

**Santee School
District**

An Equal Opportunity Employer



Employee Handbook



A Handbook of Personnel Policies & Guidelines

This handbook is a guide to our District procedures
and does not create any contractual rights

Santee School District
9625 Cuyamaca Street
Santee, California 92071
619.258.2308
www.santeesd.net

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Section: Introduction District Vision, Mission, Rallying Cry, and Belief Statements

Vision

Santee School District will be an innovative leader in education, inspiring students to realize their unique potential.

Mission

Santee School District assures a quality education, empowering students to achieve academic excellence and to develop life skills needed for success in a diverse and changing society.

Rallying Cry

“Where Young Minds Meet Open Doors”

Belief Statements

Children are our first priority. Therefore, we believe....

- 1. All students can learn.*
- 2. Student growth, academic performance, and positive personal development are the highest measures of student and District success.*
- 3. Trust, integrity, respect, citizenship, honesty, responsibility, commitment, and pride are the foundations on which our District is built.*
- 4. Students should understand and respect the origin of the nation, the law of the land, and the principles of our democracy.*
- 5. Parent and community involvement in our schools is crucial to the academic success of our students.*
- 6. Knowledgeable, motivated, and inspired employees assure the success of our students.*
- 7. Everyone has the right to learn and work in a safe, healthy, orderly, and clean environment.*
- 8. The District operates efficiently and effectively through focused leadership, fiscal responsibility, and open communication, with a strong academic program as the top priority.*



Section: Introduction

A Word about This Handbook

The practices outlined in this booklet should be regarded as management guidelines derived from the District policies and administrative regulations and adopted by the Santee School District Board of Education (Board). The District retains the right to make decisions involving employment as needed, in order to conduct its work in a manner beneficial to the employees and to the District. This handbook does not include all policies and procedures but is designed to give a general overview.

This employee handbook also summarizes the current benefit package maintained by the Santee School District. The employee handbook (and other policy documents) are not contractual and do not guarantee any continuation of benefits.

Refer to District policy documents if you have specific questions regarding individual sections. Those documents will be comprehensive rather than the summaries contained in this handbook.

All policies and regulations can be found on the District website at www.santeesd.net under School Board / Board Policies.



Section: Introduction

Board of Education

The Board of Education is composed of five elected members who represent the District's community. The Board sets District educational goals and makes policy decisions on a variety of business and curricular matters. They also appoint our Superintendent to administer all programs of the District according to the policy directives of the Board.

Generally, the Board of Education meets on the first and third Tuesday of the month at 7:00 p.m. All employees and members of the public are welcome to attend these open forums.



Dustin Burns



Ken Fox



Dianne El-Hajj



Elana Levens-Craig



Barbara Ryan

Administrative Staff

Superintendent – Dr. Kristin Baranski

The Superintendent is the Chief Administrator of the District. The Superintendent is appointed by the Board of Education to administer the many programs of the District according to Board policy directives.

District Administrators

Various District administrators are responsible for such areas as curriculum and instruction, business services and facilities, human resources and pupil services, special education, transportation, maintenance and operations, state and federal projects, technology, child nutrition services, out of school programs, and other programs.

Principal and Vice Principal

The Principal is responsible for all certificated and classified employees at the school site, implementation of the curriculum and instructional programs and student activities, and student and employee safety. The Vice Principal works in coordination with the Principal and serves as the administrator in charge of the site in their absence.

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Section: Directory

District / Educational Offices

Superintendent
9625 Cuyamaca Street
Santee, CA 92071

Superintendent
Dr. Kristin Baranski
Executive Assistant: Lisa Arreola

Telephone: (619) 258-2304
Fax: (619) 258-2305

Business Services
9625 Cuyamaca Street
Santee, CA 92071

Assistant Superintendent
Karl Christensen
Administrative Assistant: Evonn Avila

Telephone: (619) 258-2320
Fax: (619) 258-2241

Educational Resources
9619 Cuyamaca Street
Santee, CA 92071

Assistant Superintendent
Dr. Stephanie Pierce
Administrative Assistant: Kathy McKinnon

Telephone: (619) 258-2351
Fax: (619) 258-2230

Director Curriculum & Assessment: Dawn Minutelli
Telephone: (619) 258-2357
Director Assessment & Learning: Bonner Montler
Telephone: (619) 258-2356

Human Resources / Pupil Services
9625 Cuyamaca Street
Santee, CA 92071

Assistant Superintendent
Tim Larson
Administrative Assistant: Karen Ortega

Telephone: (619) 258-2308
Fax: (619) 258-2305

Director, Pupil Services & Student Well-Being:
Mike Olander
Director, Collaborative Coordinator: Meredith Riffel
Secretary: Sue Sarmiento
Telephone: (619) 258-2364
Fax: (619) 2230

Special Education
9619 Cuyamaca Street
Santee, CA 92071

Director: Mimi McGinty
Secretary: Karen Jordan

Telephone: (619) 258-2234
Fax: (619) 258-2367

Child Nutrition Services
9880 Riverwalk Drive
Santee, CA 92071

Director: Cathy Abel
Acct. Clerk/Secretary: Sabine Neumann

Telephone: (619) 258-2290
Fax: (619) 258-2371

Maintenance, Operations & Facilities
9880 Riverwalk Drive
Santee, CA 92071

Director: Christina Becker
Secretary: Theresa Carolan

Telephone: (619) 258-2289
Fax: (619) 258-2341

Transportation
9880 Riverwalk Drive
Santee, CA 92071

Director: Charles Myers

Telephone: (619) 258-2337
Fax: (619) 258-2264

Out-of-School Time Programs
9619 Cuyamaca Street
Santee, CA 92071

Director: Pam Brasher
Secretary: Cindy Gerrard

Telephone: (619) 258-2369
Fax: (619) 258-2326

Technology & Communications
9619 Cuyamaca Street
Santee, CA 92071

Director: Bernard Yeo
Help Desk: 258-2240

Telephone: (619) 258-2240
Fax: (619) 258-2249

Section: Directory

School Sites

Cajon Park
10300 Magnolia Ave.
Santee, CA 92071

Principal: Tim Dobbins
Vice Principal: Angelo Benedetto
Secretary: Tessa Borgerding

