

# Placer Hills Union School District Employee Handbook



## **Board of Trustees**

Sadie Caldas, President

Ashley Lopez, Clerk

Allison Harvey, Trustee

David McEntire, Trustee

Geoff Anderson, Trustee

## **Superintendent**

David Figuly

**Dear Newly-Hired Placer Hills Union School District Employee:**

It is a pleasure to extend a warm welcome to you as an employee of the Placer Hills Union School District! Each employee in our district makes an important contribution to the education, well-being, and safety of all of our students, and we are glad you have chosen to join our team. This employee handbook provides a general overview of employment, contact information, and policies, as well as links to forms you might need at some time during your employment with us. It is our hope that the handbook is a helpful source of information that will serve to make your employment satisfying and rewarding.

This handbook is designed to be a resource guide for all employees. Please use it in conjunction with Board Policies, the Collective Bargaining Agreements with the American Bear Education Association (ABEA) and the Placer Hills Association of Classified Employees Contract (PHACE). This employee handbook is a living document and will be updated annually or as needed.

I encourage you to attend our new employee orientation and to take advantage of information that is shared throughout the year. Your supervisor will provide you with additional information directly related to your assignment.

Our district website has the following resources for staff:

<https://www.phusd.k12.ca.us/employeeecareer-resources>

- The American Bear Education Association (ABEA) Contract
- The Placer Hills Association of Classified Employees Agreement (PHACE)
- Employee Benefits Information

I want to thank you for joining our district and wish you many productive and memorable years here.

David Figuly  
Superintendent

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# **Section 1: Organizational Overview**

### Placer Hills Union School District Mission, Vision, and Values and Beliefs

#### Vision Statement:

We take ownership of each child's learning in our schools, accepting no limits on potential.

#### Mission Statement:

We are dedicated to educating students to become contributing global citizens in the 21<sup>st</sup> century.

#### Beliefs:

The Placer Hills Union School District is a district with a long history of strong student achievement and close partnership with the community. We strive to provide a learning environment that serves **ALL** students well, and engages each student in meaningful learning that prepares them to become contributing, global citizens in the 21st century. This vision takes hard work, commitment, and a focus on continuous improvement.

PHUSD is built on a solid foundation of effective instruction, positive school culture, systems of support, and collaborative leadership. We are proud of our innovative schools that offer dynamic learning opportunities to all students.

The district was established in 1948 and is nestled in the Sierra Foothills. PHUSD serves students in Meadow Vista and surrounding communities. We truly are the Hidden Gem of the Foothills!

### LCAP Goals

Goal 1: Maintenance of Services and Programs

Goal 2: Academic Progress for All Students-Focusing on Underrepresented Students

Goal 3: Social Emotional Progress for All Students-Focusing on Underrepresented Students

### Board Members and Administration

#### Board of Education

Sadie Caldas, President

Ashley Lopez, Clerk

Allison Harvey, Trustee

David McEntire, Trustee

Geoff Anderson, Trustee

#### Superintendent

David Figuly

#### Business Manager

Roxanne Sanders

#### Weimar Hills Principal

Bill Bartholome

#### Sierra Hills Principal

Patricia Leftridge

#### Program Specialist

George Rooks



# **Section 2: Employment Administrative Regulations and Procedures**

### Equal Employment Opportunity

It is the policy of the Placer Hills Union School District to enhance the quality of education and actively promote equal employment opportunities. The Board prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, sex, gender, or sexual orientation, at any District site and/or activity. The Board also prohibits retaliation against any District employee or job applicant who complains, testifies or in any way participates in the District's complaint procedures instituted pursuant to this policy.

For a full reading of the District's Nondiscrimination in Employment policy, visit the [district website](#).

### Americans with Disabilities Act (ADA)

The District will provide reasonable accommodations for applicants and for employees as required by the Americans with Disabilities Act. The Superintendent handles all known requests for reasonable accommodations.

### Complaint Procedures

District complaint policy recommends that every attempt be made to resolve complaints informally and at the lowest level possible. Notifying a supervisor of a concern before it becomes a complaint encourages early resolution.

When informal resolution is not possible, a formal complaint process is in place for parents, students, and community members, as well as for employees. A full detailing of District complaint procedures including the Board Policy on Complaints and Administrative Regulations can be found on the [District website](#). Employees represented by unions may also seek union representation. Grievance procedures are detailed in the [bargaining unit contracts](#).

