



Fiscal solutions through collaboration,  
innovation, and communication

# Classified Employee Handbook

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# Classified Employee Handbook

## MISSION STATEMENT

The Mission of VCSBSA is to assist Districts and Charter Schools in servicing the needs of their school communities by providing accurate and timely fiscal management.

## INTRODUCTORY STATEMENT

This Employee Handbook is designed to acquaint the employees with the Ventura County Schools Business Services Authority (VCSBSA) and to provide information about working conditions, employee benefits, and many of the policies affecting your employment.

No employee handbook can anticipate every circumstance or question about policy, procedure, or rules of the workplace. The contents of this handbook constitute a summary of VCSBSA policies and procedures and are intended only as a guide. The VCSBSA reserves the right to revise, supplement, rescind, or add policies, procedures or workplace rules as deemed necessary. This handbook is not a contract of employment.

We hope your time with us will be rewarding, challenging, and enjoyable.

## ABOUT OUR ORGANIZATION

The Ventura County Schools Business Services Authority (VCSBSA) was established as a Joint Powers Authority (JPA) on April 1, 1988, pursuant to Section 6509 of the California Government Code. An appointed Board of Directors consisting of one representative and one alternate from each member district governs the organization. The Board makes policy decisions related to budgeting and planning, as well as setting personnel and program policy. The Authority is the employer for all VCSBSA employees.

## **OUR MEMBERS AND CLIENTS**

### **Member Districts in Ventura County**

Briggs Elementary School District  
Mesa Union School District  
Mupu Elementary School District  
Santa Clara Elementary School District  
Somis Union School District

### **Client Agencies in Ventura County**

Architecture, Construction, & Engineering Charter High School (ACE)  
BRIDGES Charter School  
Meadows Arts & Technology Elementary School (MATES)  
Peak Prep Pleasant Valley Charter  
River Oaks Academy Charter School  
Ventura County School of Arts and Global Education  
Valley Oak Charter School

## **OUR PURPOSE**

The Ventura County Schools Business Services Authority was established to provide a cooperative, professional business services program for the members of the Authority and as such, to perform the financial administration and fiscal services including, but not limited to budget preparation, budget administration, fiscal monitoring, payroll services, accounts payable and receivable services, and report compilation. It is our goal to provide a more professional level of service than our members could afford on their own, to provide continuity of staff and to provide support with state and federal compliance issues. The Ventura County Schools Business Services Authority recognizes that optimizing educational opportunities takes a team effort and we work diligently to provide excellent business and accounting services to our clients.

## **SUPERVISION**

Your supervisor is the most important person you will meet during the first few days on the job. This person is



responsible for your orientation, training, and evaluation of your performance on the job. The supervisor will work with an employee to ensure overall effectiveness on the job and will let an employee know exactly what is expected and keep the employee informed on policies and procedures. The supervisor will assign your work, make introductions to other employees, explain the regulations concerning lunch breaks, rest periods, reporting absences, scheduling vacations, and other job-related information. Remember; do not be afraid to ask questions! If instructions

are not clear, always ask for clarification.

There may be times when an employee wants advice on a problem or an answer to a question. Usually, the immediate supervisor will be able to help you. If not, your supervisor will try to obtain the information you need, or suggest to you another place where the matter may be referred for an answer

## **EMPLOYEE EXPECTATIONS, VALUES AND BELIEFS**

### **PERSONAL CHARACTER**

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

### **CUSTOMER SERVICE**

VCSBSA strives for excellence in customer service, realizing that this is an essential part of the organization and the ability and motivation to assist member districts is required of all VCSBSA employees. VCSBSA employees should be readily available to members, help them make informed decisions, be responsive, teach and model the process of learning and improving, continuously seek customer feedback, and seek to anticipate what members will value.

### **COMMUNICATION**

Open and honest communication provides the foundation for organizational and personal growth and improvement. VCSBSA employees should put in the time and effort and provide regular opportunity for oral and written communication between all levels of the organization. Emphasis is placed on communicating information that is necessary for maintaining organizational progress and goal attainment. Rumor transfer is detrimental to the organization and is discouraged. Confidentiality and responsible disclosure of information is a responsibility of all employees. Questions and concerns should be taken to the source.

### **CHAIN OF COMMAND**

Empowering employees with information and decision-making responsibility will assist in achieving the mission of the organization. VCSBSA employees should treat each other respectfully and as equals and should expect this treatment in return. Employees should maintain high standards of conduct and personal character as listed above. Employees should be committed to the organization. Each employee should be viewed as a life-long learner who is competent, committed to organizational goals, motivated, honest, self-directing and collaborative. Each employee's contribution to the organization should be valued. Feedback regarding



effectiveness should flow up and down the organizational hierarchy. The chain of command in the organization should be respected and followed.

## **CONTINUOUS IMPROVEMENT**

Commitment to continuous quality improvement in customer service is the charge of all employees. VCSBSA provides employees with the resources necessary to engage in continuous improvement including systematic data collection and evaluation, necessary professional development and personal support for change, opportunities for individual contributions along with recognition and celebrations of successes.

## **EMPLOYMENT REQUIREMENTS**

### **AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY / ADA**

The Ventura County Schools Business Services Authority is an equal employment opportunity employer. The employment and procurement in every department within VCSBSA will be on a totally fair and impartial basis, and no factors of race, religious creed, color, ancestry, national origin, sex, age, marital status, medical condition, or physical handicap, where the latter does not impair one's job performance with reasonable accommodations, are to be considered.

Furthermore, VCSBSA recognizes the Americans with Disabilities Act (ADA) and acknowledges that reasonable accommodations for the employment of qualified persons with a physical disability or medical condition are necessary and consistent with the philosophy and intent of Affirmative Action.

### **EMPLOYMENT ELIGIBILITY VERIFICATION DOCUMENT**

The VCSBSA is committed to employing only United States citizens and non-U.S. citizens who are authorized to work in the United States. Verification of the right to work in the U.S. is required by the Federal Government. Upon initial employment, the employee must show evidence of identity and employment eligibility when completing the I-9 Document.

### **OATH OR AFFIRMATION OF ALLEGIANCE**

A signed Oath of Allegiance is required of all California public employees.

