



GLENN COUNTY
OFFICE *of* EDUCATION

CLASSIFIED EMPLOYEE HANDBOOK

PRINT DATE: November 21, 2002
Revised: January 2022

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 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 (PRINTED)

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, for 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, Glenn County Office of Education reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, at any time, 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.

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 bus driver who greets a youngster stepping on the bus, to the secretary who provides much needed service, to the food services worker providing a meal, 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.

Sincerely,

Tracey Quarne
Superintendent

CLASSIFIED 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
- Educational 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

For a more in-depth look at these offerings please visit: www.mos.ccsesa.org/Glenn

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 Tuesday at 6:00 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 operation. Each school district has its own superintendent and board. The role of the County Office of Education is one of support and assistance.

THE CLASSIFIED SERVICE

EMPLOYMENT CATEGORIES

County Office of Education employees are composed of two groups -- certificated and classified. A certificated employee is one whose duties require holding a certificate (credential) from the State of California. Classified (non-certificated) employees are not required to hold certificates. Classified employees are governed by applicable state statutes and regulations of local school governing bodies. Persons are employed, promoted, demoted and retained on the basis of their performance, service and competency.

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

In addition to the above categories, each employee will belong to one other employment category:

PERMANENT FULL-TIME employees are those who are not in a management, short-term or probationary status and are regularly scheduled to work Glenn County Office of Education's full-time schedule for that position. Generally, they are eligible for Glenn County Office of Education's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PERMANENT PART-TIME employees are those who are not assigned to a professional expert, short-term or probationary status and who are scheduled to work less than the full-time hours per day for that position (definitions of full-time are in the bargaining unit agreement).

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 (six months) will be notified of their new employment classification.

SHORT-TERM classified employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

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.

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.

PROBATIONARY PERIOD

All Full time/Part time classified employees will serve a probationary period of six (6) months. Employees who successfully pass the probationary period acquire permanent status.

RESIGNATIONS

If you should decide to resign from your employment with the Glenn County Office of Education, you will be expected to give reasonable notice and to submit your letter of resignation at least two weeks prior to the date you wish to leave. Your letter of resignation should include a brief statement of your reason for leaving, and your final termination date. This letter should be submitted to your supervisor and to the Director of Human Resources.

FINGER PRINT CLEARANCE

Finger Print clearance is required upon employment. This service is provided by the Glenn County Office of Education.

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. Child care 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.

INFECTIOUS DISEASE

The Superintendent or designee shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. An Educational Program designed to protect employees from possible infection due to contact with bloodborne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV) shall be implemented.

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. Employees having occupational exposure shall be offered the hepatitis B vaccination.

Any employee not identified as having occupational exposure 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 bloodborne pathogens are known to be present.

Definition:

Universal precautions is 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 bloodborne 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) 865-1145 Ext. 3101** if you have any questions or concerns about your workplace and its safety.

ANTI- 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. All supervisors must receive

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 – Epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, posts or messages.
2. Physical harassment – Assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis.
3. Visual Harassment - Derogatory and/or sexually-oriented posters, photography, cards, cartoons, graffiti, drawings or gestures.
4. Sexual favors - Unwelcome sexual advances, threats and demands to submit to sexual requests or sexual advances as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors.
5. Retaliation - For reporting a complaint or threatening to report harassment, for participating in any workplace investigation and will not tolerate or permit retaliation by management, employees or co-workers.
6. Communication - Via electronic media or any type that includes any conduct that is prohibited by state and/or federal law or by company policy.
7. Bullying – Unwelcome behavior that occurs over a period of time and is meant to harm someone who feels powerless to respond.

Uniform Complaint Procedure: The Uniform Complaint Procedure form is available in the Human Resource Department and can be requested by calling 934-6575 Ext. 3127.

Child Abuse Mandated Reporter Training and Anti-Harassment Training are mandated for all employees. Trainings are to be completed six weeks from the beginning of school.

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 our commitment to retaining relationships with all existing bargaining units.

BARGAINING UNITS

California School Employees Association and It's Westside Chapter #718 ("CSEA")
(Department of Student Services Instructional Paraprofessionals and Transportation Staff)

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.

ON THE JOB

WORKING HOURS

Normal working hours for the Glenn County Office of Education are from 8:00 a.m. to 5:00 pm. with a one-hour lunch period and two 15-minute relief breaks for employees. Certain departments and individuals may work different hours because of the nature of their duties. Department heads will determine exact working hours, lunch and relief breaks.

OVERTIME

Overtime work shall be performed only upon prior authorization of the department head or supervisor. Overtime compensation is time related. It is provided at a rate of time and one-half after 40 hours per week of duty. Employees may take compensating time off with department approval, any time mutually agreed upon with the Department Head, within 12 months of the time earned.

