

Los Angeles Unified School District

Administrator Certification Fall 2016

Presented by the
Information Technology Human Resources Unit
Information Technology Division

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Injury Illness and Prevention Presentation











https://lausd.wistia.com/medias/cppwg1625z

AGENDA TOPICS (SECTION I)

• AUTOMATED EXTERNAL DEFIBRILLATOR CERTIFICATION

- BUL-4480.1 (LOCATIONS: 11TH FLOOR / 14TH FLOOR)

BULLYING AND HAZING POLICY

- Bul-5212.2 Bullying and Hazing Policy
- (Student to Student and Student to Adult)

CHILD ABUSE REPORTING

- Bul-1347.3 Child Abuse Reporting
- Bul-5167.0 Code of Conduct with Students
- Bul-5747.1 Abolition of Corporal Punishment
- MEM-6338.2 Mandatory CAAT & Resources

(CHILD ABUSE AWARENESS TRAINING AND RESOURCES)

AGENDA TOPICS (SECTION II)

EMPLOYEE ATTENDANCE

- BUL- 6307.3 New Certification of Absences Form
- Sign-in/Sign-Out Policy (Payroll Concepts Manual)

ETHICS POLICY

- Bul-4748.0 Ethics Policy

FMLA & REASONABLE ACCOMODATION

- Bul-1205.3 Family and Medical Leave Act/CA Rights Act Policy
- Bul-4569.1 Reasonable Accommodation for Individuals with Disabilities

MANDATORY POSTINGS

 Bul-4991.6-Mandatory Posting of Regulatory Notices Relating to federal and State Employment Laws

AGENDA TOPICS (SECTION II continued)

- Injury & Illness Prevention Program
 - BUL-3772.3-Injury & Illness Prevention Program Requirements





AGENDA TOPICS (SECTION III)

INTERNET SAFETY

 Bul-5688.1 Social Media Policy District Computer and Network Systems

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 Bul-5181.2 Policy Regarding Internet Safety for Students





AGENDA TOPICS (SECTION IV) NON DISCRIMINATION, SEXUAL HARASSMENT & OSHA 300

NONDISCRIMINATION INFORMATION AND SEXUAL HARASSMENT POLICY

- Bul-4692.5 Sec 504 of the Rehabilitation Act 1973
- Bul-6612.0 Non-Discrimination and Anti-Harassment (Including Sexual Harassment) Policy and Complaint Procedure
- Bul-3349.1 Sexual Harassment Policy(Student to Student)
 (Adult to Student) (Student to Adult)
- Bul-2521.1 Title IX Policy / Complaint Process

OSHA FORM 300:SUMMARY OF WORK RELATED INJURIES

 Ref-5693.2 Cal/OSHA Annual Summary of Injuries and Illnesses

AGENDA TOPICS (SECTION V)

• SUICIDE PREVENTION: THREAT AND CRISIS INTERVENTION

- BUL-5800.0 Crisis Preparedness, Response and Recovery
- Bul-2637.1 Suicide Prevention,
 Intervention and Postvention (Students)
- Bul-5799.0 Threat Assessment and Management (Student-to-Student, Student-to-Adult)

AGENDA TOPICS (SECTION VI)

- UNIFORM COMPLAINT PROCEDURES (UCP)
 - BUL-5159.6 Uniform Complaint Procedures
- WILLIAMS/VALENZUELA COMPLAINTS
 - BUL-4759.3 Williams/Valenzuela Complaint Procedures

AGENDA TOPICS (SECTION VII - DIVISION)

- Bul-999.11 Responsible Use Policy (RUP) For District Computers and Network Systems
- Bul-6488.1 Drug Alcohol & Tobacco-Free Workplace
- Bul-5798.0 Workplace Violence, Bullying and Threats (Adults to Adults)
- Overtime Policy
- ITD Attendance Policy and Guidelines
- Bul-5310.0 Use of Privately Owned Vehicles
- Bul-6401.1 District Owned Vehicles, Policies, Procedures, and Responsibilities
- Information Protection Policy
- Security of Personnel Information
- Security of Personal Items / Board Rule 1266
- Asset Management Inventory Control Form

- Bullying and Hazing Policy (Studentto-Student, Adult-to-Student and Student-to-Adult)
- This bulletin also reaffirms the policy against bullying in all areas of the District's jurisdiction, updates the definition and types of bullying and provides recommendations on the investigations, monitoring, documentation and communication regarding incidents of bullying and hazing.

- Bullying and hazing are part of a continuum of aggressive or violent behaviors.
- Some acts of bullying or hazing may constitute other categories of misconduct, such as assault, battery, child abuse, hatemotivated incident, criminal activity, or sexual harassment and, as such, violate other District policies.

I. DEFINITIONS

- A. Bullying is any deliberate and unwanted severe or pervasive physical, verbal, or electronic act* that has the intention of, or can be reasonably predicted to have the effect of, one or more of the following:
 - 1. Reasonable fear of harm to person or property.
- 2. Substantially detrimental effect on physical or mental health.
- 3. Substantial interference with academic performance.
- 4. Substantial interference with the ability to participate in or benefit from school services, activities, or privilege.

B. Hazing is a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury, personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. Hazing does not include athletic events or schoolsanctioned events [(CA Ed. Code § 48900(q, r), CA Penal Code § 245.6)].

All incidents must meet the impact criteria of bullying to be considered as such:

- A. Cyberbullying is committed by means of an electronic communication device, such as a cellular phone, computer, or tablet and may include messages, texts, sounds, images, posts on social network, Internet websites, and the creation of false profiles or credible impersonations of another actual person without their consent (CA Ed. Code § 32261 (a-g), CA Penal Code § 528.5 529).
- B. Physical bullying includes intentional, unwelcome acts of beating, biting, fighting, hitting, kicking, poking, punching, pushing, shoving, spitting and tripping.
- C. Social or relational bullying includes spreading rumors, manipulating relationships, exclusion, blackmailing, isolating, rejecting, using peer pressure and ranking personal characteristics.

D. Verbal and non-verbal bullying include gossiping, making rude noises, name-calling, spreading rumors, hurtful teasing and threatening gestures.

E. Playful teasing is good-natured joking and namecalling among friends with the intention of building closeness. By contrast, bullying is malicious teasing among individuals who are not friends with the intention of invoking harm, fear or humiliation. Teasing may have the unintended outcome of invoking embarrassment, whereas in bullying, invoking embarrassment is the intended goal. Teasing and bullying may appear similar, but the differentiating variables are the relationship between the parties and the intention of the perpetrators. 16

STAFF RESPONSIBILITIES

- Model and enforce appropriate behavior by creating an environment where mutual respect, tolerance, civility, and acceptance among students and staff are promoted, and students understand that bullying and hazing are inappropriate, harmful, and taken seriously
- Be familiar with the indicators of and appropriate responses to bullying and hazing.
- Communicate and reinforce positive behavior expectations and norms
- Intervene immediately and safely with any act of discrimination, harassment, intimidation, hazing or bullying

Bullying & Hazing Policy (BUL - 5212.2) DISCRIMINATION AND HARASSMENT

- All pupils have the right to participate in the educational process free from discrimination and harassment.
- Protected categories include an individual's actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, or age, as well as a person's association with a person or group of these protected categories, or any other basis protected by federal, state, local law, ordinance, or regulation.

- Intervene immediately and safely with any act of discrimination, harassment, intimidation, hazing or bullying.
- Report any complaints or incidents of bullying or hazing involving a District employee to the site administrator immediately.
- Document incidents of bullying and hazing in iSTAR and/or MiSiS.

Child Abuse Reporting BUL-1347.3

- All District employees are mandated reporters of suspected child abuse or neglect.
- When two or more mandated reporters have reasonable suspicion of child abuse and when there is an agreement among them, one report may be made by a single party selected by mutual agreement. However, any party who has knowledge that the designated member failed to file the suspected child abuse report (SCAR) shall thereafter file the SCAR.

Child Abuse Reporting BUL - 1347.3

- Mandated reporters with reasonable suspicion of child abuse or neglect must: 1) call an appropriate local law enforcement agency or Department of Children Family Services (DCFS) immediately or as soon as practically possible (site administrator should provide class coverage if needed); and 2) submit the written report to the agency called within 36 hours of receiving the information.
- Failure to comply with this policy may subject an employee to discipline, including dismissal, and possible suspension or revocation of credentials. Failure to comply may subject an employee to personal civil and/or criminal liability, which can result in the cost of defense and subsequent related damages.

Child Abuse Reporting BUL-1347.3- Continued

- Child abuse can be committed by any adult or any minor (e.g., child of any age to another child)
- Reportable victims of suspected child abuse include any individual under age 18
- Students age 18 or older who are dependent adults can be reported as victims of suspected dependent adult abuse to an adult protective agency
- Refer to District bulletin, BUL-2449.0, "Dependent/Elder Adult Abuse and Neglect Reporting Requirements")

Child Abuse Reporting BUL - 1347.3 - Continued

Individual Employee Responsibilities

•All District employees must sign Attachment D,

-Employee Acknowledgement of Suspected Child Abuse Reporting District Policy and Legal Requirements," at the time of initial employment and again annually at each site to which the employee is assigned.

Please review bulletin 1347.3 (rev. 8/19/16)

Child Abuse Awareness Training (BUL-6338.2)

- Child Abuse Awareness Training (CAAT) is aimed to assist employees to better identify and report suspected child abuse
- These trainings are part of the Districtwide initiative to ensure that all District employees clearly understand their duty to protect our students, their individual responsibility as mandated reporters of suspected child abuse and serve to certify that employees understand their responsibilities in reporting suspected child abuse

Child Abuse Awareness Training (6338.2)

FALL Bul-6338.3 Mandatory CAAT & Resources

All employees are auto-enrolled and are required to complete the Fall CAAT and assessment annually between July 1 and no later than September 30.