Telephone: (619) 956-2401
Fax: (619) 956-2408

Carlton Hills
9353 Pike Rd.
Santee, CA 92071

Principal: Stephanie Southcott
Vice Principal: Leah Saunders
Secretary: Susan Bosjolie

Telephone: (619) 258-3401
Fax: (619) 258-3414

Carlton Oaks
9353 Wethersfield Rd.
Santee, CA 92071

Principal: Andy Johnston
Vice Principal: Melynda Pezone
Secretary: Shannon Birch

Telephone: (619) 956-4501
Fax: (619) 956-4509

Chet F. Harritt
8120 Arlette St.
Santee, CA 92071

Principal: Tylene Hicks
Vice Principal: DiAnn Albert
Secretary: Stephanie Borden

Telephone: (619) 258-4801
Fax: (619) 248-4816

Hill Creek
9665 Jeremy St.
Santee, CA 92071

Principal: Suzie Martin
Vice Principal: Chasity Forster
Secretary: Breann Bedsole

Telephone: (619) 956-5001
Fax: (619) 956-5014

Pepper Drive
1935 Marlinda Way
El Cajon, CA 92020

Principal: Ted Hooks
Vice Principal: Tiffani Brown
Secretary: Julia Hauner

Telephone: (619) 956-5101
Fax: (619) 956-5114

PRIDE Academy
At Prospect Avenue
9303 Prospect Ave.
Santee, CA 92071

Principal: Kristen Bonser
Vice Principal: JoHanna Simko
Secretary: Patty Eng

Telephone: (619) 956-5201
Fax: (619) 956-5212

Rio Seco
9545 Cuyamaca St.
Santee, CA 92071

Principal: Debra Simpson
Vice Principal: Erica Edmonston
Secretary: Jackie D'Agostino

Telephone: (619) 956-5501
Fax: (619) 956-5514

Sycamore Canyon
10201 Settle Rd.
Santee, CA 92071

Principal: Summer Locke
Secretary: Aemily Scott

Telephone: (619) 956-5401
Fax: (619) 956-5412

Alternative School
10250 Magnolia Ave.
Santee, CA 92071

Administrator: Bonner Montler
Teacher: Patricia Noujiam
School Office Clerk/Student Attendance: Kim Whitacre

Telephone: (619) 956-2490
Fax: (619) 956-2494

Santee Success Program
10250 Magnolia Ave.
Santee, CA 92071

Administrator: Mike Olander
Teacher: Annelise Steen

Telephone: (619) 956-2453
Fax: (619) 956-2467

Section: Employee Information

Expectations of Employees

The Governing Board recognizes that the success of District students and programs hinges on effective personnel. The Board desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students. The District's personnel policies and related regulations shall be designed to ensure a supportive, positive climate, and shall be consistent with collective bargaining agreements and in conformance with state and federal law and regulations.

Professional Standards - Board Policies [4119.21](#); [4219.21](#); [4319.21](#)

The Governing Board expects District employees to maintain the highest ethical standards, follow District policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the District and advance the goals of the educational programs. 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.

The Board encourages District employees to accept as guiding principles the professional standards and codes of ethics adopted by professional associations to which they may belong.

All employees should attempt to conduct themselves in a manner that will serve as a good example to youth. They should also seek to learn as much as possible about the total program of the schools for they will be called upon frequently to answer questions about the schools and to interpret the school program to the community.

Section: Employee Information

Keys to Professional Success

Professional Expectations -

The professional practices listed below are tied directly to the District expectations for all employees.

- **Honor confidentiality.** You are a professional and you will receive personal information about students, parents and other staff members. Honor that confidentiality.
- **Walk the Talk.** Your words are valuable. Be careful about what you say. Others listen to you and your words – positive or negative – have an impact.
- **Dress for Success.** Your appearance and demeanor will affect how others perceive you.
- **Recognize the Positive Contributions of Others.** Don't dwell on their faults.
- **Honor others with your positive attendance.** Be on time. Be attentive. Be an active listener. Contribute to the purpose of the meeting.
- **Fulfill your Professional Community Duties.** Read and follow written communications. Ask clarifying questions. Provide positive guidance to others.
- **Education is our Work.** Improving your knowledge and skills is vital to the success of our students.

We are the people business!

Section: Employee Information

Your Responsibilities

Each employee has an obligation to observe and follow the Santee School District's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, school or program, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension without pay and discharge. The appropriate disciplinary action imposed will be determined by the District. The District does not guarantee one form of action will necessarily precede another.

The following may result in disciplinary action, up to and including discharge: violation of the District's policies or safety rules; insubordination; poor attendance; possession, use or sale of alcohol or controlled substances on work premises or during working hours; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; poor performance; theft or dishonesty; physical harassment, sexual harassment or disrespect toward fellow employees, visitors or other members of the public. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Because the Santee School District is a public employer, all individuals working in this District hold a public trust. Therefore, employees should avoid placing themselves in situations where they appear to be using a District position for personal gain.

Attendance and Punctuality

Attendance and punctuality are important factors for success within our District. We work as a team, and this requires each person be in the right place at the right time.

