

# RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

## Employee Handbook 2020-2021

**1755 Airport Blvd.  
Red Bluff, California 96080  
(530) 527-7200  
[www.rbuesd.org](http://www.rbuesd.org)**

Cliff Curry, Superintendent



## Table of Contents

GENERAL INFORMATION: Introduction	4
THE GOVERNING BOARD OF RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT:	5
Mission Statement	
Vision Statement	
Beliefs	
Strategic Plan Goals	
EMPLOYMENT	7
Academic Calendar	
Equal Opportunity and Reasonable Accommodation	
Employee Background Checks	
Drug-free Workplace	
Certificated or Classified Employee?	
For Classified Employees - Part-time or Full-time?	
GENERAL EMPLOYEE RESPONSIBILITIES:	9
Professional Standards	
Employee Portal	
Attendance	
Attire and Grooming Policy	
Confidentiality	
Internet Access and Usage	
Social Media Guidelines	
Use of District Property	
Fundraising/Crowdsourcing	
Travel Expenses	
Request for volunteers for administering medication and health emergencies	
Outside Employment	
COMPENSATION:	17
Salary Schedules	
Pay Day	
Payroll Deductions	
Extra Duty or Overtime Payment	
EMPLOYEE BENEFITS:	18
Eligibility for Benefits	
Health Insurance (Medical, Vision, Dental)	
Group Life Insurance	
Disability Insurance ( <i>Classified Employees</i> )	
Worker's Compensation	
Employee Assistance Program	
LEAVES:	
Sick Leave	21
Vacation Leave	
Leaves of Absence	
SEXUAL HARRASSMENT POLICY STATEMENT	23
Definition	
Complaint Procedures	

AESOP Absence Reason Codes	24
FRONTLINE (AESOP) QUICK START GUIDE	25
CONTACT LIST	27
CONFIRMATION OF RECEIPT	28

## GENERAL INFORMATION

### INTRODUCTION

Whether you are a new employee or have been with Red Bluff Union Elementary School District for many years, you are valued for the service you provide. Regardless of your position, you are important in providing quality education to the students and families of Red Bluff.

We are a service industry – we serve students, parents, community members, the news media, business leaders, fellow employees and the future. As we interact with others, we need to understand that we may be the only contact the community may have with our school district. Community beliefs about our district will be based on the quality of interaction community members have with us. In a sense, each of us is an official ambassador for the district and the quality education we provide.

This handbook explains many things about your job. It outlines what is expected of you and the benefits you are entitled to receive as an employee of Red Bluff Elementary. It includes schedules, important phone numbers and email addresses, resources and other information that directly affects you. In some places, there is reference to the policies and procedures of our district, but this handbook is not intended to provide those documents in detail. It is a summary and overview of the policies and procedures that direct our district. You will want to refer to those more detailed documents separately.

All employees of the Red Bluff Union Elementary School District are expected to abide by California Education Code, as well as RBUESD Governing Board Policies and Regulation. Copies of these documents are available on line at the district website ( [www.rbuesd.org](http://www.rbuesd.org) ), at each school site and at the District Office. All employees should be alerted to any changes in policies and/or procedures adopted and implemented during every school year. Revised policies/procedures are available for review on the district website when they are placed on the Board of Education's meeting agenda for adoption.

You were selected for your position with Red Bluff Elementary based upon your talents and abilities. It is our desire that your relationship with the district is a long, satisfying, and rewarding one. Please accept our best wishes for a great school year. We appreciate your dedication to the students and families of Red Bluff Elementary.

***Cliff Curry***

Cliff Curry, Superintendent

***Claudia Salvestrin***

Claudia Salvestrin, Asst. Superintendent

## THE GOVERNING BOARD OF RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

The Red Bluff Elementary Board of Education is responsible for establishing the policies that govern the district. These policies are adopted by the Board to implement the philosophy and practices of the school system. The five members of the Board are elected or appointed to serve two or four year terms, dependent upon the position. Candidates are elected on a nonpartisan basis and must live within the attendance area of the district. All registered voters in the district's attendance area are eligible to vote for Board candidates. The district Superintendent is hired by the Board and serves as Secretary to the Board.

Current RBUESD Governing Board Members are:

- Adriana Griffin – President
- Sharon Barrett - Clerk
- Steven Piffero - Member
- Heidi Ackley - Member
- Merry Catron - Member

Board meetings are held at the District Office (1755 Airport Blvd.) on the second Tuesday of the month at 5:30 pm. The Board Meeting agenda is posted on the district website ([www.rbuesd.org](http://www.rbuesd.org)), at each school and at the District Office at least 72 hours prior to the meeting.

## GOVERNING BOARD MISSION STATEMENT

*The Mission of the Red Bluff Union Elementary School District is to create and maintain an environment that ensures all students reach a high level of academic achievement as determined by state and district standards. We commit to a comprehensive system of support to assure this outcome.*

## GOVERNING BOARD VISION STATEMENT

The Red Bluff Union Elementary School District will be a district where a balanced approach leads to:

- Innovation,
- Readiness for the future, and
- A belief that all children can excel at all levels.

We will do this through effective governance that provides the environment and the support systems of mutual recognition necessary to foster a passion to succeed.

## GOVERNING BOARD STRATEGIC PLAN GOALS

The RBUESD Governing Board goals will lead the schools and the district as we move forward toward high levels of student achievement, fiscal responsibility and district infrastructure. Goals will be posted at all school sites and on the district website ([www.rbuesd.org](http://www.rbuesd.org)).

**Goal 1:** Ensure all students will perform at or near grade level standard or higher as measured by assessments, particularly in reading and math, at the end of each school year. We recognize a number of exceptional needs students must be challenged and assisted to achieve at an individually determined and appropriate level.

Indicators:

- By third grade, all students have grade level proficiency in foundational reading and math skills.
- By the end of eighth grade all students will possess the prerequisite skills necessary for academic success in high school.
- All students will engage in classroom learning activities, integrating STEAM while developing critical thinking and problem solving skills

**Goal 2:** RBUESD will provide an environment that is welcoming and engaging for students, parents, staff and the community.

