

BASSETT UNIFIED SCHOOL DISTRICT



*Welcome To
The Classified Service*

We appreciate the Ventura Unified School District and its Personnel Commission and Personnel Director for their work that served as a template for this publication.

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Welcome. . .

to the Bassett Unified School District. As a newly hired classified employee, there are many things you will want and need to know.

We hope that the information in this booklet will help you navigate the waters! It isn't intended to be an exhaustive discussion, but tries to hit the most important areas. For additional information on any topic, or on a topic not discussed here, contact your supervisor or the appropriate office. We have provided a list of various offices and contact information, such as payroll and human resources, that handle your employment activities at Bassett.

If at any time you have questions, we are always here to help. The primary goal of the Personnel Commission is to provide services for our district staff members and to help make your time with us enjoyable and productive.

You may contact the Personnel Commission office by calling us at 931-7984, by accessing our website at

www.bassett.k12.ca.us/district/PC.htm

or by stopping by the office at Flanner (1314 N. LeBorgne Ave, Room 12., La Puente Avenue). We'll be happy to do what we can!

Thank you for making Bassett Unified School District your choice! We're glad to have you with us.

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WHO'S WHO?



**Robert Fuentes,
Board President**

THE BOARD OF EDUCATION



**Paul Solano,
Board Vice-President**



**Karina Moreno,
Board Clerk**



**Rosaura Alvarado,
Board Member**



**Frank Morales,
Board Member**

THE PERSONNEL COMMISSION



**Vern Wallery,
Chair**

**Frances Alvarado,
Member**

**Sue Hartley,
Vice-Chair**

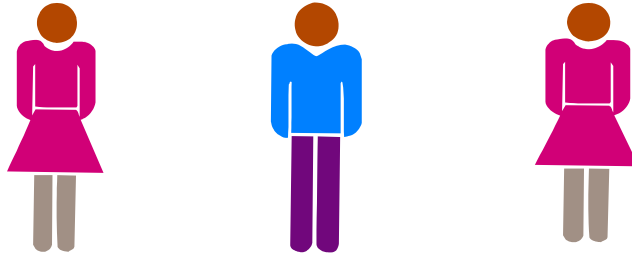
A BASIC DIRECTORY OF SCHOOL AND ADMINISTRATIVE SITES

<i>SITE</i>	<i>ADDRESS</i>	<i>PHONE</i>
District Security Response		963-1661
Industry Sheriff Station		330-3322
Superintendent's Office	904 N. Willow Ave	931-3085
Administrative Services	904 N. Willow Ave	931-3009
Adult Education - APEC	760 Puente Avenue	931-7900
Adult Education - Flanner	1314 N. LeBorgne Ave	931-7950
Bassett High School	755 N. Ardilla Ave	931-2800
Benefits/Risk Management	904 N. Willow Ave	931-3022
Child Development	943 N. Sunkist Ave	931-3153
District Office Receptionist	904 N. Willow Ave	931-3000
District Security	904 N. Willow Ave	931-3096
Don Julian School	13855 Don Julian Rd	931-2900
Edgewood Academy	14135 Fairgrove Ave	931-7800
Erwin School	943 Sunkist Ave	931-3100
Facilities/Development & Trans.	904 N. Willow Ave	931-3036
Food Services	904 N. Willow Ave	931-3033
Human Resources	904 N. Willow Ave	931-3027
Information Technology	904 N. Willow Ave	931-3029
Instructional Services	904 N. Willow Ave	931-3070
Language Assessment	904 N. Willow Ave	931-3063
Nueva Vista High School	755 N. Ardilla Ave	931-2829
Payroll (Classified)	904 N. Willow Ave	931-3017
Personnel Commission	1314 N. LeBorgne Ave	931-7984
Purchasing/Warehouse	904 N. Willow Ave	931-3091
Special Education	904 N. Willow Ave	931-3056
Student Services	904 N. Willow Ave	931-3047
Subfinder	904 N. Willow Ave	918-3621
Sunkist School	935 Mayland Ave	931-7700
Torch Middle School*	751 Vineland Ave	931-2700
Van Wig School	151 N. Van Wig Ave	931-8000

* Distinguished School

For individual departments, please consult the District Directory, available at all sites.

