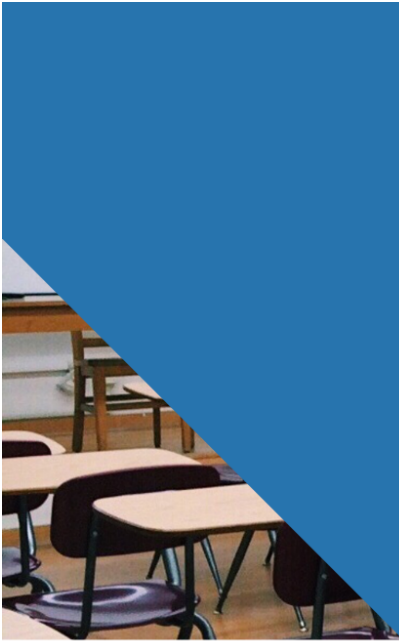




Classified Employee Handbook

Revised: April 2026



Made in Hayward

A photograph of graduates in black gowns and caps, celebrating with their arms raised and caps tossed into the air against a clear blue sky.

Board of Education

Mr. Austin Bruckner Carrillo
Mr. Peter Bufete
Dr. April Eljeiroudi
Ms. Sara Prada
Mr. Ken Rowden

Personnel Commission

Ms. Andrea Peixoto
Mr. Robert Viernes
1 Vacant Seat as of 12/1/2025

NOTICE

This handbook outlines the various policies, rules and procedures governing classified personnel and the information is based on practices in effect.

Not every policy, rule or procedure related to classified personnel practices is included in this handbook. Wording has been changed in some instances to more clearly define the information. However, every effort has been made to keep the meanings unchanged. In case of discrepancies or questions, the official rules and regulations, and the language between the District and classified bargaining units always take precedence.

Copies of the official rules and regulations are available for review on the HUSD's website www.husd.us.

MAILING ADDRESS

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Hayward, CA 94540-5000
(510) 784-2600

www.husd.us



@haywardunified

Made in Hayward



HUSD Mission Statement

The Mission of the Hayward Unified School District is to promote educational excellence by empowering students to become dynamic leaders in a global society.

HUSD Vision Statement

Students will be prepared, challenged and motivated in a 21st Century learning environment that develops the physical, intellectual, and emotional success of all learners.

Personnel Commission Mission Statement



The mission of the Personnel Commission is to attract, hire, retain and promote the best qualified classified personnel consistent with the principles of the Merit System; thereby continuing to enrich the quality of Hayward Unified School District's programs and services.

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THE SCHOOL SYSTEM

Congratulations! You have been selected for a position with Hayward Unified School District (HUSD). This section will give you a quick look at the organization of the school system and help you navigate your employment. We wish you success in your new position!

Board of Education

Five individuals who serve as the Board of Education have been given the responsibility by your employer – the taxpayers of the District – of operating schools at maximum efficiency within the certain provisions established by law.

These Board members, all prominent and responsible citizens in the community, establish the broad operating policies under which the system is operated. They draw upon counsel and advice from the Superintendent and their staff.

Each member serves a term of four years. Terms of office are staggered and school board elections are held only in odd-numbered years. The Board regularly meets twice monthly. The meeting times are posted on the [website](#).

Personnel Commission

The Personnel Commission is a separate governance body authorized by the State Superintendent of Public Instruction and they are responsible for certain personnel matters affecting classified employees. Three commissioners are appointed by the State Superintendent of Public Instruction; each serves a three year term.

The Commission classifies all positions, recommends salary schedules and establishes rules and regulations governing administration of the Merit System. The Personnel Commission regularly meets monthly. The meeting times are posted on the [website](#).

NON DISCRIMINATION

HUSD is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination and harassment based on race, color, ancestry, national origin, ethnic group identification, immigration status, age, religion, marital or parental status, military or veteran status, pregnancy status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist them in the filing of the complaint.

If you believe you have been subjected to discrimination, harassment, intimidation, or bullying you should immediately contact the school site principal and/or their supervisor. See the links below for more information

on complaint management, Title IX, and Uniform Complaint Procedures and forms. For Uniform and Title IX Complaints, please contact Title IX Complaints, please call (510) 723-3857, ext 34102 or 34201, or email uc.titleix@husd.k12.ca.us. A copy of HUSD Uniform Complaint Board Policy along with the Uniform Complaint Administrative Regulations and the HUSD non-discrimination policy are available, free of charge, upon request.

