



EMPLOYEE HANDBOOK

www.srcs.org



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SAN RAFAEL CITY SCHOOLS

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August 2019

Congratulations and Welcome

On behalf of the District and the Board of Education, welcome to San Rafael City Schools. We know that the best way to ensure a quality education for every student is to make sure that we have outstanding teachers and staff to support them, and that is why we have chosen you to be a member of our San Rafael team. Thank you for joining us, and we look forward to a great partnership with you in the years to come. We truly believe that our SRCS team is the best in the County, and we are excited to begin the new school year with you on board!

Building Capacity

These are exciting times in education, but there are also an abundant number of challenges for our students. As we work hard to ensure that every student is prepared with the knowledge and skills they need to succeed in our ever-changing world, much is needed from our staff. We want to ensure a welcoming, inclusive and personalized learning environment for all of our students and families; we want to build strong relationships; we want to challenge every student and we want to make sure we support them with all they need to thrive. This is a tall order, but we know we can do it. The role of the district office is to provide you with all the support and professional development you need so that you can be as effective as possible. We are here to serve our schools.

Shifts required

At the district level, here is what we are doing so students have the best-possible education in SRCS:

- Identifying experienced and successful leaders to support site level implementation
- Developing a new 3-year district LCAP plan to ensure all of our student's needs are met
- Designing and delivering effective professional development
- Ensuring each school develops an inclusive and supportive climate and culture to support students
- Ensuring the tools used to teach are aligned and appropriate for the curriculum
- Reviewing the district's Data & Information Management System so teachers and administrators have the data they need to plan success

A New Year

The beginning of a new job is a combination of excitement and apprehension. We want you to be successful. When you need assistance, check with your immediate supervisor, a colleague, or your labor organization representative so that you get the help you need.

It is always energizing to begin a new school year, and to see our students arrive on campus with excitement, enthusiasm and hope. Teaching is a noble profession; what else could be more important than impacting the life of a child? We are so glad you are here; let the journey begin!

Have a great year.



Jim Hogeboom,
Superintendent

ABOUT SAN RAFAEL CITY SCHOOLS

Originally established by City Charter in 1861, the San Rafael City Schools has for generations understood the importance of providing a safe, challenging, and culturally rich learning environment that provides our students with the opportunity to realize their maximum potential and prepare for the challenges ahead. In 2011, we celebrated 150 years in our schools!

San Rafael's first public school was located at the corner of Fourth and B Streets in a building that previously held a private school, The San Rafael Institute. This school on B Street remained San Rafael's only public school for 26 years and laid the foundation for the many schools that would follow. As the city's population grew, so did the number of schools. In 1850, San Rafael claimed a population of 323. By 1920, it had grown to 5,512 and the San Rafael City Schools had grown to include four elementary schools and one high school. Between 1950 and 1970, as the city's population continued to grow, a new phase of rapid building ensured. Today, the San Rafael City Schools is comprised of twelve schools that serve approximately 5,400 students.

In accordance with the City Charter, the San Rafael City Schools represents two separate school districts - one for elementary grades (K-8) and one for the high school level (9-12). Both districts are governed by one five-member Board of Trustees and share a Superintendent. Students of the San Rafael Elementary School District are part of the San Rafael High School District.

Employees of the San Rafael City Schools (SRCS) play a vital role in ensuring the ongoing success of public education in our community. To new employees, welcome to the San Rafael City Schools! An interesting and challenging experience awaits you as a member of the San Rafael City Schools staff.

This Employee Handbook has been designed to introduce you to our organization, familiarize you with the guidelines and benefits that impact your employment, and answer some of the questions you may have concerning the SRCS and its personnel practices.

The employment policies of the San Rafael City Schools have been developed specifically with the intent of:

- Ensuring high standards in all programs and services
- Maintaining and developing the professionalism and skill of the staff
- Reflecting our commitment to fair and equitable treatment of all employees
- Meeting legal mandates that apply to employment rights and responsibilities

While this Handbook is intended to provide you with a general overview of our employment policies, it does not present a complete description of your employment relationship and should not be read or treated as an employment contract. Where possible, the Handbook guides you to the document, person, or department where you can get more detailed information on specified subjects.

Over time, changing circumstances will require that the policies and benefits outlined in this Handbook be updated, revised, or altered. As you consult the Handbook for information in the months ahead, remember that it may be necessary for you to verify that all applicable information is still current.

The SRCS Employee Resources section of our website - accessed from the link in the right corner of <http://www.srcs.org> contains links and other helpful information for employees. In all instances, current policy statements and negotiated contracts take precedence over the information included in this Employee Handbook.



LCAP EXECUTIVE SUMMARY

To develop and refine the 2019-20 update to our Local Control and Accountability Plans (LCAP), San Rafael City Schools conducted an in-depth, targeted and multi-layered engagement process. This engagement process included multiple opportunities to review the LCAP and to provide feedback on the plans to support all students in SRCS to graduate college and career ready. As part of our engagement efforts, we conducted: sessions and surveys for teachers, staff and parents; student focus groups; input sessions with labor management; and feedback from existing District committees.

Each stakeholder has a unique and relevant perspective on the needs of the students and the direction that SRCS is taking to address those needs. By providing ongoing and focused engagement opportunities, SRCS has been able to provide valuable information to its stakeholders on the District's visions, while at the same time, gathering input to refine a targeted set of goals and outcomes.

The LCAP goals for both the elementary and high school districts are directly aligned with the District goals. These shared goals are also aligned to the Board of Education's goals, and as such, promote a common focus and commitment District-wide. The LCAP goals are:

Goal 1 - Student Learning

Each student receives rigorous instruction and support and are held to high expectations so that they can foster critical thinking, collaboration, creativity, and communication skills in order to master the Common Core State Standards while continuing and be college, career and community ready.

Goal 2 - Staff PD

Provide all staff with differentiated professional development with a focus on collaboration and alignment so that they are able to maximize student learning and achievement.

Goal 3 - Finance and Resources

Manage our resources responsibly, transparently and in alignment with District goals and priorities so that the District is able to focus its efforts to move the needle for student success.

Goal 4 - Community Engagement

Develop and implement highly effective two-way systems for communication between the District and its stakeholders so that there is increased awareness about, participation in, and support for decision-making about the Districts' goals.

Goal 5 - Culture and Climate

Establish effective systems and a welcome environment that allow staff, students and families to feel safe and included so that they can participate fully in student learning and the school community.

SRCS' commitment to all students, in particular those that have been identified under LCFF as high needs, remains strong. Aligned to the goals are specific actions and services the District plans to take to realize its vision to support all students to be prepared for college and career.

Overall, through our engagement process, we received feedback on areas of continued focus from the LCAPs, including implementation of the state standards, attracting and retaining high quality staff, support for targeted subgroups of students, student success and support systems and promoting a college-going culture. SRCS has also maintained its commitment to strengthening community engagement and promoting a welcoming and supportive school climate. Within the plan is a more targeted focus on supporting students with the highest needs, as reflected by an investment in programs to ensure all students are on reading on grade level by third grade using the SEAL program, providing mental health support for students and centralized services for students and families.

BOARD OF EDUCATION 2019-2020

VISION STATEMENT

Every student will be a confident learner, an effective communicator, a critical thinker and a positive contributor to the global community.

MISSION STATEMENT

Our Mission: Lifting student achievement. Every student, every day.

PRINCIPLES

We Believe:

- Every student has a fundamental right to a quality education that supports their path to achieve their full potential.
- Students thrive in physically, and emotionally safe environments that are conducive to learning for all.
- Students, families, staff and community members are empowered and responsible for the success of our students.
- Our community has a shared responsibility for everyone's success and encourages everyone's participation.

AND

- We value integrity, honesty, and truthfulness and believe in the inherent dignity and worth of every individual.

BOARD/ SUPERINTENDENT GOALS

1. **Student Learning** – *Each student receives rigorous instruction that leads to mastery of Common Core State Standards while continuing to foster critical thinking, collaboration, creativity, and communication skills.*
 - Develop an aligned and articulated K-12 instructional program that provides each student with a guaranteed and viable curriculum for each content area at all grade levels.
 - Develop and implement a comprehensive assessment system that measures student level progress towards standards mastery that informs instruction and provides timely updates for students, families, and other designated support providers.
2. **Staff** – *Provide the professional development necessary to support our goals*
 - Expand and provide a relevant professional growth system aligned with the district’s goals that supports a culture of continuous improvement
 - Establish revised and enhanced employee recruitment and on-boarding strategies to attract and retain highly qualified and engaged employees reflective of the student body diversity.
3. **Finance** – *Manage our fiscal resources responsibly and transparently, ensuring budget decisions are aligned with district goals and priorities*
 - Establish and implement multi-year fiscal plans in accordance with the Local Control Funding Formula and the Local Control Accountability Plan in order to ensure the fiscal stability of the District and to support a high-quality instructional program
 - Create 2017-2018 transparent budget process that informs, educates and engages all stakeholders in a meaningful and productive manner in the development of an asset and equity-based budget that preserves the fiscal solvency of the district.
4. **Community Engagement** – *Develop and implement highly effective two-way systems for communications that increase awareness, participation and support for the district’s goals*
 - Conduct a needs assessment/listening campaign to help build a two-way communications infrastructure with a multimedia approach to inform and engage internal and external stakeholders in support of the district’s strategic goals, initiatives, accomplishment and needs.
 - Educate and inform the greater San Rafael community of the recommendations generated in the Master Facilities Plan, including the process and resources necessary for implementation.
 - Enhance, align and promote the district’s partnership with HeadsUp, the San Rafael Public Education Foundation, to ensure we achieve our common goals and to collaborate with and be mutually supportive of our valuable partner.

