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Welcome

Welcome to Red Bluff Joint Union High School District!

I would like to take this opportunity to welcome you as a new classified employee to our District. It is a wonderful place to work and your contribution to our District is highly valued. I know that you will find this a positive and rewarding place to work.

The goal of the District is to prepare our students for college, career and life. It is a shared responsibility by everyone that works in our district. Your role as a classified employee supports the educational success of our students in a very important way. In order for you to do your best work, we are providing this handbook which will inform you about the different departments of the District, the services each provides and the District's personnel practices. You will also receive the necessary training in order to build your skill set and expertise for your job duties.

This handbook is only an introduction to the many questions you may have regarding your new position. Please feel free to ask questions or talk with your immediate supervisor if necessary. I want to be sure that good communication is established right away so that expectations are clear and high standards for service are set. I know that you will continue the tradition of quality work that has been demonstrated by classified employees here at our District. Again, I welcome you and wish you success in your new position.

Respectfully,

Todd Brose
Superintendent

MISSION STATEMENT

Vision

Each student graduates as a life-long learner prepared for the challenges of a changing world.

Mission

The mission of RBJUHSD is to inspire and support each student to achieve academic excellence in a safe, healthy, and respectful environment every day.

Values To achieve mission/vision, we hold these values for each student/staff member:

- Having High Expectations
- Having a Rigorous Academic Culture
- Having a Shared Passion for Learning
- Being Respectful
- Having Integrity
- Being Innovative
- Being Adaptable
- Having Perseverance
- Being Optimistic
- Being Compassionate

Your Handbook

This handbook is for you. It's about your job and your school District. We hope it will help us to become better acquainted, and that it will make it a bit easier for you to begin your new job. This booklet will help you understand what you can expect from your employer, the Red Bluff Joint Union High School District, and what your employer expects from you.

We have tried to include answers to most of the questions you might ask. Naturally, it doesn't go into details, nor is it intended to be used in place of District rules, directives, policies or the Classified Employee Collective Bargaining Agreement (contract). So if there are any items that have not been made clear to you, please discuss them with your supervisor.

Many veteran employees will find the subjects touching on familiar territory, but we think they too will want to read and keep this booklet for reference.

Employees will find this handbook useful as a guide in helping them become "one of the family." Be sure to keep it handy. It will help you answer the questions that come up from time-to-time. All classified employees will receive this handbook.

District Organization and Programs

General Organization

District organization should be viewed as a living ecosystem - the school, community and its environment. The organization develops, changes, and accommodates its members and its environment in order to achieve its mission - a quality education for the high school students of our community.

The business philosophy of W. Edwards Deming, an American management expert who helped Japanese businesses gain industrial superiority after World War II, can be applied to our school District. An important concept in this philosophy is the belief that it is essential to develop a process in which employees and management work together toward common goals. For us, the common goal is a quality educational experience for our high school students. That means classified employees and their supervisors working together with administrators and certificated employees to create the very best education for high school students in the world.

Board of Trustees

A five member Board of Trustees governs the District. The Trustees are elected at large for four years to serve as the community's representatives in matters related to their high school District. The Superintendent, who serves as the District's chief administrative officer, serves at the pleasure of the Board.

The Board holds regular monthly meetings that are open to the public. The agenda is posted on our website which includes the packet that contains the background information and recommended action for each agenda item. A representative of the employees association is invited to join the Board at its regular meetings to provide their report.

Employee Characteristics Valued by the Organization

The ability of an organization to achieve its mission is related to organizational behavior as much as it is to the structure of responsibility within the organization.

Based on our organizational philosophy, it follows that certain employee characteristics will be highly valued by the District. These qualities include the following:

- ❖ Commitment to the organization's philosophy, goals and mission.
- ❖ Loyalty to other individuals within the organization consistent with commitment to the organization's mission.
- ❖ Trustworthiness and the ability to trust.
- ❖ Willingness to accept accountability.
- ❖ Willingness to take risks.
- ❖ Courage to serve as the "conscience of the organization" by monitoring an ethical course of action consistent with the organization's mission.
- ❖ Honest willingness to contribute one's point of view, especially when it is perceived as potentially in conflict with that of another individual of the group.
- ❖ Commitment to continually improve knowledge, skills, and ability to contribute to the organization.

Organizational behavior reflects both the organization's leadership and the personal characteristics and commitment of its members.

Communication is maximized by the "open door" and the absence of "proper channels" in an environment in which there are no secrets, no surprises and a high level of respect for designated responsibility.

