

JEFFERSON ADULT EDUCATION

Jefferson Union High School District



ADULT SCHOOL EMPLOYEE HANDBOOK

July 2018

This Handbook belongs

to: _____

RECEIPT & ACKNOWLEDGEMENT

I acknowledge receipt of this Employee Handbook. I agree to familiarize myself with the information in the handbook and to observe the procedures set forth herein.

I understand further that the contents of the Handbook do not form a contract between the Jefferson Union High School District Jefferson Adult Education Division and me, but serves as a general statement of the District's guidelines. I also understand that these guidelines may be changed, rescinded or may be added to at any time, or practices described herein from-to-time changed without prior notice.

WELCOME

Welcome to our Jefferson Adult Education community. The Adult School staff are here to assist you in every way possible.

EMPLOYEE HEALTH AND WELFARE BENEFITS

Article XVII Adult Ed Contract/ Article XIII BISS Contract.

Contract is available on the JUHSD Website under Human
Resources Department

Jefferson Union High School District offers medical, dental, and life insurance (for full-time teachers (24 hours or more) and classified employees who work more than 3¾ hrs/per day). Also included is Long-term Disability for full-time employees, Workers' Compensation, and Medical/Dependent Care reimbursement plans. See contract definitions for full-time employees. The following are benefits offered by the Jefferson Union High School District.

Medical

Flex Plans

Retirement Plans (additional out-of-pocket)

(*) Dental

(*) Accidental Death & Dismemberment

(*) Life Insurance

Additional benefits information can be addressed to the Adult School Director or Administrative Assistant. More detailed benefits information is listed in the Adult Certificated Teacher Contract and the BISS contract for classified employees.

(*) Premiums paid by District

HEALTH BENEFITS

Health benefits is one of the most important benefits offered to the employee by the District.

Certificated employees working 24 hrs/wk or more and full-time classified (37½ hrs/wk) are eligible for full medical benefits with employee contribution as listed in the respective Adult and BISS Contracts. Those teaching 14 hours, but less than full-time, are eligible for pro-rated medical benefits. Classified employees working 3¾ hrs/per day but less than full-time (7½) are also eligible for pro-rated benefits. The following are the medical benefits currently offered by the Jefferson Union High School District.

MEDICAL:

Kaiser

Blue Cross

Vision

Delta Dental

ASSIGNMENT LETTERS

Assignment letters for the upcoming semesters or summer sessions are distributed or mailed to all employees at least four weeks in advance of the upcoming session.

These assignment letters are provided to give staff the opportunity to arrange their personal time off prior to the start of or during their assignment schedules. We expect that staff will arrange personal time off and/or vacation prior to the start of the semester assignment and not during the assignment period.

Unexpected illnesses or emergencies cannot be predicted. However, vacations, personal days off and non-accident/illness absences from your pre-determined assigned workday must first be **pre-approved** by the Director. If more than one (1) day, requests must be made in writing via hard copy or email.

Vacation requests during your pre-assigned schedule may not be granted.

ATTENDANCE

Attendance and punctuality are important to the efficient day-to-day classroom function and the teachers' respective assigned teaching/work schedules. This also sets an example for students.

All employees must call the Adult School office if they will be late or absent. Employees are required to call **each day** while they are absent and/or have someone else call for them if incapacitated. Absent/late employees are required to call and/or email **both** the Director and the Administrative Assistant (650) 550-7890 **before 8 a.m.**

DISTRICT SCHOOL HOURS

The High School District office hours differ slightly from that of the Adult School as do the start and end times for the district high schools. The hours differ during the fall and spring semesters as do the Adult School hours. Check with the Adult School Office for an exact schedule. Summer session hours may also differ.

ABSENCES

Refer to the District's Union Contract (AFT Local 1481).
Contracts between AFT and JUHSD are available on the
JUHSD.net website under Human Resources Department.
You can check on the types of leaves covered in the
contract.

(*)

- ♦ Family Leave
- ♦ Bereavement Leave
- ♦ Vacation Leave
- ♦ Sick Leave
- ♦ Compensation Leave
- ♦ Industrial Accident and Illness
- ♦ Personal Necessity Leave
- ♦ Military Leave

Bereavement Leave:

An employee is entitled up to three (3) consecutive days of paid bereavement leave per year. If out-of-state travel is required, two (2) additional days of leave may be granted.

