
Folsom Cordova Unified School District



Classified Employee Handbook



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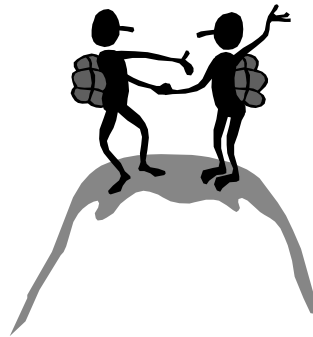
1. WELCOME TO FCUSD

INTRODUCTION

The purpose of this handbook is to acquaint classified employees with their employment status, benefits, and rights. It is hoped that the areas about which there most likely would be questions will be clarified for you on the following pages.

Our District is governed by many rules and regulations—by the Education Code, by State and Federal laws, by the Policies and Regulations adopted by our Board of Education, and by contractual agreement. Where it may be of help, references are made in the Handbook to District Policy and Regulations. These Policies and Regulations are available in every department or school site office, as well as on the District website at www.fcusd.org. The 4200 Series of the Policies and Regulations applies to classified employees. Your supervisor or site administrator should be able to assist you in finding more detailed information if needed.

Each classified employee is a valued member of our team and makes an important contribution to the education of young people. It is the intent of Human Resources staff of Folsom Cordova Unified School District to work continuously to improve communication between the Human Resources Department and our classified employees.



WELCOME,

...and heartiest congratulations on your selection as a member of our education team. As a part of the Folsom Cordova Unified School District you will have an opportunity to make a real contribution to the District's educational program. The job you will perform is important to the success of the students' education and well being.

We hope this booklet will assist you in becoming acquainted with our school district and some of the regulations and procedures that affect you directly.

Your immediate supervisor will be working with you to help you become acquainted with your new responsibilities. We are confident that you will find your position in our educational team both challenging and exciting.

Human Resources Department

OUR DISTRICT'S GROWTH

The Folsom Cordova Unified School District was unified in 1949, by combining the Folsom High School District and the neighboring elementary districts. The student population has risen from 680 students to the present enrollment of in excess of 18,000 students. Our two main population areas are Folsom and Rancho Cordova.

The District employs approximately 1,850 full and part time employees working either in teaching or classified assignments. Folsom Cordova operates 19 elementary schools, 4 middle schools, 3 high schools, 2 continuation high schools, secondary and elementary independent study schools, a charter school, an evening adult school, a community day school, a program for preschoolers, an adolescent parent program, special education programs for the exceptional child, and an intervention program for students at risk.

BOARD OF EDUCATION

The Board of Education of the Folsom Cordova Unified School District is comprised of five individuals who are elected by the residents of the District to act as the governing body of the District within limitations established by State law.

These Board members establish the broad operating policies under which the schools function by drawing on the counsel and advice of the system's chief administrative officer, the Superintendent, and his/her staff.

Public meetings of the Board of Education are held regularly each month. You are welcome to attend and to participate.

CHAIN OF COMMAND

When you are seeking the answer to a question, making suggestions, or resolving a problem, you should promptly contact your immediate supervisor. If you have a concern, every effort will be made, through an informal discussion, to resolve the problem at this level. If you cannot resolve the situation with your immediate supervisor, you should consult with the principal or department head. If resolution cannot be reached at that level, the issue may be referred to the office of the Assistant Superintendent, Human Resources. If the problem is still not resolved, you may refer the matter to the Superintendent and, ultimately, to the Board of Education. Each of these steps allows you the opportunity to be represented by an Association representative.

The Importance of Public Relations

Thousands of students, parents, faculty members, and visitors will pass through our offices, classrooms, and facilities each year.

When the public comes to you for information or assistance, *YOUR* voice on the telephone, or *YOUR* personal greeting will give them a very definite impression of our school district.

Let's make it a FAVORABLE first impression to pave the way for future cordial relationships, keeping the channels of communication open and friendly by being prompt, cheerful, helpful, and efficient in all our contacts with students, parents, and co-workers.

Look Pleasant!