### **FREEDOM FROM TUBERCULOSIS**

Verification of freedom from tuberculosis is required upon employment and every four years thereafter. If a new employee had a TB test taken for employment in another district that has not expired, it will be accepted to meet this requirement. If an employee had a TB x-ray or intradermal skin test within the past 60 days, for another reason that can be verified in writing by the doctor or agency who administered the test, it will be accepted. VCSBSA must have TB verification within thirty days of beginning your employment.

### **SEXUAL HARASSMENT**

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

If an employee feel they are being discriminated against, or if an employee observes that discrimination is being practiced in the work area, a supervisor should be contacted. It is an employee's right to file a complaint.

## **VERIFICATION OF SOCIAL SECURITY CARD**

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

## **EMPLOYMENT STATUS: CLASSIFIED SERVICE**

Classified employees are members of the Public Employees' Retirement System (PERS), with a survivor benefit added. There is no social security coverage. All new hires contribute to Medicare. Classified employees are participants in employer paid health, dental and vision insurance plans, prorated for part-time employees. There are no transfer rights into, or out of service with the Ventura County Office of Education Office, County of Ventura, or any other public agency.

## **EMPLOYMENT CATEGORIES**

The status of employment of classified personnel is defined in the following ways:

1. **REGULAR FULL-TIME** employees are those who occupy a budgeted staff position that has been approved to be filled for a full year or longer, at eight (8) hours per day, five (5) days a week.
2. **REGULAR PART-TIME** employees are those who are not assigned in a temporary status and who are regularly scheduled to work less than a portion of a year or less than eight (8) hours per day, or less than five (5) days a week, on a regular basis.
3. **TEMPORARY/EXTRA HELP** employees are non-student employees who are assigned in a temporary status. No position has been approved, but a person is hired for a temporary period to complete a job during peak or rush periods and the job is subject to termination as the need terminates.
4. **SUBSTITUTE** employees are those individuals that are hired on a daily or hourly basis to substitute for staff during periods of absence.
5. **SHORT TERM** employees are those who occupy a budgeted position that is approved for less than a year and will terminate on a certain date as specified in the contract.



Employees in "Regular" positions will serve an initial probationary period of a minimum of one-year as described later in this handbook. Employees are recruited to fill vacancies as they occur, or names may be taken from an established eligibility list.

When approved by the Board of Directors, a position may be filled at less than the authorized level for several reasons. Among justifiable reasons are:

1. Inability to recruit acceptable and qualified applicants at the authorized level.

2. The position requires an extensive training period making it more appropriate to fill the position at a lower level for an initial training period.

Keeping in mind the foregoing explanations relative to the classified staff, the balance of this handbook will be devoted to explaining details that concern you as a member of the VCSBSA Classified Staff.

### **PROBATIONARY STATUS**

New employees maybe assigned to a regular position. The new employee will serve in a probationary status upon initial employment and upon promotion to any position that is at a higher classification or in a different job class (i.e. Secretary to Account Technician) than previous positions for which probationary status was successfully completed.

Probationary employees may be removed from the service at any time during the probationary period if found to be unsatisfactory. Probationary employees shall receive written performance evaluations by their supervisor at least twice during the probationary period. These evaluations shall indicate whether the evaluator is satisfied or not satisfied with the employee's ability, performance, and compatibility with the job.

The probationary period for classified staff shall be six (6) months. The anniversary date of classified staff members will be tied to their hire date.

### **PERMANENT STATUS**

Permanent employees enjoy many rights and privileges. Among these benefits are the following:

- Sick leave benefits
- Vacation
- Progressive salary advancement through the steps of the salary schedule
- Due process rights

### **DISMISSAL, SUSPENSION, DISCIPLINARY ACTION**

The tenure of office of every employee is conditioned upon the individual meeting the work standards as established by Management and in the VCSBSA Policies and Regulations.

At any time prior to the expiration of the probationary period, the Administrator or designee may, at his/her discretion, dismiss a probationary classified employee from employment. A probationary employee shall not be entitled to a hearing.

Permanent classified employees shall be subject to personnel action (suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive. Further information regarding this subject may be obtained by requesting a copy of AR 4218.

Employees whose conduct is detrimental to the VCSBSA or Management may be 1) suspended, 2) demoted, or 3) dismissed. The disciplinary action varies with each case depending on the seriousness and frequency of the wrongful action.

The Disciplinary Action Policy, including some of the causes for such action, is listed under the VCSBSA Policies and Procedures section of this handbook. The supervisor can provide additional details.

## **CONVICTION OF NARCOTICS OR SEX OFFENSE**

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

## **PERFORMANCE EVALUATIONS**

The supervisor will evaluate your performance. A formal report on performance will be prepared at least two times during the initial probationary period and annually thereafter. The supervisor will discuss these reports, and less formal evaluations. The basic purpose of the evaluation is to recognize past performance and to have mutually establish goals and objectives for the future.

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

## **RECLASSIFICATION**

The Administrator shall redefine the job responsibilities to show evidence of the change in duties that have existed for a period of at least a year and submit a request for reclassification by the Board of Directors.

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

When the incumbent is reclassified to the position, the anniversary date shall not be affected.



A reclassified employee shall be placed on the step of the new salary range that will provide a 5% increase. The 5% increase is computed on employee's base pay (salary without longevity increments).

## **TEMPORARY PROMOTION / WORKING OUT OF CLASSIFICATION**

If a regular employee is requested to serve in a higher position in excess of five (5) working days within a fifteen (15) calendar day period, that employee will be paid at the salary range assigned to the higher position. Minimum qualifications for the position must be met. The rate of pay shall be the first step of the higher position or to the step on the salary schedule that most nearly approximates a five percent increase above the normal salary of their own position, whichever is greater, until the return to the regular position. All normal anniversary date increases, and cost of living increases shall be acknowledged during this period.

## **DEMOTIONS**

A demotion is the change of an employee from one job classification to another with a lower salary range.

Demotions may be voluntary or involuntary. (Examples: Voluntary - employee requests demotion in lieu of layoff or termination. Involuntary - position reclassified to a lower salary range.)

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

When an involuntary demotion is effected, the salary will be to the step on the lower salary range that will equal the employee's salary prior to demotion, or the employee will be "Y" rated until the salary range of the lower position exceeds the employee's salary. A demotion to a lower related position, (i.e., Senior Secretary demoted

to a Secretary) will not require a new probationary period and will not change the anniversary date for purposes of step increases.

