

# Dunsmuir Joint Union High School District

## PERSONNEL HANDBOOK FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

This does not constitute a contract

REVISED: 3-02  
Effective 7-1-01  
Updated: July, 2005  
*Calendar, Job Descriptions*  
Updated: August 30, 2006  
*Salary Schedule*  
Updated: 2/2/12  
Updated: 4/10/13  
Updated: 5/21/14  
Updated: 12/9/15  
Updated: 7/12/16

TABLE OF CONTENTS

Introduction .....4

ARTICLE I.....5  
EMPLOYMENT OF MANAGEMENT EMPLOYEES OTHER THAN SUPERINTENDENT

- A. The Hiring Process
- B. Medical Examinations
- C. Fingerprinting
- D. Period of Employment
- E. Probationary Management and Confidential Employees
- F. Permanent Management and Confidential Employees

ARTICLE II .....7  
SALARY GUIDELINES

- A. Initial Placement
- B. Step Increases
- C. Payroll
- D. Payroll Deductions
- E. Travel and Conference Expenses
- F. Claims for Money or Damages

ARTICLE III  
PERSONNEL FILES.....8

ARTICLE IV  
PERFORMANCE EVALUATION .....8

ARTICLE V  
COMPLAINT PROCEDURE .....9

ARTICLE VI .....10  
DISCIPLINARY ACTION

- A. General Disciplinary Action
- B. Preliminary Written Notice
- C. Right To Respond
- D. Right To A Hearing

E. Loss of Pay for Unauthorized Absence

ARTICLE VII  
MANAGEMENT EMPLOYEE RESIGNATION AND RETIREMENT .....10

ARTICLE VIII  
MANAGEMENT RIGHTS .....10

ARTICLE IX  
EMPLOYEE PROFESSIONAL ORGANIZATION ACTIVITIES .....11

ARTICLE X  
LEAVES AND FRINGE BENEFITS FOR FULL TIME MANAGEMENT EMPLOYEES .....11  
    A. Leaves

ARTICLE XI  
SUBSTITUTES.....18  
    A. Intent  
    B. Pay  
    C. Candidates

ARTICLE XII  
SAFETY.....19

ARTICLE XIII  
COMMUNITY ACTIVITIES .....19

ARTICLE XIV  
DUTIES AND RESPONSIBILITIES .....20

ARTICLE XV  
EARNED COMP TIME RELEASE-SPECIAL PROJECTS ..... 20

SALARY SCHEDULE..... 21

APPENDIX I           CERTIFICATION.....22

APPENDIX II         JOB DESCRIPTION ADM. ASST./CBO .....23

**PERSONNEL HANDBOOK FOR MANAGEMENT  
AND CONFIDENTIAL EMPLOYEES**

The Personnel Handbook for Management and Confidential Employees is a set of rules and regulations, adopted by policy by the Dunsmuir Joint Union High School District Board of Trustees, which govern the personnel management for those individuals who have been so designated by the Board of Trustees and are excluded from being members of either the certificated or classified bargaining units authorized under Education Code Section 3540 et. seq.

This Handbook is intended to complement other District policies relating to these employees.

Contents of this handbook are subject to change according to law.

**ARTICLE I  
EMPLOYMENT OF MANAGEMENT EMPLOYEES OTHER  
THAN SUPERINTENDENT**

A. The Hiring Process

1. Posting and Advertising Position Openings

Employment opportunities with the District shall be posted for ten calendar days in each major District work location. It shall also be advertised in all local area newspapers for 2 weeks.

2. Screening and Selection

Individuals interested in applying for employment must submit an application on a District form.

3. Preliminary Screening

Preliminary screening of the applications may be performed by the Superintendent. At the discretion of the Superintendent, an ad hoc committee may be appointed to expedite the selection process. The committee makeup should reflect the vacancy to be filled. Membership could include management employees, instructional and support staff, classified employees, students, parents, and citizens. Consistent with Affirmative Action considerations, the individual selected shall be the most qualified applicant as recommended by the Superintendent. When requested, the Board of Trustees may interview top candidates for the position. The screening process may include a combination of any or all of the following:

- a. Review of applications
- b. Personal interview
- c. Second interview of top candidates
- d. Medical Examination
- e. Written Examination
- f. References from former employers or personal acquaintances
- g. Review of college transcripts
- h. Visitation of applicant's current job site.

4. Affirmative Action

The Board has adopted an Affirmative Action Policy No.4111.1, copies of which may be secured from a site administrator or the District office. The policy prohibits job description because of race, age, sex, ethnicity, religion, or physical handicaps. Employees who are involved in the employment process must become familiar with the District's Affirmative Action Policy. The members of the Board of Trustees, the administrators, faculty and staff are accountable for the application of the Policy within their area of authority.