FALL ASSESSMENT:

After reviewing the Fall CAAT video, all employees must pass the assessment with a 100% completion percentage to demonstrate their knowledge and comprehension.

Child Abuse Reporting BUL-1347.3/6338.2

Individual Employee Responsibilities (continued)

- New employees hired after September 30 are required to complete the Fall CAAT within 30 days of initial employment and annually thereafter.
- Employees who fail to complete this mandatory training may be subject to disciplinary action.

Child Abuse Reporting Bul-6338.2 - Continued

<u>Individual Employee Responsibilities</u> (<u>continued</u>)

•SPRING CHILD ABUSE AWARENESS TRAINING

 ALL SCHOOLS AND OFFICES ARE TO CONDUCT THE SPRING CAAT BETWEEN JANUARY 2 AND MARCH 17 ANNUALLY.
 ALL MATERIALS REQUIRED TO FACILITATE THIS TRAINING ARE AVAILABLE FOR DOWNLOAD AT THE CHILD ABUSE AWARENESS WEBPAGE UNDER "OFFICES" IN THE DISTRICT HOME PAGE.

BUL - 5167.0 Code of Conduct With Students

The LAUSD is committed to providing a safe and secure learning environment for its students. While the District encourages the cultivation of positive relationships with students, employees and all individuals who work with or have contact with students are reminded:

- •They must be mindful of the fine line drawn between being sensitive to and supportive of students and a possible or perceived breach of responsible, ethical behavior.
- •They are expected to use good judgment and are cautioned to avoid the situations indicated in the "Code of Conduct with Students."

BUL - 5167.0 Code Of Conduct With Students (Continued)

- The purpose of this policy is to delineate those situations and advise employees/individuals that, when allegations of inappropriate conduct or behavior are made, the District is obligated to investigate the allegations and, if warranted, take appropriate administrative and/or disciplinary action.
- This policy is also a notification to administrators/ principals/supervisors/unit heads of their responsibilities to provide notice and give clear guidance to employees and all individuals who work with or have contact with students regarding the District document, "Code of Conduct with Students."

Los Angeles Unified School District

Code of Conduct with Students

The most important responsibility of the Los Angeles Unified School District (District) is the safety of our students. All employees, as well as all individuals who work with or have contact with students, are reminded that they must be mindful of the fine line drawn between being sensitive to and supportive of students and a possible or perceived breach of responsible, ethical behavior.

While the District encourages the cultivation of positive relationships with students, employees and all individuals who work with or have contact with students are expected to use good judgment and are cautioned to avoid situations including, but not limited to, the following:

- 1. Meeting individually with a student behind closed doors, regardless of gender.
- Remaining on campus with student(s) after the last administrator leaves the school site. (There are exceptions, such as teachers rehearsing with students for a drama/music activity or coaching academic decathlon students, with approval of the site-administrator in advance.)
- 3. Engaging in any behaviors, either directly or indirectly with a student(s) or in the presence of a student(s), that are unprofessional, unethical, illegal, immoral, or exploitative.
- Giving student(s) gifts, rewards, or incentives that are not school-related and for which it is directly or implicitly suggested that a student(s) is (are) to say or do something in return.
- Making statements or comments, either directly or in the presence of a student(s), which are not age-appropriate, professional, or which may be considered sexual in nature, harassing, or demeaning.
- Touching or having physical contact with a student(s) that is not age-appropriate or within the scope of the employee's/individual's responsibilities and/or duties.
- Transporting student(s) in a personal vehicle without proper written administrator and parent authorization forms on file in advance.
- 8. Taking or accompanying student(s) off campus for activities other than a District-approved school journey or field trip.
- Meeting with or being in the company of student(s) off campus, except in school-authorized and/or approved activities.
- Communicating with student(s), in writing, by phone/Email/electronically, via Internet, or in person, at any time, for purposes that are <u>not</u> specifically school-related.
- 11. Calling student(s) at home or on their cell phone, except for specific school-related purposes and/or situations.
- 12. Providing student(s) with a personal home/cell telephone number, personal Email address, home address, or other personal contact information, except for specific school-related purposes and/or situations.

Even though the intent of the employee/individual may be purely professional, those who engage in any of the above behavior(s), either directly or indirectly with a student(s) or in the presence of a student(s), are subjecting themselves to all possible perceptions of impropriety. Employees/individuals are advised that, when allegations of inappropriate conduct or behavior are made, the District is obligated to investigate the allegations and, if warranted, take appropriate administrative and/or disciplinary action.

Employees/individuals who have questions or need further information should contact their site administrator 30 supervisor, or may call the Educational Equity Compliance Office at (213) 241-7682.

BUL -5747.1 Child Abuse Reporting (Continued)

ABOLITION OF CORPORAL PUNISHMENT

• The purpose of this Bulletin is to restate and reaffirm the importance of the District's policy against the use of corporal punishment. By action taken on October 15, 1984, the Board of Education determined that the use of corporal punishment as a disciplinary option at any grade level and with any student was abolished. Corporal discipline, in any form, is not to be used within this District.

BUL - 5747.1 Child Abuse Reporting (Continued)

ABOLITION OF CORPORAL PUNISHMENT

- •Under the law, "corporal punishment" is defined as willful infliction of, or willfully causing the infliction of, physical pain on a pupil.
- •Corporal punishment refers to the intentional application of physical pain as a method of changing behavior. District employees are directed to not engage in the use of corporal punishment, which includes but is not limited to engaging in a mutual physical altercation, food deprivation, hitting, painful body postures, pinching, pushing, shaking, slapping, tripping, use of excessive exercise drills, or prevention of use of restrooms.

ADMIN CERTIFICATION TRAINING SECTION II

I. EMPLOYEE ATTENDANCE

a. New Certification of Absences Form (Bul-6307.3)

II. ETHICS POLICY (Bul-4748.0)



Ethics

ITD Attendance Review

Absence Management Report

- The Attendance Program was established in 2004 in order to support the Superintendent's staff attendance goal.
- LAUSD's Attendance Goal is for all District employees to be at work 96% of their assigned basis.
- The data is retrieved from the SAP Attendance Report

LAUSD Employee Attendance Policy

- The LAUSD Board of Education expects employees to:
 - Maintain regular attendance and avoid absenteeism;
 - Work every hour that they are assigned;
 - Be at their work stations on time every working day;
 - Comply with legal restrictions, LAUSD policy and procedures,
 and the respective collective bargaining rules regarding
 reporting of absence and providing appropriate documentation
- The LAUSD Board of Education expects supervisors to:
 - Explain and insist upon regular attendance, maintain accurate employee attendance records, monitor employee attendance, provide performance feedback to employees and enforce employee attendance policies and standards through employee performance evaluations and the discipline process.

ITD Employee Attendance Policy

• The following are <u>guidelines</u> for the ITD Attendance Policy for which an employee may receive <u>either a verbal</u> or written counseling.

# of Separate Incidents	# of Days	Potential Action
5	10	Verbal Conference
7	13	Written Conference

Further incidents will result in progressive discipline

What is a 96% Attendance Rate?

Basis	Assigned Days	Assigned Hours	Maximum No. of unprotected absences to achieve 96%
A	261	2088	10
E	234	1872	9
В	221	1768	8
С	193	1544	7

Protected / Unprotected Hours

• Protected hours are not considered when calculating an employees attendance rate.

Protected Hours	Unprotected Hours
CFRA – California Family Rights Act	Half-Pay Illness
FMLA – Family Medical Leave Act	Illness
Jury Duty	Personal Necessity
Kin Care (Labor Code 233)	Unpaid Time
PDL – Pregnancy Disability Leave	Workers' Compensation*

Staff Attendance Overview ITD will:

MONITOR

Review Attendance Monthly

Check for increase in unprotected absences

RECOGNIZE

Certificates

Bulletin Boards

Meetings

ENGAGE

Training

Posters

OUTREACH

Offer FMLA

Counsel & Guidance

New Certification of Absence Forms BUL-6307.3

- The updated forms replace
 Certification/Request of Absence for
 Illness, Family Illness, New Child (Form
 No. 60.ILL; 7/8/2015) and
 Certification/Request of Absence for Non Illness (Form No. 60.NON-ILL; 7/8/2015) Both revised 7/01/16
- Form No. 60.ILL has been revised to include statements indicating receipt of FMLA supporting documents, FMLA supporting documents are on file and the usage of time code SBTM for eligible Substitute/Temporary employees.

Changes Continued... BUL-6307.3

Note: All types of absence selections must be made according to the applicable Board Rules, Personnel Commission Rules, Collective Bargaining Agreements and District Policies governing the employee.

The types of absence for Illness are:

- I. Employee's personal illness/injury/disability/Medical Appointment/Accident
- II. Employee's occupational illness/injury or act of violence.
- III. Employee's pregnancy-related illness/disability.

...Reasons for Illness Absences – BUL-6307.3

IV.Illness/injury/disability/accident of employee's family member - the employee may request to use up to six (6) days per their collective bargaining agreement or up to seven (7) days per their collective bargaining agreement of personal necessity per fiscal year, or the employee may request to use up to six (6) days of kin care per calendar year. However kin care is restricted for the use of illness for a parent, child, registered domestic partner or spouse, per Labor Code Section 233 (kin care).

V. Employee's time-off for new-born/newly adopted/new foster care.

...Reasons for Non-Illness Absences – BUL-6307.3

Reasons for Non-Illness:

- i. Accident or imminent danger to employee's property
- ii. Accident to employee's family members' property
- iii. Automobile failure if required for work performance (for employees in bargaining units A, B, C, D & S)
- iv. Registration or final exam in higher education (for employees in bargaining units A, C & S)
- v. Religious holiday of employee's faith
- vi. Bereavement
- vii. Conference approved by the District

...Types of Non-Illness Absences – BUL-6307.3

Additional Reasons...

