established the following procedures which offer direction and clarity to the reporting process.

**To report abuse or neglect, call the Human Services Agency 24-hour hotline: (805) 654-3200.
For emergency help, dial 911.**

IF YOU HAVE A REASONABLE SUSPICION THAT A STUDENT IS A VICTIM OF ABUSE, WHETHER PHYSICAL, SEXUAL, OR NEGLECT:

1. You are legally obligated to report it. Call Child Protective Services (CPS). (Note: Reasonable suspicion means that it is objectively reasonable for a person with your training and experience to entertain such a suspicion based on the facts, i.e., knowledge or observation, available to you.) To assist in determining whether an incident is reportable, you can ask yourself the question, "Do I suspect, based on my training and experience, that the injury was not accidental or not self-inflicted?" If the answer is "yes", the incident is reportable. Try to be clear, include the name of the person making the report, the name of the student, the present location of the student, the nature and extent of the injury, and any other information, including information that led you to suspect child abuse.
2. Complete the Suspected Child Abuse Report Form on file at your site and forward it to the appropriate agency within 36 hours (about 1 and a half days). If necessary, pictures of the abuse shall be taken.
3. If a student tells you that he or she is being sexually abused, believe the student, and report it directly to CPS. It is extremely rare for a child not being abused to make up a scenario involving sexual abuse.
4. Employees who directly work with students are considered mandated reporters, are immune from prosecution, and cannot be sued for reporting a suspicion of child abuse, even if it later appears not to have taken place. You can be found guilty of a misdemeanor and confined in the County Jail for failure to report suspected abuse.
5. When discussing a child abuse matter, remember that they are the victims of a crime and are not to be blamed for it. Also, do not belittle the student's parents.
6. Supervisors should not prohibit their employees from completing a CPS report if the employees suspect abuse.
7. All employees should keep any reports made to CPS confidential, discussing the matter only with other employees who "need to know."

IF YOU ARE ACCUSED OF MOLESTING OR ABUSING A CHILD:

1. If a verbal allegation is made by a parent, tell them that in view of their serious concerns, you will contact your administrator who will arrange a joint meeting time. Do not debate the issue with

the parent. If parents or guardians insist on calling the supervisor directly, that is their right. However, you may wish to call first to alert the administrator to the situation.

2. If a report has been filed with CPS or the police, there will be an investigation and you will be questioned. If a CPS worker questions you, it is recommended that you speak with an administrator present who can confirm what you say, and the context in which you made the statement. It is your right not to talk to a CPS worker without first consulting your personal attorney at your own expense.
3. If a police officer comes to interrogate you, you may wish, for your own protection, to consult your personal attorney at your own expense prior to saying anything to the police. Sometimes innocent people feel "I don't mind talking, I have nothing to hide," but innocent statements can sometimes be manipulated or interpreted in such a way as to aggravate the situation. If you do choose to discuss the matter, it is again recommended that you do so in the presence of an administrator.
4. If formal charges are filed against you, the VCOE will investigate the matter before deciding what action, if any, needs to be taken.

BEST PRACTICES

1. "High Fives," handshakes, etc. are welcome contact for most students. Unrealistic fears of child abuse charges should not turn us into cold people, afraid to reward children with our touch.
2. When working individually with a child, do so in an area that is open to other areas. If it is necessary to work in a quiet and private place, keep a log of when and where you went and what activities the student was engaged in for that period.

SEXUAL HARASSMENT

All employees have the right to work in a harassment-free environment. The key word in defining sexual harassment is **unwelcome**. When any unwanted, unwelcome, or unsolicited sexual conduct is imposed on a person who regards it as offensive or undesirable, it is sexual harassment. When a person finds the conduct is unwelcome, it becomes illegal. Even conduct implicit in nature--hidden in subtlety or innuendo--is unlawful if it is unwelcome. If the employee or student states that they find the behavior offensive, the actions are unwelcome. Often victims will seek to avoid confrontation or may fear reprisals and consequently do not clearly state their objection. Therefore, all employees must learn to be sensitive to how their actions may be perceived by others, no matter what they personally may believe or intend.

DISCRIMINATION

All employees have the right to work in a discrimination-free environment. If you feel you are being discriminated against, or if you observe that discrimination is being practiced in your work area, you should contact the Human Resources Department. It is your right to file a complaint under our Complaint Procedure, which is found in the Superintendent's Administrative Regulations No. 4144 and 4244.

UPDATED INFORMATION

VCOE is required to have your up-to-date information. If you change your address, phone number, and/or email, enter the information in your employee portal. Contact the Human Resources Department or Payroll for more information.

PERSONNEL FILES

The personnel file maintained in the Human Resources Department is the only official and legal permanent record that can be maintained on employees. A major purpose of the file is to protect employees against arbitrary and prejudicial personnel decisions. The personnel file is governed by Education Code 44031 which requires a procedure whereby employees can correct or rebut incomplete or inaccurate information in the hands of their employers which might affect their employment status. Additionally, no information of a derogatory nature can be entered or filed unless and until the employee is given notice and an opportunity to review and respond. Any document relating to an employee's performance, whether it is a formal evaluation, observation, report, memorandum, commendation, written warning, reprimand, or otherwise, shall be put in the employee's personnel file.

Every employee has the right to inspect his/her personnel file upon request, provided that the request is made when the employee is not required to render services to VCOE.

All employee personnel files are confidential and are available only to the employee and to people with official access permission.

SALARY AND BENEFITS

WORK YEAR

Each classification has a predetermined work year calendar based on workdays assigned to that classification.

Represented employees should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

The purpose of the calendar is to provide a plan so the employee will work the required number of days during the year, and to assure there is appropriate coverage to provide continuity of services. When Management changes are necessary, an updated calendar shall be submitted to the respective Branch Head for approval, and then to the Human Resources Department to update pay records.

WORK HOURS

Employees of VCOE are required to work such hours as directed by the County Superintendent of Schools or a designee.

Employees normally work during the regular business hours of 8:00 a.m. to 5:00 p.m. or adjusted to align with the start and end times of the school days/department needs. For management employees, certain professional responsibilities may be performed during other than regular business hours, such as in the evening or on weekends.

As needed, the supervising Branch Head shall authorize modification of the employee's normal workday.

WORKING CONDITIONS

Lunch Break

All employees who work more than five hours shall be completely relieved from duty for the purpose of a duty-free meal break. When a work period of six hours or less will complete the day's work the meal period may be waived by mutual consent of the employer and the employee. The duty-free meal break shall be a minimum of 30 minutes and shall not be counted as time worked. If the duty-free meal break is interrupted for work-related purposes, the interruption shall be counted as hours worked. The supervisor is responsible for assuring the duty-free meal break is not interrupted. (California Code of Regulations, Title 8. Industrial Relations, S 11010)

Rest Breaks

Employees working seven (7) or more hours per day are allowed a morning and afternoon rest break, not to exceed fifteen (15) minutes each. Employees working four (4) hours or more per day, but less than seven (7) hours are allowed one (1) fifteen (15) minute rest break. Supervisors are responsible for scheduling the appropriate time for these breaks. Rest breaks may not be used to come to work late, leave early or extend lunch breaks. (Exceptions may occur only when necessary to assure continuous supervision of students.) Rest periods are counted as hours worked. The rest of the period shall not be offset against other hours of work.

Work Week

The work week is the seven-day period beginning at 12:01 a.m., Monday of each week. Most employees work five (5) days a week from 8:00 a.m. to 5:00 p.m. with one (1) hour for lunch. There are exceptions. Work shifts are scheduled by department heads. The exact hours that you work each day will be arranged by your supervisor.

DISTRIBUTION OF PAY CHECKS

Pay day is the last business day of each month. The following options are available for delivery of pay checks:

1. Direct deposit to a financial institution, provided the employee has filed the appropriate forms with the Payroll Department. This will electronically post the employee's paycheck to a checking or savings account of the employee's choice each pay day.
2. Employees may pick up their check in the Payroll Department after 8:30 a.m. on pay day each month.
3. Employees may designate, **in writing**, a member of their immediate family to whom, with proper identification, the Payroll Department may release a paycheck. This person will be required to sign for the check.
4. U.S. Mail may be utilized to forward pay checks to the employee's home. **We cannot assume responsibility for delays that may occur when mail is lost or delayed. A minimum of 7 days is required to report a paycheck was lost in the mail.**

Your choice may be changed at any time. The Payroll Department must be notified at least 10 days prior to pay day for direct deposit, and at least 48 hours before pay day for any other option. Cancellation or change of any of the above options must be made to the Payroll Department in writing.

PAY DAY DEDUCTIONS

Accompanying your check will be a statement of earnings and deductions.

The following deductions are required:

1. Federal and State Income Tax,
2. Retirement Contributions*,
3. Survivor Benefit (currently \$2.00 monthly),
4. Employee portion of Medicare contribution (applies to anyone employed after 4/1/86),
5. Union Dues (if applicable), and
6. Employee contribution for the VCOE Health Benefit Program.

All other deductions are voluntary and require written authorization. If you choose, deductions will be made for such things as: Credit Union payments or savings, union dues (if applicable), Tax Sheltered Annuities and some charitable contributions. If you feel there has been an error in any paycheck you receive, or if you have questions concerning the amount of your check, you should contact the Payroll Department immediately.

*Retirement contributions are deducted before state and federal tax is calculated. Retirement contributions will be taxable when received at the time of retirement or withdrawal from the retirement system. Withdrawal prior to retirement or age 59-1/2 may also result in tax penalties.

SALARY SCHEDULE PLACEMENT

The salary schedule for VCOE employees is adopted annually by the County Superintendent. Please refer to the Human Resources website for updated salary schedules at <https://www.vcoe.org/Internal-Business-Services/Payroll/Salary-Schedules>.

The salary range for each position is assigned according to the degree of responsibility and the nature of duties required.

There are steps in each salary range. Each step is an approximate 5% or above the previous step. Salary schedule adjustments alter the step schedule by the percent of adjustment to each step, but do not affect probation status or anniversary dates.

Errors in the current salary schedule payment made by VCOE shall be corrected as follows: Overpayments or underpayments will be corrected retroactively no more than four (4) years if the error is based on a written contract or three (3) years if the error is based on a statutory entitlement. It is the responsibility of the employee to provide documentation for any degree or credential to the Human Resources Department.