5. **Culture & Climate** – *Establish welcoming, efficient and effective systems and structures that foster and deliver high quality customer service*

- Conduct a needs assessment/listening campaign to help build a two-way communications infrastructure with a multimedia approach to inform and engage internal and external stakeholders in support of the district’s strategic goals, initiatives, accomplishment and needs.
- Establish culturally responsive strategies that improve the interactions and experiences of both our internal and external stakeholders.

**MEMBERS, BOARD OF EDUCATION
2019-2020**

310 NOVA ALBION WAY, SAN RAFAEL, CA 94903

PHONE: 415-492-3233 FAX: 415-492-3245

JIM HOGEBOOM, SUPERINTENDENT

GREG KNELL, PRESIDENT

Email: gknell@srcs.org

MAIKA LLORENS GULATI, VICE PRESIDENT

Email: mgulati@srcs.org

LINDA M. JACKSON, MEMBER

Email: ljackson@srcs.org

RACHEL KERTZ, MEMBER

Email: rkertz@srcs.org

NATU TUATAGALOA, MEMBER

Email: ntuatagaloa@srcs.org

Officers change in December at the Annual Board Reorganization meeting.

Jim Hogeboom, Superintendent
Central Services
310 Nova Albion Way, San Rafael, CA 94903
(415) 492-3200
www.srcs.org
2019-2020

BAHIA VISTA ELEMENTARY (K-5)

Principal: Cecilia Perez
Asst. Principal: Kimberly Evans
125 Bahia Way
San Rafael, CA 94901
(415) 485-2415

COLEMAN ELEMENTARY (K-5)

Principal: Michael Taylor
800 Belle Avenue
San Rafael, CA 94901
(415) 485-2420

GLENWOOD ELEMENTARY (K-5)

Principal: Jason Richardson
25 West Castlewood Drive
San Rafael, CA 94901
(415) 485-2430

LAUREL DELL ELEMENTARY (K-5)

Principal: Pepe Gonzalez
225 Woodland Avenue
San Rafael, CA 94901
(415) 485-2317

SAN PEDRO ELEMENTARY (K-5)

Principal: Mimi Melodia
Asst. Principal: Karrie Coulter
498 Point San Pedro Road
San Rafael, CA 94901
(415) 485-2450

SUN VALLEY ELEMENTARY (K-5)

Principal: Julie Harris
75 Happy Lane
San Rafael, CA 94901
(415) 485-2440

SHORT SCHOOL (K-5)

Principal: Pepe Gonzalez
35 Marin Street
San Rafael, CA 94901
(415) 485-3793

VENETIA VALLEY SCHOOL (K-8)

Principal: Juan Rodriguez
Asst. Principal: Lauren Menchavez
177 N. San Pedro Road
San Rafael, CA 94903
(415) 492-3150

DAVIDSON MIDDLE SCHOOL (6-8)

Principal: Bob Marcucci
Asst. Principal: Susan Akram
Asst. Principal: Mari Kernan
280 Woodland Avenue
San Rafael, CA 94901
(415) 485-2400

MADRONE CONTINUATION HS (10-12)

Principal: Paul Tuohy
185 Mission Avenue
San Rafael, CA 94901
(415) 485-2435

SAN RAFAEL HIGH SCHOOL (9-12)

Principal: Glenn Dennis
Asst. Principal: Maggie Heredia-Peltz
Asst. Principal: Alex Peck
185 Mission Avenue
San Rafael, CA 94901
(415) 485-2330

TERRA LINDA HIGH SCHOOL (9-12)

Principal: Katy Dunlap
Asst. Principal: Robert Celli
Asst. Principal: Lauren Inman
320 Nova Albion Way
San Rafael, CA 94903
(415) 492-3100

EARLY INTERVENTION - SITES

Program Manager: Kelly Hourigan
251 N. San Pedro Road
San Rafael, CA 94903
(415) 479-5034

SAN RAFAEL CITY SCHOOLS

2019-2020 DISTRICT CALENDAR

Month	M	T	W	T	F	Calendar Details	Calendar Development	
August 2019				1	2	7	Aug. 19: TK-12 Staff Development Aug. 20 and 21: TK-12 Teacher Work Days Aug. 22: First Day of School, TK-12	First Day of School: ALL STUDENTS August 22, 2019 Teacher Workdays TK-8 Teachers: August 20 and 21, 2019 9-12 Teachers: August 20 and 21, 2019 TK-5 Teachers: October 21, 2019 6-12 Teachers: January 6, 2020 TK-5 Teachers: March 16, 2020 6-12 Teachers: June 12, 2020 Staff Development Days TK-8 Teachers: August 19, 2019 9-12 Teachers: August 19, 2019 6-8 Teachers: October 21, 2019 TK-5 Teachers: January 6, 2020 6-8 Teachers: March 16, 2020 TK-5 Teachers: June 12, 2020 Classified Staff Holidays July 4 September 2 November 11 November 28 and 29 December 24-25 and 31 January 1 January 20 February 17 and 21 April 10 (Friday of Spring Break) May 25 Thanksgiving Break: Nov. 27-29, 2019 Winter Break: Dec. 23, 2019 - Jan. 6, 2020 Mid-Winter Break: Feb. 17-21, 2020 Spring Break: April 6-10, 2020 1st Semester ends: December 20, 2019 (81 Days) 2nd Semester ends: June 11, 2020 (99 Days) TK-12 Last Day of School: June 11, 2020
	5	6	7	8	9			
	12	13	14	15	16			
	19	20	21	22	23			
	26	27	28	29	30			
September 2019	2	3	4	5	6	20	Sept. 2: Labor Day Holiday	
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30							
October 2019		1	2	3	4	22	Oct. 21: TK-5 Teacher Work Day (Conf. Day) Oct. 21: 6-8 Staff Development Oct. 21: 9-12 Non stud/Non tchr day	
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30	31				
November 2019					1	17	Nov. 11: Veteran's Day (Observed) <i>Nov. 27 & 29: Local Recess Days</i> Nov. 28: Thanksgiving	
	4	5	6	7	8			
	11	12	13	14	15			
	18	19	20	21	22			
	25	26	27	28	29			
December 2019	2	3	4	5	6	15	Dec. 24 & 25: Christmas Eve & Christmas Dec 31: New Year's Eve	
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30	31						
January 2020			1	2	3	18	Jan 1: New Year's Day Jan 6: TK-5 Staff Development Jan 6: 6-12 Teacher Workday/ Non stud Jan 20: MLK Holiday	
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30	31			
February 2020	3	4	5	6	7	15	Feb 17: President's Day Feb 17-21: Mid-Winter Break	
	10	11	12	13	14			
	17	18	19	20	21			
	24	25	26	27	28			
March 2020	2	3	4	5	6	21	March 16: TK-5 Tchr Work Day (Conf. Day) March 16: 6-8 Staff Development March 16: 9-12 Non-stud/ Non tchr day	
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30	31						
April 2020			1	2	3	17	Apr. 6-10: Spring Break	
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30				
May 2020					1	19	May 25: Memorial Day <i>May 22: Local Recess Day</i>	
	4	5	6	7	8			
	11	12	13	14	15			
	18	19	20	21	22			
	25	26	27	28	29			
June 2020	1	2	3	4	5	9	June 11: Last Day of School June 12: TK-5 Staff Development June 12: 6-12 Teacher Workday	
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25	26			
	29	30						

Student Days: 180
 Elementary School Staff Development Days: 3
 Elementary School Work Days: 4
 Total Staff Days: 187
 High School Staff Development Days: 1
 High School Staff Work Days: 4
 Total Staff Days: 185

Board Approved: 6/11/2018
Board Revision: 12/17/2018

CENTRAL SERVICES STAFF LIST 2019-2020

Superintendent's Office

Room #603

Jim Hogeboom, Superintendent492-3233
Theresa Allyn, Executive Assistant to the Superintendent492-3233
Christina Perrino Zecchini, Director of Communications492-3576