### **RESIGNATION PROCEDURE**

Any classified employee who voluntarily resigns from a position shall provide a written resignation to the Ventura County Schools Business Services Authority. At least ten (10) working days' notice shall be given in order to be eligible for reinstatement or reemployment. Formal notice of resignation may be accomplished by completing a resignation form, available from your supervisor.

Upon termination, the employee shall have an exit interview with their supervisor. Rights of retirement benefits, continuation of insurance coverage, and unemployment insurance benefits may be discussed with Payroll.

The employee shall be required to turn in all VCSBSA possessions such as: telephones, keys to any premise, and other school or office property before the final salary warrant will be released.

Classified employees shall be paid for all time worked, plus accrued vacation, comp time and overtime. Final pay shall be reduced by the amount of any unaccrued sick leave that may have been used.

### **LAYOFF AND REHIRE**

Occasionally, because of reorganization, lack of work, or lack of funds, it may be necessary to lay off employees. The official layoff procedure is included in the Board Policies.

### **SPECIALLY FUNDED POSITIONS – LAYOFF**

Any employee working on a specially funded project that is about to end shall be notified at least forty-five (45) days prior to the project termination date that they will be terminated. They shall be notified of their bumping rights to compete for vacant positions for which they may qualify and their rights to unemployment insurance benefits. (Education Code Section 45117.)

### **REINSTATEMENT AND REEMPLOYMENT**

A regular employee may return to the same or similar position within the Ventura County Schools Business Services Authority at the same level on the salary schedule, upon the following conditions:

1. At least ten (10) working days' notice was given at the time of resignation.
2. Reinstatement must take place within thirty-nine (39) months after the last day of paid service.
3. Employee's final performance report must have been satisfactory.
4. The reinstatement is conditioned upon the approval of the administrator, to fill an existing vacancy.

Reinstatement in accordance with the above procedure also restores:

1. Sick leave accrued at the time of termination (unless transferred to another agency).
2. Vacation accrual rate.
3. Seniority for the period of time in a paid status.
4. Step placement on the salary schedule.

## HOURS, TIMEKEEPING AND PAYROLL

### HOURS WORKED

Hours worked shall include all time spent in physical or mental exertion controlled or required by the VCSBSA and for the benefit of the VCSBSA. It includes any work that the employee performs on or away from the premises, if the employer (supervisor) knows or has reason to believe that the work is being performed.

### WORK WEEK

The workweek is the seven-day period beginning at 12:01 a.m. Monday of each week. Most employees work five (5) days a week between the hours of 8:00 a.m. to 5:00 p.m. with either a one-half hour lunch period or a one (1) hour lunch period. There may be exceptions. The administrator schedules work shifts. The administrator will arrange the exact hours that you work each day.

### EMPLOYEE LUNCH AND BREAKS

All employees who work more than five hours shall be completely relieved from duty for the purpose of eating a regular meal. When a work period of not more than six hours will complete the day's work the meal period may be waived by mutual consent of the employer and the employee. The duty-free meal period shall be a minimum of 30 minutes. Such duty-free meal period shall not be counted as time worked. In order to constitute a duty-free meal period, employees must be completely relieved from duty for the purposes of eating regular meals (29 CFR § 785.19). In order to ensure compliance with the Fair Labor Standards Act (FLSA), employees are required to take their meal periods away from their work area. Employees are encouraged to take advantage of the facilities provided at the VCOE or visit one of the many near-by available facilities.



#### *Rest Breaks*

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

### ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the VCSBSA 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 the organization. Employees are expected to be at their workstation, ready to work, at the beginning of their work shift. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Normally employees will not be permitted to use accumulated paid leave to compensate for unscheduled tardiness or absence. Unless the employee can provide legitimate reasons, facts, or documentation, such tardiness or absences will be subject to payroll deduction.

## **SALARY SCHEDULE**

The Board of Directors adopts the salary schedule for classified employees of the VCSBSA annually. New employees are normally hired on the first step of the salary schedule but may be hired on a higher step depending on level of experience. Upon successful completion of one year of service, an employee shall advance to the next step, which shall establish the anniversary date for future annual increases on the salary schedule.

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

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

## **STEP ADVANCEMENT**

New or newly promoted employees are eligible for step advancement after one year of service and each twelve months of service thereafter, until they reach the top of their salary range. Step advancements are not automatic but are based on a supervisor's recommendation via performance evaluation reports.

## **TIMESHEETS**

Space is provided on a timesheet for entry of regular hours worked, overtime worked, and any absences. Each employee shall record the actual daily hours worked. The employee's signature on the time card will serve as certification that "ALL" time worked is reported on the timesheet. All timesheets must be submitted to your supervisor whose signature of approval is required prior to submission to the Payroll Department.

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

1. Overtime has been properly approved and reported.
2. Leaves taken have been approved and meet the requirements set forth for each type of leave.
3. No salary is paid for time not worked, (i.e., leaving work assignments early, tardiness, etc.)

A new timesheet is provided monthly. All timesheets become a part of the employee's permanent record.

## **OVERTIME**

### *Hours Worked*

Overtime is all time worked (in units of 1/4 hour or more) and ordered by the administrator. Overtime is defined to include any time required to be worked in excess of eight hours in any one day and in excess of 40 hours in any calendar week and shall be compensated at time-and- one-half. Employees of the VCSBSA may be called upon to work overtime from time to time

If your position does require occasional overtime, you will need prior approval from your supervisor. It shall be the mutual responsibility of the employee, supervisor and administrator to assure the overtime request form is properly completed prior to the overtime being worked. Overtime may not be accumulated "off the record" for future comp time or overtime claims.

### *Overtime Approval*

All employees are advised that all overtime must be authorized in writing by the administrator or designee prior to being worked. If the supervisor is aware, or should have been aware the overtime was worked, the employer





is responsible for compensation of the overtime. Employees working overtime without proper authorization are subject to disciplinary action. Supervisors who knowingly allow employees to work unauthorized overtime are subject to disciplinary action. Upon approval, the administrator (or designee) shall return one copy to the employee and the original shall be attached to the timesheet when submitted to the payroll department. Overtime compensation may not be waived.