If you are going to be late or absent from work, you must notify the District before the start of your workday (see [AR 4121.1, 4221.1](#); & [AR 4121.2, 4221.2, 4321.2](#)).

If you are absent three or more consecutive days, the District may require you to provide a written physician's statement upon return. If you are returning from a long-term absence, you must provide a physician's statement to your administrator before you return so that s/he may consider any limitations you may have. There may be times when it is not possible or safe to permit an employee with certain limitations to return to work. In other cases, your administrator may need more specific information from the doctor to evaluate your ability to function safely at your normal tasks. Providing information to your administrator as soon as possible will prevent unnecessary delays in your return to work.

If you are absent without notifying the District, you are subject to disciplinary action (up to and including dismissal from employment) as defined in Santee School District and employee association bargaining agreements.

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Dress and Grooming – Board Policies [4119.22](#); [4219.22](#); [4319.22](#)

The Governing Board believes that appropriate dress and grooming by District employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

Conditions of Classrooms

Teachers and some instructional aides are responsible for the condition of the classroom and the equipment at all times. Prior to the close of school at the end of the day, teachers will hold students responsible for leaving the room clear of the clutter of paper, textbooks and other items of classroom use. Your site administrator will give you specific instructions for your classroom. If a classroom is used by more than one teacher, this becomes the responsibility of all teachers using the room. On leaving the room for the day, teachers are responsible for turning out all lights and closing and locking all doors and windows.

All teachers have keys to the building and their own rooms. They are privileged to use their own rooms at any time if the rooms are not otherwise assigned, and they are responsible for the locking of all doors and windows after the rooms are used. The buildings are community assets. Any modifications to the buildings must have authorization from the principal and his/her administrator, and the Maintenance, Operations and Facilities Department. These guidelines apply to any employees working in offices and other locations.

Confidentiality

The Santee School District is committed to providing the best possible education for its children. Each employee must keep in mind any matters concerning individual children, such as academic achievement, special needs, discipline problems, health issues, etc., are to be kept confidential and discussed only when appropriate within the confines of the school. All employees should also display professionalism and confidentiality in relation to fellow employees.

Reporting Child Abuse – Board Policy [5141.4](#)

You are required under Penal Code Section 11166 to report known or suspected child abuse to a child protective agency immediately or as soon as practically possible. In addition, it is your duty to inform your site administrator regarding any possible child abuse concerns. Your site administrator will also provide additional training and information regarding District policies for reporting suspected abuse.

Section: Employee Information

Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and achievement of goals for all employees. Our practice has always been to treat each employee as an individual. We have always sought to develop a spirit of teamwork as individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we have provided a workplace that is comfortable and progressive. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere taking into account individual circumstances and the individual employee.

We firmly believe that by communicating with each other directly, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.



Talk to Us

We encourage you to bring your questions, suggestions, and complaints to your site or department administrator. Careful consideration will be given to each of these comments in our continual effort to provide the best education for our children and working environment for our employees.

If you feel you have a problem, you should discuss the situation with your administrator so the problem can be addressed by examination and discussion. We hope that s/he will be able to satisfactorily resolve most matters.

If you find you still have questions after meeting with your administrator, or you would like further clarification on the matter, you may request a meeting with someone from the Human Resources Department or other District Office contact, as appropriate. S/he will review the issues and meet with you to discuss possible solutions. Your suggestions and comments are important to us and we encourage you to discuss them with us.

If you have a complaint and do not feel it is being resolved with your immediate supervisor, you may contact a District Office administrator. The District has a Board-adopted, formal complaint policy you may use.

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Section: Employee Information

Equal Employment Opportunity

The Santee School District is committed to the full utilization of all human resources and to a policy of equal employment opportunity. You may discuss equal employment opportunity related questions with your site administrator or the Human Resources personnel. Our District will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to, veteran status, race, color, religion, gender, marital status, national origin, physical or mental disability, age, gender orientation or ancestry.

Section: Employee Information

Americans with Disabilities Act

The Santee School District is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which includes providing accommodations whenever necessary. In general, it is your responsibility to notify the Human Resources Department of the need for accommodation. Upon doing so, you may be asked for your input and the type of accommodation that may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

Section: Employee Information

Before You Begin Working

Individuals appointed to the certificated and classified staff shall fulfill the following requirements prior to being placed in paid status with the District:

- A pre-employment physical examination
- TB test or X-Ray proving evidence free of tuberculosis, cleared by a licensed physician, physician's assistant, or nurse practitioner within sixty days prior to employment; or within four years if provided from another school District
- A review of identity and right to live/work in the United States
- Fingerprint clearance
- Verification of transcripts for appropriate salary placement (Certificated)
- Valid credential(s) authorizing assignment (Certificated)
- Verification of certifications and/or licenses (Classified)

If you have not completed this new employee "process" you cannot begin work. Payment for services rendered will be withheld until all pre-employment requirements have been fully satisfied.

Section: Employee Information

What it Means to be an Employee

Employee Association Contracts – [Employee Association Contracts](#) can be found on the Santee School District website at under Human Resources.

Certificated and Classified employees are covered by a collective bargaining agreement or "contract" between the District and their representative bargaining unit. The items covered in the contract represent a binding agreement between the parties on certain terms and conditions of employment and must be followed by employees and managers until it is replaced or revised. **Please become familiar with the current agreement**, as it covers many important aspects of your employment including, but not limited to:

- Work year and hours
- Evaluations
- Salary
- Payroll deductions
- Transfer and reassignment
- Health and welfare benefits
- Sick leave and/or Vacation leave
- Unpaid leave of absence

Categories of Employment

There are *three* types of employees in the District: (1) **Certificated**, teachers with teaching credentials; (2) **Classified**, clerical/technical, skilled workers, instructional aides, etc.; (3) **Administrators and Confidential**, either certificated or classified, depending upon the position and responsibilities.

