

**BLOCHMAN UNION SCHOOL DISTRICT
2025/2026 EMPLOYEE NOTIFICATIONS**

Welcome to the 2025/2026 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.

ARMED INTRUDER/ A.L.I.C.E: If an intruder is on campus you will be alerted via your radio and/or over the loud speaker. Refer to the A.L.I.C.E. acronym, these steps do not need to be done in order.

- A. **ALERT** Use your radio or the loud speaker by dialing *120, wait for the tone, dial #11
- L. **LOCKDOWN** If you can't get out of your classroom, barricade the doors and windows
- I. **INFORM** If you have a specific detail, share it
- C. **COUNTER** Fight back, distract
- E. **EVACUATE** If possible, get off campus

Teachers need to show their students the exit point on campus yearly.

The safest thing you can do for yourself and your students is get them off campus, away from the intruder.

RUN, HIDE, FIGHT

BADGES: Badges should be worn at all times while on campus. Please set a date with the office to take a badge photo within the first 3 days of employment.

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.

COMMUNICATION: Email, Google Chat and Google Calendar are main forms of communication on campus. Email needs to be checked at least twice daily. Check in with IT to make sure you have access to these programs.

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).

COPY CODE: IT will give you a code to use the copy machine.

CPR TRAINING: Check in with office staff to schedule your training, training must be completed every other year.

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.

FIRE EMERGENCIES AND FIRE DRILLS: Fire drills happen monthly. Check in with office if you do not know your safety zone. In case of fire emergency/fire drill, take students to your safety zone as efficiently as safely possible. Remember to take your radio, attendance sheet and red/green sheet. Once in your safe zone, take roll. If you have all of your students, hold up the green side of the red/green sheet so staff sees that everyone is safe. If you do not have all of your students, hold up the red side of the red/green sheet so staff sees that you are missing a student.

GET SAFETY TRAINED: Check in with the point person to get log in information. All trainings need to be complete before the first day of school each year.

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.

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, 2025 with a final paycheck on June 30, 2026. Alternately, you can choose the summer savings option which will spread your annual pay over 12 months beginning September 30, 2025 and ending August 31, 2026.

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.

MEALS: Staff breakfasts are \$3.00, lunches are \$4.75. All meals need to be prepaid in the office, cash and check are accepted. Teaching staff can mark and adult lunch in Infinite Campus when you would like lunch. All other staff will need to let the cafeteria know when they would like to have lunch, this needs to be done before 8:45am.

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.

RADOS: All staff should keep their radio on their person at all times while on campus. Radios should be on with the volume turned up. Teaching staff should be on channel 1 which is to be used for emergencies only. All other staff should be on channel 3.

STAFF BOXES: Boxes should be checked daily at lunch.

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.

TIMECARD: Located on wall across from boxes. Timecards need to be filled out daily.

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	Sept - Oct or change in status	January 1
Aflac	August or change in status	January 1

403b - 457 Plans	Anytime	Next pay period after paperwork received
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SISC Flex enrollment is done online. You will receive an email sometime in September or October with instructions on the benefits offered and how to enroll.

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

SURVIVORS OF VIOLENCE AND FAMILY MEMBERS OF VICTIMS RIGHT TO LEAVE AND ACCOMMODATIONS

NOTICE



Civil Rights
Department
STATE OF CALIFORNIA

Note: Employers must provide this information to workers when hired, annually, upon request, and to any worker who informs the employer that they are a victim of violence or the family member of a victim of violence. Victims of violence include victims of domestic violence, sexual assault, stalking, violent threats, acts involving the use or presence of a dangerous weapon, or any violence causing injury.

YOUR RIGHT TO TAKE TIME OFF

- You have the right to take time off work for jury service or to appear in court as a witness to comply with a subpoena or court order. All employees have this right, no matter the size of the employer.
- If you are a victim of violence, you have the right to take time off work to get relief (like a restraining order) to protect you or your child's health, safety, or welfare. All employees have this right, no matter the size of the employer.
- If you are a victim of violence or the family member of a victim of violence, and your employer has 25 or more workers, you have the right to take time off work for any of the following reasons:
 - To take part in safety planning or other actions to help keep you or your family member safe from future violence
 - To prepare for, participate in, or attend civil, administrative, or criminal legal proceedings, such as a court hearing, related to the violence
 - To seek, get, or provide childcare or care to a dependent adult if the care is necessary to keep the child or adult safe after an act of violence
 - To care for a family member recovering from injuries caused by violence
 - To get, or help a family member get, the following services relating to the violence: civil or criminal legal services; a restraining order or other relief; medical attention for injuries; services from a domestic violence shelter or program, rape crisis center, or victim

services organization or agency; psychological counseling; mental health services; or housing, including relocating, securing temporary or permanent housing, and enrolling children in a new school or childcare

