

ST. HELENA UNIFIED SCHOOL DISTRICT DISTRICT EMPLOYEE HANDBOOK 2020-21



Human Resources Department

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ST. HELENA UNIFIED

High Expectations Lead to High Achievement

465 Main St.
St. Helena, CA 94574

www.sthelenaunified.org
707-967-2708

Dear St. Helena Unified School District Employee:

Welcome to the St. Helena Unified School District! Each employee in our district makes an important contribution to the education, well-being, and safety of all of our students, and we are glad you have chosen to join our team.

There are many ways for you to find out about your rights, responsibilities, benefits, and other employment information of interest to you as a District employee. This employee handbook provides a general overview of employment, contact information, and policies, as well as links to forms you might need at some time during your employment with us.

I encourage you to attend new employee orientations as scheduled and take advantage of regularly held information sessions on employee benefits. Your supervisor will provide you with additional information directly related to your assignment.

There are several other portals of information you may want to access:

- Dedicated web pages for staff on our District website - www.sthelenaunified.org
- Union contracts
- New employee orientations and information sessions on employee benefits

Providing quality customer service to our employees is at the heart of our mission and I encourage you to contact any district staff to access employment services and resources.

You will verify receipt of this handbook and acknowledgment of all of the policies and expectations included within the contents.

I want to thank you for joining our district and wish you many productive and memorable years here.

Chris Heller
Chief Academic/Human Resources Officer

Table of Contents

Section 1: Organizational Overview	5
St. Helena Unified School District Vision, Mission, and Priorities	5
Local Control and Accountability Plan (LCAP) Goals	
Governance and Administration	6
Organizational Chart	
District Directory	7
Board of Trustees - Meetings	7
Academic Calendar	8
Section 2: Employment	9
Administrative Regulations and Procedures	9
Equal Employment Opportunity	9
Americans with Disabilities Act (ADA)	9
Anti-Bullying Policy	9
Complaint Procedures	9
Conduct	10
Confidentiality	10
Email and Voicemail	
Employment Opportunities	10
Employment Verification	11
Mandated Reporting of Suspected Child Abuse	11
Separations	12
Sexual Harassment Prevention Policy	12
Title IX: Non-discrimination	12
Tuberculosis Clearance	12
Workplace Safety	12
Incident Report Form	13
Section 3: Leaves of Absence	14
Absence Reporting/Request for Leave	14
Bereavement Leave	15
Catastrophic Leave	15
Extended Leave Requests	15
Jury Duty	15
Personal Necessity Leave/Confidential Leave	15
Pregnancy and Parental Leave	16
Sick Leave	16
Vacation Leave	17
Workers' Compensation (Industrial Accident/Illness Leave)	17

Section 4: Compensation/Pay Practices	18
Break/Rest Periods	18
Extra Duty	18
Holidays	18
Overtime	19
Paycheck Deductions	19
Payment Methods	19
Payroll Processing/Contact Information	19
Payroll/Timesheet Schedule	19
Section 5: Benefits	20
Benefits Department/Processing	20
Benefits Enrollment	20
Employee Assistance Program (EAP)	20
Retirement	21
California State Teachers Retirement System (CalSTRS)	21
California Public Employees Retirement System (CalPERS)	21
Retirement Transfer	21
Section 6: General Information	22
Bulletin Boards	22
Change of Address or Name Form	22
Conferences and Travel	22
Distribution of Information	22
Emergency Preparedness and Disaster Training	23
Field Trips	23
Food Policy	23
Non-Smoking Policy	23
Personal Calls, Email and Text Messages	24
Purchasing Procedures	24
Technology - SHUSD Acceptable Use Policy for District Technology	24
Transporting Students	25
Use of District Supplies, Equipment, and Facilities	25
Video Surveillance	25
Volunteers in the Schools	25
Section 7: Policies and Receipt Forms	26
Employee Acceptable Use Agreement for Electronic Resources and the Internet	26
Acknowledgment and Requirements of Reporting Suspected Child Abuse	28
Sexual Harassment Board Policy 4119.11	31
Receipt of Sexual Harassment Prevention Policy	33
Nondiscrimination in Employment Board Policy 4030	34

Section 1: Organizational Overview

St. Helena Unified School District Vision, Mission, and Priorities

St. Helena Unified School District Vision:

Our vision is to provide an engaging and dynamic learning environment that inspires a passion for learning and prepares every student to adapt and thrive as a responsible citizen in a rapidly changing world.

St. Helena Unified Unified School District Mission:

SHUSD provides academic rigor within a safe and supportive learning environment where students can explore their creativity, collaboratively problem solve, and fully develop as resilient, caring, and responsible individuals, learners, and citizens.

St. Helena Unified Unified School District Priorities:

St. Helena Unified School District Priorities and District Goals 2020-21

1. Success for ALL

- Challenge and inspire ALL students to envision and pursue their highest aspirations.
- Include critical thinking, creativity, communication, collaboration, and citizenship in all learning environments.
- Refine curricular systems and instructional practices to support ALL students' success in college and career readiness.
- Provide equal opportunity to ALL students to learn in a culturally responsive, and physically and emotionally safe environment.

2. Professional Excellence

- Expect the highest level of personal excellence and commitment throughout the organization.
- Provide professional development programs focused on creating high quality, stimulating teaching, and learning environments.
- Maintain shared responsibility among all staff to promote learning environments that are safe, well maintained, and engaging.
- Continue to improve employee communication and engagement.
- Foster effective communication to cultivate meaningful family engagement and productive community partnerships.

Local Control and Accountability Plan (LCAP) Goals:

Goal 1: By 2021, all members of the school community will report increased levels of engagement as measured by surveys, participation, attendance, and observation.

Goal 2: By 2021, all students will demonstrate increased academic achievement as measured by formative and summative assessments.

Goal 3: By 2021, key identified conditions of learning will be demonstrated as effective by increased student achievement and engagement.

St. Helena Unified School District Governance and Administration

Board of Trustees

Maria Haug, President
 Lisa Pelosi, Vice President
 Julio Olguin, Clerk
 Jeannie Kerr, Trustee
 Jeff Conwell, Trustee

Executive Cabinet

Marylou Wilson, Superintendent
 Chris Heller, Chief Academic/HR Officer
 Andi Stubbs, Chief Business Official

