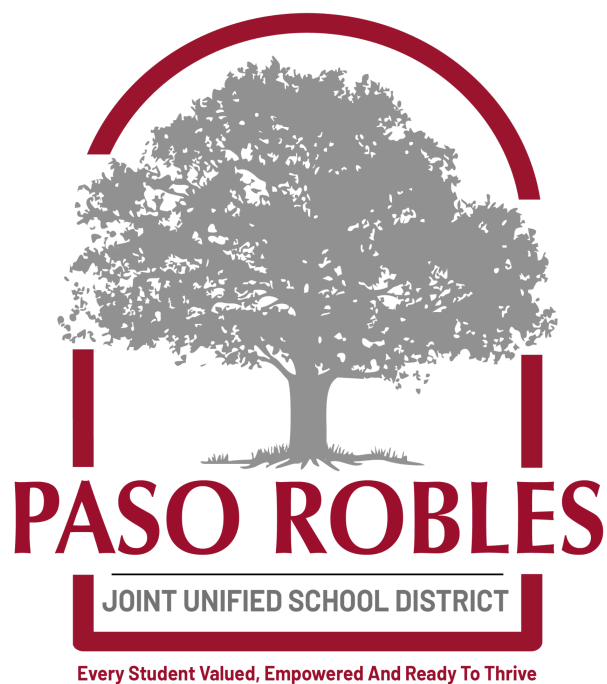


PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

Employee Handbook



This document is the property of PRJUSD and is intended for personal use and reference by PRJUSD employees. It is not a contract (express or implied) and does not create any legally enforceable obligations beyond those found in California law. PRJUSD reserves the right to add to, modify, or delete provisions at any time, consistent with applicable Association Agreements and the Educational Employment Relations Act.

INTRODUCTION

The purpose of this Employee Handbook is to familiarize employees with the practices of Paso Robles Joint Unified School District (PRJUSD) and to serve as a reference for rules, regulations, and expectations governing the employee-employer relationship. Certificated employees are covered under the PRPE (Paso Robles Public Educators) contract. Classified employees are covered under the CSEA (California School Employees Association) contract. These are referred to throughout this Handbook as "Association contracts."

This Handbook supplements but does not replace the Association contracts or Board Policies. In any conflict, the Association contract or Board Policy governs. Suggestions for revisions should be directed to the Assistant Superintendent, Human Resources.

Strategic Plan

During the 2025–2026 school year, the Board of Trustees adopted a five-year Strategic Plan. The District's Promise Statement (Vision) is:

"We promise to provide a safe, supportive environment where every student feels valued and empowered to discover their strengths, build resilience, and develop the knowledge, character, and confidence to thrive in their future."

[View the full PRJUSD Strategic Plan](#) on the District's website.

District's Core Values

PRJUSD's Core Values describe how we do business or go about making decisions. The following values were defined by the Strategic Planning Committee as being the foundational rules of engagement for staff and the Board of Trustees of PRJUSD.

Integrity

We uphold integrity and ethical responsibility by being trustworthy in all our actions, ensuring that every decision is made with honesty, fairness, and respect for our students, families, staff, and community.

Collaboration

We believe collaboration is essential to student success, and we are committed to working together—with students, families, staff, and community partners—to achieve shared goals and create a lasting, positive impact for all learners.

Compassion

We cultivate empathy and kindness in all our interactions, striving to understand and support one another while creating an environment where every student, family, and staff member feels valued and cared for.

Accountability

We hold ourselves accountable and act with reliability, ensuring that every commitment we make to students, families, and one another is met with consistency, transparency, and follow-through.

Innovation

We embrace innovation by encouraging creativity, responsible risk-taking, and adaptability—encouraging new ideas and forward-thinking solutions that prepare students to prosper in a rapidly changing world.

Belonging

We promote inclusion and belonging by embracing differences and ensuring that every student, family, and staff member feels respected, valued, and connected to our school community.

PRJUSD's Portrait of a Graduate

PORTRAIT OF A GRADUATE



The Portrait of a Graduate was created by the Strategic Planning Team to describe the skills, knowledge, and attributes PRJUSD believes its students should possess upon graduation.



Who We Serve

The Paso Robles Joint Unified School District is comprised of an inclusive early childhood center serving two to five year olds, (5) five TK-6 elementary schools, (1) one junior high, (1) one dual-immersion TK-8, one comprehensive high school, and an alternative education center that includes a continuation high school and both an independent study and a home schooling program option. The District offers an adult Independent Skills Program for adult learners, ages 18-22, with special needs. Our

success is reflected by numerous California Distinguished School Awards, National Blue Ribbon Awards, and many other honors.

District Office Departments & District Organizational Chart

Superintendent's Office

The Superintendent's Office directs the overall governance of the District, supported by Assistant Superintendents for Business Services, Human Resources, Curriculum & Instruction, and the Chief Officer of Technology.

Human Resources

The Human Resources Department manages all personnel functions, monitors employee credentials, handles and investigates Uniform Complaints, and oversees Title IX compliance. HR is committed to ensuring qualified, professional staff serves students every school day.

Business Services

Fiscal Services monitors the financial health of PRJUSD and handles payroll, accounts payable and receivable, budgeting, attendance accounting, purchasing, bids, and contracts.

Information & Technology

The Information Technology (IT) Department provides and supports the technology that makes teaching, learning, and district operations possible. IT manages the District's hardware—devices, interactive displays, and peripherals—and evaluates, deploys, and supports the software and web-based applications that help teachers improve student engagement and individualize learning. The Department maintains a secure, reliable network with filtered internet access and safeguards District systems and the privacy of student and staff data through ongoing cybersecurity practices. IT also administers and integrates core systems, including the Student Information System (SIS) and connected administrative platforms, so that accurate information flows across the tools employees use every day. In partnership with departments and school sites, IT continually works to improve technology processes and workflows for all staff. District devices and accounts remain the property of the District, and all activity on District systems may be viewed by authorized District personnel; employees are expected to handle equipment professionally and to consult the [Acceptable Use Policy](#) for additional guidance.

