



*Employee Compliance  
Notifications  
&  
Training*

Red Bluff Union Elementary School District  
Cliff Curry  
Superintendent

# **Red Bluff Union Elementary School District**

## **EMPLOYEE COMPLIANCE NOTIFICATIONS AND TRAINING**

### **2020-2021**

The Red Bluff Union Elementary School District is required to notify every employee concerning certain laws and policies. This training packet contains the information that we are required to share and other information that we felt would be helpful to you. We ask that you read this information and complete the sign-off form indicating that you have received this information.

The following topics are addressed in this training packet:

- Drug, Alcohol and Tobacco-Free Workplace
- Evaluation—Certificated
- Nondiscrimination
- Employee Use of Technology-Acceptable Use Policy
- Non-school Employment
- Sexual Harassment Prevention
- Exposure Control (Blood borne Pathogens/Universal Precautions)
- Employee Safety
- Leaves
- Annual Vacations--Classified
- Uniform Complaint Procedure
- Child Abuse Prevention and Reporting--
- Mandated Reporter
- Worker's Comp (work-related Injuries)
- Pesticide Use Notification
- Phishing-Scams Awareness
- Government Pension Offset/Windfall Elimination Provision
- Disability Insurance Notice

#### **EMPLOYEE ACKNOWLEDGEMENT:**

This training packet describes important information about the Red Bluff Union Elementary School District and I understand that I should consult Human Resources Services regarding any questions not answered in this packet.

Since the information described here is subject to change, I acknowledge that revisions to the policies may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Only the Superintendent of the Red Bluff Union Elementary School District has the ability to adopt any revisions to the policies in this packet.

Furthermore, I acknowledge that this training packet is neither a contract nor a legal document. I have received this packet and I understand that it is my responsibility to read and comply with the policies contained in this packet and any revisions made to it.

## **DRUG, ALCOHOL, AND TOBACCO-FREE WORKPLACE**

It is the policy of the Red Bluff Union Elementary School District to maintain a drug-free workplace. The RBUESD Superintendent believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment. (BP 4020)

Smoking is prohibited by employees and the public throughout Red Bluff Union Elementary School District facilities and on Red Bluff Union Elementary School District property. Smoking will not be permitted in any work areas, including private offices, rest rooms, conference rooms, meeting rooms, lobbies, or on RBUESD property and grounds. Smoking is also prohibited in Red Bluff Union Elementary School District vehicles. (BP 3513.3)

## **EVALUATION (Certificated)**

Evaluation is a process whereby the effectiveness of the professional staff member is appraised in relation to job-related responsibilities and duties, predetermined county office goals and objectives, RBUESD and community expectations, employee competencies, and RBUESD policies, regulations, and procedures. RBUESD will implement evaluation as described in the RBUESD Certificated Employees Organization contract.

## **NON-DISCRIMINATION**

The Red Bluff Union Elementary School District prohibits discrimination against and/or harassment of Department employees and job applicants at any Department site or activity on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of Department policy or regulation should immediately contact his/her supervisor, the Coordinator, or the Superintendent who shall advise the employee or applicant about the Districts' procedures for filing, investigating, and resolving any such complaints.

The Red Bluff Union Elementary School District Coordinator for Nondiscrimination in Employment is Rachel Bentley, Human Resource Coordinator Services. (BP, AR 4030)

## **EMPLOYEE USE OF TECHNOLOGY**

The Red Bluff Union Elementary School District recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting Red Bluff Union Elementary School District and school operations, and improving access to and exchange of information. The Superintendent expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the Districts' technological resources primarily for purposes related to their employment.

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or Districts' operations without authority.

Use of the Districts' technological resources for personal purposes shall be limited to scheduled break times or after work hours and with permission from the employee's supervisor. Such use is a privilege that may be revoked at any time.

Employees should be aware that computer files and communications over electronic networks, whether work related or personal, including e-mail and voice mail, are not private.

These technologies shall not be used to transmit confidential information about students, employees or Department operations without authority. Employees should also be aware that any work product created while employed by Red Bluff Union Elementary School District is the sole property of the Department and is to remain in its possession upon the employee's exit.

