



GLENN COUNTY
OFFICE *of* EDUCATION

CERTIFICATED EMPLOYEE HANDBOOK

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HANDBOOK PURPOSE

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook. It will answer many common questions concerning employment with Glenn County Office of Education. However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind.

In order to retain necessary flexibility in the administration of policies and procedures, the Glenn County Office of Education reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, without negotiation with or consent of employees. The only recognized deviations from the stated policies are those authorized by the Superintendent or negotiated by recognized bargaining units.

EMPLOYEE ACKNOWLEDGEMENT FORM

I have received an orientation covering new employee benefits and Glenn County Office of Education personnel policies.

Orientation Outline

Mission Statement and Overview of GCOE

Services

Mandated Topics

Child Abuse Reporting

Drug Free Workplace

Infectious Disease in the School Setting

Safety Program

Hazardous Substance Training

Sexual Harassment

Workers' Compensation

Bargaining Agreement

Benefits

Leaves

Retirement Program

Health Benefits

Pay and Payday

The employee handbook describes important information about Glenn County Office of Education, and I understand that I should consult the Human Resource Department regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Superintendent of the Glenn County Office of Education has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment, nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

DEAR MEMBERS OF THE GLENN COUNTY OFFICE OF EDUCATION
TEAM!

Welcome to a place where you can help yourself and others learn and achieve goals. It's an exciting place to be and a rewarding experience for everyone involved. We'd like to help make that experience as valuable as possible for you by sharing some of the philosophy of our organization as well as some of the opportunities and challenges awaiting you. This handbook is a first step to getting to know the people and organization at the Glenn County Office of Education.

From the teacher who greets a youngster entering a classroom, to the county office director who provides much needed service, and to all the many people who make the Glenn County Office's programs possible, we are all part of an important organization dedicated to helping each individual who is served.

It is truly an honor to work with you at the Glenn County Office of Education.

Tracey Quarne
Superintendent

CERTIFICATED EMPLOYEE HANDBOOK

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INTRODUCTION

THE GLENN COUNTY OFFICE OF EDUCATION

The Glenn County Office of Education is one of 58 intermediate units within the state of California. A large part of our job is to link state policy with local school district programs and needs. Our office plays a unique role in creating and supporting excellence in our schools. Another part of our job is to work locally, sometimes with other agencies and sometimes alone, to provide services to our community. The focus of our effort is caught in our Mission Statement: “Quality Programs and Service for Life-Long Learning.”

Services provided to school districts include:

- Business and Administrative Services
- Curriculum and Instruction Services
- Personnel/Human Resource Services
- Student Programs and Services
- Technology Services

Services provided to the community include:

- Infant Pre-school Programs
- Alternative Education
- Adult Education
- Senior Nutrition Program

GLENN COUNTY BOARD OF EDUCATION

The Glenn County Board of Education is made up of five citizens of Glenn County dedicated to the interests of children and the communities we serve. The Board members are elected for four-year terms and represent each of the five districts having high schools in the county. Their terms of office are staggered and elections are held in even numbered years. The Board meets monthly on the third Wednesday at 5:30 PM. Meetings are held in Willows and Orland. (The site for each meeting is listed on the monthly board agenda.)

GLENN COUNTY SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools is elected by the people of Glenn County for a term of four years. The responsibility of the Superintendent is to provide leadership, direction, and administration for the various programs operated by the County Office of Education. The Superintendent is also responsible for leadership and direction of the County Office operation. Each school district has its own superintendent and board. The role of the County Office of Education is one of support and assistance.

MANDATED TOPICS

ALCOHOL AND DRUG-FREE WORKPLACE

Pursuant to the requirements of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1986 and its Amendments, it is the policy of the Glenn County Office of Education to continue to provide an alcohol and drug-free workplace.

The unlawful manufacture, distribution, dispensing, possession or use, or being under the influence of any alcoholic beverage or controlled substance is prohibited in the workplace, which includes all facilities and properties under the control and use of the Glenn County Office of Education.

Any violation of this policy by an employee may result in (1) requiring such employee to participate satisfactory in an alcohol and/or drug abuse assistance or rehabilitation program; and/or (2) disciplinary action up to and including termination.