Directors

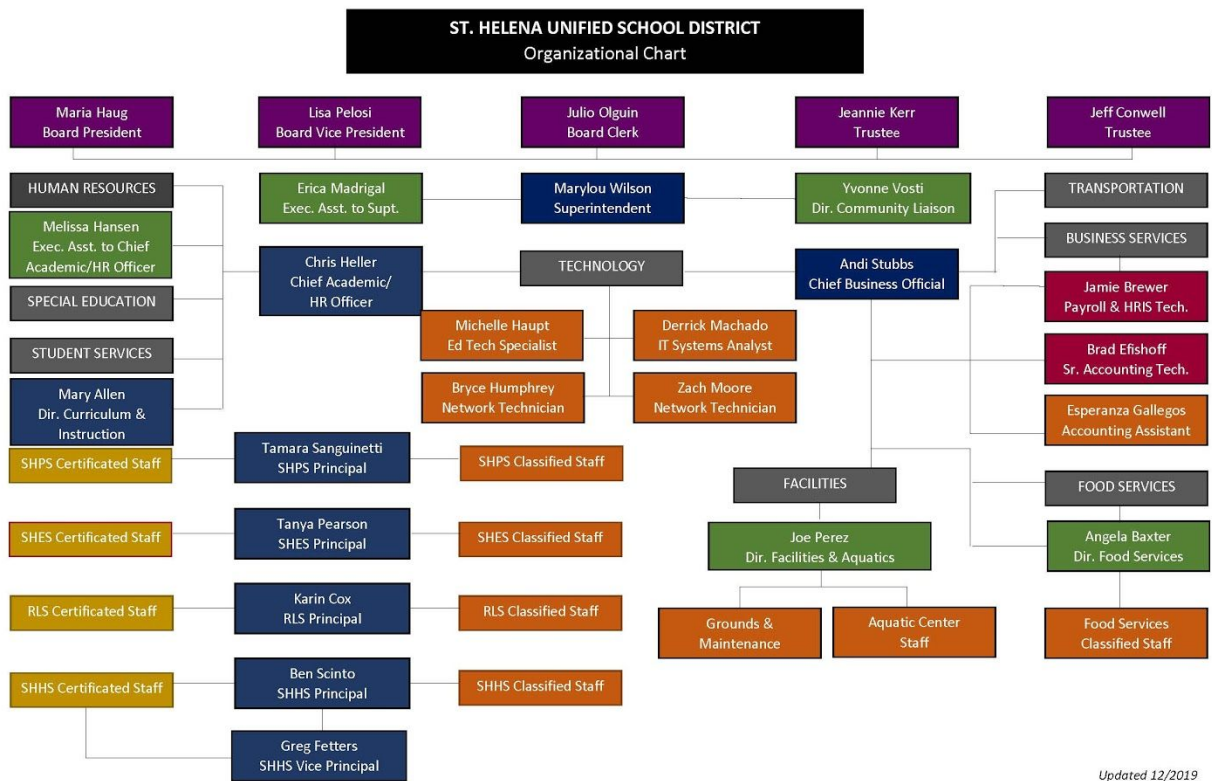
Mary Allen, Director, Curriculum/Instruction
 Angela Baxter, Director of Food Services
 Joe Perez, Director of Facilities and Aquatics
 Yvonne Yosti, Director/Community Liaison

School Administrators

Karin Cox, RLS Principal
 Greg Feters, SHHS Vice Principal
 Tanya Pearson, SHES Principal
 Ben Scinto, SHHS Principal
 Tamara Sanguinetti, SHPS Principal

Organizational Chart

Following is a chart that depicts the organizational structure of the St. Helena Unified School District.



Updated 12/2019

District Directory

School Sites

St. Helena Primary School	(707) 967-2772
St. Helena Elementary School	(707) 967-2712
Robert Louis Stevenson Middle School	(707) 967-2725
St. Helena High School	(707) 967-2740

District Staff

To email, any of the staff members in the district, use the first letter of first name and last name @sthelenaunified.org (example: JDoe@sthelenaunified.org).

Marylou Wilson, Superintendent	(707) 967-2701
Erica Madrigal, Executive Assistant to Superintendent	(707) 967-2701
Chris Heller, Chief Academic/Human Resources Officer	(707) 967-5010
Melissa Hansen, Executive Assistant to the CAHRO	(707) 967-2785
Mary Allen, Director of Curriculum and Instruction	(707) 967-2832
Andrea Stubbs, Chief Business Official	(707) 967-2704
Brad Efishoff, Senior Accounting Technician	(707) 967-2703
Jamie Brewer, Payroll/Benefit Technician	(707) 967-2702
Esperanza Gallegos, Accounting Assistant	(707) 967-2708
Michelle Haupt, Education Technology Specialist	(707) 967-2818
Bryce Humphrey, Network Systems Technician I	(707) 967-2755
Derrick Machado, IT Systems Analyst	(707) 967-2758
Zach Moore, Network Systems Technician I	(707) 967-2756
Angela Baxter, Director of Food Services	(707) 967-2772
Yvonne Vosti, Director/Community Liaison	(707) 967-2786
Joe Perez, Director of Aquatics and Facilities	(707) 227-2145
Brian Clark, Lead Senior Maintenance	(707) 227-0313
Darryl Swearengin, Senior Maintenance	(707) 320-7707

Board of Trustees - Meetings

The SHUSD Board of Trustees is a corporate body composed of five members that collectively oversee and manage the school district's affairs, personnel, and properties. SHUSD board members are elected by the residents of St. Helena. They typically serve a four-year term which can be renewed.

Regular Board meetings are held once a month in the Vintage Hall Board Room of the District Office, located at 465 Main Street in St. Helena. The meetings, which are typically held on the second Thursday of every month (no meeting in July), begin at 6:00 p.m. Special Board meetings and Board Study Sessions are also scheduled occasionally, with advance notice to the public. Board meetings are governed by the Brown Act, which grants public access to meetings and addresses specific rules for how the meetings are conducted. Topics covered during Regular Board meetings can be found on the annual [Governance Calendar](#) of the Board of Education page on the SHUSD website.

ST. HELENA UNIFIED SCHOOL DISTRICT

2020-2021 ACADEMIC CALENDAR

JULY						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Total School Days						0

NOVEMBER						
S	M	T	W	TH	F	S
1	2	3	VA	5	6	7
8	9	10	H	12	13	14
15	16	17	18	19	20	21
22	H	H	H	H	H	28
29	30					
Total School Days						15

MARCH						
S	M	T	W	TH	F	S
	1	2	VA	4	5	6
7	8	9	10	11	12	13
14	TW	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Total School Days						23

AUGUST						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	TW	18	VA	20	21	22
23	24	25	26	27	28	29
30	31					
Total School Days						9

DECEMBER						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	WB	WB	WB	WB	WB	26
27	WB	WB	WB	WB		
Total School Days						14

APRIL						
S	M	T	W	TH	F	S
				1	2	3
4	SB	SB	SB	SB	SB	10
11	TW	13	VA	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Total School Days						17

SEPTEMBER						
S	M	T	W	TH	F	S
		1	VA	3	4	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Total School Days						21

JANUARY						
S	M	T	W	TH	F	S
						WB 2
3	WB	WB	VA	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31						
Total School Days						17

MAY						
S	M	T	W	TH	F	S
						1
2	3	4	VA	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	H					
Total School Days						20

OCTOBER						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	VA	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Total School Days						21

FEBRUARY						
S	M	T	W	TH	F	S
	1	2	VA	4	5	6
7	8	9	10	H	13	
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28						
Total School Days						17

JUNE						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	TW	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Total School Days						8

First Student Day
Aug. 18

Labor Day Holiday
Sept. 7

Veterans' Day Holiday
Nov. 11

Thanksgiving Break
Nov. 23-27

Winter Break (WB)
Dec. 21 - Jan. 5

MLK Holiday
Jan. 18

Potential School Recovery Days*
Feb. 11 Apr. 12
Mar. 15

President's Holiday Observance
Feb. 11*, 12 & 15

Spring Break (SB)
Apr. 5-9

Memorial Day
May 31

Last Student Day
June 10

Minimum Days
Dec. 18
Apr. 2
June 10

Total School Days 182
Total Teacher Days 186

Staff Development Days (SD)
(Non-student days)
Mar. 15 (3 hours)*
Apr. 12 (3 hours)*