5. Requirements for Particular Jobs

The Superintendent shall develop job qualifications for each new opening. Generally these qualifications shall conform to the job description of the vacant position. Experience, credentials, degrees, time required, and extra curricular activities, may be specified in job announcements. (Policy 4211)

**B. Medical Examinations**

1. Each new classified employee, as a condition to becoming permanent, shall be required to pass a physical examination within thirty (30) days after the first day of employment. The District requires that the individual be determined by a physician to be physically able to perform the duties of the position to which the employee will be assigned. The physical examination shall include, in addition to a medical history and examination by the physician, a chest x-ray or intradermal tuberculin test. Examinations shall be provided at the applicant's expense. (Ed Code 44839, Policy 4112.4)
2. All employees of the District must have on file a statement indicating they do not have tuberculosis.
  - a. These statements must be filed with the District Payroll Clerk.
  - b. The initial statement must be filed within sixty(60) active employment.

**C. Fingerprinting**

Within ten (10) working days of employment, each new classified employee shall have fingerprint cards prepared by a local public law enforcement agency designated by the District. (Ed Code 45125, Policy 4212)

**D. Period of Employment****1. Work Year**

All management employees shall be on duty for such hours that meet the needs of students, staff, parents, and fulfill their job responsibilities.

**2. Work Week**

The normal workweek shall consist of five (5) consecutive days, Monday through Friday.

**3. Work Day**

The length of the workday shall be designated by the Superintendent for each assignment. Employees working a seven (7) or eight (8) hours a day shift and a five (5) day workweek shall be considered to be full time. The day shall be defined as 6:00 a.m. to 5:00 p.m.; night shall be defined as 1:00 p.m. to midnight.

**4. Lunch Period**

Full time employees shall be entitled to an uninterrupted lunch period of not less than one-half (½) hours.

**5. Rest Periods**

Full time employees shall be entitled to an uninterrupted rest period which shall be at the

rate of fifteen minutes; one to be taken during the first half of the workday and one during the last half of the workday.

**6., 7., 8. Overtime, Compensatory Time Off, Call-In Time**

Confidential Employees will be provided compensation or compensatory time off at a rate equal to one and one half times the regular rate of pay of the employee designated and authorized to perform the overtime. Overtime is ordered and authorized working time in excess of 40 hours in one week.

The Administrative Secretary shall be compensated at a rate of \$25.00 per board meeting (2-10-88). Consolidated Application Director \$25.00 per board meeting (7-1-04).

**9. Snow Days**

In the event a snow day must be called, the non-essential employees for snow removal, may have the option of using personal necessity leave for the day not attended.

**E. Probationary Management and Confidential Employees**

Classified management employees entering the service of the District shall be considered probationary for twelve (12) calendar months. Time during which the employee is on leave of absence shall not apply toward the employees first year of employment.

**F. Permanent Management and Confidential Employees**

Classified management employees who have satisfactorily completed the probationary period are designated as permanent employees of the District. Permanent employees shall be subject to disciplinary action for cause as prescribed in Board Policy. The governing board's determination of the sufficiency of the cause for the disciplinary action shall be conclusive. (Ed Code 45113)

**ARTICLE II  
SALARY GUIDELINES**

**A. Initial Placement**

New employees shall normally be placed on Step 1 of the appropriate salary schedule. However, the Superintendent may place an employee on other than Step 1 taking into account experience.

**B. Step Increases**

Step increases shall be effective on their individual category anniversary date for all employees. (NOTE: Category to mean present job description)

**C. Payroll**

All regular employees will be paid on the last working day of the month.

**D. Payroll Deductions/Retirement**

Management employees, by law, become contributing members of a State Retirement System. Deductions are determined by the State and made monthly.

**E. Travel and Conference Expenses**

Employees shall be reimbursed at the rate specified in Board Policy for approved travel and conference expenses. Any major out-of-District travel must be approved by the Superintendent.

**F. Claims for Money Damages**

As prerequisite to bringing suit against the District, any claims by employees for money or damages relating to claims for fees, salaries, wages, mileage of other expenses and allowances, or for money for damages which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title 1, Division 3.6, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with section 910) of the Education Code of California. Education Code 35202, Government Code 935.

**ARTICLE III  
PERSONNEL FILES**

- A.** An employee may inspect such materials in the personnel file, during the normal business hours of the District. Such inspection shall take place under the Supervision of the employee's immediate supervisor or designee.
- B.** No materials of a derogatory nature may be placed in an employee's personnel file without allowing the employee ten (10) days to review and comment thereon. An employee shall have the right to enter, and to have attached to any such derogatory statement, the employee's own comments. The review and comment upon materials of a derogatory nature shall take place during the normal business hours of the District and at a time when the employee can be spared from duty, as determined by the employee's supervisor. The employee shall submit a request in advance to the employee's supervisor to leave the normal place of work during the assigned duty times for such review and comment.
- C.** All materials placed in an employee's personnel file shall be dated and signed by the contributor.
- D.** The official personnel file of each employee as referred to in this section shall be kept in the District office.
- E.** An employee may not remove documents from the personnel record folder but may request to have single copies reproduced for personal use at the employee's expense.
- F.** Personnel records may be released if legally required under subpoena; however, the District will require reimbursement or reasonable cost for such service.