Human Resources

Room #503

Amy Baer, Assistant Superintendent492-3531
Kimberly Stanley, Executive Assistant492-3531
Christy Hamilton, Human Resources Specialist II492-3206
Karen Moncayo, Human Resources Specialist II492-3212

Student Services/Enrollment/Transportation/Interdistrict Transfers

Room #502

Lilian Perez, Supervisor Pupil Management492-3239
Clelia Lucero, Administrative Assistant.....492-3226
Byanka Gramajo, Secretary II.....492-3236
TBN, Secretary II.....492-3236

Business Services/Facilities Management

Room #506

Doug Marquand, Assistant Superintendent492-3533
John Bartolome, Director of Fiscal Services.....492-3257
Emily Busch, Executive Assistant492-3205
Esta Suen, Payroll Coordinator492-3209
Jeffrey Chen, Payroll Technician492-3258
Jose Rosales, Payroll Technician492-3598

Room #507

Chris Posedel, Accounting Manager491-6493
Donna Romberger, Accounting Supervisor.....492-6405
Leticia Lavarone, Accounting Technician.....491-5059
Joni Gawronski, Accounts Payable/Receivable-High School492-3214
Dave Burke, Accounts Payable/Receivable-Elementary School492-3208

Room #505

Dan Zaich, Director, Director of Capital Facilities492-3285
John Coffrini, Bond Accountant492-3210

Food Services

Central Kitchen

Alan Downing, Food Services Director (at TLHS)491-6499
Robin Larson, Food Service Production Manager.....492-3572
Michelle Higgs, Administrative Assistant.....492-3572

**Education Services Division
Room #605/607**

Mayra Perez, Deputy Superintendent	492-3222
Morena Parada, Executive Assistant	492-3222
Stephanie Kloos, Director of Elementary Education.....	492-3285
Kevin Kerr, Director of Secondary Education.....	492-3579
Tyler Graff, Assistant Director PD & BTSA	492-3597
Lori Hewitt, Accountability Coordinator	491-6408
Tanya Humphrey, Secretary II.....	492-3587
Marie Henrio, Data Analyst.....	492-3584
Erin Baker, IS Data Specialist.....	TBD
Kathy Takemoto, Adult Education Program	492-3591
Susana Tolchard, Transitional Youth Case Manager.....	TBD

**Information Technology
Room #606**

Sarah Ashton, Chief Technology Officer	492-3257
Scott Rambo, Systems Integration/ Web Developer	492-3567
Noel Matthias, Server Administrator.....	485-2321
Marc Dolores, Information Technology Specialist II.....	492-3567
Joshua Greco, Information Technology Specialist II	492-3567
Jaf Najafi, Information Technology Specialist II	492-3567
Raul De La Rosa, Information Technology Specialist II	492-3567
TBN, Information Technology Specialist II	492-3567

**Special Education/Student Support Services
Room #63**

Jason Symkowick, Executive Director	492-3220
TBN, Assistant Director, Special Education HSD	492-3529
Leigh-Anna Booher, Assistant Director, Special Education ESD	492-3528
Kelly Hourigan, Early Intervention Program Manager/ Psychologist	492-3580
Mary Bartels, Administrative Assistant.....	492-3220
Kathia Herschkorn, District Community Liaison/ Admin. Asst.....	492-3238

Maintenance and Operations

Maintenance Building

David Pedroli, Director of Maintenance	485-2445
Tracy Brawdy, Maintenance Supervisor	485-2445
Katina Pantazes, Administrative Assistant.....	485-2445
Cori Castro, Facilities Use Specialist.....	485-3798
Traci Hines, Custodial Supervisor.....	485-2445
Norvis Mira, Maintenance Lead.....	485-2445

HeadsUp Foundation

Michelene Moayed, Executive Director.....	491-6405
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PAY PROCEDURES AND PAYROLL DEDUCTIONS

SRCS employees are paid on a monthly basis, normally on the last working day of the month. There are several options available to you with regard to how you receive your monthly paycheck. You may:

- Obtain your pay via direct deposit to your bank or credit union
- Pick up your paycheck from a designated employee in your department
- Have your paycheck sent to you via U.S. mail

If you prefer to have your paycheck directly deposited to your bank or credit union, the payroll staff in Business Services can provide you with the necessary authorization form.

Please review your paycheck for errors when it is received. If you find a mistake, report it to the payroll department as soon as possible. You should also immediately report any misplaced or lost payroll warrants. Payroll can verify that your warrant has not been cashed and issue a replacement warrant.

Upon separation from employment, you will be paid all amounts due to you in accordance with applicable law. Your final paycheck will be issued on the last day of the month in which your final day of County Office employment occurs.

Payroll deductions - SRCS is required by law to make various deductions from your paycheck. These may include amounts for federal and state income tax, Medicare, social security, and retirement. If you have questions about any of these required deductions, please consult the payroll department in Business Services.

In addition to the mandatory deductions, a variety of voluntary deductions can be made from your paycheck at your request, including contributions for health and life insurance, tax-sheltered annuities, savings bonds, credit union payments, and others. Contact the payroll department to arrange for voluntary deductions and to obtain the necessary authorization forms. (Deductions for tax-sheltered annuities require that forms be obtained from the company directly).

If you have questions on how to read your paycheck, please contact the payroll department.

HEALTH & WELFARE BENEFITS

The San Rafael City School District offers a comprehensive benefits package for employees and their eligible dependents. These benefits include medical and dental. Employees pay a negotiated percentage for coverage. The District offers a Section 125 Cafeteria Plan. This enables you to pay for dependent coverage through payroll deduction on a pre-tax basis.

Full-time District employees pay a percentage of the cost toward health and welfare benefits. Employees who work less than full time pay an additional pro-rata share of their benefits depending upon how many hours they work. Employees should refer to their respective collective bargaining agreements for specific information regarding their benefits.

You will enroll in the various benefit plans through the Human Resources Department. Coverage for the District health and welfare plans will be effective on the first day of the month after employment. If you do not enroll within thirty (30) days after employment, you must wait for the open enrollment period which is in September/October of each year effective January of the following year. If you are a teacher on a temporary contract that ends in June, you will be covered through August. If your contract is renewed for the next school year, there will be no break in health and welfare coverage.

Changes: Report any changes, such as marriage, divorce, birth of dependent, etc. to Human Resources immediately. You have 30 days from the event to make a change. If you do not report the change within 30 days you will have to wait for the next open enrollment period.

Benefits offered are listed on the following page. For a complete description of the level of benefit coverage, refer to the Employee Resources section of our website.

For questions regarding payroll:

- **Checks, Deductions, Income Tax**
- **Medical and Dental Benefits**

Contact Esta Suen at 415-492-3209 or
esuen@srcs.org

CUSTOMER SERVICE PHONE NUMBERS AND WEB ADDRESSES

Health Plans

Plan Name	Telephone	URL Address
Kaiser	800-464-4000	www.kaiserpermanente.org
Blue Shield	800-334-5847	www.blueshield.ca.com/calpers
Pers Care/Blue Cross	877-727-7776	www.anthem.com/ca/calpers
Pers Choice/Blue Cross	877-727-7776	www.anthem.com/ca/calpers

Delta Dental

High School Certificated Group #7302-1551	888-335-8227	https://www.deltadental.org/
Elementary Certificated Group #7302-1552		
High School Classified Group #7302-1553		
Elementary School Classified Group #7302-1554		

Retirement Plans

PERS (Public Employees Retirement System) Lincoln Plaza 400 P. Street Sacramento, CA 95814	800-352-5453	https://www.calpers.ca.gov/
STRS (State Teachers Retirement System) 7667 Folsom Street Sacramento, CA 95851	800-228-5453	http://www.calstrs.ca.gov/

Links and information regarding Health, Dental, and Retirement benefits are also available on the Employee Resources section at www.srca.org, under "Staff Links".

YOUR RIGHTS REGARDING

The Consolidated Omnibus Budget Reconciliation Act (COBRA)

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

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

If you are the spouse of an employee or retiree covered by San Rafael City Schools, you have the right to choose continuation coverage for yourself if you lose group health coverage for any of the following reasons:

1. The death of your spouse.
2. A termination of your spouse’s employment (for reasons other than gross misconduct) or reduction in your spouse’s hours of employment.
3. Divorce or legal separation from your spouse.
4. Your spouse becomes eligible for Medicare.

In the case of a dependent child of an employee covered through San Rafael City Schools, he or she has the right to choose continuation coverage if group health coverage is lost for any of the following reasons:

1. The death of a parent.
2. The termination of a parent’s employment (for reasons other than gross misconduct).
3. Reduction in a parent’s hours of employment.
4. Parent’s divorce or legal separation.
5. The dependent ceases to be a “dependent child”.