- Jury duty or appearance in court under order is an acknowledgment, but employee must provide the appropriate notification and documentation
- Vacation For eligible regular classified and certificated "A" basis employees. This request is subject to approval only. The certification statement does not apply and no additional explanation is required.
- Other absences not specifically indicated above but provided in the collective bargaining agreement and PC Rules.

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Los Angeles Unified School District

CERTIFICATION/REQUEST OF ABSENCE FOR ILLNESS, FAMILY ILLNESS, NEW CHILD

EMPLOYEE INFORMATION (Please	Print)	300	0_			
Last Name	First Name	大人人		M.I.	Employee N	0.
Work Location Name	Job Title		No.		e/Temporary Yes 🔲 No	Employee's Telephone
		TO OF EDUCA				
REASON FOR ABSENCE						
1. Starting date of absence//	Yr.	ast date of absence	(expec	ted)	Day Yr	
 Total time (expected) of absence:			quest	Form (PC	Form 5006 or	HR Form 1065), when
Select appropriate type of leave:						
The following types of absence may qua California Family Rights Act ("CFRA"). LAUSD may also, on its own, designate an	You may reque	st protection if the	abseno	e is covered	l under the qua	lifying conditions.
A) My Personal Illness/Injury/Disability/1						
B) My Occupational Illness/Injury or Act						
C) My Pregnancy-related Illness/Disabilit	v					[See #6 below]
D) Illness/Injury/Disability/Accident–My	Family Membe	r (relation)	[See #6 below.]
(Personal Necessity requested	,	; Kin-Car	requ	ested)
C) My Pregnancy-related Illness/Disabilit D) Illness/Injury/Disability/Accident-My (Personal Necessity requested E) Time-off for New-Born/Newly adopted NOTE: Absences "A" through "C" may qu	/New foster car	e	-			Provide verification
NOTE: Absences "A" through "C" may qu	alify as Illness	leave; "D", and "I	" as I	Personal Ne	cessity; "D" m	ay also be Kin-Care.
FMLA/CFRA INFORMATION						
Is the absence due to a "serious health c						
Note: To confirm serious health conditi 5. Do you request FMLA/CFRA protection						
Do you request FVILA/CFICA protection	is: (See Disuit	or website of your s	ipervi	SOL TOL TIVILL	n iacis)] 160 [140
IMPORTANT LAUSD INFORMATIO	N					1
'Physician Statement' is required if absence		ecutive days or if r	onire	d by Admir	nistrator unde	LAUSD Rules 'FMLA
Certification of Health Care Provider' is rec						r LAUSD Rules. 'FMLA
 Is the appropriate medical certification s NOTE: If the answer is "No", the cor 						
 Is the request being made for unpaid lea 					attry and proi	npuy.
Eligible Substitute/Temporary employee					Act, use SBTM	I time code.
I certify I was/will not be employed elsewhere	during my regu	ılar work hours witl	in the	time period	claimed on thi	s certification, unless taking
vacation. I certify my absence during this peri to cross picket lines and I would have been av	ailable for duty	if it had not been f	or the	reason cited	above. Furthe	rmore, I certify my absence
during my hours of assigned duty is becaus Bargaining Agreement. I also agree and autho						
a result will be collected from the next payched						
Employee's Signature:				Date: _		
For Administrator/Supervisor: Is the FM	ILA supporting	documentation reco	ived/o	on file?	☐ Yes ☐ 1	N ₀
Is the FMLA approved? ☐ Yes ☐ No Explanation						
Use separate paper, if needed)						
Administrator/Supervisor's Acknow	ledgment/An	proval:				
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Print Name	Signatu	2 1.0	10		ate	l
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Los Angeles Unified School District

CERTIFICATION AND/OR REQUEST OF ABSENCE FOR NON-ILLNESS

		YEE INFORMATION (P			1247	I F . I N	
111711	Nan	ne	First Name		M.L.	Employee N	0.
Wor	kLo	cation Name	Job Title		2		Employee's Telephone
RE.	ASO	N FOR ABSENCE	1.4.1	To as appear			
2.	Tota NOT requisele Sele Typi Act its of	ing date of absence Mo. 1 Itime (expected) of absence: IE: This form does not superired. t the appropriate type of absence cally, these types of absence dc ("CFRA"). However, if the reawn, designate an absence as FM Accident or Imminent Danger Accident to Family Member's	Day Yr. days; I sede or replace the Leav see: D NOT qualify for the Fan son meets legal requirem stLA/CFRA protected, if it to My Property (see rule)	nily and Medic ents, you may i information ind	Mo. Request Form (Final Leave Act (*Final Leave	MLA") and/or the A/CFRA protect al requirements a	California Family Rights ion. LAUSD may also, on re met.
		Auto failure (up to 2 hours) if			Explain		
		Registration or Final Exam in					
		Religious Holiday of My Faith	The state of the s				
= 9		Bereavement (see rule')			1.70	Family Relation	
_		Conference Approved by Distr				verification; Exp	
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	NOT	E: Absences "A" through "E	" may qualify as Person	al Necessity			
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Form No. 60.NON-ILL; Revised 07/01/2016

ATTENDANCE POLICY BUL 6307.3 REQUIRED RECORD KEEPING...

- A time card is the District's official document of an employee's attendance/absence for time reporting purposes. The use of the time card is mandated in the Board Rules and is subject to the District designated auditors.
- Completed and approved absence certification forms are required "prior" to the reporting of absence time.
- Records substantiating the time reported to the Payroll Administration for salary payment must be kept on file and retained at the location for a period of five years in accordance with the Board of Education report.

Sign-In/Sign-Out Policy (March 2014)

- All certificated employees shall, upon each arrival to and departure from their assigned work location, enter their initials on a form provided by the District.
- All classified employees, except those identified in Personnel Commission Rule 596 (over-time exempt), sign in by recording the actual time of arrival but not earlier than the assigned start time and sign out by recording the actual time of departure but not later than the scheduled stop time from their assigned work location(s).

Payroll Concepts Manual

Ethics Policy (BUL - 4748.0)

Policy

The LAUSD is committed to cultivating ethical conduct to build trust and to improve organizational performance.

It is the responsibility of all certificated and classified staff (including substitutes and parttimers) to be knowledgeable about LAUSD's ethics policies and to take an active role in promoting an organizational culture that encourages ethical conduct.

This bulletin provides additional information on the resources available to help district staff address ethics concerns in a proactive and transparent manner.

Synopsis of Existing Ethics Policies

LAUSD has four Board-approved ethics policies which staff should be familiar with. A brief high-level synopsis of each policy is as follows:

- 1. **Employee Code of Ethics** addresses use of position, use of resources, gifts, etc.
- 2. **Conflict of Interest Code** addresses conflicts, recusals, and mandated disclosure
- 3. **Contractor Code of Conduct** addresses limits on working with and for vendors
- 4. **Lobbying Disclosure Code** addresses limits on marketing and influence efforts

To access the above Codes, please go to the Ethics Office website at:

http://achieve.lausd.net/Page/3048 or http://ethics.lausd.net/

Employee Code Of Ethics Overview

Core Principles:

To help us achieve our mission, we are committed to three core ethical principles:

- 1) Commitment to Excellence
- 2) <u>District and Personal Integrity</u>
- 3) Responsibility
- •Our Code of Ethics helps develop trust by describing what the public can expect from us, and what we can expect from each other and our District. It plays a central role in our District's commitment to help District personnel achieve the highest ethical standards in their professional activities and relationships.
- •Our goal is to create a culture that fosters trust, commitment to excellence and responsibility, personal and institutional integrity, and avoids conflicts of interest and appearances of impropriety.

Employee Code of Conduct continued...

Each District employee has the responsibility:

- 1.To set a good example of ethical conduct in his or her LAUSD work.
- 2.To be familiar with LAUSD's ethics policies and to participate in annual training activities such as the "ethics booster."
- 3.To contribute to proactive and transparent management of potential ethics concerns by raising matters in a respectful and constructive manner.
- 4.To seek guidance from a supervisor or other trustworthy source, if you are unsure of the most ethical and responsible course of action.
- 5.To know that you are not just a role model to your peers, but equally important to the students of the LAUSD.

BUL-1205.3

Family and Medical Leave Act & California Family Rights Act Policy

PURPOSE:

 The purpose of this bulletin is to outline administrative procedures for responding to employee requests for FMLA/CFRA leave and to inform employees of their rights and responsibilities for taking FMLA/CFRA leave.

FMLA

Pregnancy Leav

Workers Comp Term

FMLA BUL-1205.3 Family and Medical Leave Act & California Family Rights Act Policy

This bulletin replaces BUL-1205.2, of the same title, dated September 11, 2015. The content has been revised to reflect changes in the California Family Rights Act that were made to more closely align with FMLA. Major changes include:

- 1. Employer must notify employee of the consequence of failure to provide adequate certification at the time certification is requested.
- 2. Employer can request recertification upon the employee's request for additional time either in the duration of the condition or the amount of leave needed.

SECTION II

BUL-1205.3 Family and Medical Leave Act & California Family Rights Act Policy

POLICY:

The District is committed to continued compliance with the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). FMLA and CFRA require that employers provide to an eligible employee a maximum of twelve (12) work weeks of protected leave per FMLA year for the employee's own serious health condition; the serious health condition of a covered family member; to bond with the employee's child after the child's birth; placement with the employee of a child through adoption or foster care; or military exigency leave for a covered service member. An eligible employee is entitled to take up to 26 work weeks of protected leave per FMLA year to care for a covered military service member with a serious illness or injury sustained while on active military duty.

SECTION II

BUL-1205.3 continued.... Family and Medical Leave Act & California Family Rights Act Policy

• Where there is a conflict between the provisions of FMLA and CFRA, the provision which provides the greater family or medical leave rights to the employee will prevail.