Indicators:

- Facilities will be inviting and well maintained
- Schools will fully implement Positive Behavior Intervention Support in order to establish a positive school climate.
- Particular attention will be paid to social emotional development of students through involvement in leadership activities, community service, and healthy habits.
- Actively recruit, train, and retain exceptional personnel within the district by providing a supportive and professional environment.

**Goal 3:** The district will strengthen the engagement between home, school, and community by enhancing relationships and empowering families to be proactive in their children's education on a continuous basis.

Indicators Include:

- Recruit and organize volunteer help and support
- Provide opportunities for service
- Help all families establish home environments to support children as students
- Implement more effective forms of school-to-home and home-to-school communications

## EMPLOYMENT

### ACADEMIC CALENDAR

A current 2020-2021 RBUESD academic calendar can be found on the district website at [www.rbuesd.org](http://www.rbuesd.org).

### EQUAL OPPORTUNITY and REASONABLE ACCOMMODATIONS

Red Bluff Union Elementary School District is an Equal Opportunity Employer. Employment discrimination based on age, gender, race or ethnicity, or disability is not permitted (Policy # 4030). The district will provide reasonable accommodation to each employee and qualified employee applicant unless such accommodation would impose an undue hardship on the operation of the program. Additionally, the district provides a complaint procedure for discrimination complaints. Please contact the Office of the Superintendent for further information regarding filing a discrimination complaint.

### EMPLOYEE BACKGROUND CHECKS

The RBUESD Governing Board believes that a safe and secure learning and working environment should be provided for all students and staff. These beliefs reflect the fundamental principle that anyone who directly or indirectly has contact with children is in a unique position of trust in our society.

The criminal history of an employee will be considered in hiring and dismissal decisions. All applicants for employment, including substitutes, must consent to a background check, including a criminal history check, as a condition of consideration from employment. All offers of employment are conditional dependent upon the results of the background check and criminal history check. Information obtained through the implementation of this policy is kept confidential as provided by California law.

Additionally, all employees must report any criminal arrests, charges, convictions, and guilty pleas, pleas of no contest or deferred prosecution to the Superintendent.

### DRUG-FREE WORKPLACE

In accordance with RBUESD Board Policies #4020, 4159, 4259, 4359, the school system is a drug-free workplace. It is strictly prohibited to manufacture, distribute, dispense, possess or use a controlled substance (to include alcohol and tobacco) on any property owned by the district and at any time in which an individual employee is acting in the course and scope of his/her employment. Violation of this policy will subject the individual(s) to disciplinary action by the Board, up to and including termination of employment.

### NON-DISCRIMINATION/HARRASSMENT PREVENTION

The Board of Trustees is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law.

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender

identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that it is necessary to comply with federal immigration law. (2 CCR 11028)

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code [12940](#); 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign any document that releases the employee's right to file a claim against the district or to disclose information about harassment or other unlawful employment practices. (Government Code 12964.5)

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

### **CERTIFICATED OR CLASSIFIED EMPLOYEE?**

You are a Certificated employee if your position requires that you hold a California Teaching, Pupil Services or Administrative license. Teachers, Administrators, Counselors, Psychologists, District Nurse, and Speech and Language Pathologists fall into this category of employee. Certificated employees contribute to the State Teachers' Retirement System

Most other positions in the district are Classified employees, meaning that there is no required license with the state of California. Some Classified positions do require specified training or skills.

Other position categories include Classified Management (Chief Business Official, and Director of Nutrition, Director of Facilities and Director of Human Resources) and Confidential (Secretary to the Superintendent, and Human Resource Coordinator).

### **For CLASSIFIED EMPLOYEES - PART-TIME OR FULL-TIME?**

You are considered a full-time Classified employee if your regular work week is 37.5 or more hours. You are considered part-time if your regular workweek is less than 37.5 hours.

District employees working 20 hours or more a week (excluding substitutes), are eligible for Health and Welfare benefits with district contribution; if you work fewer than 20 hours a week, you are eligible for Health and Welfare benefits with NO district contribution.

Classified employees working 20 hours/week or more contribute to the Public Employee State Retirement System.

More information regarding Health/Welfare benefits and retirement programs can be obtained from the district HR Coordinator, Rachel Bentley at 527-7200, ext. 113 or [rbentley@rbuesd.org](mailto:rbentley@rbuesd.org).



## GENERAL EMPLOYEE RESPONSIBILITIES

As a Red Bluff Elementary employee, you represent our district. The impression you make and what you say or do influences how people view our schools. Your basic job responsibilities are outlined in your job description (please refer to your association contract). Your principal or supervisor may give you specific instructions and has the right to assign additional appropriate tasks as necessary for the safe and efficient operation of our schools. Please do not hesitate to ask questions about what is expected of you as an employee.

## PROFESSIONAL STANDARDS

The Board of Trustees expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

## MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS

The District and Governing Board strive to provide a positive school environment that protects the safety and well-being of students. The District expects all adults with whom students may interact at school and school related activities to maintain the highest professional and ethical standards in their interactions with student both within and outside the educational setting.

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:

- Initiating inappropriate physical contact
- Being alone with a student outside of the view of others
- Visiting a student's home or inviting a student to visits the employee's home with parent/guardian consent
- Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal
- When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.
- Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee
- Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business
- Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students
- Addressing a student in an overly familiar manner, such as by using a term of endearment

- Socializing or spending time with students outside of school-sponsored events, except as participants in community activities
- Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
- Transporting a student in a personal vehicle without prior authorization
- Encouraging students to confide their personal or family problems and/or relationships
- Disclosing personal, family, or other private matters to students or sharing personal secrets with students

## EMPLOYEE PORTAL ACCESS

Employees can go to the Escape employee portal to make demographic changes, tax withholding changes, view past pay stubs, and W-2 forms, as well as Health and Welfare benefits. Important documents will also be uploaded to the portal for employee review. Portal login: <https://tehamaportal.xcoe.online/#/login>.

