



**SAN MARCOS**  
UNIFIED SCHOOL DISTRICT  
engaging students...*inspiring futures*

# 2016- 2017 Employee Handbook

This handbook is designed to give you basic information about district employment policies and procedures. You are referred, where appropriate, to such source documents as the current collective bargaining contracts, District Board Policies and Administrative Procedures, or to the Human Resources and Development Department for more detailed or up-to-date information.

***This handbook is not intended to be and does not constitute a contract between the district and its employees.***



## ***ABOUT THE DISTRICT***

The San Marcos Unified School District is located in San Diego County, thirty miles north of San Diego. Located within the district boundaries are the communities of San Marcos, parts of the cities of Escondido and Carlsbad, as well as an unincorporated area in the southeastern portion of the City of Vista.

The San Marcos Unified School District has a long and interesting history dating back to 1882 when Twin Oaks residents founded San Marcos School District. Around 1889 old Richland School was built and for a time served the entire Richland Valley area. In 1946 San Marcos School District and Richland School District merged to form Rich-Mar School District.

In 1961 San Marcos High School opened as one of four high schools in the Escondido Union High School District. On July 1, 1976, San Marcos High School joined with the Rich-Mar School District to become San Marcos Unified School District.

The San Marcos Unified School District has eleven elementary schools, one K – 8 school, three middle schools, two high schools, a continuation high school, an independent study high school, and an adult education school. Support facilities include Transportation, Maintenance and Operations, an English Language Learners Resources Center, Technology and central District Office.

## ***MISSION STATEMENT***

The San Marcos Unified School District is an innovative and collaborative community providing an unparalleled educational experience. Through an engaging and supportive environment, all students are challenged, inspired, and poised to excel.

### **We Believe that**

- Every student deserves to learn every day
- Positive relationships and a strong sense of community connect students to learning
- Teachers who challenge and care for students make a significant impact on students' lives
- To attain excellence we can accept the best from every individual in our learning community

## We Commit to

- Providing each student with an appropriate and challenging educational experience
- Maintaining a respectful environment that fosters learning through positive relationships among students, adults and our diverse community
- Hiring and retaining only the best educators and investing in their success
- Providing quality education based on high standards, effective practice, continuous improvement, and innovation

## **GOVERNING BOARD**

The governing board is composed of five elected members who represent the citizens of San Marcos, Escondido, and Carlsbad who reside in our school district. California Education Code details the powers and duties of the governing board: “The governing board of any school district may execute any powers delegated by law to it or to the district of which it is the governing board, and shall discharge any duty imposed by law upon it or upon the district of which it is the governing board, and may delegate to an officer or employee of the district any of those powers or duties. The governing board, however, retains ultimate responsibility over the performance of those powers or duties so delegated.

Current governing board members are listed on the San Marcos Unified School District website.

## **ADMINISTRATIVE STAFF**

**SUPERINTENDENT:** The Superintendent is the chief administrator of the San Marcos Unified School District. The superintendent is appointed by the governing board to administer the district according to board policy and directives.

**ASSISTANT SUPERINTENDENT/ INSTRUCTIONAL SERVICES:** The Assistant Superintendent of Instructional Services is responsible for a wide variety of instructional and curriculum programs including:

STUDENT SERVICES  
SPECIAL EDUCATION  
ELEMENTARY CURRICULUM K-5  
SECONDARY CURRICULUM 6-12  
SPECIAL PROGRAMS  
TECHNOLOGY

GRANTS AND COMMUNICATIONS  
ENGLISH ACQUISITION  
INSTRUCTIONAL LEADERSHIP  
B TSA/ESSENTIAL ELEMENTS OF  
INSTRUCTION

ASSISTANT SUPERINTENDENT/BUSINESS SERVICES: The Assistant Superintendent/Business Services is responsible for all business operations of the district including:

- CHILD NUTRITION SERVICES
- PURCHASING
- ACCOUNTING
- FACILITIES
- MAINTENANCE AND OPERATIONS
- TRANSPORTATION
- KIDS ON CAMPUS
- RISK MANAGEMENT

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES AND DEVELOPMENT: The Assistant Superintendent of Human Resources and Development is responsible for the management of all personnel including:

- HIRING
- TERMINATIONS
- CREDENTIALS MONITORING
- EMPLOYMENT TESTING
- SUBSTITUTE COORDINATION
- EMPLOYEE HEALTH AND WELFARE
- STAFF DEVELOPMENT
- CONTRACT ADMINISTRATION
- EMPLOYEE/EMPLOYER RELATIONS

PRINCIPAL: The Principal is responsible for the organization and administration of the school in accordance with governing board directives and policies. This includes implementation of the district instructional program, supervision and evaluation of all personnel assigned to the school, coordination of all services within the school, implementation of the site discipline plan, and maintenance of positive relationships with parents and the community.