MANAGEMENT SALARY SCHEDULE PLACEMENT

A manager new to VCOE shall be placed on the step of the appropriate salary range commiserate with experience. Original placement on the Management Salary Schedule may be on any step of the appropriate salary range, as determined by the Human Resources Department and the appropriate Branch Head subject to the review and approval by the County Superintendent.

CERTIFICATED SALARY SCHEDULE PLACEMENT

Initial salary placement is made by the Human Resources Department based on information contained in the employment application and confirmed by official college transcripts and letters of verification of experience.

Units or credits accepted for placement on the salary schedule must be post-graduate units earned after the bachelor's degree was awarded. Only semester units or hours of credit granted by an accredited college or university will be accepted. Quarter units are 2/3 of a semester unit. It is the responsibility of the employee to provide documentation of any degree or credential to the Human Resources Department.

Represented employees should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

CLASSIFIED SALARY SCHEDULE PLACEMENT

New employees are normally hired on the first step of the salary schedule, and shall serve a probationary period. Upon successful completion of probation, an employee shall advance to the next step, which shall establish the anniversary date for future annual increases on the salary schedule. If an employee starts on

a step higher than step 1, advancement to the next step occurs one year from the employee's start date. Starting at a higher step than Step 1 is at the discretion of the Branch Head.

PARAEDUCATOR SALARY SCHEDULE PLACEMENT

New employees shall be hired on the first step of the salary schedule and shall serve a probationary period.

Represented employees should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

PROMOTIONS

In general, an employee moving from one VCOE salary schedule to another VCOE salary schedule shall be placed on the appropriate salary grade for the position. Step Placement within the designated salary grade will be the first step in the new range providing at least a five percent (5%) increase; if applicable.

The effective date of the salary adjustment will be effective on the date the promotion or reclassification is implemented.

TEMPORARY PROMOTION / WORKING OUT OF CLASSIFICATION

If a regular employee is requested to serve in a higher position in excess of five (5) working days within a fifteen (15) calendar day period, that employee will be paid at the salary range assigned to the higher position. The rate of pay shall be the first step of the higher position or to the step on the salary schedule that most nearly approximates a five percent increase above the normal salary of the regular position, whichever is greater, until the return to the regular position.

All normal anniversary date increases and cost of living increases shall be acknowledged during this period.

While serving in an out of classification position, seniority in one's regular position will NOT be accrued.

DEMOTIONS

A demotion is the change of an employee from one job classification to another with a lower salary range. Demotions may be voluntary or involuntary. (Examples: Voluntary - employee requests demotion in lieu of layoff or termination. Involuntary - position reclassified to a lower salary range.)

When a voluntary demotion is affected, the employee's salary will be adjusted to the range of the lower position. Step placement on the salary schedule will be adjusted to the highest step on the lower range that does not exceed the employee's salary prior to demotion.

When an involuntary demotion is affected, the salary will be to the step on the lower salary range that will equal the employee's salary prior to demotion, or the employee may be "Y" rated until the salary range of the lower position exceeds the employee's salary.

A demotion to a lower unrelated position will require completion of a new probationary period but will not change the anniversary date for purposes of step increases.

A demotion to a lower related position will not require a new probationary period and will not change the anniversary date for purposes of step increases.

Represented employees should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

MANAGEMENT STEP ADVANCEMENT

Management staff are eligible for step advancement on July 1 following the first fiscal year in which at least fifty percent of the days in a full contract year have been served, and each July 1 thereafter until they reach the top of their salary range.

CERTIFICATED STEP ADVANCEMENT

Staff are eligible for step advancement on July 1 following the first fiscal year in which at least seventy-five percent of the days in a full contract year have been served, and each July 1 thereafter until they reach the top of their salary range.

Represented employees should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

CLASSIFIED STEP ADVANCEMENT

New or newly promoted employees are eligible for step advancement. Employees placed on Step 1 are eligible after six months of service and each twelve months of service thereafter, until they reach the top of their salary range. Employees placed on Step 2 or higher are eligible for twelve months of service thereafter, until they reach the top of their salary range.

PARAEDUCATOR STEP ADVANCEMENT

Paraeducator staff are eligible for step advancement on July 1 following the first fiscal year.

Represented employees should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

TIME CARDS

Each employee is required to maintain a record of days/time worked, sick leave, applicable holidays, applicable vacations, and other approved leaves of absence.

All timecards require recording of regular days/hours worked, applicable overtime worked, and any absences. Each employee shall record, on the timecard, the actual days (in half-day increments if applicable) / daily hours worked. The employee's signature on the timecard will serve as certification that "ALL" time worked is reported on the timecard. All timecards must be submitted to your supervisor whose signature of approval is required prior to submission to the Payroll Department.

It will be the supervisor's responsibility to ensure the following:

1. Overtime has been properly approved and reported.
2. Leaves taken have been approved and meet the requirements set forth for each type of leave.
3. No salary is paid for time not worked, (i.e., unofficial leave of absence, leaving work assignments early, tardiness, etc.)
4. Time off for industrial (work-related) injuries/illness must be coded appropriately on timecard, (i.e. medical appointments, physical therapy, x-rays and/or diagnostic testing). Consult the Risk Manager if you have questions.

All timecards become a part of the employee's permanent record.

CLASSIFIED OVERTIME APPROVAL

Overtime must be authorized in writing by the department head (or designee) prior to being worked. If the supervisor is aware, or should have been aware the overtime was worked, the employer is responsible for compensation of the overtime. Employees working overtime without proper authorization are subject to disciplinary action. Supervisors who knowingly allow employees to work unauthorized overtime are subject to disciplinary action. The Overtime Authorization Form shall be completed. Upon approval, the department head (or designee) shall return a copy to the employee and the original shall be attached to the timecard when submitted to the payroll department. Overtime compensation may not be waived. An announcement by the employer (or supervisor) that overtime will not be compensated unless authorized in advance will not impair the employee's right to compensation for the overtime worked.

CLASSIFIED OVERTIME HOURS WORKED

VCOE follows the guidelines of the Fair Labor Standards Act as it applies to overtime. Your position may require occasional overtime, your supervisor or department head should discuss the procedure implemented in your department or options that may be available. It shall be the mutual responsibility of the employee, supervisor, and department head to assure the Authorization for Overtime Form is properly completed prior to the overtime being worked. Overtime may not be accumulated "off the record" for future comp time or overtime claims.

ON-CALL TIME

An employee who is not required to remain on VCOE premises and is free to engage in their own pursuits, subject only to the understanding that the employee leave word at their home or with a designated individual where they can be reached, is not working while "on-call." When the employee is called out on a job assignment, only the time spent completing the assignment shall be counted as hours worked. However, if calls are so frequent or the readiness conditions are so restrictive that the employee is not free to use the intervening periods effectively for their own benefit, the employee may be considered "engaged to wait." In this event, the time "engaged to wait" is considered work time.

SPLIT SHIFTS

VCOE employees who are assigned to split shifts shall be given a definite specified time to return to work. The time off in the middle of the workday shall be long enough to effectively use as they wish. Employees on split shifts shall keep a daily log indicating the time they begin work and the time they end work. If the time off during the middle of the workday is less than two (2) hours, it shall be assumed the employee worked the entire time.

CLASSIFIED OVERTIME COMPENSATION**COMPENSATORY (COMP) TIME OFF**

The work schedule shall be adjusted to the degree possible to minimize the overtime pay requirement. Compensatory time off, at the rate of one and one-half (1½) times the hours worked will be credited to be taken within one year of the date the overtime was earned, up to 40 hours of comp time accrual.

OVERTIME PAY

When comp time accrued equals 40 hours, monetary compensation shall be paid at the rate of one and one-half (1½) times the regular pay rate for all overtime worked and not compensated by compensatory time off within one year of the date the overtime was earned. When an employee works at two or more different straight-time rates in a single work week, the regular pay rate shall be the weighted average of such pay rates.

EXCEPTION TO COMP TIME PROVISION

When requested by the employee and approved by the department head, the comp time provision may be waived. This option shall be available only at the time the overtime is authorized and shall not be available to pay off accrued comp time. The overtime authorization form shall include the notation "PAY FOR OVERTIME."

OVERTIME EXEMPTIONS

Management positions are exempt from overtime pay. Each hourly position will be reviewed individually for determination of exempt status, in accordance with Fair Labor Standards Act Regulations.

CANCELLATION OF SCHEDULED OVERTIME SHIFT

Occasions may arise when an overtime shift is scheduled in advance, in anticipation of an exceptional or unusually heavy workload. In the event the scheduled overtime is not required, the employee scheduled to work the cancelled overtime shift shall be entitled to four hours pay at straight time, unless the notice of cancellation is received at least 10 hours prior to the time the overtime shift was scheduled to begin.

To qualify for the "cancelled shift pay" the employee shall leave word where they may be contacted to receive notification of cancellation. The cancelled shift pay is not considered "pay for hours worked" and therefore is not subject to time and one-half pay, nor is it included for computation of the "regular" pay rate. This section applies only to scheduled overtime shifts. It is not intended to guarantee a four-hour minimum in all overtime situations. The purpose is to provide compensation for cancellation of a scheduled shift, when the notice of cancellation is given on such short notice the individual is unable to make alternative plans.

CLASSIFIED MANAGEMENT / CLASSIFIED EXEMPT VACATION

Vacation days must be used annually. Full-time classified management work 223 days with 22 paid vacation days and 15 paid holidays for a total annual basis of 260 paid workdays.

CLASSIFIED VACATION**VACATION POLICY - ACCRUAL**

Vacation is accrued on the following schedule:

<u>Years of Service Completed</u>	<u>Full-time equivalent credit gained per month</u>
1 – 4	6.67 hours or 0.83 days
5 – 9	10 hours or 1.25 days
10	10.67 hours or 1.33 days
11	11.33 hours or 1.42 days
12	12 hours or 1.50 days
13	12.67 hours or 1.58 days
14 and above	13.33 hours or 1.66 days

Maximum time to be accumulated may not exceed four hundred (400) hours or fifty (50) working days. It is the mutual responsibility of the employee and department head to plan for vacations because the balance does not accumulate beyond the maximum accrual.