To ensure proper use of the system, the Superintendent or designee may monitor the Districts' technological resources, including e-mail and voice mail systems, at any time without advance notice or consent. If passwords are used, they must be known to the

Superintendent or designee so that he/she may have system access.

Employees shall be responsible for the safe and efficient operation of technological resources by:

- Not using equipment with food or drink nearby,
- Not attempting to repair equipment or allowing anyone who is not Red Bluff Union Elementary School District technology support staff to attempt to repair equipment,
- Not loading non-department software on computers without approval from RBUESD technology support staff,
- Not attempting to bypass any security or network settings or make changes to their configurations, and Protecting the confidentiality and security of data on the computer by not allowing persons not employed by Red Bluff Union Elementary School District to use the computer unattended.

Inappropriate use shall result in a cancellation of the employee's user privileges and/or legal action in accordance with law, board policy and administrative regulations.

### **Use of Cellular Phone or Mobile Communications Device**

Any employee that uses a cell phone or mobile communications device in violation of law, District policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate. (BP 4040)

## NON-SCHOOL EMPLOYMENT

In order to help maintain public trust in the integrity of Red Bluff Union Elementary School District operations, the RBUESD Superintendent expects all employees to give the responsibility of their positions precedence over any other outside employment. A District employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or unfavorable to his/her District duties. (BP 4136, 4236, 4336)

## SEXUAL HARASSMENT

The Red Bluff Union Elementary School District is committed to providing a work environment free of unlawful harassment. Department policy prohibits retaliatory behavior or action against Department employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to policy and administrative regulation.

Any employee who witnesses or is the victim of an incident of harassment has a responsibility to report it to an appropriate supervisor, i.e., the harasser's supervisor, their own supervisor, or Human Resource Services.

Any Department employee who engages or participates in sexual harassment in violation of policy is subject to disciplinary action, up to and including dismissal.

Complaints of harassment can be filed with Rachel Bentley, Coordinator, in accordance with BP, AR 1312.1-Complaints Concerning Discrimination in Employment. (BP 4119.11, 4219.11, 4319.11)

## EXPOSURE CONTROL TRAINING

As part of its commitment to provide a safe and healthful work environment, the Superintendent has developed an exposure control plan for dealing with potentially infectious materials in the workplace to protect employees from possible infection due to contact with blood borne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV). The Districts' exposure control plan is located in the Human Resource Services department.

In order to protect employees from contact with potentially infectious blood or other body fluids, the Red Bluff Union Elementary School District requires that universal precautions be observed throughout the district. **Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether blood borne pathogens are known to be present.**

**Employees shall immediately report any exposure incident or first aid incident in accordance with the Districts' exposure control plan or other safety procedures.**

The Superintendent or designee shall ensure that the worksite is effectively maintained in a clean and sanitary condition, and shall implement an appropriate schedule for cleaning and decontamination of the worksite.

Employees may be offered or may request to be immunized for hepatitis B, at no cost to the employee. Included is pertinent information and frequently asked questions regarding Hepatitis B and the Hepatitis B vaccine. If you wish to receive the Hepatitis B vaccine, please address your request to Human Resources Services or Department nursing staff. (SP, AR, E 4119.42, 4219.42, 4319.42, SP, AR, 4119.43, 4219.43, 4319.43)

## **SAFETY**

A safe and healthful working environment is essential to the employees of RBUESD. We will observe the safety laws of the governments within whose jurisdictions we operate and no one will knowingly be required to work in any unsafe manner. Safety is every employee's responsibility, and all employees are expected to use safe work practices and do everything reasonable and necessary to keep RBUESD a safe place to work. To this end, we have developed an Injury and Illness Prevention Program and adopted policy to address environment and safety issues. The IIPP and relevant policies are available in the handbook. Also available are general safety guidelines and other pertinent information. Please read this information carefully and become familiar with it. (BP, AR 4157, 4257, 4357)

The District complies with all insurance safety regulations by conducting inspections annually. In order to meet insurance compliance standards the following items are not allowed in classrooms:

Lamps, Christmas lights or other decorative light that is not an LED "rope" style lighting

Aroma or scent emitting items, both plug in or ignition based.