Probationary Period - Certificated

Teachers who are hired with a probationary contract are considered probationary for a two-year period. You will acquire tenure status on the first day of the third year of your employment in the District. Teachers who are hired as a Temporary, Categorical, or as a Substitute, do not earn tenure.

Probationary Period - Classified

Full-time and part-time classified employees have a probationary period of one year from the date of hire. Anytime during this probationary period, a classified employee may be released from his/her position if s/he does not meet position expectations. During this probationary period, you will be able to determine if your new job is suitable for you and your administrator will also have an opportunity to evaluate your work performance.

Full-Time/Part-Time Employees are eligible for benefits under our fringe benefits package (Health, Life, Dental and Vision) in accordance with their position / classification and pro-rated by FTE. All certificated employees must pay into the State Teachers Retirement System (STRS) and all full-time classified employees must pay into the State Public Employees Retirement System (PERS).

Part-Time Classified Employees working less than 40 hours per week and are eligible for certain fringe benefits. Any classified employee working over 1,000 hours or 20 hours per week on a regular basis per year must pay into the state Public Employees Retirement System (PERS).

Short Term Employees are hired to perform a specific job for a specified period of time, normally ranging from a few days to a few months.

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Performance Reviews

Your site principal or administrator will meet with you to review the evaluation procedures and required forms.

Section: Employee Information

Assignment and Reassignment

Layoff - Classified Employees

Sometimes, because of program or funding changes, it is necessary to layoff or reduce the hours of certain employees. If you are laid off (or have your hours reduced) you will receive at least 60 days' notice. In some cases, you may be eligible to "bump" another employee, take a reduction in hours, take a voluntary demotion, or be placed in a vacant position in lieu of layoff. However, if you are laid off, your name will be placed on a "re-employment list" for 39-63 months as applicable. You are eligible to be re-employed during that period, based on your seniority, as positions in your former job category become available.

Layoff – Certificated Employees

Layoff procedures will be followed in accordance with Education Codes 44949 & 44955.

Unemployment

In the unfortunate situation you should be subject to a layoff, you may file for unemployment insurance, although the California Employment Development Department staff will determine your eligibility.

Reassignment requests may be considered on the following basis:

- Credentials or specialized training to perform the required services
- Past evaluation(s)
- Recommendation of the administrator to whom the employee is currently responsible, and the administrator where the vacancy exists

Applying for other positions

All vacancies are posted at the sites, District Office, and Ed-Join; and transfer opportunities are posted on the District Human Resources website. During this time, you will have preference over new applicants to be reemployed in a vacancy in any class from which you were laid off, or other vacancies, if qualified. If you apply for a position other than the class from which you were laid off during this 39-month period, you must notify Human Resources. Preference over new applicants will apply, if you are qualified for the position. You will also be eligible to compete in promotional examinations for which you are qualified.

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Resignation

Should you decide to leave your employment with us, we ask you to provide the District with at least two weeks advance notice in writing and complete the District [Report of Termination of Employment form 65-400](#). Your thoughtfulness will be appreciated and will be noted favorably should you ever wish to reapply for employment with the District.

Certificated employees should inform the District prior to the end of your contracted year, please complete the District [Report of Termination of Employment form 65-400](#). All resigning employees should notify the District of address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address. Please be sure to check the *new address* box if this is the case.

All District property, such as keys, equipment, uniforms, etc. must be returned to your administrator before you leave. Your final pay warrant may be delayed until this requirement is met.

Section: Employee Information

Planning for Retirement

Retirement is a well-earned pleasure for most employees. Contributions for retirement are made by the employee and the District. In order to ensure your retirement process goes smoothly, it is recommended that you begin planning for it well in advance.

STRS – State Teachers Retirement System (certificated) <http://www.calstrs.com>

PERS – Public Employee Retirement System (classified) <http://www.calpers.ca.gov>

ARS – [Alternative Retirement System](#) (part-time classified)

Approximately 3-4 months before your actual retirement date, you should contact the Human Resources Department to complete the District [Report of Termination of Employment form 65-400](#). It is very important since STRS and PERS require notification from the District prior to processing your retirement forms which can take up to 3-4 months to process.

Processing of retirement paperwork takes place through STRS (certificated) or PERS (classified) as applicable. Potential retirees need to make an appointment with the appropriate agency to secure their retirement benefits.

Section: Employee Information

Your Rights as an Employee

Holidays

As a minimum, the Santee School District observes all federal holidays in accordance with an annual calendar. All classified employees and some administrators are eligible for paid holidays. You must be in a paid status the day before or the day after the holiday in order to be paid for the holiday. If you are absent the day before and after the holiday because of illness, a physician's statement may be required for you to receive holiday pay.

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Vacation (Classified and Administration)

Twelve month employees are eligible for (10) vacation days each year; *eleven* month employees are eligible for (9) days; *ten* month employees are eligible for (8) days; *nine* month employees are eligible for (7) days; and *six* month employees are eligible for (4) days each year. A vacation day is equivalent to the employee's normal workday. Vacation is calculated by fiscal year (July 1 – June 30) to the date of termination.

Vacation leave allocations increase on the fifth year; and annually during years 11-14. Employees beginning their 15th year of service are eligible for (22) days if working *twelve* months each year; (21) days if working *eleven* months; (20) days if working *ten* months; (19) days if working *nine* months; and (16) days if working *six* months.