Sound Pleasant!

Be Pleasant!



It doesn't take a second longer!

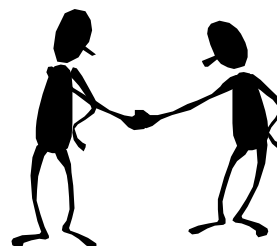
2. EMPLOYMENT

CLASSIFIED SERVICE

All employees whose positions do not require a teaching credential are a part of the Classified Service with the following exceptions: Noon Supervisors (unless they are employed by the District in another classified position), students, temporary professional experts, and restricted status employees. You will become a permanent part of the Classified Service upon the completion of your probationary period. In most cases, this is 6 months after you are hired. Management and supervisory positions have a 1-year probationary period. This probationary period applies to promotional assignments, as well as entrance assignments.

As a permanent employee, you have the obligation of continuing to perform the duties of your position in a satisfactory manner and, in return, are guaranteed certain privileges and rights, among which are:

- ❖ Appeal of disciplinary action (suspension, demotion, or dismissal);
- ❖ Privilege of competing in promotional interviews for a higher position;
- ❖ Progressive salary advancement through the five steps of the salary schedule;
- ❖ Vacations;
- ❖ Health and/or Welfare Benefits;
- ❖ Consideration for Leaves of Absence;
- ❖ Retirement.



CONDITION OF EMPLOYMENT

All regular classified employees serve a 6-month probationary period. During this period, all regular employees, full and part-time, are entitled to sick leave, bereavement leave, and other approved leaves, paid holidays, and vacation. For employees working 4 or more hours daily, retirement coverage begins the first of the month following employment. Medical insurance coverage begins the first day of the second month of employment, and all other health insurance benefits provided by the District begin the first of the month following employment.

Upon completion of the 6-month probationary period, and with a written evaluation indicating satisfactory work performance, the probationary employee becomes a permanent employee. An assignment for a permanent employee is on a continuing basis unless terminated by resignation, reduction in force, elimination of position, or dismissal for cause.

CLASS SPECIFICATIONS

Written class specifications define the typical duties to be performed by employees in the classified service. Upon initial employment, and upon each change in classification, the employee is furnished a copy of his/her class specification, salary schedule, and work assignment.

A class specification is written so as to give a *general* definition of a position. Distinguishing characteristics and essential functions of the job are outlined but are not restrictive and should not be construed as declaring that duties and/or responsibilities may not be changed. The supervisor may temporarily assign other duties and responsibilities to, or otherwise direct and control the work of, employees under his/her supervision.

EVALUATIONS

Probationary employees are evaluated at the beginning of the 6th working month of employment. The evaluation must indicate satisfactory service for the first salary increase to be effected and before permanency is awarded. Permanent employees are evaluated annually (July or January) or more often if necessary. These evaluations are considered in approving promotions and transfers. A copy of each employee evaluation is placed in the employee's personnel file in the District Office. This file is available for inspection by the employee, as per District Policy.

Please refer to the back of this handbook for a sample copy of the Evaluation form used for classified employees in the Folsom Cordova Unified School District.

EMPLOYEE ORGANIZATIONS

Your position belongs to a recognized bargaining unit represented by an employee organization. Therefore, you are subject to all the provisions of the negotiated contract. A copy of the contract covering your unit is available on the District website www.fcusd.org and is also available for viewing at each site. Please read it carefully. Dues will automatically be deducted from your paycheck. However, you must complete a membership application in order to be considered a unit member.

CONFIDENTIALITY

Confidentiality of Human Resources Information

Your personnel files (with the exception of pre-employment information) shall be open only to you, your representatives, District management, members of the Board of Education, and any agencies authorized by law. Your written authorization is required before any other person may examine your file.

If information that is derogatory in nature is received by the Assistant Superintendent, Human Resources, the information will not be entered in the file until you are given notice and the opportunity to review and comment thereon. Your written response will be entered into your file, along with the document.

If at any time you wish to review your personnel file, you may contact the Classified Human Resources Office for an appointment to do so.