**ARTICLE IV  
PERFORMANCE EVALUATION**

- A.** The purpose of the management employee performance evaluation process is to provide a vehicle of communication that will help to improve individual job performance. The process shall include a supervisory review of the employee's work performance with an opportunity provided for employee input.



B. Employees shall review and sign their evaluation forms before they are filed. Such signature shall not necessarily imply agreement with the evaluation, but shall only indicate that the employee has reviewed the evaluation and has been provided a copy of such evaluation.

C. Schedule of Evaluation

1. Regular Evaluation

All employees shall be evaluated twice during the first year of employment. After the first year, classified management employee evaluations shall be conducted annually.

2. Additional Evaluations

Evaluations may be conducted at any time to document performance, especially sustained performance which is either exceptional or deficient.

3. Negative Evaluations

Negative evaluations shall include recommendations for improvement and shall be presented in writing. Notwithstanding paragraph 1 above, up to four evaluations may be made for corrective purposes.

4. Exception

Time lines for the evaluation of management employees may be extended by the Superintendent.

5. Conferences

The evaluation process shall include a conference between the employee and his/her immediate supervisor.

**ARTICLE V  
COMPLAINT PROCEDURE**

A. Nothing within this procedure shall be construed to limit the right of an employee to informally discuss any employment problems with the immediate supervisor.

B. Definitions

A "complaint" is an allegation by an employee regarding a violation or misapplication of a specific provision of Board Policy when such application or violation has adversely affected the employee. Actions to challenge or change Board policies or State law are not within the scope of this procedure.

C. Procedure

1. Management employees shall discuss any alleged violation or misapplication of a specific provision of Board Policy with the Superintendent in order to resolve any complaint.

2. If the employee is not satisfied with the decision of the Superintendent, he/she shall have the right to appeal this decision to the Board of Trustees.

- 3. Under no circumstance shall the employee be denied due process of law.

**ARTICLE VI  
DISCIPLINARY ACTION**

A. General Disciplinary Action

All management employees shall be subject to but not limited to disciplinary proceedings as covered in Ed Code Section 45113 et. seq. for classified employees. The Superintendent or his/her designee shall initiate an appropriate disciplinary action.

B. Preliminary Written Notice

In cases involving Ed Code Section 45113 et. seq. management employees shall receive a written notice served upon the employee personally or by United States registered mail addressed to him or her at the last known address. A copy of the charges against the employee shall be attached to the notice.

C. Right to Respond

The management employee shall have the right to respond to disciplinary charges either orally or in writing within ten (10) days.

D. Right to a Hearing

If requested, management employees have the right to a hearing of the action recommended by the Superintendent or designee before the Board of Trustees prior to Board action.

E. Loss of Pay for Unauthorized Absence

Any management employee absent from duty, without authorization will lose one day's salary for each unauthorized day of absence.

**ARTICLE VII  
MANAGEMENT EMPLOYMENT RESIGNATION AND RETIREMENT**

- A. The Board delegates the authority and duty to accept employee resignations to the District Superintendent. The resignations are deemed accepted at the time of receipt by, or in the office of, the Superintendent. The Board shall be notified of employee resignations by means of an information item placed on the Agenda of its next scheduled meeting. Employees should provide the District with at least two weeks advance written notice prior to resigning or retiring from the management service, unless an emergency situation arises. (Policy 4217.2, d Code 45201)

**ARTICLE VIII  
MANAGEMENT RIGHTS**

- A. If it becomes necessary to reassign management employees to a lesser rank because of declining enrollment or factors other than performance, the service of the employee in his/her resent management position and in other management positions n the District shall be considered by the Superintendent in making the reassignment, but the final decision

shall be at the discretion of the Board of Trustees and shall be in the best interest of the District.

- B. Confidential and management employees are governed by Ed Code.

**ARTICLE IX  
EMPLOYEE PROFESSIONAL ORGANIZATION ACTIVITIES**

- A. Professional Activity

All management and confidential employees are urged to actively pursue inservice activities to improve their competence as educational managers. Costs of such inservice may be paid by the District subject to the available of funds and the approval of the Superintendent. All inservice must relate directly to the employee's assignment. Professional dues will be paid by the District ie. ACSA, CASBO.

**ARTICLE X  
LEAVES AND BENEFITS FOR FULL-TIME MANAGEMENT EMPLOYEES**

- A. Leaves

- 1. Bereavement Leave

- a. A management employee shall be entitled to a maximum of three (3) days leave of absence without loss of salary for the death of any member of the immediate family. If the one-way travel is in excess of 300 miles is required, an employee shall be entitled to a maximum of two (2) days additional paid bereavement leave.