SECTION II BUL-4569.1(Rev. June 9, 2014) **Reasonable Accommodation for Individuals with Disabilities**

- The reasonable accommodation process requires the cooperation of all involved to ensure that individuals with a disability are provided the accommodation necessary to perform the essential functions of their job and receive the benefits and privileges of employment.
- Federal and state statutes mandate that the employer engage the employee/applicant in an interactive process to determine effective "reasonable accommodation" any time the employee/applicant requests a reasonable accommodation, or if the disability is known and the employer becomes aware of a potential need for accommodation.

SECTION II - BUL—4991.6 (Sep 16, 2016) Mandatory Posting of Regulatory Notices Relating to Federal and State Employment Laws

The purpose of this Bulletin is to set forth the policy and procedures for posting required state and federal notices regarding employee rights.

What you should know:

• All notices must be <u>posted</u> in an area frequented by employees, where they are <u>highly visible</u>, and may be <u>easily read</u> during the workday.

SECTION II BUL—4991.6 (CONTINUED) Mandatory Posting of Regulatory Notices Relating to Federal and State Employment Laws

The United States Department of Labor (DOL) has revised two workplace notices:

- 1. Employee Rights Under the Fair Labor Standards Act
 - a) Added a section which advises that nursing mothers, who are subject to the overtime requirements of FLSA, are provided with reasonable break time to express breast milk, and a place to do so that is shielded from view and free from intrusion by coworkers or the public. Public restrooms are prohibited;
 - b) Revised enforcement provisions explaining additional penalties for violations of the law; and,
 - c) Addressed misclassification of workers as "independent contractors" when they should be considered "employees" under the law.

SECTION II BUL—4991.6 (CONTINUED) Mandatory Posting of Regulatory Notices

MUST BE POSTED AT ALL TIMES

- There are a total of ten (10) documents that must be posted; the seven (7) newly compiled notices (Attachment A) and the three (3) notices (Attachments B, C and D) that were previously posted
- "Mandatory Employment Notices 1-3", which contained 19 individual notices, have been compiled into seven (7) legal-sized (8.5 x 14) posters that each site must download, print and post.

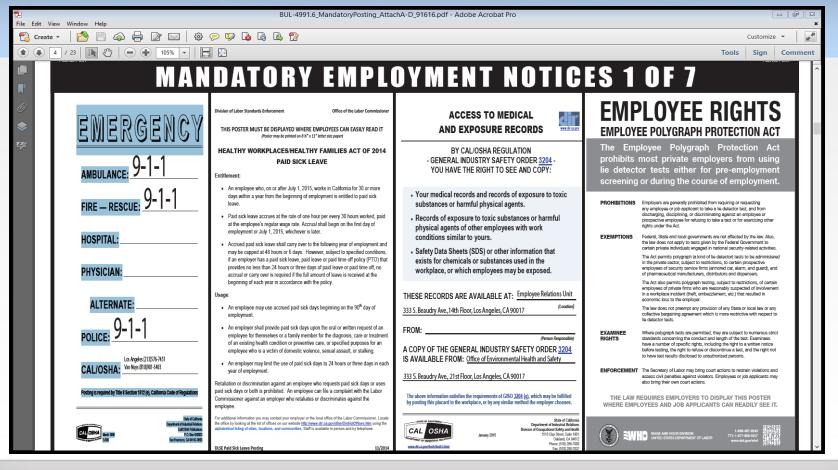
FEDERAL & STATE REQUIREMENT





Mandatory Notices 1 of 7...

Employee Rights, Paid Sick Leave, Access/Exposure to Medical Records

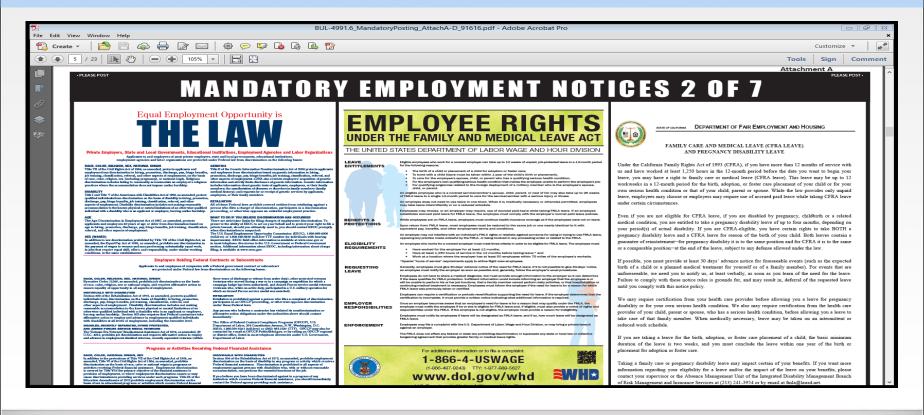






MANDATORY NOTICES 2 OF 7...

FMLA, EEOC, PDL, CFRA

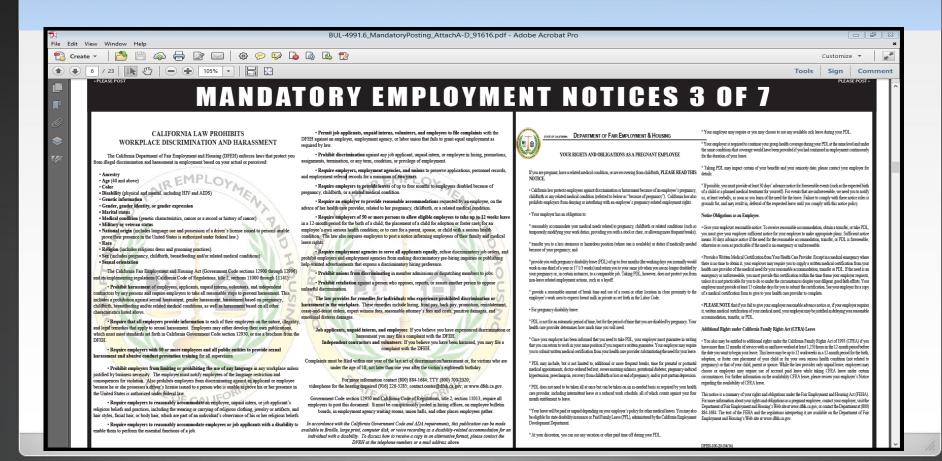






MANDATORY NOTICES 3 of 7...

Workplace Discrimination

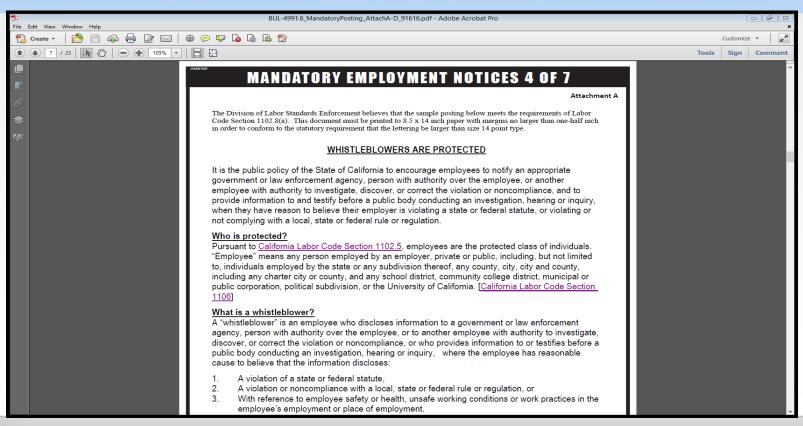






MANDATORY NOTICES 4 OF 7...

Whistleblowers

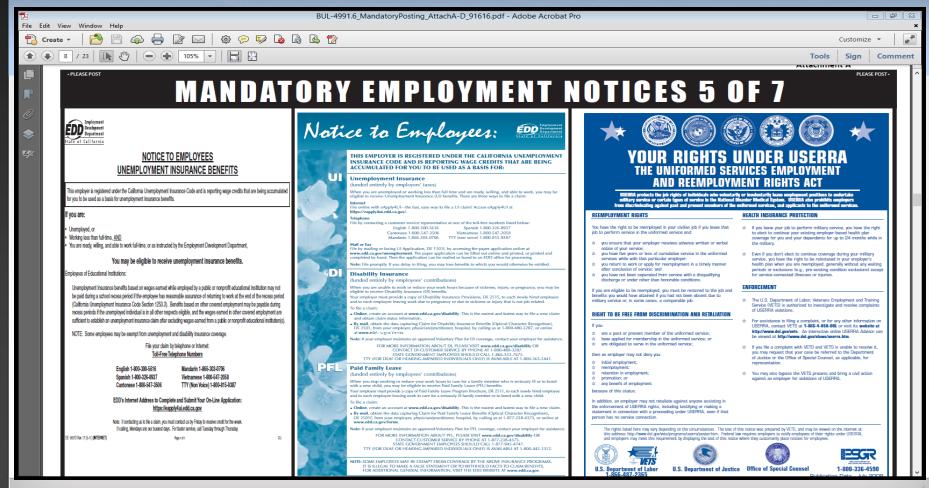






MANDATORY NOTICES 5 OF 7...

Unemployment Insurance

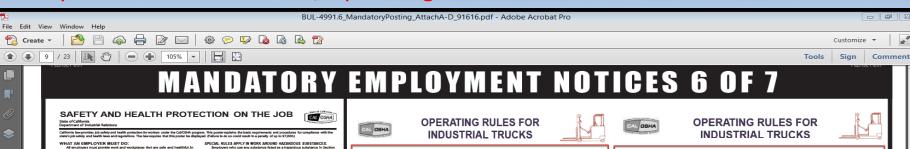






MANDATORY NOTICES 6 OF 7...

Safety and Health on the Job, Operating Rules for Industrial Trucks



General Industry Safety Order 3664

Operating Rules (Part (a))

(t) Industrial trucks and tow tractors shall be operated in a

safe manner in accordance with the following

(1) Only drivers authorized by the employer and

shall be permitted to operate such vehicles.

