

# Human Resources Employee Handbook



VENTURA UNIFIED HUMAN RESOURCES  
255 WEST STANLEY AVENUE, SUITE 100  
VENTURA, CA, 93001  
805.641.5000  
[www.venturausd.org](http://www.venturausd.org)

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## **HANDBOOK OVERVIEW**

This handbook is designed to be a resource guide for all employees. Please use it in conjunction with Board Policies, Collective Bargaining Agreements (CBA) of the Ventura Unified Education Association (VUEA) and Ventura Education Support Employee Association (VESPA) and with additional information supplied by your supervisor.

This handbook fulfills the District's legal obligation to inform you annually of policies, procedures, and unit member responsibilities. Should any of the information presented in this handbook conflict with State or Federal Law, Board Policies of the Ventura Unified School District, or with the respective negotiated agreements, the laws, policies, or agreement will be deemed to be correct. This employee handbook will continue to be a working document and it will be updated annually. The handbook can be viewed on the District's web site.

## **PROFESSIONAL STANDARDS**

### **BP/E 4119.21/4219.21/4319.21**

The Governing Board expects district employees to maintain the highest ethical standards, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his or her responsibilities and should focus on his or her contribution to the learning and achievement of district students.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

**VENTURA UNIFIED SCHOOL DISTRICT**  
SAFE, HEALTHY AND HIGH PERFORMING SCHOOLS

**VISION STATEMENT**

In the Ventura Unified School District all students will receive an exemplary and balanced education fostering a life-long passion for learning and engagement. We demand excellence of ourselves because our supportive community has entrusted us with their children.

**MISSION STATEMENT**

The Ventura Unified School District will educate all students in safe, healthy and high performing schools.

**GUIDING PRINCIPLES**

**We Will...**

**Inspire** all students to excel academically,  
**Honor** the unique qualities and diverse backgrounds of all students,  
**Build** supportive relationships,  
**Guide** all students to reach their full potential,  
**Motivate** all students to successfully pursue their chosen life paths, and  
**Engage** all students to become responsible and contributing members of society.

**DISTRICT GOVERNING PRINCIPLES**

Every student can learn.

We will make decisions in the best interest of students.

We will value and celebrate diversity, and treat all people with dignity and respect.

We will operate in a fiscally responsible manner.

We will work as a team.

We will maintain a working environment that promotes professional growth and excellence.

We will celebrate and recognize success, creativity and achievement through a variety of indicators.

We will embrace families and community as partners in education.

**MOTTO**

**FOR THE FUTURE OF EVERY STUDENT**

## **THE BOARD OF EDUCATION**

The District is governed by a five-member Board of Trustees. School Board “trustees” are the representatives of the people, elected (for overlapping four-year terms) to ensure District Schools educate students in consideration of the interest of the local community. The role of the School Board is to govern the School District. The Superintendent is hired by the School Board to provide the professional expertise in the day-to-day operations of the District. The Superintendent’s role is to work with the School Board to develop an effective governance leadership team; and serves as the Chief Executive Officer (CEO) for the School District.

Board meeting dates/times are [posted](#) on the VUSD website. The public is invited to attend.

### **BOARD OF EDUCATION**

**James Forsythe, President      Shannon Trani Fredericks, Vice-President**

**Sebrena Rodriguez, Dr. Jerry Dannenberg, Calvin Peterson**

**Board Policies/Administrative Regulations can be found [HERE](#)**

## **THE PERSONNEL COMMISSION**

The Personnel Commission consists of three (3) individuals who reside within this District’s boundaries. Each Commissioner is appointed for three-year staggered terms; one member of the Commission is appointed by the Board of Education, one by the Classified employees’ association, and the third is appointed by the other two members. The fundamental purpose of the Merit System and the Personnel Commission is to ensure that Classified employees are selected, promoted and retained without favoritism or prejudice, but rather on the basis of merit and fitness. The California Education Code empowers and sets forth the responsibilities of Personnel Commissions, which include the establishment of classifications and salary allocations for the work being performed, establishing Rules and Procedures for the administration of personnel management activities for the Classified Service, staff development and many other activities.

The Commission holds monthly meetings at the district office. The times and dates of the meetings are posted on the [classified homepage](#). The public is invited to attend.

**CATHI STALLINGS**  
*VESPA’s Appointee*

**ANNE CAMPBELL**  
*Board’s Appointee*

**JOHN WALKER**  
*Joint Appointee*

## DIRECTORY OF VUSD SCHOOL SITES AND DEPARTMENTS

<i><b>SITE</b></i>	<i><b>ADDRESS</b></i>	<i><b>PHONE</b></i>
Academy of Tech & Leadership at Saticoy K-8 (ATLAS)	760 Jazmin Ave.	672-2701
Adult Education	5200 Valentine Rd.	289-7925
Anacapa Middle School	100 S. Mills Rd.	289-7900
Balboa Middle School	247 Hill Rd.	289-1800
Buena High School	5670 Telegraph Rd.	289-1826
Cabrillo Middle School	1426 E. Santa Clara St.	641-5155
Citrus Glen	9655 Darling Rd.	672-0220
De Anza Academy of Technology & the Arts (DATA)	2060 Cameron St.	641-5165
E. P. Foster	20 Pleasant Pl.	641-5420
El Camino High School (at Ventura College)	61 Day Rd.	289-7955
Elmhurst	5080 Elmhurst St.	289-1860
Foothill Tech High School	100 Day Rd.	289-0023
Juanamaria	100 S. Crocker St.	672-0291
Junipero Serra	8880 Halifax St.	672-2717
Lemon Grove K-8 School	450 Valmore Ave.	289-1817
Lincoln	1107 E. Santa Clara St.	641-5438
Loma Vista	300 Lynn Dr.	641-5443
Montalvo	2050 Grand Ave.	289-1872
Mound	455 S. Hill St.	289-1886
Pacific High School	501 College Ave.	289-7950
Pierpont	1254 Martha's Vineyard	641-5470
Poinsettia	350 N. Victoria Ave.	289-7971
Portola	6700 Eagle St.	289-1734
Sheridan Way	573 Sheridan Way	641-5491
Sunset K-8 School	400 Sunset; Oak View	649-6600
Ventura High School	2 N. Catalina St.	641-5116
Will Rogers	316 Howard St.	641-5496
<i><b>Departments</b></i>	<i><b>ADDRESS</b></i>	<i><b>PHONE</b></i>
Business Services	255 W. Stanley Ave.	641-5000 ext. 1102
Certificated Human Resources	255 W. Stanley Ave.	641-5000 ext. 1150
Classified Human Resources	255 W. Stanley Ave.	641-5000 ext. 1170
Educational Services	255 W. Stanley Ave.	641-5000 ext. 1023
Food & Nutrition Services	255 W. Stanley Ave.	641-5000 ext. 1306
Graphics Department	255 W. Stanley Ave.	641-5000 ext. 1271
Health Services	255 W. Stanley Ave.	641-5000 ext. 1136
Innovations	255 W. Stanley Ave.	641-5000 ext. 1253
Child Development Programs	255 W. Stanley Ave.	641-5000 ext. 1031
Multilingual Multicultural Education	255 W. Stanley Ave.	641-5000 ext. 1084
Special Education Services	255 W. Stanley Ave.	641-5000 ext. 1125
Student Support Services	255 W. Stanley Ave.	641-5000 ext. 1103
Technology Services	255 W. Stanley Ave.	641-5000 ext. 1350
Transportation	4213 Crooked Palm Rd	641-5000 ext. 1320
Warehouse Facility	150 Day Road	289-1894
Maintenance/Operations	395 S. Victoria Ave.	289-7981