Educational Services

The Education Services department encompasses all aspects of the educational experience for students, including Curriculum and Instruction, Student Services, Special Education, and Data, Assessment, and Plan Alignment. This team provides support, training, professional development, and guidance to all staff in a variety of areas.

Curriculum & Instruction

The Curriculum & Instruction Department oversees instruction and learning across all grade levels in the District. The team also provides a broad range of professional

development opportunities for teachers, administrators, and other educational staff. Staff is to use the core, District-approved curriculum as the primary resource for instruction. Teachers must follow PRJUSD pacing guides to ensure all grade-level standards are covered equitably, while retaining professional autonomy over their daily instructional methods. Grading must strictly align with Board Policy ([BP 5121/ AR 5121](#)), reflecting only academic mastery of standards rather than student behavior or compliance. For elementary grades, homework must be purposeful and follow the [Elementary Homework Policy](#) to reinforce skills without introducing new material.

[View the PRJUSD Board-adopted Curriculum Resources](#) on the District's website or reach out to the Office of Curriculum & Instruction for additional information.



Data, Assessment, and Plan Alignment

The Data, Assessment, and Plan Alignment department provides support and oversight of district assessments, compiles data metrics to track, assess, and evaluate assessment results across the district, and supports the alignment of all school and district plans with our PRJUSD Strategic Plan.

In order to help ensure continued student growth monitoring, staff are required to administer all mandatory diagnostic, interim, and summative assessments according to the official [District Assessment Calendar](#) (2026-27).

Student Services

Student Services provides support in student attendance, student discipline based on Ed. Codes 4800-48915, PBIS, restorative practices, school safety procedures, emergency drills, and social-emotional support for students. Our goal is to provide a safe and learning environment in which students can strive and be academically successful.

All school sites in PRJUSD use PBIS, which requires all adults to hold all students accountable. Refer to the school site's behavior matrix.

Special Education

The Special Education Department is dedicated to ensuring that students with disabilities receive a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). Through collaborative partnerships with families, educators, and community agencies, the department provides individualized support and services designed to promote each student's academic, social-emotional, and functional growth, fostering meaningful participation and success in school and beyond.

The Special Education Department is responsible for:

- Ensuring compliance with federal and state special education laws and regulations.
- Identifying and assessing students with suspected disabilities.
- Developing and implementing Individualized Education Programs (IEPs).

- Providing specialized instruction and related services.
- Supporting inclusive practices and access to the general education curriculum.
- Monitoring student progress and ensuring appropriate services and placements.
- Providing guidance, training, and support to staff and families.

Roles

Special Education Administrators oversee programs, ensure compliance, supervise staff, manage resources, and support families and school sites.

Special Education Teachers and Case Managers provide specialized instruction, coordinate IEPs, monitor student progress, and collaborate with families and staff.

Related Service Providers (such as speech therapists, psychologists, counselors, and occupational therapists) assess student needs and provide services outlined in IEPs.

Paraeducators and Instructional Assistants support students in implementing academic, behavioral, and social-emotional goals under the direction of certificated staff.

The Special Education Department is committed to fostering inclusive learning environments that provide all students with equitable opportunities to reach their full potential.

Communications

The Communications Department leads districtwide communications and public information efforts, including media relations, social media, websites, publications, and community outreach, while supporting schools and departments in sharing accurate and timely information.

Cabinet

The Executive Cabinet is the District's Executive Team. Members include the Superintendent, Assistant Superintendents, Chief Technology Officer, and the Executive Assistant to the Superintendent.

Extended Cabinet includes: Executive Cabinet and the Director of Student Services, the Director of Special Education, the Director of Maintenance and Operations, and other senior managers.

District Organizational Chart

The [District's Organizational Chart](#) can be found on the District's website.

CODE OF ETHICS

All PRJUSD employees represent the District and must uphold the highest standards of professional and ethical conduct. As employees, we assume the responsibility to act with trust, morality, and ethical principles at all times.

It is expected that employees shall adhere to the "Paso Robles Joint Unified School District Employee Code of Ethics." Employees involved in any capacity in the education of young people must represent the highest standards and values of the community. The purpose of this code is to establish ethical standards for the conduct of all District employees. Following these standards will ensure the highest principles of behavior and uphold the trust vested in us by our community. As employees of the Paso Robles Joint Unified School District, we assume the responsibility for representing the District in a manner characterized by trust, morality, and ethical principles. All employees shall:

1. Treat students, parents, fellow employees, and community members with dignity and respect, demonstrating fairness and sensitivity for ethnic, religious, gender identification, and cultural heritage. ([BP 4030](#))
2. Promote a safe, nurturing, and positive school and work environment that is free from political biases. ([BP 4119.25](#))
3. Establish and maintain open and positive communication with patrons and fellow employees. ([BP 1100](#))
4. Maintain confidentiality concerning students, families, and employees, and avoid spreading rumors. ([Professional Standards Exhibit: 4319.21](#) and Annual Training)
5. Demonstrate knowledge of and act in accordance with District policies and procedures, as well as legal and contractual standards, responsibilities, and obligations. ([Professional Standards Exhibit: 4319.21](#) and Annual Training)
6. Support the District goals for serving all students with the goal of growth and educational excellence. ([BP 0120](#))
7. Demonstrate a commitment to learning and professional growth. ([BP 0120](#) and [Staff Evaluations](#))
8. Dress appropriately and professionally in relation to the employees' job duties. ([AR 5143](#))
9. Model and promote the appropriate professional and culturally sensitive language. ([BP 6144](#))
10. Use facilities and equipment in a manner that protects the resources and property of the District. ([BP 6144](#))
11. Protect District assets and financial resources by following accepted accounting practices and District policy. ([BP 3400](#) and [Whistleblower Policy](#))

EMPLOYMENT

The policies and definitions in this Handbook apply to all certificated and classified employees except where otherwise noted.