THE PERSONNEL COMMISSION



Most transactions that affect classified employees are processed through the Human Resources Office, located at the district offices, 904 N. Willow Avenue, La Puente, CA, 91746 (Corner of Amar and Willow). Additionally, Human Resources staff is available to answer questions, provide assistance and information at any time during the business day.

Bassett Unified School District operates with a Merit System. The merit system, first institutionalized in the United States with the passage of the Civil Service Act of 1883 and later in California's school systems in 1936, simply stated, is a fair and equitable personnel management system for classified employees of a school district. Incorporating a system of rules and procedures, similar to civil service, the Personnel Commission is the mainstay of the merit system. It is an independent body composed of three persons appointed for three-year staggered terms; one appointed by the Board of Education, one appointed by the classified employees, and the third appointed by the other two.

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.

In addition, the Personnel Commission has the responsibility for serving as the body that hears appeals of disciplinary actions taken against regular classified employees by the Board of Education. The ruling of the Personnel Commission in such appeals hearings is final and binding on the employee and the Board of Education.

Once classified employees are hired, they become involved with the Personnel Commission in only certain cases. For example, the Commission makes summer assignments, handles classification and reclassification matters, serves as an appellant body for disciplinary action, and conducts promotional and open examinations that classified employees may participate in. Even then, the Commission has authority that is limited to certain situations. All other actions are handled by Human Resources, including leaves of absences, anniversary date payroll (step) increases, and other actions involving classified employees.

If in doubt as to which office you should direct a problem or concern to, go to which ever one is convenient and staff there will direct you to the appropriate office or contact person if necessary.

F. A. Q.'s

(Frequently Asked Questions)

On the next several pages we will try to answer some of your most frequently asked questions. If your question isn't here, or if the answer isn't clear, please be sure to call Classified Human Resources at 931-3027 and ask us to help.

WHEN DO I GET PAID?

All employees are paid monthly. ***For regular, permanent employees***, on a monthly work schedule, the number of checks you receive in a year depends on the number of months in your work-year, but will range from 10 to 12 paychecks per year. This group of employees receives their pay check on the last business day of the month during which they worked.

All other employees (i.e., hourly substitute, students, campus aides, etc.) are paid for the actual hours that they have worked. These hours are paid on the 10th day of the month following the month in which they worked (i.e. hours worked in January would be paid on February 10). However, if the 10th falls on a weekend or official holiday, then the checks will issue on the Friday before the 10th. Hourly employees must submit a time sheet to the payroll office. The exact date varies each month, but it is around the 25th of each month. Late submission of the time sheet may result in a delayed paycheck.

Your supervisor must approve all of your hours on the timesheet before it will be processed by payroll. In some cases, you may have supplemental assignments, which will require you to submit more than one timesheet to cover all of those assignments. If uncertain, contact your supervisor or payroll.

HOW DO I GET PAID?

Employees have several options for receiving their 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 so when you signed all of your employment papers!).

If the employee has set up a direct deposit, the funds are available sometime after midnight, depending on the bank. If you have direct deposit, you will receive a pay-stub each month that shows your earnings and deductions for that paycheck.

Employees who do not have direct deposit can pick up their paycheck at their work site or at payroll after 10:00 AM.

HOW DO I CONTACT THE PAYROLL OFFICE?

The Payroll Department is located at the District Administrative Offices, 904 N. Willow Avenue, La Puente California (91746). To contact the department by phone, call the Payroll Department at 931-3017.

WHAT ABOUT HEALTH INSURANCE?