## ***DISTRICT SITES AND DEPARTMENTS***

The San Marcos Unified School District is composed of many school sites and various support departments. Addresses and phone numbers of current school sites and departments are listed on the District Website: [www.smusd.org](http://www.smusd.org).

## ***DISTRICT CALENDAR***

The San Marcos Unified School District operates on a traditional calendar. All elementary, middle and high school sites follow this calendar. The calendar can be accessed on the District Website: [www.smusd.org](http://www.smusd.org)

Holidays recognized by the district are:

New Year's Day	Christmas Eve
Lincoln's Day	Christmas Day
President's Day	Friday of Spring Recess
Memorial Day	Martin Luther King Day
Independence Day	
Labor Day	
Admission Day	
Veteran's Day	
Thanksgiving Day	
The Friday following Thanksgiving Day	

Days of observance of these holidays are included in the annual district calendar.



## ***CATEGORIES OF EMPLOYMENT***

**THE CERTIFICATED EMPLOYEE:** works in a position that requires a credential issued by the California Commission on Teacher Credentialing. Certificated positions include classroom teachers, specialists, librarians, nurses, counselors, psychologists, and administrators.

There are several categories of certificated employment in the district:

- ◆ **Tenured** - a certificated employee who has satisfactorily completed two years of probationary status. Tenured status begins on the first workday of the third consecutive school year with the district.

- ◆ Probationary - a certificated employee contracted for the school year in a position requiring certification qualifications who has not been classified as tenured, temporary, or as a substitute.
- ◆ Temporary - a certificated employee assigned temporarily whose funding of a limited nature, or who is a replacement for a teacher or administrator on a board-approved leave.
- ◆ Substitute - an employee who replaces a teacher or administrator who is temporarily absent from duty.

THE CLASSIFIED EMPLOYEE: Most positions not requiring teaching or related credentials are termed “classified.”

Such positions are termed “classified” because they are grouped according to the type of job duties and level of responsibility in order to establish job families and levels. Classified employees work in such diverse jobs as: Secretary, Custodian, Account Clerk, Health Aide, Library Media Technician, Maintenance Worker, Child Nutrition Services Worker, Instructional Aide, Bus Driver, Groundskeeper, and Typist Clerk.

Noon Time Supervisors and School Crossing Guards are considered “district employees” rather than “classified employees,” and are not, in accordance with Education Code provisions, part of the classified bargaining unit.

There are several categories of classified employment in the district:

- ◆ Permanent - An employee who has satisfactorily completed a one (1) year probationary period.
- ◆ Probationary - An employee who is serving a probationary period. A probationary employee can be released without cause during the first year if it is determined that the employee’s continued employment is not in the best interest of the district.
- ◆ Short Term - An employee hired temporarily to perform a specific job, who, upon completion of the service will not be needed on a continuing basis.
- ◆ Substitute - A person employed to replace any classified employee who is temporarily absent from duty. If the district is engaged in a procedure to hire a regular employee to fill a vacancy, a substitute employee may be used to fill that vacancy for not more than sixty (60) days.
- ◆ Limited Funded Position - A position that has been determined by the district to have no anticipated long-range funding.

## ***FIRST DAY OF WORK***

Before beginning work, employees must successfully complete:

- ◆ a pre-employment physical examination and TB test.
- ◆ a criminal background check including a fingerprint clearance.
- ◆ a “new employee orientation” that includes completion of required new hire forms
- ◆ Mandated Reporter Training

New employees will, at the new employee orientation, also receive information on workers’ compensation (handbook and information sheet), district safety (online safety manual) and blood borne pathogens (pamphlet).

New certificated employees must also provide:

- ◆ verification of transcripts for appropriate salary placement
- ◆ valid credential(s) authorizing the assignment for which the employee is being employed

Orientation is an important step in getting started on the right foot. Employees will receive information and an opportunity to ask questions. New employees will receive a basic orientation from the Human Resources and Development Department and/or the position supervisor.

This orientation will also include information on:

- ◆ site personnel procedures
- ◆ job duties and responsibilities
- ◆ performance expectations and evaluations procedures
- ◆ where to obtain materials and/or equipment
- ◆ where to go for assistance
- ◆ California Teacher Induction (CTI) and The Essential Elements of Instruction (EEI) Training

## ***POLICIES & PROCEDURES***

**BOARD POLICIES** - These are policies that govern the district. Board Policies are often accompanied by Administrative Procedures, which describe how the district will implement the Board Policy. Board Policies are based on Education Code and other California laws and are reviewed periodically. A copy of the San Marcos Unified School District Board Policy and Administrative Procedures can be found on the District Website: [www.smusd.org](http://www.smusd.org)

Important Board Policies include, but are not limited to:

4030 - Non-Discrimination/Affirmative Action - This board policy prohibits the district and its employees from discriminating against 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, genetic information, military or veteran status, gender, gender identity, gender expression, sex 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.

