



Dunham School

Classified Employee

Handbook

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Superintendent/Principal

Welcome to Dunham!

This manual contains information relative to classified personnel in the Dunham School District. It should be helpful to all employees in carrying out their assignments efficiently and with clarity.

The purpose of the manual is to give you information regarding the general policies and procedures relating to your employment at Dunham School. We have tried to anticipate your questions and informational needs to assist you in doing your job best.

Keep this information as a ready reference and familiarize yourself with the contents. It is hoped that this will help us to develop uniformity in procedures, etc., and thereby free us to concentrate fully on the important jobs we have in supporting the education of our students at Dunham.

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Principal/Superintendent Dunham School District

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Assignments:

It is the intent of the administration to honor the talents and preferences of classified employees in making assignments within job classifications. The superintendent/principal makes all placement decisions, considering the students' best interests and the district's needs. Employees wishing to have a change of job assignment are encouraged to discuss their desire with the principal.

Complaint Procedure

Staff: It is the intent of the administration to deal with all employee complaints in a fair and timely manner. Dealings between employees are always most effectively worked out directly between the parties involved. If, however, assistance in dealing with a complaint with an employee and/or administration is needed, the district has a complaint procedure outlining the process to deal with the issues.

Parents: Complaints that a parent may bring to the school's attention regarding a classified employee will also be dealt with fairly and promptly. The administration will direct the parents to deal with the employee directly about any concerns they have about the employee. When needed, the administration will meet with the concerned parent and the employee involved to help facilitate a positive resolution for the parties involved. This action is in compliance with our district complaint procedure.

Included in the appendix of this manual are the following board policies regarding complaints: BP 4144 / 4244 / 4344 and 4119 / 4299 / 4399.

Evaluation and Supervision

It is the intent of the administration that all employees perform at the highest level possible in their job. To assist in this, the administration will provide, at the minimum, one written evaluation annually to all employees. Input from teachers with whom the classified employee most closely works may be considered in the final evaluation. Probationary employees will have a 6- month evaluation conference as well. Daycare workers may be evaluated more frequently in conjunction with their salary schedule movements.

Employees will receive a written copy of their evaluation. A copy will also be placed in the employee's personnel file, and one copy shared with the Board of Trustees.

Extra Time / Overtime / Compensatory Time Off

a. **Extra Time:** *No employee is to work over his or her assigned work time without prior approval of the principal/superintendent.*

Time worked beyond the employee's regular work hours, not totaling more than 40 hours per week, is considered *Extra Time* and will be compensated at the employee's regular rate. Employees can request to be paid for this time or to accrue Compensatory Time Off. This request is to be made when permission for the Extra Time is given by the administration.

b. **Overtime:** *No employee is to work over his or her assigned work time without the prior approval of the principal/superintendent.*

Time worked over 40 hours per week or 8+ hours per day is considered Overtime and will be compensated at a rate of time plus one-half of the employee's regular rate. Employees can request to be paid for this time or to accrue Compensatory Time Off. This request is to be made when permission for Overtime is given by the administration.

c. **Compensatory Time Off** This time is to be used by all employees by the end of the current fiscal year. Unused time will be compensated at the employee's pay rate (Overtime calculated at one and one-half the employee's rate.) Employees may request to use their CTO during the school year with prior approval of the superintendent/principal. This request is made using the

Request for Time Off form, available in the office. This form should be given to the principal at least one week before the anticipated absence. Instructional aides are encouraged to discuss the anticipated date of absence with their "Team Teacher" before submitting the request to see how the absence will impact the classroom.

Health and Welfare Benefits

The district contribution for classified employee medical, dental, and vision benefits shall equal, and not exceed, the negotiated cap on benefits for certificated employees. It is mandatory for employees who work 4+ hours per day to pay into PERS based upon the required PERS guidelines.

The district pays these benefits for all full-time classified employees. Part-time classified employees may elect to have the district pay a portion of the cost of these benefits prorated according to the number of hours per day worked. (Note: Appendix A) Full-time classified employees are identified as those employees who work 6 hours or more per day. Part-time classified employees are identified as those employees who work less than 6 hours per day. Direct any questions about your health benefits to the Assistant Business Manager.

Hours of Employment

It is expected that employees report to work on time and let the office know if an unexpected situation arises, causing a delay in getting to work.

1. Lunch Periods: Employees who work six or more hours daily will be assigned an unpaid lunch period of thirty minutes.
2. Rest Periods: Employees will be assigned a paid 15-minute rest period (break) for every four consecutive hours of service each workday.

Leaves

Consistent attendance is a vital responsibility for all employees working closely with children. Changes in the instructional program are unavoidable when the personnel in a classroom change. Because of the importance of consistency in attendance in the life of a school, the administration encourages all employees to make every effort to arrange appointments, etc., outside of the workday.