[Americans with Disabilities Act](#) | [Bullying](#) | [Non-Discrimination Policies](#) | [Sexual Harassment Policies](#)
[Suicide Prevention](#) | [Title IX](#) | [Title V CCR](#) | [Uniform Complaints](#)

CLASSIFIED SERVICE

The Classified Service includes all non-teaching personnel employed under provisions of the Merit System established in HUSD. Basically, the Merit System means that classified employees are selected, retained and promoted on the basis of merit and fitness. Furthermore, there is no discrimination because of race, color, religion, political affiliation, marital status, sex, age, physical handicap, or sexual orientation.

Examinations

In order to attract the best qualified person for each position, competitive examinations are held. The requirements are published in the examination announcements & job opportunity bulletins which are posted on the [website](#). They are also sent via email to all staff.

Promotional examinations are limited to permanent employees who are currently employed by the District and who meet the established requirements of the class.

Open & competitive examinations are held whenever the position is open to candidates other than District employees. Employees may also take these examinations if they meet the minimum requirements of the class.

Names of all candidates who successfully complete the examination are placed on an eligible list which is normally in effect for six months to one year.

Appointments

Appointments for regular positions are made following completion of comprehensive, competitive examinations – the results of which are used to establish an eligibility list for each regular class. Selection for a vacant, regular position is made from the highest three ranks of candidates on the list, providing they are ready, willing and able to accept appointment on a permanent basis.

Employment Requirements

Criminal Background Checks via fingerprinting, Loyalty Oaths, Tuberculosis, Annual Trainings and Health Examinations.

New employees must submit satisfactory tuberculosis test results prior to employment. A test must be repeated every four years. A person known to have active tuberculosis will not be allowed to work.

Employees also must be fingerprinted in order to submit a criminal background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI) and are required by law to sign a loyalty oath prior to employment.

As a school district employee, there are many trainings that employees are required by law to complete within 60 days of employment. The trainings include, but are not limited to, Child Abuse and Neglect Reporting, Sexual Harassment Prevention, Online Bullying, Email Safety, Suicide Prevention and Workplace Violence Prevention. These trainings are also required to be completed annually.

Certain positions may require health examinations which will be administered by a District recommended physician prior to employment in order to determine physical fitness for employment.

Probationary Employees

As a new employee, you are assigned from an eligibility list to a regular position. You will then be known as a “probationary” employee, and you will continue in that status until after you have served satisfactorily on the job for 130 days or 6 months (whichever is longer) in paid status. Management and Supervisory employees are subject to a 1 year probationary period. *The use of sick leave shall result in an extension of the probationary period at the rate of one day’s extension for each day of sick leave used.*

The probationary period is considered as a part of the examination process. Probationary employees may be rejected from service at any time during the probationary period. There shall be no appeal from such termination.

Upon successful completion of the probationary period, you will become a “permanent” employee and you will receive an adjustment to the second step of your salary range. A probationary period must be served for every new classification to which you are appointed whether it be your initial position with the school district or one which you have reached on a promotional or lateral basis. Please refer to the appropriate Personnel Commission Rule or collective bargaining agreement for additional information.

Permanent Employees

As a permanent employee, you will enjoy many rights and privileges in return for the fine job you did while serving your probationary period. Among these benefits are:

- Sick leave benefits
- Paid vacation (12-month employees only)
- Progressive salary advancement through the five steps of the salary schedule
- Privilege of competing in promotional examinations for a better position
- Protection against arbitrary suspension, demotion, or dismissal
- And, eventually, retirement

Anniversary Date

The successful completion of a probationary period in a classification establishes your anniversary date, and you will receive an adjustment to the second step of the salary schedule. If you complete your probationary period after the fifteenth of the month, your anniversary date will be the first of the following month. After reaching your anniversary date, merit salary adjustments are made on an annual basis.

Limited Term And Substitute Employees

These classifications are given to persons hired for a period not to exceed six months, or hired in place of a regular employee who is temporarily not on duty.