Regular, permanent employees may be eligible for life, health, dental and/or vision insurance, based on the number of hours worked. Employees whose regular schedule is equivalent to 20 or more hours per week are eligible for health and welfare benefits for which the District pays most of the cost. The amount you have to pay varies depending on the premium and the amount of that premium that has been negotiated for the district to pay.

If you work less than 20 hours per week, you are not eligible for health insurance benefits from the district.

If you are unsure about your benefits status, contact HRD at the District Office or call 931-3027.

HOW ABOUT RETIREMENT AND SOCIAL SECURITY?

Classified employees who work at least 1000 hours per year (generally at least 4 hours per day) become members of the Public Employees Retirement System (CalPERS). Employees and the Bassett Unified School District both pay into this system. After five years in CalPERS an employee is “vested” and may then retire under conditions established by CalPERS. CalPERS is an excellent retirement system and is managed very well by a Board of Directors elected from the membership. For more information about CalPERS, you may call CalPERS toll free at (888) 225-7377 or visit the CalPERS website at www.calpers.ca.gov.

Additionally, Classified employees are part of the Social Security (FICA) system. Generally, employees working more than 20 hours per week as part of their primary assignment pay Social Security, while employees who work less than 20 hours a week pay into a “FICA Alternative Plan.” Human Resources and Payroll automatically determine which plan you are to be placed in, and will move you to or from the proper plan if the hours you work each year changes to require such changes.

WHAT ABOUT THE UNION?

All Classified employees who are not designated as management or Confidential serving in permanent positions are automatically members of a bargaining unit. The employees have chosen the Classified School Employee’s Association (CSEA) to be their exclusive representative. Therefore, employees have the right to go to the Association (also known as the Union) for information or help when they need it, and a myriad of other things.

The CSEA and the Bassett Unified School District have entered into an agreement that covers a number of conditions of employment. This agreement is called “The Contract” and regular employees receive a copy of the Contract when they are hired. This is an important document for you, and it is important that you read it.

One of the agreements in the Contract is a clause known as “Agency Shop.” This means that each and every employee in the bargaining unit must either become a member of the Union or pay a “representational fee.” Those employees who do not wish to join the Union

pay the same fee as those who do join, but have the option at the end of each year to petition the Union to reimburse them for any portion of the fees paid which are not used for direct representational activities. There is also an option for an employee who has a legitimate religious objection to joining the Union to pay the fee to a specific charity.

Some of this information is based on the contract agreed to with CSEA and the district and may change, so be sure to read your contract. If there is a conflict between what you find in this book and the current contract, the contract is correct.

You should talk with your Union Site Representative about this if you have any questions.

WHAT ARE THE PERSONNEL COMMISSION RULES?

The Personnel Commission Rules (Rules) are the specific guidelines by which all Classified Employees are managed. These cover all aspects of Classified employment, from recruitment and eligibility lists, to transfer, performance evaluation, lay off, leave rights, disciplinary procedures, resignation and many, many other things. These are rules and guidelines adopted by the Personnel Commission and binding on all Classified employees and the Board of Trustees and managers. All current Rules are available on the district web site under the Personnel Commission link.

The Rules work hand-in-hand with the contract in most instances. In cases where there is a difference, the Contract will take precedence for represented employees. For Management and Confidential employees, the Rules are the rules and guidelines that apply to their employment, as they are not represented by a Union.

WHAT IF I AM SICK?

Classified employees earn sick leave at the rate of 1 day per month. Therefore, if your regular day is 3.0 hours, you will earn 3.0 hours of sick leave for each regular month of employment.

Sick leave is yours to be used for your own illness, doctor appointments which can only be made during the workday, or for other absences directly related to health.

When possible you must notify your supervisor in advance of your plan to use sick leave. When not possible, you are required to notify your supervisor of your absence and the reason for it within the first hour of your shift. You must call in daily to your supervisor, unless you tell him/her when you call that you will be out for a specific number of days.

If you call before or after regular working hours and you cannot reach your supervisor, the district has a 24-hour voice mail and you may leave a message at your supervisor's phone number. But it is always best to speak with your supervisor.

