



Employee Handbook

2017-2018

Aspire Advance Achieve

Background

The Tracy Learning Center was founded in 2001 and opened with 125 students. Today, the Tracy Learning Center is composed of four schools: Preschool, Primary Charter School, Discovery Charter School, and Millennium High School. The schools comprise over 1200 students. Tracy Learning Center Schools, except for Preschool, are charter schools which are free public schools.

Mission Statement

The Tracy Learning Center schools are committed to providing quality education for all students preschool to 12th grade. This education is provided by allowing for individual differences by grouping for instruction. Teachers are essential for the guidance and direction of student learning. They pace the instruction based on outlines in curriculum maps for each subject. Technology is an important tool used in the schools for processing and sharing information. All students learn the importance of respect and responsibility.

Employment Status

Full time employees work 40 hours each week.

Employees who work 20 or more hours a week are given full time status for benefits and are part of the full time employee group for this document.

Part time employees who work less than 20 hours do not receive benefits and are referred to as Part time for this document.

Classified employee work hours are various and therefore are set at the time of employment by the Director of Human Resources. TLC (Tracy Learning Center) reserves the right to modify these employees starting and ending time and the hours worked.

Work Year

All employees work a 212 day year for 2017-18 school year. Students are in school 205 days each year. Seven days are set aside for staff in-service without students. This year there are five days at the start of the year and two days during spring break for in-service. The last day of school and work for employees this year is June 29, 2018.

Work Year Expectations

Employees realize that they are working 205 days with students. During the school year, classified and certificated staff who work directly with students are expected to perform: AM duties as assigned, supervision during student lunch and recess, and PM duties as assigned during the week. In return this staff is given duty free prep times.

Payroll Information

Certificated and Classified Employees

Pay days are scheduled for the 26th of each month unless otherwise noted.

Certificated and Classified Substitutes

These substitutes are paid at different rates depending on the position being filled. Substitutes working from the 16th to the 31st are paid on the 10th of the following month. Those working from the 1st to the 15th are paid on the 26th of the month. Long term substitute assignments are those lasting for six or more consecutive days. They are paid at a long term rate.

Payment is usually done through direct deposit with a copy of the check and check voucher placed in an employee mailbox the day of payment.

Payroll withholdings include the following

1. Federal Tax withholding. This amount varies with the amount of exemptions the employee claims. These exemptions can be modified at any time by filling out a new W4 form and submitting it to Human Resources.
2. State Income Tax withholding. The same information which applies to Federal applies to state. Exemptions can be modified for State withholding by filling out a DE-4 form and submitting it to Human Resources.
3. Social Security withholding (FICA) the Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted for all STRS members (State Teacher Retirement System) PERS employees (classified employees retirement) are exempt from social security withholding.
4. STRS and PERS deductions are determined by gross earnings and are added to the TLC contribution for each employees' retirement fund.
5. Summer deductions are withheld to allow for a July payment when TLC is not in session.

At the end of the calendar year, a withholding statement W2, will be prepared and forwarded to each employee for use in connection with income tax filing.

Expense Reimbursements

Any travel related to work, any in-service seminars, or any such events must be approved in advance. All receipts must be accounted for in order to be reimbursed. If a teacher or classified employee purchases materials for work, it must be pre-approved for reimbursement.

Ordering Supplies

Staff is expected to use materials well. Copiers are available for printing but staff is asked to consider how much and how often things are copied. Staff should ensure that the amount of copying is worth the effort and expense.

Teachers may request supplies, equipment or materials as need. The following steps should be taken:

1. Fill out a request for purchasing form
2. Place it in the order box in the financial department
3. Orders are processed on Wednesdays each week
4. Pending approval of the order, you can expect the order by the following week
5. It is to be picked up in the main office when notified

Lactation Breaks

By law, employers are required to provide “reasonable break time” for an employee to express breast milk for her nursing child for up to one year after the child’s birth. A quiet, private area is provided by TLC for this use.