Teacher Work Days (TW)
(Non-student days)
Aug. 17
Mar. 15 (3 hours)*
Apr. 12 (3 hours)*
June 11

Vertical Articulation Days (VA)
Aug. 19 Nov. 4 Mar. 3
Sept. 2 Jan. 6 Apr. 14
Oct. 7 Feb. 3 May 5

Board Approved: 10/30/2017

Section 2: Employment

Administrative Regulations and Procedures

All Governing Board policies and regulations are easily accessible through a web-based service known as [Gamut Online](#) sponsored by CSBA (California School Board Association). The District policies page is available by following the link on the [St. Helena Unified School District](#) or directly through Gamut using the following login information:

Username: shusd

Password: helena

Equal Employment Opportunity

It is the policy of the St. Helena Unified School District to enhance the quality of education and actively promote equal employment opportunities. The Board prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, sex, gender, or sexual orientation, at any District site and/or activity. 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 instituted pursuant to this policy.

For a full reading of the District's Nondiscrimination in Employment policy, visit the District website and use the Gamut service referenced above.

Americans with Disabilities Act (ADA)

The District will provide reasonable accommodations for applicants and for employees as required by the Americans with Disabilities Act. The Human Resources Department handles all known requests for reasonable accommodations.

Anti-Bullying Policy

Every student and staff member has the right to a safe and secure school environment, free of humiliation, intimidation, fear, harassment, or any form of bullying behavior. The District's Anti-Bullying Policy outlines expectations for student, staff, and community member behavior. Employees who witness incidents of bullying at school are required by this policy to notify the Principal or Principal's designee. SHUSD employees should be familiar with [Board Policy 5131.2 Bullying](#) and participate, as appropriate, in creating a school environment free of bullying behaviors.

Complaint Procedures

District complaint policy recommends that every attempt be made to resolve complaints informally and at the lowest level possible. The district encourages employees to speak to one another to discuss issues prior to sharing issues with a supervisor. If two parties are unable to resolve the conflict, involving a supervisor of the concern before it becomes a complaint encourages early resolution.

When informal resolution is not possible, a formal complaint process is in place for parents, students, and community members, as well as for employees. A full detailing of District complaint procedures including the Board Policy on Complaints and Administrative Regulations can be found on [the complaint procedures webpage](#) of the District website. Employees represented by unions may also seek union representation. Grievance procedures are detailed in the [SHTA contract](#) and [CSEA #287 contract](#).

Conduct

All employees are role models for our students and ambassadors to the St. Helena community and are expected to conduct themselves in a civil and professional manner at all times.

Confidentiality

Because of the nature of the District's business, employees may have access to confidential information about families, students, and other employees. In order to protect individual rights of privacy, it is important that knowledge of confidential information only be shared as needed to provide essential services to students, families, or employees.

Email and Voicemail

Email and voicemail are common forms of communication among employees, and between employees and the public, we serve. A full employee directory is updated and made available to staff at the beginning of each school year.

The District uses Microsoft Outlook and GSuite (Gmail) for email communication. Outlook is the primary communications tool that is used for calendaring (e.g. scheduling meetings), and email (both between employees and with the public). This account is listed on the district website at www.sthelenaunified.org and should be used in the "reply to" address in online communications with parents using the approved platform (Blackboard). The Microsoft email address protocol is [firstinitiallastname@sthelenaunified.org](mailto:firstname.lastname@sthelenaunified.org).

GSuite (which includes Gmail) is used for communications between teacher/staff and students. The Gmail address protocol is firstname.lastname@student.sthelenaunified.org.

Employees can participate in the district approved online professional development platform to learn how to access and use the email and document sharing system most effectively. Please contact your supervisor for assistance to access the online professional development platform.

Help requests for technical questions or problems with e-mail can be submitted through the KACE work order system (See "Section 6 - General Information").

Voicemail is an essential service for communicating effectively across our many school sites and departments and externally to our families and community. All District phone lines are equipped with voicemail service. Since many of our employees are not available at the desk to answer the phone, it is important that departmental staff and parents/guardians can leave voicemail messages for staff that will be received in a timely manner.

In an effort to embody the professional excellence principles, employees are encouraged to check and respond to email and voicemail regularly and to provide their phone and email contact information to those who may need it.

Employees should leave "out-of-office" messages in their email accounts and on their voicemail answering messages when absent from work, or during school breaks. These messages should include alternative office contact information as appropriate, e.g. another employee who can answer questions.

Employment Opportunities

All employment opportunities in the District are advertised through the online services provided by edjoin.org. The lists of position openings are easily accessible with links from the [Human Resources Department's webpage](#). Additionally, all open positions are posted on the bulletin boards at the District Office and at school sites. An employee interested in an open position may apply with a letter of intent submitted to Human Resources. Outside entities must apply through www.edjoin.org/shusd. The application process and documents required vary on the requirements of the specific position.

Employment Verification

The goal of the Human Resources (HR) Department is to complete Employment Verifications within 3-5 business days during regular work periods. There may be a delay during peak periods that occur at the beginning and end of the school year. Employment verification requests are not processed during holidays or when the District Office is closed.

To obtain an employment verification, an employee must provide a signed consent form allowing the District to release employment information, or in the case of a new applicant, for the District to request employment verification from another district or organization. The employee and/or institution must fax or email the signed permission and verification documents to the Human Resources Office at (707) 963-1335 or bring the Employment Verification request to the Human Resources Department.

Mandated Reporting of Suspected Child Abuse

All school district employees are mandated reporters and fall under the legal requirements of the State's Penal Code to report to the police department, sheriff's department, or the County Welfare Department any cases of **suspected** child abuse.

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment who he or she knows or reasonably **suspects** has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 24 hours of receiving the information concerning the incident.

Because all SHUSD employees are considered "Child Care Custodians" and are mandated reporters under the law, each school district employee is required to sign and complete the Statement Acknowledging Requirement to Report Suspected Child Abuse (see Appendix) as a condition of employment. More information on reporting responsibilities is also available in [Board Policy 5141.4 Child Abuse](#).

Separations

An employee who wishes to resign or retire from the District must fill out and sign the Separation Form. A copy of this form is available on the [Employee Forms and Information webpage](#)

Sexual Harassment Prevention Policy

The District is committed to providing an educational environment free from unwelcome conduct of a sexual nature including sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law.

The [Sexual Harassment Board Policy 4119.1](#) provides employees with assurances of a safe, harassment-free work environment. All new employees must complete and submit the Sexual Harassment Policy Acknowledgement as a condition of employment. Employees who become aware of a situation that violates the Sexual Harassment Policy should do at least one of the following:

- Contact site administrator (Principal or Department Head)
- Contact the Compliance Officer and Title IX Coordinator at (707) 967-5010

Title IX: Non-discrimination

Board policy prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of gender as defined by federal law in Title IX.