TOBACCO-FREE SCHOOLS

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of secondhand smoke. As required by law, Glenn County Office of Education provides instructional programs designed to discourage students from using tobacco products. County office employees are expected to serve as models for good health practices that are consistent with these instructional programs.

In the best interests of students, employees, and the general public, the Superintendent prohibits the use of tobacco products at all times on county office property and in county office vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from the county office.

The Superintendent or designee shall inform students, parents/guardian, employees and the public about this policy. All individuals on county office premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violations.

Signs prohibiting the use of tobacco shall be prominently displayed at all entrances to county office property and in county office vehicles.

The Superintendent or designee shall maintain a list of clinics and community resources, which may assist employees and students who wish to stop using tobacco products.

CHILD ABUSE REPORTING REQUIREMENTS

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Section 11172(d) of the California Penal Code states, “Any person who fails to report an instance of child abuse which he or she knows to exist or reasonably should know to exist, as required by this article, is guilty of a misdemeanor and is punishable by confinement in the county jail for a term not to exceed six months or by a fine of not more than one thousand dollars (\$1,000) or by both.”

Content of the Report: A telephone report of a known or suspected instance of child abuse shall include the name of the person making the report, the name of the child, the present location of the child, the nature and extent of the injury and any other information that led that person to suspect child abuse.

The written report must be submitted on Form SS8572 Suspected Child Abuse Report. Both the telephone and written report should be filed with the Glenn County child protective agency.

Confidential Reports: The reports required by the Child Abuse and Neglect Report Act are confidential and can be disclosed pursuant to statutory authority and to a very limited category of persons or agencies involved in the investigation of the abuse. Any violation of the confidentiality requirement is a misdemeanor punishable by six (6) months in jail or a fine of \$500, or both.

Confidentiality of the Identity of Person who Reports: The identity of the person who reports under the Child Abuse and Neglect Reporting Act shall be kept confidential and only disclosed to child protective agencies and legal counsel representing the child protective agency, the district attorney, or counsel appointed pursuant to Welfare and Institutions Code §318. No agency or person who is given the identity of the person reporting the child abuse shall disclose the identity to that person’s employer without either the employee’s consent or a court order.

Immunity: A child custodian, health practitioner, employee of a child protective agency or commercial film processor reporting a known or suspected case of child abuse is either authorized or required to be reported shall not be subject to either civil or criminal liability for making the report. Childcare custodians, health practitioners, employees of a child protective agency or commercial film processors are given absolute immunity. Any other person reporting under the Act, however, only enjoys limited immunity. Although that person shall normally not incur civil or criminal liability, if the person files a false report, knowing that the report was false, or if that person files a report with reckless disregard of the truth or falsity of the report, that person will be liable for any damages caused.

SPECIAL EDUCATION STAFF SHOULD BE AWARE OF THE FOLLOWING DEPENDENT ADULT ABUSE REPORTING REQUIREMENTS:

Section 15630 of the Welfare and Institutions Code requires any care custodian, health practitioner, or employee of an adult protective services agency or a local law enforcement agency who has knowledge or observes a dependent adult in his or professional capacity or within the scope of his or her employment who he or she knows has been the victim of physical abuse, or who has injuries under circumstances which are consistent with abuse where the dependent adult's statement indicate, or in the case of a person with developmental disabilities, where his or her statements or other corroborating evidence indicates that abuse has occurred, to report the known or suspected instance of physical abuse to an adult protective services or a local law enforcement agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

“**Care custodian**” means an administrator or an employee of any of the following public or private facilities:

1. Health Facility
2. Clinic
3. Home health agency
4. Educational institution
5. Sheltered workshop
6. Camp
7. Respite care facility
8. Residential care institution, including foster homes and group homes
9. Community care facility
10. Adult care facilities, including adult day health care facilities
11. Regional center for persons with developmental disabilities
12. Licensing worker or evaluator
13. Public assistance worker
14. Adult protective services agency
15. Patient's right advocate
16. Nursing home ombudsman
17. Legal guardian or conservator
18. Skilled nursing facility
19. Intermediate care facility
20. Local law enforcement agency
21. Any other person who provides goods or services necessary to avoid physical harm or mental suffering and who performs duties