#### ***Overtime Compensation***

- **Compensatory Time Off (CTO)**

CTO may be accrued up to a maximum of 240 hours (160 hours of overtime work). An employee who wishes to receive CTO must elect to do so pursuant to a written agreement entered into between the employer and the employee before the work is performed.

- **Overtime Pay**

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

#### ***Overtime Exemptions***

Executive, administrative and professional employees are exempt from overtime pay and compensatory time off requirements. Each classified position will be reviewed individually for determination of exempt status, in accordance with Fair Labor Standards Act Regulations.

### **PAYDAY AND DEDUCTIONS**

Employees are paid monthly, on the last working day of each month. Accompanying your check will be a statement of earnings and deductions. The following deductions are required:



- Federal and State Income Tax Retirement Contributions
- Survivor Benefit (currently \$2.00 monthly)
- Employee portion of Medicare contribution (currently applies to anyone employed after 4/1/86)
- All other deductions are voluntary and require written authorization.

If you choose, deductions will be made for such things as: credit union payments or savings, tax sheltered Annuities, flexible spending accounts and some charitable contributions.

If you feel there has been an error in any paycheck you receive, or if you have questions concerning the amount of your check, you should contact the payroll staff immediately.

\*Retirement contributions are deducted before state and federal tax is calculated. Retirement contributions will be taxable when received at the time of retirement or withdrawal from the retirement system. Withdrawal prior to retirement or age 59½ may also result in tax penalties.



## **DISTRIBUTION OF PAY CHECKS**

Payday is the last business day of each month. The following options are available for delivery of paychecks:

Direct deposit to a financial institution, provided employee has filed the appropriate forms with the Payroll Department.



This option will electronically post the employee's paycheck to a checking or savings account of the employee's choice each pay day; the employee will receive a pay stub that looks like a regular check stub with all of the tax and deduction information.

U.S. Mail may be utilized to forward paychecks to the employee's home. We cannot assume responsibility for delays that may occur when mail is lost or delayed. A minimum of 7 days is required to report a paycheck was lost in the mail.

Your choice may be changed at any time. The Payroll Department must be notified at least 10 days prior to payday for direct deposit. Cancellation or change of any of the above options must be made to the Payroll Department in writing.

## **BENEFIT PROGRAMS**

### **HOLIDAYS**

Regular and part-time employees are entitled to the legal holidays prescribed in Education Code and such other local holidays as declared by the Governing Board. Ventura County Schools Business Services Authority will be closed on the following holidays:

- New Year's Day (1)
- Martin Luther King Day (1)
- Lincoln's Birthday Day (1)
- Washington's Birthday Day (1)
- Good Friday (1)
- Memorial Day (1)
- Juneteenth (1)
- Independence Day (1)
- Labor Day (1)
- Veterans' Day (1)
- Thanksgiving Day, and the day following Thanksgiving (2)
- Christmas, and the day before or after Christmas (2)
- New Year's Eve (1)



### ***Working on Holidays***

Employees required to work on a paid holiday shall receive overtime for the time worked.

## VACATION

### *Vacation Policy - Accrual*

Vacation shall be authorized for regular employees, and shall be accrued on the following schedule:

<u>Years of Service</u>	<u>Full-time equivalent credit gained per month</u>
0-5 years	12 working days
6-10 years	17 working days
11 years	18 working days
12 years	19 working days
13 years	20 working days
14 years	21 working days
15 years and above	22 working days



Regular full- and part-time employees shall receive vacation benefits on a basis equal to that percentage that the actual work month bears to full-time. Vacation credit shall accumulate from the first day of regular employment.

### *Vacation Policy- Use*

The Administrator or designee shall be responsible for scheduling vacation periods. Time off shall be scheduled in advance so as not to interfere with the normal functions of the organization. The intent of the vacation policy is for employees to use their earned vacation in a timely manner. Therefore, an equivalent of no more than one week of earned vacation may be carried over into a new fiscal year. The employee shall be paid for any vacation balance in excess of the maximum carryover at the end of each fiscal year using the employee's current rate of pay as of June 30th.

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

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

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

## HEALTH, DENTAL AND VISION INSURANCE



Health, dental and vision insurance is provided for all regular classified employee and their eligible dependents. Employees who are employed for four or more hours daily or equivalent weekly or monthly periods of service shall be entitled to a prorated percentage of coverage as follows:

- Employees working 50-74% of an FTE = 50%
- Employees working 75-99% of an FTE = 75%
- Employees working 100% of an FTE = 100%

Effective 10/1/2006, the VCSBSA maximum annual contribution towards benefits shall not exceed \$11,000. Per the 8/9/06 revised Health and Welfare Benefits Board Policy #4254, this amount establishes a "soft cap" that will be linked to the current SISC Blue Cross 80% Plan. The policy states that any increase beyond this amount in future years not covered by available surplus funds in VCSBSA's SISC health benefits reserves shall be shared equally by the employer and employee.

A brochure explaining benefits of the plan is provided to each employee. Any questions regarding coverage or payment of benefits should be directed to the claims administrator as indicated in the brochure.

It is the employee's responsibility to request a change form, from the Payroll Department, to report a change of address or changes in eligible dependents. All changes must be reported within 30 days to assure uninterrupted coverage.

The open enrollment period for changing health coverage is the period of July 15-August 25, with changes effective October 1.

### **CONTINUATION OF BENEFITS (COBRA)**

Dependents who become ineligible due to age or marital status may purchase continuation of health and dental benefits for a limited period, if the Payroll Department is notified within 30 days of the date the dependent becomes ineligible for the regular plan. It is the employee or dependent's responsibility to advise the Payroll Department upon expiration of eligible status.

An employee who becomes ineligible for paid health coverage, due to reduction in hours or termination of employment, may purchase continuation of health benefits for a limited period of time. The employee will be notified of continuation options at the time of termination or reduction in hours.

If you choose the option to continue your health benefit coverage under COBRA, you will be responsible for ensuring that payment is received on the due date (1st) of the month for which the premium is due. If any monthly payment is not received within 30 days of the due date, your continued health coverage will be cancelled without notice, (the postmark is not considered the received date). A check returned by the bank constitutes non-payment of premium and will result in cancellation of coverage without further notice.

### **RETIREMENT COVERAGE**

Membership in the Public Employees' Retirement System (PERS) is mandatory for employees working four or more hours per day on a regular basis. A minimum of five years' service and age 50 is required to be eligible for retirement benefits. Upon termination, you may request a refund of your contributions, leave your contributions on deposit until retirement age is attained, or roll over funds to a personal IRA.