Tuberculosis Clearance

Tuberculosis is a serious, potentially life-threatening illness. To protect students and staff from the effects of this disease, California Education Code Section 49406 requires all employees, upon initial employment, to present evidence that they are free from active tuberculosis. Evidence consists of a certificate of a skin test or chest X-Ray with a negative result performed within sixty days of hire, or within four years if employment is continuous with that of another school district, parochial or private school. Employees must recertify their clearance every four years or be cleared by the district nurse after responding to a series of questions. Failure to comply may lead to the employee being placed on unpaid leave or being terminated. The cost of the TB clearance is borne by the employee; however, the District contracts with a local physician to provide these services as needed by the employee. The Human Resources Department can provide further information as needed.

Workplace Safety

The District is committed to safe and well-maintained schools and District offices and properties. The Risk Management Department from North Bay Schools Insurance Association (NBSIA) provides workplace safety training and tips during specialized staff development workshops.

An employee injured, while performing District work, must report the injury immediately to *Company Nurse* at: **877-778-2576**, and also notify their direct supervisor. NBSIA will mail the form below directly to the employee to fill out and then the employee returns it to NBSIA as directed. Workers' Compensation information is contained in the following section on "Leaves."

INCIDENT REPORT FORM – ACCIDENTS

Not to be used for Workers' Compensation/Volunteers or Students

TO BE COMPLETED IMMEDIATELY!		CONFIDENTIAL REPORT	
THE SCHOOL EMPLOYEE WHO EITHER WITNESSES, OR DISCOVERS THE INCIDENT SHOULD COMPLETE THIS FORM. THE REPORT SHOULD IMMEDIATELY BE FORWARDED TO SUPERVISOR'S OFFICE FOR REPORTING TO SUPERINTENDENT AND NBSIA.		THIS REPORT IS CONFIDENTIAL AND IS INTENDED TO BE SENT TO NBSIA'S CLAIMS ADMINISTRATOR AND DISTRICT'S LEGAL COUNSEL FOR USE IN RECOVERING LOSSES AND DEFENDING LITIGATION.	
SCHOOL DISTRICT		SITE	
SITE ADDRESS		PHONE NO.	
INJURED'S NAME		AGE	VISITOR TYPE (PARENT/GUEST ETC.)
INJURED'S ADDRESS		HOME PHONE	
WHERE DID ACCIDENT OCCUR?		DATE	TIME
BRIEF DESCRIPTION OF INCIDENT:			
WHO WAS THE PERSON IN CHARGE AT THE TIME OF THE ACCIDENT?			
WAS HE/SHE PRESENT AT THAT TIME? <input type="checkbox"/> YES <input type="checkbox"/> NO			
BRIEF DESCRIPTION OF INJURY:			
First aid applied? <input type="checkbox"/> YES <input type="checkbox"/> NO	FIRST AID PROCEDURES USED AND BY WHOM:		
DISPOSITION OF INJURED AFTER ACCIDENT <input type="checkbox"/> HOME <input type="checkbox"/> DOCTOR <input type="checkbox"/> HOSPITAL <input type="checkbox"/> OTHER:			
WITNESSES PRESENT AT TIME (INDICATE IF ANY ARE EMPLOYEES)			
NAME:		PHONE #:	
ADDITIONAL COMMENTS:			
REPORT COMPLETED BY			
DATE		APPROVED BY	
DATE		DATE	

DISTRIBUTION:
(1 COPY TO EACH)

NBSIA
380A CHADBOURNE RD
FAIRFIELD, CA 94534

DISTRICT OFFICE

SITE

Section 3: Leaves of Absence

This section details information about the most common types of absences and other leaves.

Additional information on employees' rights and responsibilities regarding absences can be found in the Collective Bargaining Agreements between SHUSD and:

[St. Helena Teachers' Association \(SHTA\)](#)

[California School Employees Association \(CSEA\) #287](#)

Absence Reporting

Service to our students depends on the timely notification of absences. An employee who will be absent from work should refer to the Collective Bargaining Agreements between the district and SHTA/CSEA #287 regarding the provisions that define when and how their absences should be reported.

Having adequate staffing each day is critical to the proper functioning of our schools and service to our students and their families. For some job classifications (e.g. Teachers, and Para-Educators) the District uses an automated substitute system as a way for employees to document absences and request substitutes when needed. Employees who need to request a substitute can do so online at [ReadySub](#). Refer to the [ReadySub Users Guide](#) for information about entering an absence.

Certificated, non-management employees: Call into ReadySub at least two (2) hours in advance of the start of the school site's day. If the absence is not for a specific length of time, the District Office shall be notified by 4:00 p.m. on the day before the employee expects to return to duty. Should the employee fail to notify the District Office that he/she expects to return and the substitute appears for duty, the substitute's salary shall be deducted from the employee's salary for that pay period.

Classified, non-management employees (Para Educators): Call into ReadySub at least two hours prior to the start of the shift. If the absence is for a specific length of time, the District Office shall be notified by 4:00 p.m. on the day before the employee expects to return to duty, so that notice can be given to the substitute that the substitute is no longer needed.

An employee who will be absent from work should also contact his/her supervisor to inform him/her of the absence. Upon returning to work all employees are required to complete an [Employee Leave form](#), available in the main office of each school site, and in the [Employee Form Bank](#) on the SHUSD website.

Request for Leave

District employees may be eligible for leave and should be referred to the Human Resources Department for assistance in applying for a leave of absence whether for medical or other personal reasons. The [Employee Leave form](#) is available online.

Employees are encouraged to notify their supervisor in the case of a possible need for medical leave so that proper advice and procedures can be explained and the process of applying for medical leave is supported. The Family and Medical Leave Act (FMLA) entitles eligible employees to take unpaid, job-protected leave for specified medical and family reasons.

Employees should refer to the Collective Bargaining Agreements between the district and SHTA/CSEA #287 regarding the provisions that define Eligibility for Leave as they may vary. The most common types of leave are discussed in this section.

Bereavement Leave

Employees are entitled to bereavement leave of absence within the fiscal year that the event occurs, not to exceed three (3) days, or five (5) days if travel beyond two hundred (200) miles round trip is required on account of death or imminent death of any member of the employee's extended family as defined in the Collective Bargaining Agreements. Days taken for bereavement do not have to be taken in consecutive order. The leave is not deducted from other leave granted to the employee.

Catastrophic Leave

The district maintains a catastrophic leave program that is intended for employees who have exhausted all of their leave and must miss work due to prolonged injury or illness. For information about the program, see the Collective Bargaining Agreements for SHTA and CSEA #287. The Catastrophic Leave Request and Donation applications are available in the [Employee Form Bank](#) on the SHUSD website.

Extended Leave Requests

There are many reasons an employee may need a short or long term leave from work. Employees requiring a leave can contact the Human Resources Department directly for detailed information on eligibility; for example, the Conditions and requirements outlining an extended leave are detailed in the Collective Bargaining Agreements between the district and SHTA/CSEA #287.

Jury Duty

Employees who are called for jury duty in the manner provided by law shall receive a leave of absence without loss of pay for the time the employee is required to perform jury duty during the employee's regularly assigned working hours. The employee shall pay over to the District any fees received for services as a juror. Employees who receive jury duty summons should notify their supervisor when jury service is required. To verify the reason for the absence, upon return to work, proof of jury duty service or the jury summons must be attached to the [Employee Leave form](#). Since not all jury duty summons result in a required absence from work, the original jury duty summons is not sufficient to verify an absence for more than one day for jury duty. The courts provide jurors with daily verifications of jury duty participation.