Vacation credit shall accumulate from the first day of employment.

VACATION - USE

Each department head shall be responsible for scheduling vacation periods/time off. Time off shall be scheduled in advance so as not to interfere with the normal functions of the department. Vacation periods/time off shall be approved by the department head.

For classified employees working less than twelve (12) months, eight (8) hours a day, if the vacation is unable to be approved due to the impact on normal functions of the department the individual may:

Recess Usage

- Take “vacation” during the Fall, Winter, and/or Spring recess to offset the loss of pay;

Cash out

- At the conclusion of the work calendar year, notify Payroll of the individual’s request to convert the “vacation” to dollar value, based on the regular salary rate at the time of the year, to be added to the next pay period.

Full and part-time employees shall receive vacation benefits on a basis equal to that percentage that the actual work month bears to full-time.

Employees who terminate or who are terminated, shall be paid the hourly equivalent of their salary times the total accrued vacation. Such pay shall be at the pay rate at the time of termination.

While on vacation, employees shall be compensated at the rate of pay that would be earned had they been on the job, as applicable.

Employees on leave for job related injury/illness shall continue to accrue vacation credit during the time they are on paid leave status.

Represented employees should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

MANAGEMENT DAYS OVER CONTRACT

Each management classification has a designated number of contract days indicated on the management salary schedule. A management employee may be authorized to work more than the number of days designated for the classification on the management salary schedule.

Management must request and receive approval to carry over into the next work year days worked over contract, prior to the beginning of the subsequent fiscal year. If carry-over of days is authorized, the appropriate Branch Head will process the request. The carryover days would be credited towards the next year's workdays.

Upon approval, a management employee may carry over up to ten (10) unused non-workdays into the next fiscal year based on the following criteria:

1. The certificated management employee must work at least 180 days per school year.
2. No more than ten (10) days may be carried forward.
3. The days carried forward cannot accumulate, i.e. no more than ten (10) extra days will be allowed in any year.
4. Any unused days more than ten (10) at the end of the fiscal year will be lost.

HOLIDAYS

VCOE facilities will be closed on the following holidays:

- New Year's Day (plus one additional day)
- Martin Luther King Jr. Day
- Lincoln's Birthday
- President's Day
- Spring Break
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day, and the day following Thanksgiving
- Winter Break (plus one additional day)

Represented employees should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

SICK LEAVE

Sick leave is authorized for all regular employees. Employees shall accrue sick leave credit at the rate of twelve (12) days per fiscal year of service.

Employees who work less than full-time will accrue that proportion of twelve (12) days that the amount of time employed bears to full-time service. Full-time service is twelve (12) months per year, five (5) days per week, eight (8) hours per day.

Sick leaves shall be cumulative from year to year, and shall be used as follows:

1. Injury or illness of employee.
2. Medical and dental office appointments for employees.
3. Injury, illness, medical and dental office calls for immediate family. (These are covered under Personal Necessity Leave and are limited to seven (7) working days per fiscal year.)

Upon employment, each regular employee shall be advanced one-half ($\frac{1}{2}$) of the sick leave accruable in the first year of service. Should it be necessary to use sick leave, it will be subtracted from this advance. Should sick leave exceed the amount advanced **before** the end of six (6) full months of service, there will be a monetary deduction for sick leave. No additional time shall accrue until the seventh month of service, at which time sick leave shall be credited for the balance of the current fiscal year.

Sick leave may not be used to increase any vacation accrual.

Sick Leave Accrual

VCOE employees have no limitation as to accrual sick leave. Time accrued may be transferred to another VCOE employee through the Catastrophic Leave Process, another school district in California, or the California State Department of Education.

An employee transferring from any of these agencies may be credited for sick leave accrued at the prior agency, when verified in writing by that agency.

Change to Sick Leave Status

An employee who becomes ill or injured while on vacation may change the status from vacation to sick leave by informing the supervisor on the first day of such disability. No time prior to the notification is subject to change.

Doctor's Certificate - Medical Evaluation

You may be required to submit a certificate from a medical doctor after five (5) consecutive days. Before you return to work you may be required to submit to a medical evaluation by a physician designated by VCOE.

Calling In

When it is necessary to be absent because of illness or accident, the employee shall put their absence in Frontline. If the illness continues, the employee shall continue to notify the department head of the status daily. If the doctor or the condition indicates a specific period of absence will be required, and the supervisor is advised of the anticipated period of absence, it will not be necessary to report daily during the specified period. Additionally, if you are under the care of a doctor, notify HR for further guidance.

Regular and prompt attendance is an important requirement of your job. If illness or some other

emergency causes an unplanned absence, you must notify your department head or supervisor as soon as possible on the first day of absence. Failure to call in shall be treated as unauthorized time off without pay. **Absence from work for three (3) consecutive days without authorization will be judged to be a voluntary resignation.** It is the sole responsibility of the employee to call in such instances.

Represented employees should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

HEALTH, DENTAL, AND VISION INSURANCE

VCOE contributes basic and extended benefits payment for eligible certificated and classified employees and their families for medical, dental, and vision insurance plans. All active and permanent employees working half time, or more are eligible for coverage in proportion to the percentage that their hours to full time. Employees working 25 hours, or more are considered full time for health insurance employer paid contributions. A brochure explaining the benefits of the plan is provided to each employee. Any questions regarding coverage or payment of benefits should be directed to the Payroll Department.

It is the employee's responsibility to request a change form, from the Payroll Department, to report a change of address or changes in eligible dependents. All changes must be reported within 30 days to ensure uninterrupted coverage. The open enrollment period for changing health coverage is around the months of November/December, with changes effective January 1.

SECTION 125 FLEXIBLE BENEFIT PLAN

This plan allows for the use of "pre-tax" dollars to pay for the employee portion of certain benefits. Additionally, if you have dependent care or contribute to your health and dental insurance coverage, you may set aside more pre-tax dollars to pay for these. Contact the Payroll Department for more information.

TAX SHELTERED ANNUITIES

Tax Sheltered Annuities (TSA) may be purchased through several licensed insurance companies or agencies. The employee must select the plan desired and request the appropriate contract revisions. Neither VCOE nor any member of the staff may promote or recommend any particular plan. The Payroll Department may advise you of the names of companies currently providing plans to other staff members. The amount of the annual contributions to a TSA is limited by Internal Revenue Service (IRS) Regulations. The employee is responsible for assuring contributions are within the authorized limit.

UNEMPLOYMENT INSURANCE

State Unemployment Insurance benefits are provided to all employees as required by State law. Upon termination of employment, you are eligible to apply for benefits through any State Employment Development Department. Eligibility for benefits is determined by circumstances related to each individual situation. Only the Employment Development Department can determine your eligibility status.

Reasonable Assurance

Employees normally assigned to work for ten or eleven months shall, prior to the end of the school year in

May, receive "Reasonable Assurance Letters" for continued employment for the following school year.

WORKERS' COMPENSATION INSURANCE BENEFITS

Workers' Compensation Insurance benefits are provided for industrial injury or illness. Coverage is provided by participation in the Ventura County Schools Self-Funding Authority. If you are injured, follow the procedure for Industrial Injuries as outlined in the Health and Safety section of this handbook.

CLASSIFIED & PARAEDUCATOR PROFESSIONAL GROWTH PROGRAM

1. **Intent** – Through a Professional Growth Committee, an employee may submit for professional development credit that provides for a professional growth increment in one's salary range.
2. **Professional Growth Committee** - The Professional Growth Committee shall be composed of five members, as follows:

Two classified employees (selected by the unrepresented classified staff); one paraeducator (appointed by the VCOE Paraeducators Federation); one management employee (appointed by the Superintendent or designee); and the Director of Human Resources.

Committee members shall serve one-year terms and shall select the chairperson at the first meeting of the school year. The Professional Growth Committee will meet periodically as needed to review individual proposals submitted for approval. The employee shall have the right to appeal by doing so in writing to the Professional Growth Committee; however, the final decision shall rest with the Committee.

3. **Eligibility** - All permanent, non-probationary, non-management classified employees are eligible to participate in the Professional Growth Program.
4. **Participation** - **Contact Human Resources for an application forms packet.** The employee shall complete a "Declaration of Intent" form. The course(s) to be taken and alternate(s) shall be listed, the institution to be attended, and the estimated time involved to complete the program. It is the responsibility of the employee to apply for professional growth credit and verify completion of course work with the Human Resources Department. When all records are in order and have been submitted to the Human Resources Department for consideration, the Human Resources Department will submit a change of status to Payroll indicating approval of additional compensation for professional growth.

A certificate of courses completed will be filed permanently in the employee's personnel file.

5. **Requirements** - Each program requires **advance approval** by the Committee. Programs must be submitted with a "Declaration of Intent." This intent shall serve as an indication of the employee's plans and may be changed or adjusted by the employee, pending Committee approval, as necessary.

Courses must be job-related or clearly related to a career path leading to upward mobility within the classified service of VCOE. Coursework taken as part of a degree program that is unrelated to specific VCOE job requirements is not eligible for this program.

No points are allowed for "credit by examination."

A course may be repeated for credit if so stated in the college catalog.

A grade of "C" or better or "pass" status must be earned. If letter grades are not given for a course, a letter of satisfactory completion, duly signed by the instructor, is required.

Service in a professional organization must be approved by the Committee and assigned points.

Attendance at educational conferences or conventions, participation at regional workshops, or serving on a state committee may be considered provided it is not on released time. Credit will not be given for course work or workshops taken during the employee's work time and/or at VCOE expense. In addition, credit will not be given for coursework where tuition and/or books were paid for by VCOE. Released time to attend approved professional organization conventions cannot be counted for professional growth increments.

Courses may be approved for credit retroactively up to six months prior to committee approval.

6. **Increments** - A professional growth increment shall be granted and effective at the beginning of the pay period following submission of all documentation required for verification of completion of **fifteen approved professional growth points**.

No more than one professional growth increment shall be granted to an employee in a single fiscal year. A maximum of three professional growth increments may be earned.

A professional growth increment shall be on salary range above the normal range of the employee's position (approximately 2½%).

When an individual has qualified for a professional growth increment and has more points than are required for that increment, the most recently earned points shall be carried over to apply to the next growth increment, if applicable.