(3) No riders shall be permitted on vehicles unless

(4) Employees shall not ride on the forks of lift trucks.

(5) Employees shall not place any part of their bodies

(6) Employees shall not be allowed to stand, pass, or

(7) Drivers shall check the vehicle at the beginning of

between mast uprights or other parts of the truck

work under the elevated portion of any industrial

each shift, and if it is found to be unsafe, the

matter shall be reported immediately to a foreman

or mechanic, and the vehicle shall not be put in

service again until it has been made safe.

Attention shall be given to the proper functioning

of tires, horn, lights, battery, controller, brakes,

steering mechanism, cooling system, and the lift

(8) No truck shall be operated with a leak in the fuel

(9) Vehicles shall not exceed the authorized or safe

speed, always maintaining a safe distance from

other vehicles, keeping the truck under positive control at all times and all established traffic

regulations shall be observed. For trucks traveling

in the same direction, a safe distance may be

considered to be approximately 3 truck lengths or

(2) Stunt driving and horseplay are prohibited.

provided with adequate riding facilities

where shear or crushing hazards exist.

blocked to prevent it from falling.

trained in the safe operations of industrial trucks or

industrial tow tractors pursuant to Section 3668

You must display this poster so everyone on the job can be aware of basic soles and recognitional states. to ano responsionmen.

You must have a written and effective injury and illness prevention program for remolowes to follow.

printities, and even incorceration.

You must notify the nearest Cal/OSHA office of any serious injury or illness, or fatality occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured emergency. Failure to report a serious injury or illness, or featility within a hours can result in a minimum oith penalty of School.

WHAT AN EMPLOYER MUST NEVER DO: Never permit an employee to be exposed to harmful substances without provide

EMPLOYEES HAVE CERTAIN RIGHTS IN WORKPLACE SAFETY & HEALTH:

As an employee, you (or someone acting for you) have the right to file a com-plaint and request an inspection of your workplace if conditions there are unsafe or unhealthul. This is done by contexting the local district office of the Division of Occupational Safety and Health (see Sist of offices). Your name is not revealed by GM/OSHA, unless you request otherwise.

spection or investigation.

ployee has the right to refuse to perform work that would violate a Cal/

y occupational safety or health standard or order where such violation

e a real and apparent hazard to the employee or other employees.

would create a real and appeared hazard to the employee or other employees. You may not be fined or pushed help any way for fifting a complete about unusel or unbestfully according conditions, or using any other girls given to you by CALCSHA. may fire a complete to story the system of the conditions and the conditions of the present of the of the Department of Industrial Relations, Division of Labor Standards Information Consideration of the Calcshard Standards and the Calcshards and considerations of the Calcshards and the Calcshards and local government agencies may only file these completins with the Salate Labor Commissions (Contributions) contributions and contributions of the Calcshards and Commissions (Contributions) contributions and contributions are considered as the Calcshards Commissions (Contributions) contributions are considered as the Calcshards Commissions (Contributions) contributions are considered as the Calcshards (Commissions) Contributions (Contributions) (Contribution

EMPLOYEES ALSO HAVE RESPONSIBILITIES: To keep the workplace and your coworkers safe, you should about any hazard that could result in an injury or illness to people

HELP IS AVAILABLE:

Employees who use any substance listed as a hazardous substance in Section 339 of Title 8 of the California Code of Regulations, or subject to the Heared Communications Standard (S COR Section 5194), must provide employees with information on the contents on Safety Data Sheets (SOS), or equivalent information about the substance that trains employees to use the substance safe

Employees have the right to see and copy their medical records and records on osure to potentially took materials or harmful physical agents.

Any employee has the right to observe monitoring or measuring of employee exposure to hazards conducted pursuant to Cal/OSHA regulations.

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Call the FREE Worker Information Hotline - 1-866-924-9757

OFFICES OF THE DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (707)649-3700 Cal/OSHA Consultation Services (63)588-6400 | Collaboration | Collaboratio Fresno/Central V alley 1901 North Gateway Blvd. Subs 102 Franco 91727

San Francisco 535 Golden Gate Ave., Rm 9516, San Francisco 94102 (415)557-0300 (58ccamento 2424 Anden Way Ste. 300, Secremento 95825 (926)263-2803 (58ch Anden Way Ste. 10), Santa Ana 92705 (714)558-4100 (600) (714)558-4100 (60

7575 Metropolitan Dr. Suite 207, San Diego 92108 (619) 767-2280 455 Golden Gele Avs. Rns. 9536, San Francisco 98105 (415) 557-0100 2000 E. McFadden Ave, Sts. 122, Santa Area 92705 (516) 458-4451 (616) 400 New Nays 81401 (

7575 Metropolitan Dr. Suite 204 San Diego 92108 6150 Ven Nuys Blvd. Suite 307 Ven Nuys 91401 1 Centerpointe Dr. Suite 150 La Palma 90423

1515 Clay St. Suite 1103 Oakland 94612

(559) 454-1295

(510) 622-289

General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

(a) Every employer using industrial trucks or industrial tow (10) Trucks traveling in the same direction shall not tractors shall post and enforce a set of operating rules be passed at intersections, blind spots, or

(11) The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs General Industry Safety Order 3650 forward view, the driver shall be required to Industrial Trucks. General (Part (t)) travel with the load trailing.

(12) Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.

(13) Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.

(14) Grades shall be ascended or descended

(A) When ascending or descending grades in excess of 10 percent, loaded trucks shall

(B) On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.

(C) Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.

(15) The forks shall always be carried as low as possible, consistent with safe operations.

(16) When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out set, the mast is brought to the vertical position. and forks are left in the down position, either

(A) The power shall be shut off and, when left on an incline, the wheels shall be blocked

(B) The power may remain on provided the wheels are blocked, front and rear

(17) When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement

Continued in the next page

General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading if the forks are raised no more than 42 inches above the level where the operator/loaders are standing, and the power is shut off, controls placed in neutral and the brakes set. If on an incline, the

(18) Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded Once on an elevator, the industrial truck's power shall be shut off and the brakes set.

(19) Motorized hand trucks shall enter elevators or other confined areas with the load end forward. (20) Vehicles shall not be operated on floors, sidewall

doors, or platforms that will not safely support the loaded vehicle.

(21) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.

(22) Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained

(23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or displayed in accordance with Section 3333 of these Orders and Title 49. CFR. Section 218.27 which is hereby incorporated by reference.

(24) The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.

(25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet

from the centerline of railroad tracks is prohibited (26) Trucks shall not be loaded in excess of their rated

(27) A loaded vehicle shall not be moved until the load is safe and secure.

(28) Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking

General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

Flevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that

(29) The load engaging device shall be placed in such a manner that the load will be securely held or supported.

(30) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.

(31) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:

> (A) A device specifically designed for opening or closing doors shall be attached to the truck.

(B) The force applied by the device to the door shall be applied parallel to the direction of

(C) The entire door opening operation shall be

in full view of the operator. (D) The truck operator and other employees

shall be clear of the area where the door might fall while being opened.

(32) If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.

(33) When provided by the industrial truck such as a seat belt shall be used.



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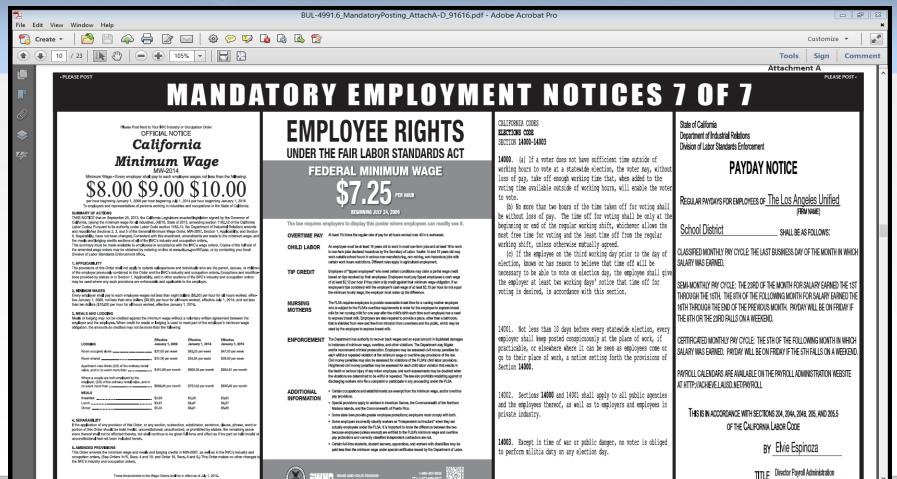
contained on this poster are current through Regulations (operative 7-1-2014). Other rules may also apply.