BACKGROUND CHECK

All classified employees are required to complete a background check prior to employment. Background check records will be used by the District to verify any record of previous convictions of the employee candidate.

The Human Resources Office will provide you with the appropriate forms to be submitted to the Livescan agency.

TUBERCULIN TEST

State law requires a tuberculin test prior to employment and every four years thereafter. The District's Health Programs Department administers TB skin tests at scheduled clinics; and, if necessary, a chest X-ray can be obtained from the Sacramento County Health Department.

PERSONAL DATA

Change in Name, Address, Phone Number, or Family Status

Please immediately report any changes to the above information to the Human Resources Office so that your records remain current and up-to-date. **Any change of name must be accompanied by a matching Social Security Card.**

RESIGNATION

If you decide to resign from your position, you are expected to give at least 2 weeks advance notice to your supervisor*. You must also go to the Human Resources Office before your last workday to sign the necessary resignation form and return your identification badge. Any keys issued to you are to be returned to your immediate supervisor.

**Prior notice is required so that the District can seek your replacement.*

RE - EMPLOYMENT

Employees who resigned in "good standing" may be rehired subject to the complete selection process. Upon re-employment, an employee must serve the required probationary period.

3. PAYROLL

SALARIES

Classified employees are paid in accordance with an annually adopted salary schedule. No variations from this schedule may be made for an individual employee without the consent of the District and the employee.

Salaries are paid monthly. Regular classified employees working a set number of hours daily are paid on the last working day of the month. Short-term, hourly, and substitute employees are paid on the 10th of the month; however, the variable pay period is from the 26th of the month through the 25th of the following month. The Salary Schedule designates the hourly rate.

SALARY INFORMATION

Each job classification is paid on a designated range of the appropriate salary schedule. Each range consists of 5 steps. New employees are hired at the step of the salary range that is commensurate with their experience. After the first 6 months in probationary status, with the recommendation of the supervisor and the approval of the Assistant Superintendent, Human Resources, and as authorized by the Board of Education, employees may advance to the second step of the salary schedule. Salary advancement will then occur annually according to the salary schedule steps and your established anniversary date.

ANNIVERSARY DATE

Each regular employee is assigned an anniversary date which is used to determine eligibility for pay increments. At the end of the first 6 months of employment, the anniversary date of JULY or JANUARY is set. The month used as the anniversary date is that month closest to one year after the date on which an employee is awarded his/her 6-month step increase.

An employee's anniversary date may change due to a change in assignment. Circumstances under which the date may change are listed in Board Policy.

LONGEVITY PAY

Service recognition pay increases resulting from extended service to the District are given at the beginning of the 11th year and every 5 years thereafter.

OVERTIME

Hours worked in excess of 8 hours per day, or 40 hours per week, are compensated for on a time and one-half basis, either by compensatory time off or by pay warrant.

If a less-than-12-month employee is authorized to work more than the scheduled months, he/she is compensated at an hourly rate of pay, based on the current classification and step.

All overtime work ***must be approved in advance*** by the site or program manager.

PAYROLL DEDUCTIONS

Mandatory payroll deductions are made for the following:

FEDERAL INCOME TAX
STATE INCOME TAX
O.A.S.D.I.
CalPERS*
MEDICARE**

**Compulsory for regular employees working four or more hours daily.*

***Mandatory for all employees hired after 4/01/86*

Payroll deductions for Federal and State Income Taxes for all employees will be made based on the W-4 form completed by the employee and the current Tax Rate Schedule.

Classified employees working 4 or more hours a day become members of the California Public Employees' Retirement System (CalPERS) on the day of Board appointment. Payroll deductions will be taken for Federal and State Income Taxes, O.A.S.D.I., and mandatory Medicare Taxes for employees appointed for less than 4 hours daily. Once an employee qualifies for membership with CalPERS, payroll deductions will be made on all earnings. CalPERS does not apply to overtime hours. Should an employee's hours be reduced to less than 4 hours daily, membership with CalPERS is retained. Detailed information regarding CalPERS benefits can be found in the CalPERS booklet which is given to each qualifying employee upon employment. Additional booklets and information are available to all employees from the Payroll Department.