You will need to **Register** as a new user and use your *Red Bluff Union Elementary School District* email address as your **username**. When setting up your password for the Employee Portal please keep these requirements in mind:

Must be at least 6 characters

1 lowercase letter

1 uppercase letter

1 number

1 special character '~@#\$\$%^&\*()\_+=

Phone number is not the password

Please bookmark the page for future access to the Employee Portal.

## ATTENDANCE

The Governing Board and the district expect all employees to assume responsibility for work attendance and promptness as an integral part of employment. Any absence impacts our ability to provide services to our children and places an extra burden on coworkers. This is equally true of tardiness. Excessive absenteeism and/or tardiness may result in corrective measures, up to and including termination.

The district provides a wide range of leave options for all employees (see LEAVES section and/or your association contract. It is your responsibility to notify the District if you need to miss a day of work. Absences must be reported whether or not a substitute is needed. Please see attached quick start guide (page 27) for further information and to set up your PIN and personal account information. **The procedure for absence notification is:**

1. **Log on or call our FRONTLINE (AESOP) (automated absence/substitute line) at [www.frontline12.com/aesop](http://www.frontline12.com/aesop) or 1-800-942-3767.**
2. **Enter your ID and Password**
3. **Record your absence.**
4. **All absences must be recorded in FRONTLINE (AESOP) whether or not a substitute is needed. You may enter planned absences in the system up to a year in advance.**

## ATTIRE AND GROOMING POLICY

The Governing Board and the District strive to maintain a workplace environment that is well functioning and free from unnecessary distractions. As part of that effort, the District requires that employee maintain a neat and clean appearance that is appropriate for the school and business office setting.

A healthy and safe learning environment is essential for all students; learning; dress standards establish a basic tone of behavior that foster respect and professionalism for self and others.

Staff members are expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing. Likewise, tight, revealing or otherwise workplace inappropriate dress is not permitted.

Scent allergies and sensitivity affect students as well as staff. Please be aware that others around you may be sensitive to certain smells, perfumes or colognes. Please be prudent in your usage of scents in the workplace.

All staff member must carry or wear the District/School Identification Badge at all times while at work.

## **CONFIDENTIALITY**

Confidential information (verbal, written, or machine readable) is accessible to employees through the course of employment at the District, is proprietary or non-public information of the university, and is considered confidential. All confidential information should be maintained by all employees in a manner, which ensures its privacy and safety.

During the course of employment, employees may have access to confidential information. Information should be solely used for the purposes of performing his/her various services for the District and for no other purpose. Employees should not use confidential information in any manner that is to the competitive advantage of, or otherwise adverse or detrimental to the District. Employees shall not disclose any confidential information related to District or student matters to any person who does not have a legitimate need to know. Employees should take all reasonable steps to protect confidential information from disclosure, e.g., password protecting computers and/or storing/filing confidential paperwork in a locked drawer, etc. Employees should not electronically forward or store confidential information so as to give access to those without a legitimate need to know. It is not appropriate to have discussions about confidential information in open areas (e.g. cafeteria, hallways, etc.) where individuals who do not have a need to know this information could overhear the conversation.

Employees who disclose confidential information to those without a legitimate need to know or who disclose confidential information observed or heard without proper authorization may be subject to corrective action up to and including termination.

If an employee overhears or observes another employee sharing or discussing confidential information in an inappropriate area, the Human Resources Coordinator or Superintendent should be contacted. They are responsible for investigating the allegations.

District employees who violate this policy may be subject to corrective action up to and including termination.

## **INTERNET ACCESS AND USAGE**

Computer networks and internet access are available to RBUESD students and staff. The goal of internet access and usage is to promote educational excellence by facilitating information and resource sharing, innovation, and communication. There is an accessible computer for your use at every school location. Please ask your front office staff where that location is for your site.

As an employee, you are entitled to Internet access using a district computer and a District provided individual account. Upon hire, you were asked to sign the RBUESD Acceptable Use Policy. This policy outlines acceptable use of district internet access and technology applications. Your signature indicates your agreement to follow district policies and procedures related to the Internet and computer usage **AT ALL TIMES**.

All employees are assigned a District email account. District email accounts are public record and intended for conducting school district business. The confidentiality of email should not be

assumed. Red Bluff Union Elementary School District has a right to review any email sent using the district system. You are required to monitor and view your email account on a daily basis.

Additional regulations include:

- Transmission of any material in violation of US or California regulations is prohibited. This includes, but is not limited to, copyrighted, threatening or obscene material, or material protected by trade secret.
- Commercial use and use of product advertisement and/or politically lobbying is also prohibited.
- If you identify a security problem on the Internet, you must notify the district Technology Department.
- You may not use another district employee's account
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the networks that are connected to the district internet architecture.
- Inappropriate use of District email, email groups or individual emails up to and including slanderous and malicious complaints against the District, District employees, students or the community.

District employees using district technology systems are expected:

- To refrain from using abusive, profane or vulgar language,
- Not to use the network in such a way as to disrupt its use by others, and
- Review email accounts on a daily basis for current communications from the District and the school site
- To use district technology systems for work related purposes only. Personal use is to be kept to a minimum and not to be conducted during duty times.

**In the event that you need assistance with access or technology equipment repair, please submit a Technology Work Request to the Help Desk. This can be done either electronically using the Help Desk icon on your computer desktop (Web Help Desk – Life Preserver icon) or calling 727-8822.**

## **NOTIFICATION OF MANDATED POLICIES**

RBUESD is required to notify every employee concerning certain laws and Department policies. This separate handbook contains, or has direct links to access, the Department Policies, brochures, or information that we are required to share with you.

In some cases, notification must include two parts:

1. Each employee must receive copies of the Department policies addressing certain laws.
2. Each employee must receive training in the implementation of those laws. For this reason, you will need to complete the assigned training online through the Keenan SafeSchools website at <https://rbuesd-keenansafeschools.com/login>.

This notification is a legal requirement that is checked by the auditors who review certain personnel practices as part of the annual audit.