Jury Duty:

The District agrees to grant to members of the bargaining unit, when called for jury duty in the manner provided by law, leave of absence without loss of pay for time the employee is required to perform jury duty during the employee's workday. Employees, so called for jury duty, must notify the Director of service date(s) upon receiving said notice from officers of the court.

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Employees must provide verification of jury duty prior to or subsequent to providing jury duty compensation. Proof of Service is obtained from the Jury Commissioner's Office where an employee has served. The employee shall not be required to return to work when jury duty service exceeds over one-half of the employee's normal workday. The employee is required to call in daily to advise if they will be required to serve and for what length of time. Classified employees are required to fill out an Absence Statement form for every absence regardless of the reason. Absence Forms may be obtained from the Adult School Administrative Assistant.

(* Refer to Union Contract for Adult Certificated (Article XX) or BISS contract (Article X) regarding Leaves of Absence.

SUBSTITUTE REQUESTS

All teachers are required to advise the Adult School Office immediately when requesting a substitute teacher. If a teacher arranges for a substitute directly, the requesting teacher must also notify the Adult School Office (**Director and Administrative Assistant**) in writing (via email) as to the name of the substitute, the class (a.m. or p.m.), and the times and date(s) the substitute will cover.

If a teacher is unable to arrange directly for a substitute, the Adult School Office will try to arrange a substitute for you.

We ask that as much notice be given whenever possible. It is extremely difficult to find a substitute when given short notice. Receiving a call on Sunday evening for example, for a substitute for the following morning is virtually impossible and terribly inconvenient. Of course, we are aware that emergencies and sudden illness can occur.

All substitute requests must be in writing (email is OK) to the Director and Administrative Assistant.

EXPENSE REIMBURSEMENT

When requesting reimbursement for any out-of-pocket expenses, an Expense Voucher Reimbursement form must be filled out and signed with the original receipt(s) attached for approval/signature by the Director. The expense reimbursement forms are available in the Adult School Office and online at: www.jeffersonadulthood.net or www.juhsd.net—select the “*For Staff*” tab.

Your reimbursement will be provided within 30 days or less of submission to the County for reimbursement.

TRAVEL

Approved travel outside of the normal scope of your job will be reimbursed for mileage. The Expense Voucher form must be filled out together with the Google map direction printout verifying the distances traveled and submitted to the Director for approval/signature. Reimbursement will be provided within 30 days or less of submission to the County for reimbursement.

MEETINGS/SEMINARS

Attendance at special out-of-office meetings or attending conferences or seminars out of the office require prior approval by the Director. The Professional Development Request form must be completed and submitted to the Director for approval. The form is available on the Adult Education and on the JUHSD websites under the “**For Staff**” tab.

Expenses during such travel will be reimbursed and must be submitted on the Expense Voucher form together with all original receipts attached. Per Diem is included on the Expense Voucher Form.

Meetings called by the director that are outside of regular work schedule are paid at the employees’ regular rate. Release time is provided for conferences for time that occurs during an employee’s regular work hours. Conferences are considered part of an employee’s professional growth. Time outside of regular working hours is unpaid. This includes lunch unless it has been specifically indicated as a “working lunch”.

PAYROLL

Payroll checks are generally distributed the last workday of the month. Certificated employees are paid in arrears—current month's compensation represents hours taught the previous month. Classified employees are paid through the end of the current month. Adjustments after payroll has closed are adjusted the following month.

Payroll checks are forwarded to the respective school/office the employee is assigned to and the Principal's Administrative Assistant distributes checks accordingly. Otherwise, unassigned employees' checks are mailed to the employee's address on file the day before distribution. District Office employees' checks are distributed the last workday of the month.

Direct Deposit:

If you elect to sign up for direct deposit, it takes two payroll periods before the direct deposit is effective. The first month's is a test by the county to make sure all information provided is accurate; if test deposit is correct, the second month should reflect your direct deposit.

Employees on direct deposit receive a "non-negotiable" check copy as their proof of deposit.

CHANGE OF ADDRESS

If you move, you are required to advise the Adult School Office who will then notify the Human Resources Department of the change of address and/or new phone number or email.