MISCELLANEOUS

Optional payroll deductions may be authorized by the employee for dues, insurance programs, credit unions, or recognized employee associations, as well as for United Way and tax shelters. Contact the Payroll Department for additional information regarding these optional deductions.

4. WORK SCHEDULES

HOURS OF WORK

The daily time schedule for employees varies according to the needs of the specific assignment and/or the department. Schedules are assigned by your site administration.

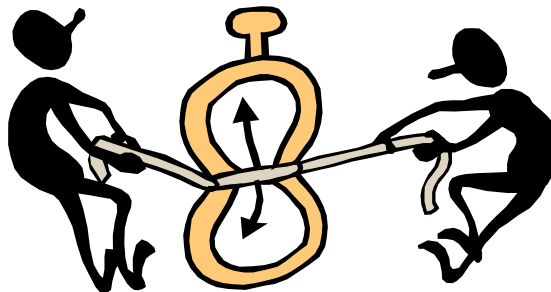
LUNCH PERIOD

Classified employees working a shift in excess of 4 hours daily shall be allowed to take a minimum of 30 minutes for a lunch period within the working day on their own time.

REST PERIODS

Rest periods of 15 minutes are authorized for each 4 consecutive hours of work. Rest periods will be taken in the middle of the work period insofar as it is practicable. Wherever possible, the employee will be allowed to leave his/her workstation. Where it is not feasible, he/she will be allowed the 15-minute rest period at the workstation, free from duties. It is the responsibility of the administrator to provide the “free-from-duty” time as outlined above. Rest periods are paid time; they are forfeited if not used and may not be used to provide for early release.

- ✓ Employees who work between 3.5 and 4 hours may be granted a 15-minute rest period daily, as long as it does not interfere with the delivery of educational services.
- ✓ Employees who work more than 4 and less than 8 hours shall be allowed one 15-minute rest period.



5. HIRING PRACTICES

NONDISCRIMINATION IN EMPLOYMENT

Any employee who feels that he/she has been or is being unlawfully discriminated against or harassed should immediately contact his/her supervisor, the nondiscrimination coordinator, or the Superintendent in order to obtain procedures for reporting a complaint. Such complaints shall be filed in accordance with *Administrative Regulation 4030* (Complaints Concerning Discrimination in Employment). An employee may bypass his/her supervisor in a situation wherein the supervisor is the alleged offender.



EMPLOYEE USE OF DISTRICT TECHNOLOGY RESOURCES

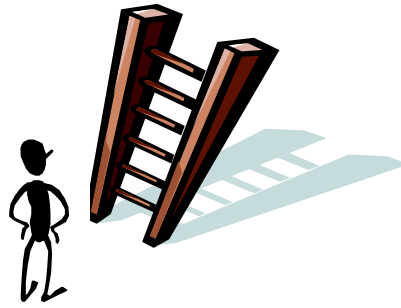
Employees of the District must abide by the District's policies and regulations as a condition of employment. The District has elected to create an "*Employee Technology Use Agreement*", which serves the purpose of assuring that each employee has had an opportunity to read and become familiar with the District's policies on the use of technology resources, including internet or intranet access. The District may require its employees to sign such an agreement as a condition of using these technology resources, but employees are bound by these policies and regulations, regardless of whether a signed agreement is on file, and may be subject to discipline for failing to follow those terms and conditions.

CLASSIFICATION CHANGES

Employees may be changed from one position to another and from one salary classification to another, according to the following procedures:

Request for Transfer

Notices of vacancies are posted on-line via EdJoin and at all schools and offices. Completion of an on-line application on EdJoin serves as a request for transfer.