Red Bluff Union High School

Our goal at Red Bluff High School is to create an environment that provides students with access to a challenging and rewarding high school experience, which includes quality academic, vocational, performing and visual arts, and extracurricular programs. In doing so, we feel that students should be empowered, respected, and trusted. Thanks to a high energy, student-oriented staff, and a tremendously supportive community, our students are provided with vast opportunities to take positive risks, learn more about themselves and others, and experience success or failure while having a safety net of caring adults to guide them through their experience. While we recognize that we are an academic institution, we strive to create a community atmosphere that operates on a basis of strong personal relationships among all stakeholders—students, parents, staff, and our community.

Salisbury High School

Salisbury High School is a WASC Accredited, Model continuation high school which offers an alternative education program designed for students primarily 16 to 18 years old, grades 11-12, who are not experiencing academic and/or social success in the comprehensive high school. It is the goal of Salisbury High School to succeed in helping the student to CHANGE and GROW. In this respect, we are an adjustment school and, therefore have responsibilities above and beyond most regular educational facilities.

The primary goal is to provide the opportunity to earn a high school diploma (graduation requirements are the same for both Salisbury High School and Red Bluff High School). The secondary goal is to help students explore and prepare for their individual vocational careers or higher education opportunities. In addition, staff provides educational and support services throughout the Red Bluff Joint Union High School District to school-age parents, pregnant students and their families.

REACH

The REACH Program is located on Salisbury High School's campus and serves students in ninth and tenth grades from throughout the

Red Bluff High School District. The REACH classroom utilizes the Work Maturity Scale and Love & Logic as its primary means of behavior intervention. The REACH Program works jointly with Tehama County Probation, drug and alcohol counselors, mental health counselors, as well as Boys Council and Girls Circle. The REACH Program also uses random urinalysis and random surface searches as tools to help ensure safety.

RBHHS Independent Study

Independent Study (I.S.P.) is an alternative to regular classroom instruction for both high school students and adults. RBHHS Independent Study is located at 1660 Monroe St. Independent Study students are scheduled to meet on a weekly basis with individual teachers who monitor and assist students to achieve educational progress. Placement in this program requires a demonstrated need and ability to be successful in an independent study environment.

Becoming A District Employee

The Red Bluff Joint Union High School District selects employees carefully based upon a fair process to assure that the most qualified people are hired, keep their job and earn promotion by proving themselves capable of doing a particular job. The District has a firm policy against illegal discrimination of applicants for employment and employees on the basis of gender, race, color, religion, national origin, ethnic group, age, marital or parental status or physical or mental disability.

The initial selection process includes several steps: careful review and screening of applications, including reference checks, personal interviews, performance tests (such as typing) where appropriate, physical examinations and fingerprint clearance of those tentatively offered employment.

Congratulations on your employment! During the selection process you demonstrated your potential to perform your position and to join our team of persons committed to serving the needs of students.

You were selected because you were qualified and demonstrated the values which enable you to serve as a positive role model for students you contact in the course of your work. Each classified employee is an integral part of the educational program, and as such, helps accomplish the District goals. These goals include helping students to recognize the responsibilities of citizenship and develop the values that enable them to make intelligent and moral decisions. You can instill values in students by how you perform your work including respect for others, trust, responsibility, self-discipline and appreciation for family relationships.

Types of Status

Regular classified employees have two types of status:

Probationary

Upon initial regular employment, classified employees have probationary status. Such employees serve a "probationary period" which is the number of months of the regularly assigned work year. This period is actually a part of the final selection process. It is

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used to evaluate the employee and to give employees a chance to know how well they can do their job. During the probationary period an employee may be released by the District Board of Trustees without cause upon the recommendation of the Superintendent.

Permanent

After an employee satisfactorily completes a probationary period, the employee's status is changed to "permanent." This means you will continue in your job so long as the need for the job exists and you perform your work satisfactorily.

If later you earn a promotion, you keep your permanent status in the classification from which you were promoted. You are again assigned probationary status, this time in the classification to which you have been promoted until you earn permanent status in your new classification.

Permanent status employees may be disciplined for cause--including suspension without pay, demotion and dismissal, subject to due process procedures and an appeal process.

The California School Employee's Association

Under the State public school employee collective bargaining law, the California School Employees Association (CSEA) and its Chapter #354 have been recognized by the District as the representative of all classified employees, except those designated as management, confidential or supervisory. The CSEA represents classified employees on any matter concerning employer-employee relations, including contract negotiations, grievances about application and interpretation of the Collective Bargaining Agreement, and any other matter about your employment relationship with the District.