Flammable Items: No candles, lanterns or other flame based lighting sources

Ceiling clearance must be within 24" of ceiling

All entrances, exits, electrical panels and pathways must remain cleared of any obstacles.

## **LEAVES**

The Superintendent shall provide for paid and unpaid leaves of absence for employees in accordance with law, District policy, administrative regulation, and collective bargaining agreements.

The Superintendent recognizes the following justifiable reasons for employee absence:

Personal illness or injury

Industrial accident or illness

Family care and medical leave

Military service

Personal necessity and personal emergencies

Disability leave for certificated employees in accordance with Education Code 44986

Vacations for classified staff

Sabbaticals for purposes of study or training related to the employee's job duties

Compulsory leave

It is the policy of the Red Bluff Union Elementary School District that notification for absences be given as soon as possible and that the employee shall submit absences using Frontline (Aesop) and following the protocols of individual departments.

Absence for personal necessity must be taken in increments of not less than one hour blocks of time. No such leave in excess of seven days may be used in any school year for the purposes of personal necessity. Personal necessity shall not be granted

during a scheduled vacation or leave of absence without the approval of the Superintendent or Designee. (BP 4161, 4261, 4361)

## **VACATION**

It is the policy of the Red Bluff Union Elementary School District that no more than ten days (80 hours) of vacation may be carried beyond June 30 without prior approval of the Superintendent. The Superintendent will only approve carryover in extenuating circumstances.

When planning vacation, please remember that all vacation must be pre-approved by your supervisor. Please see the Employee Handbook for additional information.

## **UNIFORM COMPLAINT PROCEDURES**

The Superintendent is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. Complaints may be filed with the Department or the California Department of Education alleging a violation by the Department of state and/or federal laws or regulations in any program or activity which is funded by state or federal funds. The Department has developed policies and procedures for filing complaints.

The Superintendent desires that complaints be resolved expeditiously without disrupting the educational process. The Superintendent or designee shall determine whether a complaint should be considered a complaint against the Department and/or an individual employee, and whether it should be resolved by the Districts' process for complaints concerning personnel and/or other Department procedures. The Department will not investigate anonymous complaints unless it so desires. (BP 1312.3)

You can find additional information on our website <https://www.rbuesd.org/Uniform-Complaint-FormsWilliams-UCP/index.html>

## **CHILD ABUSE AND NEGLECT REPORTING PROCEDURES**

With concern for the total well being of each student, the Red Bluff Union Elementary School District directs employees to report known or suspected incidences of child abuse in accordance with state law and Red Bluff Union Elementary School District policy. Once a report has been given by telephone, a written report shall follow within 36 hours. Telephonic reports shall be made to Children's Protective Services at (530) 527-9416 or 1-800-323-7711 or to the local law enforcement agency. Written reports can be faxed or mailed to Children's Protective Services, Tehama County Department of Social Services, P.O. Box 1515, Red Bluff, CA 96080. Red Bluff Union Elementary School District employees shall cooperate with the child protective agencies responsible for reporting, investigating, and prosecuting cases of child abuse. (BP 5141.4)

## **WORK-RELATED INJURIES**

### **(Workers' Compensation/Industrial Accident)**

RBUESD carries insurance to cover the cost of work-incurred injury or illness. Benefits help pay for your medical treatment and part of any income you may lose while recovering. Specific benefits are prescribed by law depending on the circumstance of each case.

To be assured of maximum coverage, work-related accidents must be reported immediately to Company Nurse, your supervisor and to the Human Resource Services Department within 24 hours. The employee will then be directed to go to Lassen Medical Group-Urgent Care (RBUESD's MPN) or with the appropriate pre-designated physician form on file, to their personal physician. The pre-designated physician form must be completed and signed by your physician and on file with the HRS Department prior to the accident/injury. A copy of this form, along with information regarding our Medical Provider Network (MPN) is available on our website or in the HRS Office. Once notified of an employee's injury, RBUESD will initiate the appropriate paperwork and file a claim in a timely manner.

