

LEA Important Info

Contract

CVT Website (Health Benefits) - Health Plan Costs

Benefit year is Oct 1-Sept 30 and deductions are out of 10 checks

CVT Wellness Resources - Includes:

- Access to MD Live without a copay for this year
- Beacon Health for counseling services
- Access to CredibleMind for mental health/mindfulness support in a variety of formats

Student Discipline Policy

Teachers have the right to suspend a student from class for the day of an incident and the following day. A teacher who chooses to suspend a student from class has the obligation to schedule a conference with parents to discuss the incident as soon as possible. This is not to suggest a student should be suspended from class for minor infractions. However, if a student has major issues such as causing injury to others, the teacher may impose a suspension from class. To do so please clearly indicate to your site administrator that you are suspending the student from class. If the administrator says you cannot do this please ask them to put in writing that you may not suspend from class and send that email to Aimee.

Extreme student behavior

If you experience extreme behaviors from a student who DOES NOT have an IEP document/log every incident. Having documentation helps to legitimize concerns for credibility. Here are examples of extreme behavior from the BIR:

1. Verbal Threats—words used to convey imminent intent to cause harm such as “I’m going to hit you if you don’t leave,” or “I’m going to use these scissors to stab myself if you don’t give me what I want.”

2. Attempt to cause harm—use of body or object to make a genuine attempt to intentionally cause harm to self or others
3. Physical Injury: Injury that is visible or otherwise requires health intervention (injury incident report should be filed).
4. Major disruption: pushing over furniture, grabbing or throwing objects, excessively and intentionally loud, tantrum type behavior, or behaviors that stop learning for more than 10 minutes or take more than 20 minutes to resolve
5. Dangerous running—running off school grounds, into an area of danger, in a dangerous manner, or intentionally away from adult supervision at a distance considered unsafe

For students WITH IEPs there are two forms the District has available for documenting the BIR and the BER. Behavior Incident Reports (BIR) should be completed when a student engages in crisis level behavior that is resolved without restraint. The Behavior Emergency Report (BER) must be completed when the crisis level behavior can only be resolved by using restraint. According to Melissa Theide and Frank Selvaggio the BIR and BER forms are only for use with students who have IEPs. After you complete the form, keep a copy for your records, provide a copy to your administrator and send a copy to the student's parent/guardian.

When a behaviorist observes a student in a class they try to identify the cause of the behavior to figure out a way to address the student's need in a way that works in the classroom. The causes of student behaviors are classified into one of 4 areas: Sensory, Escape, Attention, Tangible (SEAT). [Here is a link](#) with definitions and ideas to address the different types of needs.

[Work Schedule](#)

Stipends: The process for stipends is that the site manager turns in the stipend request to Human Resources. Human Resources verifies the request and sends it to Payroll. Payroll enters the information into Escape for the stipend to be added to your pay. Double check with your site administrator and their executive

assistant that your stipend request has been sent to be sure you receive the stipend in September. (Note: this is not for athletic stipends, which have a different process). Here is a list of stipend positions: longer work year for nurses, counselors and social workers, high school dept chair, dual immersion teacher with BCLAD credential, moderate/severe SDC teacher, masters or doctorate degree, elementary classroom teacher assigned a combination class, and mentor teacher, from Appendix D:

Category	Titles	Stipend
A	Band Director (HS), Leadership Advisor (HS), District Music Coordinator	8% of C-3
B	Choral Director (HS), Orchestra Director (HS), Ag Judging Team, Band Director (MS), Jazz Band (HS)	5% of C-3
C	Leadership Advisor (MS), Yearbook Advisor (HS), Debate/Mock Trial, Director, Musical (HS, per production), Color Guard (HS), Orchestra (MS), Choral Director (MS), Musical Production Instrumental Director/Conductor (HS), Musical Production Vocal Director (HS)	4% of C-3
D	Director (Drama per production), Yearbook Advisor (MS), Newspaper (HS), Elementary and MS Leadership Team, Color Guard (MS), Lead Psychologist, Lead SLP, Choir Accompanist (HS, per production), Co-teaching	3% of C-3
E	Site Curricular Lead, Site Tech Lead, EL Liaison, Site Testing Coordinator, Link Crew Advisor	2% of C-3

[Escape](#) - Payroll information website. You have to create an account. The district does not automatically set this up for you and it will not be the same as

your single sign-on used for everything else. If you have not already created an account click create new user. It will ask for basic information, be sure to use your District email address. Once you submit the form it will send an email with a verification code. On the website you can:

- View and print pay stubs, W2 forms, and 1095C forms
- Placement on salary schedule - under my information and then click My Calendar
- Use a payroll calculator to estimate taxes and change withholding
- View leave details - under My Benefits

[Paycheck deduction codes explained](#)

Types of Leave

- Sick Leave
 - o 10 days each year
 - o May be used for personal illness or injury
 - o Three of the ten days can be used to provide care to a family member (immediate family)
 - o Accumulation of sick leave is unlimited
 - o Less than full time members' sick leave is prorated
 - o Accumulated sick leave may be converted to service retirement credit is STRS allows the conversion
 - o Accumulated sick leave is transferable within school districts in California
- Personal Necessity Leave
 - o Comes from sick leave
 - o Can use up to 7 sick leave days/year for personal necessity
 - o Used for something that can't be done outside the workday
 - o Must be at least 3 hours 15 minutes (1/2 of 6.5 hour day)
 - o Should be requested in advance (2 days notice) unless it is an emergency
 - o For things like taking your kids to the doctor, going to divorce court, etc.