New employees may be granted vacation only as it has been earned after the first two (2) months of rendering satisfactory service. Only those periods that will not be detrimental to or disrupt the regular operation of the District programs will be granted.

Request for Vacation and/or Leave

Requests for vacation and or other special leave should be submitted to your administrator on a [Request for Special Leave form 65-420](#) as soon as possible, but no later than ten (10) working days in advance. When possible, vacation periods will be assigned in accordance with employee requests taking operating requirements into account. For full time employees, a maximum of one year's allotment of vacation may be carried over to the following year. In general, part-time employees will receive compensation for unused vacation days on the June paycheck. Part-time employees who wish to carry over unused vacation days must submit a request in writing to their supervisor for notification to Business Services on or before June 1 of each year.

Your supervisor is not capable of granting an unpaid leave of absence. Employees who work during the student school year are expected to provide service during that time and unpaid vacation is not allowed. However, there are times and circumstances that may warrant occasional granting of unpaid time off during the school year. An employee may apply for unpaid personal leave which is not covered by employee association contracts, to the Board of Education. A [Request for Special Leave form 65-420](#) must be submitted to the immediate supervisor, along with a written explanation outlining the reason. It is the supervisor's responsibility to recommend that the leave be approved or denied based on workload considerations and the instructional needs of students who may be affected by the employee's absence.

If the supervisor recommends that the unpaid leave be approved, all appropriate sources of paid leave (including vacation) must be exhausted before unpaid personal leave will be considered.

Except in emergencies, or if granted as a condition of employment, probationary employees may not be granted unpaid leave. An employee is never authorized to cease working for personal reasons at their own discretion.

Final approval for all unpaid leave will be at the discretion of the Board of Education, Superintendent, or designee.

Section: Employee Information

Leaves

Sick Days

Certificated employees working five (5) days a week shall be entitled to ten (10) sick days per school year. *Part-time certificated employees* shall be entitled to a prorated amount of such sick leave.

Twelve month classified employees are eligible for (12) sick days each year. All other classified employees working less than full-time shall be entitled to sick leave in the same ratio that his/her employment bears to full-time employment.

Sick days are calculated by fiscal year (July 1 – June 30). Documentation of medical impairment is required for absences of two weeks or longer, although management reserves the right to request medical documentation at their discretion for absences in duration of *three* days or longer.

Note: *Employees may use personal sick leave for the illness of the employee's child, parent, spouse, registered domestic partner or domestic partner's child up to the amount of sick leave that would be accrued during six months. (Labor Code 233) Any sick leave used for this purpose will reduce the employee's available sick leave balance and must be submitted on a [Request for Special Leave form 65-420](#).*

Employees will not be paid for any unused sick days. However, unused sick days shall be accumulated from year to year. Employees will not be paid for earned but unused sick days upon termination.

Long-term Leave Because of Illness or Accident (certificated)

Effective January 1, 1999, Ed Code Section 44977 provides that each certificated employee who is absent for an extended period of time because of an accident or illness will be allowed to use sick leave, and then be entitled to 50% of their salary for a five-month period. Earned sick leave, accumulated sick leave and the five-month period of half-pay (100 days) will run consecutively. Certificated employees are entitled to only one five-month period of half-pay for the same accident or illness in that five-month period. If half-pay is not exhausted, it can be carried over into the next school year if the disabling condition continues.

Long-term Leave because of Illness or Accident (classified)

Classified employees absent for an extended period of time due to accident or illness will be allowed to use sick leave. After all paid leave has been exhausted; the employee is entitled to receive pay at 50% for a period of up to 100 days in compliance with Ed Code 45196. Earned sick leave, accumulated sick leave and the 100 days of half-pay, will run consecutively and 100 days of 50% pay will be allowed for the same accident or illness. If the 100 days is not exhausted, it can be carried over into the next school year if the disabling condition continues.

Employees may purchase an optional disability plan that will pay an additional daily amount for the period of the disability. More information on this optional benefit is available through the Human Resources Department.

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Personal Days

Employees may use up to (8) days of their accrued sick leave during each year for reasons of personal necessity. Employees should review their association contract to understand the purposes and requirements for using personal necessity days. Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, no such leave shall be granted for purposes of earning other income, participating in concerted activities, or to extend a vacation or holiday. The Superintendent or designee shall have final discretion as to whether a request for additional days reflects true personal necessity.

Employees must request advance permission for personal necessity leave, except in urgent situations such as the death or serious illness of a member of the immediate family or an accident involving the employee's person or property or the person or property of a member of the immediate family. When prior approval is not required, the employee shall make every effort to comply with District procedures designed to secure a substitute, if necessary, and shall notify the immediate supervisor of the expected duration of the absence. A [Request for Personal Necessity Leave form 65-103](#) must be submitted to the immediate supervisor as soon as practical prior to the beginning date of the leave, or in the case of an emergency, immediately upon returning to work.

Maternity / Parental Leave - California Family Rights Act (CFRA)

Employees requesting a leave for the purpose of childbirth must complete and submit to their supervisor a [Request for Special Leave form 65-420](#) for **long-term illness** and attach a physician's statement. The disability period will be determined by your physician. During your disability, all available sick pay will be exhausted first before half-pay begins and will continue for (6) weeks for a regular birth and up to (8) weeks for a caesarian birth.

If requested, **Parental Leave** will begin (6) or (8) weeks after the birth of the unit member's child or placement of a child for adoption or foster care within one year of such birth or placement. Parental leave shall not exceed twelve (12) workweeks in any twelve (12) month period. Unit members shall use current and accumulated sick leave for parental leave. When a unit member has exhausted all current and accumulated sick leave and continues to be absent due to parental leave under the California Family Rights Act (CFRA: Govt. Code Section 12945.2), s/he shall be entitled to 50% pay for any of the remaining twelve (12) workweek period. In order to be eligible for leave under the CFRA, the employee MUST have worked for the District for a minimum of twelve (12) months.

