

BLOCHMAN UNION SCHOOL DISTRICT 2023/2024 EMPLOYEE NOTIFICATIONS

Welcome to the 2023/2024 school year! Below you will find some information to help us all have a successful year. Note that all referenced forms can be found in the staff work room. If you cannot find the form you need, please contact the Business Office for assistance.

BOARD POLICIES: Current board policies can be found on the district's website. It is the responsibility of each employee to review and understand the policies.

COMPLAINTS: If you have an issue that you feel you cannot resolve on your own, please fill out the Complaint Form and turn it in to Mr. Brown as soon as possible.

EMERGENCY MANAGEMENT PLAN: The district's emergency management plan will be updated and approved once the School Site Council reconvenes. The School Reopening Plan can be found on the home page of the district website.

EXTRA HOURS: Due to budget constraints, no employee (certificated or classified) may work overtime or additional hours without prior written authorization. Use the Authorization to Work Overtime or Extra Hours Form. Note that certificated employees have language in their Collective Bargaining Agreement that allows them to work additional hours without additional pay. Any requests by certificated employees to be paid an amount over their contracted salary must be requested and approved in advance using the Authorization to Work Overtime or Extra Hours Form.

LEAVE REQUESTS: Requests for leave should be approved in advance using the Request/Verification of Leave Form. Any substitutes used to cover certificated absences must be approved in advance by Mr. Brown.

CLASSIFIED EMPLOYEE SICK LEAVE/PERSONAL NECESSITY LEAVE: The District does not compensate employees for accumulated and unused sick and/or personal necessity leave. Not only is this a long standing practice in the District, but it is confirmed by state law which does not provide for classified employees to be compensated for sick leave. Rather, the Education Code provides that upon separation from a school district, accrued sick leave may be transferred from one school district to another within one year. Specifically, Education Code section 45202 states the following:

Any classified employee of any school district, county superintendent of schools, or community college district who has been employed for a period of one calendar year or more whose employment is terminated for reasons other than action initiated by the employer for cause and who subsequently accepts employment with a school district or county superintendent of schools within one year of the termination of his or her former employment, shall have transferred with him or her to the school district or county superintendent of schools the total amount of earned leave of absence for illness or injury to which he or she is entitled under Section 45191 or 88191... (Ed. Code § 45202).

CERTIFICATED EMPLOYEE SICK LEAVE/PERSONAL NECESSITY LEAVE (SUBSTITUTES): Teachers using sick leave or personal necessity leave must make their own arrangements for a substitute. A list of substitutes is available on the shared certificated drive. If you are attending training, the front office will make arrangements for a substitute once your Request for Prior Approval for Conference form has been completed and approved (see the Travel and Conference Request section below for additional information).

LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP): The LCAP is a document that outlines the school's plan for student achievement. The most current version of the LCAP can be found on the district's website. Please make sure you review this document carefully.

MAINTENANCE AND OPERATIONS WORK REQUESTS: Please note that due to liability issues, all requests for maintenance and/or alterations to the school facilities must be done by the school's maintenance staff or a licensed contractor. Use the yellow Maintenance and Operations Work/Service Order Form for these requests.

PAY PERIODS/EMPLOYEE REIMBURSEMENTS:

CERTIFICATED: Certificated employees receive 10 equal paychecks beginning September 30, 2023 with a final paycheck on June 30, 2024. Alternately, you can choose the summer savings option which will spread your annual pay over 12 months beginning September 30, 2023 and ending August 31, 2024.

CLASSIFIED: Classified employees are paid using an even pay calculation. Note the following payroll calculation example:

Hours per day: 6.25

Days per year: 194 (includes paid holidays)

Pay rate: \$15.99

Months per year: 11

Monthly pay calculation: $(6.25 \times 194 \times 15.99) / 11 = \$1,762.53$

Therefore, you would receive 11 equal paychecks in the amount of \$1,762.53. Employees are still required to complete timesheets, leave requests, and extra hour authorizations. Employees working less than 12 months per year still have the option to elect Summer Savings which would spread your annual pay over 12 months.

PAYROLL ADVICES: Payroll advices are sent via email so please make sure we have your current email address.