CSEA, founded in 1927, represents classified public school employees statewide. In addition to local chapter officers and representatives, professional field staff is available for specialized assistance.

Members of the California School Employees Association are proud of the strong tradition of member ownership and control of the

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union through its democratic processes. CSEA members throughout California, participating in well over 6,000 local chapter meetings each year, determine the direction of the organization--as well as its strength and vitality. CSEA believes that you, the individual member, have the power to influence what the Association is and what this union is to become. You have the right and responsibility to speak out and vote on the important issues having a direct effect on your work life--and on the course of CSEA itself.

Under the classified contract, all new District employees must either become members of CSEA or pay a service fee to the Association for its required representation of all classified employees. Employees with a religious or moral objection to joining or paying fees to an employee organization may instead make a contribution equal to the service fee to the CSEA Chapter Scholarship Fund or a charity jointly approved by the District and Association.

During the last several years, CSEA and District management representatives have participated in joint training in the collaborative or interest-based negotiation model. This is a non-adversarial group problem-solving process that emphasizes identifying and meeting mutual needs and underlying interests.

The classified employee contract (Collective Bargaining Agreement) is a comprehensive negotiated agreement between the District and CSEA. It covers all aspects of classified employee working conditions and covers most topics in this handbook in greater depth. The contract is available on our website at www.rbhsd.org. If you have any questions about the contract, ask your supervisor, departmental CSEA representative, or the Human Resources Department.

The Employer-Employee Relations Committee (EERC) maintains an important working relationship between the District and CSEA about classified employee matters. The committee, which meets regularly, consists of CSEA department and management representatives. The EERC is charged with resolving classified

personnel issues that are not appropriate for the negotiation process or the normal administrative channels. Your departmental CSEA representative can provide more information about this committee and its schedule of meetings.

The CSEA chapter meets on a monthly basis. Please check with your representative for the time and place.

Who is Your Supervisor

At any given time, you are directly responsible to only one person. You and your supervisor should get to know each other quickly because you have a job to do together.

Your supervisor is responsible for seeing that a high level of work gets done on time, and for helping you develop in your job. You are responsible for doing what your supervisor asks you to do in a manner that meets his/her satisfaction.

Your supervisor wants to know you and:

- ❖ hear any suggestions you may have;
- ❖ answer any questions and assist you in any problems you may have.

So go to your supervisor:

- ❖ with your suggestions;
- ❖ with your questions;
- ❖ your problems;
- ❖ and when you need advice.

You will find your supervisor interested and helpful because if you do a good job, your supervisor can do a good job too.

Advancement and Adjustment

Promotions

Opportunity for advancement is important; important to you, and important to the District. The District encourages employees to grow in skills, training, ability, and competence. Announcements of

vacant classified positions are posted throughout the District, through email, on our website and through edjoin.org and employees are encouraged to compete for promotions.

Transfers

Transfers, like promotions, give you and the District an opportunity to arrange for mutually satisfactory working conditions. There are two types of transfers. One kind of transfer is when the work necessitates that an employee be transferred from one job to another in the same classification. In such case, your wishes will be given full consideration.

The second kind of transfer occurs when an employee wants to transfer to another job in the same classification. If you want to transfer, discuss it with your supervisor.

Demotions

Just like transfers, any employee may request demotions. Such a demotion is known as a "voluntary demotion," and it would be so noted on all records.

Your Pay



We now reach another matter of considerable interest to you--your paycheck. Most pay levels are negotiated between the District and the California School Employees Association. All jobs have a pay range. That is, they have a starting pay and a top pay limit with three pay steps in between. Employees advance to the next highest step in their salary range annually after initial employment.

Paydays

Paydays are on the last business day of each month. School term employees are paid in eleven equal checks each school year but have the option of choosing 12 pay checks. You also have the opportunity to have direct deposit. If you have this feature, you will receive your paycheck stub by email. If you choose the paper copy your paycheck will be distributed to you. If you have any questions about your pay, ask your supervisor.

Overtime

Non-management employees are paid for time which they work over eight hours per day or forty hours per week. When an employee does this work, which is generally limited to emergency or unusual situations, compensation is usually in the form of pay, at a rate of one and one-half the employee's regular pay rate. Overtime can be worked only with the consent of and as directed by your supervisor. Any approved overtime worked will be paid in the regular paycheck the month following completion of the overtime. Compensatory time off may be approved by the immediate supervisor, in lieu of pay. If the District determines that the employee is unable to take the time, the employee may be compensated in the form of pay at the end of the fiscal year or may carry over said compensatory time to the next fiscal year upon agreement between the District and the employee.