- If you are a victim of violence or the family member of a deceased victim of violence, you can take up to 12 weeks off work for any of these reasons. If you are the family member of a living victim of violence but are not yourself a victim, you may take up to 10 days off work for these reasons, with the exception of relocation, for which you can take up to five days.
- You may use available vacation, paid time off, personal leave, or paid sick leave to take time off for any of the reasons described in this notice.
- You must give your employer advance notice before taking time off, unless it is not possible. If you do not give advance notice, your employer cannot discipline you if you provide documentation to the employer within a reasonable time supporting the reason for your absence.

YOUR RIGHT TO CONFIDENTIALITY

- If you are a victim or the family member of a victim, your employer must keep information about your request for time off or reasonable accommodation confidential unless federal or state law requires disclosure, or disclosure is necessary to protect your safety at work. If your employer plans to disclose information about you or your circumstances, your employer must tell you in advance.

SURVIVORS OF VIOLENCE AND FAMILY MEMBERS OF VICTIMS RIGHT TO LEAVE AND ACCOMMODATIONS

NOTICE



YOUR RIGHT TO REASONABLE ACCOMMODATION FOR YOUR SAFETY

- If you or your family member is a victim of violence, you have the right to ask for a reasonable accommodation to make sure you are safe at work. Your employer must work with you to see what changes can be made.
- Your employer can ask you for a statement certifying that your request is related to being a victim or the family member of a victim.

YOUR RIGHT TO BE FREE FROM RETALIATION AND DISCRIMINATION

Your employer cannot discipline you, treat you differently, or fire you because:

- You are a survivor or the family member of a victim or survivor of domestic violence, sexual assault, stalking, violent threats, or violence causing injury.
- You asked for time off work to recover from or get help related to the violence.
- You asked for accommodations to make sure you are safe at work.

YOU MAY ALSO HAVE PROTECTIONS UNDER OTHER LAWS:

- **Wage Replacement:** You may be eligible for wage replacement if you are unable to work because of your health or because you need to care for a family member with a serious health condition. **State Disability Insurance (SDI)** provides short-term wage replacement when you are temporarily disabled from working. **Paid Family Leave (PFL)** provides short-term wage replacement so you can care for a seriously ill family member, among other reasons. Learn more or file a claim for wage replacement by contacting the Employment Development Department (EDD) online (<https://edd.ca.gov/>) or by phone at 800-480-3287 (for SDI) or 877-238-4373 (for PFL).

- **Family and medical leave:** Under the California Family Rights Act, you may have the right to take time off work for your own or a family member's serious health condition or because of the birth, adoption, or foster care placement of a child. Learn more about family and medical leave by visiting bit.ly/CRD-leave. You can file a complaint with CRD if you believe your rights have been violated.
- **Bereavement leave:** Bereavement leave allows eligible employees to take up to five days off work within three months of the family member's death. Leave does not need to be taken all at once. Learn more about bereavement leave protections by visiting bit.ly/CRD-Bereavement. You can file a complaint with CRD if you believe your rights have been violated.
- **Leave to attend court for certain crimes:** If you are a victim of certain crimes or the family member of a victim of certain crimes, you have the right to take time off work to attend related court proceedings under Labor Code sections 230.2 and 230.5. You can learn more information or file a complaint with the Labor Commissioner's Office within the Department of Industrial Relations by visiting bit.ly/DIR-Retaliation.

TO FILE A COMPLAINT

Contact the Civil Rights Department if you have questions about your rights or to file a complaint:

Civil Rights Department

Online at <http://ccrs.calcivilrights.ca.gov/s/>

By mail at 651 Bannon Street, Suite 200,
Sacramento, CA 95811

By calling 800-884-1684 (voice), 800-700-2320
(TTY), or California's Relay Service at 711