Members of Public Employees' Retirement System are also covered by a "Survivor Benefit" program with a mandatory monthly deduction of \$2.00 (currently), which is not refundable. This provides an income for survivors in the event of the death of a member while in service before attaining retirement age.

For employees who are members of the retirement system, accrued, unused sick leave may be added to service to extend service credit at the time of retirement.

### **SECTION 125 FLEXIBLE BENEFIT PLAN**

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

## **TAX SHELTERED ANNUITIES – IRS 457 PLANS**

Tax sheltered annuities (TSA) may be purchased through several licensed insurance companies or agencies. The employee must select the plan desired and request the appropriate contract revisions. Neither the Ventura County Schools Business Services Authority nor any member of the staff may promote or recommend any particular plan. The VCSBSA has contracted with Tax Deferred Services to assist employees in setting up and managing their Tax-Sheltered Annuities.

The amount of annual contributions to a TSA is limited by Internal Revenue Service (IRS) Regulations. The employee is responsible for assuring contributions are within the authorized limit. The untaxed retirement contributions may count as a part of the maximum allowable TSA contribution. Please consult your tax advisor to assure proper calculation of maximum allowable contributions.

## **UNEMPLOYMENT INSURANCE**

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

## **WORKERS' COMPENSATION INSURANCE BENEFITS**

Workers' Compensation Insurance benefits are provided for industrial injury or illness at no cost to employees. This program covers any injury or illness sustained in the course and scope of employment. Coverage is provided by participation in the Ventura County Schools Self-Funding Authority.

Employees who are injured must inform their supervisor immediately. No matter how minor an on the job injury may appear, it is important that it be reported immediately. Unreported work-related injuries may render an employee ineligible to qualify for coverage.

## **LEAVES AND ABSENCES**

### **NOTIFYING YOUR SUPERVISOR**

Employees who are unable to report to work due to illness or injury should notify their immediate supervisor within one hour of the start of their regularly scheduled workday. The supervisor must also be contacted on each additional day of absence unless prior arrangements have been made such as a physician's certification of the need for extended absence. Employees who misuse sick leave will be charged with leave without pay and considered for appropriate disciplinary action.

Employees requesting time off for personal medical appointments are to obtain the supervisor's approval prior to the absence. Every effort will be made to accommodate the employee's schedule so long as it does not interfere with the operations of the organization.

Regular and prompt attendance is an important requirement of your job. Failure to call in shall be treated as unauthorized time off without pay. Absence from work for three (3) consecutive days without authorization will be judged to be a voluntary resignation. It is the sole responsibility of the employee to call in such instances.



## **SICK LEAVE**

Sick leave is authorized for all regular employees. Employees shall accrue sick leave credit at the rate of 12.8 days (102.40 hours) per fiscal year of service. Employees who work less than full-time will accrue that proportion of 12.8 days that the amount of time employed bears to full-time service.

Full-time service is twelve (12) months per year, five (5) days per week, eight (8) hours per day.

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

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

Upon employment, each regular classified employee shall be advanced one-half (½) of the sick leave accruable in the first year of service. Should it be necessary to use sick leave, it will be subtracted from this advance.

Should sick leave exceed the amount advanced before the end of six (6) full months of service, there will be a monetary deduction for sick leave. No additional time shall accrue until the seventh month of service, at which time sick leave shall be credited for the balance of the current fiscal year.

Sick leave may not be used to increase any vacation accrual. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment

### ***Change to Sick Leave Status***

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

### ***Doctor's Certificate - Physical Examination***

You may be required to furnish a certificate from a medical doctor during any period of absence for illness or prior to returning to work after an illness. You may also be required to submit to a physical examination by a physician designated by the VCSBSA.

### ***Pregnancy***

Pregnancy is not considered an illness; however, paid sick leave may be used toward the necessary time off if the attending physician certifies it as a disability. Time beyond that may be charged to vacation, compensation time. At any time during pregnancy, the supervisor may require a doctor's certification indicating the employee is able to continue working. Following childbirth, the employee must provide the supervisor with a doctor's certification that she is able to return to work, before she is reinstated.

### ***Sick Leave Accrual***

Employees have no limitation as to accrual of sick leave. Time accrued may be transferred to another school district in California, or the California State Department of Education. An employee transferring from any of these agencies may be credited for sick leave accrued at the prior agency, when verified in writing by that agency.

## **OTHER SICK LEAVE**

In the event accrued sick leave is exhausted and the employee is still medically unable to return to work, other sick leave is available at fifty percent (50%) of the employee's regular salary, up to a total of one hundred days per fiscal year. Accrued sick leave is included in the one-hundred (100) day total. Other sick leave is not accrued and cannot be carried forward from year to year.

If an extended illness absence is anticipated, please check with the Payroll Department as to the status and amount of sick leave available to you.

### **PERSONAL NECESSITY LEAVE**

A maximum of seven (7) days per year of current and accrued sick leave may be used for personal necessity.

Personal necessity is defined as: Circumstances of serious nature, which the employee cannot reasonably be expected to disregard, and require the attention of the employee during assigned hours of work.

Events justifying personal necessity leave will include:

- A. Death of a member of your immediate family when additional leave is required beyond that provided in the bereavement leave policy.
- B. Up to one day will be allowed to attend the funeral of a close friend or non-immediate family member.
- C. An accident involving your personal property, a member of your immediate family, or an immediate family member's property.
- D. Appearance in court as a litigant or a witness under subpoena.
- E. Incapacitating illness of a member of your immediate family.
- F. Imminent danger to your home as a result of earthquake, fire or flood.
- G. Other occasions you cannot reasonably be expected to disregard until other than working hours.
- H. One (1) day leave is granted to allow the father's presence at the time of birth of his child or when birth is considered imminent.
- I. Religious holiday.

Personal necessity leave shall be requested at least ten (10) working days in advance, except for purposes of death, serious illness of immediate family members, or accident involving personal property.

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

### **MATERNITY LEAVE**

Maternity leave shall be available to all employees upon request. Sick leave accrual and other sick leave available may be used during the period of actual disability as certified by a medical doctor. Vacation time accrued and/or compensating time accumulated may be used for maternity leave purposes.