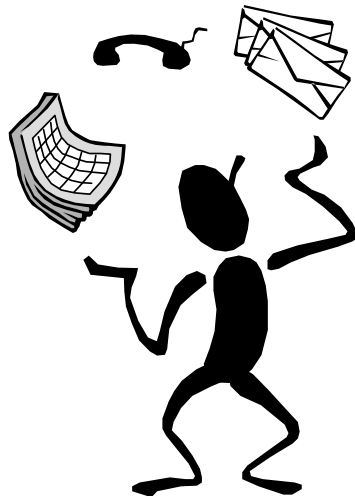


Promotion

Upon promotion to a position in a higher salaried class, an employee shall be placed in the salary range of the new class at the minimum step which provides at least a 5% increase over the former salary, not to exceed the Step E rate. Your appointment to a higher classification is subject to the 6-month probationary status. This does not affect your status as a permanent employee in the District.

Reassignment

A classified employee actually assigned to duties of a higher classification for a period of longer than 5 or more working days within a 15-calendar day period will have his/her salary adjusted upward for the actual period of such reassignment. The adjusted salary will be that of Step A of the temporary assignment range, or 5% above the regular salary, whichever is greater, except that it will not exceed Step E of the temporary assignment range. Upon returning to the former position, the employee's pay shall revert to the lower rate.

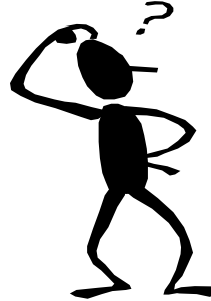


6. WORKPLACE STANDARDS

DISCIPLINARY ACTION

You should know some of the causes which can lead to disciplinary action. They include*:

- ✓ Incompetence
- ✓ Inefficiency
- ✓ Insubordination
- ✓ Inattention to or dereliction of duty
- ✓ Abuse of illness or other leave privileges
- ✓ Discourteous treatment of the public or fellow employees
- ✓ Any other willful and persistent violation of provisions of the Education Code or the Board of Education Policies and Regulations**



*See Board Policy for the complete list.

Permanent employees may appeal suspension, demotion, or dismissal. Probationary employees ***do not*** have appeal rights.

*****Dishonesty, use of any narcotic or dangerous drug prohibited by law, use of tobacco in any form at any time or place on school district property, fraud, or willful misstatement of material facts in securing employment.***

TELEPHONES/INTERNET/E-MAIL

The telephones provided by the District are for the sole purpose of conducting school business. They are not to be used for either incoming or outgoing personal calls, except in emergencies. Likewise, access to the Internet is for the sole purpose of conducting school business. If you are assigned a District e-mail account, it is for the purpose of internal and external District communications. The District retains the right to monitor employee e-mail and Internet activities.

AUTO MILEAGE ALLOWANCE

If your assignment requires you to use your own car in the performance of your regular duties, you shall be authorized to receive payment for the actual number of miles you are required to drive while on school business.

7. BENEFITS & SERVICES

MEDICAL INSURANCE

Regular employees working four or more hours a day have the option to enroll in one of the medical insurance plans offered, upon Board approval of their employment.

Currently, the District's contribution for medical insurance is limited to a maximum cap amount. Coverage for employee's eligible dependents can be purchased by the employee. This, as with all benefits which have a dollar cost, is an item for the negotiation process under State law. These costs may vary; indeed, they have increased in recent years. It is recommended that employees check with the BENEFITS OFFICE of the Fiscal Services Department regarding current coverage costs. Employees working 4 to 7.9 hours per day pay a pro-rated share of the benefit package.



DENTAL INSURANCE

Currently, the District offers dental insurance coverage for all regular employees working 4 or more hours a day. The cost for coverage is paid in full for 8-hour employees and is pro-rated for employees working fewer than 8 and more than 4 hours a day. Employees pay for any dependents.

VISION INSURANCE

Currently, the District offers vision insurance coverage for all regular employees working 4 or more hours a day. Vision insurance covers employees and their dependents. The cost for coverage is paid in full for 8-hour employees and is pro-rated for employees working fewer than 8 and more than 4 hours a day.

LIFE INSURANCE

All regular employees working 4 or more hours daily are covered by a life insurance policy. The cost for coverage is paid in full for 8-hour employees and is pro-rated for employees working fewer than 8 and more than 4 hours a day. The extent of this coverage is explained in the policy given to each qualifying employee upon employment.