Under the law, the employee or a family member has the responsibility to inform San Rafael City Schools of a divorce, legal separation, or a child losing dependent status. San Rafael City Schools has the responsibility to notify CalPERS of the employee’s death, termination of employment or reduction in hours, or Medicare eligibility.

When San Rafael City Schools is notified that one of these events has happened, they will in turn notify you that you have the right to choose continuation of coverage. Under the law, you have at least sixty (60) days from the date you would lose coverage because of one of the events described above to inform San Rafael City Schools that you want to continue coverage. If you do NOT choose continuation coverage, your group health insurance coverage will end.

The Consolidated Omnibus Budget Reconciliation Act (COBRA), continued

If you choose continuation coverage, the San Rafael City Schools is required to provide you, at your own expense, coverage which as of the time coverage is being provided, is identical to the coverage provided under the Plan to similarly situated employees or family members. The law requires that you be afforded the opportunity to maintain continuation coverage for thirty-six (36) months unless you lost group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is eighteen (18) months.

If you are entitled to eighteen (18) months of continuation coverage and it has been determined that you are disabled under the terms of the Social Security Act as of the date of the original qualifying event, you are eligible for an additional eleven (11) months of continuation coverage after the expiration of the eighteen (18) month period.

To qualify for this additional period of coverage, you must notify San Rafael City Schools within 60 days after you receive a determination of disability from the Social Security Administration, and before the end of the initial eighteen (18) months of continuation coverage. You must also notify San Rafael City Schools within 30 days of the final Social Security determination indicating that you are no longer disabled.

Your continuation coverage will be cut short for any of the following reasons:

1. Your participating school district no longer provided group health coverage to any of its employees.
2. The premium for your continuation coverage is not paid within 30 days of its due date.
3. You become covered under another group health plan, unless the new plan will not cover you for a pre-existing condition.
4. You become eligible for Medicare; (your dependents will be able to extend their continuation coverage period to a total of thirty-six (36) months from the date of the original qualifying event if you become entitled to Medicare within an 18-month continuation coverage period.
5. You have exhausted the term of COBRA coverage.

FAMILY CARE AND MEDICAL LEAVE (FMLA/CFRA LEAVE) AND PREGNANCY DISABILITY LEAVE

Notice to Employees

Under the California Family Rights Act of 1993 (CFRA), you may be eligible for leave, if you have more than 12 months of service with us and have worked at least 1,250 hours before the date you want to begin your leave, you may have a right to an unpaid family care or medical leave. This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child, or for your own serious health condition or that of your child, parent, or spouse. Leaves related to these conditions are counted against this annual entitlement.

Even if you are not eligible for CFRA leave, if disabled by pregnancy, childbirth, or related medical conditions, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible, you have certain rights to take BOTH a pregnancy disability leave and a CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement to the same or to a comparable position at the end of the leave. If you are identified by the district as a “key employee”, restoration to your prior position may be denied after FMLA/CFRA leave.

If possible, you must provide at least 30 days advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events which are unforeseeable, we need you to notify us as soon as you learn of the need for the leave. Your notice of request must be sufficient to inform the District of the need for FMLA/CFRA leave, including, qualifying reasons, expected leave timing, and the expected duration of the leave. Failure to comply with this notice policy is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy. The usual and customary procedures identified for requesting leaves are required (i.e. calling in, board approval, sub requests, etc.).

The District may require certification from your health care provider before allowing you a leave for pregnancy or your own serious health condition or certification from the health care provider of your child, parent, or spouse who has a serious health condition before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent basis or a reduced work schedule. Within 5 days of the request, employees must submit a complete and sufficient certification from the medical provider. FMLA/CFRA leave is counted concurrently with sick leave but follows pregnancy disability leave. Employees are responsible for payment of any health benefits premiums outside of these provisions. There may be additional paid or unpaid leave benefits options, such as disability under EDD, or catastrophic leave, within the specific Collective Bargaining Agreements, depending on the medical needs. Please refer to your contract for leave provisions that apply to your unit.

If you are taking a leave for the birth, adoption or foster care placement of a child, the basic minimum duration of the leave is two weeks and you must conclude the leave within one year of the birth or placement for adoption or foster care. Taking a family care or pregnancy disability leave, or other leave, may impact salary and benefits. Each employee’s leave needs are unique, and it is the desire of the District to work with you in development of an individual plan. If you want more information regarding your eligibility and various leave options, please make an appointment to meet with the Assistant Superintendent of Human Resources or by contacting: **Kimberly Stanley, Human Resources Executive Assistant (415) 492-3531, email: kstanley@srcs.org**



FAMILY CARE AND MEDICAL LEAVE AND PREGNANCY DISABILITY LEAVE

Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, and if we employ 50 or more employees at your worksite or within 75 miles of your worksite, you may have a right to a family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse. If we employ less than 50 employees at your worksite or within 75 miles of your worksite, but at least 20 employees at your worksite or within 75 miles of your worksite, you may have a right to a family care leave for the birth, adoption, or foster care placement of your child under the New Parent Leave Act (NPLA). Similar to CFRA leave, the NPLA leave may be up to 12 workweeks in a 12-month period. While the law provides only unpaid leave, employees may choose or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances and employees may choose to use accrued paid leave while taking NPLA leave.

Even if you are not eligible for CFRA or NPLA leave, if you are disabled by pregnancy, childbirth or a related medical condition, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA- or NPLA-eligible, you have certain rights to take BOTH a pregnancy disability leave and a CFRA or NPLA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement -for pregnancy disability it is to the same position and for CFRA or NPLA it is to the same or a comparable position -at the end of the leave, subject to any defense allowed under the law.

If possible, you must provide at least 30 days' advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events that are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

We may require certification from your health care provider before allowing you a leave for pregnancy disability or for your own serious health condition. We also may require certification from the health care provider of your child, parent or spouse, who has a serious health condition, before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

If you are taking a leave for the birth, adoption, or foster care placement of a child, the basic minimum duration of the leave is two weeks, and you must conclude the leave within one year of the birth or placement for adoption or foster care.

Taking a family care or pregnancy disability leave may impact certain of your benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact _____.

DFEH-100-21 / March 2019

If you want more information regarding your eligibility and various leave options, please make an appointment to meet with the Assistant Superintendent of Human Resources or by contacting **Kimberly Stanley, Human Resources Executive Assistant** (415) 492-3531, email: kstanley@srcs.org

INFORMATION TECHNOLOGY

San Rafael City Schools Information Technology (IT) Services is committed to supporting sites effectively leverage technology to enhance student learning.

More information, resources and support can be found on the district website under the IT Department webpage. <https://srcs-ca.schoolloop.com/it>

Need additional tech support?

1. Review the [Tech Services Webpage](#) to see if your question can be answered there.
2. If not, email the support team. We are happy to help!

- Central Office dosupport@srcs.org
- Bahia Vista bvsupport@srcs.org
- Coleman cosupport@srcs.org
- Davidson dmsupport@srcs.org
- Glenwood glsupport@srcs.org
- Laurel Dell ldsupport@srcs.org
- Madrone masupport@srcs.org
- San Pedro spsupport@srcs.org
- San Rafael srsupport@srcs.org
- Short shsupport@srcs.org
- Sun Valley svsupport@srcs.org
- Terra Linda tlsupport@srcs.org
- Venetia Valley vvsupport@srcs.org



Information Technology Department
310 Nova Albion Way, San Rafael, California, 94903 Telephone 415.492.3200

Employee Responsible Use Agreement for Electronic Resources and the Internet

The San Rafael City School District (the District) recognizes the value of computers, the Internet and other electronic resources to improve student learning and enhance the administration and operation of its schools. Accordingly, the District encourages the responsible use of computers, computer networks, the Internet and other electronic resources in support of the mission and goals of the District and its schools.

District staff and contractors are reminded the District email system, email accounts, computer accounts and all other user accounts are owned by the District. All electronic mail activity utilizing the District server is monitored and logged. Computer and computer network use are provided for educational purposes and District activities. Utilizing District computers and computer networks for personal use shall be minimal. All use of District computers and computer networks shall comply with Board Policy 4040 and Administrative Regulation 4040.

Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the district's Responsible Use Agreement, and the user obligations and responsibilities specified below.

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses, and telephone numbers private. They shall use the system only under the account number/name to which they have been assigned.
2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.
3. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
4. Employees shall not modify or damage computer hardware or software unless doing so is within their job description.
5. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

6. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.
7. Copyrighted material shall be posted online only in accordance with applicable copyright laws.
8. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.
9. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district or using district equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of the messages. The district retains the right to delete material on any such online communications.
10. Users shall report any security problem or misuse of computers or computer related services to the Superintendent or designee.
11. Email, computer networks and programs that require San Rafael City Schools login will be disabled the day after separation of employment.