## PAYROLL INFORMATION

- All employees are paid monthly, on the last working day of the month. Check with the Payroll office to determine if you will receive 11 or 12 paychecks during the year.
- **Classified employees:** Please keep accurate work records for your timesheets, which are submitted to your supervisor each month. Contact Classified HR with any questions.
- Employees have two options for receiving paychecks. The best way is to have your check electronically deposited in your bank account. To do this, simply complete the automatic deposit form and send it to Payroll (if you didn't do this when you signed all of your papers). Otherwise, it will be mailed to the address you have on file.
- Employees receive monthly electronic notice (email) that their pay stubs are available to view in the employee portal at <https://myscape.vcoe.org>
- Time Sheets: Must be submitted with authorized signatures to payroll for checks to be issued
- **PERS Deduction:** **Classified** employees can get more information at (<http://www.calpers.ca.gov>)
- **STRS Deduction:** **Certificated** employees can get more information at (<http://www.calstrs.ca.gov>)
- State and Federal Taxes are deducted based on your W-4 forms
- **Vacation Days:** Can be used in accordance with the **Classified** Contract
- Vacation days are not available for Certificated Employees since they work a positive work calendar
- To contact the Payroll Department by phone, call the at **641-5000** ext. **1222** or you can email them at [payroll@venturausd.org](mailto:payroll@venturausd.org)

## HEALTH AND BENEFITS

**Certificated:** Employees must be in positions that are .50 FTE (50%) or more to be eligible for benefits. Benefits are prorated for employees working less than a full-time equivalent (FTE). (Certificated hourly assignments, except Certificated Adult Education Instructors, are NOT eligible for benefits.)

The District's primary responsibility is to make sure all eligible employees are provided the opportunity to enroll in the appropriate plan(s). Once you have received confirmation and are signed up for benefits, it is suggested you visit your healthcare provider's website to become familiar with their services and contact your health provider directly for specific information.

For a summary on medical insurance go to Risk Management on the VUSD website. [click here](#)

- **Medical**
- **Dental**
- **Vision**
- **Life Insurance and Disability Insurance**

Contact the District's Insurance Department for more information: **805-641-5000 ext. 1242**

**Classified: Regular, permanent employees may be eligible for health, dental and/or vision insurance, based on the number of hours worked.**

- Employees whose regular schedule is equivalent to 20 to 29.9 hours per week (or 4 to 5.9 hours per day everyday) are eligible for health and welfare benefits for which the District pays 50% employer contribution as outlined in VESPA Agreement Article 20 section 20.1.3 (including a and b).
- Employees whose regular schedule is equivalent to 30 to 39.9 hours per week (or 6 to 7.9 hours per day everyday) are eligible for health and welfare benefits for which the District pays 75% employer contribution as outlined in VESPA Agreement Article 20 section 20.1.3 (including a and b).
- Employees whose regular schedule is equivalent to 40 hours per week (or 8 hours per day everyday) are eligible for health and welfare benefits for which the District pays 100% of the employer contribution as outlined in VESPA Agreement Article 20 section 20.1.3 (including a and b).

The effective date of coverage is the first of the month following your hire date or your new appointment date. You will receive a Health Benefits packet during orientation. Please read this information carefully and pay close attention to the enrollment deadline.

If you are unsure about your benefits status, contact the [Risk Management/Insurance Office](#) at **805-641-5000 ext. 1242**.

## **LEAVES, ABSENCES, and ABSENCE REPORTING**

### Absence Reporting:

***CERTIFICATED*** Employees must report all absences into the district's **Frontline Education** system by calling 1-800-942-3767. This system will automatically report your absence and, if appropriate, assign a substitute.

Quick and Easy Access w/Reason codes (*instruction sheet*)

Illness (Self)	Military Leave
Unpaid Personal	Jury Duty
Workshop/Conf.	Emergency Lv/Natural Disaster
District/Site Meeting or School Business	Field Trip
Bereavement Leave	PNL – Personal Business
Industrial Accident	

**CLASSIFIED Employees** should report all absences to their supervisor. The following classified employees should also report their absences in Frontline Education by calling 1-800-942-3767 and the system will automatically report your absence and assign a substitute:

- Campus Supervisors
- Child Nutrition Assistants
- Health Technicians
- Child Development Teachers
- Custodians
- Special Education Paraeducators

Illness (Self)	Jury Duty
Unpaid Personal Leave	PNL Personal Business
Workshop/Conf.	Working out of Class
Bereavement Leave	Union Business
Industrial Accident	

**Types of Leave Available:**

The District provides regular, permanent employees a number of other types of paid leave as well:

- Personal Necessity Leave (charged to your earned Sick Leave account)
- Jury Duty and Witness Leave
- Military Leave
- Industrial Accident and Illness Leave
- Family Illness Leave (charged to your earned Sick Leave account)
- Emergency Leave Due to Natural Disasters
- Bereavement Leave
- Maternity Leave and Parental Leave
- Leave of Absence without Pay

Each of these leaves is for very specific purposes, which are explained in both the [VUEA](#) and [VESPA](#) contracts. If you have any questions, please contact the **Classified** Human Resources Department at **805-641-5000 ext. 1170** or **Certificated** Human Resources Department at **805-641-5000 ext. 1150**

**Vacation (CLASSIFIED ONLY):**

Regular, permanent employees earn vacation. Vacation is prorated for part time employees. (i.e., if your regular day is 3.0 hours, you will earn 3.0 hours of vacation for each regular month of employment).

Employees who work less than 12 months are generally not allowed to take vacation time during the school year. These employees will be paid out for any accrued vacation time they may have for the year on their June paycheck.

Employees whose work year is a full 12 months have vacation time available to them which is carried over from year to year up to the maximum amount specified in the VESPA Contract and the PCRR's. Vacation time must be requested in advance. The various departments have different procedures for requesting vacation time; check with your supervisor to find out what their specific department procedures and preferences are. It is your responsibility to receive approval prior to using vacation leave.

Generally, vacation is accrued based on two factors: (1) your number of years with the District and (2) the number of hours you work.