7. **Point System** - The point system, as listed below, includes credit for credit courses, job-related adult education courses, attendance at workshops and/or seminars, and membership in professional organizations.

<i>Academic Course Work</i>	<i>Points</i>
3-unit course	3.
2-unit course	2.
1-unit course	1.
15-week non-credit course (1 absence only)	1.5
8-week non-credit course	.75
All day seminar	.5
Workshop	.5

Adult Education Courses and In-service Training Workshops		
Total Hours	Absences Permitted	Points
5-9 hours	None	.25
10-15 hours	None	.5
16-20 hours	1	1
21-30 hours	1	1.5
31-40 hours	2	2
41-50 hours	2	2.5
51 hours or more	2	3.

Institutes, Lectures, Conferences	Hours	Points
Attendance verified for short learning program	20	1.
Auditing a course (certification of attendance required)	20	1.
Attendance at conferences & conventions (maximum allowable 9 hours)	3 to 9	.25

Committee Service, Professional Organizations, etc.	Points
President of a job-related professional organization (1-year term)	.75
Officer of job-related professional organization (1-year term)	.5
Membership in a job-related professional organization	.25 per year
Committee chairperson of a recognized committee of a job-related professional organization	.25
Committee member of a professional organization (1-year term)	.15

Represented employees should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

CLASSIFIED & PARAEDUCTAOR TEXTBOOK AND TUITION REIMBURSEMENT PROGRAM

- 1. Intent** - VCOE will share in the costs of textbooks, tuition, registration, and laboratory fees to a maximum as approved for the employee classification per fiscal year for occupationally related courses presented by recognized schools and taken on the employee's time.
 - Paraeducators \$400
 - All other classified employees \$350
- 2. Eligible Paraeducators** - Permanent and probationary employees of VCOE are eligible to participate in this program. However, new employees will not be reimbursed until they have completed six months' employment.
- 3. Eligible Courses** - The following criteria will be used in determining eligibility for reimbursement.
 - Courses must have a reasonable potential for resulting in more effective service;
 - Courses related to the employee's occupational field are eligible;
 - Courses must be presented by a school, college, university, or other similar institution. Correspondence courses are eligible only in the absence of equivalent classroom programs in Ventura, Santa Barbara, and Los Angeles counties; and

- Courses must be graded and satisfactorily completed. A grade of 'C' or its equivalent is required for reimbursement.

4. Ineligible Courses - The following courses are not eligible for reimbursement:

- Those taken to bring unsatisfactory performances up to an acceptable level;
- Those which duplicate in-service training;
- Those which duplicate training the employee has already received;
- Those presented by associations, professional organizations, and similar groups;
- Workshop or seminar type classes; and
- Costs for which reimbursement is received from other sources.

5. Procedures

- Obtain the application from Human Resources and return the completed application to Human Resources prior to the first-class session—before you spend any money;
- You will receive notification indicating whether your application is approved;
- You should send an official record of your grades (copy of grade card) and receipts to the Business Office within 90 days after the last class session; and
- Reimbursement will be made to you within two weeks after grade cards and receipts are received by the Business Office.

Represented employees should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

LEAVES OF ABSENCE

Represented employees should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

REQUESTS FOR LEAVES OF ABSENCE WITH OR WITHOUT PAY

Any request for a leave of absence, other than a normal vacation or non-workday for, shall be filed with the supervisor who shall make a recommendation and forward it to the Human Resources Department for approval or denial. (Requests for leave of absence for less than thirty [30] days may be approved by the Department Head and do not require a formal written request; however, the Payroll Department must be notified.) Such requests shall state the reasons for the leave and the duration. If such leave is for medical reasons, a release from the employee's physician shall be presented before returning to duty. (This shall include leave for work-related injury or illness, or parental leave.)

During any period you are on leave without pay, you will not accrue vacation credit. If in an unpaid status more than fifty percent (50%) of the scheduled workdays in a month, your sick leave credit will be adjusted accordingly.

Health, dental and vision insurance benefits may be continued while on approved leave of absence by arranging to make personal payments. Coverage will be cancelled without notice if monthly payment is not received on time. Contact the Payroll Department to arrange personal payment.

DISCRETIONARY PERSONAL NECESSITY LEAVE

Discretionary Personal Necessity Leave days (DPNL) are Personal Necessity Leave Days (Superintendent Policy 4261.22) an employee may use at his/her own discretion, without providing written or verbal justification for the leave. Employees will earn Discretionary Personal Necessity days based on the number of sick leave days accumulated and recorded on the September pay warrant. At no time can DPNL exceed the employee's accumulated sick leave. The following scale will be used to determine Discretionary Personal Necessity Leave days:

- a) One (1) to thirty (30) days accumulated sick leave = three (3) DPNL days.
- b) Thirty-one (31) to sixty (60) days accumulated sick leave = four (4) DPNL days.
- c) Sixty-one (61) to one hundred (100) days accumulated sick leave = five (5) DPNL days.
- d) One hundred-one (101) or more days accumulated sick leave = seven (7) DPNL days.

There is no carry-over of DPNL days from year to year. DPNL may be used in ½ or in whole day increments. No more than two (2) DPNL days may be used consecutively. DPNL cannot be used when employed on a daily pay rate for days

DPNL must be approved by the supervisor/administrator and require forty-eight-hour advance notification. If the number of employees at a school/program requesting DPNL leave will interfere, due to excessive absenteeism or other circumstances, with the normal functioning of the school/program and would result in severe hardship for the school/program, the DPNL may be denied. DPNL cannot be used to extend holidays or vacations, to seek or engage in remunerative employment or for concerted activities.

Represented employees should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

PERSONAL NECESSITY LEAVE

A maximum of seven (7) days per year of current and accrued sick leave may be used for personal necessity. Personal necessity is defined as: Circumstances of an emergency or serious nature, which the employee cannot be expected to disregard, and require the attention of the employee during assigned hours of work. Events justifying personal necessity leave will include:

1. Death of a member of your immediate family when additional leave is required beyond that provided in the bereavement leave policy.
2. One day shall be granted in the event of a death of a close friend or non-immediate family member.
3. An accident involving your individual property, a member of your immediate family, or an immediate family member's property.
4. Appearance in court as a litigant or a witness under subpoena.
5. Illness of or medical care of a member of employee's immediate family.
6. Imminent danger to your home because of earthquake, fire, flood, etc.
7. One (1) day leave is granted to allow the father's presence at the time of birth of his child or when birth is considered imminent.
8. Religious holiday.

9. Discretionary Leave.

10. Other occasions you cannot be expected to disregard until other than work hours.

Personal necessity leave shall be requested at least five (5) working days in advance, except for purposes of death, serious illness of immediate family members, or accident involving individual property.

Proof of the need for use of personal necessity leave may be required.

BEREAVEMENT LEAVE

An employee will be allowed up to five (5) working days off without loss of pay because of a death in the immediate family. If additional time off is required, the department head may allow use of personal necessity leave (charged against sick leave accrual), accrued vacation or compensatory time accumulated. Immediate family is defined as: Mother, father, grandfather, grandmother, grandchild of the unit member or the spouse of the unit member, spouse, son, daughter, son-in-law, daughter-in-law, brother or sister of the unit member or the spouse of the unit member, or any person living in the immediate household of the unit member. The “step” equivalent of any of the above relatives shall also be considered immediate family.

Immediate family does not include ex-spouses or family members of ex-spouse.

CATASTROPHIC LEAVE

A catastrophic leave program is available to allow employees to donate available accrued paid leave benefits to another employee when that employee or a member of his/her immediate family suffers a catastrophic illness or injury, and the employee has exhausted all available accrued paid leave benefits.

Contact the Human Resources Department for specific rules and procedures regarding the use of catastrophic leave.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

An employee who has been employed for at least 12 months AND who has at least 1250 hours of actual time worked during the 12-month period immediately preceding the commencement of the leave is eligible for FMLA. FMLA requires the employer to grant as many as twelve weeks of leave in a 12-month period. Leaves for any of the following purposes qualify for FMLA Leave:

- The birth of a child, and to care for a newborn.
- The arrival of a child for adoption or foster care.
- To care for an immediate family member who has a serious health condition, including a child, grandchild, spouse, sibling, parent, parent-in-law or grandparent.
- For an employee's own serious health condition.

Entitlement to leave for the birth or placement of a child for adoption or foster care expires 12 months after birth or placement. Leave provided by FMLA in excess of available vacation time shall be unpaid.

The 12-month period is measured forward from the date an employee's first leave began. All leave usage that qualifies under the terms of the FMLA leave shall be counted towards the available 12 work weeks within a 12-month period, including intermittent and reduced workload leaves. Health care and dental

benefits coverage shall be continued during the FMLA leave.

If an employee fails to return from leave, paid health and dental coverage will cease unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition, which would entitle the employee to FMLA leave or other circumstances beyond the employee's control. The employee's desire to stay with a family member even though the family member no longer requires the employee's care, or a mother's decision to stay home with a newborn child and not return to work, do not qualify as "other circumstances beyond the employee's control." Except as provided above, if an employee fails to return after expiration for eligibility for FMLA leave, the employee shall pay the full cost of coverage for health and dental benefits during the entire period of unpaid FMLA leave. Any amounts due under this section may be deducted from any sums due to the employee (e.g. unpaid wages, vacation pay, etc.).

MATERNITY/PREGNANCY DISABILITY LEAVE (PDL) & CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Maternity/Disability leave is provided to all expectant mothers. Accrued sick leave available must be used during the period of actual disability as certified by a medical doctor. Other accrued time and/or accumulated compensation time may be used for maternity leave purposes. If additional time off is desired, it shall be without pay, in accordance with the Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA). Appropriate documentation will be prepared and sent to your doctor regarding the actual period of disability.

Additionally, adoptive parents may request leave through FMLA and/or CFRA. Notify the Human Resources Department to learn more about this option.

Please schedule an appointment with Human Resources to discuss your options in a timely manner.

