



**Welcome to the  
Orcutt Union School District  
and Orcutt Academy Charter Schools**

**Certificated Employee  
Information**

# ORCUTT UNION SCHOOL DISTRICT

## VISION

As the heart of the communities we serve, the Orcutt Union School District will foster high levels of student success through multiple pathways of learning. By offering a world-class education, our District will lead the way in innovation and creativity, and will be known for its caring, collaborative and inclusive culture.

## MISSION

Opportunities for learning are limitless. The Orcutt Union School District's mission is to nurture, educate, empower and inspire our children to successfully navigate and thrive in an ever-changing world.

## WE BELIEVE

- ❖ Kids come first
- ❖ Student safety is paramount
- ❖ All students can learn at high levels
- ❖ In meeting the needs of the whole child
- ❖ Results matter

Adopted March 11, 2015 by the Board of Trustees: Rob Buchanan, Robert Hatch, Dr. Jim Peterson, Liz Phillips, Janet Zilli.

# *Frequently Asked Questions*

## **When Do I Get Paid?**

All employees are paid monthly on the last working day of each month. Full-time Certificated can choose between 10 and 12 paychecks a year. You may obtain a form to indicate 10 or 12 paychecks on the district website under “Business Services, Payroll, Forms, Method of Payment for Certificated.” First pay for regular staff is September.

Teachers work 185 days (180 student days) a year.

First year teachers work 186 days (180 student days) a year.

If you work outside your regular day / hours (extra duty), these hours are submitted on a timesheet and must be turned in at the end of each month in which the hours were worked. These hours are paid at the end of the month following the month in which they were worked (hours worked in January would be paid at the end of February). Timesheets are to be approved by your site administrator.

## **How Do I Get Paid?**

Employees have several options for receiving their paycheck. The best way is to have your check automatically deposited into your bank account. To do this, you can complete the automatic deposit form provided to you in your new employee packet or obtain a form on the district website under “Business Services, Payroll, Forms, Direct Payroll Deposit / Change Form.” Your paystub will be emailed to the address you have provided. To access, the last four digits of your social security number work as your PIN.

**If you do not select automatic deposit your check will be mailed via USPS the afternoon prior to payday. Please ensure that HR and the Payroll Department have your current mailing address. Auto deposit takes 2 cycles to be active. First paycheck will be paper and second will be auto deposited.**

Every employee has access to the SB County Employee Payroll Portal. You may set up the portal from our district website by going to “Staff” – Employee Payroll Portal – Create New User.

The Payroll Office is located at the District Office, 500 Dyer Street, Orcutt, CA. You can reach Payroll at 805-938-8902 Amy Lewton, Zina Chavez 805-938-8903.

[zchavez@orcutt-schools.net](mailto:zchavez@orcutt-schools.net) [alewton@orcutt-schools.net](mailto:alewton@orcutt-schools.net)

## **Credentials**

Holding a current and valid credential is the responsibility of the employee whether you are a part-time or full-time teacher, substitute or hourly teacher. All credentials must be current and registered with the Santa Barbara County Education Office in order to receive a paycheck. Most credentials can be renewed on line at [www.ctc.ca.gov](http://www.ctc.ca.gov) and processed within 10 days or less after payment is received. *Failure to renew a teaching credential on or before the date of expiration will result in being removed from the classroom until the issuance of a valid credential is provided by the State. The time out of your classroom will be taken off of your annual leave (personal necessity) accumulation or will be non-paid status if no time is available. Proof of credential renewal payment receipt and an original request for a Temporary County Certificate (TCC) form if your credential is not renewed by expiration date must be provided to the Human Resources Office and issued by the County in order to return to your assignment. You may obtain a TCC request form on the district website under "Human Resources, Documents, Personnel Forms, Temporary County Certificate."*

## **Health Insurance**

The Payroll Office will notify you if your regularly assigned hours qualify you for health, dental and vision insurance and request that you to complete the necessary enrollment paperwork. Open enrollment is held every year during the months of May and June. Changes become effective October 1. New employees will have until August 1 to submit their insurance selections. Questions regarding your coverage should be directed to the Benefits department at 805-938-8903.

## **Union Membership**

Permanent, probationary and temporary certificated employees (those on contract and who are paid off the certificated salary schedule) may elect to become members of the Orcutt Educators Association (OEA). Introduction and enrollment information will be provided during the new teacher orientation held at the start of each school year or you can reach your OEA President by calling 805-938-8936. The OEA searchable bargaining unit agreement can be viewed on the district website under "Departments, Human Resources, Union Contract". Dues are deducted automatically from your paycheck (tenthly).