<b><i>Years with the District</i></b>	<b><i>Vacation Earned**</i></b>
First 4 years of service	1 day per month* (12 working days per year)
5 – 9 years of service	1.25 days per month (15 working days per year)
10 – 14 years of service	1.42 days per month (17 working days per year)
15 – 19 years of service	1.67 days per month (20 working days per year)
After 20 years of service	1.75 days per month (21 working days per year)

\*Vacation time accrues but may not be used during the first 6-months of probationary period (130 working days).

\*\*Vacation is prorated for part time employees.

### **Sick Leave Balance**

(Certificated and Classified Employees):

Monthly, on your pay stub there will be an accounting of some of your leave balances. You can also see your balances in Frontline and in your employee ESCAPE portal. You may also contact the Payroll Department for information on your leave status via email at [payroll@venturausd.org](mailto:payroll@venturausd.org)

To access the employee ESCAPE portal, employees need to create an account at <https://myescape.vcoe.org/#/login>. In your Escape Portal you will be able to update your address and phone number as well as view your payroll documents, check your leave balances, and make changes to your tax withholdings.

## ASSOCIATION INFORMATION

The Governing Board recognizes the right of public school employees to form bargaining units, select an employee organization as the exclusive representative, and be represented by that organization in their employment relationship with the district. Ventura Unified has two employee organizations; the Ventura Education Support Professionals Association (**VESPA**) and the Ventura Unified Education Association (**VUEA**).

**VESPA** represents our Classified Employees, working in many classifications such as Accounting, Clerical, non-Certificated Instructional personnel, Trades, Transportation, Custodial, Maintenance and Human Resource personnel.

**VUEA** represents our Certificated Employees, including all K-12 Classroom Teachers, including all Special Education Teachers and Early Intervention Pre-School Teachers and services personnel that include Librarians/Media Specialists, Counselors, Speech and Language Pathologists, Nurses and Teachers on Special Assignment.

For more information regarding your bargaining unit, please contact your site representative or your union office listed below:

**VESPA**  
5280 Valentine Road  
suite 202  
Ventura, CA 93003  
805-644-0795

**VUEA**  
701 East Santa Clara St.  
Ventura, CA 93001  
805-644-0876

**CTA**  
1930 Outlet Center Drive  
Oxnard, CA 93036  
805-485-1706

**VESPA/VUSD 2022-2025 agreement is linked [HERE](#)**

**VUEA/VUSD 24/25-26/27 agreement is linked [HERE](#)**

## [PERFORMANCE EVALUATIONS](#)

The Ventura Unified School District views performance evaluation as a tool to help keep employees and supervisors apprised of current work performance, progress on goals previously set, and as an opportunity to discuss and make plans for future development. It is the expectation that a performance evaluation does not contain any information that the employee is unaware of.

Regular, permanent, certificated and classified employees whose last performance evaluation was rated as “Satisfactory” are evaluated every two years.

Performance evaluations are completed by your Supervisor. The annual performance evaluations will include a Goal Setting portion for classified employees. In this part of the evaluation process, the employee and the supervisor discuss and set goals and objectives for the following year. If you feel the performance evaluation is not an accurate description of your performance, you have the right to request that it be reviewed by the Management employee to whom your supervisor reports.

In signing the evaluation, employees are simply stating that they have received a copy of it and have reviewed it with their supervisor, and not that they necessarily agree with the information contained in it. Employees should always receive a copy of the performance evaluation and of the Goal Setting Form before leaving the evaluation conference.

Performance evaluations are sent to the Human Resources office and become part of permanent personnel files. Employees always have the right to place a written response to their performance evaluation (within 10 working days) in your file with the evaluation, if they wish to do so.

Please refer to the Certificated and Classified Human Resource offices for additional information and specifics on the evaluation process.

## [HELPFUL LINKS](#)

[venturausd.org](http://venturausd.org) (main page)

[Board of Education](#) (Members, Agendas/Minutes, Meetings, Policies)

[VUSD Departments](#) (Board, Business Services, Educational Services, Human Resources)

[Calendars](#) (current year, next year, Spanish/English)

[Schools](#) (links to school websites)

[Staff and Careers](#) (important employee information)

[Risk Management/Insurance](#) (health and welfare benefits information)

## [MANDATED NOTIFICATIONS](#)

<b>Board Policy/Administrative Regulation</b>	<b>Linked Description</b>
AR 4161.8/4261.8	<a href="#">Family Care and Medical Leave</a>
AR 5141.4	<a href="#">Child Abuse Prevention And Reporting</a>
BP 1312.3/AR 1312.3	<a href="#">Uniform Complaint Procedures</a>
BP 4119.11/AR 4119.11	<a href="#">Sexual Harassment Policy</a>
AR 4119.12	<a href="#">Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures</a>
BP 4119.24/4219.24	<a href="#">Appropriate Adult/Student Interactions</a>
BP 4030	<a href="#">Nondiscrimination Policy</a>
BP 4136/4236	<a href="#">Nonschool Employment</a>
BP 4020	<a href="#">Drug/Alcohol Free Workplace</a>
BP 3513.3	<a href="#">Tobacco Free Schools</a>
BP 4033	<a href="#">Lactation Accommodation</a>
BP 4119.43/4219.43	<a href="#">Work-Related Injuries</a>
BP 4157/4257	<a href="#">Employee Safety (IIPP)</a>
AR 4119.42/4219.42	<a href="#">Bloodborne Pathogen Training</a>
AR 4119.43/4219.43	<a href="#">Universal Precautions</a>
Exhibit 4040-E	<a href="#">Employee Use of Technology</a>
BP 4119.21/4219.21	<a href="#">Professional Standards</a>

<a href="#">VUSD/VUEA Agreement</a> (through 24-25)	<a href="#">VUSD/VESPA Agreement</a> (through 6/2025)
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## **Sexual Harassment – BP 4119.11/4219.11**

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions. The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Ensuring prompt, thorough, fair, and equitable investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

### **Sexual Harassment Reports and Complaints**

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the district's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or AR 4030 - Nondiscrimination in Employment, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

255 Stanley Avenue, Suite 100  
Ventura, California 93001  
T 805.641.5000  
www.venturausd.org



For the future of every student

### **Vector Solutions (formally known as Target Solutions) Mandatory Training**

As part of creating a safe environment for Ventura Unified Students and Staff and remaining compliant with current Ventura Unified School District policies, Ventura Unified School District insurance carrier requirements and Cal OSHA requirements, all VUSD staff are required to complete the Vector Solutions Coronavirus 101 module, and Sexual Misconduct in Schools module within 30 days of hire. If you are a new District employee with VUSD email, Risk Management will email you a notification when you have been registered into the Vector Solutions and are able to log in and complete the training. If you are a substitute, walk-on coach or a regular employee without a VUSD email, please contact Risk Management for confirmation of your registration.