Payroll Deductions

Payroll deductions required by law will be made from your paycheck. Following are the deductions you can expect:

INCOME TAX

The District is required to withhold a certain amount from your paycheck for Federal and State income tax. The amount withheld depends on your salary and the number of allowances you claim, so be sure to notify the payroll office of any changes in the number of your dependents. The payroll office will have you complete an appropriate form.

RETIREMENT

When you begin work on a probationary basis, you become a member of the retirement system. The retirement program will be discussed further in this handbook.

SOCIAL SECURITY

All regular classified District employees contribute on a matching basis with the District to Social Security including Medicare coverage. The rates of contribution are according to laws enacted by the U.S. Congress.

You may authorize certain other deductions such as California School Employees Association Chapter dues, credit union, charitable contributions, tax sheltered annuity programs and other approved insurance plans.

IRS Section 125 Plan

This plan allows you to shelter payroll dollars from taxation to pay for unreimbursed medical expenses and dependent care. Your supervisor or the District Office can provide more specific information about this program.

Longevity Increments

After completion of ten, fifteen, twenty, twenty-five and up to thirty years of District service, employees are eligible for an additional increment of 5% of base pay for each five-year service period. Longevity increments are contingent upon the employee's annual performance evaluation being free of major performance deficiencies.

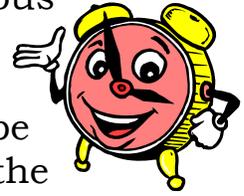
Professional Growth

The District encourages employees to grow professionally by completing courses and training programs related to the job. Employees who successfully complete six semester units of approved professional growth activities receive an additional increment of 1% above regular pay. Up to three such increments (a total of 3%) may be earned. Such activities must be completed outside of regular work hours at the employee's expense. As an alternative, upon the advance approval of the supervisor, employees may be granted released time for training programs related to job responsibilities. The District will pay the cost and expenses of such programs which is not a part of the professional growth program. Your supervisor can provide specific information about these programs and the necessary application form to complete.

Your Hours

Full-time employment is defined as a forty-hour week of five consecutive eight-hour days, two hundred sixty paid days per year.

To meet the needs of students, employees have various assigned work schedules. Not all employees begin work at the same time, have the same time for lunch, or finish work at the same time. You are expected to be at your work location and prepared to work at the prescribed time. Your supervisor will advise you of your particular work schedule.



If you have any questions about your work hours, ask your supervisor.

Insurance Coverage

The District sponsors, and pays a portion of the premiums for, medical and dental insurance plans for you and eligible dependents, and vision and life insurance for the employee only. District premium contributions are pro-rated for part-time employees. However, employees who work less than half-time are not eligible for any coverage or District premium contribution. Any cost not covered by the District premium contribution will be deducted from your monthly paycheck.

You will find descriptive literature covering these insurance plans and other important information in your Employee Information Packet that was given to you during your initial orientation. You may obtain additional information on the insurance plans, retirement and social security from the District payroll office.

Full-time employees are also enrolled in VSP, Vision coverage; and Dental. The Vision (available for eligible employee only) and Dental (eligible for employees and eligible dependents) plans are optional for part-time employees.

Leaves of Absence

A number of leaves are available to help you meet emergencies and other necessities that may prevent you from being on the job. In each case, the District absence request form must be completed. These leaves include:

Sick Leave

Paid sick leave is available when illness or injury (including maternity related disabilities) keeps you home from work. You accumulate one day of sick leave for each month of service.

Sick leave may also be used during an acute illness of a minor child residing in the employee's immediate household.

Sick leave in the amount of up to six days can be used for the care of an immediate family member not residing in the household.

Be sure to let your supervisor know in plenty of time before the start of the workday if you are unable to work because of illness or injury. Ask your supervisor about departmental call-in procedures and requirements. This advance notice gives your supervisor a chance to arrange for someone else to do your work during the time you are off.

After exhaustion of sick leave, employees are entitled to differential paid leave for a period of up to five months (less the time off under sick leave). Pay is based upon the employee's regular salary less the actual cost of any substitute hired during the absence.

Personal Necessity Leave

Up to eight days of available sick leave may be used each school year in the event of personal necessities that require absence from work. Personal necessities that qualify under this leave include:

- Additional Bereavement Leave.
- Accident involving the employee or immediate family member's person or property of an emergency nature requiring the personal presence of the employee.
- Imminent danger to the employee's home (e.g. flood or fire).

