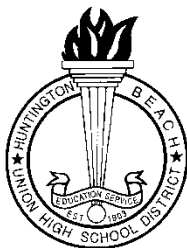


Classified Employees Handbook (limited term)

Huntington Beach Union
High School District
5832 Bolsa Avenue
Huntington Beach, CA 92649
Human Resources—Classified
714-903-7000 ext. 4225
www.hbuhsd.org



*This handbook has been prepared for
classified limited-term employees
of the Huntington Beach Union High School District.
October 2007*

FOREWORD

Welcome, substitute classified employee! This booklet has been prepared for you as an employee of the Huntington Beach Union High School District. The information is based on practices in use at the time of printing. If you have any questions after reading it, please contact the Human Resources Office at 714-903-7000, x4225 or x4221.

MISSION STATEMENT

The mission of the Huntington Beach Union High School District is to ensure all students learn and achieve to their maximum potential in a supportive and innovative environment that develops creative, responsible and productive individuals prepared to meet the challenges of the future.

SUBSTITUTE RESPONSIBILITIES

**** IF YOU ARE CALLED TO SUB, BE SURE YOU...***

1. Understand where and when to report.
2. Identify yourself to the receptionist or department upon arrival by showing your district ID card.
3. Arrive early.
4. Clearly understand what you are to do. If it is not clear, please ask.
5. Fill out a timecard for the number of hours you worked each day and give it to your supervisor.

WALK ON COACH/EXEMPT EMPLOYEE RESPONSIBILITIES

1. Ensure that you receive full clearance from Human Resources Classified, prior to working on campus.
2. Understand where and when to report.
3. Show your Identification Card to your supervisor to indicate clearance.

ABOUT THE DISTRICT

The Huntington Beach Union High School District (HBUHSD) was originally founded in 1903 as Los Bolsas High School District. Today, the 52-square mile district serves the communities of Fountain Valley, Huntington Beach, and Westminster, meeting the educational needs of close to 15,500 high school students in six comprehensive high schools, one continuation school, and one adult-ed/ alternative high school. The Adult School serves approximately 4,700 students. The district employs approximately 1,400 full- and part-time regular employees. This includes over 700 certificated and nearly 700 classified employees.

The Huntington Beach Union High School District serves students in grades nine through twelve. The district receives students from four "feeder" elementary districts (grades K-8), each having its own governing board.

The main function of a good school district is to provide quality education. The Board of Trustees believes in high academic standards. Students must pass a series of exams based on state regulations before they graduate from high school. HBUHSD also offers a wide variety of courses in magnet programs and special academies.

BOARD OF TRUSTEES

The Board of Trustees (the governing board) has five elected members, all living within the district. They are volunteers; responsible citizens who set the broad operating policies which are administered under the direction of the Superintendent.

PERSONNEL COMMISSION

The Personnel Commission is a three-member appointed body which looks after the public's interest regarding the employment, promotion, and management of classified employees on the basis of fairness and merit. One commissioner is appointed upon the recommendation of classified employees, one by the Board of Trustees, and the third is selected by the other two. All commissioners are volunteers.

CLASSIFIED PERSONNEL

The classified personnel of the district are employees in positions which do not require credentials (licenses to teach). There are 135 different kinds of "job classifications," divided into areas of service:

Clerical
Guidance Service
Information Services
Fiscal
Food Service
Instructional Support
Maintenance
Electronic/Technical
Services

Operations
Public Safety
Purchasing
Reprographics
Secretarial
Transportation
Vehicle Maintenance
Management/Confidential
Warehouse/Receiving/
Delivery

CERTIFICATED PERSONNEL

Certificated personnel are people assigned to positions requiring an administrative or teaching credential and include such support personnel as librarians, psychologists, and school nurses.

MANAGEMENT/CONFIDENTIAL PERSONNEL

The management and confidential personnel are those who occupy administrative positions at the school or district level and secretarial personnel who have access to confidential information directly related to employee negotiations.

SALARY INFORMATION

Substitute and exempt classified employees will be issued a blank timecard in order to record all time worked. All substitute classified employees will usually be paid at the hourly rate on the first step of the salary range for the classification.

Paychecks are available on the 10th of the month only and may be picked up in the Payroll Department at the District Office at 5832 Bolsa Ave., Huntington Beach. If the 10th falls on a weekend or holiday, paychecks are available the previous business day. Payroll Department office hours are 7:45a.m.-4:30p.m. Paychecks not picked up will be mailed out the following business morning. For questions regarding paychecks, call 714-903-7000, x4360.

Walk-on coaches are paid in a lump sum for a specific assignment. Talk with the athletic director to find out if you are paid at the end of the season or more frequently.

WORK HOURS

Substitute classified employees who work an 8-hour day are entitled to a non-compensated, 30-minute duty-free lunch period or as otherwise set by the supervisor. A normal 8-hour shift includes a 15 minute break in the mid-morning and afternoon.

Substitute classified employees who work four consecutive hours or more per day shall normally receive a scheduled 15-minute rest period for each four consecutive hours of service. A non-compensated lunch period of not less than 30 minutes shall be provided employees who work at least five consecutive hours in a workday.

NIGHT DIFFERENTIAL

Substitute classified employees who work one-half or more of their time between the hours of 5 pm and 7 am shall get a night differential of one salary range (approximately 5 percent).

SICK TIME

Substitute classified employees who will be absent due to illness must call their supervisors prior to the start of the work-day. Substitute classified employees are paid only for hours worked and therefore do not receive sick time.