4119.11- Sexual Harassment - The Governing Board and administrators expect every employee to be able to work in an appropriate, business-like environment. It is against the policies of the Governing Board and the law for an employee to "sexually harass" another person.

What is sexual harassment? Sexual harassment is defined by governmental guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

1. Submission to the conduct is made expressly or implicitly a term or condition of the individual's employment.
2. Submission to, or rejection of, such conduct is used as the basis for employment decisions affecting the person.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, pervasive, or objectively offensive so as to create a hostile work environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the District.

If you feel you are being sexually harassed, your first course of action should be to tell the perpetrator that such conduct is unwelcome and that it must stop. If the offensive behavior does not cease, you should file a formal complaint through your site administrator or Assistant Superintendent of Human Resources.

4112.4 - Health Examinations - Among other requirements, this board policy requires all employees to have a current tuberculosis (TB) certificate on file. TB certificates are good for four (4) years. The district will provide TB exams/certificates to continuing employees at no charge, or will reimburse an existing employee the cost of the TB exam.

This board policy also requires Child Nutrition Service Workers to obtain a health certificate before being assigned to work in any school cafeteria or kitchen in the district.

4119.42 - Blood Borne Pathogens - This administrative procedure is an exposure control plan for blood borne pathogens (skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials) that may result from the performance of an employee's duties.

4021 - Child Abuse Responsibilities - As an employee of the San Marcos Unified School District, you are considered a mandated child abuse reporter. The Child Abuse Reporting Act requires a mandated reporter, which includes all school employees, to report whenever he or she, in his or her professional capacity or within the scope of his or her employment, has knowledge of or has observed a child whom the mandated reporter knows or reasonably suspects has been a victim of child abuse or neglect. The district's board policy also provides information and assistance for employees regarding supervision of child abuse reporting requirements and procedures.

3513.3 - Tobacco-Free District - In response to Education Code 48901, the Governing Board adopted a policy that requires all district facilities and vehicles owned, leased or operated by the district to be tobacco-free. Tobacco-free means prohibition of the use of tobacco or tobacco products on or in any school district property by any staff, students, parents or other individuals.

4020 - Drug and Alcohol Free Workplace - On March 18, 1989, the Federal Drug-Free Workplace Act of 1988 became effective. This statute requires that the district certify that it will provide a drug-free workplace as a pre-condition to receiving federal funds or grants. Board policy prohibits employees from unlawfully manufacturing, distributing, dispensing, possessing, using or being under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations before, during or after school hours at school or in any other district workplace.

## **SMUSD Social Media Best Practices**

### **Social Media Guidelines for Faculty & Staff**

Social Media can be a very powerful communication and educational tool for today's society. Employees in the San Marcos Unified School District (SMUSD) are encouraged to embark in the social media world and leverage these tools. However, the following guidelines and best practices have been established to provide all employees direction on the appropriate use of various forms of social media.

## **What is social media?**

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the website. A large percentage of Internet traffic is centered around the use of social media. Social media includes but is not limited to: Facebook, MySpace, Ning, Twitter, YouTube, Instagram, blogs, wikis, social bookmarking, document sharing and email.

## **Personal Use of Social Media**

SMUSD employees are encouraged to keep their personal lives personal even in the digital world where personal and professional can become blurred. District procedure discourages employees from engaging in communication with students via social media. Students under the age of 13 are not permitted to have social media accounts. If you decide to become friends with any student over the age of 13, this obligates you to report any illegal misconduct, abuse, or cyberbullying that you are a witness to. Also, any misconduct by you that is viewed by students may result in disciplinary action by the school district. Procedures also discourage communicating with parents of students via social media. If you have personal social media accounts, the following response is recommended when denying such requests.

### **Sentence for staff to respond to requests on their personal social networks:**

*If you are a student or parent requesting to be my "friend," please do not be surprised or offended if I ignore your request. As an employee of the San Marcos Unified School District, our policy discourages me from communicating with students or parents on social media. I would encourage you to friend our school and the San Marcos Unified School District Facebook page.*

## **Best Practices**

### **Be Transparent**

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.