WHAT OTHER TYPES OF LEAVE DO I HAVE?

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

PERSONAL NECESSITY LEAVE
JURY DUTY LEAVE

MILITARY LEAVE
INDUSTRIAL ACCIDENT AND ILLNESS LEAVE
FAMILY ILLNESS LEAVE
BEREAVEMENT LEAVE

Each of these leaves is for very specific purposes, which are explained in both the contract as well as the Personnel Commission Rules. In addition the District, under some circumstances, provides for LEAVE WITHOUT PAY.

HOW DO I KNOW HOW MUCH LEAVE IS AVAILABLE TO ME?

Each time you are absent for any reason, a *Verification of Absence Report* is prepared by your site and you are provided a copy of that report. The report lists your current sick leave or vacation time, and shows how much of either, if any, were used, and how much you have remaining. This is your record, and you should keep a copy of it in case a question arises.

HOW ABOUT VACATION?

Regular, permanent employees earn vacation. Employees who are school session and have completed probation, receive a final paycheck at the end of the year in early July for any accrued vacation time they may have for the year.

Employees whose work year is a full 12 months have vacation time available to them based on the needs of the department in which they work and with the agreement of their supervisor. Vacation time must be requested at least 30 days in advance.

Normally, vacation time may not be used during the 6-month probationary period.

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

Check with Payroll or Classified Human Resources to find out what your vacation accrual will be.

WHAT IS A PROBATIONARY PERIOD?

All new regular, permanent employees must complete a probationary period. This is a 6-month period (130 working days) when the District and the employee find out if they are suited for each other. A new employee may be released during this probationary period without the right to appeal the decision. Likewise, a probationary employee may resign the position without fault. This means that if the job just isn't right, you may leave it and be placed back on the eligibility list for future jobs.

Once an employee has completed this initial probationary period, he or she is considered to have achieved "permanency" with the District. Once an employee has achieved permanency, a series of new rights is earned, including the right to request transfer to other positions and be placed on promotional eligibility lists.

A classified employee can achieve two types of permanent status. The first is that described above – that is permanency as a District employee. This type of permanent status need only be earned once.

The second type of permanent status is that earned in a particular classification. Every job in the District has a classification – that is a "title" (i.e., Clerk, Custodian, Bus Driver).

Employees earn permanent status in a particular classification after being appointed to and successfully completing a probationary period of 130 days in the classification.

Whenever an employee changes jobs (that is, moves into a classification in which he or she has not already achieved permanent status), he or she must serve a new probationary period in the new classification to which he or she has moved (i.e., if you promote from a Clerical Assistant I to a Clerical Assistant II you will need to serve a new probationary period in the Clerical Assistant II position, even though you retain permanency with the District).

JUST HOW PERMANENT IS MY JOB?

Every “permanent” position in the school district is dependent upon continued funding. Many positions are funded through the District’s “General Fund” - that is from the funds the State provides the school district based on our average daily attendance (ADA). These funds are relatively stable and are provided for by State law.

Many positions, however, are funded through “Categorical” funding. These are funds that may fluctuate significantly from year to year depending on provisions enacted each year in the State’s budget process. Most of the positions funded through this funding source are designed to work with a particular project or special needs group and are the result of individual laws passed to address specific needs. Many of these projects are funded for a fixed period of time (1 year, 2 years, etc.). When the funding period expires, the projects must be refunded through another act of the legislature. If that does not occur the funding source for the positions in the programs is no longer available and the positions must be eliminated.

If you are hired into a position funded from these “Categorical” funds, you may be subject to layoff when the funds are discontinued or decreased. Additionally, “General Fund” positions may from time to time need to be reduced due to a budget shortfall or the elimination of a particular job and in this situation layoff notices are issued, as well. There are very specific processes for layoff contained in the CSEA Contract of Agreement, the Personnel Commission Rules and Regulations, and the California Education Code. Should you be served a notice of layoff, you will be advised of your rights and will be very capably represented by the Bassett Classified Employees Association. It is always the goal to find new positions for those employees who may be displaced by a reduction or elimination of funding.