## **Credit Union**

All Certificated employees are eligible to join the Santa Barbara Teachers' Federal Credit Union. For information call 805-925-8922.

## What do I do if I am sick?

Regular permanent, probationary and temporary certificated employees earn sick leave at the rate of 1 day per month (pro-rated based on percentage of contract held) and is granted (credited) to your account at the beginning of each school year.

Sick leave is yours to use as needed. Sick leave can be used for your own illness, doctor appointments which can only be made during the workday, or for other absences directly related to **your** health. When possible, notify your supervisor in advance of your plan to use sick leave. When not possible, you are required to notify your supervisor of your absence prior to the beginning of your work day and to enter your absence through the District's online "Aesop" (Frontline) program which will arrange for a substitute.

- a) You can create an absence directly from your home page under the "Create Absence" tab. Select the date(s) from the calendar, enter the absence details, such as absence reason, timeframe, substitute notes, etc. and click Create Absence to complete.
- b) If you become ill last minute and need a substitute, you must notify your school site supervisor/office manager and the district office Substitute Coordinator/Receptionist at 805-938-8901 to enter a last minute absence. The system is designed and set up to where an employee can create an absence up to 1 hour prior to school start time.

### **\*\* Important Information\*\***

There has been some confusion on the number of sick leave days available for use. Certificated staff are granted 10 days of sick leave (or pro-rated days based on percentage of contract each year) at the start of each school year. Unused days roll over into the following year. There is only one "pool" of days to be used for sick leave, personal necessity, AB109, etc. In the employee portal you may see that the number of days available in each area, that does **NOT** mean you have that many days to use in each leave category, but reflects how the max number of days you may use in each leave category out of that one "pool" of available days.

For example: If you an employee has 14 days of accumulated sick leave in August and takes AB109 for 5 days to care for a sick child, the 14 days of available sick leave is reduced by 5 days leaving a balance of 9 days of accumulated sick leave for the balance of the school year of which there are zero (0) days left for AB109. If in December that employee loses a family member and needs to take 9 days to deal with the death of the family member, 5 of those days may be taken for bereavement (these days do NOT come out of the employee's accumulated sick leave; verification of loss is required to show family relation) and the remaining 4 days may be taken for as personal necessity with **prior approval** by their supervisor (Principal) and/or the Assistant superintendent of HR. Those 4 days would be deducted from the "pool" of available sick leave leaving a balance of 5 days of accumulated sick leave for the rest of the school year, of which 3 days may be used for personal necessity. If in May, the employee gets sick for their own illness and uses 3 days of sick leave, the available accumulated sick leave is reduced by 3 days leaving a balance of 2 days and if at the end of the school year, those days have not been used, they will

roll into the next school year. Absences related to work related duties (such as meetings, IEPs, etc.) or jury duty are not deducted from the employee's accumulated sick leave but are still entered in the Frontline system to reflect being out of the classroom and verify the payment for the sub coverage.

## **Frontline Information**

### **I forgot my username or password, who can help?**

Once you create your Frontline account, you can retrieve a forgotten username and password through the application's sign in page. The sign in page includes two links below the entry boxes that read "I forgot my username" and "I forgot my password". This will send you an email to reset your username or password to the email on file when you created your account. Only the district office Receptionist/Substitute Coordinator has access to your email and username under your profile.

### **How do I create and manage my preferred subs list?**

Select the **Account** option on your homepage and click the **Preferred Substitutes** tab. From here, you can click **Add Substitute(s)** to add an additional user to your list. This opens the substitute selection page where you can search for and locate the substitute. Once located, click the checkbox beside the user's name and click **Add to Preferred Substitutes** to complete the process. You can also select a preferred sub from your created list and click **Remove Selected Substitute(s)** to remove them.

### **I have pre-arranged an absence with a substitute but they are not under the available sub list, why?**

Each employee has the permission to assign a sub **ONLY IF PRE-ARRANGED PRIOR TO ASSIGNING ABSENCE**. There are certain reasons why a substitute is not visible under your list:

- Substitute has an assignment already and forgot about it.
- Substitute has that date blocked under a non-workday.
- Substitute has an expired sub permit or TB certificate.
- Substitute does not have the school site or employee as a school preference under their profile.
- Privileges have been revoked if the employee has assigned a substitute without substitute's approval.