### **Always a School Employee**

The lines between public and private, personal and professional are blurred in the digital world. Even when you have a disclaimer or use a different user name, you will always be considered to be a district employee. Whether it is clearly communicated or not, you will be identified as working for and sometimes representing the school in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district.

## **Use a Disclaimer**

Include a disclaimer on your social media site which says something like this: "The opinions and positions expressed on this site are my own and do not necessarily reflect my school district's positions, strategies, or opinions." This standard disclaimer does not exempt employees from their responsibilities as explained in these guidelines. If asked by media to comment on a school related issue, refer them to the correct department or person in the district or when in doubt, to the principal or superintendent.

## **School Values**

Represent the district values. Express ideas and opinions in a respectful manner. All communications should be done in good taste. Build trust and responsibility in your relationships. Do not denigrate or insult others including students, staff, administrators, parents, or other districts. Don't use ethnic slurs, innuendos, obscenity or any other inappropriate content. Even though you are of legal age, consider carefully what you post through comments and photos. There are school districts who have taken disciplinary action on staff that made posts relative to alcohol and sexual activities.

## **Build Community/Positively Represent School**

Represent the district and the students and parents you serve in the best light. Respect the privacy and the feelings of others. Under no circumstance should offensive comments be made about students or colleagues (including administrators) nor the district in general. Negative comments about people may amount to cyber-bullying and could be deemed a disciplinary offence. Your posts and comments should help build and support the school community. Do not comment on nor forward unsupported information, e.g. rumors. You are responsible for what you post, be certain it is accurate and supports your organization. If you are about to publish something that makes you hesitate, wait a day, review the guidelines and talk to a colleague or supervisor. Once posted you can't take it back.

## **Share your Expertise**

Write what you know and be accurate. Add value to the discussion. Post something useful. Provide worthwhile information and perspective. A district's most valuable asset is its staff. What you publish and post may reflect on the school and the District. Speak in the first person with your own voice and perspective.

## **Respect and Responsible**

Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content in a social bookmarking site. Consider the avatar you select. Do your tags, descriptions, and your image portray you in a professional manner?

## **Own and Correct Mistakes**

If you make a mistake, admit the mistake and correct it quickly. Clearly state if you've corrected a previous post. Even though damage may be done, it is best to admit your mistake and correct it. Apologize if appropriate.

## **Confidential Information**

Online postings and conversations are not private. Do not share confidential information whether it is internal school discussions or specific information about students or other staff. What you post will be seen by others and will be online for a long time. It can be forwarded or shared in just a few clicks. Do not write about colleague or student without their permission.

## **School and District Logos**

Do not use any school or District logo or image without permission.

## **Posting Photos or Movies without Permission**

Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain student without parent consent.

## **Responding to Negative Comments and Criticism**

How you respond to a negative comments or criticism will say more about you and your character than what you post. If you delete a negative post, it discourages open communications. When publicly criticized or receiving a negative comment, first, stay cool and don't reply in haste. Express your view in a clear, logical way. Don't get personal and if you made a mistake, admit it and move ahead. It is not uncommon for a negative response to be answered by some other person, who supports your view. When in doubt, it's best to ignore a comment and not give it credibility by acknowledging it with a response publicly; perhaps a face-to-face meeting would be more appropriate.

## **Response and Post Regularly**

Post regularly. Don't post to your blog and then not post for three weeks. Readers won't have a reason to follow you if they can't expect new content regularly. Respond to other's posts. Answer questions; thank people even if it's just a few words. Make it a two way conversation.

## **Spell Check and Abbreviations**

Blog and wiki posts should be well written. What you post will be online for the world to read. Follow writing conventions including proper grammar, capitalization, and punctuation. Be cautious about using common abbreviations. While your circle of friends may understand what you are saying, you may have

readers from across the world who won't understand. When in doubt, define the abbreviation at least once in a post or include a definitions page on your site.

### **Copyright and Fair Use**

Respect copyright and fair use guidelines. Share what others have said by linking to the source and using embedded content. Be sure to cite your source when quoting. When using a hyperlink confirm that link goes where it should and that the content is appropriate. It is recommended that all online content be licensed under a Creative Commons Attribution Non-Commercial Share Alike 3.0 United States License (<http://creativecommons.org/licenses/by-nc-sa/3.0/>).

### **Personal Information**

Be careful about sharing too much personal information. People often share information such as their pet name, their parents and children's names, where they grew up, and more. This information has been used by hackers to guess passwords. If you share that you will be out of town, a criminal may use this to target your home for a burglary. Be smart and don't share too much about yourself online.

### **Video**

YouTube is becoming an increasingly popular place to share personally created movies. You are responsible for all you do, say, and post online including video. Anything you post online should represent you in a professional manner as others will see you as connected to the school district. It disrupts learning to have days of conversation about a teacher created YouTube video with questionable content.