HOW DO I APPLY FOR A TRANSFER?

Once you have achieved permanent status in your current classification you may request a transfer to a position in a different location, one with more or less hours than you currently have, or on a different schedule..

Whenever you see a bulletin announcing an examination, there is either an existing opening or a pending opening. You can contact the Personnel Commission office to find out exactly where the openings are for a particular classification. This notice must be posted at all worksites in an area where all classified employees will have access to it. It is printed on brightly colored paper and is easily noticeable. If you don’t see it at your worksite, check with your supervisor to find out where it is posted.

You may submit a transfer request at any time, to either a specific site or in general. That transfer request is good for up to one year, unless you notify us that you are no longer

interested in a transfer. You do not need to wait for an opening to occur before you ask for a transfer. If you have been transferred within one year, you just resubmit a new transfer request to remain on the transfer list.

You may come to the Personnel Commission office to fill out a transfer request. You may also obtain a transfer request at the Human Resources website.

When a transfer is requested by the employee, the site administrator has the sole discretion to accept the transfer or select someone else, even if that other person is newly hired. You are only entitled to an interview and consideration and have no right or priority to a transfer.

Sometimes staff are transferred involuntarily – that is, you may be transferred even if you don't want to be transferred. This is done for many different reasons. You do have certain protections under the contract and, in some cases, the Personnel Commission Rules. If you are concerned about an involuntary transfer, contact the Human Resources office or your Union representative.

HOW DO I PROMOTE TO A JOB IN A HIGHER PAY RANGE?

All Classified employees are encouraged to consider promotional opportunities. The Personnel Commission publishes "Vacancy Announcements" regularly. These announcements should be posted in an easily accessible spot in each work place. When you see a position posted that you are interested in applying for, you need to fill out an application for the position. We use an on-line application for all positions. If you filled out an on-line application previously, you may use the same one for all new jobs you apply for at Bassett USD. Some positions allow for a "paper" application in lieu of an on-line application. You have the option of using the paper application only if the bulletin announcing the examination does not state that only on-line applications are accepted.

You must meet all the minimum requirements for the new position. Once you have completed your application process you will need to go through a testing process, similar to the one you went through to get hired by the District originally. If you successfully complete the testing process you will be placed on an eligibility list based on your final score in the testing process. When positions are available in this classification, you will be referred for an interview with the supervisor of the job, based on your ranking on the list. It is important to understand that promotion is not guaranteed. You must score high enough to be referred. Only three ranks (that is three scores, like 100, 99, and 98) are referred for each job and the top ranks (scores) on the list are referred first, the next highest next, etc. Eligibility lists usually expire one year from the date they are established and are no longer useable. If you haven't been hired from the list, you must retake the exam and be placed on the new eligibility list if you wish to continue to be eligible for hire in the classification.

WHAT ABOUT PERFORMANCE EVALUATIONS?

The Bassett 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 not contain any information of which the employee is unaware.

Regular, permanent employees are evaluated annually during May. Probationary employees are evaluated three times during their probationary period: at or about the end of the 2nd month of employment, at or about the end of the 4th month of employment and before the end of the 6th month of employment. For Management employees probationary evaluations occur at the end of the 4th and 8th months, and before the end of the 12th month of employment.

Performance evaluations are done by your Supervisor. 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, you are simply stating that you have received a copy of it and have reviewed it with your supervisor, not that you necessarily agree with the information contained in it. You should always receive your copy of the performance evaluation and any attachments before you leave the evaluation conference.

The performance evaluation is sent to the Human Resources Office and becomes part of your permanent personnel file. You always have the right to place a written response to your performance evaluation in your file with the evaluation, if you wish to do so.

WHEN AND HOW DO I GET RAISES?