In order to access the training please follow these steps:

- Go to Vector Solutions login screen:  
<https://app.targetolutions.com/auth/index.cfm?action=login.showlogin&customerid=24500&customerpath=venturausd>
- Login using the first letter of your first name and last name as the username and the word "#VUSDsafety1" as your password. For example if your name is Joe Smith, your username would be jsmith. On occasion the District will have multiple employees with the same first initial and last name. If you log in using the first letter of your first name and your last name and another employee name populates or you cannot log in, please try your entire name (ex. joesmith). Feel free to contact Jodie Argueta at 641-5000 x1242 if you have difficulty logging in.
- Once logged in, click on "My Assignments" and click on the Coronavirus 101 and the Sexual Misconduct in Schools modules and proceed through the programs.

The trainings should take you less than an hour to complete and consists of informative slides, quizzes at various points in the training, and a multiple-choice test at the end. It is important to set aside adequate time with access to reliable internet in order to complete the module. Employees who do not have computer access should contact Eric Reynolds, Director of Risk Management to schedule time in the computer training room at the ESC.

As a reminder, employees are expected to complete these training during their regular workday. If you prefer to complete this training on your own time, outside your regularly scheduled work hours, you may choose to do so, however you will not be paid for any extra time it may take complete this training.

Sincerely,

Eric Reynolds, CPCU, ARM-P, AIC, Director, Risk Management  
Ventura Unified School District  
255 W. Stanley Ave., Suite 100  
Ventura, CA 93001  
805.641.5000 x 1241  
eric.reynolds@venturausd.org

## Maintaining Appropriate Adult-Student Interactions - BP 4119.24

The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate.

The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district websites. (Education Code 44050)

### **Inappropriate Conduct**

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:

- Initiating inappropriate physical contact
- Being alone with a student outside of the view of others
- Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent

- Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal
- When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.
- Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee
- Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business
- Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students
- Addressing a student in an overly familiar manner, such as by using a term of endearment
- Socializing or spending time with students outside of school-sponsored events, except as participants in community activities
- Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
- Transporting a student in a personal vehicle without prior authorization
- Encouraging students to confide their personal or family problems and/or relationships
- Disclosing personal, family, or other private matters to students or sharing personal secrets with students

## **Nondiscrimination in Employment – BP 4030**

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with the district to provide services, as applicable.

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

Employers are also prohibited from discrimination against employees or job applicants on the basis of reproductive health decisionmaking, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health. (Government Code 12926, 12940)

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that the district is required to do so in order to comply with federal immigration law. (2 CCR 11028)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Hiring, compensation, terms, conditions, and other privileges of employment
2. Taking of adverse employment actions, such as termination or denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities or that has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
  - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status
  - b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement
  - c. Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
  - d. Failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee
  - e. Requiring an applicant or employee to disclose information relating to the employee's reproductive health decision making

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, reports an incident, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign a release of the employee's claim or right to file a claim against the district or a nondisparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful. (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other prohibited conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

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

The district shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the district is notified that a complaint has been filed with the California Civil Rights Department records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have been terminated. (Government Code 12946)

## **Uniform Complaint Procedures – BP 1312.3/AR 1312.3**

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

**For further details on complaints subject to UCP or non-UCP complaints, please refer to [BP 1312.3/AR 1312.3](#).**

## **Nonschool Employment – BP 4136/4236/4336**

In order to help maintain public trust in the integrity of district operations, the Governing Board expects all employees to give the responsibility of their positions precedence over any other outside employment. A district employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to his/her district duties.

An outside activity shall be considered inconsistent, incompatible, or inimical to district employment when such activity: (Government Code 1126)

1. Requires time periods that interfere with the proper, efficient discharge of the employee's duties
2. Entails compensation from an outside source for activities which are part of the employee's regular duties
3. Involves using the district's name, prestige, time, facilities, equipment, or supplies for private gain
4. Involves service which will be wholly or in part subject to the approval or control of another district employee or Board member

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with his/her immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within the district and determine whether to grant authorization for such employment.

The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the Superintendent or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

### **Tutoring**

An employee shall not accept any compensation or other benefit for tutoring a student enrolled in his/her class(es). An employee who wishes to tutor another district student shall first request authorization from his/her supervisor in accordance with this Board policy. If authorization is granted, the employee shall not use district facilities, equipment, or supplies when providing the tutoring service.

### **Drug and Alcohol-Free Workplace – BP 4020**

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined by the Controlled Substance Act and Code of Federal Regulations before, during or after school hours at school or in any other district workplace (district or site sponsored events and vehicles).

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and non instructional time in the classroom or workplace, at extracurricular or co curricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

In compliance with the Federal Drug-Free Workplace Act of 1988, all employees are required to abide by this prohibition and shall notify the District within (5) days of their conviction for violation of any criminal drug statute, which occurred in the workplace. In addition to criminal prosecution, employees violating this prohibition will be subject to dismissal under the terms of Education Code 45123.

The Governing Board believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace. (Government Code 8355; 41 USC 8103)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and non instructional time in the classroom or workplace, at extracurricular or co curricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

The Superintendent or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 8103)

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute. (Government Code 8355; 41 USC 8103)

The Superintendent or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 8103)

In accordance with law and the district's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

### **Drug-Free Awareness Program**

The Superintendent or designee shall establish a drug-free awareness program to inform employees about: (Government Code 8355; 41 USC 8103)

1. The dangers of drug abuse in the workplace
2. The district's policy of maintaining a drug-free workplace
3. Available drug counseling, rehabilitation, and employee assistance programs
4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace.

### **Tobacco-Free Schools – BP 3513.3**

In accordance with state and federal law, smoking is prohibited in all district facilities and vehicles (this includes times before, during, and after school hours, at a school or in any other district site or on any District property – i.e. playgrounds, parking lots, etc.).

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420, 104559) These prohibitions apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking

device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

## **Tobacco-Free Schools - AR 3513.3**

### **Notifications**

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code 104420)

The Superintendent or designee may disseminate this information through annual written notifications, district and school websites, student and parent handbooks, and/or other appropriate methods of communication.

The Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" are prominently displayed at all entrances to school property. (Health and Safety Code 104420, 104559)

### **Enforcement/Discipline**

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code 6404.5)

Employees who may have a problem with alcohol, tobacco, or other drug use are encouraged to seek assistance for rehabilitation. Information and referrals for support are available through the Certificated and Classified Human Resources departments

## **PERS Service Credit for Military Service Performed Prior to Public Employment**

Senate Bill (SB) 294 became effective January 1, 2017, and amended Government Code (G.C.) sections 20997, 21024, and 21029 of the Public Employees Retirement Law (PERL).