Personal Necessity Confidential Leave

Some accumulated days of absence for illness may be used by the employee for reasons of personal necessity per Education Code 44981. The number of days granted is dependent upon the employee's classification:

- Certificated employees: seven (7) days
- Classified employees: seven (7) days

Personal Necessity Leave is limited to circumstances serious in nature which the employee cannot reasonably be expected to disregard. Proof of necessity of the leave shall be submitted to the Superintendent upon request. Of the days available for personal necessity leave, up to seven (7) may be used for absences of a confidential nature (all employees). Confidential leave does not require prior approval, but it may not be taken adjacent to any school holidays. Additional information about Personal Necessity and Confidential Leave can be found in the Collective Bargaining Agreements between the district and SHTA/CSEA #287.

Pregnancy and Parental Leave

Employees are entitled to certain pregnancy and parental leave rights under the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) as provided by applicable state and federal law. Refer to the Collective Bargaining Agreements and the fact sheets on [Payroll and Benefits](#) page of the SHUSD website. Employees can also contact the, Payroll Benefits Technician, by phone at 707-967-2702 or via email for assistance with leave under these provisions.

Sick Leave

Sick leave and extended illness leave are granted to an employee when he/she is unable to work on a day in which he/she was regularly scheduled to work, due to personal illness, injury or quarantine. The number of days granted is dependent upon the employee's classification and length of work year:

Certificated, non-management employees, employed five (5) days a week:

- 186-day work calendar: ten (10) days
- 196-day work calendar: ten and one-half (10.5) days
- 201-day work calendar: ten and three-quarters (10.75) days
- 206-day work calendar: eleven (11) days

Certificated management employees, employed five (5) days a week: twelve (12) days

Classified, non-management employees, employed five (5) days a week:

- eleven (11) - month employees: eleven (11) days
- twelve (12) - month employees: twelve (12) days

Classified management employees, employed five (5) days a week:

- eleven (11) - month employees: eleven (11) days
- twelve (12) - month employees: twelve (12) days

Employees working less than full-time or rendering less than a school years' service have their leave adjusted proportionately to their term of service.

An employee who is absent due to illness or injury for three (3) or more consecutive workdays shall obtain verification of the illness or injury from a medical doctor before returning to work. Exhausted sick leave could result in differential pay as described in the Collective Bargaining Agreements between the district and SHTA/CSEA #287. Further sick leave considerations and accrual information are also available in the Collective Bargaining Agreements:

[St. Helena Teachers' Association \(SHTA\)](#)

[California School Employees Association \(CSEA\) #287](#)

The Sick Leave Transfer Request form for personnel who wish to transfer sick leave from another school district to SHUSD is available in the [Employee Form Bank](#) on the SHUSD website.

Vacation Leave

Certificated employees must take their vacation outside of their contractual work year calendar.

Classified employees earn vacation leave, which is not a vested right until the employee has completed six (6) months of employment in his/her position. Twelve-month employees schedule their vacations with their immediate supervisor. Employees working less than twelve months cannot take vacation during school instructional days; their vacation is incorporated into their regular pay instead. Employees working less than full-time earn vacation leave on a pro-rated basis. A maximum of forty (40) hours of accrued vacation time can be carried over into the next fiscal year, with supervisor approval. For additional information about vacation leave, see the Collective Bargaining Agreements for SHTA and CSEA #287.s

Certificated and Classified management should work with their supervisors for vacation requests based on their contractual agreements and potential conflicts with usage.

Workers' Compensation (Industrial Accident and Illness Leave)

The District seeks to create a safe and healthy work environment for all employees. General guidelines for ensuring an injury-free workplace are promoted by the Human Resources Department. An employee who is injured while performing district work must follow these steps:

1. An injured employee notifies the supervisor.
2. Injured employees (or the supervisor if the injured employee is unable) call the *Company Nurse* (injury hotline) at 877-778-2576.
3. The *Company Nurse* representative will gather information over the phone and help the injured employee access appropriate medical treatment.

An employee who has had an **approved** Workers' Comp claim has a maximum of 60 days of industrial accident leave as supported by a doctor's note. An employee whose claim is delayed or not approved must use available paid leave. For further details on Workers' Compensation, the employee should contact the Human Resources Office at 707-967-2785 and refer to the union contract, if applicable.

Section 4: Compensation/Pay Practices

Break/Rest Periods

State law requires that all employees who work more than four hours a day receive a break or rest period. Break and rest periods for District employees are allocated in agreement with the Collective Bargaining Agreements between SHTA/CSEA #287. Employees shall arrange such breaks and lunch periods with their supervisors to ensure continuity of service to our students and families.

Extra Duty

Extra duty for certificated, non-management employees must be pre-approved by the employee's supervisor. Examples include after-school tutoring or attending certain meetings through pre-arrangement with the employee's supervisor.

Extra duty for classified, non-management employees must be pre-approved by the employee's supervisor. Additional time is only considered "extra duty" when performed by a part-time employee within an eight-hour day; for example, a part-time employee who works six hours a day as a Para Educator, and serves as a substitute for a custodian on leave for an additional two hours on any given day. Any work performed in excess of eight hours in any one day or in excess of forty (40) hours for full-time employees in any calendar week is considered overtime.

Holidays

Generally, employees who are employed on a twelve-month basis or who were in a paid status on the day before or after the holiday(s) receive a paid holiday for the days listed below:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Presidents' Day
- Friday of Spring Vacation (or designated by the Association)
- Memorial Day
- Independence Day
- Labor Day
- Admission Day (floating holiday) - must be employed by this date in order to qualify
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Workday prior to Christmas Day
- Christmas Day -- December 25
- Workday prior to New Year's Day

Overtime

Overtime pay for classified, non-management employees must be pre-approved by the employee's supervisor. Overtime is defined to include any authorized time worked in excess of eight hours in any one day or on anyone shift or in excess of forty (40) hours for full-time employees in any calendar week and is paid at a rate of pay equal to time-and-a-half the employee's regular rate of pay. A supervisor may grant compensatory time off in lieu of overtime cash payment with the understanding that the time-off will be taken within that pay period.

Paycheck Deductions

Deductions made to employee payments differ depending on income tax withholding elections and other specific elections for benefits, credit unions, insurance, and flexible spending accounts. Contact the Payroll/Benefits Technician by phone at 707-967-2702 for assistance with deductions.

Payment Methods

District employees, whether salaried or hourly, will be paid through direct deposit. Requests for direct deposit payments can be made using the Automatic Payroll Deposit Authorization form available on the [Payroll and Benefits](#) page of the SHUSD website. Electronic payroll stubs are emailed to employees monthly, for secure access through the district's financial data system (Escape).

The [Payroll and Benefits](#) page of the SHUSD website contains more information as well as the forms needed to initiate direct deposits and process or change deductions.

Payroll Processing/Contact Information

The Payroll/Benefits Technician in the Business/Finance Department is responsible for processing payments for salaried and hourly employees as well as making any adjustments or changes to deductions, tax withholding, and other pay-related services. Contact the Payroll/Benefits Technician by phone at 707-967-2702 for assistance.

