

CLASSIFIED



PERSONNEL HANDBOOK

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FORWARD

The classified personnel of the Eureka Union School District are valuable employees and integral members of the total instructional staff. Educational is more than academic instruction and support staff members assisting in the complex task of meeting the needs of our District.

This handbook is published to establish guidelines, answer questions, and provide information about your position and responsibilities. It is expected that each employee will thoroughly read this handbook and refer to it when necessary. If after reading, you require additional assistance, please do not hesitate to contact your site principal or the District Office for additionally assistance.

GENERAL INFORMATION

NEW EMPLOYEES

All classified personnel being hired will meet with the following:

- **Assistant Superintendent or Administrative Consultant:** To receive and review classified handbook, complete employment introduction sheet, complete pre-employment conference checklist, receive district directory, receive parent information booklet, receive evaluation/job description, receive pay scale and requirements prior to employment.
- **Business Manager/Payroll Technician and/or Administrative Consultant:** To complete employment forms and be fingerprinted.
- **Site Principal or Direct Supervisor:** To receive specific information about your responsibilities, supervisor's expectations and general SCHOOL OR DISTRICT OPERATIONS.

TUBERCULOSIS INFORMATION

All Classified personnel being employed by the District shall submit proof of a negative tuberculin test prior to confirmed employment. You may wish to contact the Placer County Health Department or your private physical for the x-ray or skin test to meet this requirement.

The results of your test, by health card or doctor's letter, shall be returned to the District Office.

FINGERPRINTS

All classified employees being employed by the District, with the exception of the bus drivers, shall be fingerprinted prior to confirmed employment. This is to be completed within 10 days of their employment at the employee's expense. The fingerprinting will be completed at the District Office and the cost is currently \$56.00 or \$32.00. You may choose to have this deducted from your paycheck.

TOBACCO FREE WORKPLACE

All classified employees are hereby notified that the Eureka Union School District is a tobacco free workplace. The use of tobacco products is prohibited in all areas of the school or facility property and in district vehicles.

DRUG AND ALCOHOL FREE WORKPLACE

All classified employees are hereby notified that it is unlawful to manufacture, distribute, dispense drugs or controlled substances at a school district workplace. As a condition of your continued employment with the District, you will notify your supervisor no later than five days after being convicted of any criminal drug or alcohol statute violation in the workplace.

CHILD ABUSE REPORTING REQUIREMENTS

Pursuant to the Child Abuse Reporting requirements of the Eureka Elementary School District, certain employees must report incidents of suspected child abuse. Reports of child abuse involving physical abuse, sexual abuse or neglect shall be reported to the proper authorities listed (see Child Abuse Reporting Booklet – Page 2).

SALARY

The current salary schedule may be reviewed in the Board Policy Manual or a copy may be obtained from the school or District Office. The yearly salary will be paid on a monthly basis, September through June, or July through June, if employed for 12 months. School clerical personnel will be paid on a monthly basis, August through June. Pay is figured on total hours worked plus holidays and vacation, divided by number of months worked, for equal monthly earnings. All regular employees receive pay checks on the last working day of the month. All extra work pay checks are issued on the 10th day of the month.

TIMESHEETS

Timesheets are to be submitted for work as a substitute, temporary assignment, or extra work over and above an employee's specific job assignment. Regular assigned work does not require a timesheet. It is the employee's responsibility to submit the timesheet to the principal or supervisor for approval no later than the last working day of the month. These forms are available at the schools and District Office (see Appendix C).

Payment for timesheet work will be made on the 10th of the following month. All timesheet assignments must be pre-approved by the principal or supervisor prior to beginning the work.

ANNUAL INCREMENT

Employees who work 75+ % of their work year will be placed on the next step in their salary range of the following fiscal year if Steps and Columns are granted.

INCENTIVE PAY PROGRAM (INSTRUCTIONAL AIDES)

The District offers a program that allows instructional aides the opportunity to improve their skills through increased academic training and experience. This incentive is designed to benefit the overall educational program of the District and results in increased range/growth units/salary for instructional aides. Additional information is located in the current Agreement Between the Board of Trustees and The Eureka Union Classified Organization.

FRINGE BENEFITS

Classified employees are entitled to a prorated share of the fringe benefits if the proper number of hours per week is worked. Currently any classified employee who works 20 or more hours per week may participate in the benefit program if he/she chooses. The District Payroll Technician has current information on programs and costs. Then fringe benefit package included family coverage for health and vision, employee coverage for dental and life insurance up to a CAP of \$6,500.

VACATION AND VACATION PAY

Full-time employees receive vacation time according to their specific job title. Employees working less than full time receive compensation built in to their monthly pay.

SOCIAL SECURITY

Employees who work less than 20 hours per week in the school system and have not been members of state retirement will participate in social security and Medicare retirement. All employees working 20+ hours per week shall enroll in the state retirement system, social security and Medicare programs.

LEAVES

Classified employees are entitled to specified leaves. All leaves are outlined in District Board Policy section 4161. If an employee needs to request Personal Necessity Leave, they must submit a Request For Personal Necessity Leave form to their supervisor or school principal at least three (3) working days prior to the leave. These forms are available at all schools and the District Office (Appendix A).

SICK LEAVE AND ABSENCES

Classified employees receive credit toward sick leave each year based on the number of hours worked. This leave may be carried over from year to year if not used. Call the school office or your supervisor as soon as possible when you know you'll be absent. Also, call by 4:00 PM of the day you are ill to inform your supervisor of your intention for the next day.