### Conduct

All employees are role models for our students and ambassadors to the Placer Hills community and are expected to conduct themselves in a civil and professional manner at all times.

### Confidentiality

Because of the nature of the District's business, employees may have access to confidential information about families, students, and other employees. In order to protect individual rights of privacy, it is important that knowledge of confidential information only be shared as needed to provide essential services to students, families, or employees.

### Open Door Policy

The purpose of our open door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our open door policy means that employees are free to schedule to talk with any administrator at any time about any topic.

If any area of your work is causing you concern, you have the responsibility to address your concern with an administrator. Whether you have a problem, a complaint, a suggestion, or an observation, the school district wants to hear from you. By listening to you, the district is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions.



The open door policy includes the assurances that an individual employee who pursues his or her rights to talk to any level of administration will experience no retaliation or interference from the employee's immediate supervisor. The administrator should be included as needed.

### E-mail and Voicemail

Email and voicemail are common forms of communication among employees, and between employees and the public we serve.

Employees are encouraged to check and respond to email and voicemail regularly and to provide their phone and email contact information to those who may need it. Personal email and cell phone information should not be shared with students and parents.

### Employment Opportunities

All employment opportunities in the District are advertised through the online services provided by [edjoin.org](http://edjoin.org).

### Employment Verification

The goal of the Human Resources (HR) Department is to complete Employment Verifications within 3-5 business days during regular work periods. There may be a delay of up to two weeks during peak periods that occur at the beginning and end of the school year. Employment verification requests are not processed during holidays or when the District Office is closed.

To obtain an employment verification, an employee must provide a signed consent form allowing the District to release employment information, or in the case of a new applicant, for the District to request employment verification from another district or organization. The employee and/or institution must fax the signed permission and verification documents to (530) 878-2663 or bring the Employment Verification request to the Interim Superintendent.

For timely and efficient processing, requests can be directed to the appropriate staff person:

David Figuly

[dfiguly@phusd.org](mailto:dfiguly@phusd.org)

Superintendent

(530) 878-2606

### Mandated Reporting of Suspected Child Abuse

All school district employees are mandated reporters and fall under the legal requirements of the State's Penal Code to report to the police department, sheriff's department, or the County Welfare Department any cases of suspected child abuse.

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment who he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Because all PHUSD employees are considered “Child Care Custodians” and are mandated reporters under the law, each school district employee is required to sign and complete the Statement Acknowledging Requirement to Report Suspected Child Abuse (see Appendix) as a condition of employment. More information on reporting responsibilities is also available in the Appendix of this handbook and on the [5000- Students Board Policy webpage](#) on the District website.

### Sexual Harassment Prevention Policy

The District is committed to providing an educational environment free from unwelcome conduct of a sexual nature including sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law. The full Sexual Harassment Prevention Policy is included in the Appendix to this document and also found on the [4000-Personnel Board Policy webpage](#). All new employees must complete and submit the Sexual Harassment Policy Acknowledgement as a condition of employment. Employees who become aware of a situation that violates the Sexual Harassment Policy should do at least one of the following:

- Contact site administrator (Principal or Department Head)
- Contact the Interim Superintendent

### Title IX: Non-discrimination

Board policy prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of gender as defined by federal law in Title IX.

### Tuberculosis Clearance

Tuberculosis is a serious, potentially life-threatening illness. To protect students and staff from the effects of this disease, California Education Code Section 49406 requires all employees, upon initial employment, to present evidence that they are free from active tuberculosis. Evidence consists of a certificate of a skin test, chest X-Ray with a negative result or a risk assessment completed by an appropriate healthcare provider performed within sixty days of hire, or within four years if employment is continuous with that of another school district, parochial or private school. Employees must recertify their clearance every four years. Failure to comply may lead to the employee being placed on unpaid leave or being terminated. The cost of the TB clearance is borne by the employee.