As soon as you learn you are pregnant, notify the administrator.

Appropriate documentation will be prepared and sent to your doctor regarding the actual period of disability

### **BEREAVEMENT LEAVE**

Employees shall be entitled to a leave of absence, not to exceed five work days, on account of the death of any member of his or her immediate family. No deduction shall be made from the salary of such employee nor shall bereavement leave be deducted from any other leave to which the employee is entitled, except as provided herein.

Bereavement leave entitlement shall not accumulate from year to year.

For purposes of bereavement leave, members of the employee's immediate family include: the mother, father, grandmother, grandfather, or grandchild of the employee or the employee's spouse;



the employee's spouse, ex-spouse, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, brother or sister; or any verifiable individual living in the employee's immediate household.

At the employee's request, bereavement leave may be additionally extended under the personal necessity leave provisions as provided in this Article.

### **INDUSTRIAL ACCIDENT AND ILLNESS LEAVE**

Employees who have successfully completed an initial probationary period will be granted leave of absence with pay for a period of sixty (60) working days in any one (1) fiscal year for the same accident. If the sixty (60) days overlap into the next fiscal year, salary will be paid for only those days remaining at the end of the fiscal year in which the accident occurred. To qualify for leave with pay, the absence must have been recommended by the attending physician. (Industrial leave is not deducted from accrued sick leave.) Such leave shall not be accumulated from year to year.

During a paid leave of absence, the employee must endorse all temporary disability benefit payment checks, received from the Workers' Compensation Claims Administrator, to the VCSBSA. The employee will, in turn, receive full salary through the regular payroll process with all normal payroll deductions. This process enables the employee to receive full retirement service credit for the period of such paid leave.

Sick leave and any other available paid leave may be used to prevent loss of wages after the sixty (60) days industrial leave is exhausted.

A doctor's release to return to regular duties must be presented to your supervisor prior to returning to work from industrial injury or illness leave. In certain restricted situations, a release to return to limited or restricted duties may be accepted. Special permission must be obtained from the Administrator or designee. For more information on Industrial Injuries, please refer to the Industrial Injuries information located in the Health and Safety section of this handbook.

### **JURY DUTY LEAVE**



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

Appearance form is to be submitted to your supervisor and the appropriate code must be entered on the timesheet. No deduction will be made from your regular salary.

### **RETIREMENT CREDIT FOR ACCRUED SICK LEAVE**

Upon retirement from employment of the VCSBSA, any unused sick leave will be certified to the Public Employees Retirement System for purposes of extra service credit for retirement, if applicable under regulations of the Retirement System.

## **HEALTH AND SAFETY**

### **DRUG AND ALCOHOL-FREE WORKPLACE**

VCSBSA is fully committed to achieving a drug and alcohol-free environment for its employees. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their

jobs in a satisfactory manner. The unlawful manufacture, distribution, dispersing, possession or use of a controlled substance or alcohol is prohibited.

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

Employee responsibilities for a drug free workplace include:

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

## **INDUSTRIAL INJURIES**

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

1. All injuries, illnesses and near-miss incidents must be reported immediately to your supervisor before the end of the work shift during which the incident occurred, regardless of whether medical attention is necessary.
2. Injuries on the job, regardless of how slight, must be reported to your supervisor immediately and cared for by First Aid, or if necessary, by a doctor. Failure to report an injury at the time it occurs is grounds for disciplinary action, up to and including dismissal. (See item 15 under the "Rules and Regulations" section of this handbook.) Minor injuries (scratches, cuts, puncture wounds and contusions) should be treated immediately with appropriate First Aid procedures on site. Failure to apply First Aid to minor injuries can result in serious infections later. Reasonable precautions to prevent further complications are the responsibility of every employee.
3. The supervisor (or designee) will complete and sign a "Supervisor's Report of Injury" form.



4. Employee should contact your supervisor to obtain a Workers' Compensation and Employee Statement form. Failure to do this could result in a delay of payment of medical expenses or Worker's Compensation benefits.
5. If the injury requires medical attention, you will be given an authorization to seek medical treatment with a "designated medical facility." These facilities have been specifically selected for treatment of industrial injuries. The doctors are familiar with Workers' Compensation laws regarding reporting and billing. Unless alternate arrangements have been made, prior to sustaining an injury, the VCSBSA has the right to designate the treating physician in all industrial injury cases for the first 30 days of treatment. DO NOT seek medical treatment without authorization from your supervisor. Proper procedure must be followed for VCSBSA to accept responsibility for your injury and required medical bills. Treatment at a hospital emergency room is only authorized when an actual emergency exists.
6. After 30 days from the date of injury, you have the right to be treated by a physician of your choice, within a reasonable geographic location. Contact the administrator if you desire a change in medical facilities during the course of treatment. Our Workers' Compensation Administrator must authorize a change in physician before Workers' Compensation insurance will assume financial responsibility for any services.
7. As soon as you have been treated by a designated medical facility report to your supervisor the outcome of the visit. Submit any status slips from the medical facility to your supervisor. If modified work or time off is required, discuss the restrictions with your supervisor. Regularly update your supervisor on your progress.
8. If you have any questions regarding your injury, status during time off, medical bills, etc., please do not hesitate to call our Workers' Compensation Administrator; for questions regarding salary continuation contact the Payroll Department.
9. If, after treatment, you are dissatisfied with the physician or medical facility, contact the Workers' Compensation Administrator.
10. Prior approval must be obtained to leave the state while receiving Workers' Compensation benefits.
11. For additional benefits provided, refer to the Industrial Injury or Illness Leave section of this handbook.

## **TOBACCO FREE ENVIRONMENT**

Tobacco use is prohibited in all facilities housing the Ventura County Schools Business Services Authority, including indoors and outdoors. Included in the prohibition is tobacco use in privately owned vehicles located on County Superintendent of Schools owned and/or operated property. This policy applies to employees, and the general public.



## **VIOLENCE-FREE WORKPLACE**

The VCSBSA and its member districts have adopted a Zero Tolerance Policy for workplace violence because it recognizes that workplace violence is a growing nationwide problem that needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect VCSBSA employees, or which occur on VCSBSA property will not be tolerated.

