



## INTRODUCTION

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This handbook contains a brief summary of some of the rules and regulations for employees, as well as other information you should find helpful. You are encouraged to refer to the complete set of Personnel Commission Rules & Regulations (Classified), found in each school office and the District Instructional Media Services Department, as well as the negotiated labor agreements with

# THE CAJON VALLEY UNION SCHOOL SYSTEM

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## Board of Education

The members of the Board of Education are elected by the citizens of El Cajon and serve a four-year term. The Board operates as the policy-making body of the school district, and as employer for the district, fixes and prescribes the duties to be performed by all employees under its jurisdiction.

Regular meetings of the Board of Education are normally held on the second and fourth Tuesdays of the month in the District Office Board Room. Employees and members of the public are invited and welcome to attend.

## CSEA

The California School Employees Association, Chapter 179, is the current, recognized exclusive representative of the classified employees in their relations with the Board of Education, the public school employer. Bargaining unit members are subject to all the provisions of the collective bargaining contract negotiated between the District and CSEA. These provisions have priority over any conflicting statement in this handbook and/or the Personnel Commission Rules & Regulations. However, where a subject is not covered in the collective bargaining contract, but is addressed in the Personnel Commission Rules & Regulations, the Rules & Regulations are to be applied.

The Association elects officers and appoints site representatives to assist its members in contractual and other matters of interest to employees. Meetings are normally held monthly and are announced in a CSEA flyer.

## CVEA

The Cajon Valley Education Association is the current, recognized exclusive representative of the certificated employees in their relations with the Board of Education, the public school employer. Bargaining unit members are subject to all the provisions of the collective bargaining contract negotiated between the District and CVEA.

## Merit System (Classified Employees)

The Merit System is a system of rules and procedures, similar to civil service, which governs classified (non-teaching) school employees. It operates under Article 6 of the California State Education Code. This is a personnel system in which merit and fitness determine each person's selection, promotion, and retention in the district, without favoritism or prejudice.

## Personnel Commission (Classified Employees)

The Merit System is administered by the Personnel Commission, an independent body responsible for personnel matters affecting classified employees. Three commissioners, who are citizens of our community, are appointed alternately for three-year terms; one is selected by the Board of Education, one by the employee association, and the third by the other two commissioners.

The Commission oversees a staff that classifies positions, recommends salary range placements, administers the selection process, and established rules and regulations concerning administration of the Merit System. The Personnel Commission also serves as the appeal body for classified employees in the areas of discipline and application of their rules and regulations.

Regular meetings of the Personnel Commission are normally held on the fourth Thursday of each month at 4:00 p.m. in the District Office Board Room. You are encouraged and welcome to attend these meetings. If you wish to address the Commission on a

particular issue or concern, please contact the Personnel Director prior to the meeting and provide the item and/or any materials you wish to be placed on the agenda for information or for action. Agendas and minutes of the meetings are distributed and posted at each work location.

Please check the Personnel Commission section of the website for updates and/or changes to meeting details.

## YOUR APPOINTMENT

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### Citizenship

Citizenship is not a requirement of employment with the Cajon Valley Union School District. However, the District may only hire individuals who have the legal right to work in the United States. When an offer of employment is made, the candidate must submit certain documents to the Personnel Department to verify his/her lawful right to work in this country. This applies to all employees, citizens, and non-citizens, including student aides and substitutes.

### Fingerprinting

The California State Education Code requires all potential employees, including substitutes, to be fingerprinted before they can be hired. The cost of fingerprinting is borne by the individual and the District does not reimburse the cost. Employees must have fingerprint clearance prior to starting employment.

### Physical Examination

Offers of employment are contingent upon successful completion of a physical examination (including drug and alcohol testing) and Tuberculosis (TB) test indicating you are free of TB. The costs associated with the physical examination are paid by the District, but you are responsible for the cost of the TB test.