INCOME PROTECTION

All regular employees working four or more hours a day are offered an income protection plan by the District. The extent of the coverage is explained in the enrollment pamphlet enclosed in the new employee information folder.

EMPLOYEE ASSISTANCE PROGRAM

All regular employees working four or more hours a day are eligible to access this program. Services are provided in the areas of marriage/family counseling, alcohol/drug dependence, financial matters, legal issues, stress, child/elder care, retirement planning, and tax consulting. This is a District paid benefit.

WORKERS' COMPENSATION

Workers' Compensation for industrial injuries is provided by the District for all employees. The carrier for our District is York California.

CALPERS

All regular employees working four or more hours a day are automatically members of CalPERS (California Public Employees' Retirement System). Appropriate salary contributions to CalPERS are determined by the number of hours worked and the employee's current salary.

SOCIAL SECURITY

Employees will be covered by Social Security. All earnings will be subject to Social Security taxes for both the employee and the District.



MANDATORY MEDICARE

Employees hired after March 31, 1986, are subject to Medicare tax. All earnings will be subject to Medicare taxes for both the employee and the District.

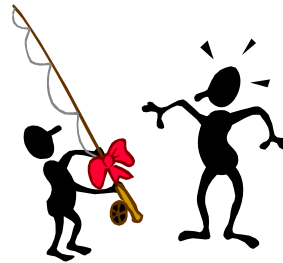
PROFESSIONAL GROWTH PROGRAM

A Professional Growth Award Program is currently available to all regular classified employees. The program provides opportunities and incentives for personal and professional growth by offering compensation to employees for participating in job or promotion related courses of instruction. Forms and policy information are available from Human Resources Services. Approval for Participation in this program must be obtained from Human Resources Services in advance.

RETIREMENT

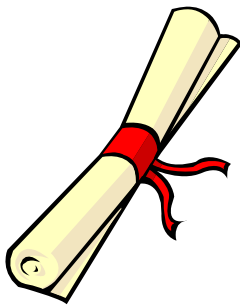
Classified employees who become members of the California Public Employees' Retirement System (CalPERS) will contribute monthly toward the cost of the retirement plan. An employee may receive retirement compensation at age 50 if he/she has at least 5 years of credited service in CalPERS, or at any selected age after 50.

A personal appointment should be made with a CalPERS representative regarding retirement allowances. It is recommended that an employee begin the process for retirement 6 months prior to the desired effective date. No retirement can be effective prior to the first day of the month the request is received in the CalPERS office. Notice to Human Resources is required when an employee has elected the date of intended retirement. You will be provided the required forms. Group health insurance coverage may be continued at the retiree's option, and at his/her expense, subject to any restrictions imposed by the insurance carrier. CalPERS also offers a group retirement plan with Kaiser Foundation, which the employee may wish to investigate.



SERVICE AWARDS

Classified employees completing their 20th year of service are recognized at an annual reception. Employees having served a minimum of twenty years in the District are awarded a service pin at the conclusion of their 20th year of service and every 5 years thereafter.



8. TIME OFF FROM WORK

LEAVES

It is extremely important that you report any anticipated tardiness or absence from the job as soon as possible, preferably the day before or earlier, so that a substitute can be called, if needed. In any event, you must notify your immediate supervisor at the earliest possible time. Please use the AESOP absence system to record your absence. You may reach AECOP either by telephone or via the internet

The District places a high level of importance on regular attendance. Absenteeism may be cause for failure of probation or for discipline of permanent employees.

A leave of any kind requires prior approval. The rules applying to the various kinds of leaves are included in Administrative Regulations, Board Policies, and the negotiated contract.