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

- All threats or acts of violence occurring on VCSBSA premises, regardless of the relationship between the VCSBSA and the parties involved in the accident;
- All threats or acts of violence occurring off VCSBSA premises involving someone who is acting in the capacity of a representative of VCSBSA;
- All threats or acts of violence occurring off VCSBSA property involving a VCSBSA employee if the threats or acts affect the legitimate interests of VCSBSA; and
- Any acts or threats resulting in the conviction of an employee or of an individual performing service for VCSBSA on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate interests and goals of VCSBSA.

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

- Hitting or shoving an individual;
- Threatening an individual or his/her family, friends, associates, or property with harm;
- Intentionally destroying or threatening to destroy VCSBSA property;
- Making harassing or threatening phone calls;
- Performing harassing surveillance or stalking;
- Suggesting or intimating that violence is appropriate; and
- Unauthorized possessing or inappropriately using firearms or weapons

VCSBSA's prohibition against threats and acts of violence applies to all persons involved in VCSBSA's operation, including but not limited to personnel, contract, and temporary workers and anyone else on VCSBSA property. Violations of this policy by any individual on VCSBSA property, by any individual acting as a representative of VCSBSA while off VCSBSA property, or by any individual acting off of VCSBSA property when his/her actions affect the business interests will lead to disciplinary action (up to and including termination) and/or legal action as appropriate.

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

## WORK CONDITIONS

### MAIL

#### *Personal Mail*

You should arrange to have all personal mail sent to your home. Do not send your personal mail through the Ventura County mail system. You are welcome to place your outgoing mail in the basket that will be placed in a U.S. mailbox near our facility.

#### *Pre-Paid Mail*

Pre-paid postage envelopes shall be printed by the Graphics Department on request only. They shall be requested for specific mailing purposes and not for routine mailing. Legally, no public entity may pay postage for another entity or person. The printing of pre-paid envelopes provides a method of collecting questionnaires, surveys, and materials from which important results are obtained. They are not to be used for routine correspondence or invoicing purposes.



### INTERNET, E-MAIL POLICY

VCSBSA employees, when using the VCOE system, consent to abide by the strict rules set by the VCOE. The user agrees not to misuse or abuse the e-mail system, comply with all limitations on the use of the e-mail system and understands that the system is not a private communication medium.

The e-mail system is a business tool owned and paid for by VCSBSA, therefore, all messages, including personal messages sent or received by VCSBSA resources, are the property of VCSBSA and are subject to office policy, procedures and control. As such, VCSBSA has the right to view them at any time. To ensure appropriate use of the internet system, VCSBSA may monitor its technological resources at any time without advance notice or consent. Employees shall use the system for purposes related to their employment. Employees may use the system for occasional personal e-mail communication and life-long learning outside of assigned work hours, provided that all provisions of the policy are followed. Personal activities should be limited and should in no way interfere with professional responsibilities.

### TRAVEL

#### **AUTOMOBILE INSURANCE / PRIVATE AUTOMOBILES**

Employees using private automobiles for official business shall show evidence that such automobiles are insured for property loss and damage and personal liability in excess of the minimum amount required by

California State law: (a) \$100,000 for bodily injury to or death of each person as a result of any one accident; (b) \$300,000 for bodily injury to or death of all persons as a result of any one accident; and (c) \$5,000 for damage to property of others as a result of any one accident.



This evidence shall be in the form of a sworn statement from each employee. It will be necessary to file this annually, or anytime an automobile is replaced, deleted from, or added to your policy. The employee must advise their supervisor of a cancellation of coverage. It will remain the responsibility of the employee to maintain an up-to-date record of insurance coverage to assure receiving reimbursement for private car use.

Employees found out of compliance with this regulation shall be subject to dismissal.

## **TRAVEL EXPENSES**

In the event it is necessary for you to travel in the duties of your position, you will be reimbursed for mileage and other expenses as appropriate. All travel expenses (meals, lodging, parking, etc.) that are reasonable, actual and necessary in the performance of job duties will be reimbursed and must be claimed on the appropriate form with all required receipts attached.

## **VCSBSA PROPERTY MAINTENANCE AND REPAIRS**

### **CARE OF VCSBSA PROPERTY**



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

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

### **COPY MACHINES**

Copy machines are available in the VCSBSA facilities. Copiers are provided for official use only and are not to be used for reproduction of personal material.

### **MAINTENANCE / REPAIRS**

Report any building or maintenance problems to the building manager for action.

### **OFFICE EQUIPMENT REPAIR**

The VCSBSA staff is fortunate to have friendly neighbors who grant us access to use their copy machines. These copiers are under maintenance contracts and the appropriate office should be notified of any problems observed. Other equipment repair is accomplished by notifying administration of the problem, indicating the following information:

1. Make of equipment (Dell, HP, etc.)
2. Type of equipment (Fax machine, typewriter, etc.)
3. Inventory tag number.
4. Model and serial number of equipment.
5. Malfunction to be corrected.
6. Location of equipment.
7. Person to be contacted by repair person.



## **REPLACING EMPLOYEE'S PROPERTY**

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

## **RETURN OF PROPERTY**

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all VCSBSA property immediately upon request or upon termination of employment.

## **REQUISITION SUPPLIES AND MATERIALS**

When possible, supplies are purchased on a regular basis. Employees shall make a note of their needs on the form posted within the supply cabinet. These requests are grouped and ordered from the best source, on a regular, timely basis. Day by day orders for supplies are discouraged.

## **TELEPHONES**

Telephones must always have coverage. If someone is away from their desk, fellow staff members are to answer the telephone and assist the caller as appropriate.

Office telephones are for official business. If personal calls are occasionally necessary, they should be limited in nature. Personal long-distance calls are prohibited.

## **TRANSFER OF PROPERTY**

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

The administrator may authorize equipment to be moved within the location (from one room to another.) A "Request for Change of Inventory" form must be completed and submitted to the Purchasing Department.

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

## **USE OF EQUIPMENT OFF THE PREMISES**

Ventura County Schools Business Services Authority's equipment may be taken from the office by staff members for use in their regular duties with school districts or professional personnel in Ventura County, provided permission is obtained from the administrator; and provided further, that an accurate record of such use is made. The record shall include the inventory tag number assigned to the equipment and the serial number, if the item has a serial number. In all cases, the staff member is personally responsible for the proper care and return of the equipment.