### **Staff-Student Relations**

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or e-mails; calling students on cell phones or allowing students to make personal calls to them unrelated to homework or class work; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing. Employees who post information on Facebook, Instagram or similar web sites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, use of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and district officials and if warranted will be disciplined up to and including termination, depending upon the severity of the offense. Additionally,

certified personnel, depending upon the severity of the offense, may have their case forwarded to the appropriate state department for review and possible further sanctions. The Superintendent or designees reserve the right to periodically conduct Internet searches to determine if employees have posted inappropriate materials on-line. If inappropriate use of computers and web sites is discovered, the Superintendent's designees will download the offensive material and promptly bring that misconduct to the attention of the Superintendent.

## **Email**

School district requires through responsible use policies, that all electronic or any other communications by employees to students or parents at any time, from any email system shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

Email between employees and students and parents shall be done through the school provided email application. Email must conform to school email policies.

## ***PROMOTIONS/TRANSFERS***

A promotion is defined as movement to a position on a higher range on the salary schedule. A transfer is defined as a change of job site but within the same position classification. Promotions and transfers are considered terms/conditions of employment and are governed by the bargaining unit contract. Please refer to the bargaining unit contract for detailed terms of promotions/transfers.

## ***RECLASSIFICATION***

(Classified Employees Only)

Reclassification is a review of an employee's current job classification. Reclassification may be appropriate when the duties of the position change. The Master Contract describes the procedure the district uses each year to consider requests for reclassification.

(Reclass deadline per Master Contract)

## ***STATUS CHANGES***

During a career with the district, an employee is likely to have one or more "status changes" such as transfer, leaves, promotions, etc. A personal situation may also change, i.e. marriage, divorce or children. When any personal changes occur, it is very important to notify the Human Resources and Development Department as soon as possible. This prevents any delays in processing the necessary paperwork, which may affect payroll activity or other aspects of employment.



Here are some common changes and how to handle them:

<u>Item</u>	<u>Contact</u>
Name change	Human Resources and Social Security office
Change of address/phone	Human Resources <u>and</u> Supervisor
Emergency notification	Human Resources <u>and</u> Supervisor
Beneficiary forms (PERS, STRS, Payroll, Ins.)	Human Resources/Benefits
Add/delete insurance dependents	Human Resources/Benefits
W-4/Direct Deposit	Human Resources/Payroll
Professional advancement	Human Resources/Payroll

## ***RESIGNATION***

Ordinarily, an employee should submit a resignation at least two (2) weeks in advance in order to leave the district in good standing. More notice is optional (and appreciated) to allow for a smooth transition. The resignation should state name, employee ID number, job title, work site, reason for leaving and effective date and should be submitted to the supervisor or the Human Resources and Development Department. A resignation form can be found on the San Marcos Unified School District website under the Human Resources Department.

The employee may be asked to participate in an “Employee Exit Interview.” The district believes that an analysis of the questions contained in an exit interview will allow an assessment of the progress toward establishing and maintaining increased levels of employee satisfaction resulting in maximum production and a high level of morale for everyone.

## ***EMPLOYEE CONDUCT AND DISCIPLINARY ACTION***

The district has a responsibility to assure that personnel administration includes the establishment of rules and policies for personal behavior and for conducting school business. Employees who fail to abide by established policies and procedures will be subject to corrective discipline up to and including discharge. These policies are mandated by California Education Code, district policies and administrative procedures, other California statutes, and negotiated labor agreements.

Because San Marcos Unified School District is a public employer, all individuals working in this district hold a public trust. Therefore, employees should avoid placing themselves in situations where they appear to be using a district position for personal gain. All employees are expected to treat the public, children and adults alike with “courtesy and care.” This reflects our district’s commitment to the community.

## ***CONCERNS and COMPLAINTS***

An employee with a concern or a complaint about an issue should first discuss it with the supervisor - especially if it impacts work or the department. The situation may often be resolved or made more manageable after a frank discussion.

## ***THE COLLECTIVE BARGAINING PROCESS***

Beginning in 1976 with the passage of the "Rhodda Act," school districts in California were authorized to bargain collectively with employee groups over wages, hours and certain other "terms and conditions of employment."

All certificated employees, except administrators, and regular classified employees are part of what is called the "bargaining unit". Employees in the bargaining units are represented by San Marcos Educators Association (SMEA) (certificated employees,) and California School Employee's Association (CSEA), (classified employees.)