- Serious or critical illness of an immediate family member requiring a physician or the presence of the employee.
- Birth of a child making absence necessary.
- Court appearance as a litigant or a witness under subpoena.
- Service as a pallbearer (other than honorary).

Paid Personal Leave

Each fiscal year, four days of personal necessity leave may be used for legitimate personal needs not covered by other leaves. This leave must also be for reasons which cannot reasonably be ignored and which cannot be taken care of outside of the normal workday. This leave may not be used for travel, to extend a holiday or vacation period, concerted activity, matters of personal gain, nor seeking other employment. If the employee desires confidentiality, the employee may sign a statement to that effect.

Bereavement Leave

Up to five days of paid leave is available in the event of a death of a member of your immediate family.

Industrial Accident and Illness Leave

If you are off work due to an on-the-job injury or illness, you are entitled to paid leave of up to sixty working days. For absences that extend beyond that period, available sick leave may be used. State Workers Compensation laws also provide for all necessary medical treatment and other benefits for work-related accidents and illnesses.

Jury Duty

Your regular pay is maintained if you are called to serve as a juror during scheduled work times. Fees for jury service in excess of \$25.00 (except for any expense reimbursement) shall be returned to the District.

Leaves Without Pay

A leave without pay may be granted to meet legitimate needs, either on a long-term or short-term basis (less than ten working days). Examples of reasons for such leave include family care and personal health.

Family and Medical Care Leave (Unpaid)

Classified employees with at least one year of District employment and who have worked for the District at least 1,250 hours during the previous year are eligible for unpaid family and medical care leave. This leave, for up to 12 weeks, may be used for an employee's serious health condition; or the care of the employee's child, spouse or parent who has a serious health condition. This leave runs concurrently with any other paid leave received. However, in the case of pregnancy and disability leaves, this leave runs consecutively. Except in the case of pregnancy disability, this unpaid leave runs concurrently with any other paid leave provided the employee. During this leave, the District would continue its regular payment of the group insurance premiums.

Catastrophic Illness Leave

Classified employees may donate up to ten workdays of their accumulated sick leave to a fellow classified employee who has exhausted all of his/her sick leave as a result of a catastrophic illness. A "catastrophic illness" is defined as one that incapacitates the employee or that requires the employee to take time off for work to care for his/her spouse, child or parent for an extended period of time. Employees are invited to donate sick leave as the need arises.

State Disability Insurance (SDI)

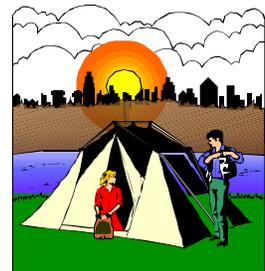
1. All unit members shall participate in the State Disability Insurance program with such participation to be at employee cost.
2. SDI benefits are to be used in coordination with accumulated sick leave benefits. Such coordination of benefits shall not result in the payment of greater than a regular day's pay. To receive coordination of benefits, an employee must provide documentation to the District regarding benefits received from SDI.

3. The Employment Development Department (EDD) issues Disability Insurance benefit payments via Debit Card from Bank of America. In order for the District to coordinate/integrate wages (sick leave, holiday pay, sub-differential) with SDI benefits, the employee must send the **Notification of Authorized Benefit Payment** to the District Payroll department. Because SDI benefits plus wages cannot exceed the employee's regular weekly wage, any employee receiving full pay must give the benefit amount to the District (via personal check), at which time a portion of used sick leave will be reinstated.

4. The EDD website (www.edd.ca.gov) contains information on How to File a Claim. There is an online version of the claim form, **DE 2501**, to be filled-in and printed. You may also request a claim form by calling 1-800-480-3287. The nearest Disability Insurance office is located in Chico (mailing address: PO Box 8190, Chico, CA 95927-8190).

Vacations

Each employee earns paid vacation, which is scheduled with the approval of your supervisor, considering District work requirements and employee requests. However, to best meet the needs of students, employees who are assigned to work less than twelve months generally are encouraged not to take vacation when school is in session. School term employees are paid their 9.5 earned days in their salary.