- Personal Leave
 - 1 day/year that does not come from sick leave bank (this is an additional day on top of 10 days of sick leave)
 - Can carry-over up to 1 day (you can end up with 2 days total).
 - If you end up with more than 2 days it is rolled into sick leave (the third year you don't use it one day is converted to sick leave)
 - Do not need to provide a specific reason/details.
 - Can be used for mental health day.
 - Should be requested in advance (2 days notice)

Both Personal Necessity and Personal Leave requires prior approval 2 days in advance. For necessity this may be waved (like my kid was barfing all night I can't make it in and I didn't know 2 days ago this was going to happen). You do not lose days with either leave since unused personal rolls into sick leave and personal necessity comes from your sick leave in the first place.

[Weingarten Rights](#)

Employee Responsibility to Comply with State and Federal Laws: A list of students who had engaged in "Conditions for Suspension or Expulsion" is maintained in each school office. It is updated monthly. You are required to review the list of students each month. This information is to be kept confidential and shall not be further disseminated to anyone by you." Be sure to check the list monthly-it is your legal responsibility.

[LVJUSD Book Challenge Process](#) - Certificated teacher librarian, Adair Spence, is available if you have any questions

[CTA Member Benefits](#) - use your personal email and/or membership number to sign-up and log in. Here are some [videos](#) that provide a brief overview. Some member benefit highlights for this year:

1. Salary advancement - CTA's [Virtual Pass](#) program will allow members to earn up to [6 continuing education units](#) for no cost. Members can attend in-person or virtual trainings and earn one unit for every 15 hours of

participation. Our District has pre-approved these units for salary advancement. The deadline to apply for units for Fall 2023 is Dec. 7, 2023.

2. \$300 New teacher classroom set-up grants-must be full-time first year educator (ctamemberbenefits.org/classroom application on right hand side)
3. Rental car discounts that save hundreds of dollars
4. Auto and home insurance
5. Discounts for hotels, airfare, and rental cars
6. Premium subscription to [Calm APP](#)
7. Shopping discounts for food, clothing, etc. (can use app MyDeals)

[NEA Pet Insurance](#) - use your home email address to sign-up and get a quote

Human Resources Contact Person

Executive Director of HR: Amy Robbins arobbins@lvjUSD.org

Senior HR Specialist: Danielle Sands dsands@lvjUSD.org

A-L is Anna Stanley astanley@lvjUSD.org

M-Z is Holly Altman haltman@lvjUSD.org

Payroll Contact Person

Payroll Supervisor: Monika Walicka mwalcika@lvjUSD.org

A-G is Marcy Abrahams mabrahams@lvjUSD.org

H-P is Debbie Ackerman dackerman@lvjUSD.org

Q-Z is Mary Mejia mmejia@lvjUSD.org

[CalSTRS Retirement Progress](#)

[CTA Endorsed 403B Retirement Savings Plans](#) - CalSTRS has workshops and webinars available

[District retirement Incentives \(Article 24\)](#) - to take advantage of a retirement incentive you must turn in paperwork by February 1st. Incentives are:

- District contribution to health benefits

- Partial retirement with continued contributions to STRS and health benefits of someone working full-time

[Application to Receive All Years of Service Credit](#)

[Concurrent Units for Salary Placement Application](#) - for those who earned units above a BA when getting your credential

[Teachers' Rights Mini Guide](#)

[LEA Local PAC Opt Out Form](#)

[Evaluations \(Article 12\)](#) - Here are a few things to be aware of:

- Your final observation and post observation conference need to be completed by March 30th
- Your final evaluation conference should be completed by April 30th
- You qualify for a 5 year evaluation cycle if you have permanent status, have been employed by the District for at least 10 years and your most recent evaluation indicates meeting or exceeding standards. If you would like to be put on a 5 year evaluation cycle you should request this during your final evaluation conference.
- If an improvement plan is suggested by your administrator you should ask for support from your site rep or from Aimee or Tara.

[LVJUSD intranet](#) - contains a wealth of documents members might need such as the calendar, bargaining agreement, evaluation forms, leave forms, address change forms, unit advancement forms and classroom overage forms.

[District recommended and supported technology](#)

[Field Trip Information](#)