ABSENCE REPORT

Each employee who is absent, for whatever reason, must submit an Absence Report form to his or her supervisor or principal upon return to work. These forms are available at all schools and the District Office (see Appendix B).

IN-SERVICE

All classified employees are encouraged to continue their professional development. The District offers the Incentive Growth Pay Program for instructional aides to compensate employees for growth and also may offer classified in-service training such as meetings, training, such as meetings, training, and/or conferences.

SAFETY

The District is greatly interested in the safety of all classified employees. If there is ever a safety item or concern you have, please bring it to the attention of your site principal, supervisor, or District Safety Committee representative (there is one member from each school). If there isn't any action taken on the matter, immediately call the Assistant Superintendent for further assistance.

Cal-OSHA requires personal protective equipment be worn at all times when working with certain hazardous material. Check regulations carefully or ask your supervisor when in doubt.

PERSONNEL IDENTIFICATION BADGE PROGRAM

The Board of Trustees has advocated a safe learning environment for all students in the District, as well as a safe workplace for all employees. The personnel identification badge program was implemented to contribute to safety and security within the District. This system affects each employee of the District as well as others who have reason to be on our school sites, and in our staff offices. Each person so authorized will be required to wear an identification badge.

ACCIDENT

If you have an accident ask for immediate assistance from the school or district staff. As soon as possible after the accident, fill out the accident report form. These forms are available at the schools and need to be returned to the school immediately.

SECURITY

Every district employee has a responsibility for security. Keep all keys with you and protected from theft at all times. If you see anything that is unusual or anyone on campus that you suspect shouldn't be there, report the incident to the site principal immediately. We believe that caution will allow us to be safe rather than sorry.

EVALUATION

Each part-time or full time classified employees shall be considered a probationary employee for the first twelve months of employment with the Eureka Elementary School District and may be dismissed during this period without the right to appeal or hearing. This period shall determine the employee's ability to meet the required standards of performance.

EVALUATION (continued)

Every permanent classified employee will be formally evaluated at least once a year. Additional formal or informal evaluations may be completed at the discretion of the supervisor or administrator in charge.

JOB DESCRIPTION

Each position has a specific job description. Each job description contains:

- 1) Job Responsibilities
- 2) Duties
- 3) Qualifications
- 4) Physical Requirements
- 5) Performance Evaluations Form

Job description and evaluation forms are available at the school and district office.

SCHOOL HOURS

The current hours of school operation are as follows:

Greenhills/Oakhills/Maidu

Early session	8:15 – 1:30
Late Session	9:25 – 2:40
AM Kindergarten	8:15 – 11:40
PM Kindergarten	11:20 – 2:40

Eureka/Ridgeview/Excelsior

All students	8:55 – 3:20
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Cavitt/Olympus

All students	7:40 – 2:10
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Olive Ranch

	9:00 – 12:00
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IMPORTANT PHONE NUMBERS

District Office	791-4939
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Resource Room	791- 7195
Placer County Office	1-800-889-8020
Cavitt	791-4152
Eureka	791-1115
Excelsior	780-2701
Greenhills	791-4230
Maidu	789-7910
Oakhills	791-5391
Olive Ranch	774-3437
Olympus	782-1667
Ridgeview	791-3477

SCHOOL DISTRICT DIRECTORY

Each year in September or October, you will receive a copy of the Eureka Union School District Directory. The directory has the names, addresses, phone numbers, and positions of all the personnel associated with the operation of the district.

TYPICAL JOB ASSIGNMENT LENGTHS

	Number of School Days	Before School	After School	Conference & Other Assigned Days	Holidays
Aides: K/Sp. Ed 1-6/Reading lab	180	0	0	0	10
School Site Clerks	180	10	6	2	10
Curriculum Center Clerk	180	5	5	0	10
Full-time Custodians	All year	0	0	0	10
Noon Supervisor	180*	0	0	0	10
School Secretary	180	10	6	2	10
Sub/Attendance Secretary	180	10	0	0	10
Health Assistant	180	0	0	0	10
Sp. Ed. Secretary	All year	-	-	0	10
Bus Driver	180	0	0	3	10
Snack Bar	180	0	0	0	10
Library Clerk	180	0	0	0	10
Computer Clerk	180	0	0	0	10
Detention	180	0	0	0	10
Intramural	180*	0	0	0	

*Less adjusted days

THE LAW

“.....no instructional aide/personnel shall give out any personal information concerning any pupil who is not his own child or ward, except under judicial process, to any person other than a teacher or administrator in the school which the pupil attends.....”

BUS DRIVER'S INFORMATION

Refer to the Bus Driver's Handbook.

AIDES INFORMATION

Possible Responsibilities

I. Classroom

1. Read Stories
2. Assist students with work
3. Tutor individual students
4. Distribute materials
5. P.E. instruction
6. Set up and operate A.V. equipment

II. Clerical

1. Correct papers
2. Record keeping
3. Type and duplicate
4. Classroom maintenance

III. Creative

1. Make games
2. Art activities
3. Record tapes
4. Field trips
5. Bulletin boards

ANDany other duties needed by your teacher.

The **A, B, C's** for AIDES:

Atmosphere of trust

Allow for individual differences

Always be flexible

Admit mistakes

Allow for success

Be yourself

Be consistent with teacher's method and manner

Become familiar with instructional materials

Be Fair, firm and friendly

Bring sense of humor

Consistent goals

Close communication with teacher

Create an attitude of caring

Consistent follow through

Communicate in a positive way