A breach of this Agreement may lead to revocation of access privileges and/or disciplinary action, up to and including dismissal and/or appropriate legal action.

I have read, understand, and will abide by the above agreement, all applicable District Board Policies and Regulations and applicable State and Federal laws when using computers, computer networks and other electronic resources owned, leased or operated by the San Rafael City Schools. I understand that this agreement will be in effect during the entire time of my employment with the District. Any subsequent changes to this agreement will be posted online. I acknowledge that I am responsible for staying in compliance with all obligations outlined in the Responsible Use Agreement for the entire duration of my employment with the District.

Employee Name (Print Full Name): _____

Date: _____ Site/Dept.: _____

Employee Signature _____

DISTRICT & BOARD POLICIES ADMINISTRATIVE REGULATIONS & RULES

On the next pages, you will find summaries of District and Board Policies and Administrative Regulations of high interest for employees. The full text of all SRCS Board Policies and Administrative Regulations can be viewed or printed from the Gamut Online website. For sign-in instructions, please visit the “School Board” section of the SRCS website at <https://www.srcs.org/policies>. Please be aware policies are continuously being updated and there may be a time lag in posting updates.

<https://www.srcs.org/policies>



BOARD POLICY/ADMINISTRATIVE REGULATION (SUMMARIES):

- ***Complaints Concerning District Employees BP 1312.1/AR 1312.1:*** The Board of Education accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process. The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved. The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires.

- ***Complaints Concerning Instructional Materials BP 1312.2 /AR 1312.2:*** The Board of Education uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures. Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

- ***School Safety & Security BP 3515/AR 3515:*** The Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

- ***Employee Use of Technology BP 4040/AR 4040:*** The Board of Education recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities and to utilize and be aware of the resources and information available on the district website. District computer files and electronic communications, including email and voicemail, are not private. It is expected that all employees follow the Acceptable Use Agreement of the district. Additionally, it is advised that personal data, such as home e-mail address, phone number, Facebook, etc. of employees be kept as private information for your protection and confidentiality. As needed, employees shall receive professional development in the appropriate use of district resources.

- ***Political Activities of Employees BP 4119.25/AR 4119.25:*** The Board of Education respects the right of school employees to engage in political discussions and activities on their own time and at their own expense. On such occasions, employees shall make it clear that they are acting as individuals and not as representatives of the district. Like other community members employees may use school facilities for meetings under the Civic Center Act. Employees shall refrain from prohibited activities identified in law and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.
- ***Tutoring BP 4137:*** To preclude conflicts of interest, teachers may not accept any kind of remuneration for tutoring a student enrolled in any of their classes. Teachers who tutor other students must perform this service outside of school facilities and make their own arrangements with parents/ guardians for the fees to be charged. The Board encourages teachers to tutor only in subjects or grade levels for which they are certificated.
- ***Employee Compensation BP 4151:*** The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and negotiated agreements and shall be printed and made available for review at the district office. (Education Code [45023](#), [45028](#))
- ***Bargaining Units BP 4240:*** The Board of Education recognizes the right of public school employees to form bargaining units, select an employee organization as the exclusive representative of their unit, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with the employee organizations and respecting the rights of employees and employee organizations.
- ***Collective Bargaining Agreements BP 4241:*** The Board of Education recognizes that collective bargaining agreements are legally binding, bilateral agreements with the exclusive representatives of employees pertaining to terms and conditions of employment. The Board is committed to carrying out the provisions of each agreement and expects the agreements to be consistently and uniformly administered.
- ***Grades/Evaluation of Student Achievement BP 5121/AR 5121:*** The teacher of each course shall determine the student's grade. The grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy and administrative regulation. (Education Code [49066](#))
- ***Nondiscrimination/ Harassment/Sexual Harassment BP 5143.3/BP 5145.7/AR 5145.7:*** The Board of Education is committed to maintaining an educational environment that is free from harassment. This includes all types of harassment, including bullying, cyberbullying, electronic forms of harassment, or intimidation of any kind. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation. Please refer to sample postings in the back of the handbook.

- ***Sexual Orientation and Gender Identity BP 5145.3/BP 5145.71/AR 5145.71:*** The San Rafael City Schools is committed to maintaining a safe and supportive school environment in which all members of the school community are treated with dignity and respect. It is the policy of this district that harassment and discrimination based on sexual orientation and gender identity, including perceptions of a person's identity, appearance or behavior is expressly prohibited. The Board of Education considers harassment and discrimination based on sexual orientation and gender identity to be a major offense. The district shall investigate all complaints of discrimination and harassment, and take appropriate action against any student or employee who is found to have violated this policy. Harassment of a student by another student in violation of this policy constitutes cause for disciplinary action. Students shall be advised that harassment and discrimination based on sexual orientation and gender identity are unacceptable conduct and will not be tolerated. Students shall be informed that they should contact the school principal or designee if they experience such harassment or discrimination. Harassment by an employee in violation of this policy constitutes cause for disciplinary action, up to and including dismissal.

- ***School Sponsored Field Trips BP 6153/AR 6153:*** Requests for school-sponsored trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other school-sponsored trips shall be approved in advance by the principal.

- ***Homework/Make Up Work BP 6154/AR 6154:*** Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code [48205](#))

- ***Equipment, Books & Materials BP 6161:*** The Board of Education recognizes that student learning is enhanced when students have access to high-quality textbooks, equipment and other instructional materials for each of the subjects they are studying. To adequately support the Board-approved curriculum, instructional materials also should be up to date.

- ***Selection & Evaluation of Instructional Materials BP 6161.1/AR 6161.1:*** To ensure that instructional materials effectively support the district's adopted courses of study, the selection of textbooks, technology-based materials, other educational materials, and tests shall be aligned with the development and evaluation of the district's curriculum and standards.

- ***Supplementary Instructional Materials BP 6161.11:*** The Board of Education encourages teachers to use supplementary instructional materials which are relevant to curriculum objectives and compatible with district goals and objectives. By using such materials, teachers can introduce content and instructional strategies that enrich the curriculum, enhance learning, help students make critical judgments, and stimulate their intellectual growth. All materials must be used within legal copyright limits. All films used must be appropriate for the curriculum and the students' ages.

- ***Use of Copyrighted Materials BP 6162.6/AR 6162.6:*** All district staff shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyrighted materials. The district shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.

- ***Family Care and Medical Leave (FMLA) AR 4261.8:*** The Board of Education and various Collective Bargaining agreements provide for a variety of leaves of absence, depending on type of need and qualifying conditions, as well as, FMLA/CFRA leave as identified in AR 4251.8. Employees are directed to review the Board policy, as well as, the website for information and are advised to inform Human Resources should there be a possible need for leave under these provisions. As each individual's circumstance is unique, employees are advised to make an appointment to discuss their situation and determine which options for leave may apply in order to develop an optimal plan within applicable guidelines.

- ***Student Use of Technology BP 6163.4(a):*** The Board of Education intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement. Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred. The Superintendent or designee shall provide age appropriate instruction regarding the district's acceptable use agreement, including instruction on the safe use of social networking sites and other Internet services including, but not limited to, the dangers of posting personal information online, misrepresentation by online predators, and how to report inappropriate or offensive content or threats. The Superintendent or designee, with input from students and appropriate staff, shall regularly review this policy, the accompanying administrative regulation, and other relevant procedures to help ensure that the district adapts to changing technologies and circumstances.

- ***Work Related Injuries BP 4157.1:*** The Board of Education desires to provide its employees with insurance and workers' compensation benefits in accordance with law. Should an employee be injured at work, he/she shall report any work-related injury or illness to his/her supervisor as soon as practicable and contact 911 if the injury may be considered an emergency. Upon report to the administrator, employees should be provided a DWC-1 form for completion and should contact the Nurse Triage hotline at 877-247-7710 for advice. Upon learning of an injury, a supervisor shall promptly report the incident to the Superintendent or designee and the insurance carrier as appropriate.

EMPLOYMENT POLICIES

Equal Employment Opportunity and Non-harassment

The San Rafael City Schools (SRCS) is an equal opportunity employer. This means that employment decisions are based on merit and business needs and not on gender, color, race, ancestry, creed, religion, national origin, age, handicap or disability, medical condition, marital status, sexual orientation, veteran status, citizenship status, or any other factor rendered unlawful by federal, state, or local law. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Further, it is the expectation of SRCS that employees not discriminate against each other or non-employees based on the above-mentioned factors.

SRCS also supports the goals of the Americans with Disabilities Act (ADA) in hiring, accommodating, promoting, and retaining qualified employees with disabilities. All employees are expected to help implement the goals of the ADA (For more information, see Board Policies 4111, 0410, 4030, and Administrative Regulation 4030).