Temporary disability checks are to be turned in to the Payroll office. (BP 4157.1, 4257.1, 4357.1)

## **PESTICIDE USE NOTIFICATION**

Public agencies are required to provide employees with annual written notification of pesticide use. During the school year, it may be necessary to apply certain pesticides at the Red Bluff Union Elementary School District, 1755 Airport Blvd. and/or school sites. A List of agencies and products used can be found on our website located at <https://www.rbuesd.org/District-Services/Maintenance/index.html>

If you wish to be notified of specific pesticide applications at the Department or your school site, please register with the Red Bluff Union Elementary School District (information below.) People who register for this notification will be notified at least 72 hours prior to application.

To register, please send your name, address, school site and request to:  
"Pesticide Notification"  
Attention: Director of Facilities  
Red Bluff Union Elementary School District  
1755 Airport Blvd.  
Red Bluff, CA 96080

It is the intent of the Red Bluff Union Elementary School District to minimize the use of chemical pesticides and, when their use cannot be avoided, to utilize the least toxic appropriate method. Employees may not bring outside chemicals (i.e., cleaners, disinfectants, deodorizers, sanitizers, air freshener, bleach wipes, etc.) to any RBUESD worksite. You may obtain additional information on pest management products, chemicals, and practices on the California Department of Pesticide Regulation's website at <http://www.cdpr.ca.gov>.

## **PHISHING SCAMS AWARENESS**

Many agencies have been a target of fake (or "phishing") email offers/warnings. These malicious messages are meant to trick users into sending sensitive information to spammers. The best thing to do with these email messages is to delete them.

If you receive an email message where the sender is claiming to be RBUESD staff member and is asking you for your password, personal information, or to provide the personal information of staff members, do not comply, RBUESD will never ask you to provide your password or social security number (or other personal information) by email. Messages requesting such information are fraudulent and should be deleted. If you ever have any questions or concerns regarding fake email offers/warning, you can contact the IT Help Desk at 528-7247 or send an e-mail to [helpdesk@rbuesd.org](mailto:helpdesk@rbuesd.org).

## **GOVERNMENT PENSION OFFSET AND WINDFALL ELIMINATION PROVISION**

RBUESD employees participate in STRS and therefore do not pay into Social Security. Two provisions of federal law reduce a person's Social Security benefits if he/she is also receiving a public pension:

The Government Pension Offset (GPO) reduces an individual's Social Security survivor benefits (available to a person whose deceased spouse had earned Social Security benefits) by an amount equal to two-thirds of his/her public pension.

The Windfall Elimination Provision (WEP) changes the formula used to figure benefit amounts – reducing an individual's own Social Security benefits (earned while working in a job covered by Social Security). Flyers regarding each of these topics can be found in the index.

## **DISABILITY INSURANCE NOTICE**

RBUESD does participate in State Disability Insurance. You must speak with the Human Resources Department before filing for SDI benefits. RBUESD coordinates benefits with State Disability and you can not, by law, earn more than 100% of your normal monthly wage. You are required to submit all statement of monies received to the District for the coordination of these benefits. Failure to do so could result in an overpayment from the District or the State and fines and/or penalties may result.

## **ATTACHMENTS**

This section is comprised of information that supports the packet of information provided.

Copies of actual policies, handouts, forms, etc. that are referenced in the packet are included for your reference.

All Board Policies can be found at <https://www.rbuesd.org/About-Us/School-Board/Board-Policies/index.html>



## Government Pension Offset

### A law that affects spouses and widows or widowers

If you receive a retirement or disability pension from a federal, state, or local government based on your own work for which you didn't pay Social Security taxes, we may reduce your Social Security spouses or widows or widowers benefits. This fact sheet provides answers to questions you may have about the reduction.

### How much will my Social Security benefits be reduced?

We'll reduce your Social Security benefits by two-thirds of your government pension. In other words, if you get a monthly civil service pension of \$600, two-thirds of that, or \$400, must be deducted from your Social Security benefits. For example, if you're eligible for a \$500 spouses, widows, or widowers benefit from Social Security, you'll get \$100 a month from Social Security (\$500 - \$400 = \$100). If two-thirds of your government pension is more than your Social Security benefit, your benefit could be reduced to zero.