SICK LEAVE

(Mental and Physical)

Regular full-time, 12-month classified employees are entitled to 12 days paid sick leave per year, for injury or illness. These days of sick leave may be accumulated indefinitely and are converted to service credit to eligible retirees. Part-time employees are also entitled to a pro-rated sick leave based on the ratio of time worked to the comparable sick leave time of a full-time employee. Extended absence due to illness may be covered by further credit (explained in District Policy), Extended Sick Leave Differential. The employee receives regular compensation, less the amount paid to a substitute employee to fill the position during the absence.

Please refer to District Policies relating to Industrial Accident and Illness Leave. These policies should be reviewed carefully to understand employee rights and District regulations.

PERSONAL NECESSITY LEAVE

During any school year, a classified employee may elect to use not more than eight days of accumulated sick leave for the following personal necessities. After 10 years of District service, the personal necessity days increase to 10 days. For a detailed description of the following categories, please refer to the Classified Human Resources absence slip:

- ❖ Bereavement (other than immediate family)
- ❖ Accident or Serious Illness*
- ❖ Litigation or Witness
- ❖ Religious Holiday**
- ❖ Inclement Weather or Mechanical Failure**
- ❖ Legal Matters
- ❖ Moving**
- ❖ Emergency
- ❖ Wedding or Graduation*
- ❖ Children's Educational Needs**
- ❖ 10 additional days for serious or life threatening illness*

*Immediate Family **2 days per year
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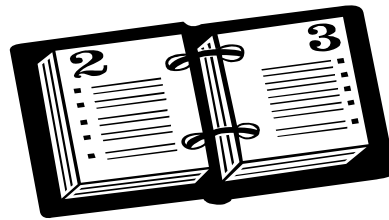
BEREAVEMENT

A classified employee shall be granted necessary leave without loss of pay, not to exceed 4 days (or 6 days if travel of over 200 miles one way is required) due to the death of any member of the immediate family.

OTHER LEAVES

Please refer to the complete District Policy Manual for definitions of the circumstances under which the following leaves may be granted:

- ❖ Family Care & Medical Leave
- ❖ Jury Duty Leave
- ❖ Leave without Pay
- ❖ Parental Leave
- ❖ Pregnancy Disability
- ❖ Military Leave
- ❖ Catastrophic Illness Leave



VACATION

Vacation leave (annual leave) accrues at the following rate for full-time employees for each year that the employee is in paid status:

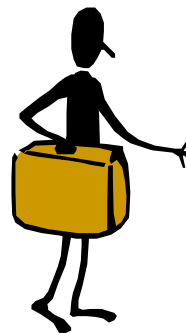
- ✓ 10 hours per month are earned during the first 10 years of service. 13-1/3 hours per month are earned thereafter, beginning with the completion of 10 years of service.
- ✓ Part-time regular employees earn annual leave at a prorated ratio of the individual's paid hours, with credit computed to the quarter-hour each month. Any fraction of a quarter-hour is recorded as a full quarter-hour.
- ✓ For longevity computation purposes, employees working 9, 10, or 11 months, or portions of those months, earn a year of service for each school year completed. Vacation for less than 12-month employees is paid to you as part of your annual salary.

Employees working in 12-month positions may carry no more than 30 days of accumulated vacation credit forward from one year to another. The cut-off date for credits is September 30. Vacation for 12-month employees must be requested and approved in advance. Although the preference of each employee is considered, final approval of vacation dates is the responsibility of your supervisor.

HOLIDAYS

Employees are granted the following state designated school holidays, providing the holiday falls within the normal workweek and the employee is in a paid status on the workday immediately preceding or following the holiday:

Independence Day (July 4)
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day
New Year's Day
Martin Luther King Day
Lincoln's Day
Washington's Day
Memorial Day



Local holidays declared by the Board include: The days preceding and following Thanksgiving, the work day before Christmas, or the work day before the holiday deemed to be in lieu of Christmas. When a designated holiday falls on Saturday, the preceding Friday is observed; when a holiday falls on Sunday, the following Monday is observed as the holiday.

For 12-month employees, there is currently a non-work day designated (floating holiday), which, with the approval of the principal/supervisor, is to be taken between December 25 and January 1 each year.

For 9.75-11-month employees, there is a non-work day designated each year on any non-student attendance day, with prior approval of the principal/supervisor.