Employees designated as substitute or limited term do not earn vacation, holiday pay or seniority in the classification but may be eligible for up to five (5) days of sick leave per year per AB 1522.

Provisional Employees

An immediate need for an employee may arise in situations where an eligibility list has not yet been established. In such cases, the position may be filled temporarily by a person who has not qualified by examination. This person is a provisional appointee, who must compete and rank on the eligibility list in order to be considered for regular appointment.

Promotions

Naturally, the first step toward a more responsible position is making good on your present job. Opportunities, however, are available for promotion to positions with a higher salary. Job Opportunity Bulletins and Examination Announcements are sent to all staff via email and posted [online](#) as vacancies and examinations occur. You are encouraged to apply for any examination for which you meet the qualifications.

If your application is accepted, you have the privilege of taking any District examination during working hours without loss of pay. However, you need to notify your supervisor at least two days in advance of the examination.

Transfers

This means moving from one site/department to another in the same classification (for example, transferring as custodian from one school to another school). This move may be made only after completion of the initial probationary period. Transfer Opportunity Bulletins are sent to all staff via email on a regular basis. In order to be considered for transfer, you must apply during the transfer window via the [website](#).

The District reserves the right to assign or transfer you wherever your work would be of greater value. The District will comply with any and all transfer related obligations outlined in the appropriate collective bargaining agreement.

EMPLOYEE RELATIONSHIPS AND RESPONSIBILITIES

When you report to your work location for the first time, make certain that you ask your immediate supervisor to furnish you with the following information:

- Your work hours, break and lunch periods
- How to prepare your time card
- Who to call if you are absent from work
- Responsibilities of your job, who will give you work and who will answer your questions about the work

Your Supervisor Is Your Key Link To Management

Your supervisor will work with you to ensure overall effectiveness on the job and will let you know exactly what's expected of you; they will keep you posted on District policies and procedures.

If you need help with a problem or need a question answered, your immediate supervisor will be able to provide assistance to you. Both the Classified Human Resources and Payroll Departments are available to answer any questions you may have about your employment or pay status as well.

Employee Conduct

Your personal conduct and appearance will reflect upon you, your school, your district and your work. It will also reflect in the conduct and appearance of your co-workers. The reflection can be positive when you present a neat appearance, pleasant personality and good character, or it can be quite the opposite. Your own good judgment will be your best guide.

Success On The Job

Now you're on the job and regardless of the nature of your tasks, the two basic ingredients for your success are courtesy and cooperation – whether you are in contact with the public, with other employees or with students.

Keep your communication as simple and clear as possible. More importantly, don't assume that the other person has as much knowledge about your job as you do.

Other Hints for Success on the Job...

- Be prompt in reporting for work and in completing assigned tasks. Habitual tardiness or absence from work may lead to disciplinary action. If an emergency makes it necessary for you to leave before the end of the day, notify your immediate supervisor before leaving.

- Ask for clarification if instructions given by your supervisor are not clear. Make certain you understand how the work is to be done, when you are expected to finish a certain task and which jobs must be completed first.
- Strive for accuracy before speed, especially on a new job or with unfamiliar material. You gain nothing if mistakes are made and the work has to be redone. However, if you do make a mistake, accept your correction graciously, find out what was wrong and learn from your mistakes.
- Do not discuss school matters outside your job and don't repeat confidential or personal information. Please remember also that, while many items are matters of public record, the releasing of such information is the function of specific offices or individuals. If you are working at a school site, please refer to your principal any unauthorized requests for personal information about students.
- Neatness counts and makes for good working conditions so keep your working area as neat as possible, especially at the close of the day. Be sure that confidential information is put in a safe place.
- Supplies and equipment are provided for official use only. Equipment is expensive – good care and proper handling on your part will prolong its life.

Performance Evaluation

Reviews of your overall effectiveness on the job will be made by your immediate supervisor annually in January/February. These evaluations are called performance evaluations and will include ratings on factors such as the quality and quantity of your work, work habits and attitudes, and how you get along with others.

During your probationary period, performance evaluations will be made at the end of the second and fourth months and a final recommendation will be made before you become a permanent employee. Thereafter, performance evaluations will be made annually. Each evaluation will be discussed with you. The original evaluation will be filed in your official personnel folder in the Classified Human Resources Department.