Vacation days are earned according to the following schedules:

Years of Service	12 mo.	11 mo.	10 mo.	School Term
1-5	12	11	10	9.5
6-10	15	13.75	12.5	11.88
11-15	17	15.58	14.17	13.46
16-20	19	17.42	15.83	15.04
21 +	21	19.25	17.5	16.63



Holidays

Classified employees are entitled to the following paid holidays:

New Year's Day



Third Monday in January (Martin Luther King's Birthday)



February 12 (Lincoln's Birthday)



Third Monday in February (Washington's Birthday)

The Friday preceding Easter Sunday will be the holiday unless that Friday becomes a work day, then the Monday following Easter becomes the holiday

Last Monday in May (Memorial Day)

July 4 (Independence Day)

First Monday in September (Labor Day)

September 9 (Admission Day)

November 11 (Veteran's Day)



Wednesday before Thanksgiving

Thanksgiving Day and the following Friday

Christmas Day and the preceding workday



A holiday falling on a Saturday would be observed on the preceding Friday; one that falls on a Sunday would be observed the following Monday.

To be eligible for these holidays, the employee must be in paid status on the workday before or after the holiday. However, for the New Years, Christmas and spring recess holidays, an employee must be in paid status before or after these school recess periods.

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For the Lincoln's Birthday and Veteran's Day holidays, an alternate holiday may be designated by agreement between the District and CSEA. These alternate holidays would provide for at least a three-day weekend.

If school is held on Admission Day, an alternate holiday would be observed. School term employees would be entitled to the Thursday of the spring school recess. Other employees would be entitled to a floating holiday taken with the approval of the immediate supervisor.

The Wednesday before Thanksgiving is a holiday. In the event school is held on that day, and the minimum school day before the Christmas school recess, employees may be excused three hours (pro-rated for less than eight-hour employees) prior to the end of their regular work shift. However, bus drivers, other employees transporting students and those providing essential services to students would be paid in lieu of the excused time off.

Know What's Going On

Since you now have a stake in the Red Bluff Joint Union High School District, you are naturally eager to know what's going on. So keep posted! Check your email! Keep an eye on bulletin boards! There is probably one in your work area.

Some of the things you will find are notices from your department head, notice of meetings, Safety Program updates, seniority list, social events and the like.

The Board of Trustees agenda and board packet information is posted on the District website at least 72 hours before the regular meeting. The web address is: www.rbhsd.org

Employee Suggestion Program

All District classified employees are encouraged to submit suggestions for improvements in the economy and efficiency of District programs and operations. After all, who has more

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knowledge and expertise about District operations than the people who perform the services on a daily basis?

Forms to submit a suggestion are available from your supervisor.

The District Employer-Employee Relations Committee reviews all suggestions and recommends to the Board of Trustees cash awards for meritorious suggestions. A sum of \$200 per year is budgeted for such awards.

Complaint Procedures

The District strongly believes that employee concerns should be resolved in a fair and speedy manner.

The District administrative review process is available to any employee who believes that they have not been treated fairly. You should first discuss with your supervisor any such concern. If the concern is not resolved to your satisfaction, it will then be referred to other District management who will attempt to resolve the issue. Most concerns can be resolved by a discussion with the immediate supervisor. Please feel free to go to your supervisor with any matter about your employment with the District that bothers you. This is a positive step that can prevent concerns from "festering!"

Other Complaints

It is important for you to know that the District has a number of other procedures to resolve other types of complaints that you might have which are outside of the Collective Bargaining Agreement. By law and Board policies, specific procedures exist to resolve concerns about other employment matters, such as sexual harassment and complaints concerning another District employee. Your supervisor will be able to provide specific information should you have a complaint that is not appropriate for the contract grievance procedure.

Grievance

The classified employee contract provides a specific procedure to resolve concerns that the Collective Bargaining Agreement has not been followed. Contact your supervisor or department CSEA representative for more information about the grievance procedure

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or specific assistance if you believe that the classified contract may not have been properly applied or interpreted.

Sexual Harassment

The District has a strict policy prohibiting any form of sexual harassment in the workplace or school site. Consistent with applicable law, sexual harassment includes activities that contribute to a hostile environment, such as unwelcome sexual advances, requests for sexual favors, cartoons or drawings of a sexual nature, physical interference with normal work movement, or offensive jokes or remarks. It is also unlawful to condition any aspect of employment on granting sexual favors.

Any complaint of sexual harassment should be reported immediately to any District management employee. It is not necessary to report the complaint to the immediate supervisor. The District will then complete a thorough and fair investigation of the complaint.

An employee who commits sexual harassment is subject to appropriate disciplinary action.

The complainant may request that the Board of Trustees review the results of the District's investigation and disposition of the initial complaint. This review would be conducted by the Board in a closed session hearing.