Types of Employees

Certificated Employees

An employee in a position requiring certification under the California Education Code is a certificated employee. Certificated non-management employees (such as teachers) who have been employed by PRJUSD for two complete consecutive school years in a probationary position are classified as permanent employees. All others are classified as substitute, temporary, or probationary based on hiring circumstances. (Reference: Ed. Code 44006 and 44929)

Classified Employees

An employee in a position not requiring certification under the California Education Code is a classified employee. Upon initial employment, classified employees serve a probationary period of six (6) months or 130 working days, whichever is longer. During this period, the Superintendent or designee may dismiss the employee at any time. Upon successful completion, the employee gains permanent status in their classification.

Part-Time Employees

A part-time employee works fewer hours or days than a full-time position. All benefits for part-time classified employees are prorated based on the employee's FTE (Full Time Equivalent).

Position Reclassification

All classified positions are reviewed periodically for potential changes to job descriptions and/or salary ranges. Requests to study a position outside of the regular review cycle may be initiated by administration or by an employee, and should be submitted to the Human Resources Department with evidence of a substantial change in assigned duties. A position that has undergone reclassification is ineligible for another reclassification review for a period of at least two years from the date of the initial action.

Resignations and Terminations

Any employee who voluntarily resigns shall provide written notice using the District's resignation form. Certificated employees resigning during a contract period require Superintendent approval. Classified employees must provide at least ten (10) working days' notice to remain eligible for future reinstatement. Upon separation, employees must return all District property including devices, keys, identification badges, and credit cards. An exit interview with Human Resources is available upon request.

[Resignation/Separation Form](#)

Non-Reemployment

Non-Reelection

Certificated employee Non-reelection occurs within the probationary period due to performance issues. Supervisors must notify a probationary certificated employee of non-renewal no later than March 15th.

Classified employees may be dismissed at any time during their probationary period.

Layoffs

Layoffs result from lack of work or lack of funds. If a reduction in force becomes necessary, reductions will be made in accordance with program needs and Association contracts. The Governing Board makes final determinations based on Superintendent recommendations.

Performance Evaluations

Performance evaluations provide formal opportunities for employees and supervisors to discuss performance, set annual goals, and identify areas for growth. All evaluations are based on established job performance criteria, follow a defined timeline, and use designated evaluation forms. Evaluation process and timelines are detailed in the Association contracts.

Vector is the online platform for staff Evaluations: [Vector Evaluations](#)

Disciplinary Action

Disciplinary action includes dismissal, suspension, disciplinary reassignment, or demotion. Employees are subject to disciplinary provisions in the Education Code and Association contracts. The type of action depends on the seriousness and frequency of the conduct. An employee may be placed on paid administrative leave during an investigation. No employee shall be disciplined on the basis of any characteristic protected by federal, state, or local law.

EMPLOYEE REQUIREMENTS

Equal Employment Opportunity (EEO) / ADA

PRJUSD is an equal employment opportunity employer. All employment decisions are made on the basis of merit, free from unlawful discrimination based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, genetic information, or association with a person in any protected class.

Child Abuse Mandated Reporting

All employees who work directly with students are mandated reporters under California law. If you have a reasonable suspicion that a student is a victim of physical, sexual, or emotional abuse or neglect, you are legally required to:

12. Call Child Protective Services (CPS) immediately.
San Luis Obispo County Child Welfare Services: 805-781-KIDS
Emergency Response (after hours/weekends): 800-834-5437
13. Complete the [Suspected Child Abuse Report](#) Form and forward it to the appropriate agency within 36 hours. The downloaded form is fillable.
14. Keep all reports confidential, sharing information only with those who have a professional need to know.

Mandated reporters are immune from civil or criminal prosecution for a good-faith report. Failure to report is a misdemeanor under the California Penal Code. (Reference: Penal Code 11166)

Employment Eligibility Verification (I-9)

Federal law requires verification of the right to work in the United States. Employees must provide evidence of identity and employment eligibility by completing the I-9 form. Proper identification must be provided prior to beginning work. (Reference: Immigration Reform and Control Act)

Fingerprints

Fingerprint clearance through the Department of Justice is required prior to beginning work. PRJUSD pays the fingerprinting fee for regular classified and certificated employees; substitute employees are responsible for their own fees. A conviction does not automatically bar employment, but failure to disclose a prior conviction will result in disqualification. The Education Code prohibits employment of individuals convicted of narcotics or sex offenses, or serious and violent crimes under AB 1610 and AB 1612. (Reference: Ed. Code 45122–45125 and 44830.1)

Oath of Allegiance

All California public employees are required to sign an Oath of Allegiance supporting and defending the U.S. and California Constitutions. All public employees also serve as disaster service workers during declared emergencies. A copy of the Oath is maintained in the personnel file. (Reference: Gov. Code 3100–3109; Ed. Code 44334, 44354)

Sexual Harassment

PRJUSD prohibits sexual harassment against any employee at any District site or activity, and prohibits retaliation against anyone who reports, testifies, or participates in complaint procedures. Sexual harassment is any unwanted or unwelcome sexual conduct that a person finds offensive. Employees who believe they are being harassed, or who observe inappropriate behavior, should contact Human Resources immediately.

Management employees have a duty to report and investigate allegations. Each complaint will be promptly and confidentially investigated. Any employee found to have engaged in sexual harassment is subject to disciplinary action up to and including dismissal. (Reference: Ed. Code 212.5)

Verification of Social Security Card

PRJUSD requires a copy of each regular employee's Social Security card on file with HR before payroll warrants are processed. The full Social Security number is required for payroll accuracy under federal regulations and will not appear on personnel documents.

Employee-Pupil Interactions

All employees are expected to maintain appropriate professional boundaries with students at all times. The following standards apply to all staff:

- Employees shall not communicate with students via personal social media accounts, personal cell phone numbers, or personal email addresses.
- Text communications between staff and students must occur only through District-approved platforms and must be accessible to site administration.
- Employees shall not transport students in personal vehicles without prior written authorization from a site administrator and parent/guardian and in accordance with [Administrative Regulation 3541.1](#).
- Physical contact with students must be limited to what is professionally appropriate to the employee's role (e.g., instructional support, medical care, safety).
- Employees shall immediately report any situation in which a student discloses abuse, expresses a safety concern, or behaves in a way that suggests harm.