Any employee who is dissatisfied with the performance rating received may attach his/her written comments to the evaluation.

Hours Of Work

The basic assignment for most classified employees is a five day, forty hour week not including the lunch period. A regular work week for most employees is Monday through Friday. However, your exact schedule, including hours of work, lunch period and rest periods, should be obtained from your immediate supervisor.

If you are regularly assigned to a school or office, you are expected to remain on the grounds of that location during the working day, unless you first obtain the permission to leave from your principal or supervisor.

Overtime

All work performed in excess of 8 hours a day or 40 hours a week will be counted as overtime. More details regarding overtime and double overtime is in your collective bargaining agreement. All overtime must be specifically authorized by your supervisor **before** the overtime is worked. If you are called back after a regular work day, you will be paid in accordance with your union contract.

Rest Periods

Classified employees are granted 15 minute rest periods in accordance with the terms of the applicable collective bargaining agreement and the Federal law.

You are expected to use this time for relaxation. If the rest periods are not taken, you may not lengthen your lunch periods or shorten the work day, nor may the rest period be used to make up lost time.

Meal Breaks

Classified employees working 6 hours or more per day, are required to take a 30 minute duty free meal break. This break must start no later than the fifth hour of the work day.

District Email/Technology

All new employees will receive a district email address. It is very important that you check your email account frequently as the District uses email for important communications.

Employees are authorized to use district technology devices in accordance with the Technology Use Agreement.

Telephone & Cell Phone Usage

Business telephones are intended for official business use and employees are expected to treat every caller with respect and courtesy. When necessary, outgoing or incoming personal calls should be made on personal cell phones while on break. Personal cell phones should not be used while on duty except in the case of an emergency.

Changes of Personal Information

Promptly report any change of address or telephone number to your immediate supervisor, and to the Classified Human Resources Department by completing this [form](#) or through the Escape Employee Portal. This is very important for your withholding tax purposes, and as a means to contact you. Changes of dependent information should be reported to the Employee Benefits department.

Lunch Facilities

The cafeteria facilities of the schools are available if you wish to use them for excellent low-cost lunches.

PAYROLL AND OTHER DEDUCTIONS

Payroll FAQ's, pay dates and important information regarding payroll can be found on the [website](#).

Your salary is subject to the following legally required deductions:

- Federal Withholding Tax and State Income Tax retained for the Collector of Internal Revenue and the Franchise Tax Board as payment on your Federal and State Income Taxes for the current year. The amounts withheld are determined by your salary and the number of dependents for whom you claim exemptions. (Deductions are not made for State Disability Insurance, since school district employees do not participate in this program.)
- Federal Social Security.
- Public Employees Retirement System-deductions for Classic Members (member prior to 1/1/2013) and New Members (member on or after 1/1/2013) are currently at 7% and 8%, respectively, for each pay period. (The District also contributes a percentage which varies from year to year.)
- Medicare.

You may also, of course, authorize the withholding of additional deductions for certain things such as premiums on group insurance and health plans, credit union deposits, tax sheltered annuities and employee organization dues. Information regarding these and other deductions may be obtained from the Payroll Department.

Salary

Your rate of pay is determined by the type of position to which you are assigned. It is generally based on the prevailing community wage for that particular type of work. The classified employees are categorized by classifications on a master salary schedule, which offers a beginning rate and a maximum rate reached in five steps. Salary schedules are posted on the [website](#).

Escape Online Employee Portal

Employees can view their benefits, leaves, paid work days, current salary step/range, paystubs, reimbursements, W2s, and more.

Instructions on how to register and navigate the portal can be found [here](#).

Pay Day

As a regular employee you are paid on a monthly basis. Salary warrants (payroll checks) are normally issued on the last working day of each month in payment for work performed during that month.

You may authorize the District to deposit your check at your bank by completing the [Direct Deposit Form](#), attaching a voided check or direct deposit form from the bank with preprinted routing and account numbers and submitting it to your payroll technician. If you do not utilize direct deposit, your paycheck will be delivered to your site/department for pick up.

Health Benefits

New employees have 60 days from their employment start date to enroll in benefits. Current employees may only make benefit changes annually during Open Enrollment or if there is a Qualifying Life Event.