“**Health practitioner**” means a physician and surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, marriage, family and child counselor or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code, any emergency medical technician I or II, paramedic, a person certified pursuant to Division 2.5 (commencing with Section 1797) of the health and Safety Code, or a psychological assistant registered pursuant to Section 2913 of the Business and Professions Code, a marriage, family and child counselor trainee, as defined in subdivision © of Section 4980.03 of the Business and Professions Code, or an unlicensed marriage, family and child counselor intern registered under Section 4980.44 of the Business and Professions Code, a state or county public health employee who treats a dependent adult for any condition, a coroner, or a religious practitioner who diagnoses, examines, or treats dependent adults.

FAMILY CARE AND MEDICAL LEAVE

The Superintendent shall grant family care and medical leave to eligible employees in accordance with current state and federal law. Employees taking this leave shall be reinstated in the same or comparable position upon returning from family care leave, except as allowed by law.

Employees who take medical leave for their own serious health condition shall present certification from their health care provider to the effect that they are unable to resume work.

INFECTIOUS DISEASE

The Superintendent or designee shall meet state and federal standards for dealing with blood borne pathogens and other potentially infectious materials in the workplace. A written Exposure Control Plan designed to protect employees from possible infection due to contact with blood borne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HIV) shall be established.

The Superintendent or designee shall determine which employees have occupational exposure to blood borne pathogens and other potentially infectious materials. In accordance with the county office's Exposure Control Plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

Any employee not identified as having occupational exposure in the county office's exposure determination may petition to be included in the employee inservice and hepatitis B vaccination program. Any such petition should be submitted to the Director of Human Resources who shall evaluate the request and notify the petitioners of his/her decision. The Director of Human Resources may deny a request when there is no reasonable anticipation of contact with infectious material.

Universal Precautions: Universal precautions shall be observed throughout the county office to protect employees, students and any other persons in the school environment from contact with potentially infectious blood or other body fluids.

Universal precautions are appropriate for preventing the spread of all infectious disease and shall be used regardless of whether blood borne pathogens are known to be present.

Definition:

Universal precautions are an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other blood borne pathogens. [Title 8, Section 5193]

SAFETY PROGRAM

(INJURY AND ILLNESS PREVENTION)

To provide a safe and healthful work environment for employees, students, and visitors, Glenn County Office of Education has established a workplace safety program. This program is a top priority. The Safety Officer is responsible for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Your supervisor will provide specific and periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards, emergency evacuation routes, hazardous substance training, and reporting of safety hazards and suggestions.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor.

Employees - Employees must comply with all occupational safety and health standards, rules, regulations and orders issued under the law that apply to their own actions and conduct on the job. The Occupational Safety and Health Administration (OSHA) at both the National and State level has the primary responsibility for administering the law. OSHA issues occupational safety and health standards, and its Compliance Safety and Health Officers conduct job site inspections to help ensure compliance with the Act.

The Glenn County Office of Education **Safety Officer may be contacted at (530) 934-6575 Ext. 22** if you have any questions or concerns about your workplace and its safety.

SEXUAL HARASSMENT

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

Definition of Sexual Harassment: Pursuant to Education Code 212.5, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made with an explicit or implicit condition of employment, status or promotion.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

4. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

Specifically, sexual harassment may include, but is not limited to:

1. Verbal harassment - Derogatory comments, jokes or slurs.
2. Physical harassment - Unnecessary or offensive touching, or impeding or blocking movement.
3. Visual Harassment - Derogatory or offensive posters, cards, cartoons, graffiti, drawings or gestures.
4. Sexual favors - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature upon which is conditioned an employment benefits, unreasonably interferes with an individual's work performance or creates an offensive work environment.

Uniform Complaint Procedure: The Uniform Complaint Procedure form is available in the Human Resource Department and can be requested by calling 934-6575 Ext. 18.

WORKERS' COMPENSATION BENEFITS

The Glenn County Office of Education provides Compensation Insurance to cover an injury or disease arising out of one's employment. Accidents or injuries should be reported to your supervisor immediately.

EMPLOYMENT

EMPLOYEE RELATIONS

Glenn County Office of Education believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in the school setting. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors or the bargaining unit representatives.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Glenn County Office of Education amply demonstrates its commitment to employees by responding effectively to employee concerns, and to retaining positive relationships with all existing bargaining units.