Violations of these boundaries are subject to disciplinary action. Questions about appropriate conduct should be directed to a site administrator or Human Resources. See [Board Policy 4119.24](#) for more information.

SALARY & BENEFITS

Paycheck Distribution

Payday is the last business day of each month. The exception is the December warrant for certificated employees, which is paid on the first banking day in January.

- Employees are encouraged to enroll in Automatic Payroll Deposit (APD). Contact the Payroll or HR Department for enrollment forms. Processing may take up to one month after the form is received. Cancellations require ten (10) days' written notice to Payroll prior to payday.
- During school breaks, employees not on duty receive warrants by mail. Report a lost warrant no sooner than seven days after payday.
- Earnings statements are available in the Employee Self Service ([ESS](#)) portal on the last working day of the month. Employees must be on District wifi to access the Portal. Copies of statements can be provided upon request; email hr@pasoschools.org.

Required paycheck deductions include: Federal and State Income Tax, Retirement Contributions, Social Security (PERS members only), Medicare, Disability Insurance (CSEA/SEIU employees), and Association dues if elected.

Salary Schedules

All salary schedules are posted online. Adjustments are made through the negotiations process and do not affect probation status or anniversary dates.

[View Salary Schedules](#)

Work Days, Calendars, and Holidays

Each classification has a designated number of contract days, hours, or work year. Employees working less than full time receive prorated salary and service credit.

PRJUSD observes the following 14 paid holidays:

- January 1 (New Year's Day)
- Martin Luther King Jr. Day
- Lincoln's Birthday
- Presidents' Day
- Memorial Day
- June 19 (Juneteenth)
- July 4th
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving

- December 24
- December 25 (Christmas Day)
- December 31

Certificated employees are not paid for holidays. Classified employees are paid for holidays. See Association contracts for complete details.

Classified start and end times are determined by the supervisor. See below for more information on hours and different staff calendars.

[Staff Hours and Calendars](#)

MEDICAL, DENTAL, VISION, AND LIFE INSURANCE

The District offers health insurance benefit packages to eligible employees and their eligible dependents in accordance with applicable plan documents, collective bargaining agreements, and District policy. Benefit packages for classified and certificated employees include medical, dental, and vision coverage. Management employees also receive a life insurance benefit.

Detailed information regarding available plans, coverage options, eligibility, and enrollment is available in the District's benefit guides, posted on the Business Services Department page under "Health Benefits and Wellness Resources."



The District reserves the right to modify, amend, or discontinue benefit plans in accordance with applicable laws, contracts, and plan provisions.

[Health Benefit Information](#)

Nursing / Lactation Accommodations

In accordance with California law, PRJUSD provides reasonable break time and a private, non-bathroom space for employees to express breast milk. Employees who need lactation accommodations should contact Human Resources.

Refer to [Board Policy 4033](#) for more information

[Lactation Accommodation Request Form](#)

Employee Assistance Program (EAP)

PRJUSD employees have access to confidential Employee Assistance Program services including counseling, mental health support, financial guidance, and legal consultation. The EAP is available at no cost to employees.

[EAP Information](#)

Retirement — CalPERS

Membership in the Public Employees' Retirement System (CalPERS) is mandatory for classified employees working four (4) or more hours per day on a regular basis, or 1,000 or more hours per fiscal year, unless they are prior CalSTRS members.

Contributions are made via payroll deduction (pre-tax). Employees must have five (5) years of service to be considered vested in CalPERS. At separation, employees may request a refund, leave funds on deposit, or roll over to an IRA. Unused sick leave at retirement may extend service credit.

[CalPERS](#)

Retirement — CalSTRS

Membership in the State Teachers' Retirement System (CalSTRS) is mandatory for certificated employees working at least 50% of a full-time position, unless they are prior CalPERS members. Contributions are pre-tax payroll deductions. Employees must be at least age 55 with five years of service to receive benefits. At separation, employees may request a refund with interest, leave funds on deposit, or roll over to an IRA. Unused sick leave at retirement may extend service credit.

[CalSTRS](#)

Defined Benefit Plan

Employees who do not qualify for CalSTRS or CalPERS will be enrolled in the SISC Defined Benefits plan. Contact Human Resources for details.

Section 125 Flexible Benefit Plan

This plan allows pre-tax dollars to pay for the employee's portion of certain benefits, including medical, dental, vision, and dependent care expenses. Contact Business Services for enrollment information.

403(b) and 457 Plans

PRJUSD contracts with TSA Consulting Group to administer 403(b) and 457 tax-sheltered savings plans. Any employee may enroll by contacting hr@pasoschools.org or visiting:

[TSA Consulting Group](#)

Unemployment Insurance

State Unemployment Insurance benefits are provided to all employees as required by law. Upon separation, employees may apply through the California Employment Development Department (EDD). Eligibility is determined by the EDD based on individual circumstances.

WORKERS' COMPENSATION

PRJUSD provides workers' compensation insurance coverage for all employees in case of work-related injury or illness, through the Schools Insurance Program for Employees (SIPE).

If an injury occurs on the job, follow these instructions immediately:

1. Report the Injury Immediately: Step 1.

Notify your **Supervisor** or **Site Secretary** about the incident as soon as it happens.

2. Call the 24/7 Nurse Triage Line: Step 2.

Call **1-855-519-8472** to speak with a triage nurse. They will evaluate your situation and provide direct guidance on necessary medical care or next steps.

3. Complete Required Forms: Step 3 - Within 24 Hours.

Work with your Site Secretary, Supervisor, or Administration to fill out the [SAIR](#) form.

Crucial Deadline: Completed forms must be submitted to the **Human Resources Department** within **24 hours** of the injury.

4. Submit Return to Work Plan: Step 4 - Before Returning. You may be asked to participate in the Interactive Process if you have restrictions to determine if reasonable accommodations or job modifications are necessary.