MAKE-UP TIME

Under special circumstances at the discretion of the County Superintendent or his/her designee, and for 2 hours or less of absence from duty, an employee may be granted approval to make-up time at the regular rate of time instead of having the absence deducted in other ways. Make-up time should be concluded within the month the time is taken.

ATTENDANCE

Punctuality and regular attendance are required of every employee. It is the employee's responsibility to work in accordance with the personnel rules and policies regarding hours of work, holidays, and leave.

ABSENCE PROCEDURE

Employees shall complete monthly time sheets noting each time they are absent from duty. Absences are reported in 1/4-hour increments.

If an employee knows in advance that he/she must be absent from work for any reason, he/she shall notify his/her immediate supervisor and obtain authorization for the absence. Should an employee be unable to give advance notice, the immediate supervisor shall be notified as soon as possible on the day of the absence. The Supervisor should also be made aware of the return date.

CONDUCT ON THE JOB

Courtesy to the public and to fellow workers is an essential ingredient to good job performance. Personnel are public service employees, and their conduct, language, and attitude reflect the efficiency of their department. Each individual employee is encouraged to evaluate what is done, what is said and how it is said, as it has an important effect on the people being served.

PERSONAL APPEARANCE

Personal cleanliness and neatness are important because of the many daily contacts made with the students and citizens of the community. Each employee serves as a representative of the County Office of Education and therefore should look one's best at all times. Hair-cuts, hair styles, make-up, and tattoos which feature unusual or extreme colors to the extent they are disruptive to the educational process are not acceptable.

USE OF THE TELEPHONE & TECHNOLOGY

Many employees must use the telephone/cell phone extensively on the job. The same tact and courtesy observed in face-to-face conversation are even more important through the telephone/cell phone 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. 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.

SOLICITATIONS AND COLLECTIONS

Only campaigns which are officially approved by the County Superintendent may be carried on within the school system. No agents, solicitors, or other representatives of commercial businesses or industries are permitted to discuss or pursue their private business with employees or students on the system's property at any time.

CONFIDENTIAL INFORMATION

Employees often have access to information about school business, pupils, tests, and records, which should be recorded as either restricted or confidential. Except for information which has been designated for public distribution, it is best if one refers inquiries to one's supervisor.

VISITORS AND LOITERERS

Whenever possible, friends, relatives, or others should not visit employees on the job. All employees should be alert to the presence of strangers on the system's property. Do not hesitate to inquire as to the name or business of strangers. Questionable people should be reported to one's supervisor.

HELPFUL REMINDERS

EMERGENCIES

Depending upon your work location and assignment, you should familiarize yourself with measures to take in emergency situations involving accidents, disasters, civil defense, vandalism, and strangers. The Glenn County Office of Education encourages its employees to keep updated on Red Cross and C.P.R. procedures. Any perceived safety problems should be immediately reported to your supervisor.

KEYS

A key to buildings or offices may be issued to you. Extreme care must be exercised against loss of the key and against illegal permission for unauthorized persons to enter the buildings. When you leave the employment at the Glenn County Office of Education your key must be returned to your supervisor.

POLITICAL ACTIVITY

The County Office of Education has a reasonable obligation to make certain that employees are aware of their political rights and that they can exercise their rights. At the same time one should not wrongfully use duty hours for political purposes.

OUTSIDE EMPLOYMENT

Employees on a full-time or part-time basis are required to devote that time to the duties and responsibilities of that position. Any outside interests of a business nature must be handled entirely outside of the assigned workday.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Glenn County Office of Education 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.

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.

EVALUATION OF PERFORMANCE

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.

CTA and CSEA members please refer to your Collective Bargain Agreement for details. 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 may:

1. Place a written statement on the evaluation form.
2. Submit a written statement within five days to be attached to the evaluation.

DISCIPLINARY ACTION

Employees may be demoted, dismissed or suspended without pay for reasonable cause. The following are some reasons that the County Office of Education may deem sufficient for discipline. The list is not intended to be exhaustive.

1. Unauthorized absences.
2. Unauthorized lateness to work.
3. Failure to perform regular or other assigned duties.
4. Conviction of any criminal act involving moral turpitude.
5. Disorderly or immoral conduct while in a paid status.
6. Violation of any lawful order by a supervisor.
7. Insubordination.
8. Incompetency or inefficiency in performance of duties.
9. Intoxication while on duty.
10. Use of narcotics or drugs illegally.
11. Damage to or waste of County Office of Education property or supplies due to negligence or willful acts, or conversion of public property.
12. Violation of any of the County Office of Education's regulations regarding duties, conduct, or performance of a classified employee.
13. Willful conduct tending to injure the public service.

An employee will be given a written Notice of Recommendation for Disciplinary Action before disciplinary action is taken. Regular employees may utilize the procedures in the Association contract if they feel the recommendation for formal disciplinary action has been made without reasonable cause. The request for a hearing must be made to the County Superintendent of Schools within the (10) calendar days of receipt of the written notice.