## MISCELLANEOUS POLICIES AND PROCEDURES

### APPEARANCE AND DRESS

The Ventura County Schools Business Services Authority deals with the public. Common sense in your personal appearance should be considered in your neatness, cleanliness, and clothing and should be followed by all employees.

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

Employees who work in areas that require climbing, lifting, and kneeling should consider the safety factor and wear clothing that is compatible with the job function they are performing.

Employees who interface with the public should consider the appropriateness of their apparel and overall appearance.

Extremes in fashion and leisure activity clothing should be reserved for wear during non-work time. If a special activity or environmental change requires special needs, these needs should be recognized by the supervisor. Again, common sense should be the guiding principle in selecting apparel.



### CHANGE OF NAME OR ADDRESS

It is the responsibility of each employee to promptly notify the VCSBSA of changes in personal information such as mailing addresses, telephone numbers, beneficiary, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such information. If any personal information has changed, remember to report the change to your supervisor and to the Payroll Department.

### CODE OF ETHICS

The maintenance of high ethical and moral standards in public business is the basis of effective government.

Since public confidence is endangered when ethical standards falter, all officers and employees must act with unwavering integrity, absolute impartiality and devotion to the public interest.

Following are those principles that have not been mentioned previously and must be observed.

There shall be no discrimination in any Ventura County Schools Business Services Authority activity because of race, religion, sex, age, national origin, physical handicap or political affiliation.

No officer or employee shall accept any fee, compensation, gift, payment of expenses, or any other thing of monetary value in circumstances in which acceptance may result in, or create the appearance in Public Office for private gain; preferential treatment of any person; impeding governmental efficiency or economy; any loss of complete independence or impartiality or any adverse effect on the confidence of the public in the integrity of the Ventura County Schools Business Services Authority.

Persons in the public service shall not disclose confidential information acquired by or available to them during their employment with the Ventura County Schools Business Services Authority or use such information for speculation or personal gain.



## **EMERGENCIES**

The VCSBSA employees are included in the VCOE site disaster plan in case of an earthquake or other major disaster. Please assure you are familiar with the plan.

### **IN CASE OF EMERGENCY**

In the event of a bomb threat, learn as much as you can while on the phone. Complete the bomb threat checklist. Call 911 (99-911 from facilities on the County of Ventura phone system) without delay. Be sure to identify yourself and location. Notify your supervisor immediately.

In the event of a medical emergency, immediately call 911 (99-911 from facilities on the County of Ventura phone system) and administer appropriate first aid (if trained) or make the individual as comfortable as possible without being moved until first aid can be administered.

## **EMPLOYMENT OF RELATIVES**

The employment of relatives in the same area of an organization may cause serious conflicts and problems from perceived favoritism and reduced employee morale. Relatives of persons employed by the VCSBSA may be hired only if they will not be directly or indirectly supervised by a relative.

## **OUTSIDE EMPLOYMENT**

Full-time employees may not engage in outside employment if it impairs their efficiency with the Ventura County Schools Business Services Authority, or if the nature of the outside work would create a conflict of interest.

Your Administrator must be notified in writing, of any outside work activity. The Administrator may refuse the right to engage in such activity if a conflict is anticipated or job performance is adversely affected. Failure to notify your administrator of outside employment may be cause for disciplinary action up to and including dismissal.

## **PEDDLERS OR SALES PERSONS**

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

"No outside peddlers, solicitors or salespersons will be permitted to sell or demonstrate their products in the Ventura County Schools Business Services Authority facilities, except on official business."

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

## **PERSONNEL FILES**



The personnel file maintained by the Administrator is the only official and legal permanent record that can be maintained on employees. A major purpose of the file is to protect employees against arbitrary and prejudicial personnel decisions. Education Code 44031 that requires a procedure whereby employees can correct or rebut incomplete or inaccurate information in the hands of their employers, which might affect their employment status, governs the personnel file. Additionally, no information

of a derogatory nature can be entered or filed unless and until the employee is given notice and an opportunity to review and respond. To this end, any document relating to an employee's performance, whether it is a formal evaluation, observation, report, memorandum, commendation, written warning, reprimand, or otherwise, shall be put in the employee's personnel file.

Every employee has the right to inspect his/her personnel file upon request, provided that the request is made when the employee is not required to render services to VCSBSA. All employee personnel files are confidential and are available only to the employee and to people with official access permission.

### **POLITICAL ACTIVITIES**

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

### **PUBLIC RELATIONS**

Because the Ventura County Schools Business Services Authority employs you, you have an important public relations responsibility. Your work, attitude and appearance are all subject to

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

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

If you receive a call, complaint or request about something that you cannot or should not handle, take a personal interest in seeing that the call, request or complaint gets to the proper office. You are employed to serve the public.

### **RULES AND REGULATIONS**

In conjunction with and in addition to the Code of Ethics, a list of rules has been established so that each employee might know exactly what is or is not permissible. In addition to the "Causes for Disciplinary Action" listed in the Disciplinary Action Policy, the following acts will result in disciplinary action up to and including dismissal:

1. Falsifying personnel records or Ventura County Schools Business Services Authority records.
2. Making false, vicious, profane or malicious statements concerning any employee, VCSBSA or the public.
3. Removing from the premises, without proper authorization, any public property or the property of any employee.
4. Willfully delaying work, wasting time or disobeying orders.
5. Gambling on VCSBSA property.
6. Possession of or trafficking in illegal drugs or narcotics on VCSBSA time or premises.
7. Threatening, intimidating, coercing, or interfering with fellow employees or the public.
8. Engaging in horseplay, scuffling or creating a disturbance on VCSBSA property.
9. Engaging in any immoral or indecent conduct.



10. Using VCSBSA telephones or credit cards for personal long-distance calls.
11. Failure to maintain production standards.
12. Inability or unwillingness to work harmoniously with other employees.
13. Removal of records or release of confidential information.
14. Disregard of safety rules or failure to wear appropriate safety equipment.
15. Failure to report injury or accident.
16. Sleeping during working hours.
17. Use of VCSBSA stationery for personal correspondence or other non-business purposes.
18. Smoking on VCOE/VCSBSA property.

The above listing of rules shall not be considered all inclusive. Disciplinary action may be initiated for reasons not listed in this handbook, as deemed appropriate by the VCSBSA Administrator and/or Board of Directors.