- b. A member of the "immediate family" is defined as: mother, father, husband, wife, son, daughter, brother, sister, mother-in-law, father-in-law,son-in-law, daughter-in-law,brother-in-law, sister-in-law, grandmother, grandfather, grandson or granddaughter, foster parent, stepparent, foster child, aunt, uncle, or any person living in the immediate household of the employee.

- c. Benefits under this policy shall be exclusive of any other leave with pay, and no deduction shall be made from any accumulated leave of absence.

- 2. Sick Leave

- a. Sick leave is defined as an absence necessitated by the employee's personal injury or illness. Benefits for absences necessitated by an industrial illness/injury are specifically provided for under Article X, Section III of this policy.

- b. Management employees shall be entitled to twelve (12)days leave of absence for illness or injury with full pay for a fiscal year of service.

A management employee employed full time, who is employed for less than a full fiscal year, is entitled to that proportion of twelve (12) days leave of absence for illness or injury as the number that individual is

employed bears to twelve (12).

c. Credit for leave need not be accrued prior to taking such leave, but the advance of sick leave credit cannot exceed the number of days which can be earned within the current fiscal year. However, newly employed employees shall not be eligible to take more than six days or the proportionate amount to which entitled until after completion of six months of active District service.

d. Management employees may accumulate unused sick leave without limitation.

e. The District may require a doctor's verification that the employee was unable to work due to illness or injury as a condition of payment of such leave hereunder.

f. Employees shall notify their immediate supervisor, or designee, in advance of taking any sick leave.

g. Employees returning to work from sick leave after surgery or serious illness, upon the request of the District, must provide a doctor's release certifying medical permission to return to work.

h. When an employee's employment terminates and more sick leave has been used than earned, the amount used, but not earned, shall be deducted from the final pay warrant.

i. Sick leave credit received by transfer from another school district or County Superintendent of Schools shall be accepted and credited to the employee's sick leave account with the Dunsmuir Joint Union High School District, if the employee was terminated from the previous employment for other reasons than initiated by the employer for cause, the sick leave will not be credited. The employee must have accepted a position with the Dunsmuir Joint Union High School District within twelve months of having terminated employment with the previous employing district or County Superintendent of Schools.

j. All sick leave rights or accumulation shall be canceled when an employee severs all connection with the District as an employee except that accumulated sick leave may be transferred to a subsequent employing district upon request pursuant to the above provisions.

k. If a management employee is absent from work because of illness or accident and has exhausted all accrued and advanced sick leave, he/she shall receive extended sick leave benefits subject to the following conditions:

### 3. Industrial Accident and Illness Leave

a. All industrial injuries or illnesses must be reported to the employee's supervisor immediately. The supervisor will prepare and forward to the Business Manager a written report of Industrial Injury. The claim will be reported to the Worker's Compensation.

- b. Employee's who have completed six (6) months of continuous active District service shall be eligible for leave of absence because of industrial accident or illness which the District's industrial accident insurance carrier considers a valid claim. Allowable leaves shall be for not more than sixty (60) service days in any one (1) fiscal year for the same accident and shall commence the first day of absence.
- c. Leave of absence under this provision shall not be accumulated from year to year. When the industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due for the same illness or injury.
- d. Employees shall be paid such portion of the salary due for any month in which absence occurs as, when added to the temporary disability indemnity under the California Labor Code, will result in payment to them of not more than their full salaries.
- e. Leave of absence applies for under this provision shall be rendered by one (1) day for each day of authorized absence, regardless of a temporary disability indemnity award to the employee.
- f. Industrial illness and accident leave is to be used in lieu of sick leave. When entitlement to industrial illness and accident leave has been exhausted, entitlement to other paid leaves including, but not limited to sick leave, vacation pay, and substitute difference shall then be used. If an employee is receiving a temporary disability indemnity, the employee shall be entitled to utilize only so much accumulated sick leave, vacation leave, and substitute difference pay which, when added to the temporary disability indemnity, will result in a payment of no more than the full salary. During any paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received on account of the industrial accident or illness. The District in turn shall issue the appropriate salary warrants for payments of salary and shall deduct normal retirement and other authorized deductions.
- g. When all available leave, paid or unpaid, have be exhausted, it is incumbent upon the employee to resume assigned duties. If the employee is medically unable to do so, the employee shall be placed on a re-employment list for a period of thirty-nine (39) months. When available during the thirty-nine (30) month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates, except for a re-employment list established because of layoffs due to lack of work or a lack of funds in which case the person shall be listed on the re-employment list in accord with appropriate seniority.
- h. During industrial illness and accident leave unless travel outside California is authorized by the governing board, employees receiving benefits shall remain in the State of California.
- i. The District may require a written statement from a physician verifying an employee's absence under this leave and the ability to return to work. Ed Code 44984

#### 4. Other Absences

The Superintendent or his designee shall have the power to grant full-time employees permission to be absent, without loss of salary, for parts of a day, not to exceed one-half day, when good reason (emergency) for such absences exists and provided that frequent requests for such absences are avoided. Such absences may be granted only when the Superintendent or his designee are certain the normal assignment for the individual has been adequately covered.