(a) "Public service" with respect to a state member or a school member or with respect to a retired former state employee or a retired former school employee, who retired on or after December 31, 1981, also means active service, prior to entering this system as a state member or as a school member, of not less than one year in the Armed Forces of the United States, or, active service, prior to entering this system as a state or school member, of not less than one year in the Merchant Marine of the United States prior to January 1, 1950. Public service credit shall not be granted if the service described above terminated with a discharge under dishonorable conditions. The public service credit to be granted for that service shall be on the basis of one year of credit for each year of credited state service, but shall not exceed a total of four years of public service credit regardless of the number of years of either that service or subsequent state service. A state member or a school member or a retired former state employee or a retired former school employee electing to receive a credit for that public service shall have been credited with at least one year of state service on the date of election or the date of retirement.

(b) An election by a state member or a school member with respect to public service under this section may be made only while the member is in state, university, or school employment, and a retired former employee shall have retired immediately following service as a state member or as a school member. The retirement allowance of a retired former state employee or a retired former school employee, who elects to receive public service credit pursuant to this section shall be increased only with respect to the allowance payable on and after the date of election. For the purposes of this section, a member as described in subdivision (d) of Section 20776, shall also mean a former state employee or a former school employee, who retired on or after December 31, 1981.

(c) A member or retired former employee who elects to become subject to this section shall make the contributions as specified in Sections 21050 and 21052.

(d) The board has no duty to locate or notify any eligible former member who is currently retired or to provide the name or address of any such retired person, agency, or entity for the purpose of notifying those persons.

(e) An employer shall inform a new employee at the time of hire of his or her rights to purchase service credit under this section.

Visit this link to [CalPERS.ca.gov](http://CalPERS.ca.gov) for more information on this topic.

## **Lactation Accommodation – BP 4033**

The Governing Board recognizes the immediate and long-term health benefits of breastfeeding and desires to provide a supportive environment for any district employee to express milk for an infant child upon returning to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee for seeking an accommodation to express breast milk for an infant child while at work.

An employee shall notify the employee's supervisor or other appropriate personnel in advance of the intent to request an accommodation. The supervisor shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor shall address scheduling in order to ensure that the employee's essential job duties are covered during the break time.

Lactation accommodations shall be granted unless limited circumstances exist as specified in law. (Labor Code 1031, 1032; 29 USC 207)

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the Superintendent or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

The Superintendent or designee shall provide a written response to any employee who was denied the accommodation(s). (Labor Code 1034)

The district shall include this policy in its employee handbook or in any set of policies that the district makes available to employees. In addition, the Superintendent or designee shall distribute the policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave. (Labor Code 1034)

### **Break Time and Location Requirements**

The district shall provide a reasonable amount of break time to accommodate an employee each time the employee has a need to express breast milk for an infant child. (Labor Code 1030)

To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 207).

The employee shall be provided the use of a private room or location, other than a bathroom, which may be the employee's work area or another location that is in close proximity to the employee's work area. The room or location provided shall meet the following requirements: (Labor Code 1031; 29 USC 207)

1. Is shielded from view and free from intrusion while the employee is expressing milk
2. Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382
3. Contains a place to sit and a surface to place a breast pump and personal items
4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump
5. Has access to a sink with running water and a refrigerator or, if a refrigerator cannot be provided, another cooling device suitable for storing milk in close proximity to the employee's workspace

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes. (Labor Code 1031)

### **Dispute Resolution**

An employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

## [Work-Related Injuries - BP 4157.1/4257.1/4357.1](#)

Employee Injury Workers' Compensation Procedures  
WORKERS COMPENSATION ADMINISTRATOR:  
**Athens Administrators**  
P.O. Box 696  
Concord, Ca 94522  
866-482-3535

The following procedures should be followed when an industrial (on-the-job) injury or illness occurs. Following these procedures will assure appropriate treatment, prompt payment of medical bills and disability payments.

1. Immediately report to your supervisor all accidents or injuries, regardless of how small or large. You will be given a workers' compensation packet and asked to sign a certification of receipt verifying you received the packet of forms.
2. Complete the attached forms "EMPLOYEE'S REPORT OF INDUSTRIAL INJURY OR ILLNESS" and a "WORKERS' COMPENSATION CLAIM FORM (DWC 1) and give them to your supervisor within 48 hours.
3. If medical treatment is needed, you must go to a medical provider listed on the attached list of Athens Administrators Medical Panel Network facilities (attached yellow sheet). If you prefer to see your personal physician, a "Personal Physician Pre-Designation Form" must be completed by you and the designated physician prior to any injury or illness. **Neither the Ventura Unified School District nor Athens Administrators is responsible for Medical Bills incurred by non-approved medical facilities.**
4. If your doctor writes you a prescription please refer to the myMatrixx Prescription Information sheet in the workers' compensation for instructions on how to obtain your prescription(s)
5. If, after treatment, you are dissatisfied with the treatment you received or the medical facility, contact Athens Administrators. **A change of Physician must be authorized by Athens Administrators before we will assume financial responsibility for any medical treatment.**
6. As soon as you have been treated, report to your supervisor the outcome of the visit. If time off is required, regularly update your progress with your supervisor and provide continuous releases to your supervisor from your doctor to cover any periods of absence.
7. A doctor's note is required for all absences and should include the fact that it is work related, the date of the injury or illness and the dates and times to be excused from work.
8. Prior to returning to work, you must present to your supervisor a return to work release. Should your doctor include restrictions on the release, discuss these with your supervisor.
9. Once you have been released to return to work, either with or without restrictions, you are not allowed to use industrial leave for your medical appointments. In order to avoid using personal leave balances, you are encouraged to schedule appointments outside of regular work hours.
10. If you have any questions regarding your injury, procedures, payments, etc., please do not hesitate to call the District Insurance Office or Athens Administrators.

## **Child Abuse Prevention And Reporting – AR 5141.4**

The Ventura Unified School District has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The district has established Administrative Regulation 5141.4 which establishes procedures which offer direction and clarity to the reporting process.

### ***Duty to report***

All VUSD employees are obligated to report known or suspected incidents of child abuse and neglect in accordance with the law, Board policy and administrative regulation to child protective agency by telephone immediately or as soon as possible and in writing within 36 hours. Employees shall not investigate any suspected incidents but rather shall fully cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect. The reporting duties are individual and cannot be delegated to another individual. School District employees shall not conduct nor attempt to conduct an investigation of such suspicion.

Staff shall be trained annually on identifying and reporting child abuse.

For further details on definitions, applicable agencies, reporting requirements, procedures, and liability, please refer to [AR 5141.4](#).

## **Family Care and Medical Leave – AR 4161.8/4261.8/4361.8**

The district shall not deny any eligible employee the right to family care or medical leave pursuant to the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or to Pregnancy Disability Leave (PDL), when an employee is disabled by a pregnancy, childbirth, or related medical condition. The district shall not interfere with, restrain, or deny the exercise of an employee's right to any such leave, nor shall the district discharge, discriminate against, or retaliate against an employee for taking such leave, opposing or challenging an unlawful employment practice in relation to any of these laws, or being involved in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

### **Eligibility**

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2, 12945.6; 29 USC 2612; 29 CFR 825.112)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (parental leave)
2. The care of an eligible family member with a serious health condition
3. The employee's own serious health condition that makes the employee unable to perform the job functions of the position
4. A qualifying exigency arising out of the fact that the employee's spouse, child, parent, or, for CFRA leave only, a registered domestic partner, is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. The care of a covered servicemember with a serious injury or illness when the employee is a spouse, child, parent, or next of kin of the covered servicemember

In addition, the district shall grant PDL to any employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2 CCR 11037)

For further details, please consult with the certificated or classified offices in Human Resources.