Topics included are as follows:

- Drug, Alcohol, and Tobacco Free Workplace
- Evaluation (certificated)
- Government Pension Offset
- Hepatitis Immunization
- Mandated Reporter (Child Abuse & Neglect)
- Nondiscrimination/Harassment Prevention

- Appropriate use of Pesticides
- Acceptable Use Policy (Computer Network & Email)
- Envoy Universal Notification (403(b) / 457(b) Retirement Plan)
- Phishing Scams Awareness
- Safety
  - Employee Safety Information Pamphlet o
  - Accident Prevention Program
  - Environmental Safety
  - Emergencies and Disaster Preparedness Plan
  - Hazardous Substance Communication Program
  - Industrial Accident Reporting
- Worker's Compensation o Working Conditions
- State Disability Insurance
- Windfall Elimination Provision

## **SOCIAL MEDIA GUIDELINES**

RBUESD has their own website and social media accounts that enable staff, parents and student to access information regarding the District. All existing policies and behavior guidelines that cover employee conduction on the school premises and at school-related activities similarly apply to the online environment in those same venues.

1. Keep personal social network accounts separate from work related accounts. When a student or minor wishes to link to an employees' personal social networking site, redirect them to the school approved website. Accepting invitation to non-school related social networking sites, from parents, students or alumni under that age of 18 is strongly discouraged.

2. Any employee or associated person engaging in inappropriate conduct including the inappropriate use of social media sites and application during school/work hours may be subject to discipline.

3. Never post any personally identifiable student information including names, videos and photographs on any school-based, personal or professional online forum or social networking website, with the written, informed consent of the child's parent/legal guardian and the principal.

4. Never share confidential or privileged information about students or personnel

5. Users shall have no expectation of privacy regarding their use of District property, network and/or Internet access to files, including email. The District reserves the right to monitor users' online activities and to access, review, copy and store or delete any electronic communication or files and/or disclose them to others as it deems necessary.

6. Posting inappropriate threatening, harassing, racist, biased, derogatory, disparaging or bullying comments toward students, employees or associated person on any website is prohibited and may be subject to discipline.

7. Threats are taken seriously and are subject to law enforcement intervention , including but not limited to formal threat assessments.

8. District employees are responsible for the information they post, share or respond to online. Employees should utilize privacy settings to control access to personal networks, webpages, profiles, etc. However, be aware that privacy settings bring a false sense of security. Anything posted on ten Internet may be subject to public viewing and republication by third parties without your knowledge.

9. If you identify yourself as a school employee, ensure that your profile and related content are consistent with how you wish to present yourself to colleagues, parents and students.

## USE OF DISTRICT PROPERTY

It is expected that employees will use all district property carefully and responsibly. District property may include, but not be limited to: computers, technology devices and peripherals; office machines and phones; furniture; building facilities – internal and external; appliances; textbooks and supplementary materials; teacher resources; materials and supplies; and district vehicles. Failure to use district property in a reasonable and responsible manner may result in financial liability for its loss or damage.

## EMPLOYEE DRIVERS

RBUESD acknowledges the need for responsible drivers to provide transportation services for school activities and related business. To ensure that transportation services will be provided in a safe, efficient and cost effective manner, all drivers must comply with the following requirements:

1. The driver must be at least age 21 to drive for business purposes and age 25 if transporting students, possessing a valid California driver's license, and have been continuously licensed for a minimum of 3 years.
2. Driver must be free of any medical condition that may affect his/her ability to operate a vehicle.
3. No alcohol or drugs will be consumed prior to, or while operating the vehicle.
4. The number of passengers shall not exceed the capacity for which the vehicle was designed.
5. No one may transport more than nine passengers plus the driver in any vehicle.
6. Transportation is limited to District business and/or transportation of students and approved chaperones for educationally based activities, sports and field trips.
7. All occupants must wear seat belts whenever the vehicle is in motion.
8. All students who are less than 8 years of age or under 4'9" tall must be properly secured in a rear seat in a child passenger restraint system meeting applicable federal motor vehicle safety standards.
9. The use of cell phones, or other electronic devices while driving is prohibited.
10. Smoking a pipe, cigar or cigarette/electronic cigarette in the vehicle is prohibited.
11. The driver accepts the added responsibility that comes from carrying extra individuals and, therefore, will be conscientious in obeying all driving rules and regulations in accordance with federal, state and local laws. The California Supreme Court has eliminated the protection of the former California Guest Law; therefore, a guest passenger may sue his/her host owner/driver.
12. Driver must have an acceptable driving record as determined by the RBUESD policy. The RBUESD reserves the right to require a current K-4 Drivers Record / Motor Vehicle Report (MVR) and/or accident reports for determination of driver eligibility.
13. If the above conditions change and/or cannot be met, I will no longer participate as a driver until the requirements can be met.

### **The following documents will be required before using a District vehicle**

1. Copy of California Driver's License.
2. Current K-4 Drivers Record / Motor Vehicle Report (MVR) if you are a volunteer driving a district vehicle or an employee not currently enrolled in the DMV Pull Program.
3. Authorization for Release of Driver Record Information (DMV Form INF 1101) if you are an employee (N/A if not enrolled in DMV Pull Program).
4. Part 2 of application including evidence of insurance if driving an employee owned vehicle.
5. Employee Driver Application. Available at the District Office



## **FUNDRAISING/CROWDSOURCING**

The District and the Board recognize that student and staff participation in fund-raising activities are a part of school life. The District is pleased to support authorized fundraising activities. All fundraisers, including crowdsourcing (i.e., Teachers pay Teachers, Donors choose, etc.) must be pre-authorized from the Superintendent's Office before proceeding. All funds, materials and or supplies are the sole property of the District. Pursuant to Board Policy 1321-Community Relations, Solicitation of Funds From and By Students.

## **TRAVEL EXPENSES**

Periodically the District may ask employees to travel for Professional Development, Conferences or other District responsibilities. Staff travel must be authorized by completing the Request for Pre-Approval to Attend a Conference. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements.