If you take your government pension annuity in a lump sum, Social Security will calculate the reduction as if you chose to get monthly benefit payments from your government work.

### Why will my Social Security benefits be reduced?

Benefits we pay to spouses, widows, and widowers are "dependent" benefits. Set up in the 1930s, these benefits were to compensate spouses who stayed home to raise a family and were financially dependent on the working spouse. It's now common for both spouses to work, each earning their own Social Security retirement benefit. The law requires a person's spouse, widow, or widower benefit to be offset by the dollar amount of their own retirement benefit.

For example, if a woman worked and earned her own \$800 monthly Social Security benefit, but was also due a \$500 wife's benefit on her husband's record, we couldn't pay that wife's benefit because her own benefit offset it. But, before enactment of the Government Pension Offset, if that same woman was a government employee who didn't pay into Social Security and earned an \$800 government pension, there was no offset. We had to pay her a full wife's benefit and her full government pension.

If this person's government work had been subject to Social Security taxes, we would reduce any spouse, widow, or widower benefit because of their own Social Security benefit. The Government Pension Offset ensures that we calculate the benefits of government employees who don't pay Social Security taxes the same as workers in the private sector who pay Social Security taxes.

### When won't my Social Security benefits be reduced?

Generally, we won't reduce your Social Security benefits as a spouse, widow, or widower if you:

- Receive a government pension that's not based on your earnings; or
- Are a federal (including Civil Service Offset), state, or local government employee and your government pension is from a job for which you paid Social Security taxes; and:
  - Your last day of employment (that your pension is based on) is before July 1, 2004; or
  - You filed for and were entitled to spouses, widows, or widowers benefits before April 1, 2004 (you may work your last day in Social Security covered employment at any time); or
  - You paid Social Security taxes on your earnings during the last 60 months of government service. (Under certain conditions, we require fewer than 60

months for people whose last day of employment falls after June 30, 2004, and before March 2, 2009.)

There are other situations for which we won't reduce your Social Security benefits as a spouse, widow, or widower; for example, if you:

- Are a federal employee who switched from the Civil Service Retirement System (CSRS) to the Federal Employees' Retirement System (FERS) after December 31, 1987; and:
  - Your last day of service (that your pension is based on) is before July 1, 2004; or
  - You paid Social Security taxes on your earnings for 60 months or more during the period beginning January 1988 and ending with the first month of entitlement to benefits; or
  - You filed for and were entitled to spouses, widows, or widowers benefits before April 1, 2004 (you may work your last day in Social Security covered employment at any time).
- Received, or were eligible to receive, a government pension before December 1982 and meet all the requirements for Social Security spouse's benefits in effect in January 1977; or
- Received, or were eligible to receive, a federal, state, or local government pension before July 1, 1983, and were receiving one-half support from your spouse.

*Note: A Civil Service Offset employee is a federal employee, rehired after December 31, 1983, following a break in service of more than 365 days, with five years of prior CSRS coverage.*

## What about Medicare?

Even if you don't get cash benefits from your spouse's work, you can still get Medicare at age 65 on your spouse's record if you aren't eligible for it on your own record.

## Can I still get Social Security benefits from my own work?

The offset applies only to Social Security benefits as a spouse, or widow, or widower. However, we may reduce your own benefits because of another provision. For more information, ask for *Windfall Elimination Provision* (Publication No. 05-10045).

## Contacting Social Security

The most convenient way to contact us anytime, anywhere is to visit [www.socialsecurity.gov](http://www.socialsecurity.gov). There, you can: apply for benefits; open a *my* Social Security account, which you can use to review your *Social Security Statement*, verify your earnings, print a benefit verification letter, change your direct deposit information, request a replacement Medicare card, and get a replacement 1099/1042S; obtain valuable information; find publications; get answers to frequently asked questions; and much more.

If you don't have access to the internet, we offer many automated services by telephone, 24 hours a day, 7 days a week. Call us toll-free at 1-800-772-1213 or at our TTY number, 1-800-325-0778, if you're deaf or hard of hearing.

If you need to speak to a person, we can answer your calls from 7 a.m. to 7 p.m., Monday through Friday. We ask for your patience during busy periods since you may experience higher than usual rate of busy signals and longer hold times to speak to us. We look forward to serving you.