Full-time employees are required to purchase medical health benefits unless proof of alternate coverage is provided. Half-time and less than half-time employees may participate on a voluntary basis.

Hayward Unified School District will provide a contribution of up to \$2,500 per year to be used towards a District health care plan or cash in lieu of up to \$1,350 per year. Full-time employees are required to purchase medical health benefits unless proof of alternate coverage is provided. Half-time and less than half-time employees may participate on a voluntary basis. The balance of health benefit costs are paid through a pre-tax payroll deduction.

Dental coverage is provided free of charge for all employees working 20 hours per week, or more. Family coverage is available and any additional premium will be employee paid.

All employees are enrolled in an Employee Assistant Program (EAP). The District also offers various optional benefits including life insurance, short term disability, and a medical and dependent care flexible spending option

For more information please view the Benefits [website](#).

RETIREMENT

Classified employees of school districts, who work twenty or more hours per week, are required by law to become members of the California Public Employees Retirement System (CalPERS). If you go to work for another school district in the state, or for the State of California, your retirement membership will be transferred.

In this case, you will retain credit for service already rendered in this District. An added advantage is that this holds true for many other city and county governments in the state who also participate in CalPERS.

New full-time (eight hours a day) employees and former CalPERS members become members at the beginning of the pay period following the initial employment date. Part-time employees become members at the beginning of the pay period following the initial employment date if their regular work schedule is four hours or more per day.

Contributions

Retirement income is provided under a coordinated program of CalPERS and Social Security (OASDI).

CalPERS deductions for Classic Members (members prior to 1/1/2013) and New Members (members on or after 1/1/2013) are currently at 7% and 8%, respectively, for each pay period. (The District also contributes a percentage which varies from year to year.)

Classified employees who are in CalPERS are also required to contribute 6.2% of gross pay to Social Security (OASDI). Employees will be able to retire from two different retirement systems, CalPERS and Social Security.

ABSENCES

Attendance is very important for all students and personnel. The District stresses regular attendance and requests that employees miss work only on those days when it is absolutely necessary.

If you fail to report to duty for three (3) consecutive days without contacting your supervisor, your absence without leave will be deemed an automatic resignation. (Personnel Commission Rule 10.18)

Absence Reporting

All employees are required to notify their immediate supervisor as early as possible when they are to be absent. You are also expected to enter all absences in the Absence and Substitute Management System, often referred to as AESOP or Frontline. AESOP/Frontline is an absence tracking system and also how we manage our substitute assignments. Having adequate staffing each day is critical to the proper functioning of our school and departments. For most classified job classifications, the District has substitutes available and ready to fill in for absences.

Please refer to the appropriate collective bargaining agreement for details on absence reporting requirements.

Personal Illness

Regular full-year employees are allowed full pay for 13 days each year for absences due to illness, injury, dental or medical treatment and examination. (Employees working less than a full year earn sick leave on a prorated basis.) Any unused portion is then accumulated year after year for future use.

For illnesses of more than five consecutive working days, a [Request for Leave](#) form accompanied by a written statement from your physician or health advisor is required. This request must be submitted to the Classified Human Resources Department before you can receive payment.

If you are ill in excess of your accumulated sick leave and any other paid leave, you will receive either 50% of your salary or the difference in your pay and the sum actually paid for a substitute employee for a period not to exceed 100 working days per year, depending on the appropriate collective bargaining agreement. Please refer to the appropriate Personnel Commission Rule, Board Policy or Regulation and/or collective bargaining agreement.

More information is available on the [website](#) as well as in each collective bargaining agreement.

Industrial Accident or Illness Leave

If you are a regular employee and are injured in an industrial accident, you may receive your full pay while absent from work, and the absence may not be deducted from your sick leave allowance.

The absence must qualify under provisions of Worker's Compensation Insurance. The required report of the accident must be on file and pay will be limited to 60 working days in any one fiscal year for the same accident. In order to qualify, you must have visited a physician and submitted the required form. For more information, visit the [website](#).

Bereavement Leave

Your collective bargaining agreement allows for a certain number of days of absence at full pay in case of the death of a member of your immediate family. Additional days may be granted if travel beyond a 500 mile radius is required.