Dress Code

All certificated employees are to dress professionally and distinguish themselves as teachers on campus.

PE Certificated staff wears appropriate sports wear.

Male Certificated employees wear a shirt and tie each day unless it is a designated spirit wear day, usually Fridays, and ties may be eliminated in the month of June.

Female Certificated employees should wear dresses, or casual business attire.

The intention of this dress code is to emphasize that the teaching staff is a professional staff worthy of respect.

Drug Free Zone

TLC is a non-smoking workplace. All buildings and surrounding areas are smoke free zones.

TLC complies with all state and federal regulations regarding drug use while on the job. This policy covers all employees who are violators of the following probations:

1. Use, possession, offer for sale, or being under the influence of illegal drugs during working hours including lunch, break periods, or in the presence of students.
2. Use possession, offer for sale, or being under the influence of illegal drugs on school property or events at any time

It is the policy of TLC to require fingerprinting and reference checks for its employees consistent with legal requirements. The cost of the fingerprinting is the responsibility of the employee. Should a report indicate questions regarding character or ability to teach, the report will be reviewed to determine a course of action.

Volunteers at TLC must be cleared for volunteering through Human Resources. Volunteers must submit a copy of their driver's license, TB clearance certificate, and a signed copy of the confidentiality agreement. Lists of approved volunteers are given to teachers and updated often.

Performance Reviews

All staff will receive feedback about performance at least three times a year. All staff is non-tenured with an at-will contract. Staff is issued a contract by the end of April of each school year and has a specific number of days to accept. Lack of acceptance within that time period indicates a desire not to return. Those jobs will be posted and filled. Staff with good performance feedback should feel secure in being asked to return. Feedback will be provided by the school leader, Human Resource Director, or the Executive Director over the course of the year.

At the time of employment, a personnel file is established. Employees must keep Human Resources advised of changes in the file. Such changes include: change in address, telephone number, marital status, number of dependents, and person to notify in case of emergency.

Staff has the right to inspect certain documents in the file as provided by law in the presence of the Human Resource Director at a mutually agreed upon time. No copies of documents in the file may be made with the exception of documents previously signed. Staff may add comments to any disputed items in the file. TLC will restrict disclosure to authorized individuals within TLC. Only the Executive Director or the Director of Human Resources may authorize the release of information about current or former employees.

Harassment Policy

TLC is committed to providing a workplace free of sexual harassment as well as harassment based on such factors as race, religion, creed, color, national origin, ancestry, age, medical condition, marital status, sexual orientation, or disability. TLC will not condone or tolerate harassment of any type by any employee. This policy applies to all employee actions and relationships regardless of position or gender.

TLC will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action if warranted.

TLC as your employer must take all reasonable steps to prevent discrimination and unlawful discrimination from occurring. Sexual or other unlawful harassment in employment violates the TLC policy and is prohibited under Title VII of the Civil Rights Act and the California Fair Employment and Housing Act.

Harassment is defined as any verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile working environment or that unreasonably interferes with job performance. Harassment may also include unwelcomed offensive racial or ethnic slurs or similar conduct.

Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually suggestive nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term of condition of employment, 2) submission to or rejection of such conduct is used as the basis for personnel decisions, including but not limited to appraisals, promotion, salary increases, and termination, 3) such behavior has the purpose or effect of interfering with an individual's performance on the job or creating an intimidating hostile work environment.

California law defines sexual harassment as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior. The following is a non-exhausted list:

- sexual flirtation, touching, advances or propositions
- verbal abuse of a sexual nature
- graphic or suggestive comments about dress or body
- sexually degrading words
- the display in the workplace of sexually suggestive objects or pictures

The Executive Director has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should school site learning directors become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address and remediate such conduct.

Any employee who has experienced or is aware of a situation, which is believed to be sexually harassing, has a responsibility to report the situation immediately to the school director. A sexual harassment complaint form may be obtained from the Human Resources office. The Executive Director will conduct an immediate investigation into the allegation and determine whether the allegations have merit. A written report, including findings related to the allegations, will be completed. In all cases, when the allegation is determined to be valid, appropriate remedial action will be taken immediately and such action may include disciplinary action up to and including termination.