Travel and reimbursement for members of the management team must be approved by the Superintendent and the CBO, and will be reviewed annually by the District auditor.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

For additional information, please see Board Policy 3350 and your respective collective bargaining agreements.

## **REQUEST FOR VOLUNTEERS FOR ADMINISTERING MEDICATION AND OTHER HEALTH CARE EMERGENCIES**

### **Administration of Medication by School Personnel**

Any medication prescribed by an authorized health care provider, including, but not limited to, emergency anti-seizure medication for a student who suffers epileptic seizures, auto-injectable epinephrine, insulin, or glucagon, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code [49414.7](#), [49423](#); 5 CCR [600](#))

When medically unlicensed school personnel are authorized by law to administer any medication to students, such as emergency anti-seizure medication, auto-injectable epinephrine, insulin, or glucagon, the Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. (Education Code [49414](#), [49414.5](#), [49414.7](#), [49423](#), [49423.1](#))

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.

### **Automated External Defibrillators-Board Policy 5141**

The Board authorizes the Superintendent or designee to place automated external defibrillators (AEDs) at designated school sites for use by school employees in an emergency.

The Superintendent or designee shall develop guidelines for employees regarding these devices and shall ensure that employees receive information that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. The guidelines shall also specify the placement, security, and maintenance of the AED.

The authorization of AEDs in district schools shall not be deemed to create a guarantee that an AED will be present or will be used in the case of an emergency, or that a trained employee will be present and/or able to use an AED in an emergency, or that the AED will operate properly.

## **OUTSIDE EMPLOYMENT**

In order to help maintain public trust in the integrity of district operations, the Board of Trustees 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 inimical to his/her district duties.

An outside activity shall be considered inconsistent, incompatible, or inimical to district employment when such activity: (Government Code [1126](#))

1. Requires time periods that interfere with the proper, efficient discharge of the employee's duties
2. Entails compensation from an outside source for activities which are part of the employee's regular duties
3. Involves using the district's name, prestige, time, facilities, equipment, or supplies for private gain
4. Involves service which will be wholly or in part subject to the approval or control of another district employee or Board member

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with his/her immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within the district and determine whether to grant authorization for such employment.

The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the Superintendent or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.



## COMPENSATION

### SALARY SCHEDULES

Detailed information regarding Certificated, Administrative and Classified Salary Schedules is available through the district Payroll Office, Association Contracts and on the district website ([www.rbuesd.org](http://www.rbuesd.org)) under the Human Resources/Payroll tab.

### PAY DAY

All regular employees are paid on the last working day of the month. Employees may choose to receive their pay check at their site of employment or to have their pay automatically deposited into a bank account. For direct deposit, employees should provide the district Payroll Specialist with a voided check AND a completed Direct Deposit form. Substitute pay is issued on the 10<sup>th</sup> day of each month.

### PAYROLL DEDUCTIONS

Employees will want to work with the Payroll Office to establish the payroll deductions that best comply with the law and meet their benefit needs. Automatic deductions to all paychecks include:

- Health insurance premium (if eligible)
- Dental/Vision insurance premium (if eligible)
- Cafeteria Benefits Plan/Section 125 (if chosen)
- State Retirement System contribution (if appropriate)
- Any 403(b) annuity to which the employee subscribes (if chosen)
- Union membership (required)
- Federal and state income taxes (required)
- Voluntary deductions
- Sick leave if balance is negative

### EXTRA DUTY or OVERTIME PAYMENT

There are occasions when an employee may be asked to temporarily work additional hours or substitute for an absent employee. These occasions might include, but not be limited to, training, committee work, work on a special project or summer time employment. All employees are responsible for securing permission from their supervisor and the Superintendent **before** working additional hours. The district form for approval of Overtime/Extra Duty is entitled “Authorization for Extra Duty/Overtime.” This form is available in every school office and at the District Office.

All extra duty and/or substitute work will be paid on your regular end of the month payroll check, the month after the work is performed. Any additional work performed outside of your normally assigned duties or hours during the month will be paid on the **FOLLOWING MONTH END** payroll, for example if you perform additional work in April, you will be paid for that work on your May paycheck. All timesheets must be submitted timely to the payroll office to receive payment.

## **EMPLOYEE BENEFITS**

### **ELIGIBILITY FOR BENEFITS**

All full time employees and part-time employees that are regularly assigned to work at least twenty (20) hours per week are eligible for Health/Welfare benefits and will receive a prorated district health insurance premium monthly. Part-time employees not eligible for coverage are eligible to purchase insurance coverage through the district at the employee's expense. If your hours increase or decrease during the school year, please contact the District Office as this will have an effect on your benefits.

In addition to health insurance, the district provides dental and vision insurance for interested employees.

Open enrollment for health insurance is September 1-30 of every year. You may make a change to your coverage at this time. You will receive an informational insurance packet every August. You will be required to sign the acknowledgement form whether you enroll in health benefits or decline to enroll. There will be a 30-day waiting period before benefits are effective.

### **HEALTH INSURANCE (Medical, Dental and Vision)**

RBUESD provides employee health insurance through California's Valued Trust. The Payroll Office provides information outlining the medical coverage options and costs to all employees annually. Open enrollment begins on September 1<sup>st</sup> of each year. The current monthly district contribution to employee combined health insurance (medical, dental and vision) is \$1,107 for Certificated staff and \$1,132, pro-rated based on full-time or part-time status for Classified employees.

### **GROUP LIFE INSURANCE**

Group life insurance is provided to eligible district employees as a district paid benefit. This policy provides a death benefit of up to \$20,000. Further information is available from the Payroll Office (527-7200, ext. 112).

### **DISABILITY INSURANCE**

State disability coverage is available to Classified employees. The district will automatically make state-determined State Disability Insurance deductions from gross salary/wages in accordance with state regulations. Employees with questions regarding eligibility for State Disability benefits should contact the Human Resource Office.

### **WORKER'S COMPENSATION**

RBUESD works with Keenan and Associates to provide Worker's Compensation benefits. The Worker's Compensation health provider is Lassen Medical Center. Employees also may pre-select their own Worker's Comp doctor with appropriate notification through the Payroll Office. Employees are to follow district procedures to report in writing any workplace injury immediately.