Payroll/Timesheet Schedule

Employees are paid their regular pay **on the last business day of the month**. Employees who work authorized additional hours must submit a timesheet generally by the tenth (10th) business day of the month in order for payment to be processed and paid out in the next payment cycle. The annual [Timesheet Schedule](#) is available on the [Payroll Department webpage](#) of the SHUSD website. Timesheets require approval and signature by the employee's supervisor.

Certificated Substitute employees are paid from the 11th of one month to the 10th of the next month. Timesheets must be signed by the principal/authorized personnel at each site where work is performed. (Note: In order to get the signatures in a timely manner, it is recommended that the timesheet be left for signature in the morning and picked up at the end of the work day.) Submit any authorized timesheets by the 11th of the month to the last place of work in order to secure final signatures and budget coding.

To ensure timesheets are filled out properly, please contact your supervisor or the Payroll Technician with any questions to avoid a delay in processing. The school site Secretary is responsible for inserting the proper budget code on each timesheet and submitting it for payment.

Section 5: Benefits

Benefits Department/Processing

The Payroll/Benefits Technician in the Business/Finance Department is responsible for processing employee benefits such as medical, dental and vision plans, tax-sheltered annuities, etc. Contact the Payroll/Benefits Technician by phone at 707-967-2702 for assistance. The [Payroll and Benefits page of the SHUSD website](#) has information about health insurance rates, benefit coverage, and tax-sheltered annuity forms.

Benefits Enrollment

To enroll in benefits, complete the benefit forms given to you during the employee orientation and turn into the Payroll/Benefits Department of the Business/Finance Office at the SHUSD District Office, 465 Main Street, St. Helena, CA (2nd floor, Room 201). You have 30 days from your hire date to enroll in benefits with the District. Appointments are necessary to receive assistance with completed written election forms. Please call 707-967-2702 to arrange an appointment time.

Employees are eligible for a range of benefits as stipulated in the Collective Bargaining Agreements between SHTA/CSEA #287. Medical insurance options for eligible District employees are offered through CalPERS and include seven (7) medical provider options. A thirty-day “open enrollment” period occurs during September-October of every school year so that employees can make changes to their medical benefits coverage. Any enrollment changes made during open enrollment are effective the following January.

Vision coverage is available through Vision Services Plan (VSP). The District offers dental plans through Delta Dental. Please take time to review options for vision and dental coverage carefully because once elections have been finalized no changes can be made unless there is a qualifying event or special, infrequent “open enrollment” opportunity.

Group term life insurance is provided for all employees.

Employees can participate in voluntary flexible spending plans and tax-sheltered annuities. More information about these and all benefits provided is available on the [Payroll and Benefits page of the SHUSD website](#).

Employee Assistance Program (EAP)

This program provides employees with free, confidential assistance to help with emotional, family, legal, financial, and other personal life issues. There is no charge for covered services. All information is confidential and will not be shared with the employer. Some of the available resources include:

- **Counseling Sessions** –3 sessions per incident available to employees, spouses and children. Face-to-face, phone or web video sessions available.
- **Childcare and Eldercare Assistance** –help in finding care providers in your area.
- **Financial Services** –talk to a financial advisor over the phone about a variety of issues such as credit, retirement and financial questions.
- **Legal Services** –talk to a lawyer over the phone or in-person about issues such as civil, consumer or criminal law, divorce, adoption, etc.
- **Identity Theft Recovery Services** –Speak with a certified consumer credit counselor.
- **Daily Living Services** –help in planning an event or vacation and in finding businesses or consultants for you.

- **Health and Wellness Resources** –[register on the EAP website](#) to assess your health, set and track wellness goals, find articles and videos.

To access services, call **1-800-227-1060** 24 hours a day, seven days a week. More information is available at [members.mhn.com](#), or on the [Employee Assistance Program](#) webpage of the SHUSD website.

Retirement

Employment in the California public school system is generally subject to retirement coverage by either the California State Teachers' Retirement System (CalSTRS) or the California Public Employees' Retirement System (CalPERS). Employment in a position to perform "creditable service," (i.e. certificated employee) as defined in Education Code Section 22119.5, is usually credited in CalSTRS, while classified (non-certificated) employment is usually credited in CalPERS.

California State Teachers Retirement System (CalSTRS)

Salaried certificated employees usually participate in the CalSTRS pension benefit program. Benefits are based on age, service, and compensation. A supplemental benefit plan is also available as elected by members. Information about the state pension program for certificated employees as well as other electable options are available by contacting the Payroll/Benefits Technician at 707-967-2702.

California Public Employees Retirement System (CalPERS)

Salaried classified employees generally benefit from participation in the California Public Employees Retirement System (CalPERS). Some hourly classified employees may also qualify. Employee and employer contributions are paid monthly. Employees who have been CalPERS members and/or who would like information about retirement and other benefits through CalPERS should contact the Payroll/Benefits Technician at 707-967-2702.

Retirement Transfer

A member of CalSTRS who becomes employed by the same or a different school district, a community college district, a county superintendent of schools or limited state employment, as defined in Education Code Section 22508, to perform service that requires membership in CalPERS will have that service credited with CalPERS unless he/she files a written election (within 60 days from the date of hire in the new position) to have the service credited with CalSTRS.

A member of CalPERS who is employed by a school employer, Board of Governors of Community College Districts or State Department of Education or has at least five years of CalPERS credited service, as defined in Government Code Section 20309, and who subsequently becomes employed to perform creditable service that requires membership in CalSTRS, will have that service credited with CalSTRS unless he/she files a written election (within 60 days of the date of hire in the new position) to have the service credited with CalPERS.

Rare exceptions to this rule of retirement program transfers apply. Consultation with the Payroll/Benefits Department immediately upon hire is recommended.

Section 6: General Information

Bulletin Boards

Bulletin boards are used in each work location to post employee and union information as well as public notices of meetings, job openings, and other important alerts. Postings must be professional and not violate any District, state or federal policy or regulations.

Change of Address or Name Form

It is important that the District have access to updated employee contact information including home address, telephone number, and emergency contacts. Please be sure to update any changes in ESCAPE via the Employee Portal.

Conferences and Travel

Employees must obtain approval from the Superintendent or designee prior to attending a conference, using SHUSD Form #22 - *“Request for Approval to Attend Conference or Workshop.”* The form, along with complete conference/overnight travel procedures, can be found on the [Employee Form Bank](#) page of the SHUSD website. Following is an overview of SHUSD conference/travel procedures:

1. All out-of-state travel must be approved in advance by the Board of Trustees.
2. If a Purchase Order is not accepted for registration, the employee’s supervisor can use a site or district business credit card for the expense.
3. Lodging and airfare must also be charged to a site or district business credit card whenever possible. Contact the hotel prior to the date of travel to request one of their “payment authorization” forms so that the hotel expenses can be charged to the site or district card upon check-in/check-out.
4. Alcohol, entertainment, and other personal expenses are not allowable expenditures.
5. The daily maximum reimbursement rate for meals and incidentals, including tax and gratuities, is the current rate set by the U.S. General Services Administration (GSA) which varies by region.
6. Lodging expenditures are only allowed for conferences/workshops held outside a 75-mile radius of the district office unless held for the duration of three or more days.
7. Gratuities are allowed/reimbursed up to 10%. A higher gratuity percentage is allowed only if it is automatically added to the bill by the restaurant (e.g. for parties of six or more).
8. Use SHUSD Form #39 - *“Conference/Workshop Expense Claim”* for allowable reimbursable expenses. The form can be found on the [Employee Form Bank](#) page of the SHUSD website.