## YOUR EMPLOYMENT

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### Probationary Period

Classified: A classified employee, upon appointment to a regular position, must serve a six-



at least five years of credited service under PERS. If your assignment qualifies you for membership, you will receive a PERS booklet on retirement related benefits with your new hire information packet.

### State Teachers Retirement System (STRS)

STRS is a required deduction for employees who work full-time and is an option for employees who work part-time or as a substitute. Although STRS is called a retirement system, it also offers disability and death benefits. As a certificated employee, you become a member on the first day of the pay period in which the election is made. The money you contribute earns interest and may be withdrawn (with substantial penalty) when you leave school employment (prior to retirement).

Generally, the funds for such benefits come from employee and employer contributions and the income from investments made by STRS. To be eligible for service retirement with a monthly allowance, an employee must be at least 55 years of age and have at least five years of credited service under STRS. A STRS booklet on retirement and related benefits is available to employees and you may schedule retirement interviews with a representative from the regional counseling center of STRS.

### Social Security (FICA)





## Safety

The District is interested in the well-being of all its employees and takes every precaution to assure your safety including safety training on a regular basis. However, safety is everyone's responsibility and you should always perform your duties in a safe manner using devices provided to you. Be alert to possible safety hazards and report them to your supervisor promptly.

## Personal Conduct and Code of Conduct

Orderly direction of personnel requires the administration of rules, regulations, policies, and procedures by management to facilitate the goal of educating students in a safe and efficient manner.

Cajon Valley is a public employer, and its employees are expected to maintain the highest standards of ethics in the conduct of their activities. Employees may not misuse their positions or place themselves in situations where it may appear that their efforts are affected by outside conflicting interests or that they are using their positions with the District for personal gain.

## Disciplinary Action

It is hoped that you will never need to concern yourself with this section; however, it is important to recognize that employees who fail to abide by established rules and policies are subject to corrective discipline or discharge. Corrective discipline may range from a verbal warning, to suspension from work without pay, or termination.

For Classified employees, a guide to use for "causes for disciplinary action," as well as the disciplinary procedures, is contained in Chapter 60 of the Personnel Commission Rules.

# LEAVES OF ABSENCE

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## Leave Requirements

Employees have a variety of leaves available to them. Most leaves require advance notice and completion and submission of an official form to the immediate supervisor for approval. In certain instances, your supervisor may ask you for additional written verification

of Absence (form A-37) to Payroll for FML eligibility review which is established through disability/court documentation. Interested employees should contact their Payroll Technician for additional information.

### To Take District-Administered Examinations

Classified employees are eligible for paid leave to take an examination given by the District during working hours if they give at least two days' notice to their immediate supervisor (Personnel Commission Rules & Regulations).

### Leave of Absence Without Pay

shall be investigated promptly and in a way that respects the privacy of all parties concerned.

If you have a complaint, contact the Assistant Superintendent of Educational Services, (619)588-3086. For legal assistance, you may contact the Legal Aid Society at (877)534-2524, and/or the Superintendent of Schools at the San Diego County Office of Education, (858)292-3500.

### Policy Against Harassment

The Cajon Valley Union School District is committed to providing a work environment that is free of discrimination and harassment. In keeping with this commitment, the District maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal, physical, and visual harassment.

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## RETIREMENT/RESIGNATION

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Regardless of whether you retire or resign from the district, you must complete a resignation form with the Personnel Services Department.

All individuals leaving school employment (in good standing), and returning within a 39-month period, will receive the same salary and earn sick leave and vacation at the same rate as when he/she left, and receive credit for the seniority you had when you left.

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## SPECIAL PROGRAMS

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### Employee Assistance Program (EAP)

The Employee Assistance Program is available to all employees and their dependents who are experiencing difficulties such as emotional distress, financial worries, family problems, legal

difficulties, alcohol or drug abuse, or any other problems affecting their well-being and their job performance. The service is confidential and free of charge, and employees experiencing difficulty are encouraged to take advantage of this service by scheduling an appointment with the Program's qualified, trained, personnel. After a pre-