Any issues with assigning a substitute after all of the above reasons list, notify the district office Receptionist/Substitute Coordinator at 805-938-8901.

## Leaves

Regular, permanent and temporary certificated employees (employed on contract and who are paid from the certificated salary schedule) are also entitled to a number of other types of paid leaves which include, but are not limited to (refer to the bargaining agreement for more information and proper use of or restrictions associated with PN, AB109, etc.):

- Personal Necessity Leave (PN)
- Judicial and Official Appearance Leave
- Military Leave
- Industrial Accident and Illness Leave
- Bereavement Leave
- Extended Sick Leave
- Maternity Leave
- Family Care Leave
- Federal Family and Medical Leave Act (FMLA)
- California Family Rights Act (CFRA)
- Sabbatical Leave
- Unpaid Personal Leave
- AB 109

*For planned leaves a notification or request for leaves **must be** submitted to the Human Resources Office a minimum of one-month prior for planning and/or Board Approval and Certification of Eligibility (unless the leave is due to an emergency or unexpected event). **The District will take care of arranging for proper coverage of the employee's assignment.** Requests must be in the form of an email, letter or doctor's note (whichever is appropriate for type of leave requesting) and must include the date leave is to begin and the expected return to work date. If the leave is unexpected or due to an emergency, a letter or doctor's note with the date the leave is to begin with an expected date of return to work is to be provided to the Human Resources Office within a reasonable amount of time (i.e., three (3) days from first day off of work). If an extension of time off is needed, a new letter or doctor's note must be provided prior to the original date of expected return. All employees are required to have a doctor's clearance to return to work. If there are any restrictions, they are to be noted on the doctor's note which is to be submitted for review prior to the employee's return so the District can determine if the restrictions prevent the return to the assignment.*

## What do I do if I have Jury Duty?

If you are told to report for Jury Duty (where you physically appear, not the day(s) you are to call in to see if you have been selected to report) you will need to create an absence in the Aesop system just as if you were out sick, but indicate jury duty as the reason for the absence. The system will populate the assignment and find a

sub. If you report and are not selected, complete your absence form and attach the slip from the Courts that verifies your attendance that day for an excused absence. If you are selected, please create the absence in to the system (you should probably go no more than 2 days at a time unless you know from the courts you will be on a long trial) to find a sub or contact the Human Resource office to help with this task. You will need to submit an absence form once the jury duty comes to an end with verification of your time away.

### **Absence Form**

**All** absences must be entered by the employee through the District's online "Frontline" program which will assist in arranging for a substitute. If a sub is not required for the day or your assignment, please be sure to enter your absence and select sub not needed. If your position does not require you to use the District's online Aesop program (such as a short-term staff (hourly) teacher, you still need to submit your absence (sick, personal necessity, AB109) on an absence form in order to be paid and/or use any available sick leave. The use of some leaves, such as Personal Necessity (PN), must be pre-approved by your site administrator **PRIOR** to use so please refer to the bargaining agreement for proper use / restrictions involved with some leaves. All absences are to be properly coded in Frontline and when necessary, explain absence if unsure how to mark. How you submit your absence may affect your pay and/or retirement service credit. If you are unsure how to mark your absence or have a question regarding your accumulated time, please look in the employee portal, your most recent paystub, or contact payroll at 805-938-8902 or 805-938-8903. The District substitute coordinator is able to when necessary and can be reach at 805-938-8901.

### **Extra Duty**

Extra Duty time is submitted on a timesheet for payment by the end of the month in which the hours were worked. It must be authorized and approved by your site administrator. Extra duties performed before, during or after the normal school day are paid at the approved negotiated hourly rate unless there is a MOU in place authorizing a different amount.

### **Stipends**

Stipends for club advisors, athletic teams, and other extra-curricular activities are paid at the end of the season or school year, whichever is appropriate. A timesheet **MUST BE** submitted no later than June 1 of the current school year in which the stipend was earned. It must be authorized and approved by your site supervisor. Stipends for Teacher in Charge, PLC Lead and B-CLAD holders are paid tenthly throughout the year, no timesheet is required for these stipends. If you do not



complete the term of the season or activity, your time and stipend will be pro-rated to reflect the actual time spent performing stipend related activity.

### **Probationary Status**

All new probationary certificated employees must complete a probationary period of two (2) years. You will be evaluated by your administrator every year during that period. A probationary employee may be released during this probationary period without the right to appeal the decision. Permanency will be granted after working one (1) day of the contract in the third year of service following the probationary period. One year of temporary status may be counted towards the first year of probationary status. Certificated staff hired on emergency credentials and who do not have a preliminary credential in place by the first day of the third year will not be granted permanency until the preliminary credential is issued.