For more information, see *“Conference/Overnight Travel Expense Procedures”* in Appendix A of this handbook or on the [Employee Form Bank](#) page of the SHUSD website.

Distribution of Information

The Superintendent’s Office must approve the distribution of any non-District materials (posters, flyers, events, etc.) to staff, students, and families.

Emergency Preparedness and Disaster Training

Emergency preparedness is an important part of ensuring the safety of our students and employees. The Emergency Operations Plan addresses the District's responsibilities in emergencies associated with natural disasters, human-caused emergencies, and technological incidents. The Plan provides a framework for the coordination of response and recovery efforts as well as an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel.

Employees should participate in the appropriate safety and disaster preparedness training provided in the on-going effort to keep students and staff safe. The Disaster Preparedness webpage provides more details and employees should be well informed of their role and procedures in place in case of an emergency and understand that employees may serve as disaster service workers in the event of a major emergency by Govt Code 3100-3102 and Administrative Regulation 4312.3.

Field Trips:

All field trips shall adhere to the district's educational rationale for field trips and shall relate directly to the Board adopted curriculum (BP 6153). Following is an overview of the steps that must be taken in order to plan a field trip:

1. Check the Master Calendar in the school site's main office for available dates before submitting forms for approval.
2. Complete a Field Trip Request Form(s) that includes the trip itinerary. The request should also include a cost analysis that provides a total estimate of the cost of the trip per student, and how the costs will be paid (parent, school, fundraiser, etc.).
3. Submit the field trip request to the school site Principal six (6) weeks in advance to be BOARD APPROVED. If dates change after approval, notify the main office. The field trip will need to be resubmitted immediately for board approval.
4. Submit Transportation Request forms to the main office.
5. After field trip approval, work with the site Secretary to clear chaperones/drivers (see "Parent Volunteer" and "Student Transportation" sections).
6. Request a substitute if required (See Section 3 - Leaves).
7. Send home permission slips.

Refer to the school site supplemental employee information for more details on field trip planning.

Food Policy

Part of our educational mission is to improve the health and well-being of our students by offering healthy food choices and teaching them about good nutrition. *SHUSD Board Policy 5030 - Student Wellness* does not allow for the sale of candy, sodas, cookies, or other sweets by students. Activities involving food must be approved by the school site Principal and done in consideration of the policy.

Non-Smoking Policy

The District is a tobacco and drug-free workplace supported by Board Policy, Education Code, Health and Safety Code, and other state and federal statutes. For the safety and health of our students, smoking is not permitted within 25 feet of a school or playground or district facility (Health and Safety Code [104495](#)). For more information and legal references on the tobacco and drug-free workplace, Board Policy and legal references are available by accessing the GAMUT online service mentioned in Section 1 of this handbook.

Personal Calls, Email and Text Messages

Personal communication shall not occur during duty hours. Break times and lunch periods should be used for personal communication matters.

Purchasing Procedures

Employees periodically need to procure supplies and materials in order to perform their duties (classroom supplies, safety equipment, etc.). The employee's supervisor can answer questions about the available site and district funding and approves all expenditures (with final approval by the Chief Business Official). The secretary at each school site can create a Purchase Order Requisition or assist with other allowable purchasing methods. Following is a brief overview of SHUSD purchasing procedures:

1. A Purchase Order should be used whenever possible for textbooks, supplies, services repairs, equipment, and most other items. School site secretaries have access to "blanket purchase orders" for supplies through Office Depot and other vendors.
2. Personal reimbursements are only authorized under certain circumstances, e.g. the vendor does not take a Purchase Order. All district purchasing options (Purchase Order, site or district-level business credit card, etc.) should be attempted prior to using personal funds for school purchases and requesting reimbursement.
3. Personal reimbursements, when necessary, are limited to \$200 in total unless pre-approved by the Chief Business Official.
4. Complete SHUSD Form #26 "*Request for Reimbursement of Supplies*," which is available on the [Employee Form Bank](#) page of the SHUSD website. Attach original receipts.
5. Alcohol, gifts, and donations to charity are among the types of expenditures that are prohibited using any district funds.
6. Food purchased for student/classroom activities must comply with *SHUSD Board Policy 5030 - Student Wellness*.

For additional information on purchasing, see "*Purchasing Procedures*" in the Appendix of this handbook. The procedures are also available on the [Employee Form Bank](#) page of the SHUSD website.

Technology - SHUSD Acceptable Use Policy for District Technology

The District encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the District and its schools.

The District e-mail 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. To provide access to computer data when an employee is absent, account login and passwords shall be provided to a supervisor when requested. Computer use is provided for educational purposes and District activities; the use of computers for personal use shall be minimal and comply with the restrictions listed in the SHUSD Acceptable Use Policy for District Technology.

All new employees are required to sign the Acceptable Use Policy at the start of employment with the District and submit a copy for their personnel file. Employees also review and resign the policy annually, in conjunction with an annual review of other district policies. The full Acceptable Use Policy is available in the Appendix and on the [Technology](#) page of the SHUSD website.

Transporting Students

For the 2020-2021 school year only, the district contracts with the Michaels Transportation for bus drivers. Parents who wish to enroll their children in a school outside of the St. Helena attendance zone must provide their own transportation.

District vans and local charter transportation options are also used for field trips and extracurricular activities. Volunteer (e.g. parent) drivers must submit the following:

- Volunteer form
- Tuberculosis clearance from their own physician
- Fingerprint clearance
- Copy of their driver's license
- Proof of insurance with liability limits of \$100,000/\$300,000 (for both day and overnight trips)

The school site Secretaries and Principal can assist with scheduling transportation for field trips. See also "Field Trips" in Section 6 of this handbook.

Use of District Supplies, Equipment, and Facilities

District supplies, equipment (phone, computer, projector, etc.), as well as buildings and facilities, are to be used strictly for District business unless there is written authorization from the immediate supervisor or appropriate administrator in charge. District Facility Use permits are granted by the Director of Maintenance and Operations under the Business Department.

Video Surveillance

To ensure the safety and security of individuals, district property, and facilities, video surveillance cameras are placed in various necessary locations. The District reserves the right to review the data, as necessary.

Volunteers in the Schools

Our schools are fortunate to have many parents, St. Helena residents, and community volunteers who give their time to support students in academic and enrichment programs. All volunteers need to be fingerprinted and have a TB test completed and verified by the Human Resources Department prior to beginning any service at a school site.

However, with uncertain health and safety conditions related to COVID-19, volunteers are not encouraged at this time.

Section 7: Policies and Receipt Forms

St. Helena Acceptable Use Agreement for Electronic Resources and Internet Usage

The St. Helena Unified School District (“SHUSD”) Acceptable Use Policy (“AUP”) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children’s Internet Protection Act (“CIPA”). As used in this policy, “user” includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District (the “network.”). Only current students or employees are authorized to use the network.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network access, Internet usage, and storage of electronic files, including email.