WALK ON COACHES

Walk on coaches are paid for the completion of a job and therefore do not receive lunch breaks, night differential, nor sick time.

RETIREMENT BENEFITS

PARS-ARS

As substitute, exempt, and extra assignment classified employees are generally not eligible for the California Public Employment Retirement System (Cal PERS), they will be enrolled in the Public Agency Retirement Services, Alternate Retirement System. (PARS-ARS). Each pay period, 6.20 percent of the total salary will be deducted and deposited into an individual's PARS-ARS account. The district contributes to this account. Upon separation from employment with the district, PARS-ARS will be notified, and a refund will become available. *Social Security is not deducted for substitute, exempt, and extra classified employees.*

CalPERS

If substitute classified employees work more 1,000 hours in the fiscal year (July 1-June 30), they will automatically be enrolled in the California Public Employees Retirement System (CalPERS). Employees contribute 7 percent of their pay into their CalPERS, while the district contributes to this account as well.

EMPLOYEE RELATIONS

NON-DISCRIMINATION

One of the district's traditions has always been its policy of treating people with respect, dignity, and understanding. The district does not discriminate on the basis of race, creed, religion, ethnic origin, age, sex, disability, or sexual orientation. The district maintains a workplace that is free from drugs, tobacco, and sexual harassment.

ATTENDANCE

Regular attendance is a must in order to conduct the business of the day. Being on time for work is also required. If there is a need to make a temporary change in the work schedule, employees should contact supervisors as soon as possible.

PERSONAL CONDUCT AND APPEARANCE

Personal conduct and appearance will reflect upon you, your school or department, your district, and your work. Neat appearance, pleasant personality, and good character can be a real credit. Your own good judgment will be your best guide, but here is what the district expects: Appropriate clothing is required. Hats, gang-affiliated attire, and revealing clothing are prohibited. Clothing advertising alcohol or drugs are not permitted. Shoes must be worn at all times in the classroom and on campus. It is also understood that the district prohibits any staff member from dating students or participating in social activities with students.

PRIVACY NOTICE - INTERNET

In response to inquiries and concerns about use of the Internet, the District wishes to provide the following notice to all employees:

Please be aware that user data and communications, including e-mails, transmitted over the computer system or contained in any part thereof are not private or subject to privacy protections. This condition includes use of the District server even if accessed after hours or from locations outside the District. The District reserves and shall have the right to monitor all aspects of the District computer system. While incidental personal use may from time to time occur and is permitted so long as it does not interfere with timely job performance, it should be kept in mind that employees should not consider such use to be confidential.

EMERGENCIES

Learn as soon as possible from your supervisor what to do in emergencies involving pupil or employee accidents, disasters, civil defense, vandalism, fire, or loiterers on or near school grounds.

DISTRICT PROPERTY

Supplies and equipment are for district business only. Good care and proper handling of expensive equipment will prolong its life.

PARKING PERMITS

Parking at all schools is in the regular staff area or in the visitor area. A parking permit will be issued on the first day of assignment by the Administrative Office at each site. Parking permits hang from the rear view mirror with the lettering facing forward. If the permit is lost, stolen, or worn out, please report the situation to the issuing office.

PERSONAL MAIL AND CALLS

Take care of your personal correspondence away from the office and have all personal mail sent to your home. Incoming personal calls should be for emergencies or brief informational messages. Outgoing personal calls should be made on public phones or a personal cellular, so that no business lines are tied up with private calls.

ADDRESS/PHONE CHANGES

Any changes in your personnel records, such as address, phone number, or number of dependents must be reported to Human Resources, Classified, as they occur.

CONFIDENTIAL INFORMATION

Do not discuss school matters outside your job or repeat confidential or personal information. Even if items are public matters, such information should be given out by a specific office or personnel. Requests for personal information about students should be referred to an administrator.

SAFETY

The well-being of all employees, students, and the public is of prime interest to the district. Every precaution is taken to be sure the schools and job sites are safe, however, these measures are worthless without your cooperation. Safety depends on you, every hour, every day.

IF YOU ARE INJURED

If you are injured, no matter how slightly, report the accident immediately to your supervisor who will take a written report and see that you receive medical attention. Any injury to a student or visitor should receive the same prompt attention. Any compensable injury is automatically protected by the Labor Code and entitled to workers' compensation benefits. California law provides certain benefits to employees who incur a job-related injury.

SUBSTITUTE CLASSIFIED EMPLOYEE LISTS

Whenever necessary in any class, a list for substitute assignments may be established and maintained. Selection of candidates for the list shall be made from an eligibility list for a class in order or rank on lists and the willingness of the candidate to accept employment (EC 45286).

Acceptance or rejection of assignment shall not affect the eligibility of any applicant for a regular appointment when the applicant's name is reached on the eligibility list. All employees whose eligibility for regular employment expires shall retain their substitute status provided they have maintained satisfactory service reports. However, no one shall remain on a substitute list for more than one year after the termination of his/her last substitute assignment.

Any employee may be dismissed from substitute status for any reason and shall have no right of appeal. Substitute employees are considered at-will and may or may not be called depending on the needs of the district.

Substitute status does not guarantee the right to regular status if the position becomes available.

WELCOME TO HBUHSD!

Huntington Beach Union High School District is a great place to work! We appreciate the assistance you give us. Please feel free to call us (714-903-7000, x4225) if we can be of help.