- Report the injury or incident to your front office staff
- Complete the Supervisor's report of Injury with your Principal or Teacher
- Contact Company Nurse at 1-877-518-6702 to report injury, search code NVS17
- Reporting forms are available in every school office. School office or district office staff can assist with proper filing and follow-up care.

## **EMPLOYEE ASSISTANCE PROGRAM**

The district provides an Employee Assistance Program (EAP) through our health insurance provider. This program is designed to assist employees and eligible families with counseling and consultation to address a wide range of personal issues. This program can help employees with marital and family problems, relationship issues, alcohol abuse, drug dependency, financial and credit concerns, emotional problems and stress, child care, elder care, pre-retirement planning, federal taxpayer problems, legal issues and questions and interpersonal conflicts. Further information is available from the Payroll Office or Human Resources.

## **COBRA CONTINUATION SERVICES**

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and other members of your family when group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description at [www.cvtrust.org/plan-documents](http://www.cvtrust.org/plan-documents) or call California's Valued Trust (CVT) at 1-800-288-9870.

You may have other options available to you when you lose group health coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you're an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you're the spouse of an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the Plan as a "dependent child."

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. The employer must notify the Plan Administrator of the following qualifying events: • The end of employment or reduction of hours of employment; • Death of the employee; or • The employee's becoming entitled to Medicare benefits (under Part A, Part B, or both). For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify CVT in writing within 60 days after the qualifying event occurs. You must provide this notice to: California's Valued Trust (CVT) P.O. Box 26300 Fresno, CA 93729-6300

## LEAVES

There are many types of leave available to district employees. You will want to refer to the Leaves section of your association contract or contact the HR Office (527-7200, ext. 113) for detailed leave information or if you have a specific question regarding leave policies or procedures. The information provided in this handbook is intended to provide a brief overview of employee leave options. Please see the Absence Reason Codes enclosed in this handbook.

It is your responsibility to notify the District if you need to miss a day of work. Absences must be reported whether or not a substitute is needed. **The procedure for absence notification is:**

1. **Log on or call our FRONTLINE (AESOP) (automated absence/substitute line) at [www.frontlinek12.com/aesop](http://www.frontlinek12.com/aesop) or 1-800-942-3767.**
2. **Enter your ID and Password**
3. **Record your absence.**
4. **All absences must be recorded in FRONTLINE (AESOP) whether or not a substitute is needed. You may enter planned absences in the system up to a year in advance.**

### SICK LEAVE

Sick leave is granted when an employee is unable to work due to sickness or disability. District employees earn sick leave in proportion to the number of hours worked. It is awarded at the beginning of each school year. Sick leave is accumulated indefinitely, but no wages will be paid for unused sick leave at termination of employment. Upon return from sick leave, a doctor's verification may be required to returning to normal duties.

There are many options available to employees regarding use of sick leave. These options include use of earned sick leave days for Personal Necessity and Compelling Personal Importance. Please refer to your association contract for more detail.

RBUESD honors the provisions of the Family Medical Leave Act (FMLA). To be eligible for FMLA leave, an employee MUST:

- Have worked for the district for a total of 12 months,
- Have worked at least 1,250 hours over the previous 12 months, and
- Provide medical need documentation.

FMLA allows eligible employees to take up to a total of 12 work weeks of unpaid leave during and 12-month period for a variety of family related care. Further information regarding FMLA is available from the Payroll Office.

### VACATION LEAVE

The District believes in work-home balance and encourages employees to take their vacation entitlements. All vacation must be requested **at least 72 hours (3 days)** prior to the leave date and must be approved before usage. Please communicate with your direct Supervisor regarding your requested vacation request time.

Twelve month Classified employees earn vacation leave at a rate determined by contract and California Education Code. Unused vacation leave can be accumulated with a maximum of 10 employee days (or the corresponding hours) carried forward to the next fiscal year (July through June). On June 30 of every school year, accumulated vacation leave in excess of the 10 working days is paid out to the employee. Please refer to the Classified contract for details.

## LEAVES OF ABSENCE

RBUESD employees achieving permanence in their work positions may petition the Governing Board for a Leave of Absence. Leaves of Absence are unpaid and are approved for an identified period of time not to exceed one calendar year. These leaves include parental leave, medical leave, military leave and sabbatical leave. Please refer to your association contract and appropriate Board Policies for details. You must speak with the HR Department before petitioning for a Leave of Absence.

### Procedures for Reporting Absences and Leave

When you are absent from work for any reason, you are required to notify your supervisor *and* record the absence in Frontline (Aesop). All employees must report their absence whether or not they require a substitute.

**UNEXPECTED ABSENCES - SICK LEAVE:** Employees must report **unexpected absences** (*sick leave*) to the Frontline (Aesop) system *prior to* their workday *on each day* they are going to be absent from work. For sick leave, you must enter your absences daily, you cannot enter multiple days for one illness unless you have a doctor's note (after five (5) days). Most importantly, you must coordinate this kind of "extended leave" with Human Resources.

If you need to leave work during the workday for illness or an emergency, you must notify your supervisor before leaving your site and record the absence in Frontline (Aesop). You can enter an absence in Frontline (Aesop) prior to the time the absence will start. If recording the absence isn't practical, you must let your supervisor know so that absence can be put into Frontline (Aesop) on the same day it occurred.

Sick leave does not require prior approval from your manager. Frontline (Aesop) does require you to have the appropriate amount of leave requested in your bank. If you do not have the leave, you will be notified.

**PLANNED ABSENCES:** The following absences require pre-approval: *Vacation, Bereavement, Personal Necessity, Jury Duty, and School Business*. You must follow the process established by your contract. Regardless of the department procedure, you are still required to enter your absence in the Frontline (Aesop) prior to taking the leave. You will receive an e-mail from the system notifying you of the approval or denial of your absence request.