Acceptable Uses of the SHUSD Computer Network

Employees and other users are required to follow this policy. Employees are required to confirm their consent to this policy. All users must follow this policy and report any misuse of the network or Internet to a supervisor or other appropriate District personnel. Access is provided primarily for education and District business. Staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a supervisor or other appropriate District personnel.

Unacceptable Uses of the SHUSD Computer Network

These are examples of inappropriate activity on the District network, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

- 1) Violating any state or federal law or municipal ordinance, such as: transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- 2) Criminal activities that can be punished under law;
- 3) Selling or purchasing illegal items or substances;
- 4) Obtaining and/or using anonymous email sites; “spamming”; spreading viruses;
- 5) Causing harm to others or damage to their property, such as:
 - a) Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - b) Deleting, copying, modifying, or forging other users' names, emails, files, or data;

- disguising one's identity, impersonating other users, or sending anonymous email;
 - c) Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 - d) Using any District computer to pursue "hacking", internal or external to the District, or attempting to access information protected by privacy laws; or
 - e) Accessing, transmitting, or downloading large files, including "chain letters" or any type of "pyramid schemes".
- 6) Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
- a) Using another's account password(s) or identifier(s);
 - b) Interfering with other users' ability to access their account(s); or
 - c) Disclosing anyone's password to others or allowing them to use another's account(s).
- 7) Using the SHUSD network for Commercial purposes, such as:
- a) Using the Internet for personal financial gain;
 - b) Using the Internet for personal advertising, promotion, or financial gain; or
 - c) Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action, including dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

I have read /understand this policy and agree to abide by its terms:

Signature: _____

Name: _____

Date: _____

- This is an exhibit document; you will receive a hard copy at the beginning of the year to sign.

Acknowledgment and Requirements of Reporting Suspected Child Abuse

STATEMENT ACKNOWLEDGING REQUIREMENT TO REPORT SUSPECTED CHILD ABUSE

(Name)

(Facility)

(Employee Identification Number)

(Position)

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

“Child Care Custodian” includes teachers, licensed daycare workers, administrators of community care facilities licensed to care for children, foster parents, and group home personnel.

As a prospective employee of this facility, your employment position falls within the definition of “child care custodian”. Therefore, you are mandated to comply with the child abuse reporting requirements as stated above.

I have read and understand the requirements of PC Section 11166 as outlined and will comply with those provisions.

Signature

- You will receive a hard copy to sign at the beginning of the school year. If you have questions, please contact the district’s Curriculum and Instruction director.

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://www.leginfo.ca.gov/calaw.html> (specify "Penal Code" and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some of the requested information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities listed in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- **SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes-no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

IV. INSTRUCTIONS (Continued)

- **SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.
- **SECTION C - VICTIM (One Report per Victim):** Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes-no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes-no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.
- **SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).
- **SECTION E - INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

V. DISTRIBUTION

- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
- **Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff's department, **blue copy** to county welfare or probation department, and **green copy** to district attorney's office.

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romanian

SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY		
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE		
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY				
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)						
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL	
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
	ADDRESS		Street	City	Zip	TELEPHONE ()	
	PRESENT LOCATION OF VICTIM			SCHOOL	CLASS	GRADE	
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME		
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)		
	RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK		
	VICTIMS SIBLINGS				VICTIMS SIBLINGS		
		NAME	BIRTHDATE	SEX	ETHNICITY		
1. _____						3. _____	
2. _____						4. _____	
D. INVOLVED PARTIES PARENTS/GUARDIANS	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
	ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()
	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
	ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()
	SUSPECT'S NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
	ADDRESS		Street	City	Zip	TELEPHONE ()	
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER:						
	DATE / TIME OF INCIDENT			PLACE OF INCIDENT			
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)						

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

**St. Helena USD
Board Policy
Sexual Harassment**

**BP 4119.11
Personnel**

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.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)

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

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

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 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.

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.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

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.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/index.html>

Policy ST. HELENA UNIFIED SCHOOL DISTRICT
adopted: October 16, 2008 St. Helena, California

Receipt of Sexual Harassment Prevention Policy

Sexual Harassment Policy Acknowledgment

I have read the provisions and conditions of the St. Helena Unified School District's Sexual Harassment Policy. By signing this document, I acknowledge that if I violate the provisions of the Policy, I may be subject to disciplinary action or referred to legal authorities.

Print Name: _____

Signature: _____

Date: _____

Site/Department: _____

**** This is an exhibit copy. You will receive a hard copy to sign at the beginning of each school year.**

- If you have questions, please contact the district's Curriculum and Instruction director.

St. Helena USD

Board Policy

Nondiscrimination In Employment

BP 4030

Personnel

The Board of Education desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4032 - Reasonable Accommodation)

(cf. 4033 - Lactation Accommodation)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

(cf. 5145.7 - Sexual Harassment)

Prohibited discrimination consists of the taking of any adverse employment action against a person, including termination or denial of promotion, job assignment, or training, or in discriminating against the person in compensation, terms, conditions, or other privileges of employment based on any of the prohibited categories of discrimination listed above.

The prohibition against discrimination based on the religious creed of an employee or job applicant includes any discrimination based on the person's religious dress or grooming practices or any conflict between the person's religious belief, observance, or practice and an employment requirement. The prohibition against discrimination based on the sex of an employee or job applicant shall include any discrimination based on the person's pregnancy, childbirth, breastfeeding, or any related medical conditions. (Government Code 12926, 12940)

Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

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

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The following position is designated as Coordinator for Nondiscrimination in Employment:

Superintendent or Designee
465 Main Street
St. Helena, CA 94574
(707) 967-2708

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of district policy should, as appropriate, immediately contact his/her supervisor, the Coordinator, or the Superintendent who shall advise the employee or applicant about the district's procedures for filing, investigating, and resolving any such complaint.

Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with AR 4031 - Complaints Concerning Discrimination in Employment.

(cf. 4031 - Complaints Concerning Discrimination in Employment)<https://www.sthelenaunified.org/>

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Coordinator or Superintendent as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

Training and Notifications

The Superintendent or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination.

(cf. 4131- Staff Development)
(cf. 4231- Staff Development)
(cf. 4331- Staff Development)

The Superintendent or designee shall regularly publicize, within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)

The district's policy shall be posted in all district schools and offices including staff lounges and student government meeting rooms. (5 CCR 4960)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

12900-12996 Fair Employment and Housing Act
PENAL CODE
422.56 Definitions, hate crimes
CODE OF REGULATIONS, TITLE 2
7287.6 Terms, conditions and privileges of employment
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972
UNITED STATES CODE, TITLE 29
621-634 Age Discrimination in Employment Act
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age discrimination in federally assisted programs
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 34
100.6 Compliance information
104.7 Designation of responsible employee for Section 504
104.8 Notice
106.8 Designation of responsible employee and adoption of grievance procedures
106.9 Dissemination of policy
110.1-110.39 Nondiscrimination on the basis of age
COURT DECISIONS
Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863
Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837
Management Resources:
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Notice of Non-Discrimination, August 2010
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
Questions and Answers: Religious Discrimination in the Workplace, 2008
Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002
Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999
WEB SITES
California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>
U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Policy ST. HELENA UNIFIED SCHOOL DISTRICT
adopted: March 14, 2013 St. Helena, California