BARGAINING UNITS

Glenn County California Teachers Association

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Glenn County Office of Education will be based on merit, qualifications, and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Glenn County Office of Education will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Director of Human Resource Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

CREDENTIALS

All certificated employees are required to have a valid appropriate credential authorizing the assignment of employment registered with Glenn county Office of Education. The Human Resource Department notifies certificated employees of expiring credentials. It is important that renewal of expired credentials be done on a timely basis, as service cannot be provided after the expiration date of a credential.

HIRING OF RELATIVES

The employment of relatives in the same area of an organization may cause conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by Glenn County Office of Education may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative in the organization who has the authority to review employment decisions. Glenn County Office of Education employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within thirty (30) calendar days, management will decide.

For the purposes of this policy, relatives are defined to include spouses, parents, children, brothers, sisters, brothers and sisters-in-law, father and mother-in-law, stepparents, stepsisters, and stepchildren.

IMMIGRATION LAW COMPLIANCE

Glenn County Office of Education is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the immigration Reform and Control Act of 1986, each employee, as a condition of employment, must complete the Employment Eligibility Verification Form (I-9) and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Glenn County Office of Education within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resource Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

T.B. CLEARANCE VERIFICATION

The following information is provided to clarify required testing for tuberculosis. The Glenn County Office of Education requires all new employees to provide a copy of a valid skin test. At the end of four (4) years, the county nurse will meet with the employee to fill out an assessment form. This form will suffice for four (4) years.

When the skin test is positive, employees will be referred to the local Health Department for an x-ray and further evaluation within 30 days. Employee must have on file a certificate from the examining physician showing that the employee is free from active disease. Employees must be certified free from active disease every four (4) years thereafter.

OATH OF ALLEGIANCE

All California employees must sign an oath in support of the Constitution of the United States and the Constitution of the State of California.

EMPLOYMENT STATUS AND RECORDS

ACCESS TO PERSONNEL FILES

Glenn County Office of Education maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Glenn County Office of Education, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Glenn County Office of Education who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resource Department. With reasonable advance notice, employees may review their own personnel files in the Human Resource Department in the presence of an individual appointed by Glenn County Office of Education to maintain the files.

EMPLOYMENT APPLICATIONS

Glenn County Office of Education relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Glenn County Office of Education's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EMPLOYMENT CATEGORIES

It is the intent of Glenn County Office of Education to clarify the definitions of employment status so employees understand their employment status and benefit eligibility.

REGULAR FULL-TIME employees are those who are regularly scheduled to work Glenn County Office of Education's full-time schedule for that position (definitions of full-time are in the bargaining unit agreement). Generally, they are eligible for Glenn County Office of Education's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are scheduled to work less than the full-time hours per day or workdays per year for that position (definitions of full-time are in the bargaining unit agreement). While they do receive all legally mandated benefits, they are ineligible for all of Glenn County Office of Education's health benefit programs.

PROBATIONARY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Glenn County Office of Education is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment status.

TEMPORARY certificated employees are defined in the California Education Code as follows:

- §1294.5 * Employed to perform services conducted under contract with public or private agencies, or other categorically funded projects of indeterminate duration.
- §44919(a) Employed to serve from day to day during the first three school months of the school term to teach temporary classes not to exist after the first three school months of the school term or to perform any other duties, which do not last longer than the first three months of any school term, or to teach in special day and evening classes for adults or in schools of migratory population for not more than four school months of the school term.
- §44919(c) In an emergency situation, employed for a period not to exceed 20 working days.
- §44920 * Employed based on the need for additional certificated employees because a certificated employee has been granted leave for a semester or year, or is experiencing long term illness.
- §44921 Employed for the first semester only, because reduction in enrollment is expected due to mid year graduation.
- §44910 * Employed as an instructor in classes conducted at regional occupational centers or programs.

* Generally, temporary employees employed full-time under these E.C. authorizations are eligible for Glenn County Office of Education's benefit package, subject to the terms, conditions, and limitations of each benefit program.

EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join Glenn County Office of Education are well qualified and have a strong potential to be productive and successful, it is the policy of Glenn County Office of Education to check the employment references of all applicants.