Jury Duty

Employees shall be granted leave with pay to appear in court as jurors and may be granted leave to appear in court as witnesses other than litigants. (Education Code 44036, 44037)

The employee shall turn over to the District any jury or witness fees received. (Education Code 44036) Notice, summons, and subpoenas for court appearances must be submitted with the [Request for Special Leave form 65-420](#) to Human Resources prior to reporting to court.

Jury Duty (continued)

When jury duty has been completed, you must submit your court timesheet to the payroll department in order to validate your service and have your jury duty processed through our payroll system. The District continues to pay your salary for the days you serve on jury duty if it is during your work year. Jury duty can be deferred and rescheduled during your time off. Refer to your association contract for details.

Bereavement

Employees are entitled to five days of leave upon the death of any member of the employee's family (*refer to employee association contracts to identify covered members*). No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (*Education Code 44985, 45194*)

The employee may request that bereavement leave be extended under personal necessity leave provisions by completing a [Request for Personal Necessity Leave form 65-103](#). The form must be submitted to the immediate supervisor and forwarded to Human Resources for approval. (*Education Code 44981, 45207*)

At his/her discretion, the Superintendent or designee may grant additional unpaid bereavement leave by completing a [Request for Special Leave form 65-420](#).

Family Care and Medical Leave (FMLA)

Note: Health Benefits will continue if the employee was in a benefit status at the time of the leave.

The Board of Education shall grant family care and medical leave to eligible employees in accordance with the current state and federal law. (District Policy 4161.8) An employee may request up to 12 weeks of unpaid leave for the following reasons: to care for a spouse, child or parent with a serious health condition. Employees requesting FMLA for a serious health condition which make him/her unable to perform job; or for the birth or placement of a child for adoption or foster care within one year of such birth or placement; may be eligible for up to 12 weeks of paid leave. Employees taking this leave shall be reinstated in the same or a comparable position upon returning from family care leave, except as allowed by law. To be eligible, employees are required to have completed more than 12 months of continuous service with the District; and work 1,250 hours or more per work year (certificated: full contract and/or share contract). If an employee separates from service after attaining more than one year of continuous service and is subsequently re-employed by the District, the employee is not eligible for family care and medical leave until s/he completes another year of service.

Each category of leave is for a specific purpose and is governed by policy, Education Code, and/or association contract and is contingent upon submitting the proper request and / or approval.

It is important to remember that nearly all leave requires advance approval from your supervisor and the Assistant Superintendent of Human Resources; and in some cases by the Superintendent and / or Board of Education.

It is your responsibility to make sure that the appropriate request form is completed timely to allow sufficient time for the approval process; site or program coverage; and to request additional information if required.

Section: Employee Information

Your Pay

Pay Raises

Pay raises are not merit or performance based. Pay raises are granted through Board approval. Step increases are automatically effective July 1.

Salaried Employees or Extra Time

- Prior approval from your site administrator / supervisor before working any extra time is required.
- Timesheets must be completed with name employee identification number.
- Record hours for all time worked on the timesheet provided at your site / department office.
- Have the site administrator or supervisor sign your timesheet.
- Submit timesheet to the payroll department for payment when the pay period is over.

Compensatory (Comp) Time / Overtime

- Prior approval by site administrator / supervisor before earning comp time is required.
- Compensatory time off records shall be maintained in the appropriate school or department office when time is accrued or used, and shall bear the date and initials of the supervisor and employee.
- Compensatory time must be mutually acceptable to the employee and their immediate supervisor, and shall be used within twelve (12) months of accrual.

Section: Employee Information

Benefits

Social Security (classified employees working *four* hours or more per day)

Social Security is more than a paycheck deduction. It offers financial security for you and your dependents. Although this is a federally established program, it is your contributions, and ours, which pay for this benefit. For the duration of your employment, both you and the District contribute funds to the Federal government to support the Social Security program. This program is intended to provide you limited income and/or medical coverage once you reach retirement age.

**3121 Alternative Social Security Plan
(Classified employee working *less than four* hours per day)**

The 3121 Plan is an alternative to Social Security for unit members who work less than four (4) hours per day and are not qualified to participate in the California Public Employees Retirement System "CalPERS". The 3121 Plan shall be administered by the San Diego County Office of Education Fringe Benefits Consortium and shall replace Social Security payroll deductions and District contributions (*see Employee Information - Planning for Retirement*).

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Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy provided at no cost to you. If you are injured on the job, no matter how slight, report the incident immediately to your administrator. We ask for your assistance in alerting management to any condition which could lead or contribute to an employee accident. Should you desire to be treated by your personal physician, you must complete a ["Workers' Compensation Pre-designation Form"](#) prior to sustaining an injury.

Health and Welfare Benefits

Santee School District provides employee medical insurance, dental coverage, life insurance and vision care to all non-management certificated employees; management/confidential employees; and classified employees working more than 20 hours per week. Other options, such as extended care, legal services, and disability plans may be purchased by the employee. Voluntary plans are available at initial employment with the District; some are available during Open Enrollment; and some plans can be obtained throughout the year, subject to insurability.

With the exception of the following conditions listed below, changes to health plans may be made only during open enrollment:

- Marriage or Divorce
- Birth of an eligible dependent
- Death
- Job change (new job or loss of job which effects benefit coverage)
- Ineligibility of a current dependent due to age, or marriage

All changes outside of open enrollment must be made within 30 days of the qualifying event. For more information, contact our Benefits Technician at (619) 258-2313.