You can report your absence in three ways: Frontline (Aesop) system online at [www.FrontlineK12.com/Frontline](http://www.FrontlineK12.com/Frontline) (Aesop), calling the toll free number **1-800-942-3767**, or accessing through the RBUESD website. You will use your contact phone number on file in Payroll as your ID number and password to access the system and report an absence.

You are responsible for ensuring the accuracy of all your absences. You cannot enter, modify or cancel an absence *after* it occurs. **On the same day:** simply notify your manager and he/she can enter, modify or cancel your absence. **After the day the absence has occurred:** you must contact the HR Coordinator, Rachel Bentley [rbentley@rbuesd.org](mailto:rbentley@rbuesd.org) or 530-527-7200, ext. 113.

All requests for long-term or unpaid leaves (including maternity and family medical leave requests) must be pre-approved by your program manager and the Human Resource Services office before you begin the leave. You must complete a Leave Request form or submit a letter detailing your need. Unpaid leave requests are not encouraged and will be approved in extenuating circumstances.

Note: No leave of absence will be approved after it has begun unless there is a documented emergency situation that prevented you from getting pre-approval.

If you have questions about these procedures, please contact your supervisor or the Human Resource Office.

## **SEXUAL HARASSMENT**

### **POLICY STATEMENT**

It is district policy that the work environment be free from sexual harassment (BP# 4119.11, 4219.11 and 4391.11). It is a violation of this policy for any employee to harass another employee through conduct or communications of a sexual nature.

### **DEFINITIONS**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment,
- Submission or rejection of the harassment is used as a basis for employment decisions affecting an individual, or
- The harassment has a purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### **COMPLAINT PROCEDURES**

In the event that you should have a sexual harassment complaint, you must immediately bring it to the attention of your supervisor. If you are not comfortable bringing the complaint to that person, you must report it to the HR Coordinator, who serves as district Sexual Harassment Officer, or designee.

All charges of sexual harassment will be taken seriously and will be brought to the attention of the Superintendent who will initiate an investigation. A confidential file regarding the charge will be maintained in the Superintendent's office.

If the investigation reveals that a sexual harassment violation has occurred, appropriate disciplinary action will be taken. Appropriate action will depend upon the seriousness of the misconduct and may result in termination.



# Frontline (Aesop) Absences Reason Codes

1	<b>Illness-for yourself</b>
2	<b>Personal Necessity</b> <ul style="list-style-type: none"> <li>• Serious illness of a member of immediate family</li> <li>• Accident or imminent danger involving person or property</li> <li>• Birth of a child</li> <li>• Appearance in court</li> <li>• Service as a pall bearer</li> <li>• Prior permission requested</li> </ul>
3	<b>School Business</b>
4	<b>Sick Leave Dr. Appointment-Classified Staff only</b> <ul style="list-style-type: none"> <li>• May use up to ¼ of employee's working day, i.e. a 6 hour employee may use up to 1.5 hours per incident</li> <li>• Limit 8 times</li> </ul>
5	<b>Compelling Personal Importance Leave</b> <ul style="list-style-type: none"> <li>• Follows Personal Necessity Rules</li> <li>• Prior Permission not required</li> </ul>
6	<b>Vacation</b>
7	<b>Workers Comp</b>
8	<b>Bereavement</b>
9	<b>Jury Duty</b>
10	<b>Personal Business Leave</b> <ul style="list-style-type: none"> <li>• Pressing Business, which cannot be conducted before or after the school days</li> <li>• Not to be used for entertainment or vacation purposes</li> <li>• Not required to disclose nature of business</li> <li>• Prior approval required</li> </ul>
11	<b>Compensation Time</b> <ul style="list-style-type: none"> <li>• Prior permission required</li> </ul>

## Immediate Family

Members of the "Immediate family" as used in this Article, means the mother, step-mother, father, step-father, grandmother, step grandmother, grandfather, step grandfather or a grandchild, step grandchildren of the employee or of the spouse of the employee, and the spouse, son, step-son, son-in-law, daughter, step daughter, daughter-in-law, brother step brother, brother-in-law, sister, step sister, sister-in-law, daughter, aunt, uncle or any person who is part of the employee's family responsibility. For purposes of this article, spouse shall include marriage, domestic and life partners



# Employee Quick Start Guide for Aesop<sup>®</sup>

## Logging in on the Web

To log in to Aesop, type [www.frontlinek12.com/aesop](http://www.frontlinek12.com/aesop) in your web browser's address bar (on mobile devices, type [m.aesoponline.com](http://m.aesoponline.com)).



Enter your ID number and PIN, then click **Login**.

### Can't remember your login info?

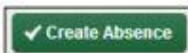
If you're having trouble logging in, click the **Forgot your login?** link next to the "Login" button for more information.

## Creating an Absence

You can enter a new absence right from your Aesop home page under the **Create Absence** tab.

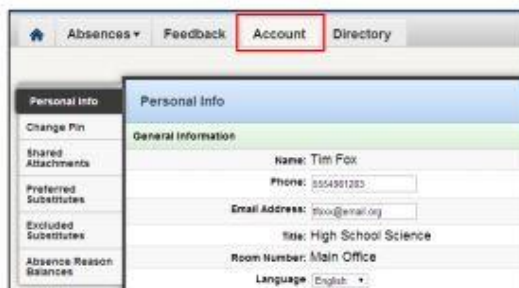


Fill out the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, and more. You can also attach files to the absence from here.



When you've complete entering the absence details, click the **Create Absence** button.

## Managing your PIN and Personal Information



Under the "Account" tab, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, manage your preferred substitutes, and more in the "Account" tab.

# Employee Quick Start Guide for Aesop<sup>®</sup>

## Getting Help and Training



If you have questions, want to learn more about a certain feature, or need want more information about a specific topic, click the **Help** tab to go to the Aesop Learning Center where you can search Aesop's knowledge base of help and training materials.

## Using Aesop on the Phone

Not only is Aesop available on the web, but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call Aesop, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Check your absence reason (entitlement) balances – **Press 2**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

If you create an absence over the phone, be sure to make note of the confirmation number that Aesop assigns the new absence for reference.