#### 5. Holidays

a. Regular management employees who are in a paid status during any portion of their regular scheduled working day, immediately preceding or succeeding the holiday, shall be entitled to the following days off with pay:

Independence Day

Admission Day (Board may designate an alternate holiday)

Labor Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving Day

Christmas Eve

Christmas Day

Local Floating Holiday

New Year's Eve

New Year's Day

Martin Luther King, Jr. Day

Lincoln's Day

Washington's Day

Memorial Day

AND other such days declared as holidays by the Board of Trustees and holidays designated by the President of the U.S. or Governor of the State.

b. Regular management employees shall retain their four (4) paid holidays during the Christmas and New Year vacation period regardless of when said holidays occur. December 24, December 25, December 31, and January 1 (4) holidays by mutual agreement.

d. Calendar to be established at the beginning of each year. Superintendent's approval.

#### 6. Personal Necessity Leave

a. Management employees may use a maximum of seven (7) days (B.P. 4361.2 1/94) at their election of accumulated sick leave in any fiscal year for personal necessity leave for the following purposes:

(1) Death of a member of the immediate family when an additional leave is required beyond that provided under bereavement leave.

(2) Accident involving the person or property of the

employee, or the person or property of a member of the immediate family.

(3) Appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with jurisdiction.

(4) Incapacitating illness of a member of his immediate family.

(5) Imminent danger to the employee's home, occasioned by an event such as earthquake, flood, fire and other disaster.

(6) Medical or dental appointments for preventative health reasons which cannot be scheduled during other than work hours.

(7) Other occasions the employee cannot reasonably be expected to disregard until other than work hours.

(8) Or any other reasons as approved by the Superintendent. In the case of the Superintendent, by the president of the Board of Trustees.

b. "Members of the immediate family" shall be defined in the Bereavement Leave provision of Article X, Section A, Item I.

c. Employees desiring personal necessity leave shall be provided with appropriate request forms by the Superintendent. This form shall be completed and returned to the Superintendent who shall be responsible for recommending approval or disapproval, not less than five (5) working days prior to the date for which leave is requested. The employee shall be notified of action taken with his request not less than two (2) working days following disposition of his request for leave.

d. The employee shall not be required to secure advanced permission for reasons involving:

(1) Death or serious illness of a member of his immediate family.

(2) Accident involving his person or property, or the person or property of a member of his immediate family.

(3) Imminent danger to the employee's home, occasioned by an event such as earthquake, flood, fire, or other disaster.

The employee will attempt to notify the District as soon as possible of his absence because of Items (1), (2), and (3) above.

## 7. Pregnancy Disability Leave

- a. Management employees may utilize accumulated sick leave for the purpose of a disability related to pregnancy, miscarriage, childbirth and the recovery therefrom. The length of such leave, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician; provided that such verification clearly demonstrates to the District that such leave is for disability and is not just for purposes of child care or any proposes other than pregnancy-related disability. Such pregnancy disability leave with pay shall be granted and administered in the same manner as any other temporary disability for illness or injury.
- b. Available sick leave benefits will end when the physician certified that the employee's disability no longer exists.

## 8. Quarantine

Management employees shall receive salary in full when quarantined by city or county health officials because of another person's illness.

## 9. Vacations

- a. Days of earned vacation
  - one (1) to two (2) years of District service:  
two (2) weeks
  - three (3) to nine (9) years of District service:  
three (3) weeks
  - ten (10) years and on of District service  
four (4) weeks
- b. Vacation leave shall be prorated for employees employed less than full time on a proportionate basis based upon the number of hours the part-time employee is paid in comparison with full-time twelve month employees.
- c. A holiday falling within a vacation period shall not constitute a vacation day.
- d. An employee, who commences a prescribed vacation period and subsequently becomes seriously ill or is bereaved before the vacation period has been completed, shall be placed on sick leave or bereavement leave under the following conditions:
  - (1) The employee otherwise qualified for such leave as provided in this handbook.
  - (2) The employee, if physically capable, returns to duty immediately following the vacation period.
  - (3) The request for leave is filed with the supervisor within two weeks of the illness or Bereavement within one week of return to duty.



(4) When the employee's vacation leave is to be converted to illness or bereavement leave, the appropriate vacation credit shall be restored to the employee's earned vacation balance, and a reasonable opportunity to utilize this vacation credit shall be provided for in order to avoid loss of vacation credit.