For complete and detailed information on FMLA, please refer to [AR 4161.8/4261.8](#)

## **Injury and Illness Prevention Program (IIPP) - BP 4157/4257**

The California Code of Regulations, Title 8, Section 3202 requires the Ventura Unified School District to establish, implement, and maintain an effective written Injury and Illness Prevention Program (IIPP).

The Injury and Illness Prevention Program is the district's written safety program. The program identifies the person with authority and responsibility for the program, includes a system for ensuring that employees comply with safe and healthy work practices, includes a system for communicating with employees and includes procedures for identifying and evaluating workplace hazards.

Ventura Unified School District Board Policy 4157 states that the Superintendent or designee shall promote safety and correct any unsafe work practice through education, training and enforcement. The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with the law (Labor code 6401.7). The Superintendent's office has designated the Director of Risk Management to maintain this written program.

All District employees should be familiar with the purpose and location of the Injury and Illness Prevention Program. Training and instruction on the IIPP is required for new employees, employees with new job assignments or when an employer is made aware of a new or previously unrecognized hazard.

The District updates its written Injury and Illness Prevention Program from time to time in accordance with changes in the law or where employment conditions require such changes. Attached is an updated copy of the District's Injury and Illness Prevention Program.

A copy of this written Injury and Illness Prevention Program is on file at the District's Risk Management Office for review by each and every employee. Risk management recommends this program be printed and kept in each site office for any employee to review. Additionally, the IIPP can be viewed on Risk Management's intranet site at <https://www.venturausd.org/staff-intranet> (username/password required) under Safety Information and Materials.

A copy of the District IIPP has been distributed to all sites in the past. If you need a labeled Injury and Illness Prevention Program binder, let the risk management office know and one can be sent to you. If you would prefer the program be printed out for you, risk management can do that as well. If you do request a print out of the program, please let the risk management office know if you need the binder as well.

## **Universal Precautions – BP 4319.43**

In order to protect all employees from contact with potentially infectious blood or other body fluids, the Governing Board requires that universal precautions be observed throughout the district. Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

The Superintendent or designee shall distribute to employees information provided by the California Department of Education (CDE) regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health plan of the employees. Information shall be distributed annually, or more frequently if there is new information supplied by CDE. (Health and Safety Code 120875, 120880)

Information regarding universal precautions may be included in employee handbooks.

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan for bloodborne pathogens or other safety procedures.

## **Universal Precautions – AR 4319.43**

### **Definitions**

Universal precautions are an approach to infection control. All human blood and certain human body fluids, including, but not limited to semen, vaginal secretions, and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and other bloodborne pathogens. (8 CCR 5193; 29 CFR 1910.1030)

Occupational exposure means reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193; 29 CFR 1910.1030)

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193)

### **Infection Control Practices**

For the prevention of infectious disease, the district shall:

1. Effectively maintain the worksite in a clean and sanitary condition, and implement an appropriate written schedule for cleaning and decontamination of the worksite
2. When necessary for employees with occupational exposure to bloodborne pathogens, provide appropriate personal protective equipment, such as gloves, masks, and outer garments, at no cost to the employee (8 CCR 5193)
3. Provide handwashing facilities which are readily accessible to employees, or, if not feasible, provide an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes

Any employee who has contact with blood or other body fluid, regardless of whether bloodborne pathogens are known to be present, shall:

1. Use personal protective equipment as appropriate.
2. Wash hands and other skin surfaces thoroughly with soap and running water:
  - a. Immediately or as soon as feasible following contact with blood or other potentially infectious materials
  - b. Immediately after removing gloves or other personal protective equipment
3. When handwashing facilities are not available, use antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. In such instances, hands shall be washed with soap and running water as soon as feasible.
4. Refrain from eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas with a reasonable likelihood of occupational exposure to bloodborne pathogens.
5. Clean and decontaminate all equipment and environmental and work surfaces after contact with blood or other potentially infectious material, no later than the end of the shift or more frequently as required by state regulations.
6. Rather than using the hands directly, use mechanical means such as a brush and dust pan, tongs, or forceps to clean up broken glassware which may be contaminated.
7. Use effective techniques designed to minimize the risk of a sharps injury in all procedures involving the use of sharps.
8. Handle, store, treat, and dispose of regulated waste in accordance with Health and Safety Code 117600-118360 and other applicable state and federal regulations.

- a. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the requirements of 8 CCR 5193.
- b. Specimens of blood or other potentially infectious material shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.

## **Preventing the Spread of Bloodborne Pathogens - AR 4119.42/4219.42**

Bloodborne pathogens, such as bacteria and viruses, are present in blood and body fluids and can cause disease in humans. The bloodborne pathogens of primary concern are hepatitis B, hepatitis C and HIV. These and other bloodborne pathogens are spread primarily through:

- Direct contact. Infected blood or body fluid from one person enters another person's body at a correct entry site, such as infected blood splashing in the eye.
- Indirect contact. A person's skin touches an object that contains the blood or body fluid of an infected person, such as picking up soiled dressings contaminated with an infected person's blood or body fluid.
- Respiratory droplet transmission. A person inhales droplets from an infected person, such as through a cough or sneeze.
- Vector-borne transmission. A person's skin is penetrated by an infectious source, such as an insect bite.

Follow standard precautions to help prevent the spread of bloodborne pathogens and other diseases whenever there is a risk of exposure to blood or other body fluids. These precautions require that all blood and other body fluids be treated as if they are infectious. Standard precautions include maintaining personal hygiene and using personal protective equipment (PPE), engineering controls, work practice controls, and proper equipment cleaning and spill cleanup procedures.

### **TO PREVENT INFECTION, FOLLOW THESE GUIDELINES:**

- Avoid contact with blood and other body fluids.
- Use CPR breathing barriers, such as resuscitation masks, when giving ventilations (rescue breaths).
- Wear disposable gloves whenever providing care, particularly if you may come into contact with blood or body fluids. Also wear protective coverings, such as a mask, eyewear and a gown, if blood or other body fluids can splash.
- Cover any cuts, scrapes or sores and remove jewelry, including rings, before wearing disposable gloves.
- Change gloves before providing care to a different victim.
- Remove disposable gloves without contacting the soiled part of the gloves and dispose of them in a proper container.
- Thoroughly wash your hands and other areas immediately after providing care. Use alcohol-based hand sanitizer where hand-washing facilities are not available if your hands are not visibly soiled. When practical, wash your hands before providing care.