EMPLOYEE REIMBURSEMENTS: Reimbursable purchases made by employees must be pre-approved unless you are a teacher with an annual budget. First-year teachers have a \$500 annual budget and returning teachers have a \$250 annual budget. All requests for reimbursements must be submitted with *original* receipts on a green Certification of Reimbursement Form. Reimbursement requests received by close of business on Tuesday will

be paid on the following Tuesday. Please note that reimbursements do not go through payroll so you will receive a separate check. Direct deposit is not available for reimbursement checks.

EMPLOYEE ON-LINE PORTAL: Our finance system offers an employee portal where you can access your personal information such as paystubs, W-2 forms, and leave balances. Please see Deanna if you need help setting up a portal account.

PERSONAL INFORMATION CHANGE: If any personal information changes during the year, please complete the Personal Information Change Notice and return it to the office immediately as it could impact payroll. Address changes also need to be reported to Nancy Shafer if you have health insurance.

PURCHASE REQUESTS: We will make every effort to supply all staff with the items necessary to effectively do your jobs. If you have requests for additional supplies that you cannot find in the supply room, please complete a Purchase Order Requisition Form. If possible, send Deanna an email with a link to the items you want to purchase. To help us save money, please don't stockpile supplies in your room. Take only what you need from the supply room. We re-order supplies based on quantities in the supply room. So if you take more than you need we could end up re-ordering excess supplies.

STUDENT INCIDENT FORM: Complete the Student Incident Form to report issues that happen with students.

STUDENT REFERRAL FORM: Complete the Student Referral Form to report disciplinary issues to Mr. Brown.

STUDENT SUSPENSIONS AND EXPULSIONS: Education Code Section 49079 requires all school districts to notify teachers of students who have during the previous 3 years engaged in or are reasonably suspected to have engaged in any offense that resulted in a suspension or expulsion. The School Secretary will notify you each year regarding suspensions and expulsions.

TECHNOLOGY WORK REQUESTS: If you need technology assistance please complete the orange Technology Work Order Form and give it to Mr. Brown for signature and assignment to the appropriate person.

WEBSITE: The District website is located at www.blochmanusd.org. This website contains information you need to know about the school including board agendas, policies, and packets, budget information, calendars, and schedules. The District – Human Resources – Employee HR Forms path contains information about salary schedules, benefits, the *Employee Handbook* which contains board policies relating to employees, the certificated *Collective Bargaining Agreement*, health insurance information, and the Injury & Illness Prevention Program. Board policy 4112.9, 4212.9, and 4312.9 are mandated employee notices and can be found on the district website in the Board-Board Policies tab. It is each employee's responsibility to access and read these documents.

WORK RELATED INJURIES: If you are injured while at work, please notify the Business Office immediately. There are forms that must be completed to open a worker's compensation claim with our insurance company.

BENEFITS AVAILABLE: The following benefits are available for purchase through the district:

BENEFIT	ENROLLMENT PERIOD	EFFECTIVE DATE
SISC Health/dental/vision	August or change in status	October 1
SISC Flex	September or change in status	January 1
Aflac	August or change in status	January 1
403b – 457 Plans	Anytime	Next pay period after paperwork received

Health insurance is paid in advance so the first deduction for the new plan year will be on your September paycheck. This deduction will pay for your October premium. Note that the addition of dependents requires the following documentation: children – official county issued birth certificate; spouse – copy of the first page of your last federal tax return with financial information redacted.

SERVICES AND CONTACTS:

DESCRIPTION	STAFF	FORM REQUIRED?
ASB	Jen Arkinson	
Attendance	Kim	
Budget issues	Nancy	
Cafeteria	Alan	
Complaints	Doug	yes
Credentialing	Deanna	
Employee Portal	Deanna	
Extra hours/overtime requests	Deanna	yes
Graduation	Karen	
HR issues	Nancy	
Insurance/Benefits	Nancy	
Library	Karen	
Leave requests	Deanna	yes
Personal information change	Office staff	yes
Purchasing	Deanna	yes
Maintenance/custodial	Doug	yes
Student awards	Karen	
Substitutes	Kim/Deanna	
Timesheets	Deanna	
Technology issues	Josh	yes
Travel and conference	Deanna	yes