The Human Resource Department will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Glenn County Office of Education Human Resources Department of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

PERFORMANCE EVALUATION

Evaluation and assessment of the performance of each certificated staff member shall be on a continuing basis, at least once each school year for Preliminary Credential holders, and at least every three (3) years for Clear Credential holders. The purpose of the evaluation is to provide a means of communication through which the employee and the supervisor may discuss and evaluate progress affecting performance, efficiency and job requirements. The aim is to develop mutual understanding and a more effective working relationship.

Evaluations shall be signed by both the employee and evaluator following a conference. A copy of each evaluation shall be given to the employee. Performance evaluations are maintained in the employee's permanent personnel record.

If an employee disagrees with a portion of the evaluation, he/she has the right to initiate and submit a written response in a timely manner.

SALARY PLACEMENT

Salaries are established by the Glenn County Office of Education Superintendent after negotiations with your Association and set forth in the "Salary Schedule for Certificated Employees." One of the principles in developing a salary schedule is that similar jobs should receive similar pay. Therefore, jobs of comparable duties and responsibilities are grouped together in what is called class. Classes of positions then are assigned to the property pay range. The Department of Child and Family Services and the Senior Nutrition Department maintain their own salary schedule under categorical programs

EMPLOYEE BENEFIT PROGRAMS

HEALTH AND WELFARE BENEFITS

Full time/part time employees qualify for a yearly paid health program of medical, dental and vision services for themselves and their dependents up to a dollar "cap amount" (see contract).

Certificated employees working less than 50% of a full workday (3 hours and 30 minutes or less) shall not qualify for the fringe benefits programs.

Certificated employees working more than 49% of a full day, but less than a full day, shall receive a prorated portion of the fringe benefits according to the contract if they wish to pay the additional balance of the cost. The Department of Child and Family Services maintains its own benefit program and criteria for eligibility.

BENEFITS CONTINUATION (COBRA)

On April 7, 1986, a Federal law was enacted (Public Law 99-272, Title X) requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the Plan otherwise end. This summary intended to inform you of your rights and obligations under the continuation coverage provisions of the law. [Both you and your spouse should take the time to read this notice carefully.]

If you are an employee of Glenn County Office of Education covered by group health insurance, you have a right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part).

RETIREMENT PROGRAM

Certificated employees are members of the State Teachers Retirement System (STRS). Both the employee and Glenn County Office of Education contributes to STRS. Employees are also subject to Medicare contributions.

The retirement program is mandatory upon qualifying. Retirement contributions are held in a separate State fund account and draw interest.

Upon termination of certificated employment, employees may withdraw all funds which the employee has contributed plus accumulated interest or may leave the funds on deposit until retirement. The employer's paid portion is not returned to the employee.

Medicare contributions are not withdrawable and remain credited to the individual until legal retirement age under Social Security.

Employees who are within three months of retirement should complete a retirement form to ensure their retirement income begins soon after employment is terminated. Minimum retirement age under STRS is 55 with five years of service credit. STRS retirement counselors are available in the Redding and Sacramento STRS office to assist your retirement planning. Also, brochures about STRS benefits are available from the Human Resource Department.

HOLIDAYS

Glenn County Office of Education certificated employees do not work on the following holidays:

July 4 th	
Labor Day (September)	Day Before New Year's (December)
Veteran's Day (November)	New Year's Day (January)
Thanksgiving Day (November)	Martin Luther King (January)
Day after Thanksgiving (November)	Lincoln's Birthday (February)
Day Before Christmas (December)	Washington's Birthday (February)
Christmas Day (December)	Memorial Day (May)

For any holiday which falls on a Saturday, the preceding Friday shall be deemed the holiday. For any holiday which falls on a Sunday, the following Monday shall be deemed the holiday.

LEAVES OF ABSENCE

ILLNESS/ACCIDENT LEAVE

Paid illness/accident leave is earned at a rate of one day per month of employment for full/part time employees and is earned in proportion to the number of hours worked. Medical verification may be required for illness/accident leave. Days of unused illness/accident leave accumulate from year to year.