### **TO REDUCE THE RISK OF EXPOSURE, FOLLOW THESE ENGINEERING AND WORK PRACTICE CONTROLS:**

- Use biohazard bags to dispose of contaminated materials, such as used gloves and bandages. Place all soiled clothing in marked plastic bags for disposal or cleaning. Biohazard warning labels are required on any container holding contaminated materials.

- Use sharps disposal containers to place sharps items, such as needles.
- Clean and disinfect all equipment and work surfaces soiled by blood or body fluids.
  - Use a fresh disinfectant solution of approximately 1 1/2 cups of liquid chlorine bleach to 1 gallon of water (1 part bleach per 9 parts water, or about a 10% solution) and allow it to stand for at least 10 minutes.
  - Scrub soiled boots, leather shoes and other leather goods, such as belts, with soap, a brush and hot water. If worn, wash and dry uniforms according to the manufacturer's instructions.

**IF YOU ARE EXPOSED, TAKE THE FOLLOWING STEPS IMMEDIATELY:**

- Wash needlestick injuries, cuts and exposed skin thoroughly with soap and water.
- If splashed with blood or potentially infectious material around the mouth or nose, flush the area with water.
- If splashed in or around the eyes, irrigate with clean water, saline or sterile irrigants for 20 minutes.
- Report the incident to the appropriate person identified in your employer's exposure control plan immediately. Additionally, report the incident to emergency medical services (EMS) personnel who take over care.
- Record the incident by writing down what happened. Include the date, time and circumstances of the exposure; any actions taken after the exposure; and any other information required by your employer.
- Seek immediate follow-up care as identified in your employer's exposure control plan.

The California Division of Occupational Safety and Health (Cal OSHA) regulations require employers to have an exposure control plan, a written program outlining the protective measures the employer will take to eliminate or minimize employee exposure incidents. The exposure control plan guidelines should be made available to employees and should specifically explain what they need to do to prevent the spread of infectious diseases.

Additionally, Cal OSHA requires that a hepatitis B vaccination series be made available to all employees who have occupational exposure within 10 working days of initial assignment, after appropriate training has been completed. However, employees may decide not to have the vaccination. The employer must make the vaccination available if an employee later decides to accept the vaccination.

Check Cal OSHA's website ([www.dir.ca.gov](http://www.dir.ca.gov)) or refer to your employer's exposure control officer for more information on Cal OSHA's Bloodborne Pathogens Standard (CCR-T8-S 5193).

## **REMOVING DISPOSABLE GLOVES**

Note: To remove gloves without spreading germs, never touch your bare skin with the outside of either glove.

### **1 PINCH GLOVE**

Pinch the palm side of one glove near your wrist. Carefully pull the glove off so that it is inside out.



### **2 SLIP TWO FINGERS UNDER GLOVE**

Hold the glove in the palm of your gloved hand. Slip two fingers under the glove at the wrist of the remaining gloved hand.



### **3 PULL GLOVE OFF**

Pull the glove until it comes off, inside out. The first glove should end up inside the glove you just removed.



## **DISPOSE OF GLOVES AND WASH HANDS**

After removing the gloves:

- Dispose of gloves and other personal protective equipment (PPE) in a proper biohazard container.
- Wash your hands thoroughly with soap and running water, if available. Otherwise, rub hands thoroughly with an alcohol-based hand sanitizer if hands are not visibly soiled.



# Healthy Lifestyle

Ventura Unified School District  
Health Programs & Risk Management

## INFECTIOUS DISEASE CONTROL

VUSD Health Programs/Services and Risk Management would like to remind you about Senate Bill 2192 and CAL/OSHA Title 8 CCR 5193.

School districts are required to notify employees annually about appropriate methods to prevent exposure to HIV/AIDS and Hepatitis B infections. The Hepatitis B Vaccine is available to positions that have been identified as having a greater likelihood of being exposed to bloodborne pathogens. The district school nurse staff provide "refresher" employee training each year.

Our school district has implemented a Bloodborne Pathogen Exposure Plan. To inquire about the plan or to obtain support should a bloodborne exposure occur, contact our Risk Manager, Eric Reynolds, at the Education Service Center, ext. 1241



Also, feel free to contact your site school nurse or Ann Marie Bidlingmaier, Coordinator, Health Services Programs at the Education Service Center, ext. 1135.

**REMEMBER: *If it is wet or dry and not yours - DO NOT TOUCH IT!!***

Prepared by: Health Programs in cooperation with Risk Management.  
D:MISC F:School Health Program BBP overview.doc (97, 06 revised)

## YOU HAVE A HAND IN THIS

### Hand Washing

Washing your hands is the single most important step in preventing the spread of infection.

Hand washing also keeps you from transferring contamination to other areas of your body and/or the environment.

If infectious material gets on your hands, the sooner you wash it off, the less chance you have in becoming infected.



#### Effective hand washing is the KEY!!

- Lather hands with soap and water
- Vigorously rub together all surface of lathered hands for 10-15 seconds
- Rinse hands thoroughly under a stream of water
- Dry hands completely with a clean, dry paper towel
- **Reminder: WASH**
  - √ Before eating, drinking, or handling contact lenses
  - √ And after eating, coughing, sneezing, and using the toilet

Please encourage your students to wash their hands at the appropriate times during a school day!! When this activity is consistently encouraged in the school setting, research indicates a decrease in absences resulting from illness.



Healthy Children Do Learn Better  
In Safe, High-Performing Schools!!

## **Employee Use of Technology - Exhibit 4040-E**

### **ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (EMPLOYEES)**

The Ventura Unified School District authorizes district employees to use technology owned or otherwise provided by the district as necessary to fulfill the requirements of their position. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all employees to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that employees may access through the system.

The district makes no guarantee that the functions or services provided by or through the district will be without defect. In addition, the district is not responsible for financial obligations arising from unauthorized use of the system.

Each employee who is authorized to use district technology shall sign an Acceptable Use Agreement as an indication that he/she has read and understands the agreement.

Employees are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive
2. Disclose or in any way cause to be disclosed confidential or sensitive district, employee, or student information without prior authorization from a supervisor
3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee
4. Engage in unlawful use of district technology for political lobbying
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights
6. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers)
7. Install unauthorized software
8. Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or district practice.

**Employees are required to regularly check their district email and/or login to established systems the district utilizes to disseminate and communicate information district-wide to employees.**

For further information on definitions, obligations, responsibilities, privacy, and records, please refer to [Exhibit 4040-E](#) in the Board Policies.