Drug-Free Workplace

Due to our educational mission, as well as the requirements of law, the District has a strict policy to maintain a drug and alcohol free workplace. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance before, during or after school hours at any school or in any other District workplace.

Violation of this drug-free workplace policy will result in appropriate disciplinary action, including termination, or (except in the case of bus drivers who are covered by Federal drug testing laws) depending upon the circumstances and applicable law, satisfactory

completion of an approved drug assistance or rehabilitation program.

Tobacco-Free Schools

Board policy prohibits the use of all tobacco products at any time on District property and in District vehicles. This policy is based on the District's commitment to discourage students from using tobacco products.

Your Responsibilities as a District Employee

In the preceding pages you have read of the many rights and privileges you have as a District employee. But, of course, it is not all a "one-way street." You also have certain responsibilities and obligations to meet.

Whether you are working in an office, in the field, or on a school site, you are part of a team serving your community and its students. Remember, YOU are the Red Bluff Joint Union High School District to the person

- who telephones
- to whom you write a letter
- who comes for a service or an appointment
- who asks a question about the District both at work as well as off the job

So gain yourself and your District a lot of goodwill by maintaining

- a friendly smile
- a pleasant greeting
- a helpful attitude

Political Activity

All of us are fortunate to work in an environment that provides for employment, job retention and advancement on the basis of merit and not on the basis of personal or political consideration. To help maintain this atmosphere, District employees cannot engage in any improper political activities. For example, you are not to engage in direct political campaign activity during assigned duty times. If you

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have any doubt concerning the fitness of a particular activity, be sure to discuss it first with your supervisor.

Your Financial Affairs

You must meet your personal financial obligations. Creditors and collection agencies should not have to use the District office to make collection.

Gifts and Gratuities

No employee is permitted to receive gifts for services performed during their employment with the District, including gifts/incentives from vendors. A polite "No thank you" and a little tact can build a lot of respect for you personally and for your District.

News Media Relations

The news media performs the important function of informing the citizens of our community what we are doing. The greatest value of this function, both to the people and to the District can be realized only if accurate information is made fully available to the news media by those persons who are fully informed regarding all areas of the situation. Therefore, the District designates a few spokespersons to the news media. Questions from the media should be referred to the District Office.

Use of District Property

District property is intended solely to be used in programs benefiting students. Therefore, District property may not be used by employees for personal or private use. However, with prior approval, an employee may use District property to work on projects related to the employee's required District job responsibility. Check with your supervisor if you have any specific questions about this policy.

Purchasing Policy

Board policy strictly prohibits any employee to obligate the expenditure of any funds to purchase supplies, equipment and services without the prior approval of the Superintendent or the Director of Fiscal Services. Employees who commit an expenditure of funds without this prior approval may be personally liable for this

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cost. In no event will District funds be expended which benefits primarily an individual or organization rather than the District.

Off Duty Work

Each employee has a responsibility to the job they hold with the District. If for some reason you are thinking of taking an additional job outside the District prior to taking this additional job you should submit a letter to the superintendent outlining that this will in no way impact your current position.

Child Abuse Reporting

State law requires District employees who have responsibility for student contact to report to the appropriate authorities suspected cases of child abuse. The District will provide specific training to employees about these procedures, requirements, and responsibilities. Your supervisor can provide further information to you.

Accident Prevention and Safety

You are responsible for safety on your job. Accidents are costly--to you in human suffering, in the possible loss of work hours, in the loss of the use of equipment that may be damaged, and in the cost to the District of workers compensation insurance premiums.

You are expected as a primary part of your job to follow your department's safety rules and to handle yourself and your equipment in such a way as to avoid accidents. You are required to report any unsafe practices or equipment to your supervisor.

If an accident occurs on the job:

1. Report all accidents and injuries, no matter how minor, to your supervisor and/or the Human Resources Department. Contact the Company Nurse to report an injury at 1-877-518-6702 who will triage you and send a report to Human Resources. This will trigger HR to follow up with you whether treatment is required or not.
2. If medical treatment is required, the Human Resource Department will provide you with a Treatment Referral Form. If

an employee has a pre-designated physician form on file in the District office, he or she may be treated by that physician.*

*Caution: Unless the employee has such a form on file, payment for services cannot be made to any medical provider other than those designated by the District.