Serious/Critical Family Illness

You may be granted up to three (3) days leave with full pay each year when critical illness or injury happens to a member of your immediate family. A physician must provide a statement explaining the reason your presence is needed and the nature of the serious/critical illness or injury in order for you to be paid for this leave.

Personal Necessity Chargeable to Sick Leave

At your election, you may use accumulated sick leave for personal necessity in accordance with your collective bargaining agreement. Your immediate supervisor must be notified in advance of taking the leave. Personal necessity is not intended to be considered as vacation and cannot be used to extend your normal vacation. Each collective bargaining agreement outlines the number of days available and acceptable reasons for personal necessity leave.

Jury Duty

If you are called for jury duty, you will receive your regular salary during this service, provided the money received for jury duty, less your mileage costs, is turned into the Payroll Office. You should notify your supervisor as soon as you receive a notice to appear for jury service. Verification must be attached to your time card in order to be paid for this type of absence. Please refer to the appropriate Personnel Commission Rules, Board Policy or Regulation and/or collective bargaining agreement for more information.

Military Leave

Regular employees are granted temporary military leave of absence to attend encampment, cruises, etc., as provided by the California Military and Veterans Code. The term "military" is defined as including Army, Navy, Marines, Air Force or other armed service of the United States as may be defined by law. For military leave to be allowable, it is necessary that you fill out a [Request for Leave](#) form and attach a copy of your military orders.

Holidays

As a regular employee, you will have time off without loss of pay for observing certain holidays. These include the legal holidays of New Year's Day, Dr. Martin Luther King's Birthday, President's Day, Lincoln's Birthday, Cesar Chavez' Birthday, Spring Break Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veterans' Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas and New Year's Eve. To qualify for holiday pay, the holiday must fall within your normal work period. The Classified Holiday Schedule is posted on the [website](#) each year.

Vacation

Vacation is provided for the benefit and health of our employees. 12-month employees earn vacation annually in accordance with their collective bargaining agreement. School year employees must take their vacation outside their scheduled work year.

Although probationary employees start earning vacation upon beginning their assignment, vacation time cannot be taken until they become permanent employees. A holiday which falls during vacation time is counted as such and is not deducted from vacation allowances. Vacation will be scheduled with the agreement of your supervisor.

Unpaid Leaves of Absences

A leave of absence without pay may be granted to a permanent employee who is temporarily incapacitated by illness and who has exhausted all of his/her sick leave or who presents a satisfactory reason. Leaves are granted only if the employee intends to return to work. Time spent on leave of absence without pay shall not count towards seniority or merit salary adjustment.

Family Medical Leave Act (FMLA)

FMLA entitles eligible employees that have worked more than 1,250 hours over the previous twelve months on a rolling calendar to take unpaid, job-protected leave for specified family and medical reasons. Please visit this [website](#) for more information.

California Family Rights Act (CFRA)

The CFRA provides Family Care and Disability leave.

Other Leaves

Your collective bargaining agreement addresses the procedures for all leaves.

Failure to Return from a Leave of Absence

Failure to report for duty within three (3) days after the expiration of any authorized leave of absence will be considered an automatic resignation from the service.

EMPLOYEE REPRESENTATIVE

Upon employment, you will become a member of the association/union representing your position and may elect to pay association dues and fees for full union membership. More information will be provided during the New Employee Orientation that is held semiannually.

SAFETY

The District is very interested in the well-being of all employees, students and the public. We take every precaution to assure safety in the school and on other job sites. However, these precautionary measures will prove worthless without your complete cooperation.

Be careful at all times. If your job involves handling heavy boxes or equipment and you are new to the work, consult your supervisor or an experienced co-worker who knows the correct way to handle items. An unintentional mistake can be a hazard to your safety and to others.

A scrap of paper, forgotten box, fixture on the floor, opened drawer, just a moment of thoughtlessness can cause accident and injury. Help keep halls and walkways clear and avoid littering stairways or aisles. Trash, grease or liquid spilled on the floor can cause a bad fall. If you can't remove it yourself, report it to the proper person.

The California Occupational Safety and Health Act (CAL-OSHA) provides safety standards and procedures to protect the working environment for all California employees, and requires the cooperation of all employees.