Section: General Information

Other Things You Need To Know

COBRA (California Omnibus Budget Reconciliation Act of 1985)

Beginning on October 1, 1987, a new law termed "COBRA" governs insurance coverage for those who would otherwise become ineligible. This includes those who have experienced such "qualifying events" as:

- a) Loss of coverage because of a reduction in hours or termination of employment for other than gross misconduct;
- b) Loss of coverage for the spouse of an employee because of the above; or because of death, divorce or legal separation from the employee, or of the employee's eligibility for Medicare;
- c) Loss of coverage for a dependent child of an employee because of a), or b), or because s/he has ceased to be a "dependent child" under the plan.

Since COBRA eligibility by law involves very strict application and notification requirements, you should contact the Human Resources office as soon as you think a "qualifying event" may occur. If your employment with the District ends, you will be notified automatically of your COBRA rights.

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Changes in Personal Data

We need to maintain up-to-date information about you so we will be able to aid you and/or your family in matters of personal emergency. It will also help prevent any delays in processing the necessary paperwork that may affect your payroll activity. Personal information changes can be submitted on a [Notice of Change Form 64-611](#) available at your school, the District Office, or on the Human Resources website.

- Name change (Human Resources must verify the new social security card and submit a copy to the County Office of Education)
- Change of address / phone

Other common changes are:

- Emergency notification (contact Human Resources)
- Marital status, tax withholding (W-4 forms found on the payroll website)
- Beneficiary forms (contact Human Resources)
- Add/Delete insurance dependents (contact Human Resources)

Please notify the Human Resources Office as soon as possible regarding any changes to your personal information on record.

Mileage

Some positions in the District require an employee to travel to different job sites, or to travel outside the District in the regular course of their job. In some cases, the employee is provided with a District-owned and maintained vehicle; however, there may be times when an employee must use his/her vehicle. For such authorized travel, the employee is reimbursed within the IRS guidelines.

To claim mileage, you must:

1. Travel for approved purposes; *and*
2. Complete the appropriate mileage expense claim form; *and*
3. Submit the form to your administrator for approval.

[Mileage Expense Claim Form 64-552](#) can be found on the Business Services website.

Personal Telephone Calls

School and District Office telephones are maintained for the primary purpose of conducting school business. Occasionally, it may be necessary for you to make a personal call and conversations should be as brief as possible. Personal long distance phone calls are to be paid for by employees by using their personal calling card. Cell phone use should be only during break time. Flexibility will be provided in circumstances demanding immediate / emergency attention.

Section: General Information

Read All About It

District Websites

District departments and school sites maintain web pages with up-to-date information and news. Many times questions about a process or procedure can be answered by accessing these sites. The District web page is located at <http://www.santeesd.net>.

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Bulletin Board

Information of interest and importance to you is regularly posted on a certificated and a classified bulletin board at your site. We suggest you look at it regularly to keep up with what is happening.

Mail Boxes

Please check your personal mailbox on a regular basis. Clean it out periodically in order to keep only up-to-date information in the box at all times.

E-mail

Santee School District has provided an E-mail account for every employee working in the District. Utilizing this valuable technology tool allows the District to notify employees of important information expeditiously and eliminates time consuming distribution of printed materials or informational postings. Your email account is active and computer access is provided at all school sites and departments.

It is the District's expectation that employees check their email accounts daily for notices concerning District operations, important announcements, and requested information that requires a response in a timely manner.

If you need assistance accessing your email account or locating computer availability, please contact your school / department secretary.

Voice Mail

If you have a phone number listed to you, you will have voice mail capabilities. Make sure to check your voice mail at least once per day for messages from staff and/or parents. Important messages need to be responded to in a timely manner.

Custodial Needs

The work of the custodians in protecting the health of everyone in school makes their job one of utmost importance. Cooperation of all staff members with the custodial staff in keeping the school or environment clean and safe will be appreciated. If you have suggestions about the way your room or area is being cleaned, please refer them to the principal or administrator, not directly to the custodial personnel.

Access to Rooms

A teacher must be present when students are using a room or building of the school. Students or unauthorized personnel are not to be loaned keys. Rooms of the school are not to be unlocked for any reason without the knowledge of the teacher or employee responsible for the room. Duplicate and additional keys are to be secured through the principal. Only designated personnel are to have keys made for any lock in the school system.

**DO NOT LET CHILDREN, PARENTS, OR OTHER NON-EMPLOYEES HAVE KEYS.
DO NOT UNLOCK DOORS TO OTHER TEACHERS' ROOMS AT THE REQUEST OF
STUDENTS OR OTHER NON-EMPLOYEES.**

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Section: General Information Site Security is Everyone's Responsibility

Money in School Buildings

All money collected shall be receipted, accounted for, and directed without delay to the proper location for deposit. In no case shall money be left overnight in schools. Check with your school office or the Business Services department for appropriate procedures. Misuse of student funds can jeopardize your employment and your credential.

Safety

Safety of the children under our supervision is of prime importance. It is your responsibility to report any unsafe situation to your administrator. Prompt attention to safety issues may prevent problems. In Santee we strive to provide a safe working environment for both students and employees. No employee shall be reprimanded or discriminated against as a result of reporting any condition believed to be a violation of State or Federal law or agency regulation. The District provides all safety equipment necessary to permit employees to perform assigned duties safely. It is your responsibility to use any safety equipment, clothing, or procedures on the job as you have been instructed. Within two weeks of hire, your administrator will be reviewing your site safety procedures that will include playground rules, earthquake, and fire drill routines. Additional training such as blood borne pathogens, child abuse prevention, and sexual harassment prevention will be provided annually.