PAID PARENTAL LEAVE (AB 2393)

Paid Parental Leave (AB 2393), effective January 1, 2017 (Referred to as CFRA Baby Bonding). Same rules apply as CFRA except an employee is not required to have worked 1,250 hours in the 12 months prior. Employees must exhaust all sick leave and then may receive pay as follows:

-CERTIFICATED: Sub-differential pay is available for up to 12 work weeks. (Ed Code 44977 and 87780)

-CLASSIFIED: Half pay, (50% pay), is available for up to 12 work weeks. Also called "Other Entitlement." (Ed Code 45196 and 88196)

Time off should be scheduled and requested at least 30 days in advance with Human Resources.

JURY DUTY

If a summons for jury duty is received, it must be presented to your supervisor immediately, in order that duties can be reassigned in advance of the absence. While on jury duty, employees are expected to report to work any day or a significant portion of the day they are not required to be present in court.

The appropriate absence code and confirmation of jury duty form must be submitted with the timecard. No deduction will be made from regular salary. Any payment for daily jury service received from the County or Federal Government must be turned over to VCOE. Employees may keep any payment received for

mileage reimbursement. When the check for jury duty services is received, it will also include mileage reimbursement.

OTHER SICK LEAVE/OTHER ENTITLEMENT LEAVE

In the event accrued sick leave is exhausted and the employee is still medically unable to return to work, other sick leave/other entitlement leave is available. Classified employees, in accordance with Education Code 45196, may receive fifty percent (50%) of the employee's regular salary, up to a total of one hundred (100) days per fiscal year. Certificated employees, in accordance with Education Code 44977, may receive the sub difference, up to a total of five (5) months. Only permanent employees are eligible. If an extended illness absence is anticipated, confer with the Payroll Department as to the status and amount of sick leave available to you.

HEALTH AND SAFETY

AIR POLLUTION EMERGENCY ALERT PLAN

In the event of an air pollution emergency alert, the Human Resources Department will notify each site of the level of the alert. School staff will be expected to modify programs which require students to have prolonged or strenuous physical activities on the day of the alert. In determining whether a proposed activity can be conducted, assess each activity to ascertain its potential for increasing the respiration rate for an extended period of time. The intensity of an activity should be the determining factor in deciding to cancel an activity.

During a **Stage 1 Alert**, strenuous outdoor physical activity for all students shall be discontinued. Activities of a less strenuous nature shall be substituted. The following students shall be allowed to remain indoors:

- Students with respiratory difficulties which are aggravated by smog;
- Students who have notes from parents or doctors; and
- Students who are complaining about the effects of smog.

During a **Stage 2 Alert**, all students are to remain indoors.

HAZARDOUS MATERIALS COMMUNICATION PROGRAM

VCOE maintains a Hazard Communication Program that complies with Cal-OSHA General Industry Safety Orders, California Code of Regulations, Title 8, Section 5194. The full program is available on request to all employees, or their designated representatives, Cal-OSHA personnel and other authorized persons as required by California law.

The following is a summary of VCOE's Hazard Communication Program:

- VCOE will label, tag or mark all hazardous substance containers with the chemical make/contents and appropriate health and physical hazard warnings;
- VCOE will maintain a list of all hazardous substances in the workplace;
- VCOE will maintain in a designated book in each area, Safety Data Sheets (SDS), recording when hazardous substances are used or stored; and
- Before being assigned to handle hazardous substances and before new hazardous substances are introduced into the work area, employees shall participate in Hazard Communication Training.

INDUSTRIAL INJURIES

It is imperative that the following procedures be followed when an industrial (on-the-job) injury occurs:

1. All injuries, illnesses, and near-miss incidents that are non-life threatening **must** be reported immediately to the Company Nurse Injury Hotline and your supervisor before the end of the work shift during which the incident occurred, regardless of whether medical attention is necessary. The Company Nurse Injury Hotline number is (855) 602-5267.

Injuries on the job, regardless of how slight, must be reported and cared for by First Aid, or if necessary, by a doctor. **Failure to report an injury at the time it occurs is grounds for disciplinary action, up to and including dismissal.** (See "Rules and Regulations" section of this handbook.)

Minor injuries (scratches, cuts, puncture wounds and contusions) should be treated immediately with appropriate First Aid procedures on site. Failure to apply First Aid to minor injuries can result in serious infections later. Reasonable precautions to prevent further complications are the responsibility of every employee.

2. The supervisor will complete and sign a "Supervisor's Report of Injury" form and submit it to the Risk Management Department.
3. If the injury requires medical attention, you will be given an authorization to seek medical treatment with a "designated medical facility." These facilities have been specifically selected for the treatment of industrial injuries. The doctors are familiar with Workers' Compensation laws regarding reporting and billing. Unless a Pre-Designation of Personal Physician form is on file, **prior** to sustaining an injury, VCOE has the right to designate the treating physician in all industrial injury cases for the first 30 days of treatment. **DO NOT seek medical treatment without authorization from either Company Nurse Injury Hotline or the Risk Management Department.** The proper procedure must be followed in order for VCOE to accept responsibility for your injury and required medical bills. Treatment at a hospital emergency room is only authorized when an actual emergency exists.
4. As soon as you have been treated by a designated medical facility, contact the Risk Management Department and then your supervisor with the outcome of the visit. Submit all medical status reports from the medical facility to the Risk Management Department. If modified work or time off is required, the Risk Management Department must be notified immediately.
5. If you have any questions regarding your injury, status during time off, medical benefits, etc., please contact the Athens Workers Compensation Administrator at (747) 222-8003 or the Risk Management Department at (805) 383-1916. For questions regarding salary continuation, contact the Payroll Department.
6. If, after treatment, you are dissatisfied with the physician or medical facility, contact the Risk Management Department.

INTEGRATED PEST MANAGEMENT PROGRAM

The use of pesticides and chemicals has become increasingly common in schools when dealing with such problems as pests and weeds. Many of the pesticides currently in use in our society pose risks to human health and the environment. Therefore, VCOE has adopted a policy for managing pests on school sites in a manner that is safe for humans.

All employees are responsible for good housekeeping. Good housekeeping is an essential part of an effective pest management program. No chemical products shall be used directly around children. There will be no open food storage nor preparation in areas not intended and/or designated for the use. Classroom food and all lunches brought from home must be stored in a designated, sealable container. No chemicals or other pest management products shall be brought from home for use in the classroom.

When necessary to apply pesticide applications, warning signs will be posted prior to application at the school site. An annual written notification will be sent to parents and staff addressing expected pesticides

to be used. The recipients of this notification will be given the opportunity to register to receive information regarding individual pesticide applications. School sites will maintain records of all pesticides use for a period of four years.

DRUG AND ALCOHOL-FREE WORKPLACE

VCOE is a drug and alcohol-free environment for its students and employees. The unlawful manufacture, distribution, dispersing, possession or use of a controlled substance or alcohol is prohibited in all VCOE workplaces.

While VCOE has no intention of intruding into the private lives of its employees, involvement with drugs off the job can affect job performance and safety. Employees who think they may have a drug/alcohol problem are urged to voluntarily seek assistance and get help immediately through their individual health plans. While VCOE will be supportive of those who seek help voluntarily, it will be equally firm in identifying and disciplining those who continue to be substance abusers and do not seek help. To this end, VCOE will act to eliminate any substance abuse (illegal drugs, prescription drugs or any other substance which could impair an employee's safety and ability to effectively perform the functions of the assigned job) that increases the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the reputation of VCOE. All employees must be aware that violations of the Drug Free Workplace Policy will result in discipline, up to and including termination.

Employee responsibilities for a drug-free workplace include:

- Not having his/her ability to perform job duties impaired due to the use of illegal drugs or prescription drugs without a prescription.
- Not reporting to work or being subject to duty while his/her ability to perform job duties is impaired by use of illegal drugs or prescription drugs, with or without a prescription.
- Not possessing or being under the influence of illegal drugs or prescription drugs, without a prescription, during working hours or while subject to being called to duty, on breaks, during meal periods or at any time while on VCOE property.
- Not directly or through a third party selling or providing drugs to any person, including any employee, while either employee or both employees are on duty or subject to being called to duty.
- Submitting immediately to a drug test when requested by a responsible VCOE manager.
- Notifying his/her supervisor, manager, or the Human Resources Department before beginning work, when taking any medications or drugs, prescription or non-prescription, that may interfere with the safe and effective performance of duties or operation of equipment.
- Providing within 24 hours of request, bona fide, verification of a current valid prescription for any potentially impairing drug or medication identified when a drug test is positive. The prescription must be in the employee's name.
- Notifying his/her supervisor or the Human Resources Department of any criminal drug statute conviction within five (5) days after such conviction.

As a condition of being employed to work under any federal grant received by VCOE, employees are required to abide by the terms of this statement. These employees are further required to notify their supervisor, (or the Human Resources Department), of any conviction for a criminal drug statute violation within five days after such conviction.

TOBACCO-FREE ENVIRONMENT

Tobacco use is prohibited in all facilities owned and/or operated by VCOE, including indoors, outdoors and in all VCOE vehicles whether located on or off the premises. Included in the prohibition is tobacco use in privately owned vehicles located on VCOE owned and/or operated property. This policy applies to employees, students, and the public.

VIOLENCE-FREE WORKPLACE

The Ventura County Office of Education has adopted a Zero Tolerance Policy for workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect VCOE employees, or which occur on VCOE property will not be tolerated.

EMPLOYEE RESPONSIBILITIES

VCOE's prohibition against threats and acts of violence applies to all persons involved in VCOE's operation, including but not limited to VCOE staff, outside contractors and temporary workers and anyone else on VCOE property. Violations of this policy by any individual on VCOE property, by any individual acting as a representative of VCOE while off VCOE property.

Every employee and every person on VCOE property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the Human Resources Department, the reporting individual's immediate supervisor, or another supervisory employee if the immediate supervisor is not available. Nothing in this policy alters any other reporting obligation established in policies or in state, federal or other applicable law.

SUPERVISOR RESPONSIBILITIES

Supervisors have a crucial role in making VCOE a safe and secure working environment by reducing the potential for employee workplace violence through appropriate and consistent use of sound supervisory practices and by applying timely corrective action when necessary. Adherence to VCOE policies, workplace rules and regulations, documentation of employee performance problems appropriately identifying early warning signs, appropriate workplace conduct, and/or conflict resolution will greatly assist in the prevention of potential workplace violence.