10. Other Leave Without Pay

a. Unpaid leave may be approved at the discretion of the District for reasons not specified under other leave provisions of this handbook. Leaves up to ten (10) working days may be approved by the Superintendent. Requests for leaves of greater than ten (10) working days may be approved by the Board.

b. Advance approval is required. Requests are to be made on the appropriate District form and submitted to the District office.

c. One full day's pay shall be deducted from the employee's salary and benefits for each day of leave taken.

11. Absence Report

Illness: Management employees who are absent from duty on an assigned work day(s) and who wish to receive pay for the day(s) absent, shall complete an Absence Report form and forward it to the appropriate administrator for approval. The report must be filed after the employee returns to work.

In accordance with Article X, Item 2, section (e), the administrator may require a doctor's verification prior to approving payment for sick leave.

12. Charges Against Sick Leave

Employees absent for illness will be charged one day for each day of illness.

13. Retirement

Management employees who are eligible for membership in the Public Employees Retirement System (PERS), and the Federal Income Contribution Act (FICA), under the Social Security Law, shall be enrolled in those systems as provided under laws and regulations applicable at the time of employment.

a. Employee contribution shall be deducted from the employee's payroll warrant and employee and employer contributions shall be paid to PERS and FICA as required.

b. Information regarding rates or benefits applicable to these retirement system may be requested from the Payroll Office.

14. Insurance

- a. Employees designated as management are provided medical, dental, and vision insurance which covers the employee/s and eligible dependents, fully paid by the District. Management employees will receive any additional benefits granted to other employees. May participate in the District Pool Plan (approved each year).
- b. Those employees that work less than 30 but more than 20 hours per week have the option of full benefits by reimbursing the District the percentage under full time employees.
- c. An employee who is on an unpaid leave of absence may participate at the employees option and at his/her expense, in the above insurance coverage during the period of the leave, subject to the approval of the insurance carrier. If such an option is selected by an employee, premiums will be paid to the District on a monthly basis in advance pursuant to District procedures.
- d. Insurance coverage begins for new employees on the 1st day of the month following employment.
- e. District Paid Insurance Premiums for Early Retirees. The District's Board may grant continued health, dental, and vision insurance to early retiring management and confidential employees. The terms of any such grant will be negotiated individually.

15. Jury Duty

In the event that any management or confidential employee is summoned for jury duty, he/she shall report immediately to his/her immediate supervisor. If the absence will tend to materially disrupt the District's operation, the supervisor shall attempt to have the employee excused. When an employee is granted leave for jury duty, he/she will endorse his/her juror's pay, excluding mileage and meal allowance, to the District.

**ARTICLE XI  
SUBSTITUTES**

A. Intent

It is the intent of the District to employ qualified substitute employees for all management employees absent for any period of time that, in the opinion of the Superintendent, requires substitutes.

B. Pay

Management substitute employees will be paid at a per diem rate equal to the first step and range of the classification for which the substitute is being employed.

C. Candidates

Management substitute employees may be former or retired District employees or qualified available local candidates.

**ARTICLE XII  
SAFETY**

A. The District shall conform to and comply with all health, safety, and sanitation requirements imposed by state and federal law or regulations adopted under state or federal law.

B. Reporting

It is the responsibility of each management employee to report unsafe conditions to the Superintendent. Such reports shall be in writing, and it is the responsibility of the Superintendent to see that any unsafe conditions are corrected. An employee has the right to report said alleged unsafe working conditions to the California Occupational Safety and Health Agency. No employee will be in any way discriminated against as a result of reporting any condition believed to be a violation of Section A of Article XII.

C. Equipment

Should regulations require use of any equipment to insure the safety of an employee or others, the District will furnish such equipment.

**ARTICLE XIII  
COMMUNITY ACTIVITIES**

A. Intent

It is the intent of the District to encourage management employees to participate in community activities which will support the public relations activity of the school system providing; however, that such participation does not adversely affect the job performance of the employee.

B. Approval

Without infringing on the individual rights of the employee, all participation in community activities which might require some absence from the job site must be approved by the Superintendent.

C. Participation

Participation in service organizations will generally be approved and employees may utilize a reasonable amount of normal working time and staff time in accepting responsibilities of these organizations.

D. Full Day Absences

If in the judgment of the Superintendent or Board of Trustees, an employee's participation in community activities is adversely affecting the employee's job performance, the employee will be required to abstain from such participation during school (work) hours.

**ARTICLE XIV  
DUTIES AND RESPONSIBILITIES**

A. Assignment

Management employees shall be assigned by the Superintendent. They shall assist the Superintendent and the Board of Trustees in developing policy, in making decisions consistent with District policy relative to their assignment and in administering the District in an efficient manner.