If the alleged sexual harassment involves the employee's director, or if the employee is not satisfied with the outcome of the investigation, the employee should bring the matter to the attention of the TLC Board of Directors.

All complaints of sexual harassment will be investigated promptly, objectively, and as confidentially as possible. Employees are required to cooperate in any investigation. Retaliation against any employee for filing a complaint, or participating in an investigation is strictly prohibited and shall be cause for termination.

Complaints regarding allegations of harassment or discrimination should be made pursuant to the specific policies addressing those issues. The purpose of this "internal complaint policy" is to afford all employees of TLC the opportunity to seek internal resolution of their work related concerns. All employees have free access to their immediate school director or to the Executive Director to informally express their work related concerns.

Security and Safety

TLC has property cameras and night supervision of the campuses. Alarm systems are in place and are armed nightly and on weekend or time off. Fire drills are conducted monthly as well as other disaster plan drills which are also conducted during the year. Staff has individual keys for their classrooms and is aware of alarm systems at some sites.

Teachers should close blinds, lock doors, and secure all technology before leaving the classroom. Doors should be locked when teachers are not in the room during the day. Students should never be in a classroom unsupervised.

Teachers should not use personal social media for communication with students. Facebook classroom pages are available on the TLC website.

If any incident involving workplace or student violence occurs on school property or school events, it should be reported on an incident report form to be submitted to the Director of Human Resources within twenty four hours from the time of the incident.

In compliance with Proposition 65, TLC will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

All TLC personnel are covered by workers compensation insurance. Employees are required to report any accidents, and or injuries occurring on the job to the Director of Human Resources immediately so that the required reports can be completed.

It is TLC's policy that when there is a job related injury the first priority is to ensure that the injured employee receives appropriate medical attention. TLC with the help of its insurance carrier has selected medical centers to meet this need.

Responsibilities Regarding Absence From Work

All full time employees are expected to arrive at work at 7:30 AM and remain until one half hour after students are dismissed.

If an employee is ill and cannot attend work the employee is expected to report the absence on www.aesoponline.com and notify their school director. All absences must be reported on Aesop. Lesson

plans for the missing time must be provided for all classes taught. These can be uploaded on the absence system.

If the absence occurs in an emergency situation, the staff member is expected to notify Carolyn Woods, Director of Human Resources at 209-855-1911 and notify their school director, as well.

All full time employees are entitled to ten sick days (80 hours) per school year. Part time employees are entitled to 5 days (40 hours) per school year. Unused sick days up to 6 (48 hours) for full time and up to 3 (24 hours) for part time may be rolled over to the new school year. No sick days from other school districts will be accepted for roll over. Sick days can be transferred to other school districts if they are willing to accept them, but the TLC will not pay out unused sick days accrued while at the TLC.

Benefits Offered

Following one month of employment, employees who worked 20 or more hours per week are eligible for health coverage. Those eligible waiving medical coverage will receive a two hundred dollar monthly stipend on their payroll.

TLC offers Kaiser medical, Delta dental, and VSP vision plans for individuals or families and pays the greater part of the premium leaving a low premium for the employee to pay.

To learn more about your specific benefits, employees need to refer to a benefit description list available on a link which is provided by way of e-mail from DMIG HR Benefits after signing a contract. The employee must respond and select desired benefits or waive benefits in order to ensure enrollment by thirty days after their start date.

Leaves of Absence From Work

Unpaid leaves of absences need to be requested in writing at least ten days prior to the requested time. This request should be given to the Director of Human Resources who will communicate the financial implications to the Director of Finances who will in turn explain the costs of such a leave to the employee. The granting of an unpaid leave of absence always presumes the employee will eventually return to work by a designated date or specific period of time. If an employee is currently covered, medical, dental, and vision will continue to be paid by TLC as long as the employee continues to contribute the designated share.