LAYOFFS

The Glenn County Office of Education may separate any classified employee because of lack of work or funds. In the event of pending layoffs, employees directly affected by the layoff will be informed of the options open to them. An employee subject to layoff will be given at least thirty days notice before the layoff becomes effective.

COMPLAINT PROCEDURES

Issues of dissatisfaction may sometimes arise in relationships between employees and supervisors. The Glenn County Office of Education's Uniform Complaint Procedure provides the following:

1. A means to express dissatisfaction.
2. The mechanics to resolve problems as promptly as possible.

If an employee feels that he/she has a complaint, he/she should discuss the complaint first with the other party privately. If the problem remains unresolved, the complaint should be processed through complaint procedures described in Board Policy No. 1312.3 available through the Personnel Office.

EMPLOYEE ORGANIZATIONS

It is the desire of the Glenn County Office of Education Superintendent to promote the improvement of employer-employee relations within the county office by recognizing professional organizations. Professional organizations represent employees in their professional and employment relations with the Glenn County Office of Education.

EMPLOYEE BENEFITS AND COMPENSATION

LAW ABIDING: We abide by all legal rules and regulations relating to our business activities. We will work together to eliminate all forms of illegal fraud and mismanagement of public funds, and support colleagues if they are in difficulty because of responsible efforts to correct such mismanagement or abuse.

SALARIES

Salaries are established by the Glenn County Office of Education Superintendent after negotiations with your Association and set forth in the "Salary Schedule for Classified 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 a class. Classes of positions then are assigned to the proper pay range. The Department of Child and Family Services and the Senior Nutrition Department maintain their own salary schedule under categorical programs.

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.

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. Employees are encouraged to reserve a Glenn County Office of Education car for work duties. Call the receptionist at the Willows Administrative Office at 934-6575 ext.3150 or the Orland Administrative Office at 865-1267 ext. 2025 to reserve a vehicle.

PAID HOLIDAYS

Glenn County School employees receive the following holidays (Senior Nutrition has its own schedule):

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)
	Juneteenth (June)

The County Superintendent of Schools substitutes an "in lieu" day for Admission Day.

Holidays falling within the employee's vacation period do not count as vacation days. 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.

VACATION BENEFITS

Full time permanent employees earn paid vacation according to the table below:

1-4 full years	6.67 hrs. per mo. (10 days)	833
5-12 years	10.00 hrs. per mo. (15 days)	1.25
After 12 full yrs.	13.33 hrs. per mo. (20 days)	1.667

Vacation for part-time employees is earned in proportion to the number of hours worked. Not more than one year's accumulated vacation time earned, but not taken, may be carried beyond June 30th of the following year. Twelve (12) month employees should use all vacation time earned that year.

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”.

Classified employees working less than 50% of a full work day (3 hours and 59 minutes or less) shall not qualify for the fringe benefits programs.

Classified 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. Employees working at least 30 hours per week will receive the full “cap amount”

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).

WORKER'S COMPENSATION

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.

UNEMPLOYMENT COMPENSATION

Members of the classified service are covered by Unemployment Insurance. Benefits are not payable any week(s) of unemployment during a recess period (summer vacation, semester break, Christmas holidays, etc.) if the employee is scheduled to return to work at the end of the recess period. Claims are filed at the nearest field office of the Employment Development Department.

RETIREMENT

Employees participate in an integrated program of the Public Employees Retirement System (PERS). Social Security and retirement are deducted from the payroll.

The retirement program is mandatory. The employee's retirement contributions are held in a separate state fund account and draws interest. Employees who leave the county before retirement may request from the State withdrawal of their contributions including accumulated interest.

Terminating employees who have five or more years of service may leave the funds on deposit if they wish. Social Security contributions are not withdrawable and remain credited to the individual until legal retirement age under Social Security.

ASSOCIATION CONTRACT

All unit member employees should thoroughly read the Collective Bargaining Agreement (CBA) that is mutually developed by the county office and the Westside Chapter #718 CSEA.

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.

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 able to resume work.

JURY DUTY

Glenn County Office of Education encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Verification is required and the fees paid the employee are to be returned to the employer. Money paid for meals or mileage remains with the employee.

MILITARY LEAVE

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

BEREAVEMENT LEAVE

Each unit member is entitled to a leave of three (3) days because of any death of a family member. A family member shall be defined as any relative by blood or marriage, any foster relative, and any dependent person living in the immediate household of the employee. Upon verification of need, the Superintendent or designee will grant two days out-of-state, or for distances greater than 250 miles, travel time to be added to the three days' bereavement leave. Any days of leave taken under the provisions of this policy are not deducted from the employee's sick leave earned in paragraph 1 above, nor shall any salary deduction be made.

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.

PLEASE REMEMBER

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