For the 2000-01 school year and continuing until staff development days are restored to the school calendar, all 9.5-month employees will take the equivalent of their work day off early on super minimum days after the students leave. Each employee will figure his/her own time and will notify the principal/supervisor.

In addition, employees who have perfect work attendance in a given work year (excluding items under Section VI of the Classified Personnel absence form) will earn one floating holiday to be used in the following school year, with no accrual of leave from year to year. The floating day will also require prior approval of the employee's principal or supervisor.



9. CONCLUSION

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QUESTIONS

If you have any questions that have not been answered by reading this booklet, feel free to contact the Human Resources Services Department at (916) 355-1100 for more information. We will be very glad to assist you.

CONCLUSION

District Policy states that, “Classified rules and regulations will be provided to each employee of the classified staff and shall be deemed part of the employment contract.”

This condensation of these policies and regulations cannot cover the details of all employment conditions, rights, burdens, and/or benefits. Each employee is encouraged to refer to the detailed and complete manuals of Policy and Regulations that are available at each employment location. In the near future, they will also be accessible on the District website, www.fcusd.org.



**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
PERFORMANCE EVALUATION - CLASSIFIED PERSONNEL**

Employee Name					Location						
Position			Status		Perm		Unscheduled Report? <input type="checkbox"/>			Due Date	
SECTION A*						SECTION B		Record Job Strengths & Superior Performance			
a	b	c	d*	Performance Factors			e				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Observance of Work Hours			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Attendance			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Grooming & Dress			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Compliance with Rules			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Safety Practices			<input type="checkbox"/>	SECTION C Record PROGRESS ACHIEVED in attaining			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Public Contacts			<input type="checkbox"/>	previously set goals for improved work performance or job			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Pupil Contacts			<input type="checkbox"/>	qualifications.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Employee Contacts			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Knowledge of Work			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Work Judgments			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Planning and Organizing			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Job Skill Level			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Quality of Work			<input type="checkbox"/>	SECTION D Record specific GOALS or IMPROVEMENT			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Volume of Acceptable Work			<input type="checkbox"/>	PROGRAMS to be undertaken during next evaluation period.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Meeting Deadlines			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Accepts Responsibility			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Accepts Direction			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Accepts Change			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Effectiveness Under Stress			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Appearance of Work Station			<input type="checkbox"/>	SECTION E Record specific work performance			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Operation & Care of Equip.			<input type="checkbox"/>	DEFICIENCIES or job behavior requiring improvement or			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Work Coordination			<input type="checkbox"/>	correction. (Explain checks in column a)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Initiative			<input type="checkbox"/>				
				Additional Factors							
				Additional Factors							
				Additional Factors							
				Additional Factors							
Additional Factors for Supervisors						SUMMARY EVALUATION – Check Overall Performance -					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Planning & Organizing			<input type="checkbox"/>	<input type="checkbox"/> Not Satisfactory <input type="checkbox"/> Requires Improvement <input type="checkbox"/> Effective - Meets Standards <input type="checkbox"/> Exceeds Standards			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Scheduling & Coordinating			<input type="checkbox"/>	Rater: I <input type="checkbox"/> Do <input type="checkbox"/> Do Not recommend this employee be granted permanent status			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Training & Instructing			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Productivity			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Evaluating Subordinates			<input type="checkbox"/>	Signature _____ Title _____ Date _____			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Judgments & Decisions			<input type="checkbox"/>	Reviewer: _____ (If none, so indicate)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Leadership			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. Operational Economy			<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32. Supervisory Control			<input type="checkbox"/>	Signature _____ Title _____ Date _____			
				Additional Factors				Employee: _____ I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.			
				Additional Factors							
				Additional Factors							
				Additional Factors							
★ Checks in column a must be explained in Section E											
◆ Checks in column d must be explained in Section B						Signature _____ Date _____					

*a = Not Satisfactory b = Requires Improvement c = Effective - Meets Standards
d = Exceeds Standards e = Does not apply