The items covered in bargaining unit contracts represent a binding agreement between the parties on certain terms and conditions of employment which must be adhered to by employees and management. Read and become familiar with the current agreement. It governs many important aspects of employment such as: hours and overtime, evaluation, salary, health and welfare benefits, leaves of absence, etc.

Violations of master contract provisions may be grieved in accordance with grievance procedures found in both the SMEA and CSEA master contracts.

A copy of the most current bargaining unit master contract is on the San Marcos Unified School District website, under the Human Resources and Development Department.

## ***STAFF DEVELOPMENT***

"Staff Development" is viewed by the Governing Board as a continuous, systematic effort to improve educational programs in the district through staff involvement in organized program planning, implementation and evaluation efforts, and activities to upgrade the knowledge and ability of the total school staff.

In our rapidly changing society, teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change, and other topics related to education. The Governing Board recognizes that it shares with its certificated staff, responsibility for the upgrading and updating of teacher's performance and attitudes. The Governing Board

supports the principle of continuing training of teachers and the improvement of instruction..

Special emphasis is made to better prepare teachers and other school personnel to meet the needs of students of diverse cultural and ethnic backgrounds. Planning and implementation of such programs is done cooperatively by administrators, teachers, and parent advisory groups.

Refer to Board Policy 4131 and Administrative Procedure 4131 for more information.

The District maintains a program of staff development for classified employees which provides orientation for new employees and continuing in-service training. Rapidly changing work methods, new ideas and new equipment requires continuous updating of skills and knowledge if employees are to perform a quality service. This renewal of skills and knowledge may take place through continuing education of various types.

The District recognizes that such self-improvement necessitates the expenditure of a certain amount of effort and dedication on the part of the employee. The Classified Professional Growth Program was established to reward the employee for this effort and encourage development of employee skills to meet current and future needs of the district.

For additional information, refer to Board Policy 4231 and Administrative Procedure 4231.

***PROFESSIONAL DEVELOPMENT (Certificated Employees):*** Certificated employees will be asked to notify the Human Resources and Development Department, in writing, by March 1 of each year, of their intentions to move to a different column on the salary schedule in the ensuing year, based on the completion of additional course work. This enables the District to accurately budget for salaries. Credit for salary purposes cannot be given for any course work taken without the prior written approval of the Professional Growth Committee. Units that will be applied for the current year salary schedule must be completed prior to the start of a school year. Official transcripts must be received in the Human Resources and Development Department no later than November 1. Refer to the certificated bargaining unit contract for detailed information.

### **Essential Elements of Instruction for Newly Hired Teachers**

This training for all newly hired teachers is designed to provide participants with an understanding of the district's instructional framework. The training includes direct instruction on the Essential Elements of Instruction, emphasizing ways of effectively applying these concepts in the classroom. The elements serve as principals upon whom instructional decisions are based regarding: 1) what to teach – the content; 2) how the students will learn and then demonstrate what they've learned; 3) what teacher actions will be needed to accomplish 1 and 2.

## **California Teacher Induction Program (CTIP)**

California Teacher Induction Program is designed to offer support for beginning teachers who have finished a credentialing program and who currently hold (or have applied for) a preliminary Multiple Subjects Credential, Preliminary Single Subject or a preliminary Education Specialist Credential. As outlined in SB2042, CTIP Induction is the main pathway to a Clear Credential.

Created by SB1422 in 1992, the CTIP was established based on research gathered from the California New Teacher Project. This research identified the need to provide participation teachers with focused induction support that would be at a sufficient level of intensity to make a difference in the performance, retention, and satisfaction of the participating teachers.

The San Marcos Unified School District CTIP provides a two-year induction program to support new teachers. The Formative Assessment for California Teachers (FACT) system used by the district consists of a reflective assessment and support process intended to help teachers in their initial years as a professional educator. The FACT program is designed to recognize the individual strengths and professional development needs of participating teachers, thus building upon the knowledge, skills, and abilities that each participating teacher brings to the classroom. The SMUSD program supports the demonstration and application of the California Standards for the Teaching Profession and Pedagogy and Universal Access Induction Standards through its various components: collegial mentoring from an assigned support provider, ongoing staff development, curricular materials and training, and administrative assistance.

## ***EVALUATION PROCEDURES***

Evaluation of staff is one of the district's most important responsibilities. Information on evaluation procedures may be found in both the SMEA and CSEA master contracts. In addition, Administrative Procedures provide for evaluation procedures for other employees.

## ***ATTENDANCE/LEAVES***

It is the expectation of the district that all employees maintain regular, reliable, and punctual attendance. Each department or school site has a call-in procedure to follow when illness or legitimate emergency situations occur that prevents an employee from reporting to work.