It is the responsibility of all supervisors to report the results of their investigations into alleged violations of this policy to their next-in-line supervisor and to consult with the Human Resources Department on potential employee workplace violence situations as appropriate. Supervisors should document all violations of the workplace violence prevention procedures so that appropriate corrective action can be taken.

WORKPLACE VIOLENCE WARNING SIGNS

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions or to create a hostile, abusive, or intimidating work environment for one or several VCOE employees. Examples of workplace violence include, but are not limited to, the following:

- a. All threats or acts of violence occurring on VCOE premises, regardless of the relationship between the VCOE and the parties involved in the accident.
- b. All threats or acts of violence occurring off VCOE premises involving someone who is acting in the capacity of a representative of VCOE.

- c. All threats or acts of violence occurring off VCOE property involving a VCOE employee if the threats or acts affect the legitimate interests of VCOE.
- d. Any acts or threats resulting in the conviction of an employee or of an individual performing services for VCOE on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate interests and goals of VCOE.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

- a. Hitting or shoving an individual.
- b. Threatening an individual or his/her family, friends, associates, or property with harm.
- c. Intentionally destroying or threatening to destroy VCOE property.
- d. Making harassing or threatening phone calls.
- e. Performing harassing surveillance or stalking.
- f. Suggesting or intimating that violence is appropriate.
- g. Unauthorized possession of firearms or weapons on VCOE property.

STRATEGIES TO DE-ESCALATE THREATENING BEHAVIOR

The following conflict resolution strategies may be helpful to de-escalate situations where an individual is exhibiting threatening or intimidating behavior:

- a. Project calmness; move and speak slowly, softly, and confidently.
- b. Encourage the person to talk; listen actively and patiently.
- c. Maintain a relaxed but attentive posture.
- d. Position yourself at an angle to the person rather than directly in front.
- e. Arrange yourself so your access to an exit is not blocked.
- f. Seek assistance; ask someone to sit in or signal to call for additional support.
- g. Acknowledge the person's feelings.
- h. Make small, specific requests such as asking the person to move to a quieter area, open area, or to move outside.
- i. Do not isolate yourself from the individual.
- j. Provide the person with time to calm down.
- k. Point out options, break big problems into smaller ones.
- l. Avoid sudden movements and maintain 3–6-foot distance.
- m. From reception, use the call button to call an adjacent department for assistance.
- n. Lock down buildings and department to prevent intruders' entry.
- o. Notify the Human Resources Department.

Any emergency, perceived emergency, or suspected criminal conduct shall be immediately reported to the Police Department. If someone is acting violently or is threatening someone, call 911 for an immediate police response.

INCIDENT MANAGEMENT

The degree to which employees can survive an actual act of violence in the workplace may depend upon recognition of potential problems and the measures taken in advance of an incident.

The following are basic building blocks for the development of a safety plan:

- a. Identify the physical security needs of the workplace.
- b. Discuss and coordinate emergency strategies with employees.
- c. To the extent possible, arrange for limited and authorized access to the affected work area.
- d. Establish protocol for calling the Police (emergency/non-emergency).
- e. Develop prearranged office procedures to alert others to the need for help.
- f. Develop a procedure to cease normal operations and secure the premises.
- g. Outline emergency evacuation procedures.
- h. Evaluate the need for security alarms, call buttons, surveillance cameras, security personnel, etc.

Employees should mentally “map out” a personal survival strategy in the event of workplace violence.

Workplace violence incidents will differ, and each situation will dictate a different response. The circumstances of a given situation will suggest which of, and in which order, the following should occur:

- a. Report to the Police by dialing 911 at the safest opportunity.
- b. Alert others (email, phones, signals, call button).
- c. Activate prearranged safety and security plan.
- d. Secure surroundings, lock doors.
- e. If appropriate, evacuate employees/leave the area.

MANAGING THE AFTERMATH OF AN INCIDENT

Police and other emergency response personnel will be available to manage all emergencies. Police will deal with criminal activity. However, it remains the responsibility of VCOE employees, supervisors, and managers to work together to try to normalize the workplace following an incident.

The aftermath of a violent situation can be traumatic, characterized by confusion and disorientation. The wave of uncertainty, panic and disbelief will pass and, in its place, will be the task of normalizing the workplace. Depending on the severity of the incident and the recommendations of the HR Department, the Human Resources Department will normally coordinate post incident normalization. Managers will be expected to take the lead in initiating and participating in debriefings following a violent act, normally within 72 hours of an incident.

EMERGENCIES

Each site has a disaster plan in case of an earthquake or other major disaster. Be familiar with the plan for your site. It is available to each employee and is on file in your school’s office or department. Contact Risk Management for additional copies.

In the event of a bomb threat, learn as much as you can while on the phone. Complete the bomb threat checklist. This is available in the Disaster Drill Handbook available at all sites and departments. Call 911 without delay. Be sure to identify yourself and the location. Notify your supervisor immediately.

In the event of a medical emergency, immediately call 911 and administer appropriate first aid (if trained) or make the individual as comfortable as possible without being moved until first aid can be administered.

VCOE POLICIES AND PROCEDURES

APPEARANCE AND DRESS

VCOE deals with the public. Personal appearance should be always considered.

Inappropriate attire is identified as any item of clothing that causes a distraction to other employees, causes a break in the normal flow of office routine, or creates an unsafe situation for the job being done.

1. Employees working with students should consider the issue of safety and avoid wearing clothing or accessories which may cause an attractive distraction. Loose jewelry, such as necklaces, bracelets, and dangling earrings, should not be worn as it could catch on apparatus or distract students.
2. Employees who work in areas that require climbing, lifting, and kneeling should consider the safety factor and wear clothing that is compatible with the job function they are performing.
3. Employees who interface with the public should consider the appropriateness of their apparel and overall appearance.

If a special activity or environmental change requires special needs, these needs should be recognized by the supervisor. Professionalism should be the guiding principle in selecting apparel.

CELL PHONE USAGE

The Ventura County Office of Education (VCOE) maintains an Acceptable Use Policy (AUP), as per Administrative Regulation 4040. General administrative policies related to cellular telephones are referenced in Administrative Regulation 3513.11.

COMPLAINT POLICY

The complaint procedure is the channel through which employees seek adjustment of complaints arising out of alleged violations of established VCOE rules, administrative regulations, policies, or procedures. For more information, refer to Administrative Regulation No. 4144 and 4244. For Title IX Sexual Harassment Complaint Procedures, refer to Superintendent Policy No. 4119.12.

CREATION, PUBLICATION AND SALE OF MATERIALS

The Ventura County Office of Education (VCOE) maintains a policy regarding materials created, publications, and sales per Superintendent Policy 3598.

CONVICTION OF NARCOTICS OR SEX OFFENSE

Conviction of a sex offense or narcotics offense as defined in California Education Code Sections 44010 and 44011 will result in immediate termination of employment.

CUSTOMER SERVICE VIA TELEPHONE

The way you answer the telephone will have a significant effect on the VCOE's image. Telephone contacts are most valued if a favorable impression is created with the people we serve. The following are a few tips that will help in maintaining efficient, courteous service when receiving calls:

1. Answer promptly.
2. Give your name and department.
3. Offer to take a message or transfer the call to voicemail if the person called is not available.
4. Be courteous and friendly.
5. Assure that your voicemail is updated each day and while you are away.

Telephones must have coverage at all times. If you are away from your desk for any length of time, make arrangements for someone to answer the telephones for which you are responsible.

When making calls...

1. Plan what you want to say ahead of time.
2. Identify yourself, your department and/or employer.
3. Keep all telephone conversations brief.
4. Be courteous and friendly.
5. Office telephones are for official business. If personal calls are occasionally necessary, they should be limited to three minutes or less. Careful use of the personal call privilege will preserve that privilege.
6. Personal long-distance calls are prohibited.

DISCRIMINATION

If you feel you are being discriminated against, or if you observe that discrimination is being practiced in your work area, you should contact the Human Resources Department. It is your right to file a complaint under our Complaint Procedure, which is found in the Superintendent's Administrative Regulations No. 4144 and 4244.

EMPLOYEE IDENTIFICATION BADGE

All VCOE employees are required, for security purposes, to wear a photograph identification badge. The badge must be prominently displayed on the front of the employee's body at all times. Employees will be photographed by the Human Resources Department when hired and asked to surrender their badge when separating from the Organization. Contact the Human Resources Department for more information.

EMPLOYMENT OF RELATIVES

You may not be employed in any position where you are directly or indirectly supervised by a relative.

GIFTS TO EMPLOYEES

No employee is to receive any commission, expense-paid trip, or anything of value from individuals or companies selling equipment, materials, or services used in the operation of the public schools. This would include the purchase and use of all materials, supplies or other items needed for the repair, maintenance, or operation of school facilities, office, or cafeterias, for school transportation, or materials used to conduct classes, activities, and organizations.

LAYOFFS

If a reduction in force becomes necessary (layoff for lack of work or lack of funds), reductions will be determined in accordance with the following:

Notification of Layoffs

When it has been determined by the Superintendent that a reduction in a particular kind or level of service is required, the Superintendent shall notify affected employees in writing no later than March 15. The notice shall specify the reason for the layoff. Any layoff shall be affected within a class. The order of layoffs shall be based on length of service within a class, plus higher classes. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. A Length of Service means all hours in a regular paid status.

Displacement Rights

Any permanent staff person who is laid off from a class, and who has previous service in an equal or lower class shall have the right to displace an employee with less seniority in that class. Seniority shall include the total of the previous service in equal or lower class plus service in the class from which the layoff occurs and in higher classes.

Represented employees should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

MAIL

Personal Mail Policy

You should arrange to have all personal mail sent to your home. Do not send your personal mail through the VCOE mail system. You are welcome to place your outgoing mail in a U.S. mailbox near your facility.

MAINTENANCE AND REPAIRS - VCOE PROPERTY

Care of VCOE Property

Every job in the organization requires the use of supplies and some type of equipment. All employees are charged with the responsibility of maintaining this property in the best possible condition and making the most efficient use of supplies issued to them. You can help keep costs down by exercising reasonable care over the property for which you are responsible.

Unsafe, inappropriate or wasteful use of the VCOE's property or equipment is grounds for disciplinary action, up to and including dismissal.