Family Care and Medical Leave is an unpaid leave. FMLA and CFRA require the TLC to permit each eligible employee to take up to twelve work weeks of leave in any twelve month period for the birth/adoption of a child, the employees own serious illness, or to care for certain family members who have a serious illness.

Pregnancy Disability Leave is another unpaid leave which requires TLC to give each female employee an unpaid leave of absence of up to four months, as needed for the periods of time a woman is actually disabled by pregnancy, childbirth or related medical conditions.

Military Leave of Absence is an unpaid leave whereby TLC will grant employees a military leave to the extent required by federal and state law.

TB Testing

No person shall be employed by TLC unless the employee has submitted proof of an examination within the last four years that the employee is free of active TB. There are two exceptions, food handlers must be examined annually, and preschool staff must be examined every two years.

After such an examination, each employee must submit a certificate of clearance for TB to the Director of Human Resources. If TB clearance expires, it is a violation of TLC policy and the employee will be suspended from work until it is cleared.

Paid Time off

Staff is paid for time away from work for conferences, professional development for credentialing, workshops, and other school related events.

Jury duty or witness duty is excused with pay.

Bereavement leave will include two additional paid days. If more days are needed they can be used as sick days.

At times staff may be scheduled for a class at the county or other places after school. This is acceptable but certain conditions must be met:

- School leaders must be aware of the days you will need to leave early
- Arrangements for someone to cover duties or classes when you are not available must be made
- If you miss a school or curriculum meeting, it is your responsibility to become informed of what took place.

Credentials And Teaching Assignments

All certificated staff are expected to be on an approved path for a clear credential or possess a clear credential. No staff member will be hired who has not passed the CBEST. It is at the expense of the employee to obtain the necessary clearance for whatever step he or she is on towards the path of clear credentials.

Pre-intern level teachers must be eligible for a STSP or a PIP and are placed on the lowest level of the salary guide.

Intern level teachers must have evidence of acceptance in an approved credentialing program such as Teachers College, National University, etc. These teachers are placed on a pre-preliminary credential salary schedule.

Preliminary credential teachers must have evidence of a preliminary credential and will be placed on a beginning teacher salary range. These teachers must also begin the process of clearing their credential through the BTSA process. When a teacher changes status from one category to another, salary adjustments will be made at the start of the new school year.

Clear credential teachers must maintain their credential by renewing it every five years. Renewal should begin at least six months prior to expiration so that it never expires.

BTSA Or Another Induction Process

1. All teachers in an induction program are assigned a mentor teacher by the Director of Human Resources
2. Mentor teachers are paid a stipend by TLC for this assignment
3. Mentor teachers are responsible for guiding and supervising the work done by the mentee
4. Preliminary teachers enrolled in an induction process have two choices:
 - a. Pay for the cost of this process directly
 - b. Ask for a TLC loan for the cost of the program. This loan will be interest free but will have specific guidelines:
 - i. It is a five year loan
 - ii. Each year of service will forgive one year of payment
 - iii. Employees who leave before the completion of five years will be responsible to pay the remainder of the loan.

Termination of Employment

Should it become necessary for a staff member to terminate his or her employment with TLC, notification to the Executive Director and the Human Resource Director regarding the decision to leave must be in writing and must be received at least ten working days prior to the termination.

Staff will not be paid for accrued sick leave if terminating prior to the end of the school year. If participating in the medical, vision, or dental plan, the staff member will be sent information regarding rights under COBRA.

TLC may ask an employee to leave due to under performance or failure to remediate identified needs but will give a two week notice of this decision. In the event of termination of employment, prior to the end of employment contract, the employee shall be entitled only to the prorated salary and benefits earned through the last date of actual service.

Handbook Guidelines

During any given school year, changes due to law or other restrictions may be made to this handbook. Staff will be notified of any changes and it is the responsibility of the staff to stay updated and aware of the information contained in the handbook.