Employees who work in an instructional setting (teachers, instructional aides, and others for whom substitutes are provided) must use the following procedure for obtaining a substitute:

**Log on Aesop via the internet at: [www.smusd.org](http://www.smusd.org) (Click on: Staff, then on Aesop/Absence Reporting) or call (800-942-3767)**

The notification shall be the 1<sup>st</sup> day of absence and the last day of absence.

It is highly recommended (and greatly appreciated) that the employee call for a substitute well in advance of the need, and at least the night before, in the case of an illness.

If a substitute is secured for an absence, it is required that the employee notify the supervisor in advance when the employee plans to return to work. This allows the substitute to be released without obligation. Penalties for failure to notify the supervisor are detailed in the SMEA and CSEA master contracts.

Employees shall provide, upon district request, additional verification of the use of sick leave provisions. When returning from a long term absence, it is recommended that the physician's statement be provided in advance so that the supervisor may make accommodations needed for any physical limitations. Providing information to the supervisor as soon as possible will prevent unnecessary delays in the employees' return to work.

Certificated and classified employees are eligible for various leaves as outlined in the respective bargaining unit master contracts. Bargaining unit employees, confidential employees, and administrators are eligible for paid sick leave (which is cumulative), differential sick leave, bereavement leave, jury duty leave, family care leave, etc. (which are not cumulative). Classified employees are eligible for paid vacation leave depending on length of service.

Refer to the bargaining unit master contracts for detailed information and instructions.

### ***Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA)***

An unpaid leave of absence (FMLA and CFRA) may be granted to employees who have worked for San Marcos Unified School District for a least one (1) year and a minimum of 1250 hours in the 12 months preceding the leave, who have a bonafide need to care for a seriously ill parent, spouse or child, or for the birth or adoption of a child, or the placement of a foster child. In addition, employees may be granted an unpaid leave of absence caused by their serious medical condition which prevents them from working. FMLA leave runs concurrently with CFRA leave, except when the leave is for pregnancy or pregnancy-related disability. If FMLA or CFRA leave is taken for your own serious health condition, the FMLA and CFRA leave entitlement runs concurrently with paid sick and extended illness leave.

Verification of the medical condition from the attending physician of the family member of the employee may be required. When possible, Human Resources and Development requests sufficient notice of the need for leave in order to plan for coverage of the workload. San Marcos Unified School District reserves the right to have the employee examined by a physician of its choice as allowed by law.

The District will continue to pay all applicable group insurance premiums it ordinarily pays on behalf of the employee to a maximum of 12 weeks for either a family care or personal medical leave of absence. If the employee fails to return from this leave, the District may attempt to recoup the cost of the insurance premiums paid on behalf of the employee during the leave. Employees returning from leave may be returned to their original position or to an equivalent position with equivalent pay.

If the employee returns to work outside of the legally allotted time for such a leave, the employee will only be reinstated if there is an available open position which they are qualified to fill.

Failure to return to work from a leave of absence on the agreed upon date may be interpreted as the employee's voluntary resignation.

## ***HEALTH AND WELFARE BENEFITS***

The term "health and welfare" benefits covers employee medical insurance, dental coverage, life insurance and vision care. Benefit levels and eligibility are governed by the provisions of the current bargaining unit agreements.

For information and assistance with health and welfare benefits, contact the district's Benefits Technician, Kitty Ross, at (760) 752-1241.

## **OTHER BENEFITS**

THE EMPLOYEE ASSISTANCE PROGRAM - Under the auspices of the San Diego County School Districts' Joint Powers Authority (JPA), all employees are eligible to contact the professional staff of the "Employee Assistance Service for Education Program" (EASE) for help with personal or family problems. These counselors help assess the problem and, if necessary, refer the employee to appropriate community resources or programs. Call (619) 292-3563 or (800) 722-EASE for confidential assistance.

UNEMPLOYMENT INSURANCE - All district employees are covered by this program. For further information contact the Employment Development Department of the State of California.

## **WORKERS' COMPENSATION**

If an employee is injured on the job, protection is provided by Workers' Compensation Insurance. Benefits are in the form of medical care, temporary disability benefits, necessary rehabilitation services, or death benefits to dependents.

All injuries must be reported to the immediate supervisor within 24 hours or future benefits may be forfeited. A report must be submitted even if the employee chooses not to seek medical attention. A supervisor will be able to assist with the forms required and answer questions regarding workers' compensation. Contact the Human Resources and Development Department for further information. Filing of a claim does not automatically qualify an employee for benefits. Benefits will be determined by the district's workers' compensation administrator.