MANDATORY NOTICES 7 OF 7

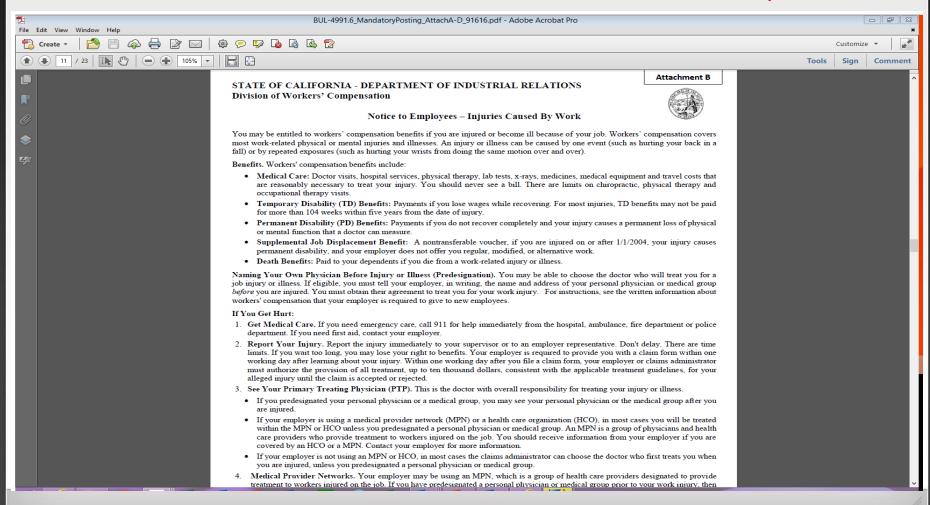
California Min. Wage, Federal Min. Wage, Pay Day Notice







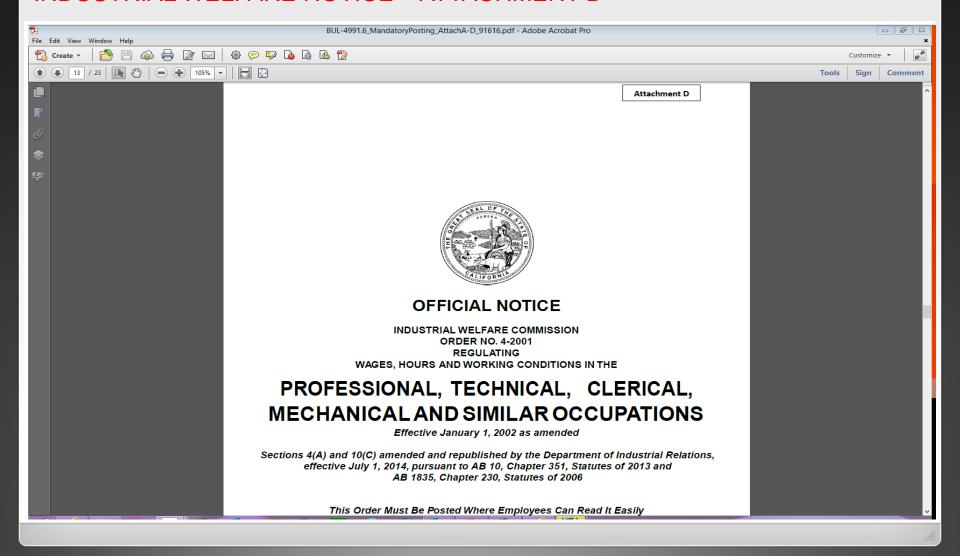
MANDATORY NOTICES.. NOTICE TO EMPLOYEES – INDUSTRIAL RELATIONS Workers Comp







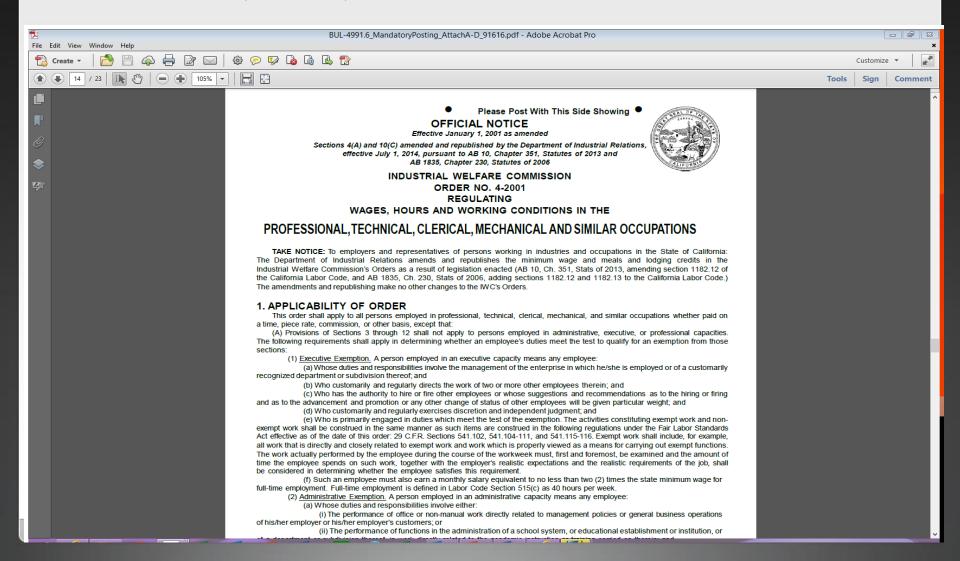
INDUSTRIAL WELFARE NOTICE - ATTACHMENT D







10 PAGES WAGES, HOURS, AND WORKING CONDITIONS...



SECTION II BUL-3772.3 Injury & Illness Prevention Program

- The bulletin has been issued by the Office of Environmental Health & Safety (OEHS) and aligned with the California OSHA requirements.
- California Code of Regulations mandate the District maintain a safe & healthy workplace for employees. Corporate Criminal Liability Act holds managers & corporations liable for concealing knowledge of serious dangers to employees. The IIPP has specific responsibilities and procedures assigned and implemented to prevent employee injuries and illnesses. IIPP must be available for review by an Occupational Safety & Health Administration Officer (OSHA) during an inspection or accident investigation.
- To view the Annual Mandatory OEHS Injury Illness Prevention Power Point Training Presentation, Please go to: - Click on https://lausd.wistia.com/medias/cppwg1625z (Ctrl + Left Click)



- INTERNET SAFETY
 - -Bul-5688.1 Social Media Policy
 - -Bul-5181.2 Policy Regarding Internet Safety for Students

SECTION III - INTERNET SAFETY

BUL-5688.1 - Social Media Policy for Employees and Associated Persons (Rev. Feb. 01, 2012)

- The District encourages positive relationships between students, employees and associated persons. There is, <a href="https://however.google.com/however
- •Employees and all associated persons who work with or have contact with students are expected to follow all District policies, including BUL 999.11, Responsible Use Policy (RUP) For District Computer Systems, and BUL 5167.0, Code of Conduct with Students –

Internet Safety - Continued

Social Media Policy for Employees and Associated Persons - Continued

- Posting inappropriate threatening, harassing, racist, biased, derogatory, disparaging or bullying comments toward or about any student, employee, or associated person on any website is prohibited and may be subject to discipline.
- •<u>Threats are taken seriously and are subject to law enforcement intervention,</u> including but not limited to formal threat assessments. [Refer to BUL - 5798.0, Workplace Violence, Bullying and Threats (Adult-to-Adult)]
- •<u>Use of District logos or images on one's personal social networking sites is</u>
 <u>prohibited.</u> If you wish to promote a specific LAUSD activity or event, you may do so in accordance with the Office of Communications and Media Services guidelines.
- •Misrepresenting oneself by using someone else's identity may be identity theft. It is advisable to periodically check that one's identity has not been compromised.

SECTION III - Internet Safety - Continued

Social Media Policy for Employees and Associated Persons - Continued

- Any employee or associated person engaging in inappropriate conduct including the inappropriate use of social media sites during or after school hours may be subject to discipline.
- Never share confidential or privileged information about students or personnel (e.g., grades, attendance records, or other pupil/personnel record information).
- •Users should have no expectation of privacy regarding their use of District property, network and/or Internet access to files, including email. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and/or disclose them to others as it deems necessary. [Refer to BUL 999.11, Responsible Use Policy (RUP) For District Computer Systems]

SECTION III - Internet Safety

BUL – 5181.2 Policy Regarding Internet Safety for Students (May 1, 2012)

- All students who are provided access to the Internet must participate in an Internet Safety Education Program.
- Teachers, administrators, and staff are responsible to provide Internet safety education and must comply with this policy.
- State and Federal laws require K-12 institutions to provide a safe learning environment, which includes Internet use at schools.

"

Internet Safety Responsible Use Policy

BUL - 999.11 Responsible Use Policy (8/18/15)

- The District's Responsible Use Policy ("RUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA").
- As used in this policy, "user" includes anyone using the computers,
 Internet, email, chat rooms and other forms of direct electronic
 communications or equipment provided by the District (the
 "network."). Only current students or employees are
 authorized to use the network.
- Please take time and read the bulletin in it's entirety

SECTION IV NON DISCRIMINATION, SEXUAL HARASSMENT & OSHA 300

NONDISCRIMINATION INFORMATION AND SEXUAL HARASSMENT POLICY

- Bul-4692.5 Sec 504 of the Rehabilitation Act 1973
- Bul-6612.0 Non-Discrimination and Anti-Harassment (Including Sexual Harassment) Policy and Complaint Procedure
- Bul-3349.1 Sexual Harassment Policy(Student to Student)
 (Adult to Student) (Student to Adult)
- Bul-2521.2 Title IX Policy / Complaint Process

OSHA FORM 300:SUMMARY OF WORK RELATED INJURIES

 Ref-5693.1 Cal/OSHA Annual Summary of Injuries and Illnesses

SECTION IV - NON DISCRIMINATION

BUL-4692.5 SEC 504 OF THE REHAB. ACT OF 1973

- The District affirms that no qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination, harassment, intimidation and bullying under any District program or activity.
- The denial of equal access to District education programs and/or activities and/or the denial of a "free appropriate public education" (FAPE) on the basis of a student's disability(ies) is considered disability-based discrimination under federal and state law.

SECTION IV - NON DISCRIMINATION

BUL-4692.5 SEC 504 OF THE REHAB. ACT OF 1973

Policy continued..

- In addition, the District must provide nonacademic and <u>extracurricular services</u> and activities in a manner that ensures individuals with disabilities have <u>an equal opportunity to</u> <u>participate.</u>
- Similarly, the District must make <u>reasonable</u> accommodations to its policies, practices and <u>procedures</u> when necessary to ensure other individuals with disabilities, such as parents and the general public, are not discriminated against on the basis of disability.