TIMESHEETS

Timesheets are to be turned in to the Adult School Administrative Assistant in a timely fashion. Notice of when timesheets are to be turned in is distributed at the Staff Development meeting at the start of the new semester.

It is the responsibility of the individual to turn timesheets in promptly on or before the deadline; it is also the individual's responsibility to make sure that the timesheet is filled out properly and neatly.

Teachers are asked to inquire when attending meetings/workshops/ and/or special projects, to find out from the Director what account is to be charged.

Prior to the start of each semester/session, staff is provided with timesheets for the upcoming quarter.

Keeping track of hours, projects, and meetings is the responsibility of the individual.

SAFETY & SECURITY

The safety of staff and students is paramount and teachers should be mindful that the classroom and common areas are safe.

Classrooms should always be locked if there is no one in the classroom. It is the teacher's responsibility (substitutes too) to assure that the classroom(s) is locked when not in use. Valuables of any kind should never be left in a classroom at any time, even when locked. When a classroom is vacated to go to another classroom or area, it is the teacher's responsibility to make sure that the classroom is locked and that students and teachers take their personal belongings with them.

Items such as jackets, bags, or electronics should never be left in your vehicle as they may attract car thieves. Instances of vandalism have occurred in the past. Vandalism, theft or any potential safety issue must be reported to the District immediately.

Staff should be alert and watchful of persons/things out of the ordinary and report them regardless if in doubt.

During evening sessions, contact the Site Coordinator and/or custodial staff in case of any emergency. If it is serious, call 911.

KEYS

If you are a full-time teacher assigned to a specific classroom, you will be issued your individual classroom key. Key(s) are assigned to an individual and you will be asked to sign a personal responsibility key form upon receipt of a key(s). If a key(s) is lost, you must report this immediately. There is a fee charged for replacement key(s).

Your individual classroom key will also unlock the locked restrooms (women & men's) and the computer lab. Your classroom key **does not** unlock the Adult School Office or other classrooms other than the computer lab.

PARKING

Parking is free to all employees. Employees are expected to comply with all posted signs and zones and park within the outlined parking slots.

Be certain to avoid pulling into/out of your parking spot without checking to see that your entry/exit is clear. One of our tenants is a childcare and children are constantly being dropped off and/or picked up throughout the day. Be cautious.

Speeding when entering/exiting the parking lot is dangerous and may result in injury or damage to your vehicle or that of another. Be cautious and observe the direction cars are parked and departing. Be mindful of not parking so close to the car next to you thereby preventing them from being able to get into their vehicle.

You can park in any of our four parking areas. We do not have assigned parking spots for employees. The four parking areas are:

- ♦ Front of the building
- ♦ Upper parking lot (immediately next to main front parking entrance)
- ♦ Back parking area (accessed through the upper parking lot)
- ♦ Back of the building (follow left side road to the back)

Do not park in color painted curb zones.

INCIDENT REPORTING

The proper form is to be completed immediately following any emergency incident. Please get names and contact information for all parties concerned and/or witnesses to substantiate the incident. The Adult School Administrative Assistant has the appropriate form(s) to be filled out and turned into the District Office (Pat Ramos).

In cases where there is an injury, immediate attention to the party (ies) involved should be addressed first and 911 called if necessary.

Notify the Adult School Office immediately if possible. The wellbeing of the student and staff member is paramount and/or other persons involved. Picture(s) should be taken whenever possible. If after hours, the Director and/or the Director of Maintenance, Operations, Transportation and Safety (Marcus Peppers) or the Superintendent must be contacted.

Refer to the critical telephone extensions listed in the back of this handbook.

EMERGENCY CONTACT

Adult School employees are required to fill out an updated Emergency Contact Form. A form will be provided.

PHONES

In 2017-18, a new phone system was installed. You will need to re-configure your phone. Refer to the instructions outlining how to establish your new password and voicemail setup, etc. Your phone password is **NOT** the same password used to log onto your computer. You must establish another password.

Phone setup instructions can be found in the back of this handbook. They were also emailed to all staff.

WEBMAIL/EMAIL

An employee may access their district email when not in the office by going to the District or Adult Ed website: www.juhsd.net or jeffersonadulthood.net.