Non-harassment - SRCS is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, SRCS expressly prohibits any form of unlawful employee harassment. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's gender, color, race, ancestry, creed, religion, national origin, age, handicap or disability, medical condition, marital status, sexual orientation, veteran status, citizenship status, or another protected group status. All such harassment is unlawful.

Sexual harassment deserves special mention and requires a 24-hour mandated timeline for school employees to report a complaint of sexual harassment to the principal or designee. In addition, the employee shall immediately intervene when safe to do so. (Ed Code 234.1). It is also important to be aware that parent/guardians may file a criminal complaint regarding harassment. It is the policy of the SRCS to provide an education, employment, and business environment free of sexual harassment as defined by state and federal mandates. SRCS expressly prohibits unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, especially where:

- Submission is made either explicitly or implicitly a condition of employment
- Submission is used as a basis for employment decisions affecting an individual
- Such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work environment

Offensive comments, jokes, innuendos, and other sexually oriented statements are also prohibited.

All SRCS employees are responsible for helping to ensure that the work environment is free from harassment. If you feel that you have experienced or witnessed harassment, you should immediately (within the required 24-hour period) notify your supervisor, the SRCS Superintendent, or any other supervisory employee. Your complaint will be kept confidential to the maximum extent possible. SRCS forbids retaliation against anyone who has reported harassment. There is significant information detailed in Board policies, and employees are expected to be aware of these, provide intervention and quick

response, as well as know that districts may also have an obligation to consider harassment which occurs off school grounds, as the harassment may still create a hostile environment for the victim at school. Please carefully refer to Board Policies 5145.7, 5145.3 4219.11 and Administrative Regulations 5145.7, 4219.11.

SRCS will investigate all harassment complaints thoroughly and promptly. If SRCS determines that an employee is guilty of harassing another employee, appropriate disciplinary action will be taken against the offending employee. For more information, refer to Board Policy 4119.25 and Administrative Regulation 4119.25.

Uniform Complaints - A uniform complaint is a written statement alleging discrimination, harassment, or violation of a federal or state law. There are specific legal guidelines about what constitutes a uniform complaint, how such complaints are filed, timelines, resolution procedures, and appeals.

Employees may submit uniform complaints in writing to the compliance officer for the SRCS, Amy Baer, Assistant Superintendent of Human Resources. Mrs. Baer can be reached at **415-492-3531** or at abaer@srcs.org. Complaints regarding students may be referred to the Executive Director of Student Services, at **415 492-3220** Complaints must be submitted within six months of the alleged incident. All uniform complaints will be investigated as required by law and a written decision will be issued within 60 days.

Not all complaints fall under the scope of the uniform complaint process. For more information, refer to Board Policy and Administrative Regulation 1312.3.

WILLIAMS UNIFORM COMPLAINT PROCEDURES EXHIBIT

E (1) 1312.4

**NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS:
K-12 COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

Exhibit version: 12.8.08; 5.9.17; 4/15/19

WILLIAMS UNIFORM COMPLAINT PROCEDURES EXHIBIT

E(3) 1312.4

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8235.5, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

Medical Examinations and Criminal History Review

As part of the SRCS's employment procedures, an applicant may be required to obtain a pre-employment health examination by a medical practitioner to determine whether the applicant is capable of performing the responsibilities of a specified position. Any offer of employment that an applicant receives from the SRCS is contingent upon, among other things, satisfactory completion of required health examinations.

The SRCS may require pre-employment health examinations for any open position provided the requirements are included in the announcement of the opening.

Tuberculin testing - To prevent the spread of tuberculosis in the education environment, each employee of the SRCS must submit evidence of freedom from active tuberculin infection prior to employment and every four years thereafter.

Fingerprinting - As a means of ensuring that no member of the staff has been convicted of a narcotics crime, sex crime, or other offense which would preclude their employment by an educational institution, the SRCS requires that employees be fingerprinted. All employees must be fingerprinted and receive clearance from the state Department of Justice prior to the first day of employment. Newly hired employees are responsible for payment of fingerprinting costs.

SRCS reserves the right to determine if a conviction would make a candidate unsuitable for employment.

Questions about pre-employment health examinations, tuberculin testing, or fingerprinting may be directed to the Human Resources Department.

Oath or Affirmation

All District employees are declared by law to be disaster service workers and thus shall take the oath or affirmation required by law for disaster service workers before beginning employment with the District. In the event of natural, manmade, or war-caused emergencies, which result in conditions of disaster or extreme peril to life, property, and resources, all District employees are subject to disaster service activities as assigned by their supervisors or by law (AR 4112.3, E 4112.3).

New Employee Orientation

In order for employees to understand the role of the District, their department, and their work unit, they should be familiar with the following information: organizational goals, employee resources, job orientation, employee benefits, and employee responsibilities. This information is provided to employees through an orientation with Human Resources and their supervisor. They also receive this information through the following documents, (1) Collective Bargaining Agreements, (2) Employee Handbook and materials found on the San Rafael City Schools HR Employee Resources webpage. <https://www.srcs.org/employees>

Initial Employment Status

You have been hired with the hope and expectation that your employment at the SRCS will be long-term and satisfying. In the initial period of employment, you may be designated as a substitute, temporary, or probationary. This initial period provides an opportunity for you and SRCS to get acquainted with each

other and assess the ongoing viability of the employment relationship. During this initial period of employment, your supervisor will meet with you to discuss your performance and to provide you with written evaluations. In turn, you are encouraged to provide your supervisor with your views about continuing in your assigned position.

Employee designations, provisions, and timelines to gain permanent status are outlined in each collective bargaining agreement.

If you are a member of a collective bargaining unit, please consult your contract for specific information about the length of your probationary period. Unrepresented employees may contact their supervisor or the Human Resources Department.

Performance Appraisal

To ensure that you perform your job to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary. Consistent with this goal, your performance will be evaluated by your supervisor on an ongoing basis and you will receive periodic written evaluations based upon the provisions of the collective bargaining agreement.

All written evaluations will be based on your overall performance in relation to your job responsibilities and will also take into account your conduct, demeanor, and record of attendance. Our appraisal system is designed as a two-way communication process: you have an opportunity to discuss your major accomplishments and your supervisor can offer suggestions and direction for desired performance and professional growth. SRCS encourages you to work with your supervisor to develop an individualized performance plan and to mutually establish performance goals for the future.

Personnel Files

SRCS maintains personnel files on each employee. These files contain documentation regarding all aspects of employee tenure with SRCS, such as, performance appraisals, beneficiary designation forms, disciplinary notices, and letters of commendation.

KEEPING PERSONNEL RECORDS UP-TO-DATE

Keeping your employment record correct and up-to-date is very important. The Human Resources Department must be notified within 30 days of any changes in your name, home address or telephone number, marital status, number of dependents, name of beneficiary, dependents listed for insurance purposes, scholastic achievements, individuals to notify in case of emergency, and so forth. Change forms are located on SRCS Human Resources Forms webpage.

Link to the [HR Website Forms Page](#)

Reviewing personnel records - Employees may inspect their personnel record, upon request, by contacting the Human Resources Department. Human Resources will arrange a convenient time for you to view your file when a member of their staff can be present.

You will be notified in writing by your supervisor or department director if derogatory material is being placed in your personnel record. Upon notification, you will have the opportunity to review and comment on the contents of the material.

Further information about placing and reviewing material in personnel files can be found in the collective bargaining agreements. Your supervisor, the Human Resources Department, or your union representative can answer any questions you may have about personnel records.

PERSONNEL ADMINISTRATION

Collective Bargaining Units Representing SRCS Employees

There are currently three collective bargaining units that represent employees of SRCS. Confidential and management employees are not represented. Thus, the terms and conditions of employment at SRCS are not the same for all individuals.

If you are a member of a collective bargaining unit, many of the terms and conditions of your employment - including your wages, holidays, vacation entitlement, etc. - are defined in the collective bargaining agreement (CBA) entered into between SRCS and the union that represents you. Please refer to this document for current and specific information regarding your employment at SRCS. However, in addition to the items covered in collective bargaining agreements, there is other information that impacts your employment relationship with SRCS.

Since this Employee Handbook is a general publication prepared for all SRCS employees, it is possible that a conflict may arise between an item in this Handbook and an item in your collective bargaining agreement. If such a conflict does exist, the terms in your agreement will govern without nullifying any other items in this publication.

If you have questions regarding your employment as expressed in your collective bargaining agreement, contact your union representative. Other questions may be directed to your supervisor or the Human Resources Department.