If medical leave or modified duty is required, you must submit all official **Return to Work Plans** directly to HR **BEFORE** returning to your job duties.

Modified Duty: Whenever possible, PRJUSD will offer temporary modified work assignments to employees with documented work restrictions. This will be determined through the Interactive Process.

A physician's release to return to regular duties must be presented to Human Resources before resuming normal work.

[Workers Compensation website](#)

LEAVES OF ABSENCE

Absence Management System

PRJUSD uses Absence Management (Frontline) for reporting absences and arranging substitute coverage. All employees must enter absences in this system whether or not a substitute is required.

Upon initial login: Username = employee phone number; password is a 4–5 digit PIN originally issued by Absence Management.

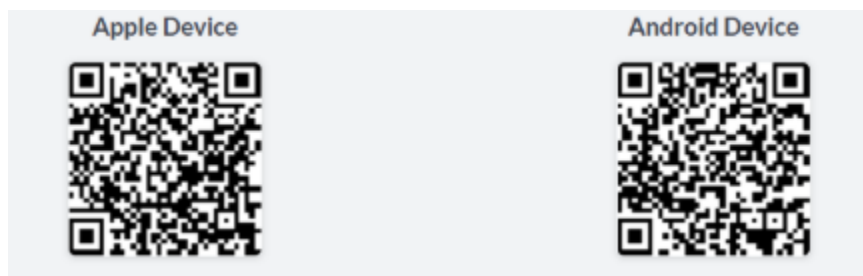
Absence types that must be reported include: Sick Leave, Personal Necessity, Vacation (classified only), School Business, Bereavement, Jury Duty, Compensatory Time Off, Union Business, Military Leave, Parental Leave, and Industrial Injury/Illness Leave.

Key procedures:

1. Report absences in a timely manner. Refer to the Association contract for timelines for reporting absences.
2. Absences for Bereavement, Personal Necessity, School Business, and Union Business require notes to the administrator.
3. School Business, Personal Necessity, and Comp Time absences require prior approval.
4. Comp time, available for classified employees on a pre-approved and case-by-case basis, must be used in the same week it was accrued.
5. When plans change, cancel a substitute request at least one (1) hour before the job start time.
6. Review your account at the end of each month to verify all absences are correctly recorded.

[Absence Management Login](#)

Or use QR codes to download the app



Substitutes for Certificated Employees

Substitutes are provided for classroom teachers. They are not typically provided for counselors, nurses, psychologists, or speech therapists. Long-term substitute coverage for extended absences is considered on a case-by-case basis. For long-term absence assistance, call 805-769-1000.

Substitutes for Classified Employees

Classified substitute coverage is provided when warranted by safety (e.g., crossing guards, specific student paraprofessionals) or continuity of essential services (e.g., food service). Absences of two (2) or more days may be eligible for substitute coverage; consult the Director of Human Resources.

Vacation (Classified Employees Only)

Only classified employees accrue vacation. Vacation must be approved in advance by the supervisor and scheduled to maintain adequate staffing coverage. Accrual rates are found in the CSEA contract. 10 or 11-month employees receive a vacation payout at year-end for unused vacation. 10-month employees are expected to work on student school days, and are encouraged to save their vacation days for summer payout. 12-month employees carry over unused vacation per Association contracts. Upon separation, permanent classified employees are paid their accrued but unused vacation at their final rate of pay. All vacation requests must be approved by the supervisor and submitted at least 10 days in advance. Refer to the Association contract for specific requirements.

Sick Leave

All employees earn sick leave. Accrual details are in the Association contracts. Sick leave is cumulative with no maximum accrual limit, and may be used for the employee's own illness, injury, or that of an immediate family member. Employees working less than full time receive prorated sick leave. Accrued sick leave from another California school district or community college may be transferred with written verification from the previous employer. Sick leave is not reimbursed upon separation but is reported to the applicable retirement system and can count toward service credit for time worked. (Reference: Labor Code 233)

Personal Necessity Leave

Personal necessity days are deducted from sick leave and do not carry over independently. Personal necessity is defined as circumstances of an emergency or serious nature that the employee cannot reasonably be expected to disregard and that require the employee's attention during assigned work hours. Advance notice is required whenever possible. See Association contracts for details.

Extended Sick Leave (50% Pay)

Employees who exhaust all paid leave due to ongoing illness or injury may qualify for extended sick leave, subject to a health care provider's written certification.

Classified Employees

Pay is reduced to 50% of regular pay after other available paid leave is exhausted. Combined accrued paid leave and extended sick leave may not exceed 100 days. (Reference: Ed. Code 45196)

Certificated Employees

The salary deduction is equivalent to substitute pay (not to exceed the long-term substitute rate). Extended sick leave may not exceed five (5) school months. (Reference: Ed. Code 44977)

Bereavement Leave

Employees are granted Bereavement Leave for the death of an immediate family member per Association contracts or management policies. Additional time may be taken as personal necessity leave if needed and with administrator approval. (Reference: Ed. Code 44985 and 45194)

Jury Duty Leave

Upon receiving a jury duty summons, the employee must present it to their supervisor immediately to allow for advance reassignment of duties.

Military Leave

Military leave is granted and compensated in accordance with the Education Code and the Military and Veterans' Code. Employees receive full pay for the first 30 days of military leave. An official order stating the reporting date must be submitted in advance. (Reference: Ed. Code 45059; Military and Veterans' Code 389 and 395)

Family and Medical Leave Act (FMLA) / California Family Rights Act (CFRA)

State and federal law provide up to 12 workweeks of unpaid leave per 12-month period for eligible employees. Eligibility requires:

- More than 12 months of service with PRJUSD;
- At least 1,250 hours worked in the prior 12-month period; and

Qualifying reasons for leave include: birth, adoption, or foster placement of a child; caring for a spouse, child, or parent with a serious health condition; or the employee's own serious health condition. Under most circumstances, FMLA and CFRA run concurrently. Leave due to pregnancy disability (PDL) is not counted toward the 12-week CFRA entitlement.