On the home page, select “**For Staff**” for Webmail instructions or scroll down until you see the blue boxes and select “Webmail”. Then click to open.

Username: enter your district username. The first time you may need to enter your entire email address, e.g., sque@juhsd.net. Subsequently your username should be sufficient—sque.

Password: the password is the same as you use to log into your district computer.

EMAIL

Most internal District communication is conducted via JUHSD Email. New employees will be assigned a District username and password for computer access by the IT Department when requested by the Adult School Director. Do not share this password. The password and username is unique to you and is confidential. IT and the Director have sole access in case of an emergency. It is your responsibility to memorize your District username and password.

Once you log into your computer, or any District computer, you can click on the Outlook icon to check your district mail. There is a lot of communication from the District and the Director. You need to check your JUHSD email at least once a day if not more. We remind staff this is the primary communication for the Adult School and the District.

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You will be assigned two email addresses with the same password. For example:

- ♦ sque@juhsd.net and
- ♦ sque@jeffersonunion.net

The primary communication email is the JUHSD account, i.e. sque@juhsd.net. **Email must be checked daily.**

The secondary email listed is a Google Suite account used primarily for sharing documents and checking **shared** communiques from District personnel, such as District or Adult Ed newsletters, etc.

IT/MAINTENANCE SUPPORT

Requests to the IT Department for computer or phone issues must be made through the “Help Desk.” Click on the Help Desk icon on your desktop (an orange life preserver). Log in with your JUHSD username (without the juhsd.net) and your district password. Select the request type from the drop down and fill out the form. Follow the steps accordingly, be descriptive and save. Be sure to cc the Director and Administrative Assistant. You will receive a ticket acknowledgement via your District email. Once the issue is resolved, you will receive another email.

For Maintenance issues, follow steps above (select Building/Maintenance) or you can also contact the Adult School Office and we will contact maintenance for you and advise you accordingly if it is something that can be handled immediately. If it is a non-emergency issue, you will be advised as to when the issue can be taken care of.

Keep in mind that this District building has only three maintenance personnel—generally, two during the day and one in the evening. They will try to address your issue as quickly as possible.

We ask that you make a determination between and immediate, emergency issue vs. a non-emergency issue not requiring immediate attention.

When requesting maintenance assistance, please be specific, with as much detail as possible so that we can advise maintenance accordingly.

OFFICE EQUIPMENT/SUPPLIES

It is expected that all staff will refill the copy machine as needed. Please be mindful of not leaving it empty for the next person. For other office supply items such as staples, tape etc., please advise office staff that these items need to be replenished or reordered.

Equipment requests require prior approval from the Director.

Office equipment and/or other supply items may not be removed without advising the Adult School staff that the item(s) are being borrowed and taken out of the office. All items must be returned so that staff will have equal access to equipment and supplies when needed.

Check with the Adult School Office staff about supplies. The staff will be happy to accommodate you. If supplies need to be ordered, you will be advised when the item(s) are expected.

It is requested that you do not wait until the last minute to order supplies in that a Purchase Order must be requested from the District Office and that may not always be provided right away.

FACULTY/LUNCHROOM

In order keep our lunchroom clean for everyone, we ask that you clean up after yourself, wipe down the area where you eat, wash and put away your dishes and clean the sink after use. Please also shove your chair back under the table for safety. All perishables need to be placed in the refrigerator or put away in the cabinet. Perishables must not be left out overnight.

REFRIGERATOR:

All staff is required to make sure their refrigerated items are regularly checked and/or tossed. The refrigerator will be cleaned out monthly. You must put your name on items if you do not want them tossed. Items left unattended or without a name will be thrown out.

ASAP-ATTENDANCE PROGRAM

Taking regular attendance is a professional duty required of all instructors. Weekly signed attendance sheets need to be turned into the office. ASAP is a program Adult School uses to register adult school students take attendance. Refer to the *ASAP Attendance Instructions* provided in the back of this handbook. They are also available on the Adult School Website (jeffersonadulthood.net) under “*For Staff.*” You can access the attendance program (ASAP) directly by going to the adult school website and scrolling down until you see the blue box that says ASAP. Click on it to go directly to the website. This can be done from home as well as this program is online.

UNION

Jefferson Union High School District is a member of the AFT
(American Federation of Teachers) Union Local 1418.