**ARTICLE XV  
EARNED COMPENSATION TIME RELEASE-SPECIAL PROJECTS**

Employees may earn up to two (2) days equivalent of leave to be taken during the regular school year at the discretion of the employee in exchange for the following: With prior approval of the Superintendent, employees may earn leave time by working on approved projects during the summer. These projects may include, but are not limited to, curriculum development, workshops, seminars, and graduate level course work. The use of leave under this policy will be subject to the prior approval by the administration (12-9-92) **APPENDIX IV**

**APPENDIX I (5/21/14)  
DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT  
MANAGEMENT SALARY SCHEDULE**

**Position**

➤ Administrative Assistant/CBO (Confidential Position)

Employee placement on Salary Schedule will be based on years of experience per Step. Maximum Step/Year placement on Salary Schedule is Year 5.

Hours and days of employment are based on Board approved Job Descriptions and Duty Statements.

Board of Trustees Meetings: Addition of \$25.00 per Board Meeting (2/10/88)

Administrative Assistant/CBO – Confidential position
--

1	2	3	4	5	7	10	15
3,021	3,125	3,229	3,333	3,438	3,583	3,721	3,858

20	25	30	35	37	38	39
4,000	4,142	4,283	4,425	4,558	4,695	5,670

Board approval 7/12/16 revised Step 39 (increase of \$10,000/year)  
An increase from 4,836 to 5,670

SALARY SCHEDULE INCREASE: 12/9/15

Stipend Payments: To be paid one-half on the January 2016 pay warrant and one-half on the January 2017 pay warrant to employees currently employed at the time based on regular FTE

- \* With the District 10 or more years                      \$7,000.00    total
- \* With the District 9 or less years                         \$5,000.00    total

Contracts and salary for Superintendent/Principal and Management Confidential separate process and approval/ratification per EdCode provisions and Brown Act.

**APPENDIX II**  
**CERTIFICATION**

The DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICTS'S BOARD OF TRUSTEES certify that persons employed in the position Admin. Secretary and Consolidated Applications Coordinator, have duties, flexibility of hours, salary, benefit structure, and authority of such a nature that they should be set apart from those positions which are subject to the overtime provisions, and that employees serving in such excluded position will not be unreasonably discriminated against.

NOTE: Any policy which permits "docking" the salary of an employee who is otherwise an overtime exempt management employee in certain circumstances may result in loss of the exemption. Overtime pay may then be required for these employees. Back pay liability could also result.

**APPENDIX III**

**Dunsmuir Joint Union High School District  
Title: ADMINISTRATIVE ASSISTANT/CBO**

This position is a Classified Confidential Management Position.

**QUALIFICATIONS**

**Knowledge of**

- Modern office practices, standard office equipment, and technology
- English usage, spelling, and grammar
- Personnel rules and regulations

**Skills for**

- Effective and efficient communications
- Technical and formal report writing formats
- Efficient word processing
- Personal computer experience

**Abilities to**

- Maintain high levels of confidentiality
- Expand new areas of responsibility
- Work independently and assume responsibility
- Compilation of data and information and preparation of comprehensive reports
- Be a self-starter and have a willingness to communicate with members of the school community
- Establish and maintain cooperative relationships with members of the school community
- Excellent at detail work
- Ability to be flexible and put in extended hours with multiple interruptions

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

Ability to exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects

This type of work involves sitting much of the time, but may involve walking or standing for brief periods

Perceiving the nature of sound, near and far vision, depth perception, oral communication and certain levels of manual dexterity are important aspects of this job

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this job.

**EDUCATION AND EXPERIENCE** Bachelors degree with emphasis in accounting, business management; experience preferred; strong interpersonal relationship skills, high degree of organizational skills

**ASSIGNMENT**

Handle all duties and assignments in an efficient, effective and professional manner

Participate in professional development programs

12 month 8 hours per day - subject to additional need

\* Such alterations to the above qualifications as the Board may find appropriate and acceptable