SECTION IV - NONDISCRIMINATION BUL-2521.1 TITLE IX COMPLAINT PROCESS

- District prohibits discrimination & harassment based on sex including, orientation, gender identity, pregnancy, childbirth or related med condition, ethnicity (color race, origin, ancestry), religion, disability (mental or physical), or reasonable accommodation, age, marital status
- Harassment based on any above is unlawful discrimination
 & will not be tolerated.
- District prohibit retaliation against anyone who files a complaint or participates in an investigation.
- Employee to employee discrimination harassment contact: Equal Employment Opportunity Section (213.241.7685) Beaudry 20th Fl

website: http://achieve.lausd.net/Page/3494

Bul-6612.0 Non-Discrimination and Anti-Harassment (Including Sexual Harassment) Policy and Complaint Procedure (Combines S-27 and 1893.1)

This Policy prohibits discrimination and harassment or differential treatment on the basis of race, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy related medical conditions), sexual orientation, religion, color, national origin, ancestry, physical or mental disability, medical condition (cancerrelated and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (not union related), or any other basis protected by federal, state or local law, ordinance, or regulation.

Bul-6612.0 Non-Discrimination and Anti-Harassment (Including Sexual Harassment) Policy and Complaint Procedure (continued)

- The District considers discrimination or harassment of any kind to be a major offense, which can result in disciplinary action to the offending employee up to and including termination.
- Any District employee who believes that she or he has been a victim of discrimination or harassment by another employee or nonemployee shall bring the problem to the attention of the site administrator, designee, or her or his immediate supervisor so that appropriate action may be taken to resolve the problem.
 Complaints will be promptly investigated in a way that respects the privacy of the parties concerned. The District prohibits retaliatory behavior against anyone who files a complaint of discrimination or harassment or any participant in the investigation of such a complaint.

Sexual Harassment Sexual Harassment Student-to-Adult (BUL-3349.1)

- <u>Definitions</u>: California Education Code and California Code of Regulations define sexual harassment as "unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, whether it occurs between individuals of the same sex or individuals of opposite sexes under conditions specified in California Code of Regulations."
- LAUSD is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees, students, or persons doing business for the District, is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, or actual or perceived sexual orientation or gender. As such, it is a <u>violation of state and federal laws</u> and a violation of this policy.

Sexual Harassment Policy Sexual Harassment (Employee) BUL-3349.1 - Continued

- The District considers <u>sexual harassment</u> to be a <u>major offense</u>, which can result in <u>disciplinary action</u> to the offending employee including but not limited to termination.
- Any employee of the District who believes that she or he has been a target of sexual harassment shall <u>bring the problem to the</u> <u>attention of the site administrator or designee</u> so that appropriate action may be taken to resolve the problem.
- <u>Complaints will be promptly investigated</u> in a way that respects the privacy of the parties concerned. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process.
- The District considers sexual harassment to be a serious offense which can result in the suspension or expulsion of the offending student in Grades 4-12.
- Form from BUL-3349.1 can be used to report violation.

LOS ANGELES UNIFIED SCHOOL DISTRICT

NONDISCRIMINATION STATEMENT

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. The District prohibits discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code § 422.5, Education Code § 220 and actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance.

Discrimination is different treatment on the basis of a protected category in the context of an educational program or activity without a legitimate nondiscriminatory reason and interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by the District.

Harassment occurs when: (1) the target is subjected to unwelcome conduct related to a protected category; (2) the harassment is both subjectively offensive to the target and would be offensive to a reasonable person of the same age and characteristics under the same circumstances; and (3) the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by the District.

Upon witnessing an act of discrimination, harassment, intimidation and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Once a school or office has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred and take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action.

This nondiscrimination policy applies to all acts related to school activity or school attendance within any school or office under the jurisdiction of the Superintendent of the Los Angeles Unified School District.

For inquiries or complaints related to discrimination, harassment, intimidation and bullying of students based on the actual or perceived characteristics listed above, contact your school's administrator, the school's Title IX /Bullying

Complaint Manager or:

Educational Equity Compliance Office E. Kevin O'Connell District Section 504 and Title IX Coordinator (213) 241-7682

For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination, harassment, or intimidation, contact your school administrator or:

Equal Employment Opportunity Section (213) 241-7685

Both Offices located at:

Los Angeles Unified School District 333 South Beaudry Avenue – 20th Floor Los Angeles, CA 90017

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

DECLARACIÓN ANTIDISCRIMINATORIA

El Distrito Escolar Unificado de Los Ángeles está comprometido a mantener un ambiente laboral y de aprendizaje libre de discriminación, hostigamiento, intimidación y acoso escolar. El Distrito prohíbe la discriminación, el hostigamiento, la intimidación y el acoso escolar basado en las características actuales o percibidas según el Código Penal § 422.5, el Código de Educación §220, e incluyendo sexo real o percibido, orientación sexual, genero, identidad de género, expresión de género, raza o étnia, identificación de grupo étnico, ascendencia, nacionalidad, origen nacional, religión, color, discapacidad mental o física, edad, o en base a la asociación con una persona o grupo con uno o más de estas características reales o percibidas, en cualquier programa o actividad que conduzca o al cual proporciona una asistencia considerable.

La discriminación es el trato diferente en base de una categoría protegida en el contexto de un programa educativo ó actividad sin motivo legítimo antidiscriminatorio y que interfiere con o limita la capacidad del individuo para participar en o beneficiarse de los servicios, actividades o privilegios proporcionados por el Distrito.

El hostigamiento ocurre cuando: (1) el objeto es sometido a una conducta no deseada relacionada a una categoría protegida; (2) el hostigamiento es subjetivamente ofensivo al objeto y sería ofensivo para una persona razonable de la misma edad y características bajo las mismas circunstancias; y (3) el hostigamiento es suficientemente severo, penetrante y persistente con el fin de interferir o limitar la capacidad del individuo para participar en o beneficiarse de los servicios, actividades u oportunidades que ofrece el Distrito.

Al presenciar un acto de discriminación, hostigamiento, intimidación o acoso escolar, el personal del plantel educativo está obligado a tomar medidas inmediatas para intervenir siempre y cuando sea seguro hacerlo. Al reportar tal conducta a un administrador o a la persona asignada al Título IX/Administrador de Quejas del Acoso Escolar puede hacer una intervención apropiada. Una vez que el plantel escolar u oficina tenga conocimiento de conductas discriminatorias, de hostigamiento, de intimidación o de acoso escolar, ya sean realizadas por los empleados, estudiantes, o por terceros, debe tomar medidas inmediatas y apropiadas para investigar y determinar lo sucedido. El plantel escolar debe tomar medidas inmediatas y eficaces, razonablemente calculadas, para poner fin a la conducta, y eliminar un entorno hostil, si es que ha sido creado y evitar que la conducta vuelva a ocurrir. Estas medidas se deben tomar aunque el individuo no presente una queja, o bien si éste pide al plantel escolar u oficina que tome medidas.

Esta política antidiscriminatoria se aplica a todos los actos relacionados con la actividad escolar o asistencia dentro de cualquier plantel escolar u oficina bajo la jurisdicción del Superintendente del Distrito Escolar Unificado de Los Ángeles.

Para consultas o quejas relacionadas con la discriminación, hostigamiento, intimidación y acoso escolar basado en las características reales o percibidas mencionadas arriba contacte a su director, la persona asignada al Título

IX/Administrador de Quejas del Acoso Escolar o a la:

Oficina para el Cumplimiento de la Equidad Educativa E. Kevin O'Connell

Coordinador de la Sección 504 y el Título IX del Distrito

(213) 241 7682

Para preguntas o quejas relacionadas con el empleado a empleado, estudiante a empleado, o discriminación u hostigamiento laboral contacte a su director o a la:

Sección de Igualdad de Oportunidad de Empleo (213) 241 7685

Ambas oficinas están ubicadas en:

Distrito Escolar Unificado de Los Ángeles 333 South Beaudry Avenue - Piso 20 Los Ángeles, CA 90017

LOS ANGELES UNIFIED SCHOOL DISTRICT

SEXUAL HARASSMENT POLICY

The Los Angeles Unified School District (LAUSD) is committed to providing a working and learning environment free from sexual harassment. The District prohibits sexual harassment of or by employees, students, or persons doing business with or for the District on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression. Failure to follow this policy is a violation of state and federal law.

Sexual harassment is defined by California Education Code § 212.5 as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic
 decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Upon witnessing an act of discrimination, harassment, intimidation and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Reporting such conduct to an administrator or Title IX/Bullying Complaint Manager can be an appropriate intervention. Once a school or office has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred. School personnel are to take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created, and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action. This policy applies to all acts related to school activity or school attendance within any school or office under the jurisdiction of the Superintendent of the Los Angeles Unified School District.

Any student or employee of the District who believes that she or he has been a victim of sexual harassment should bring the problem to the attention of the school-site administrator or the school's Title IX/Bullying Complaint Manager so that appropriate action may be taken to resolve the problem. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints must be promptly investigated in a way that respects the privacy of the parties concerned.

For inquiries about District policies and procedures related to sexual harassment, including how to file a sexual harassment complaint contact:

Educational Equity Compliance Office E. Kevin O'Connell LAUSD Section 504 and Title IX Coordinator (213) 241-7682

For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination or harassment, contact:

Equal Employment Opportunity Section (213) 241-7685

Both Offices located at:

Los Angeles Unified School District 333 South Beaudry Avenue - 20th Floor Los Angeles, CA 90017

DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES POLÍTICA SOBRE EL ACOSO SEXUAL

El Distrito Escolar Unificado de Los Ángeles está comprometido a proporcionar un ambiente laboral y de aprendizaje libre del acoso sexual. El Distrito prohíbe el acoso sexual hacia y departe de los empleados, los estudiantes o las personas haciendo negocios con o para el Distrito en base al sexo real o percibido, orientación sexual, identidad de género o expresión de género. El incumplimiento a esta política es una violación a las leyes estatales y federales.