INDUSTRIAL ILLNESS/ACCIDENT

Paid leave up to 60 days per year is allowed for an employee's absence for each illness/accident resulting from work. This leave is coordinated with the State Worker's Compensation benefits. Verification by the State Worker's Compensation Department is required.

MATERNITY LEAVE

This leave is considered a medical leave and covers the period of time a physician verifies an employee should not be on duty.

SABBATICAL LEAVE

Unit members who have served seven (7) consecutive years as an employee of the County Office of Education may be granted a sabbatical leave on approval of the County Board. The purpose of such leave is to pursue an approved program of study, research, or travel which will be of benefit to the employee in terms of enhancing his/her service to the County Office of Education.

The number of unit members on leave during any one semester shall be limited to one (1).

The County Office of Education may pay a unit member who is on a full year sabbatical leave fifth percent (50%) of his/her full salary for such period.

TRIAL AND INQUEST JURY AND SUBPOENAS

Unit members shall be provided paid leave for regularly scheduled trial or inquest jury duty. The unit members shall reimburse the County Office of Education for all payments received for serving jury duty except mileage and per diem expenses.

MILITARY LEAVE

Employees are entitled to leave for active military duty or training in accordance with the provisions of state law.

BEREAVEMENT LEAVE

Every unit member shall be entitled to three (3) days of paid leave of absence, or five (5) days if travel of more than 200 miles to the point of destination is involved, on account of death in the immediate family. In those cases where the unit member is entitled to three days of paid leave off absence, the three days will be extended to five days if five days are requested in writing by the unit member and approved by the Superintendent. This leave shall not be deducted from sick leave.

Immediate family is specified as mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, aunt or uncle of the employee, or any relative living in the immediate household of the employee.

PERSONAL NECESSITY LEAVE

A bargaining unit employee may elect to take up to eight days of earned sick leave per year as personal necessity leave, subject to the limitations listed below.

The following two reasons for taking personal necessity leave do not require advance permission, although an employee will be required to inform the Superintendent or designee of the reason for the absence after returning:

1. Death of a member of the employee's immediate family;
2. Accident or emergency illness involving the employee's person or property, or the person or property of a member of the employee's immediate family, of such emergency nature that the immediate presence of the employee is required during the employee's work day.

The following reasons for taking personal necessity leave require advance permission from the unit member's supervisor prior to the leave. The employee must demonstrate that elements of emergency, urgency or necessity exist that would compel the employee to take the absence at a particular time.

1. Critical illness and/or surgery in the immediate family.
2. Paternity leave - limited to one day.
3. Appearance in court as litigant or as a witness under an official order.
4. Necessary business leave, limited to three days, for the purpose of conducting personal business, which cannot be conducted after the school day or on weekends or other non-school days. Examples of business leave which may be authorized are as follows:
 - a) Religious observances in which the religion requires attendance during the employee's regular work day.
 - b) One-time special occasions for members of the immediate family:
 - Graduation
 - Special honors
 - Military
 - Marriage
 - c) Births of immediate family.

GENERAL LEAVE

An employee, upon written request, may be granted an unpaid leave of absence for good cause as determined by the County Superintendent of Schools. No leave of absence may be extended beyond the close of a given school year, except by approval of the Superintendent. A written request for such an extension must be made in a timely manner.

DONATION OF LEAVE FOR CATASTROPHIC ILLNESS

The Superintendent may authorize donation of earned sick leave or accrued vacation to an employee as eligible leave credits when that employee or that employee's family member suffers from a catastrophic illness or injury. Each request will be considered on a case-by-case basis.

The employee who is, or whose family is, suffering from a catastrophic illness or injury and who is requesting that eligible leave credits be donated must make a request in writing and provide verification of the catastrophic injury or illness. The employee must exhaust all paid and accrued leave credits. The employee receiving donated hours can only receive them once per contract year.

Employees who choose to donate eligible leave credits must provide written notice of the intent to transfer the eligible leave credits on forms provided by the Human Resource Department. Donated leave credits cannot be revoked.

PAYROLL

PAYDAY

Employees are paid the last working day of the month. For those who have variable hours, payday will be the 10th of the month following the month in which service was rendered. If a payday falls on Saturday or Sunday, the employee will be paid on the preceding Friday.