**GOAL** To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

## **JOB DUTIES**

### **I BUSINESS OFFICIAL/FISCAL MANAGER**

- \* Acts as advisor to Superintendent on school budget and all other business and financial matters
- \* Processes fiscal matters in QSS
- \* Acts as budget control officer preparing purchase orders for supplies and materials, equipment in keeping with the budget constraints/requirements and processes invoices for payment of such materials and supplies
- \* Compile bids and informal quotes for District Equipment purchases
- \* Maintain Independent Contractors Contracts and Bids and Agreement records
- \* Prepares budget calendar
- \* Work with the Administration on Goals and Objectives
- \* Gather information for department budget requests
- \* Prepares all necessary information required for budget preparation. 1<sup>st</sup> Interim and 2<sup>nd</sup> Interim budget revisions in accordance with District Goals and Objectives all within the requirements of
- \* SACS accounting
- \* Work with the Superintendent in the development of long range fiscal planning
- \* Prepares accurate and timely financial reports as required by State and Federal agencies having jurisdiction over public school funds. ie. Tech Prep, Voc Ed, AP, various grants
- \* Prepare Community Day School annual Waiver
- \* Work closely and cooperatively with the independent auditors and help prepare the annual audit
- \* Handle internal audit procedures
- \* Prepare records and responsible for GASB 34 requirements in cooperation with the County Office
- \* Stay current in the QSS fiscal management system
- \* Play a leadership role in building and facility planning and construction
- \* Responsible for Liability Insurance Policies and claims
- \* Processes 1099's and California Use Tax reports and payments
- \* Prepare fuel tax, timber tax and diesel tax reports and payments
- \* Receive and account for cash and prepare reconciliation of cash account deposits in QSS
- \* Process yearly Bulk Purchase
- \* Manage District investments with the County Treasurer and LAIF
- \* Monitor all special funds and handle proper expenditures of funds
- \* Manage Revolving Cash Fund and Deposit Account Fund checking accounts and do monthly bank reconciliation, prepare checks for payment
- \* Prepare monthly budget reports for the Board of Trustees
- \* Prepare Mandated Costs information
- \* Prepare the 5-year Deferred Maintenance plans and maintain all records of expenditures and projects
- \* Prepare all year-end closing materials: Accounts Receivable, Accounts Payable, Health and Welfare balancing, Time Accounting, SACS data
- \* Prepares MAA billings



**II HUMAN RESOURCES/PERSONNEL/PAYROLL OFFICER**

- \* Advertise openings, handle applications, interview scheduling
- \* Process new employees with new employment papers and salary placement and contracts
- \* Maintain fingerprint program
- \* Maintain DVM pull notice program
- \* Maintain personnel files
- \* Prepare and maintain certificated contracts
- \* Handle unemployment and retirement issues
- \* Maintain employment benefit program, monitor insurance requirements of employees
- \* Maintain retire benefits plans and payments
- \* Maintain sick leave and vacation records
- \* Maintain Personnel files
- \* Maintain T.B., I-9's, W-4's records
- \* Process time cards, extra duty assignments and summer hours
- \* Prepare payroll requisitions in QSS system and distribute payroll
- \* Wage and tax statement to employees and vendors
- \* Back up substitute caller
- \* Maintain employee lists
- \* Workman's Comp coordinator for program and claims
- \* Maintain Certificated Master, Classified and Management contracts and handbooks
- \* CBEDS Coordinator

**III PRINCIPAL/SUPERINTENDENT/BOARD SECRETARY**

- \* Liaison with legal counsel
- \* Helps prepare the District Goals and Objectives
- \* Secretary to Principal and Superintendent
- \* Works with the Superintendent on Board Policy, Administrative Regulation, and By Law Updates
- \* Keeps Policy Manuals current with updates as approved by the Board
- \* Keeps Education Code Manuals current with updates
- \* Custodian of legal documents
- \* Posts legal notices
- \* Works with Superintendent on Board elections/appointment requirements
- \* Responsible for Conflict of Interest Code
- \* Filing Officer for Conflict of Interest Form 700
- \* Serves as a fiscal advisor in staff negotiations
- \* Prepares Board Agendas of items of business to be considered at the Board Meetings and all back up materials
- \* Takes and prepares full and accurate accounts of minutes at Board Meetings
- \* Acts as confidential secretary to Board of Trustee Members
- \* Prepares yearly calendar.
- \* Keeps the newspaper scrapbook.

**IV CAFETERIA**

- \* Prepares invoices for warrant payment in the QSS accounting system
- \* Does reconciliation of Cafeteria Checking account and deposits of revenue in the QSS accounting

system

- \* Prepare monthly District costs for State reimbursement ie. personnel costs and utility costs

## **V SCHOOL SAFETY COORDINATOR**

- \* Prepares District Emergency Preparedness Plan
- \* Works Cooperatively with local law enforcement and safety agencies
- \* Prepares Emergency Contact Lists

## **VI PUPIL TRANSPORTATION**

- \* Works with the Superintendent on fiscal management of the transportation department
- \* Maintain records of pupils transported and miles traveled and submit to County at year end
- \* Maintenance Drug Testing files
- \* Maintain CHP required personnel files

## **VII OFFICE MANAGER/MISC**

- \* Manages Student Insurance Program, accident reports and student insurance claim forms
- \* Perform a variety of regular secretarial duties such as filing, typing, sorting mail, opening mail for Superintendent and Principal, answer phone, type letters, run copies
- \* Maintain facility use agreements by community
- \* Responsible for the Student of the Month@ program
- \* Maintain the athletic exams and policy files
- \* Maintenance and development of forms
- \* Office Practices instructor responsible for curriculum and grading (Credential required)
- \* Prepare the office for opening of school
- \* Prepare teacher grade books
- \* Prepares parking lot chart and various charts and schedules
- \* Responsible for key inventory and employee key check out and policy forms
- \* Help in Coordination of Tiger Awards with various departments
- \* Help in Coordination of Baccalaureate and Graduation

revised 05/13/05

*Board approved 12-13-05*