3. In the event of an emergency, an ambulance should be called.

State legislation SB198 requires all California employers to adopt and implement a comprehensive written Illness and Injury Prevention Program (IIPP). This legislation is administered and enforced by the California Occupational Safety and Health Administration (Cal OSHA). A copy of this program is available and posted in the RBHS Main Office, Salisbury, Transportation, Cafeteria, Teacher's Resource Center, District Office and Independent Study and on our website for review.

Available on your desktop is a link called 3E Company Portal where you can look up data sheets on all hazardous materials and substances that you may contact in the course of your work.

The District has an on-going safety committee, composed of personnel from all areas of the workforce, various management levels and student representatives. The committee members encompass the maximum knowledge of work methods, practices and conditions throughout the District. The committee is responsible for reviewing all reported work injuries, recommending corrective actions, and developing programs to reduce work injuries and illnesses.

Safety Incentive Program

Red Bluff High School District has a safety incentive program for its employees. Every month a flyer is distributed to all the departments indicating how many days a department has gone without a reportable accident. This program encourages employees to help others to be safe and to report unsafe working conditions.

Keep Us Posted

It's a big job to keep tabs on each employee. So please "keep us posted" on any change in your address, telephone number, or dependents. Let both your supervisor and the personnel office know about any change immediately.

If you leave the District Service

This is not a pleasant subject for either you or the District. But, even though we hope you will never have cause to leave us, there are probably a few things you might like to know about how separations are handled.

If you quit - and we certainly hope you will never have cause to-- you should give your supervisor written notice at least two weeks before leaving. Your notice should include the date you plan to leave and your reason for resigning.

If you are dismissed - and you feel you have been treated unfairly, talk it over first with your supervisor. If you are an employee with permanent status and you still are not satisfied, you may then go through an appeal procedure.

Suspensions - An employee may be suspended without pay by the Superintendent for cause. This suspension is also subject to an appeal procedure.

Lay Offs - If you are laid off for lack of work, lack of funds, or reduction of services, you will of course have preferred consideration for re-employment for a period of thirty-nine months. Layoffs are based upon length of service within the affected job classification with the least senior employee(s) being subject to layoff first. The District will provide you with information to help with the process.

Your Retirement



Retirement! The word has a magic sound. Webster defines retirement as "withdrawing into seclusion" or "withdrawing from office,

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active service, etc." But to most of us, the word means something more. Maybe it makes you think of sleeping in on Monday morning when everyone is hurrying off to work; maybe you think of casting for trout when the rest of the world is busy at work, or just sitting and watching your favorite television programs. In addition to Social Security, the District offers another retirement plan for all classified employees, the Public Employees' Retirement System (PERS) that helps you provide for your later years.

Who is eligible for PERS?

When beginning work, all probationary status employees, who work four hours a day or twenty hours per week, or more, begin contributing to the retirement system.

How much does PERS cost?

The District pays an employer contribution for each employee that helps fund your retirement plan. This contribution is calculated each year by the PERS. The employee's contribution is based on a percentage of salary.

When can you retire?

Under PERS, you may retire when you are 50 years old if you have five years of service credit. Of course, if you continue to work to an older age, your retirement payments will be greater.

How much your PERS retirement benefit payment will be.

Because of differences in salary, length of service and age at retirement, the amount of each person's retirement benefit will vary. To calculate your benefits, go to www.calpers.ca.gov or call 888 CalPERS (888-225-7277).

However, generally you can figure if you work for 25 years, you can retire at half-pay at age 55. If you retire sooner, your benefits are reduced and if you retire later your payments are greater.

If you should happen to leave the District service or if you die before you retire, you or your beneficiary can get back every cent you have contributed, plus interest.

When you retire, you choose among several options which will affect the amount of your monthly allowance and whether your beneficiary will receive an allowance after your death

Death after retirement may also provide Social Security benefits to the surviving spouse.

When you plan for your retirement, this and other options will be explained in more detail.

Health Insurance Continuation

Full-time employees who are at least 55 who retire after fifteen years District service are eligible for a District health insurance premium contribution for up to ten years. Those who retire with at least ten years service but fewer than fifteen, are eligible for a pro-rated premium contribution. Eligible part-time employees may receive a pro-rated contribution.

What's Ahead

It is our sincere desire that these pages have served to help us becomes better acquainted. You have read about your organization, some of the features that make it good, and some of your responsibilities as a public school employee.

We believe you will find our District is made up of a fine group of devoted and capable men and women. Your work associates are most friendly, helpful and dedicated to providing excellent service to students. This teamwork helps make your job more agreeable and provides a satisfying work environment.

And now, from all of us to you, "Congratulations on your new job!"