Copy Machines / Printers

Copy machines and printers are available in most of the VCOE facilities. Copiers and printers are provided for official use only and are not to be used for reproduction of personal material. To reduce excessive wear and staff time, all large copying jobs are to be sent to the Graphic Department for reproduction.

Maintenance / Repairs

Report any building or maintenance problems to the Director of Facilities for VCOE.

Office Equipment Repairs

Copiers and/or printers are under maintenance contracts and the vendor may be called directly. Contact Purchasing for more details.

Repairing / Replacing Employee's Property

You may claim reimbursement for repair or replacement of individual property, necessarily worn or carried, when damaged in the line of duty, through no fault of your own.

This applies to items such as eyeglasses, watches, and certain articles of clothing. This policy does not include personal electronic devices. In the event of a loss, contact the Risk Manager and request a claim form.

Requisition Supplies and Materials

When possible, supplies are purchased in quantities. Each department shall notify the Business Office of its needs on an as needed basis. These requests are grouped and ordered from the best source. Requisitions and the vendor supply list are available from the Business Office.

Use of Equipment Off the Premises

Ventura County Office of Education' equipment may be taken from the office by staff members for use in their regular duties with school districts or professional personnel in Ventura County, if permission is obtained from the head of the department from which the equipment is borrowed; and provided further, that an accurate record of such use is made by that department. The record shall include the inventory tag number assigned to the equipment and the serial number, if the item has a serial number. Use of VCOE equipment for personal reasons is prohibited.

In all cases, the staff member is personally responsible for the proper care and return of the equipment.

OUTSIDE EMPLOYMENT

Policy for outside employment can be referenced in Superintendent's Policy 4113.12/4213.12.

PEDDLERS OR SALESPERSONS

The following office policy shall be enforced on a permanent basis:

"No outside peddlers, solicitors or salespersons will be permitted to sell or demonstrate their products in the VCOE facilities, except on official business."

Employees are to direct solicitors to leave the building upon initial contact.

POLITICAL ACTIVITIES

As an employee you have the right and privilege to take or refrain from taking a stand on a political issue and to support or oppose any issue or candidate. Such activities, however, must be conducted on your own time and off the premises of VCOE. You cannot use VCOE property and/or resources, bulletin boards and letterhead/stationery to express your opinion on a political matter. You can wear political badges or buttons and display political stickers on privately owned cars while at work and express opinions and campaign during non-working hours. You are expected to exercise reasonable care to show that you are acting in the capacity of a private citizen and not as a member of the staff of VCOE.

POSITION RECLASSIFICATION

The Department Head shall redefine the job responsibilities to show evidence of the change in duties that have existed for a period of at least six months and submit a request for reclassification form available from the Human Resources Department.

A committee composed of the Branch Heads, Chief Human Resources Officer, and the Director of Human Resources will review all requests for reclassification and make a recommendation for a reclassification study if deemed appropriate. The study will be completed by the Human Resources Department and a decision will be made based on the study.

If a reclassification is implemented and there is an incumbent in the position, the incumbent will be reclassified to the position. If the position is not filled, the promotional or recruitment process shall be utilized to fill the vacancy.

Management

When the incumbent is reclassified to the position, the anniversary date shall not be affected. The incumbent shall be placed on the same step of the new salary range as had been attained on the old salary range.

Classified

When the incumbent is reclassified to the position, the anniversary date shall not be affected. If the reclassification is to a higher placement on the salary schedule, the incumbent in the position shall be placed at the first step providing at least a five percent (5%) increase. There is no probationary period.

Please refer to the Superintendent's Policy 4213.23 Reclassification for further information.

PUBLIC RELATIONS

Because you are employed by VCOE, you have an important public relations responsibility. Your work, attitude and appearance are all subject to close inspection by your employers and the taxpaying public. In many cases, you are the only VCOE employee a certain individual may know, and total judgment of the efficiency and character of the organization is based on the way you perform. For this reason, it is important that you give a good day's work and courteous treatment to people you have agreed to serve.

Courtesy means, among other things: being prompt to wait on people; being patient and a good listener, and taking a personal interest in seeing that calls, requests, or complaints are properly handled.

RULES AND REGULATIONS

In conjunction with and in addition to the Code of Ethics, a list of rules has been established so that each employee might know exactly what is or is not permissible.

In addition to the "Causes for Disciplinary Action" listed in the Disciplinary Action Policy, the following acts will result in disciplinary action up to and including dismissal:

1. Falsifying personnel records or VCOE records.
2. Making false, vicious, profane, or malicious statements concerning any employee, VCOE or the public.

3. Removing from the premises, without proper authorization, any public property, or the property of any employee.
4. Willfully delaying work, wasting time, or disobeying orders.
5. Gambling on VCOE property.
6. Possession of or trafficking illegal drugs or narcotics on VCOE time or premises.
7. Threatening, intimidating, coercing, or interfering with fellow employees or the public.
8. Engaging in horseplay, scuffling, or creating a disturbance on VCOE property.
9. Engaging in any immoral or indecent conduct.
10. Using VCOE telephones for personal long-distance calls.
11. Failing to maintain production standards.
12. Inability or unwillingness to work harmoniously with other employees.
13. Removing records or release of confidential information.
14. Disregarding safety rules, codes of safe practice or failure to wear personal protective safety equipment.
15. Failing to report injury or accident.
16. Sleeping during working hours.
17. Use of VCOE letterhead for personal correspondence or other non-business purposes.
18. Smoking on VCOE property.

The above listing of rules shall not be considered all inclusive. Disciplinary action may be initiated for reasons not listed in this handbook, as deemed appropriate by the County Superintendent of Schools.

SEXUAL HARASSMENT POLICY

The key word in defining sexual harassment is **unwelcome**. When any unwanted, unwelcome, or unsolicited sexual conduct is imposed on a person who regards it as offensive or undesirable, it is sexual harassment. When a person finds the conduct is unwelcome, it becomes illegal. Even conduct implicit in nature--hidden in subtlety or innuendo--is unlawful if it is unwelcome. If the employee or student states that she (or he) finds the behavior offensive, the actions are unwelcome. Often victims will seek to avoid confrontation or may fear reprisals and consequently do not clearly state their objection. Therefore, all employees must learn to be sensitive to how their actions may be perceived by others, no matter what

they personally may believe or intend. For the Title IX Sexual Harassment Policy and Complaint Procedure, refer to Superintendent Policy No. 4119.12/4219.12.

TRANSFER OF PROPERTY

When property or equipment is identified as surplus or obsolete, the department head or site administrator shall complete a "Request for Change of Inventory" form. The form will be submitted to the Purchasing Department to request removal of the item(s) from the present location (from one site to another.) The Purchasing Department will authorize appropriate disposition of the item(s) and initiate the work order to effect removal of the item(s). **Equipment may not be removed from its assigned location without proper authorization.**

The department head or site administrator may authorize equipment to be moved within the location (from one room to another.) A "Request for Change of Inventory" form must be completed and submitted to the Purchasing Department. Updated equipment inventory records will ensure prompt and accurate settlement should an insurance claim be necessary.

Accurate equipment inventory records will assure prompt and accurate settlement should an insurance claim be necessary.

TRANSPORTING STUDENTS

No students may be transported in an employee's private vehicle without Supervisor approval. Policy and administrative regulations for transporting students can be referenced in Superintendent's Policy and Administrative Regulation 3541.1.

TRAVEL

General administrative policies and procedures directly related to travel are referenced in Superintendent's Policy 4133 and Administrative Regulations 3350.

VISITORS

Whenever possible, discourage friends, relatives, or others from visiting you while you are on the job. This is necessary to prevent confusion and work stoppage. If such visits are necessary, they should be made as short as possible. Abuse of this privilege will result in disciplinary action. Under no circumstances should children be brought to work in lieu of obtaining appropriate childcare.

VOLUNTEERS

A volunteer is defined as an adult who is assisting the teacher and performing duties without compensation. Any person who wants to serve as a volunteer must:

(1) read and follow the School Volunteer Procedure Manual, (2) complete a "Volunteer Permission Form", (3) and complete and sign the "Acknowledgement" form; all of which are located on the Intranet. The use of volunteers is encouraged under the following conditions:

- All volunteers performing tasks must have the approval of VCOE;
- The site administrator will notify the volunteer of acceptance and provide an orientation program;
- The site administrator will maintain a list of approved volunteers at the site;
- Utilization of the volunteer's time in the classroom will be determined by the teacher and site

administrator;

- Volunteer help will be on a scheduled basis. The teacher will assign a defined responsibility to the volunteer and provide all needed materials;
- The volunteer does not have the legal right or responsibility to act on behalf of an assigned certificated staff member in student management or instruction.

Guidelines for teachers using volunteers:

- Stress the importance of confidentiality of all matters regarding students and school;
- Inform volunteers of school and playground regulations emphasizing emergency procedures;
- Explain in detail the volunteer's responsibilities and provide follow-through assistance where needed;
- Explain and clarify the goals and objectives of the instructional program; and
- Utilize the special talents and skills of the volunteer.

Volunteers are altruistic, unpaid workers whose only reward is derived from the enrichment of the student and the fulfilling sense of meaning gained from helping, sharing, and inspiring students. **Show appreciation for every volunteer.** The Ventura County Office of Education (VCOE) maintains a policy regarding volunteer assistance per Board Policy 1240 and students' transportation from privately owned vehicles per Superintendent Policy 3541.1.

DISCIPLINARY ACTION PROCEDURES

VCOE believes in supporting employees to improve. All supervisors are encouraged to follow the FRISK Performance Feedback Model which provides practical guidelines for evaluators in addressing unsatisfactory employee performance.

MANAGEMENT STAFF - DISCIPLINARY ACTION PROCEDURES

SEPARATION / DISCIPLINARY ACTION – (CERTIFICATED MANAGEMENT EMPLOYEE)

Every employee is expected to meet the work standards as established by the department head and in the Superintendent's Policies and Regulations.

Probationary employees may be terminated at the will of the department head, with approval of the Superintendent. Certificated management employees serve in an at-will capacity.