Employees may see their own personal physician in case of injury on the job if a written notice to do this is on file in the Human Resources and Development Department prior to the injury. This notice should be filed at the time of hire, or the employee may notify the Human Resources and Development Office to file this notice after initial employment. It is the employee's responsibility to file a new notice if the employee changes doctors. The Workers' Compensation Administrator still retains the right to have an employee see a workers' compensation doctor in addition to the selected personal physician.

A Workers' Compensation Handbook and Statement will be given to new employees when first hired with the district, and again if injured on the job. Read this booklet and become familiar with the benefits that are available.

The District wants to ensure that employees promptly receive all of the benefits to which they are entitled to promote a speedy recovery and return to work.

The District has a return to work program for employees who are injured on the job. If an employee is released by their doctor with temporary job modifications, the district will make every attempt to make the necessary accommodations.

## ***DISABILITY***

San Marcos Unified School District employees do not participate in State Disability Insurance (SDI). If an employee is disabled and unable to work (verified by a doctor's note) and has exhausted all full-paid leave, the employee is eligible for differential pay. Refer to the bargaining unit master contract for a description of differential pay.

## ***SAFETY***

It is each employee's responsibility to report any unsafe situation to the immediate supervisor. Prompt attention to safety issues will prevent problems. No employee shall be reprimanded or discriminated against as a result of reporting any condition believed to be a violation of state or federal law or agency regulation. The district provides all safety equipment necessary to permit employees to perform assigned duties safely.

It is the employee's responsibility to use any safety equipment, clothing or procedures on the job as instructed. If injured on the job, it is important to report the injury to the supervisor immediately. The supervisor will direct the injured employee to seek appropriate assistance and submit the required accident report to the Benefits Coordinator in the Human Resources and Development Department for processing. The injured employee is required to send the attending physician's note to the Benefits Coordinator after each visit and receive clearance from the Human Resources and Development Department prior to returning to work.

## ***PAY DAY***

### **TIMECARDS & TIMESHEETS:**

Timecards and timesheets are due to the site/department by 4:00 p.m. on payday (the last business day of the month) to be paid on the following month's payday. All timecards and timesheets submitted to payroll are processed and **paid by employee ID number.**

Please complete timecards with your name, employee ID number, requisition number, site location, reason for the extra duty, proper dates, total hours, employee's signature, and supervisor's signature. Without this information, your pay may be delayed.

Please make sure that your name and employee ID number are on all correspondence submitted to payroll.

### **PAYDAY:**

Payday is once a month, on the last working day of the month. If you do not have Automatic Deposit, payroll warrants are available in the payroll department at the district office between 8:00 a.m. and 4:30 p.m. (If any employee wants to have their paycheck mailed to them, **they must forward a self-addressed, stamped legal (no.10) envelope to the Payroll Department.**)

## ***RETIREMENT (STRS/PERS)***

In order to ensure that the retirement process is managed in a timely manner, it is recommended that planning begin well in advance. This is important because processing by the retirement system and Social Security Administration can take three to four months.

Contact the appropriate retirement system (CalSTRS for certificated, CalPERS for classified) and/or the Social Security Administration for counseling about specific retirement options.

## **RETIREMENT BENEFITS**

There are different types of retirement benefits to which the district and/or the employee contribute. Employees are eligible for one or more of these depending upon hours of employment and selection of benefits.

Certificated staff who qualify become members of the State Teachers' Retirement System (CalSTRS). Regular classified employees who work four (4) hours or more daily at any time during district employment become members of **both** the Public Employees Retirement System (CalPERS) and the federal Social Security System (FICA). Both the employee and district contribute to these plans.

For more information about CalSTRS, certificated employees may call (800) 228-5453.

For more information about CalPERS, classified employees may call (888) 225-7377.

For more information about FICA, employees may call (800) 772-1213.

Additional information regarding retirement benefits may be found in the employee master contracts.

## ***Retirement Health Benefits***

Benefited employees may be eligible for Medical Benefits at retirement depending upon service years (10 years of service) and age at retirement (age 55). For a detailed explanation of retirement Health Benefits refer to Article XI of your Master Contract.

## ***A FINAL WORD***

This handbook is intended to provide employees with basic information rather than the “final word” about the San Marcos Unified School District and their rights, benefits and obligations as an employee. The rules and policies upon which this handbook is based are subject to change as revisions in the law, Governing Board Policies and Procedures, and employee contracts occur. Employees should consult the appropriate bargaining unit contract or other documents if there are any questions about information in this handbook. You are encouraged to contact the Human Resources and Development Department for any questions or requests for information (760) 752-1245.

The San Marcos Unified School District looks forward to a rich and mutually satisfying working relationship with you in our efforts to provide a quality education for every student.