Understanding that there is the need to attend unavoidable appointments, stay home ill, or stay home with ill family members, we have the following leave policy for classified employees:

1. Classified employees working five days per week, eleven months of the year, are entitled to 11 days leave of absence for illness or injury. An employee working less than five days per week will be entitled to the same proportion of 10 days' leave of absence for illness and injury as the proportion of several days worked to 5 days per week.
2. Unused leave days will be carried over from year to year for those employees not using the full amount of leave in one fiscal year.
3. Employees new to the district are eligible for up to 6 days, or the proportionate amount to which they are entitled under this section, until the first day of the calendar month after completing six months of working for the district.
4. Classified employees may use up to seven days of accumulated sick leave each year for Personal Necessity Leave. This leave is defined by board policy and education code as
 - a. Death of a member of his/her immediate family when additional leave is required beyond that provided in Bereavement Leave (see below).
 - b. Accident involving his or her person or property, or the person or property of a member of his or her family.
 - c. An illness of a member of the employee's immediate family.
 - d. Fire, flood, or other immediate danger to the employee's home.

e. Appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with jurisdiction.

f. Personal business of a serious nature, which the employee cannot disregard.

G. In the event that an employee is out **three** or more days due to their or a family member's illness, the administration reserves the right to request a work status report from the employee's/family member's physician.

* Note: " Leave for personal necessity may be allowed for other reasons at the discretion of the superintendent/principal. However, no such leave shall be granted for personal convenience, for the extension of a holiday or vacation period, or for matters that can be taken care of outside working hours. The superintendent/principal shall have final discretion regarding whether a particular request reflects true personal necessity." AR 4161.2

Employees are to request advance permission for Personal Necessity Leave, except in urgent situations such as death or serious illness of a family member, etc. This request is done through a Request for Time Off form, available in the school office. This request must be submitted to the administration one week in advance. Requests not made within this timeline may not be approved and may result in an unpaid leave for the employee.

Status

"Employees newly hired for regular positions in the classified service shall be considered probationary employees until they have satisfactorily completed six months of probationary service. Upon satisfactorily completing this period, they shall become permanent classified employees of the district." BP 4216

If an employee is promoted to a higher classification, they are considered probationary in the new position until they have satisfactorily completed six months of service in that position. They retain the permanency in their former position.

The superintendent/principal can dismiss an employee anytime during the initial probationary period. A permanent employee who has been promoted to a higher classification may be returned during the probationary period to the former classification.

Substitutes

In the absence of the regular classified employee, every effort will be made to place a substitute in the position to minimize the impact on the classroom. It is essential that classified employees notify the office as soon as possible if they are to be out due to illness. Other Personal Necessity Leaves require the pre-approval of the administrator at least one week before the absence (see the section regarding “Leaves”).

Please follow the process below if you need to be absent:

- a. Call the school office if it is *before 4:00 p.m.* and let them know that you will need to be out the following day. If you know at that time that the absence will be longer than one day, let them know.
- b. Call the School Secretary at home (707- 291-7524) *in the evening up to 9:00 p.m. and in the morning starting at 6:00 a.m.* Unless it is an emergency, please make every effort to call in “sick” before 6:30 a.m. We will not be able to secure a substitute after that time, and it will necessitate a change in the instructional program for students that day.
- c. The School Secretary will call for substitutes. Please do not make your own arrangements before calling the school secretary. It is very important that these arrangements be made through the office. Please feel free to offer suggestions for coverage and ideas for how to make the impact on students less.
- d. The School Secretary will notify the teacher(s) who may be impacted by the absence.
- e. District employees who are interested in being on the substitute list for covering positions outside of their regular hours are encouraged to submit this information to the office at the start of the school year. Current employees will be paid at their current rate or the starting rate for the position they are covering, whichever is a higher rate of pay.

Wages

Employees are paid according to the most current 0 Classified Employee Salary Schedule. .

Employees will be paid once a month on or before the last working day of the month. If the normal payday falls on a holiday, the paycheck will be issued the preceding workday. Paychecks/statements of automatic deposits will be hand delivered or mailed to employees.

Classified full-time employees are eligible to receive their pay in twelve paychecks instead of ten. Please advise the Business office if you are interested in this option.

Those employees submitting a monthly time sheet (i.e., daycare, those who have worked extra time, overtime, etc.) should turn their timesheet into the Business Office by the last working day of the month. They will receive their paycheck at the following supplemental pay period – the 10th of the next month.

Work Year

All classified positions (except Office positions, Daycare Workers, and Daycare Directors) will work a one hundred eighty-three (183) day work year, plus they are entitled to 10 holidays paid.

Holidays included:

1. New Year's Day
2. Martin Luther King Day
3. Lincoln Day
4. Presidents Day
5. Memorial Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day Preceding Thanksgiving (in lieu of Admissions Day)
10. Day after Thanksgiving
11. Christmas Day

Notes