Additional information may be accessed online at
info@AFT1481.org or call their office at (650) 994-8663.

ADULT SCHOOL PERSONNEL

Telephone: 650/550-7890 <> Fax: 650/550-7889

NAME	EXTENSION	TITLE
Aguilera, Priscilla (T/W/Th eve/Sat)	7891	Clerical Aide
Baugh, Jr., Richard	7881	Teacher—GED Center
Carney, Roz	7871	Administrative Assistant
Dragon, Elizabeth (M-Th 9-12)(T-Th pm)	7890	Clerical Aide
Gonzalez, Mancho (German) (W 6:30-8:30)	7890	Adult School Office—Band
Hanson, Emily —Th (5:15 – 8:30)	7877(pm)/7915	Adult School Office
Imanowski, Tino (T 5:30-9) (W/Th 6-9 pm)	7860/7700	(J) Site-Coordinator/ESL Teacher
Jesse, Andrea (T/W/Th eve @ J)	7884 & (7700 p.m.)	ESL Teacher—Rm. #104 & Jeff
Jimenez, Janett (M/W 12:30 – 2) (T-Th 6-9 @J)	7700	Clerical Aide
Joe, Sharon	7877	Clerical Aide
Lavine, John (W 6-9)	7503/7499	Woodskills @ W
Lazalde, Francisco (T/W/Th eve/Sat)	7891	Teacher—GED Center
Levine, Charlotte (T 5:30 – 6:30)	7890	Teacher
Lopez, Salavao (M/W 8:30-11:30 & T/Th (9-12)	650/991-1258 & 650/991-1255	Gen'l Pershing & W/Wilson
Nguyen, Lieu (M/T/W/TH(9-12)	650/991-5701	Bayshore Community Ctr.
Plank, Shirley (Th 6-8)	7890	Adult School Office—Piano
Ramos, Ana Maria (T 6-9(W/Th 5:30-9)	7700	(J) ESL Teacher/Site-Coordinator
Rappaport, Lynne (T/W/Th 9-12)	7890	Clerical Aide
Sinor, Al	7890 (by apt.)	ServSafe Instructor
Shegoian, Sharlyn (W 6-9)	7514	Ceramics @ W
Solomon, Andy	7891 (HSD/Citizenship)	Teacher—GED Center
Strange, Sylvia	7891	Aide/Tester—GED Center
South, Anita	7873	Clerical Aide
Talbot, Majken	7891	Teacher—GED Center
Tang, Stephanie	7962	ESL Teacher—Rm. #105A
Tannous, Kathleen —T/W (5:15 – 8:30)	7877(pm)/7918	Site-Coordinators
Tartera, Nicole (T/Th (10-1)	650/991-8806	W/Memorial
Watts, Aldona (M-Th (9-12) (T-Th 5:30 – 8:30)	650/301-3300 & 7884 (p.m.)	Our Second Home & Serramonte
Wentworth, Francisca	7874	Director
Wittig, Audrey	7887/7886(eve)	ESL Teacher—Rm. #107
Wong, Amy	7886	ESL Teacher—Rm #106
Xiao, Lani	7928	Transition Navigator
Computer Lab	7883	Adult School Office
Copy Room/Lunchroom	7876	Adult School Office
Spare Classroom	7885	Adult School #105B
Spare Desk Adult School Office	7878	Adult School Office
GED Front Desk	7891	GED Center
District Office	7900/7950	Main/Receptionist

EMERGENCY NUMBERS

NAME	TELEPHONE	TITLE
DELORIA, Terry	650/550-7960	Superintendent
PEPPERS, Marcus	650/922-8093—cell	Dir. Maintenance
WENTWORTH, Francisca	650/303-5591—cell	Dir. Adult School
DEVOLDER, Dean	650/550-2929 or (Walkie-Talkie)	Onsite day Maint. Foreman
SALEH, Abdulla	Walkie-Talkie	Day Custodian
GONZALEZ, Rafael	Walkie-Talkie	Onsite night Maint. Foreman
CARNEY, Roz	650/550-7871	Adult School Admin. Asst.

Cell phone contact should be used **only** when emergencies occur after regular class/office hours. Please notify the Adult School Director and/or the Adult School Administrative Assistant of all emergencies via phone and email.