Supervisors and Human Resources must be notified at least thirty (30) days in advance of foreseeable leave. Upon return, employees are reinstated to their original or an

equivalent position. PRJUSD continues to pay its portion of health insurance during the leave period (up to 12 weeks).

[FMLA Information](#)

Pregnancy Disability Leave (PDL)

Pregnancy, childbirth, and related medical conditions are treated like any other disability. Employees must provide at least thirty (30) days' advance notice if the leave is foreseeable, and a health care provider certification is required. PRJUSD maintains group health insurance during this leave and continues contributions while the employee is in paid status.

Beginning January 1, 2027, the maximum combined leave for PDL and CFRA bonding is four (4) months of PDL plus twelve (12) workweeks of CFRA, assuming the employee is disabled for four (4) months and then requests and qualifies for CFRA leave.

(Reference: Gov. Code 12945(b)(2)) Employees may utilize up to 14 weeks of paid pregnancy disability, which is the time "employee is actually disabled by pregnancy, childbirth, termination of pregnancy, or related medical conditions." After this point, if employees need additional **time for pregnancy disability, they may utilize sick leave or other available leave.**

Industrial Injury and Illness Leave (Workers' Compensation Leave)

Refer to Workers' Compensation Section Above

Catastrophic Leave

A catastrophic leave program is available to employees who have exhausted all paid leave due to a catastrophic illness or injury affecting themselves or an immediate family member. The process for requesting access to this leave is handled by the Office of Human Resources. Annual enrollment is required. Contact Human Resources for program rules and procedures.

General Unpaid Leave

In limited circumstances, PRJUSD may grant a general unpaid leave of absence. Approval depends on District need and the ability to fill the position. During unpaid general leave, District health insurance contributions cease; the employee may continue coverage through COBRA at personal expense. See Association contracts for details.

HEALTH & SAFETY

Tobacco-Free Environment

Tobacco use is prohibited in all PRJUSD facilities, grounds, vehicles, and on private vehicles parked on District property. This applies to all employees, students, and the public. (Reference: Ed. Code 48901; Labor Code 6404.5)

POLICIES AND PROCEDURES

Appearance and Dress Code

Employees are expected to dress professionally and appropriately for their job duties. Clothing should be clean, neat, and in good condition. Additionally, employees are expected to model wearing school-appropriate attire as defined for students in [Administrative Regulation 5132](#)

Employees who work in areas requiring physical activity (climbing, lifting, kneeling) should wear clothing appropriate for safety. Employees issued uniforms must wear them. Hats and non-uniform accessories require supervisor approval.

Inappropriate attire is any clothing that causes a distraction, disrupts the office or school environment, or creates an unsafe situation. Extremes in fashion or leisure clothing should be reserved for non-work time. The Board of Education expects teachers to maintain professional dress standards, as teachers serve as role models. (See [BP 4119.22/4219.22/4319.22](#))

Technology and Acceptable Use

Staff Acceptable Use Policy (AUP)

The employee's use of technology is based on [Board Policy - BP4040](#). All employees must review and sign the District's Acceptable Use Policy (AUP) upon hire and re-sign annually if the policy is updated. Without a signed AUP on file, access to District technology resources may be restricted. Contact Human Resources for the current AUP document.

Personal Technology Use

Personally-owned devices should not be used for work purposes. This protects private data and ensures compliance and compatibility with approved District systems.

Student and Staff Data Privacy

Employees shall not download or store staff or student data on personal devices, removable drives, or send it to personal email addresses or cloud storage. All student and staff data must be handled exclusively through District-approved systems and platforms. Employees are subject to applicable federal and state student data privacy laws, including FERPA and California's SOIPA.

Electronic Communications

District computers, email, and internet access are provided for work purposes. Employees should be aware that electronic communications on District systems are not private and may be reviewed by District personnel. Employees are expected to exercise sound professional judgment in all electronic communications. District email and social media may not be used for personal profit or gain.

Employees are expected to check their district email at a minimum of once per day. If an email requires a response, it should be received within 24 hours.

[Staff email signatures](#) are required to follow the protocol in the graphic below:

[LFJH Style Guide](#)
[PRHS Style Guide](#)
[How to add fonts](#)
[How to copy and paste signature into email](#)

Email Signature Line Protocol



Name
Position
Site/Department
(805) 769-1000

Every Student Valued, Empowered, and Ready to Thrive



Name
Position
Lewis Flamson Junior High
(805) 769-1400

Every Student Valued, Empowered, and Ready to Thrive

Follow the instructions to copy and paste the preformatted email signature into your Gmail settings, then update your name and title.

- Your email signature is representative of the District. Please do not include personal quotes, etc.
- Google profile image in Gmail can be school logo or photo taken by school photographer.

Cell Phone Use

Employees shall not use personal cell phones for personal business during work hours except during scheduled breaks or in an emergency. Cell phone use while driving a District vehicle is permitted only in hands-free mode. Reading, writing, or sending text messages while driving is prohibited. Violations are subject to discipline and referral to law enforcement.

Fundraising, Field Trips, and Donations

All fundraising activities and field trip requests must be submitted and approved in advance using the appropriate District forms. The following general rules apply:

- Fundraising activities must support a school or District-approved educational purpose. [Fundraising Request Form](#)
- Employees may display fundraising information in employee break rooms but may not solicit fellow employees during work hours or in a way that creates pressure to participate.
- All monetary donations received by or on behalf of a school or department must be processed through the Fiscal Services Department in accordance with Board Policy. [Donation Form](#)
- Field trips require prior administrative approval and appropriate liability documentation. [Field Trip/Transportation Request](#)

Employee Communication Pathways



PRJUSD Staff Communication and Support Pathways

PRJUSD is committed to transparent communication and timely responses. Staff are encouraged to bring forward questions and concerns, and most issues can be resolved through direct and respectful communication at the level closest to the situation. The following pathway outlines who to contact when additional support is needed.