### Workplace Safety

The District is committed to safe and well-maintained schools and District offices and properties. In the case of any workplace safety or other hazard issue that may arise, employees are encouraged to report the issue to the Superintendent. [Violence in the Workplace.](#)



# Section 3: Absences

## Absence Reporting

You can report absences online at

<https://login.frontlineeducation.com/login?signin=34648a8c6545f1404c5de9f2fd206c98&productId=AbsMgmt#/login>. Once you log in, you will be able to enter absences, check your absence schedule, and update personal information. Or, you may also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features.

By visiting Frontline Absence Management's (formerly AESOP's) website, there are many things you can do and see, but as an employee, one of the most important things is the ability to create an absence. It is simple to do, once you log on you will see the following:

When selecting your absence date, simply click on the single day and it will be highlighted in blue.

You can also click on multiple days to create a multi-day absence. The days do not have to be consecutive. If you've got a larger number of consecutive days you'd like to select, simply click and drag your cursor to select the days.



Frontline Absence Management (formerly AESOP) – Absence Reporting (continued) Once you've chosen the date(s) of the absence, it's time to enter the rest of the absence details.

**Substitute Required** ☒ Yes ☐ No

**Absence Reason**

**Time**  
Please enter a valid time range using the HH:MM AM format.

to

**Notes to Administrator**  
(not viewable by Substitute)

255 character(s) left

**Notes to Substitute**

255 character(s) left

**Substitute Required:** This option may already be predetermined for you but you may have the option to choose if a substitute is needed for this absence. To change the option from Yes to No, just click to move the slider.

**Absence Reason:** Choose your absence reason from the drop-down list.

**Time:** Choose what type of absence this is.

**Notes:** You have the ability to leave notes for your administrator and for the substitute who will be filling in for you. The notes you leave for the administrator will not be visible to the substitute.

**Attach a File:** Frontline Absence Management (formerly Aesop) gives you the ability to attach files to your absence for your substitute to see, such as lesson plans or seating charts. You can attach Word, Excel, and PDF files. To attach a file, click the Choose File button and browse your computer for the file you want to attach.

Once you have filled in all the required fields, click the Create Absence button at the bottom right corner.

The absence will also show up under the "Scheduled Absences" tab.

Contact Business Manager, Roxanne Hall (530) 878-4012 with questions regarding Frontline Absence Management absence reporting or if you need help logging in.

#### Sick Leave

Personal Illness and Injury Leave ("sick leave") is the authorized and necessary absence of an employee because of illness, injury, exposure to contagious disease, or necessary appointments for health treatment. Exhausted sick leave could result in differential pay as described in the respective union contract. Further sick leave considerations and accrual information are available in the respective union contracts.



# **Section 4:**

# **Compensation/Pay**

# **Practices**

### Break/Rest Periods

State law requires that all employees who work more than four hours a day receive a break or rest period. Break and rest periods for District employees are allocated in agreement with the respective employee's union contract. Employees are encouraged to arrange such break and lunch periods with their supervisors to ensure continuity of service to our students and families.

### Holidays

Generally, employees who are employed on a twelve-month basis or who were in a paid status on the day before or after the holiday(s) receive a paid holiday for the days listed below:

Day before New Year's Day  
 New Year's Day  
 Martin Luther King Day  
 Lincoln's Day  
 President's Day  
 Memorial Day  
 Juneteenth  
 Independence Day  
 Labor Day  
 Veteran's Day  
 Admission Day taken the Wednesday before Thanksgiving  
 Thanksgiving and the following Friday  
 Day before Christmas Day  
 Christmas Day

### Overtime

Overtime pay for non-management classified employees must be pre-approved by an administrator. Paid work time for classified employees must be completed at the respective school or district department and not from home, unless approved by the Superintendent.

### Payroll

The Business Department is responsible for processing payments for salaried and hourly employees as well as making any adjustments or changes to deductions, tax withholding, and other pay related services. Please contact Business Manager Roxanne Hall for any questions regarding payroll.

### Attendance

The District expects an employee to be present for work, to adhere to his/her assigned schedule, to perform all assigned duties and to work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's direct supervisor/principal. Any deviation from assigned hours must have prior approval from the employee's direct supervisor/principal.

All employees who are unable to report to work shall:

1. Enter their absence in Frontline for the purpose of notifying the principals and when applicable, securing a substitute for the period of absence.
2. Contact his/her direct supervisor/principal to report his/her absence as soon as possible.