## DISTRICT CONTACT INFORMATION

Cliff Curry	Superintendent	527-7200, ext. 104	<a href="mailto:ccurry@rbuesd.org">ccurry@rbuesd.org</a>
Ariana Serrano	Secretary to the Superintendent	527-7200, ext. 104	<a href="mailto:aserrano@rbuesd.org">aserrano@rbuesd.org</a>
Claudia Salvestrin	Assistant Superintendent	527-7200, ext. 108	<a href="mailto:csalvestrin@rbuesd.org">csalvestrin@rbuesd.org</a>
Estelle Daricek	Secretary to the Assistant Superintendent	527-7200, ext. 107	<a href="mailto:edaricek@rbuesd.org">edaricek@rbuesd.org</a>
Annette Arnold	CALPADS Coordinator	527-7200, ext. 121	<a href="mailto:aarnold@rbuesd.org">aarnold@rbuesd.org</a>
Suzanne Adkins	Director of Student Support Services	527-7200, ext. 122	<a href="mailto:sadkins@rbuesd.org">sadkins@rbuesd.org</a>
Anna Watson	Secretary to the Director of Student Support Services	527-7200, ext 105	<a href="mailto:awatson@rbuesd.org">awatson@rbuesd.org</a>
Angie Pacheco	Chief Business Officer	527-7200, ext. 103	<a href="mailto:apacheco@rbuesd.org">apacheco@rbuesd.org</a>
Tina Egan	Director of Nutrition	527-7200, ext. 109	<a href="mailto:tegan@rbuesd.org">tegan@rbuesd.org</a>
Deanne Johnson	Account Technician – Nutrition Services	527-7200 ext 110	<a href="mailto:djohnson@rbuesd.org">djohnson@rbuesd.org</a>
Charlie Lafferty	Director of Facilities	527-7200 ext 110	<a href="mailto:clafferty@rbuesd.org">clafferty@rbuesd.org</a>
Don Boyd	Director of Human Resources	52707200 ext. 120	<a href="mailto:dboyd@rbuesd.org">dboyd@rbuesd.org</a>
Rachel Bentley	HR Coordinator	527-7200 ext. 113	<a href="mailto:rbentley@rbuesd.org">rbentley@rbuesd.org</a>
Lorrie Brooks	Payroll Specialist	527-7200, ext. 112	<a href="mailto:lbrooks@rbuesd.org">lbrooks@rbuesd.org</a>
Debb Gibson	Substitute Coordinator, Receptionist	527-7200, ext. 105	<a href="mailto:substitute@rbuesd.org">substitute@rbuesd.org</a> . <a href="mailto:dgibson@rbuesd.org">dgibson@rbuesd.org</a>
Connie Zambrano	Account Technician – AP/AR	527-7200, ext. 102	<a href="mailto:mzambrano@rbuesd.org">mzambrano@rbuesd.org</a>
Wendy Wilson	Principal, Bidwell	527-7171	<a href="mailto:wwilson@rbuesd.org">wwilson@rbuesd.org</a>
Sharon Nightingale	Secretary, Bidwell	527-7171	<a href="mailto:snightingale@rbuesd.org">snightingale@rbuesd.org</a>
Michelle Reineman	Secretary, Bidwell	527-7171	<a href="mailto:ereineman@rbuesd.org">ereineman@rbuesd.org</a>
Jennifer Brockman	Principal, Metteer	527-9015	<a href="mailto:jbrockman@rbuesd.org">jbrockman@rbuesd.org</a>
Yvonne Foster	Secretary, Metteer	527-9015	<a href="mailto:yfoster@rbuesd.org">yfoster@rbuesd.org</a>
Toni James	Secretary, Metteer	527-9015	<a href="mailto:tjames@rbuesd.org">tjames@rbuesd.org</a>
Will Barnett	Principal, Jackson Heights	527-7150	<a href="mailto:wbarnett@rbuesd.org">wbarnett@rbuesd.org</a>
Margo Jessee	Secretary, Jackson Heights	527-7150	<a href="mailto:mjessee@rbuesd.org">mjessee@rbuesd.org</a>
Cheryl Robertson	Secretary, Jackson Heights	527-7150	<a href="mailto:crobertson@rbuesd.org">crobertson@rbuesd.org</a>
Rob Helmbold	Principal, Vista Prep	527-7840	<a href="mailto:rhelmbold@rbuesd.org">rhelmbold@rbuesd.org</a>
Shane Humphreys	Vice Principal, Vista Prep	527-7840	<a href="mailto:shumphreys@rbuesd.org">shumphreys@rbuesd.org</a>
Karina Guerra	Secretary, Vista Prep	527-7840	<a href="mailto:kguerra@rbuesd.org">kguerra@rbuesd.org</a>
Yolanda Lopez	Secretary, Vista Prep	527-7840	<a href="mailto:ylopez@rbuesd.org">ylopez@rbuesd.org</a>
Tammy Villarreal	Secretary, Vista Prep	527-7840	<a href="mailto:tvillarreal@rbuesd.org">tvillarreal@rbuesd.org</a>

## CONFIRMATION OF RECEIPT FORM

Please follow the link below for confirmation of receipt and understanding of the 2020-2021 Employee Handbook.

[https://docs.google.com/forms/d/e/1FAIpQLSfE1Jnkw49NZaHvv\\_kMnutZkDQ4Fs5K3c0zuBDeL71\\_59DyuQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfE1Jnkw49NZaHvv_kMnutZkDQ4Fs5K3c0zuBDeL71_59DyuQ/viewform?usp=sf_link)

I, the employee of Red Bluff Union Elementary School District, certify that I have received a copy of the RBUESD Employee Handbook. This handbook explains many aspects about my job, what is expected of me and the benefits to which I am entitled to receive as a RBUESD employee. I understand that it is my responsibility to review this handbook carefully.

I can find an additional electronic copy of the district employee handbook online at [www.rbuesd.org](http://www.rbuesd.org) under the Human Resources section.