Securing today  
and tomorrow

Social Security Administration  
Publication No. 05-10007 | ICN 451453 | Unit of Issue — HD (one hundred)  
February 2017 (Recycle prior editions)  
Government Pension Offset  
Produced and published at U.S. taxpayer expense

♻️ Printed on recycled paper



## Windfall Elimination Provision

### Your Social Security retirement or disability benefits can be reduced

The Windfall Elimination Provision can affect how we calculate your retirement or disability benefit. If you work for an employer who doesn't withhold Social Security taxes from your salary, such as a government agency or an employer in another country, any retirement or disability pension you get from that work can reduce your Social Security benefits.

### When your benefits can be affected

This provision can affect you when you earn a retirement or disability pension from an employer who didn't withhold Social Security taxes *and* you qualify for Social Security retirement or disability benefits from work in other jobs for which you did pay taxes.

The Windfall Elimination Provision can apply if:

- You reached 62 after 1985; or
- You became disabled after 1985; and
- You first became eligible for a monthly pension based on work where you didn't pay Social Security taxes after 1985. This rule applies even if you're still working.

This provision also affects Social Security benefits for people who performed federal service under the Civil Service Retirement System (CSRS) after 1956. We won't reduce your Social Security benefit amounts if you only performed federal service under a system such as the Federal Employees' Retirement System (FERS). Social Security taxes are withheld for workers under FERS.

### How it works

Social Security benefits are intended to replace only some of a worker's pre-retirement earnings.

We base your Social Security benefit on your average monthly earnings adjusted for average wage growth. We separate your average earnings into three amounts and multiply the amounts using three factors to compute your full Primary Insurance Amount (PIA). For example, for a worker who turns 62 in 2019, the first \$926 of average monthly earnings is multiplied by 90 percent; earnings between \$926 and \$5,583 by 32 percent; and the balance by 15 percent. The sum of the three amounts equals the PIA which is then decreased or increased depending on whether the

worker starts benefits before or after full retirement age (FRA). This formula produces the monthly payment amount.

When we apply this formula, the percentage of career average earnings paid to lower-paid workers is greater than higher-paid workers. For example, workers age 62 in 2019, with average earnings of \$3,000 per month could receive a benefit at FRA of \$1,497 (approximately 49 percent) of their pre-retirement earnings increased by applicable cost of living adjustments (COLAs). For a worker with average earnings of \$8,000 per month, the benefit starting at FRA could be \$2,686 (approximately 33 percent) plus COLAs. However, if either of these workers start benefits earlier, we'll reduce their monthly benefit.

### Why we use a different formula

Before 1983, people whose primary job wasn't covered by Social Security had their Social Security benefits calculated as if they were long-term, low-wage workers. They had the advantage of receiving a Social Security benefit representing a higher percentage of their earnings, plus a pension from a job for which they didn't pay Social Security taxes. Congress passed the Windfall Elimination Provision to remove that advantage.

Under the provision, we reduce the 90 percent factor in our formula and phase it in for workers who reached age 62 or became disabled between 1986 and 1989. For people who reach 62 or became disabled in 1990 or later, we reduce the 90 percent factor to as little as 40 percent.

### Some exceptions

The Windfall Elimination Provision doesn't apply if:

- You're a federal worker first hired after December 31, 1983;
- You're an employee of a non-profit organization who was first hired after December 31, 1983;
- Your only pension is for railroad employment;
- The only work you performed for which you didn't pay Social Security taxes was before 1957; or
- You have 30 or more years of substantial earnings under Social Security.

# Notice to Employees:



**THIS EMPLOYER IS REGISTERED WITH THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) AS REQUIRED BY THE CALIFORNIA UNEMPLOYMENT INSURANCE CODE AND IS REPORTING WAGE CREDITS TO THE EDD THAT ARE BEING ACCUMULATED FOR YOU TO BE USED AS A BASIS FOR:**

## UI

### Unemployment Insurance

(funded entirely by employers' taxes)

Unemployment Insurance (UI) is paid for by your employer and provides partial income replacement when you are unemployed or your hours are reduced due to no fault of your own. To claim UI benefit payments you must also meet all UI eligibility requirements, including that you must be available for work and searching for work.