The District will monitor attendance and absence patterns. The following incidents are examples that will be investigated and may result in the appropriate level of discipline including oral and/or written warning, suspension and/or possible dismissal from employment:

- theft of time and/or improper modification of time worked records;
- failure to notify the direct supervisor/principal of an absence and failure to report to work on such day; and/or
- failure to return to work the day following the expiration of an authorized leave of absence.

Employees are provided an annual allotment of sick leave, vacation, personal necessity, no-tell days, etc. determined by his/her bargaining unit agreement.

Employees requesting approval for a long-term leave must submit their request in writing. You may contact the Superintendent, David Figuly, to discuss leave requests.

All employees, you may contact the Business Manager, Roxanne Hall, at any time for a balance of any leave available to you. This information is also available through pay stubs.



# Section 5: Benefits

### Benefits Enrollment

To enroll in benefits, complete the benefit forms given to you during the employee onboarding and turn into the District Office at 16801 Placer Hills Rd. Meadow Vista, CA 95722. You have 30 days from your hire date to enroll in benefits with the District.

Salaried District employees are eligible for a range of benefits as stipulated in the union contract agreements. Medical insurance options for eligible District employees are offered through Kaiser, Western Health Advantage, and Sutter Health. Vision coverage is available through VSP. The District offers dental plans through Delta Dental. Please take time to research providers for coverages being considered for the current plan year. Once elections have been finalized no changes can be made unless there is a qualifying event.

“Open enrollment” begins in May. Open enrollment is the time to add, delete or make any changes to your benefit elections for the coming year. Any enrollment changes made during open enrollment are effective the following July.

More information on these benefits is available by visiting the [Benefits webpage](#).

### Retirement

Employment in the California public school system is generally subject to retirement coverage by either the California State Teachers’ Retirement System (CalSTRS) or the California Public Employees’ Retirement System (CalPERS). Employment in a position to perform “creditable service,” (i.e. certificated employee) as defined in Education Code Section 22119.5, is usually credited in CalSTRS, while classified (non-certificated) employment is usually credited in CalPERS

#### California State Teachers Retirement System (CalSTRS)

Salaried certificated employees usually participate in the CalSTRS pension benefit program. Benefits are based on age, service, and compensation.

#### California Public Employees Retirement System (CalPERS)

Salaried classified employees generally benefit from participation in the California Public Employees Retirement System (CalPERS). Some hourly classified employees may also qualify. Employee and employer contributions are paid monthly. Employees who have been CalPERS members and/or who would like information about retirement and other benefits through CalPERS should contact (530) 878-2606.



# **Section 6: General Information**

### Bulletin Boards

Bulletin boards are used in each work location to post employee and union information as well as public notices of meetings, job openings, and other important alerts. Postings must be professional and not violate any District, state or federal policy or regulations.

### Change of Address or Name

It is important that the District have access to updated employee contact information including home address, telephone number, and emergency contacts. Please notify the Interim Superintendent with any changes to your name or contact information.

### Distribution of Information

The District Office must approve the distribution of any non-District materials (posters, flyers, events, etc.) to staff, students, and families. Please submit any materials to the Interim Superintendent's Administrative Assistant, Kiara Torres for approval.

### District Calendar

### Safety Plan

The safety plan addresses the school site responsibilities in emergencies associated with natural disaster, human-caused emergencies, and technological incidents. The Plan provides a framework for coordination of response and recovery efforts as well as an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel.

[Sierra Hills Safety Plan](#)

[Weimar Hills Safety Plan](#)

### Non-Smoking Policy

The District is a tobacco and drug free workplace supported by Board Policy, Education Code, Health and Safety Code, and other state and federal statutes. For the safety and health of our students, smoking is not permitted within 25 feet of a school or playground or district facility (Health and Safety Code 104495). For more information and legal references on the tobacco and drug free workplace, Board Policy and legal references are available by accessing the board policies on the [district website](#).

### Personal Calls, Email and Text Messages

Personal communication shall not occur during duty hours. Break times and lunch periods should be used for personal communication matters.

### Volunteers

Our schools are fortunate to have many parents, Placer Hills residents, and community volunteers who give their time to support students in academic and enrichment programs. For information on how to use volunteers in our schools please contact the school site secretaries. Live scan applications are available at the District Office.