Each classification in the District is placed on a “salary range.” This range is a unique series of 6 different salary rates called “Salary Steps.” New employees are usually placed at Step 1 of the salary range. Upon successful completion of probation (after approximately 6 months for represented employees and after 1 year for Management employees), you will be moved to Step 2. Advancement from Step 2 to Step 3 will occur 6 months after advancement to Step 2. Thereafter, each year, on your anniversary date (that is the day and month you were hired into a regular, permanent position), you are advanced to the next step in the range until you reach step 6. Beyond that represented employees receive “Longevity” increments after completing the 10th year of employment (\$45.00 per month), 15th year (\$65.00 per month), 20th year (\$85.00 per month), 25th year (\$105.00 per month) 30th year (\$125.00 per month), and 35th year (145.00 per month). Management employees have a different longevity schedule.

WHAT BENEFITS DO I GET FOR TRAINING?

All regular classified employees other than managers can earn additional salary through the “professional growth” program. This program is contained in the collective bargaining agreement and it permits up to an additional 25% of salary over your base salary. It is awarded in 5% increments over a period of 10 years after you have completed 7 years of service. However, you can begin earning your credits as soon as you are hired into a regular position. This professional growth benefit also is calculated as part of your retirement, and your retirement benefit is based on that higher amount.

There are several requirements and restrictions on what training and education qualifies for professional growth benefits. You should read the contract to find out what these are, or you may contact the Personnel Commission office to obtain further information.

WHAT ABOUT TB TESTS?

When you are first hired with the District you must be tested for active tuberculosis. This is a requirement of the State of California for anyone who will be working in a public school.

After that, you must be retested every four years to be sure you are still free from active TB. The test is provided at District expense and is done by licensed medical professionals. It is a two-part test, and involves an initial visit for an injection, just under the skin, and a follow-up visit to see if there has been a reaction. A reaction means that at some point you have been exposed to TB – it does **NOT** necessarily mean that you have active TB. The human body builds antibodies to the virus once exposed and these antibodies are what is being detected.

In most cases there is no reaction and you are cleared. If there is a reaction, you must take a follow-up X-ray, to verify that you are free of TB. Once you have had the X-ray and have been declared free of TB, you need not be retested again.

It is important to note that TB tests are a condition of employment and if you do not report for the test or the subsequent retest, the offer of employment will be withdrawn and, if you are already employed, you may face disciplinary action. TB tests are provided at no cost or at low cost, depending on where you obtain them. Contact HRD for specific information.

This is a State of California law and the District has no flexibility in complying with it – we are not legally able to waive your test!

WHAT IF I AM INJURED WHILE WORKING?

If an employee is injured out of the course of their employment/job duties, they are required to report the injury to their supervisor immediately. If medical attention is required, a referral form will be given to the employee for treatment at one of our two approved medical clinics. An employee can visit their own doctor if a primary choice form is completed and on file prior to the injury. An employee's primary treating physician must be part of the Medical Provider Network in order to treat them for a work related injury. The employee will be given a District Employee Injury Report Form and a Workers' Compensation Claim Form (DWC-1) for the State of California Department of Industrial Relations, Division of Workers' Compensation. The employee must complete and return the forms to their supervisor. All forms will be forwarded to the Benefits/Risk Management Department in the District Office for review and reporting.

It is important that every injury be reported, whether or not medical treatment is necessary. Please contact the Benefits/Risk Management Office for any questions at (626) 931-3022.

HOW DO I RESIGN OR RETIRE?

When you wish to resign your position, or retire, you need to go to the Human Resources office and complete a resignation form (HRD 206) and submit it to your supervisor. This form is available on-line through the district web site or from the Human Resources link or at www.bassett.k12.ca.us/hr/human_resources.html

If you wish to retire, and you are a member of the Public Employees Retirement System (CalPERS), you will need to contact CalPERS at 888-225-7377 for detailed information. You may also contact CalPERS on-line at www.calpers.ca.gov.