WHERE DO I START?

- 1

GRADE LEVEL LEAD, OR DEPARTMENT CHAIR

Start by discussing the concern with your Grade Level Lead or Department Chair. Many questions or concerns can be addressed quickly at this level. If the issue has not been resolved move to step 2.
- 2

YOUR SCHOOL ASSISTANT PRINCIPAL OR PRINCIPAL

If the issue continues, contact your school Assistant Principal, Department Assistant Principal, or Principal to discuss the matter further. If the situation has not been resolved move to step 3.
- 3

DEPARTMENT DIRECTOR

If additional support is needed, the next step is to contact the appropriate Department Director. If the situation has not been resolved move to step 4.
- 4

ASSISTANT SUPERINTENDENTS

Concerns that require district-level review may be brought to the appropriate Assistant Superintendent. If the situation has not been resolved move to step 5.
- 5

SUPERINTENDENT

The Superintendent provides oversight for all PRJUSD schools and departments. After following the steps above, staff may request to speak with the Superintendent. Appointments can be arranged through Rebecca Justice, Executive Assistant to the Superintendent, at rajjustice@pasoschools.org or (805) 769-1000. The Superintendent may arrange a meeting or phone conversation that includes all involved parties.

BOARD OF TRUSTEES

The Board of Trustees is elected by the community to provide governance and policy oversight for the District. The Board works through the Superintendent to ensure the District is responsive to the values, beliefs, and priorities of the community.

The Board both appreciates and welcomes the input of all, however because the Board functions in a governance role, it does not manage day-to-day operations or address individual employee matters. Staff concerns related to workplace issues, personnel matters, or district programs should be addressed through the administrative communication process outlined above.

Keys and Building Access

Employees issued keys or access cards to District facilities are responsible for their proper use and safekeeping. Keys may not be duplicated or loaned to non-employees. Lost or stolen keys must be reported to the site administrator or Operations Department immediately. Upon separation, all keys and access cards must be returned to Human Resources or the site administrator on or before the last day of employment.

Note: Site or District key collection may occur periodically in order for staff to properly inventory keys.

Uniform Complaint Procedures (UCP)

PRJUSD has adopted a Uniform Complaint Procedure for resolving complaints alleging discrimination or failure to comply with state and federal laws in specific programs. Complaints regarding civil rights, special education, Title IX, and other protected programs should be filed using the UCP. The compliance officer in Human Resources coordinates the investigation of UCP complaints.

[Uniform Complaint Procedures](#)

Complaints Concerning Employees

PRJUSD encourages employees and supervisors to resolve complaints informally before initiating formal procedures. Formal complaint procedures and forms are available on the District website. Complaints alleging discrimination or non-compliance with certain programs must be filed through the Uniform Complaint Procedure.

Parent Square

This is our district's official communication platform for communicating with parents, students, and the public. Text communications between staff and students must occur only through District-approved platforms and must be accessible to site administration. Access to this method of communication is dependent on the employee's position and job description. Personal communication methods, such as texting, are not allowed.

School Related Social Media

School-related teams, clubs, and activities must use District-approved social media platforms. Employees should use caution when posting on personal social media in relation to school events, opinions, or responding to posts.

Personal Social Media Use & Public Statements

District employees are urged to exercise caution and professional judgment when posting personal opinions, political commentary, or sensitive topics on social media. To safeguard both the District's operational standards and your constitutional rights as a private citizen, staff must ensure that personal views are clearly separated from their

professional roles. Employees must never post on behalf of the District, use official District branding, or state/imply that their posts represent the views of the school or school board. While public employees retain First Amendment free-speech protections, speech that purports to represent the District—or that causes significant operational or educational disruption—may lose those constitutional protections and subject the employee to administrative review.

Communication Guidelines for Employees

If a concern arises, staff are to follow these guidelines to help resolve any issues.



PRJUSD Staff Communication and Support Pathways

PRJUSD is committed to transparent communication and timely responses. Staff are encouraged to bring forward questions and concerns, and most issues can be resolved through direct and respectful communication at the level closest to the situation. The following pathway outlines who to contact when additional support is needed.

WHERE DO I START?

1

GRADE LEVEL LEAD, OR DEPARTMENT CHAIR

Start by discussing the concern with your Grade Level Lead or Department Chair. Many questions or concerns can be addressed quickly at this level. If the issue has not been resolved move to step 2.

2

YOUR SCHOOL ASSISTANT PRINCIPAL OR PRINCIPAL

If the issue continues, contact your school Assistant Principal, Department Assistant Principal, or Principal to discuss the matter further. If the situation has not been resolved move to step 3.

3

DEPARTMENT DIRECTOR

If additional support is needed, the next step is to contact the appropriate Department Director. If the situation has not been resolved move to step 4.

4

ASSISTANT SUPERINTENDENTS

Concerns that require district-level review may be brought to the appropriate Assistant Superintendent. If the situation has not been resolved move to step 5.

5

SUPERINTENDENT

The Superintendent provides oversight for all PRJUSD schools and departments. After following the steps above, staff may request to speak with the Superintendent. Appointments can be arranged through Rebecca Justice, Executive Assistant to the Superintendent, at rajjustice@pasoschools.org or (805) 769-1000. The Superintendent may arrange a meeting or phone conversation that includes all involved parties.

BOARD OF TRUSTEES

The Board of Trustees is elected by the community to provide governance and policy oversight for the District. The Board works through the Superintendent to ensure the District is responsive to the values, beliefs, and priorities of the community.

The Board both appreciates and welcomes the input of all, however because the Board functions in a governance role, it does not manage day-to-day operations or address individual employee matters. Staff concerns related to workplace issues, personnel matters, or district programs should be addressed through the administrative communication process outlined above.

Personnel Files

The personnel file in Human Resources is the only official, permanent record maintained on employees. Files may include performance evaluations, observations, commendations, written warnings, and reprimands. No derogatory material may be placed in a file without notifying the employee and offering an opportunity to respond. Employees have the right to inspect their own personnel file. Files are confidential and available only to the employee and authorized personnel. (Reference: Ed. Code 44031)

Change of Name or Address

Employees must notify their supervisor and Human Resources of any changes to name, address, or phone number as soon as possible. Name changes require a Social Security card reflecting the new name.