Employees whose conduct is detrimental to VCOE or the Department may be 1) suspended (with or without pay), 2) demoted, or 3) dismissed. Disciplinary action varies with each case depending on the seriousness and frequency of the wrongful action, situations, action, or inaction. During an investigation of wrongdoing, a management employee may be placed on administrative leave with pay. This system sets out a practice not an expectation or contractual right.

DISMISSAL – (CERTIFICATED MANAGEMENT EMPLOYEE)

A dismissal is an action to remove an employee from employment by the County Superintendent. A certificated manager serves at the behest of the Superintendent on a year-to-year basis and is considered an at-will employee.

SUSPENSION – (CERTIFICATED MANAGEMENT EMPLOYEE)

A suspension is a temporary removal from employment for a specified period of time. The Superintendent may choose to suspend a certificated manager in lieu of dismissal.

DEMOTION – (CERTIFICATED MANAGEMENT EMPLOYEE)

Certificated managers serve at the behest of the Superintendent. Therefore, a certificated manager may be demoted during a contract year.

INVOLUNTARY TRANSFER/REASSIGNMENT – (CERTIFICATED MANAGEMENT EMPLOYEE)

A certificated manager may be transferred or reassigned to another position in the same classification or salary range within VCOE if a Division Head (with the approval of the Superintendent) believes the transfer is in the best interest of VCOE.

NON-REEMPLOYMENT – (CERTIFICATED MANAGEMENT EMPLOYEE)

Certificated management employees serve on a year-to-year basis at the will of the Superintendent. The Superintendent may choose not to renew a certificated manager's contract for employment at any time for any reason or no reason.

Notice

The Superintendent shall notify a certificated manager of the decision not to renew his or her contract no later than March 15.

The Superintendent's decision not to renew a certificated manager's contract shall be final and not subject to review.

Displacement Rights

Certificated managers with displacement rights as a teacher with VCOE prior to being promoted to a management position retain rights to continued employment with VCOE in certificated teaching position in accordance with applicable provisions of the Education Code.

SEPARATION / DISCIPLINARY ACTION – (CLASSIFIED MANAGEMENT EMPLOYEE)

In keeping with the provision of the California State Education Code, any classified probationary employee serves at the discretion of the Superintendent. A probationary employee may be subject to discipline at any time and may be dismissed without a showing of cause by the Superintendent or his designee. The tenure of each classified employee who has permanent status shall be subject to his or her good behavior and the rendering of efficient service.

The following, non-exclusive, disciplinary actions may be taken by VCOE against a permanent, classified management employee for any of the reasons listed in the Disciplinary Action Procedure.

DISMISSAL – (CLASSIFIED MANAGEMENT EMPLOYEE)

Dismissal is removal from the employment of VCOE.

SUSPENSION – (CLASSIFIED MANAGEMENT EMPLOYEE)

Suspension is temporary removal from employment for a specified period.

An employee may be suspended pending investigation of alleged misconduct, without receiving a notice of intent to dismiss, when circumstances indicate that the employee's continued presence at the work site could have detrimental consequences for the VCOE or on the health and welfare of students or employees. In such a situation, the employee may be suspended until a decision is reached regarding potential disciplinary action. Should the suspension subsequently be found to be unwarranted or no longer necessary, restitution may be made, contingent upon approval of the Superintendent.

INVOLUNTARY REASSIGNMENT – (CLASSIFIED MANAGEMENT EMPLOYEE)

Involuntary reassignment is the directed change of assignment to a position other than that occupied by the incumbent without his/her voluntary consent.

Voluntary Demotion or Transfer

A permanent, management classified employee who will suffer a layoff for lack of work or funds despite his or her displacement rights may accept a voluntary demotion to a vacant position in a lower class or transfer to an equal class, provided that the employee is qualified to perform the duties required and provided further that the Superintendent approves the voluntary demotion.

DISCIPLINARY ACTION PROCEDURE

Disciplinary action includes any action whereby an employee is subject to dismissal, suspension, demotion, except in the instance of a layoff for lack of work or lack of funds.

A. **DISCRIMINATION** - No employee in a management capacity shall be suspended, demoted, dismissed or in any way discriminated against because of his or her: race, religious creed, color, national origin, ancestry, physical handicap, sexual or medical condition, marital status, veteran or military status, or sex.

B. **CAUSES FOR DISCIPLINARY ACTION** - Any management employee may be disciplined for cause, including, but not limited to:

1. Incompetency;
2. Inefficiency;
3. Insubordination;
4. Inattention to or dereliction of duty;
5. Lack of cooperation or courtesy to the public or fellow employees;
6. Violation of the Education Code, or of rules, regulations, or procedures adopted by the County Superintendent or the Board of Education pursuant to the Education Code;
7. Dishonesty;
8. Use, possession, or being under the influence of alcohol, narcotics, or other dangerous drugs while on duty or on the premises of facilities or grounds under the authority of VCOE;
9. Engagement in political activities during assigned hours of employment;
10. Conviction of any felony, or a misdemeanor involving moral turpitude;
11. Making false or misleading statements on application or employment records;
12. Excessive and/or unexcused absences or tardiness;
13. Failure to report for required health examination after due notice;
14. Negligence;
15. Misuse or abuse of public property or equipment;
16. Abandonment of position;
17. Conviction of a sex offense as defined in Education Code Section 44010 or determination as a sexual psychopath pursuant to Education Code Section 45124;
18. Inability to perform the tasks or duties of the position;
19. Failure to comply with Office rules, policies, or regulations
20. Theft;
21. Addiction to or use of narcotics or other controlled substances;
22. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position;
23. Unlawful discrimination, including harassment, based on race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age against the public or other employees while acting in the capacity of a VCOE employee; or
24. Other acts which are inconsistent with or incompatible with the employee's position or other failure of good behavior either during or outside of duty hours which is of such a nature that it causes discredit or reasonably tends to cause discredit to the employee, his/her fellow employees, or the Office.

RESIGNATION / TERMINATION

Any management employee who voluntarily resigns from a position shall provide a written resignation to VCOE. At least ten (10) working days' notice shall be given to be eligible for reinstatement or reemployment.

Formal notice of resignation may be accomplished by completing a resignation form, available from your supervisor or the Human Resources Department. The form shall be processed through the department head and forwarded to the Human Resources Department. Resignations requested during a contract period are granted at the discretion of the Superintendent.

Upon resignation, the employee shall have an exit interview with the Human Resources Department. Rights of retirement benefits, continuation of insurance coverage, and unemployment insurance benefits will be explained at that time.

The employee shall be required to turn in all County possessions such as: electronics, credit card, and keys to any premises or vehicle, and identification card before the final paycheck will be released.

CERTIFICATED STAFF - DISCIPLINARY ACTION PROCEDURES

DISCIPLINARY ACTION

VCOE progressively disciplines, except where the severity of the offense is for just cause and includes the following due process procedure.

Progressive discipline shall include but not limited to the following:

Level 1 – Verbal Warning

Level 2 – Written Warning

Level 3 – Written Reprimand

Level 4 – Suspension

Level 5 – Dismissal - Refer to Education Code 44932

Represented employees should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

CLASSIFIED STAFF - DISCIPLINARY ACTION PROCEDURES

DISCIPLINARY ACTION

Non-represented classified employees should refer to Superintendent Policy and Administrative Regulations 4218.2.

The discipline of any regular, non-probationary member of the classified staff shall be for cause only, and in compliance with the California Education Code, and procedures established by the VCOE and approved by the Ventura County Board of Education.

VCOE progressively disciplines, except where the severity of the offense is for just cause and includes the following due process procedure.

CAUSES FOR DISCIPLINARY ACTION

The tenure of each classified employee who has permanent status shall be subject to his or her good behavior and the rendering of efficient service. Any classified employee may be disciplined for cause, including, but not limited to:

1. Incompetency or inefficiency in the performance of duties.
2. Insubordination.
3. Discourteous, offensive, or abusive conduct or language toward other employees, students, the public or any willful failure of good conduct.
4. Inattention to or dereliction of duty.
5. Inappropriate socializing with a student of any age including those students who are eighteen or older.
6. Violation of the Education Code, or of rules, regulations, or procedures adopted by the County Board of Education pursuant to the Education Code.
7. Dishonesty.
8. Use, possession, or being under the influence of alcohol, narcotics, or other dangerous drugs while on duty or on the premises of facilities or grounds under the authority of the VCOE.
9. Engagement in political activities during assigned hours of employment.
10. Conviction of any felony, or a misdemeanor involving moral turpitude.
11. Making false or misleading statements on application or employment records.
12. Excessive and/or unexcused absences or tardiness.
13. Failure to report for required health examination after due notice.
14. Negligence.
15. Misuse or abuse of public property or equipment.
16. Abandonment of position.
17. Conviction of a sex offense as defined in Education Code Section 44010 or determination as a sexual psychopath pursuant to Education Code Section 45124.
18. Inability to perform the tasks or duties of the position.
19. Failure to comply with Office rules, policies, or regulations.
20. Theft.
21. Addiction to or use of narcotics or other controlled substances.
22. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to

- perform the duties of the position.
23. Unlawful discrimination, including harassment, based on race, religious creed, color, national origin, ancestry, physical handicap, sexual orientation, marital status, sex, or age against the public or other employees while acting in the capacity of a VCOE employee.
 24. Other acts that are inconsistent with or incompatible with the employee's position or other failure of good behavior either during or outside of duty hours that is of such a nature that it causes discredit or tends to cause discredit to the employee, his/her fellow employees, or the Office.

Progressive discipline shall include but not limited to the following:

Level 1 – Verbal Warning / Reprimand

Level 2 – Written Warning / Reprimand

Level 3 – Suspension

Level 4 – Dismissal, Demotion, and Suspension of 5 Days or More

PARAEDUCATOR CLASSIFIED STAFF - DISCIPLINARY ACTION PROCEDURES

DISCIPLINARY ACTION

VCOE progressively disciplines, except where the severity of the offense is for just cause and includes the following due process procedure.

Represented employees should refer to the Human Resources website for more information and access to the Collective Bargaining Agreement (CBA) at <https://www.vcoe.org/Human-Resources/Labor-Contracts-Handbooks>.

Progressive discipline shall include but not limited to the following:

- Level 1 – Verbal Warning
- Level 2 – Written Warning
- Level 3 – Written Reprimand
- Level 4 – Suspension
- Level 5 – Termination