# Health Insurance Marketplace



## New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(expires 6-30-2023)

### PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

#### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

#### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

#### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution - as well as your employee contribution to employer-offered coverage - is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

#### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact [Ventura Unified School District Risk Management/Insurance Department](#)

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

<sup>1</sup> An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Ventura Unified School District		4. Employer Identification Number (EIN) 95-2397308	
5. Employer address 255 W Stanley Ave, Ste. 100		6. Employer phone number (805) 641-5000	
7. City Ventura	8. State CA	9. ZIP code 93001	
10. Who can we contact about employee health coverage at this job? Ventura Unified School District Risk Management/Insurance Department			
11. Phone number (if different from above) (805) 641-5000 x 1242		12. Email address jodie.argueta@venturausd.org	

Here is some basic information about health coverage offered by this employer:

•As your employer, we offer a health plan to:

All employees. Eligible employees are:

Some employees. Eligible employees are:

- (1) Probationary and permanent employees who work at least 50% of the day or at least 50% of the school contract year.
- (2) Certificated Adult Education employee who work at least a minimum of 20 hours per week.
- (3) Probationary and permanent classified employees who work a minimum of 4 hours a day.

•With respect to dependents:

We do offer coverage. Eligible dependents are:

Spouses, domestic partners, children by birth, marriage, or adoption up to age 28, children whom you have legal guardianship of up to age 18.

We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

\*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](http://HealthCare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](http://HealthCare.gov) to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?

Yes (Continue)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? \_\_\_\_\_ (mm/dd/yyyy) (Continue)

No (STOP and return this form to employee)

14. Does the employer offer a health plan that meets the minimum value standard\*?

Yes (Go to question 15)  No (STOP and return form to employee)

15. For the lowest-cost plan that meets the minimum value standard\* offered only to the employee (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

a. How much would the employee have to pay in premiums for this plan? \$ \_\_\_\_\_

b. How often?  Weekly  Every 2 weeks  Twice a month  Monthly  Quarterly  Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

16. What change will the employer make for the new plan year? \_\_\_\_\_

Employer won't offer health coverage

Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.\* (Premium should reflect the discount for wellness programs. See question 15.)

a. How much would the employee have to pay in premiums for this plan? \$ \_\_\_\_\_

b. How often?  Weekly  Every 2 weeks  Twice a month  Monthly  Quarterly  Yearly

\* An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(o)(2)(C)(ii) of the Internal Revenue Code of 1986)

Please visit [Risk Management/Insurance](#) for other additional health and welfare benefits information

# OSHA QUICK CARD™

## Protect Yourself Heat Stress



When the body is unable to cool itself by sweating, several heat-induced illnesses such as heat stress or heat exhaustion and the more severe heat stroke can occur, and can result in death.

### Factors Leading to Heat Stress

High temperature and humidity; direct sun or heat; limited air movement; physical exertion; poor physical condition; some medicines; and inadequate tolerance for hot workplaces.

### Symptoms of Heat Exhaustion

- Headaches, dizziness, lightheadedness or fainting.
- Weakness and moist skin.
- Mood changes such as irritability or confusion.
- Upset stomach or vomiting.

### Symptoms of Heat Stroke

- Dry, hot skin with no sweating.
- Mental confusion or losing consciousness.
- Seizures or convulsions.

### Preventing Heat Stress

- Know signs/symptoms of heat-related illnesses; monitor yourself and coworkers.
- Block out direct sun or other heat sources.
- Use cooling fans/air-conditioning; rest regularly.
- Drink lots of water; about 1 cup every 15 minutes.
- Wear lightweight, light colored, loose-fitting clothes.
- Avoid alcohol, caffeinated drinks, or heavy meals.

### What to Do for Heat-Related Illness

- Call 911 (or local emergency number) at once.

While waiting for help to arrive:

- Move the worker to a cool, shaded area.
- Loosen or remove heavy clothing.
- Provide cool drinking water.
- Fan and mist the person with water.

For more complete information:

**OSHA** Occupational Safety and Health Administration  
U.S. Department of Labor  
[www.osha.gov](http://www.osha.gov) (800) 321-OSHA

OSHA 3154-07R-06

**Ventura Unified School District**  
**PRE-DESIGNATION OF PERSONAL PHYSICIAN**

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.) or doctor of osteopathic medicine (D.O.) or a designated Medical Group (Group) if:

- The doctor/group is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
- Prior to injury your doctor/group agrees, **in writing**, to treat you for work injuries and illnesses;
- Prior to the injury you provided the District the following in writing: (1) notice that you want your personal doctor/group to treat you for a work-related injury or illness, and (2) your personal doctor's/group's name and business address.

Please use this form to notify the District if you wish to have your personal medical doctor or doctor of osteopathic medicine treat you for a work-related injury or illness and the above requirements are met.

**NOTICE OF PRE-DESIGNATION OR PERSONAL PHYSICIAN**

Employee: Complete this section.

To: Ventura Unified School District.

If I have a work-related injury or illness, I choose to be treated by:

\_\_\_\_\_  
(Name of doctor (M.D., D.O.) or Group)

\_\_\_\_\_  
(Street address, city, state, ZIP)

\_\_\_\_\_  
(Telephone number)

Employee's Name (please print): \_\_\_\_\_

Employee's Address: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Physician: I agree to this Pre-Designation**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Physician or Designated Employee of the Physician or Designee of the Medical Group)

The physician/group is not required to sign this form, however, if the physician/group or designated employee of the physician does not sign, other documentation of the physician's/group's agreement to be pre-designated will be required pursuant to Title 8, California Code of Regulations, section 9780.1 (a)(3).

Please return the completed form to the Risk Management Department.

## Section 125

### Ventura Unified School District Section 125 Plan

As part of our total benefits package, The Ventura Unified School District, along with Ventura Unified Educators Association and the Ventura Education Support Professionals Association, offers a Section 125 benefit program. The Section 125 benefit program is available to all eligible employees of VUSD. An eligible employee is defined as a VUSD employee who works at least 15 hours a week. American Fidelity is Ventura Unified's Section 125 provider.

The Section 125 plan enables employees to save money by paying for various family expenses on a "pre-tax basis". "Pre-taxing" serves to reduce one's reported W-2 earnings, ultimately reducing one's taxable income. Examples include but are not limited to:

- dependent day care
- co-pays, deductibles
- prescriptions
- weight loss programs (physician - prescribed)
- orthodontia
- dental and vision care, including Lasik eye surgery.

Additionally, for employees who pay for a portion of their benefits, they can take advantage of the opportunity to pre-tax out-of-pocket premiums for medical, dental and vision, creating cost saving for themselves by reducing taxable income. Other optional employee paid plans include Cancer Insurance, Accident Insurance, 403 (b) Tax Deferred Annuities and Disability Income Insurance.

Employees have 30 days from date-of-hire to enroll in the Ventura Unified School District Section 125 Plan. If an employee does not enroll in a Section 125 Plan within 30 days, they cannot do so until the Section 125 Open Enrollment Period held in the spring.

If you have questions or to enroll in the Section 125 Plan please reach out to:

American Fidelity: 1- 800-365-9180  
Anthony Magallanes, CA Lic. #0D81099  
Executive Account Manager  
Anthony.Magallanes@americanfidelity.com