### **Evaluations**

All temporary certificated employees are evaluated yearly. Probationary certificated employees are evaluated yearly for the first three years. Permanent certificated employees are evaluated every other year up to year ten; and every third year thereafter. Evaluations are at the discretion of the District and the evaluation schedule may be altered based on observations, concerns, etc. Please refer to the bargaining agreement for more information about evaluations.

### **Workers Compensation**

All certificated employees must report any job-related injury or illness promptly to his/her supervisor. Required reports must be completed within 24 hours of an accident or job-related illness. If medical treatment is necessary, you will be directed to a physician selected by the District. Questions regarding worker's compensation are to be directed to the office of the Assistant Superintendent/Business Services at 805-938-8916.

### **TB Screening**

When you are first hired with the District you must be tested for active tuberculosis. This is a requirement of the State of California for anyone who will be working in a public school. It is a two-part test, and involves an initial visit for an injection and a 48-hour later follow-up visit to see if there has been a reaction. The District pays for

this screening. *It is the employee's responsibility to submit verification of clearance from TB prior to starting in your assignment.*

Continued employment requires that you be retested or complete a TB risk assessment questionnaire every four years to verify you are still free from active TB. The test or TB risk assessment questionnaire is provided at the District's expense and is done by licensed medical professionals or the District Nurse. The District will notify you when your verification will expire and contact you to perform the assessment prior to the upcoming school year. *It is the employee's responsibility to complete either the test or risk assessment questionnaire and submit verification by September 1.*

**This is a State of California law and the District has no flexibility in complying with the law – we are not legally able to waive your test!**

### **Annual Notifications**

State and Federal regulations require all employees to be trained in Bloodborne Pathogens, Safety Practices, Child Abuse Awareness / Reporting, Sexual Harassment Prevention, Playground Safety / Supervision, Bullying and "Heads Up" Concussion Training upon employment and that **each employee review part or all of these trainings annually**. Each employee is also to have **available for review annually** the Districts Board Policies and Annual Notifications including, but not limited to, a Drug and Alcohol-Free Workplace, Tobacco Free Schools and Sexual Harassment. These notifications are updated each year (for temporary, probationary and permanent certificated staff) and available for review on the district website under "Staff, Human Resources, Related Downloads, Annual Employee Notifications". The Acknowledgment Page verifying the review of the Annual Employee Notifications and certificates of completion for all the required Safety Modules are due from each certificated employee by September 1.

### **Professional Growth**

Advance in classification shall occur for coursework completed (in age-appropriate subjects for PreK-12 grade students) and academic degrees earned prior to September 30 of the school year for which credit is sought, supported by transcripts of record, certificates of completion and provided to the Human Resources office no later than October 30.



If you have any further questions, please feel free to contact office of the Human Resource Office. The Assistant Superintendent/Human Resources can be reached at 805-938-8909 or the Certificated Administrative Assistant/Credential Analyst at 805-938-9814.

We are pleased that you have chosen to join our team and share our goal of providing quality educational opportunities for the students of the Orcutt Union

School District. For additional information / resources you can access the district website at [www.orcutt-schools.net](http://www.orcutt-schools.net) to locate forms and documents you may need....

On the District website you will find documents such as...

Annual Notifications forms (items due at the start of each school year, updated W4 form, emergency contact form, method of payment form, etc.)

District / School Calendar (for current year and if approved, future year)

Handbooks

Salary Schedules

Employee Union Agreements (current and any additional MOUs)

School Site Documents (voluntary transfer request form, reassignment request form, job share forms, retiree request form, etc.)

Personnel Forms (all forms that come out of the Human Resource office as part of new hire, updates, worker's compensation information, uniform complaint form, and forms that are listed above in various tabs, etc.)

Employee Portal / Information

Accounting Forms (mileage reimbursement form, travel claim form, deposit back up, fundraiser activity form, W9 form)

Benefits Forms (American Fidelity various claim forms, Insurance/Membership enrollment and change forms, Information on medical, dental, vision and pharmacy coverage/programs, etc.)

General Forms (Absence form, Auto Deposit Form, Time Sheets, Method of Payment, 403b Info, Direct Deposit form, Payroll Information, Payroll Deduction or Cancellation form, etc.)

Take some time to explore our website and locate resources helpful to you!