Safety can only be achieved through teamwork. You must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your administrator of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your administrator immediately.
2. The use of alcoholic beverages, tobacco products, illegal drug substances or the abuse of legal prescription drugs during working hours will not be tolerated. The possession of alcoholic beverages or illegal drug substances on the District property is forbidden.
[\(BP 4020, Drug-Free Workplace\)](#)
3. Use, adjust, and repair machines and equipment only if you are trained and qualified.
4. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the proper safety procedure, don't guess, ask your administrator.
6. Know the locations, contents, and use of first aid and fire-fighting equipment, including AEDs (automated external defibrillators).

A violation of a safety precaution is in itself an unsafe act. It is your responsibility to become familiar with emergency procedures.

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Employee Assistance Service for Education Program (EASE)

Through the umbrella of San Diego County School Districts' joint consortium or "JPA", employees are eligible to contact the professional staff of the Employment Assistance Service for Education Program ["EASE"] for help with personal or family problems. The counselors help assess the problem and, if necessary, refer the employee to appropriate community resources or programs. All information shared is confidential and no report is made to the District as to contents or possible referrals. Call 1-800-722-EASE for confidential assistance.

Personal Property – Board Policy [3320](#) / Administrative Regulation [3320](#)

Any and all claims for money or damages against the District shall be presented to and acted upon in accordance with Board policy and administrative regulation. For additional information, contact the Business Services department.

Section: District Policies

Pertinent Policies

Harassment

The District recognizes harassment of any kind (i.e. race, gender, religion, age, gender orientation, etc.) is a violation of both federal and state employment discrimination laws and will not tolerate such conduct.

Prohibition of Sexual Harassment - Board Policy [4119.11](#); [4219.11](#); [4319.11](#)

The Governing Board prohibits sexual harassment of District employees and job applicants. The Board also prohibits retaliatory behavior or action against District employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

The District recognizes that harassment on the basis of gender is a violation of both federal and state laws. The District will provide to all employees a work environment free from sexual harassment and will not tolerate such conduct on the part of any employee. Sexual harassment includes acts by males against females, females against males and between members of the same gender.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

- Providing training to employees in accordance with law and administrative regulation;
- Publicizing and disseminating the District's sexual harassment policy to staff;
- Ensuring prompt, thorough, and fair investigation of complaints; and
- Taking timely and appropriate corrective / remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments.

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Section: District Policies

Definitions of Sexual Harassment

Generally, courts recognize two types of conduct as constituting sexual harassment. "Quid Pro Quo" ("this for that") sexual harassment is considered to have occurred when a person in a position of authority makes another individual's educational or employment benefits conditional upon that other persons' willingness to engage in unwanted sexual behavior (e.g., promising a promotion). "Hostile environment" sexual harassment on the other hand, is conduct by the perpetrator that is so severe, persistent, or pervasive that it creates a hostile, intimidating, or abusive educational or professional environment. Sexual harassment also covers retaliatory behavior against a complainant, witness, or other participant in the complaint process.

Forms of Sexual Harassment

- Verbal harassment, such as derogatory comments, jokes, slurs, whistling, or leering;
- Physical harassment, such as unnecessary or offensive touching, pinching, patting, grabbing, or impeding or blocking movement; and
- Visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures.

Complaint Procedure

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. Any District employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant, or a student; shall immediately report the incident to his/her supervisor, the principal, District administrator, or Superintendent. A supervisor, principal, or other District administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with District policy. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint. The District will promptly investigate any complaints of sexual harassment and will take immediate action to resolve such complaints. No individual should suffer reprisals for reporting incidents of sexual harassment or making complaints, unless such incidents are known by the complainant to be untrue.

Disciplinary Actions

Any District employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a District employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

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Any employee who is found to be responsible for sexual harassment will be subject to appropriate discipline, including dismissal. The severity of the disciplinary action will be based upon the circumstances of the infraction. In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be investigated.

In addition to District sanction against employees who engage in sexual harassment, Government Code 12940 provides that such employees may be held personally liable in a court of law for any damage to the victim(s).

Section: District Policies **Drug Free Workplace - [BP 4020](#)**

The Board of Education believes the maintenance of a drug-free workplace is essential to promoting quality school District operations. Accordingly, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited in the workplace. Employees who violate these prohibitions shall be disciplined, including the possibility of termination, or required to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.

In considering disciplinary action, the Board's decision shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and District policies and practices.

As a condition of employment, each employee agrees to abide by the terms of this policy. It will be each employee's responsibility to notify the school District within five days if he or she is convicted of a criminal drug violation which occurred in the workplace.

The Board directs the Superintendent to develop procedures needed to implement this policy and comply with requirements of the Drug Free Workplace Act of 1988 as it may be amended from time to time.

Internet and Information Systems Contract –Technology Acceptable Use - [BP 4040](#)

Upon initial employment, you will be required to read and sign the **Staff Member Consent and Waiver for Internet/District Network Access and Use of District Technology Equipment, [E\(1\) 4040](#)**. Access to the District computer network for electronic mail, the internet, and other information systems is a privilege, not a right. This access is limited and is subject to District policies, rules, regulations, and restrictions, as they may be adopted and amended from time to time. When using the District's computer network, activities must be in support of education and research, and consistent with the educational objectives and rules and regulations of the District.

Smoke Free Workplace

The Santee School District is committed to providing a safe and healthy environment for employees, children and visitors. Therefore, smoking or use of any tobacco products is not permitted on District property.

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This employee handbook is the property of the Santee School District.

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