Links to Collective Bargaining Unit Agreements:

SRFT, SAN RAFAEL FEDERATION OF TEACHERS

(Representing Certificated Teachers, Counselors, Psychologists, Nurses, and Librarians working for San Rafael High School District)

SRTA, SAN RAFAEL TEACHERS ASSOCIATION

(Representing Certificated Teachers, Counselors, Psychologists, Nurses, Speech Therapists, Librarians, and all Special Education Certificated Staff working for San Rafael Elementary School District)

CSEA, CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTER 341

(Representing all Classified Employees)

Position Announcements

SRCS wishes to keep employees informed about internal job openings in the hope and expectation that employees will find new opportunities to develop professionally while continuing in SRCS employment. The Human Resources Department has established a job posting program to give all employees an opportunity to apply for positions they are both interested in and qualified for. Announcements for all open positions are posted on designated bulletin boards and accessible via a link on the SRCS website and EDJOIN, a statewide website where all open positions are listed. Information about job openings can also be obtained by phoning the Human Resources office at (415) 492-3212.

In order to be eligible for a posted position, you must meet the minimum hiring specifications and be an employee in good standing. You are responsible for monitoring job postings and for completing and filing all required application materials with the Human Resources Department by the closing date and time specified. Applications must be received in the Human Resources Department by 4:00 p.m. on the closing date. You are not required to notify your supervisor when submitting an application for a posted position.

Should you have questions about any posted position, want to learn more about specific job duties, or need assistance determining whether you meet the minimum qualifications, please do not hesitate to contact the Human Resources staff for assistance.

PROFESSIONAL RESPONSIBILITIES

Public Relations

Good public relations are vital to every employee's job. No matter what position you hold, you are a representative of, and a spokesperson for, the office and the School District. Those with whom you come in contact during work hours will form opinions about the office and school system through observation of your conduct and attitudes. These citizens, for whom we work and who pay our salary, have every right to expect our full courtesy, understanding, and cooperation. Only we can create and maintain the public's confidence and good will.

Always remember---no matter how small or insignificant a complaint, it is important to the person making the complaint and should be treated accordingly.

The effective operation of SRCS requires the services of persons with integrity, high ideals, and human understanding. As an integral member of SRCS staff, you are expected to adhere to acceptable standards of professional conduct and endeavor to provide prompt and effective service to the clients of SRCS.

Personal Conduct

Employees of SRCS are one of our most valuable resources. Employees should always be courteous and helpful to the public and fellow employees. Certain rules and regulations are necessary to help us continue the goal of educating students in a safe, orderly, and efficient manner.

Professional conduct regarding the use of technology and district equipment are outlined clearly in the *Responsible Use Agreement* and Board policy which require compliance for all employees. Cyber bullying and intimidation have become more common among students, and it is expected that employees adhere

to required reporting procedures. Employees are expected to maintain clear separation in their roles as professional educators and employees in their communication with colleagues and students.

Employees who fail to abide by these established rules and regulations would be subject to the discipline articles in the appropriate CBA. Per the appropriate CBA, disciplinary action may result for violations of rules, regulations, and policies in effect at your individual work site or District wide.

The SRCS is a public employer and its employees must maintain the highest standards of ethics in the conduct of their activities and responsibilities. Certain practices are prohibited and include, but are not limited to:

- The use of tobacco products is prohibited at all times in District owned or leased buildings, facilities, or vehicles.
- Drinking alcoholic beverages or using illegal narcotics during working hours or reporting to work while under the influence of a controlled substance.
- Possession of alcohol and/or illegal narcotics during work hours.
- Gambling on school property.
- Soliciting or collecting money for non-approved purposes during working hours.
- Borrowing and/or selling school property without authorization.
- Leaving the work site without proper authorization.
- Transporting of unauthorized passengers in District vehicles.
- Using District property, vehicles, or equipment for personal use.

Please remember that no matter what position you hold you are a representative of SRCS. The people with whom you come in contact will form opinions about SRCS through observation of your conduct and attitudes. You are encouraged to observe the highest standards of professionalism and demonstrate sincere respect for the rights and feelings of others at all times.

If your performance or conduct falls short of established standards, SRCS will endeavor, as appropriate, to provide you with a reasonable opportunity to correct the deficiency. If, however, you fail to make the correction, you may be subject to discipline up to and including dismissal.

Confidential information - In the course of your work, you may have access to information about school business, students, tests, and records which should be regarded as restricted, privileged, or confidential. Except for information which has been designated for public distribution, you are expected to maintain the confidentiality of the information you have access to. It is best to refer inquiries to your supervisor, department head, or to the particular department involved. Before leaving your work station for the day, please lock all files and clear all work areas of confidential materials.

Any employee who willfully releases confidential information will be subject to disciplinary action up to and including dismissal. Any employee who inadvertently or carelessly releases confidential information may also be subject to disciplinary action, including the denial of further access to such information and any other steps necessary to prevent further unauthorized release of information.

Pets - Employees may not bring pets to their work location. If there are any questions, please contact your Principal or supervisor.

Conflict of interest - The responsibilities of SRCS necessitate that employees conduct their day-to-day activities in an ethical and responsible manner without conflict of interest in accordance with all applicable statutes, authorities, and regulations.

SRCS respects your rights to engage in activities outside of employment which are private in nature; however, you are expected to protect SRCS's interest, avoid undue outside influence on work-related decisions or activities, and comply with all applicable laws and regulations.

Your supervisor is available to review any activities which you believe might be a conflict of interest with your position at SRCS. The Policies and Procedures Manual provides some guidance regarding areas of potential conflict, such as nepotism, investments in conflict with official duties, private employment, consulting, and tutoring.

Soliciting and selling - In the interest of maintaining a proper business environment and preventing inconvenience to others, we ask that employees not distribute promotional, political, controversial, and other non-instructional materials or solicit other employees unless approved by the County Superintendent. Non-employees are likewise discouraged from distributing material or soliciting employees on SRCS premises.

Personal Property at Work

The District does not encourage employees to bring personal property to work. If an employee has suffered a loss of personal property and believes he/she has a claim, he/she should file that claim with the San Rafael City Schools' insurance carrier through the Business Services department.

An employee's personal insurance is the primary source of recovery in event of damage to an employee's property while at work.

Only if the San Rafael City School District is negligent and/or legally liable for loss of or damage to an employee's property will the San Rafael City School's liability insurance coverage reimburse the employee for such loss.

Outside Employment

If you are employed on a full-time basis, you are required to devote full time to the duties and responsibilities of your position. Any outside interests of a business nature you may have must be handled entirely outside the assigned workday.

Maintaining Licenses and Credentials

Many SRCS positions require that employees hold specific credentials, certificates of competency, or licenses. Teaching credentials, administrative credentials, nurse services credentials, and driver's licenses are examples of such required certifications.

If you are employed in a position that requires licenses and/or credentials, you are personally responsible for keeping them current. Each license or credential actively used or required by your job description must be registered with SRCS. SRCS may withhold your pay if you fail to register and maintain all required licenses and credentials. Should you have questions about your licenses and/or credentials, please see your supervisor, or phone the Human Resources office at 492-3531.

Reimbursable Expenses

With prior approval, SRCS will reimburse ordinary and necessary expenses incurred by you in the performance of your job. It is the practice of SRCS to reimburse actual “out-of-pocket” expenses incurred as a result of attending authorized meetings, conferences and conventions, and performing other official duties. Information about current, established allowances for mileage, meals, parking, and lodging are specified in collective bargaining agreements or may be obtained from your supervisor.

A Conference and Travel Expense Claim form must be submitted to your department director by the 1st of the month for expenses incurred in the previous month. All receipts must be attached to the Claim. It is recommended that you keep a copy of the Claim and attachments. Reimbursement will typically be received within 15 days. See Board Policy 3350 for more information.

Termination of Employment

Employees desiring to terminate their employment relationship are urged to notify SRCS at least two weeks in advance of their intended resignation. Such notice should be given in writing to your immediate supervisor and then forwarded to your department director, as well as, the Human Resources Department prior to gaining final approval from the County Superintendent. Proper notice generally allows SRCS sufficient time to calculate all monies to which you may be entitled and to include such monies in your final paycheck.

SRCS generally discourages certificated employees from resigning during the school year for which they have been contracted. However, release from contract may in some instances be granted.

Employees who plan to retire from SRCS employment are urged to provide a minimum of two months advance notice. Proper notice ensures that any retirement benefits to which an employee is entitled commence in a timely manner.

Although SRCS hopes that all employment relationships are long-term and mutually rewarding, SRCS reserves the right to terminate an employment relationship during the probationary period without cause and after the probationary period for cause as specified in applicable collective bargaining agreements and/or management contracts.

Exit interviews may be scheduled for outgoing employees and will include meetings with your supervisor or department director, Human Resources Department staff, and other persons as applicable. The purpose of these interviews is to review your eligibility for benefit continuation and conversion, ensure that all necessary forms are completed, collect all SRCS property that may be in your possession (e.g., keys, access cards, and equipment), and provide you with an opportunity to discuss your job-related experiences.