You may resign or retire at any time. We do request, however, that you give us as much advance notice as possible, so that we may fill your position quickly and not cause a hardship on your department. A minimum of 2 weeks notice is standard.

Under your contract, you may be eligible for certain post-retirement benefits, such as medical coverage, and early retirement. To be eligible for these programs, you must give notice of your intent to retire by a certain date, depending on your contract. Be sure to review these dates and to comply with them so you don't miss out on valuable retirement benefits.

WHAT ARE THE POLICIES ON COMPUTERS?

Bassett Unified School District has developed an Acceptable Use Policy ("AUP") to ensure security and reliability of the District's computer systems and network and the networks and systems of others, to prevent unauthorized access and other unlawful activities by users online, and to prevent unauthorized disclosure of or access to sensitive information.

Only active employees, who have a current "Acceptable Use Policy" contract on file, are authorized to have a user account to access the network. Requests for new user accounts, changes in user privileges and other system access related modifications must be submitted by the employee's administrator. All passwords are confidential and may not be disclosed to or shared with anyone except when there is an overriding operational necessity (i.e. support issue).

The District's Technology Department staff maintains and supports the entire District's technology operations, including its WAN/LAN, Telecommunication systems, Servers, Desktops, E-mail System, Software Applications, Student System, Web Site, System Security, etc. The System Administrator reserves the right to monitor and to verify the functioning of applicable security features. Whenever deemed inappropriate use, the System Administrator may deny, revoke or suspend specific user accounts.

FOR MORE INFORMATION

We have tried to answer some of the most frequently asked questions and hope that it has helped you. If you need information on other topics, the chart below will help you find out whom to ask to get the quickest answer. And remember you can always call the Personnel Commission and we'll do our best to help you out!

<i>FOR QUESTIONS ABOUT</i>	<i>DEPARTMENT</i>	<i>EXTENSION</i>
Changing Jobs	Human Resources	3027
Contract Provisions	Human Resources	3027
Deductions	Payroll	3017
Disciplinary Actions	Human Resources	3027
Health and Welfare Benefits	Benefits/Risk Mgmt.	3022
Injuries on the Job	Benefits/Risk Mgmt.	3022
Insurance Plans	Benefits/Risk Mgmt.	3022
Jury Duty	Payroll	3017
Leave Balances	Payroll	3017
Leave Policies	Human Resources	3027
Pay Checks	Payroll	3017
Performance Evaluations	Human Resources	3027
Personnel Commission Rules	Personnel Commission	7984
Probationary Period	Human Resources	3027
Promotions/Demotions	Human Resources	3027
Resignation/Retirement	Human Resources	3027
Retirement	CalPERS	888-225-7377
Safety Concerns	Benefits/Risk Mgmt.	3022
Summer Assignments	Personnel Commission	7984
Summer Pay Options	Payroll	3017
Tax Sheltered Annuities	Payroll	3017
TB Tests	Human Resources	3027
Transfers	Human Resources	3027
Vacancies	Human Resources	3027
Vacation Policies	Human Resources	3027



SOME GENERAL INFORMATION

BUSINESS HOURS

District Office:

7:30 a.m. – 4:30 p.m. Monday-Friday
(Individual offices vary their hours)

Maintenance and Operations:

7:00 a.m. – 3:30 p.m. Monday-Friday

Transportation:

6:15 a.m. – 4:30 p.m. Monday-Friday

Purchasing/Warehouse:

7:00 a.m. – 3:30 p.m. Monday-Friday

School Sites:

Will vary based on the individual school's schedule; please call the school.

BOARD OF EDUCATION MEETINGS:

The 3rd Thursday of each month*.

Board meetings are held in the Board Room
of the District Office, 904 N. Willow Ave, La Puente CA
Closed session starts at 5:30 p.m. and regular sessions start at 6:30 p.m.

PERSONNEL COMMISSION MEETINGS:

The 1st Tuesday of each month*.