Political Activities

PRJUSD respects employees' rights to engage in political activities. Such activities must be conducted on personal time and off District premises. Employees may not use District resources (including email or equipment) for political purposes. (Reference: BP 5145.2; AR 5145.2)

Employment of Relatives

PRJUSD will not employ a person in a position where they are directly or indirectly supervised by a relative or household member. A relative is defined as a spouse, son or daughter (including in-laws), parent (including in-laws), sibling (including in-laws), grandchild, or grandparent. When practical, relatives will not be assigned to the same school site or location.

Emergencies

Each site has a disaster plan for earthquakes and other major emergencies. All employees must be familiar with the plan for their site. In a medical emergency, call 911 immediately and administer appropriate first aid if trained. Notify the immediate supervisor or Building, Grounds, and Transportation Director as soon as possible. All public employees are designated disaster service workers under California law.

Solicitation and Distribution of Literature

No solicitors or salespersons may sell or demonstrate products on PRJUSD premises unless specifically related to District business. Employees may not sell items for personal gain during work hours or at District facilities except in employee break rooms during breaks.

Public Relations and Media Inquiries

Employees play an important role in representing Paso Robles Joint Unified School District. The quality of our work, professionalism, and interactions with students, families, and the community contribute to the public's perception of the District.

The District regularly works with members of the media to share information about students, schools, programs, and events. The following procedures help protect student privacy, honor family media-release preferences, minimize disruptions to instruction, and ensure that information shared with the public is accurate, timely, and consistent.

Because students are entitled to privacy while at school, media access to students, classrooms, and other non-public areas of campus must be approved and coordinated in advance through the Public Information Officer (PIO).

Only individuals specifically authorized by the Superintendent may speak on behalf of the District regarding District operations, policies, programs, personnel matters, emergencies, investigations, or other District business.

Media Inquiries

Employees who are contacted by members of the media regarding District business or programs shall promptly notify the PIO and not provide official comments, interviews, statements, or background information unless specifically authorized to do so.

Media on Campus

To protect student privacy and ensure compliance with parent and guardian media preferences, media representatives may not independently access classrooms, student gathering areas, or other non-public portions of District campuses.

Media representatives shall not interview, photograph, record, or otherwise interact with students during the school day without prior authorization from the PIO. Approval may be subject to verification of student media permissions and other site-specific considerations.

If media representatives arrive to campus unannounced, employees should:

1. Politely direct them to contact the PIO for authorization.
2. Notify the site administrator as soon as possible.
3. Refrain from providing interviews or comments on behalf of the District.
4. Not grant access to classrooms, students, staff work areas, or other non-public portions of campus unless authorization has been provided by the PIO.

Employees should not assume that media representatives have received prior approval simply because they possess cameras, microphones, or press credentials.

Personal Speech and Expression

Nothing in this policy is intended to restrict an employee's right to speak as a private citizen on matters of public concern during non-working time.

Employees who choose to speak with the media, post on social media, write opinion pieces, participate in public forums, or otherwise express personal views should make clear that their views are their own and do not represent those of the District.

Employees shall not:

- Represent personal opinions as official District positions.
- State or imply that they are speaking on behalf of the District unless authorized to do so.
- Disclose confidential student, personnel, or District information.
- Use District resources, equipment, or work time to engage in unauthorized media relations activities.

Crisis Communications

During emergencies, safety incidents, investigations, litigation, personnel matters, or other sensitive situations, all media inquiries shall be referred immediately to the PIO.

Conviction of Prohibited Offense

Conviction of an offense related to sex, controlled substances, or any other serious or violent felony as defined in the California Education Code will result in immediate termination of employment. (Reference: Ed. Code 44010 and 44011)

Mail Services

Outgoing U.S. mail is picked up from the District Office once per day. All outgoing District mail must include a PRJUSD return label. Same-day urgent mail must be sent via certified mail. Personal mail should not be sent to the District address; however, employees may place stamped personal mail in the outgoing bin.

Travel Expenses and Automobile Use

With prior supervisor approval, PRJUSD reimburses actual and necessary travel expenses for authorized activities. A Workshop/Training Form is used for conferences involving mileage and meal reimbursements. For mileage-only claims, use the Mileage Expense Claim Form. All claims must include the purpose of the trip, prior approval, and original receipts. Mileage is reimbursed at the current IRS rate. Employees using personal vehicles must provide proof of adequate automobile insurance.

[Workshop/Training Claim Form](#)

[Mileage Expense Claim Form](#)

Care of District Property

All employees are responsible for maintaining District property in good condition and using supplies efficiently.

Copy Machines

Copiers are for official use only; large copy jobs may be outsourced.

Copy Machine Repair: Copiers and printers under maintenance contracts may be called directly; contact Fiscal Services to confirm the vendor.

Maintenance and Repairs

Non-emergency facility repair requests should be communicated with the site custodian. If the work is more than the site can do on their own, a work order should be submitted through the work order system. Typically custodians or office staff submit this work order, not the employee. Emergency repairs during working hours: call MOT at 805-769-1150.

Employees should answer calls promptly, identify themselves by name and department, and use office phones for official business. Personal calls should be made during breaks or after work hours. An updated voicemail message for the work phone line must be maintained at all times. Requests for phone changes or additions should be directed to the IT Department through a work ticket.

Employee Badges

All employees are expected to wear a PRJUSD identification badge at all times in District facilities. Photos are taken at orientation. Replacement badges are available through Human Resources.

EMPLOYEE RESOURCES

The following resources are available to all PRJUSD employees:

[District Directory](#)

[Instructional Calendar](#)

[Bargaining Agreement Contracts](#)

[Whistleblower Policy](#)

[Nursing/Lactation Policy](#)

[Additional HR Forms and Information](#)

[Salary Schedules](#)