**Email, computer networks and programs that require
San Rafael City Schools login will be disabled the day after separation of employment.**

NONDISCRIMINATION INFORMATION

The San Rafael City School District (SRCS) is committed to ensuring equal, fair, and meaningful access to employment and education services and operates in compliance with Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975.

SRCS does not discriminate in any of its policies, procedures, or practices relating to employment, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, physical or mental disability, ethnic group identification, gender, gender identity or expression, genetic information, marital or parental status, medical condition, nationality, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination will apply to both education services and employment.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures institutes pursuant to this policy.

Any employee or job applicant who feels that he/she has been or is being unlawfully discriminated against or harassed should immediately contact his/her supervisor, the nondiscrimination coordinator or the Superintendent in order to obtain procedures for reporting a complaint. Such complaints shall be filed in accordance with AR 4031- complaints concerning Discrimination in Employment.

Assistant Superintendent of Human Resources, Amy Baer, is charged with overseeing, coordinating, and directing SRCS's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in SRCS employment and delivery of education services. Inquiries regarding nondiscrimination and civil rights should be directed to Amy Baer at abaer@srcs.org or 415-492-3531.

Website: www.srcs.org.

SEXUAL HARASSMENT – STAFF

The Board of Education prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. Prohibited sexual harassment includes, but is not limited to:

- Unwelcome sexual advances
- Unwanted requests for sexual favors or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting (Education Code [212.5](#); 5 CCR [4916](#)).

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
 2. Publicizing and disseminating the district's sexual harassment policy to staff
 3. Ensuring prompt, thorough, and fair investigation of complaints
 4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments
- All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR [4964](#))
 - Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.
 - Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.
 - A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.
 - A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.
 - Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

To assist you with the complaint, contact the District Title IX Coordinator:

Amy Baer, Assistant Superintendent of Human Resources
310 Nova Albion Way, San Rafael, CA 94903
Phone: (415) 492-3531 Website: www.sracs.org

SEXUAL HARASSMENT – STUDENTS

The Board of Education is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

- What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
- A clear message that students do not have to endure sexual harassment
- Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
- Information about the person(s) to whom a report of sexual harassment should be made

Prohibited sexual harassment includes, but is not limited to: (EC 212.5; 5 CCR 4916)

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduction of a sexual nature, made by someone from or in the work or educational setting under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution

Any student who feels that he or she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee.

- A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.
- Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.
- In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required. Students or parent/guardians have the right to appeal their formal complaint directly to the Office of Civil Rights or other appropriate civil courts if they feel the complaint has not been resolved to their satisfaction. Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account. The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in its schools. All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

To assist you with the complaint, contact the District Title IX Coordinator:

Amy Baer, Assistant Superintendent of Human Resources
310 Nova Albion Way, San Rafael, CA 94903
Phone: (415) 492-3531 Website: www.srcs.org

REPORTING CHILD ABUSE

Child Abuse Identification & Reporting Guidelines

Information for school personnel and those who work in our children's schools to be able to identify signs of suspected cases of child abuse and/or child neglect and to have the tools to know how to make a report to the proper authorities.

These guidelines are issued by the California Department of Education (CDE), in conjunction with the California Department of Social Services, to help all persons, particularly those persons who work in our children's schools, to be able to identify signs of suspected cases of child abuse and/or child neglect and to have the tools to know how to make a report to the proper authorities. These guidelines are issued in conjunction with an extensive training module, specifically aimed at training school employees and educators on their obligations as mandated reporters of child abuse.

Definition: Child abuse is any act of commission or omission that endangers or impairs a child's physical or emotional health and development. Child abuse crosses all socio-economic, racial, religious, cultural, occupational, and ethnic boundaries. It is perpetrated by both males and females, and both boys and girls are victims. There are four types of abuse: physical abuse, sexual abuse and exploitation, emotional abuse and deprivation, and neglect.

Child abuse is rarely an isolated incident; more often, it is a repeated pattern of behavior. Children tend not to speak about child abuse for reasons that may include intimidation, fear, guilt, shame, and respect for and dependence on adults.

Child abuse is the leading cause of death for children under the age of 15 and national estimates indicate that over one million American children suffer from abuse at any one given time. Conservative estimates show that one of every

ten children in a classroom is a victim of serious abuse. These children have low self-esteem, feelings of distrust, and powerlessness. They run a much higher risk of becoming delinquents, runaways, substance abusers, abusive parents, and “at risk” children in school. Yet, you can help by becoming more informed, reporting all suspected cases of child abuse, and encouraging peers to join in preventive activities.

California law declares that the treatment of children, both inside and outside the home, is a valid public concern. **Furthermore, child abuse laws [P.C. 11166(a)] require designated persons to report any suspected child abuse. School district employees are among those persons required to report.** Failure to report is punishable by six months in jail and/or a fine of up to \$1,000. In addition, professionals failing to report may be found civilly liable for subsequent injuries that occur due to the failure to report.

You are required to immediately report the suspected child abuse by phone to either the San Rafael Police Department at (415) 485-3000 or the Marin County Department of Children & Family Services at (415) 473-7153.

A written report on the appropriate form must be filed within 36 hours following the telephone call. You must provide the following information when you call:

1. Your name and occupation (this will be held strictly confidential)
2. The name and age of the child
3. The present location of the child
4. The nature and extent of the injury and/or abuse
5. Any other information, including what led you to suspect abuse
6. DO NOT CALL THE PARENT/GUARDIAN

Reporting child abuse is an individual duty. Nobody can stop you from doing it or legally assume responsibility for doing it for you. However, **you are expected to notify your immediate supervisor regarding the report.** This person can assist you in the process of filing the written report properly. Should you have additional questions, please contact your building principal or the Assistant Superintendent of Human Resources at 415-492-3531.

Effective January 1, 2015, Assembly Bill 1432 (D-Gatto) requires all local educational agencies (LEAs) to train all employees each year on what they need to know in order to identify and report suspected cases of child abuse and neglect. “All employees” includes anybody working on the LEA’s behalf, such as teachers, teacher’s aides, classified employees, and any other employees whose duties bring them into direct contact and supervision of students.

Click below to get started! (Your log in should be your SRCS e-mail address)

If you are working in both districts, please only sign into the HSD.

<http://sanrafaelcsd.keenan.safeschools.com/login> ESD

<http://sanrafaelchsd.keenan.safeschools.com/login> HSD

DISASTER SERVICE WORKER STATUS

California Government Code Section 3100-3109 states in part:

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers...

All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation...

What is your role? Here are some frequently asked questions:

What does 'disaster service' mean?

Disaster service means all activities authorized by and carried out pursuant to the California Emergency Services Act.

Who is included in the disaster service worker status?

All public employees are included in disaster service worker status which are all persons employed by any county, city, state agency, or public district.

What is the scope of duties of the disaster service worker?

Any disaster service worker shall be considered to be acting within the scope of disaster service duties while assisting any unit of the organization or performing any act contributing to the protection of life or property or mitigating the effects of an emergency.

How are disaster service worker activities assigned?

Disaster service worker activities are assigned to employees by their superiors or by law to assist the agency in carrying out its responsibilities during times of disaster.

What is the oath or affirmation that is referred to in the government code?

Before they enter upon the duties of their employment, all disaster service workers take and subscribe to the oath or affirmation set forth in the California Constitution.

When do public employees take and subscribe to the oath or affirmation?

Most public employees sign the oath or affirmation during the hiring process, and it is kept with the employer.

Do disaster service workers get paid?

Disaster service workers get paid only if they have taken and subscribed to the oath or affirmation.

Can a disaster service worker be sued for actions that occur while they are performing disaster services?

Disaster service workers for non-profit organizations and government cannot be held liable for their actions during a disaster while acting within the scope of their responsibilities.

What if a disaster service worker is injured while performing the functions of their assigned duties?

Claims sustained by disaster service workers while performing disaster services shall be filed as workers compensation claims under the same authorities and guidelines as all employees within their agency.

INJURED ON THE JOB?

A **24/7** hotline has been established for San Rafael City Schools. This is for employees who have suffered a work-related injury. **The number is 1-877-247-7710.** Employees can speak to a nurse for medical advice, and at the same time establish a claim for Workman's Compensation. Cards were distributed to the sites for each employee with the hotline number. Please call the Human Resources office at 415-492-3531 if you did not receive a card or if you have questions about this service.

A black and white photograph of a woman with long, dark, wavy hair, wearing a nurse's uniform and a stethoscope. She is looking directly at the camera with a slight smile. The background is a plain, light-colored wall.

 **INJURY CARE DIRECT™**

A Service Provided by Professional Dynamics, Inc.

**24/7 INJURY REPORTING &
NURSE ADVICE HOTLINE**

WORKFLOW