Commission meetings are held in the Commission Office
Room 12, Flanner
1314 N. LeBorgne Ave, La Puente CA at 5:00 p.m.

*Meeting times and places may vary. Please check with the Superintendent's Office for Board meetings or the Personnel Commission Office for Commission meetings, if you have questions. Both Board and Commission agendas are mailed to all district email accounts prior to the meeting.

Bassett Unified School District

District Goals

- I. Improve Student Achievement
- II. Increase parent/student/community involvement
- III. Provide a safe, secure, clean, and orderly environment
- IV. Enhance academic and extracurricular activities
- V. Improve District image
- VI. Recruit, retain, and develop qualified staff
- VII. Increase student attendance and keep students in BUSD



SEXUAL HARASSMENT OF OR BY EMPLOYEES

It is the policy of the Bassett Unified School District Board of Education that all persons, regardless of their sex, be afforded equal rights and opportunities and enjoy freedom from discrimination of any kind in our educational programs and settings.

Furthermore, it is the policy of the Bassett Unified School District Board of Education that sexual harassment of or by any employee shall not be tolerated. The governing board considers sexual harassment to be a major offense which can result in disciplinary action to the offending employees.

DEFINITIONS OF SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It includes but not limited to circumstances in which:

1. Submission to such conduct is made a term or condition of an individual's employment.

Or

2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual.

Or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

FORMS OF SEXUAL HARASSMENT

Forms of sexual harassment include but are not limited to the following:

Oral Harassment: - Derogatory comments, jokes, or slurs;

Physical Harassment: - Unnecessary or offensive touching, or an impeding or blocking movement.

Personnel

4111.4 (b)
4211.4

SEXUAL HARASSMENT (EMPLOYEES)
(Continued)

Visual Harassment: - Derogatory or offensive posters, cards, cartoons, graffiti, drawings, video tapes or gestures; and

Sexual Favors: - Unwelcome sexual advances, requests for sexual favors, and other oral or physical conduct of a sexual nature.

COMPLAINT PROCEDURE FOR ALL ILLEGAL HARASSMENT

If any employee perceives comments, gestures, or actions from any other employee, including supervisors or members of management, to be offensive, the employee should notify the Assistant Superintendent, Human Resources Development or the immediate supervisor and where appropriate, the Board President. No employee is required to file any complaint with the alleged harasser.

The District will promptly and thoroughly investigate any complaints of illegal harassment, and will take immediate action to resolve such complaints.

Upon notification or discovery of any rights under any relevant complaint procedure or policy;

1. Inform the complainant of any rights under any relevant complaint procedure or policy;
2. Authorize the investigation of the complaint and supervise and/or investigate the complaint. The investigation will include interviews with 1.) the complainant; 2.) the accused harasser; and 3.) any other persons who reasonably may have relevant knowledge concerning the complaint, such as witnesses and victims of similar conduct.
3. Review factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment; giving consideration to all factual information, the totality of the circumstance, including the nature of the verbal, physical, or visual aspects of the action and the context in which the alleged incidents occurred;
4. Report the results of the investigation and the determination as to whether harassment occurred to appropriate persons including to the complainant and the alleged harasser;

SEXUAL HARASSMENT (EMPLOYEES)
(Continued)

5. If harassment occurred, take and/or recommend to the Superintendent prompt and effective remedial action against the harasser. This action will be commensurate with the severity of the offense and will be communicated to the complainant.
6. Reasonable steps will be taken to protect the victim and other potential victims from further harassment.
7. Reasonable steps will be taken to protect the victim from any retaliation as a result of communicating the complaint; and
8. Appropriate action will be taken whenever possible to alleviate the effects of the harassment.

DISSEMINATION OF POLICY

1. All employees shall be notified of this Board Policy.
2. A copy of this Board Policy shall be posted along with an in the same manner as is other material which is posted for the benefit or protection of employees.

Legal Reference: Education Code 200 et al, 212.5, 230
Government Code 12940

Adopted: December 15, 1994