So you see, safety depends on you... every hour, every day. On your job YOU are the world's best safety device.

Work-Related Injuries

Report all injuries or accidents immediately to your supervisor who will see that you receive first aid and make a report of the accident.

The District carries Worker's Compensation Insurance, which will cover you if you are injured in the line of duty. It is your responsibility to contact the Schools Insurance Authority Early Intervention Nurse at 1-877-742-3467 in the event of a work-related injury. This insurance pays certain doctors' fees and hospital expenses necessary to get you back on the job. No direct charge is made to you for this insurance. Up to 60 days of pay will be available for serious accidents. After 60 days, there is long term disability available.

Insurance rates are based on claims experience. Fewer claims mean lower costs of insurance creating funding for other purposes. Remember safety benefits us all. Please contact the [Risk Management Department](#) for more information.

Keys/Security Badges

A District identification badge will be provided to you upon hire by the Human Resources Department. A key or security badge to school buildings or an office may be issued to you as well. Extreme care must be exercised against loss of the key or badge and against illegal permission for unauthorized persons to enter the buildings. When you leave the employment of the District, your key and badge must be returned to your supervisor along with any other District property.

In an Emergency

Depending upon your work location and assignment, you should familiarize yourself as soon as possible with measures to take in emergency situations involving student accidents, disasters, civil defense, vandalism, fire and loiterers on or near school grounds. The District Coordinator of Risk Management issues directions for all locations.

Loitering

Be alert to the presence of strangers on school premises. Do not hesitate to inquire as to the name or business of any person found on the grounds or in the buildings. Report any questionable person(s) to your supervisor or principal.

Prohibited Practices

Smoking is prohibited in or on District property and in District vehicles.

You may not possess or consume alcoholic beverages or drugs on school property. Appearing on the job under the influence of drugs or alcohol is cause for disciplinary action.

Soliciting of funds, collecting money, circulating petitions, or engaging in political activities are generally prohibited while on duty and on school property.

The borrowing or use of school district equipment or furniture by individuals for personal or private use is strictly prohibited.

Employees will not be assisted by the District to purchase materials for personal use at a discount.

COMPLAINTS AND GRIEVANCES

In resolving a grievance, you should promptly present the problem to your immediate supervisor in an informal discussion.

Your supervisor will make every effort to find an acceptable solution by informal means at this level. If the corrective action taken is not satisfactory to you, you may present the problem to the next higher supervisor.

You may be asked to place your grievance in writing so all facts may be known. Grievance procedures are covered in your union contract.

SEPARATION

Resignation

Resignations may be submitted by completing and submitting a [Separation Form](#). You should give the District at least two weeks' notice, if possible. If your resignation is for retirement, your Separation Form should be submitted at least 90 days in advance of the actual retirement date.

Dismissal

This will apply to very few employees but you should know some of the causes which could lead to dismissal. The causes for dismissal are found in Chapter 10 of the Personnel Commission Rules which are posted on the [website](#).

You may appeal disciplinary action, such as suspension, demotion or dismissal by filing a written answer to the charges within 14 days after the Board of Education has taken the action. (Personnel Commission Rule 10.4) The Personnel Commission will hear an appeal and may sustain, reject or modify the disciplinary action. (Rule 10.5)

HELPFUL LINKS AND RESOURCES

- [Human Resources Information](#)
- [Personnel Commission Information](#)
- [Board of Education Information](#)
- [Payroll Information](#)
- [Employee Health Benefit Information](#)
- [Workers Compensation Information](#)
- [Collective Bargaining Agreements](#)
- [Salary Schedules](#)
- [Classified Employee Work Calendars](#)
- [Leaves of Absences](#)
- [Escape Portal Instructions](#)
- [Substitute Management System \(Frontline/AESOP\)](#)
- [Classified Job Postings](#)

- [Transfer Opportunities](#)
- [Common Employee Forms](#)

A photograph of a classroom with several wooden desks and purple chairs, partially visible in the top-left corner of the blue background.

Created for the Classified Employees of
the Hayward Unified School District by
Personnel Commission Staff

A photograph of graduates in black gowns throwing their caps into the air against a clear blue sky. The graduates' hands and faces are visible at the bottom of the frame.

Made in Hayward