PAYROLL DEDUCTIONS

Deductions shall be made each month from the employee's salary for federal and state income taxes and for the required contributions to the state retirement system. An employee may authorize deductions as approved by the County Board for such things as credit union accounts, annuities, etc.

WORK CONDITIONS AND HOURS

WORKING YEAR AND WORK DAY

The work year and workday for certificated employees is determined by program, position and contract.

The annual work year of the County Office of Education shall be established in a school calendar for special education teachers, which shall be mutually agreed to, by the County Office of Education and the association.

If conflicts exist between the work calendar of the County Office of Education and the work calendars of school districts to which County Office of Education unit members are assigned, unit members having such conflicts will, under the directions of the Assistant Superintendent of Student Services, establish individual work year calendars in order to comply with the 182-day work year.

MINIMUM DAYS

Site Based:

When the school to which a unit member is assigned declares a minimum day, the County Office of Education shall schedule a minimum day for unit members assigned to that school. Unit members are freed from duty assignment thirty (30) after dismissal of the students. (It is understood that teachers will be responsible for students until they board busses.)

County Based:

Minimum days may be called by the County Office of Education for any appropriate reason. A minimum day is defined as a day on which a class is dismissed at a time equal to State minimum standards.

TRAVEL AND EXPENSES

Employees who are required to travel while performing their duties are reimbursed for mileage when traveling between work locations when using their own cars. Expense claims for transportation should be submitted monthly.

USE OF PERSONAL PROPERTY

The Superintendent recognizes that employees may have personal property or equipment, which they wish to use in the schools or offices of the county office. Regulations for use of personal property or equipment in the county office include the following:

1. The Superintendent or his/her designee shall authorize use of personal property or equipment prior to its use by employees. Example of personal property or equipment: furniture, office accessories, small appliances and electronic equipment, reference books, pictures, plants, software.
2. The county office will not be responsible for the maintenance, loss, theft or damage of employees' personal property or equipment.

USE OF THE TELEPHONE & TECHNOLOGY

Many employees must use the telephone extensively on the job. The same tact and courtesy observed in face-to-face conversation are even more important through the telephone, because the employee's attitude is only conveyed by the tone of voice and the choice of words. Texting while working with students is not acceptable.

Personal calls must be brief and restricted only to emergencies or such matters that cannot be put off until after working hours. No long distance calls may be charged.

Employees should have no expectation of privacy in use of County Office of Education computers and not abuse the internet and email for personal use.

EMPLOYEE CONDUCT

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Glenn County Office of Education expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Glenn County Office of Education. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

EMPLOYEE CONDUCT AND WORK RULES

To assure orderly operations and provide the best possible work environment, Glenn County Office of Education expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned property

- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory performance or conduct

GIFTS OF PUBLIC FUNDS

AS A PUBLIC EMPLOYEE, DID YOU KNOW...

- Use of GCOE telephones for personal long-distance and toll calls...
- Use of GCOE mail system for personal use...
- Use or removal of GCOE equipment for personal use...
- Use of e-mail, Internet, or computer network for personal use...
[Glenn County Office of Education may review the contents of voice mail, e-mails and computer documents. Computers belong to Glenn County Office of Education and employees shall limit communications to business-related activities.]
- Use or removal of GCOE supplies for personal use...
- Use of GCOE facilities for personal use...
- Unauthorized absence from work place during work hours...
- Collecting payment from two employers for the same work time...

ARE DEFINED AS A “GIFT OF PUBLIC FUNDS” AND ARE PRACTICES THAT ARE ILLEGAL!

RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with Glenn County Office of Education. Although advance notice is not required, Glenn County Office of Education requests at least two weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview can be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

RETURN OF PROPERTY

Employees are responsible for items issued to them by Glenn County Office of Education or in their possession or control, such as the following:

- Credit cards
- Equipment
- Keys
- Manuals
- Vehicles
- Written materials

All Glenn County Office of Education property must be returned by employees on or before their last day of work. Where permitted by applicable laws, Glenn County Office of Education may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Glenn County Office of Education may also take all action deemed appropriate to recover or protect its property.

PLEASE REMEMBER

The Glenn County Office of Education wishes to assist you in every way possible--- Enjoy your experience as part of "The Team"!!