#### How to File a New UI Claim

Use one of the following methods:

- **Online:** UI Online<sup>SM</sup> is the fastest and most convenient way to file your UI claim. Visit [www.edd.ca.gov/UI\\_Online](http://www.edd.ca.gov/UI_Online) to get started.
- **Phone:** Representatives are available at the following toll-free numbers, Monday through Friday between **8 a.m. to 12 noon** (Pacific Standard Time) except during state holidays.

<b>English</b>	<b>1-800-300-5616</b>	<b>Cantonese</b>	<b>1-800-547-3506</b>	<b>Vietnamese</b>	<b>1-800-547-2058</b>
<b>Spanish</b>	<b>1-800-326-8937</b>	<b>Mandarin</b>	<b>1-866-303-0706</b>	<b>TTY</b>	<b>1-800-815-9387</b>
- **Fax or Mail:** When accessing UI Online to file a new claim, some customers will be instructed to fax or mail their UI application to the EDD. If this occurs, the *Unemployment Insurance Application*, DE 11011, will display. For faster and more secure processing, fax the completed form to the number listed on the form. If mailing your UI application, use the address on the form and allow additional time for processing.

**Important:** Waiting to file your UI claim may delay benefit payments.

## DI

### Disability Insurance

(funded entirely by employees' contributions)

Disability Insurance (DI) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians who are unable to work due to a non-work-related illness, injury, pregnancy, or disability.

Your employer must provide the *Disability Insurance Provisions*, DE 2515 brochure, to newly hired employees and to each employee who is unable to work due to a non-work-related illness, injury, pregnancy, or disability.

#### How to File a New DI Claim

Use one of the following methods:

- **Online:** SDI Online is the fastest and most convenient way to file your claim. Visit [www.edd.ca.gov/SDI\\_Online](http://www.edd.ca.gov/SDI_Online) to get started.
- **Mail:** To file a claim with the EDD by mail, complete and submit a *Claim for Disability Insurance (DI) Benefits*, DE 2501 form. You can obtain a paper claim form from your employer, physician/practitioner, visiting a State Disability Insurance office, online at [www.edd.ca.gov/Forms](http://www.edd.ca.gov/Forms), or by calling 1-800-480-3287.

**Note:** If your employer maintains an approved Voluntary Plan for DI coverage, contact your employer for assistance.

For more information about DI, visit [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability) or call 1-800-480-3287.

State government employees should call 1-866-352-7675.

TTY (for deaf or hearing-impaired individuals only) is available at 1-800-563-2441.

## PFL

### Paid Family Leave

(funded entirely by employees' contributions)

Paid Family Leave (PFL) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians who need time off work to care for seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner. Benefits are also available to parents who need time off work to bond with a new child entering the family by birth, adoption, or foster care placement.

Your employer must provide the *Paid Family Leave*, DE 2511 brochure, to newly hired employees and to each employee who is taking time off work to care for a seriously ill family member or to bond with a new child.

#### How to File a New PFL Claim

Use one of the following methods:

- **Online:** SDI Online is the fastest and most convenient way to file your claim. Visit [www.edd.ca.gov/SDI\\_Online](http://www.edd.ca.gov/SDI_Online) to get started.
- **Mail:** To file a claim with the EDD by mail, complete and submit a *Claim for Paid Family Leave (PFL) Benefits*, DE 2501F form. You can obtain a paper claim form from your employer, a physician/practitioner, visiting a State Disability Insurance office, online at [www.edd.ca.gov/Forms](http://www.edd.ca.gov/Forms), or by calling 1-877-238-4373.

**Note:** If your employer maintains an approved Voluntary Plan for PFL coverage, contact your employer for assistance.

For more information about PFL, visit [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability) or call 1-877-238-4373.

State government employees should call 1-877-945-4747.

TTY (for deaf or hearing-impaired individuals only) is available at 1-800-445-1312.

**Note:** Some employees may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to withhold facts to claim benefits. For additional general information, visit the EDD website at [www.edd.ca.gov](http://www.edd.ca.gov).