El acoso sexual es definido por el Código de Educación de California § 212.5 como cualquier conducta de índole sexual no deseada, pedir favores sexuales y otra conducta verbal, visual o física de naturaleza sexual hecha por un trabajador o cualquier otra personal en el plantel educativo, bajo cualquiera de las siguientes condiciones:

- La rendición a la conducta se hace explícita o implícitamente como una condición de empleo, estatus académico o ascenso laboral.
- La rendición a la conducta del individuo o el rechazo de la misma, es usado como plataforma del empleo o de las decisiones académicas que afectan al individuo.
- La conducta tiene el propósito o efecto de causar un impacto negativo en el trabajo, en el rendimiento académico o el efecto de crear un ambiente de trabajo o de estudio intimidante, hostil u ofensivo para el individuo.
- La rendición a la conducta del individuo o el rechazo de la misma se usa como base para cualquier decisión que afecte al
 individuo con respecto a las prestaciones, servicios, reconocimientos, programas o actividades disponibles en o a través del
 plantel educativo.

Al presenciar un acto de discriminación, hostigamiento, intimidación y/o acoso escolar basado en las características reales o percibidas de una categoría protegida (como se enumeraron arriba), el personal del plantel educativo está obligado a tomar medidas inmediatas para intervenir siempre y cuando sea seguro hacerlo. Al reportar tal conducta a un administrador o a la persona asignada al Título IX/Administrador de Quejas del Acoso Escolar puede hacer una intervención apropiada. Una vez que el plantel escolar u oficina tenga conocimiento de conductas discriminatorias, de hostigamiento, de intimidación o de acoso escolar, ya sean realizadas por los empleados, estudiantes, o por terceras personas, debe tomar medidas inmediatas y apropiadas para investigar y determinar lo sucedido. El plantel escolar debe tomar medidas inmediatas y eficaces, razonablemente calculadas, para poner fin a la conducta, y eliminar un entorno hostil, si es que ha sido creado y evitar que la conducta vuelva a ocurrir. Estas medidas se deben tomar aunque el individuo no presente una queja, o bien si éste pide al plantel escolar u oficina que tome medidas. Esta política se aplica a todos los actos relacionados con la actividad escolar o asistencia dentro de cualquier plantel escolar u oficina bajo la jurisdicción del Superintendente del Distrito Escolar Unificado de Los Ángeles.

Cualquier estudiante o empleado del Distrito que cree que ha sido víctima de acoso sexual debe llevar la queja al administrador del plantel escolar o la persona asignada al Título IX/Administrador de Quejas del Acoso Escolar para que se tomen las medidas adecuadas para resolver el problema. El Distrito prohíbe las represalias en contra de cualquier persona que presente una queja de acoso sexual o cualquier participante en el proceso de la investigación de la queja. Las quejas deberán ser investigadas con prontitud de una manera que respete la privacidad de las partes involucradas.

Para consultas sobre las políticas del Distrito y los procedimientos relacionados al acoso sexual, que incluye cómo presentar un queja de acoso sexual, contacte:

e incluye como presentar un queja de acoso sexual, contacte: Oficina para el Cumplimiento de la Equidad Educativa

E. Kevin O'Connell Coordinador de la Sección 504 y el Título IX del Distrito (213) 241 7682

Para preguntas o quejas relacionadas con el empleado a empleado, estudiante a empleado, o discriminación u hostigamiento laboral, comuníquese a:

Sección de Igualdad de Oportunidad de Empleo (213) 241 7685

Ambas oficinas están ubicadas en:

Distrito Escolar Unificado de Los Ángeles 333 South Beaudry Avenue - Piso 20 Los Ángeles, CA 90017

Cal/OSHA Log of Injuries and Illnesses (REF-5693.2) February 3, 2012

- California State law requires every employer to maintain a log of work-related injuries and illnesses and to display the Annual Summary of Work-Related Injuries and Illnesses (California Occupational Safety and Health Administration (Cal/OSHA) Form 300A).
- This form must be posted in a conspicuous place where notices to employees are customarily posted from February 1 until April 30th each year at each site.

SECTION V SUCIDE PREVENTION, THREAT, AND CRISIS INTERVENTION

BUL - 2637.1 Suicide Prevention, Intervention and Postvention (Students) July 16, 2012

The purpose of this bulletin is to outline administrative procedures for intervening with suicidal and self-injurious students and offer guidelines to school site crisis teams in the aftermath of a student death by suicide.

All District employees are expected to:

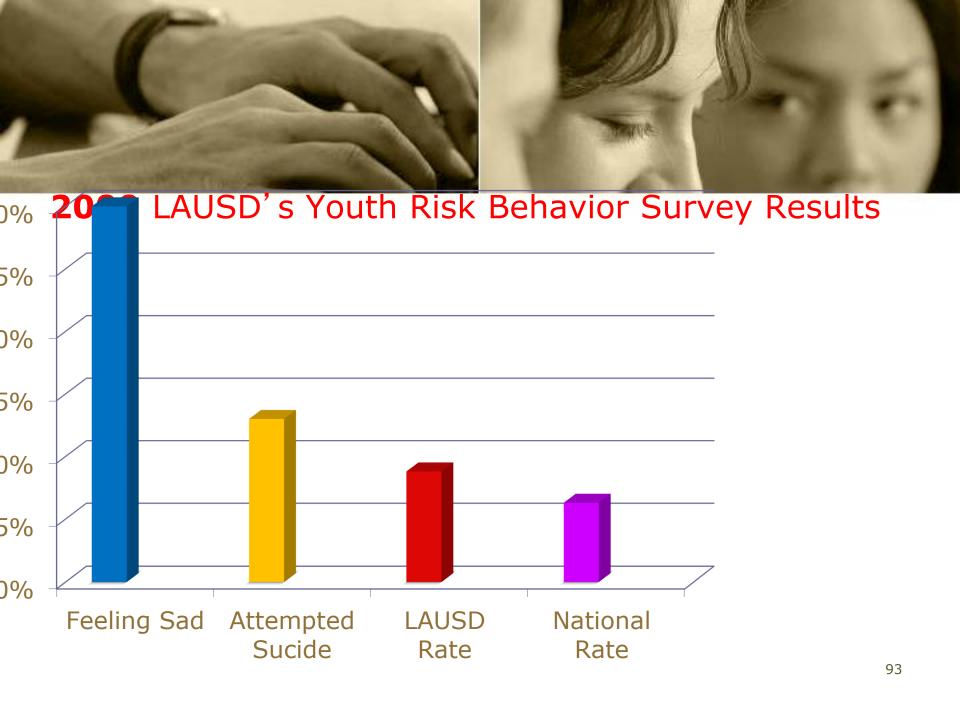
- Inform the school site administrator/designee immediately
 or as soon as possible of any concerns, reports or behaviors
 relating to student suicide or self-injury.
- Adhere to the Suicide Prevention, Intervention and Postvention (SPIP) policy and act in accordance with the policy

BUL - 2637.1 Suicide Prevention, **Intervention** ... continued

Suicide is not the result of one issue, <u>but is a manifestation of multiple</u>, <u>complex problems</u> of child/adolescent development and adjustment. School personnel are <u>instrumental</u> in helping to save lives by identifying students at-risk and linking them to essential school and community mental health resources.

BACKGROUND:

 In 2009, LAUSD's Youth Risk Behavior Survey indicated that over 30% of students reported a prolonged sense of sadness or hopelessness over the past year and nearly 13% of students seriously considered attempting suicide.
 Furthermore, 8.8% of LAUSD students reported they actually attempted suicide over the past year compared to 6.3% of students nationwide.



Suicide Prevention, Intervention and Postvention (Students) Continued

WARNING SIGNS..

Warning signs are behaviors that may signal the presence of suicidal thinking.

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 Warning signs include the following: suicide threat; suicide notes and plans; prior suicidal behavior; making final arrangements; preoccupation with death; <u>changes in</u> <u>behavior</u>, appearance, thoughts and/or feelings.

Suicide Prevention, Intervention and Postvention (Students) Continued

All District employees are expected to:

- Inform the school site administrator/designee immediately or as soon as possible of any concerns, reports or behaviors relating to student suicide or self-injury.
- Adhere to the Suicide Prevention, Intervention and Postvention (SPIP) policy and act in accordance with the policy.

For more information:

Website: http://achieve.lausd.net/Page/2512

MEM 5159.6 Uniform Complaint Procedures (UCP)

- LAUSD has the primary responsibility to ensure compliance with applicable state and federal laws and regulations, and shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination.
- Complainants are encouraged, where possible, to try to resolve their complaints directly at the school or work site or with their local district office.
- Uniform complaints may be used to file noncompliance or unlawful discrimination complaints and/or to appeal District decisions regarding such complaints. Uniform complaint form is located at end of memorandum 5159.6

Williams Complaint Bul-4759.3

PURPOSE

 This bulletin establishes the District's policy to respond to complaints regarding the Williams uniform Complaint process

Major Changes:

- Senate Bill 172 was signed by the Governor to <u>suspend the</u>

 <u>Administration</u> of the California High School Exit Exam

 (CAHSEE) and the requirement to pass to receive a diploma for 2015-16, 2016-17, and 2017-18 school year
- This policy also removes references to Valenzuela complaints, which addressed services available to pupils who had not passed CAHSEE.

BUL – 4759.3 Williams Complaint Procedures

Background:

- •The Eliezer Williams, et al., vs. State of California, et al. (Williams) case was filed as a class action in 2000 in San Francisco County Superior Court. The plaintiffs included nearly 100 San Francisco County pupil, who filed suit against several government agencies, including the California department of Education (CDE). The basis of the lawsuit was that the agencies failed to provide public school pupils with equal access to instructional materials, safe and decent school facilities, and qualified teachers.
- A settlement was reached after four years of intense litigation on August 13, 2004. Legislation implementing the proposals were signed into law by Gov. Arnold Schwarzenegger on September 29, 2004.

BUL – 4759.3 Williams Complaint Procedures

- Legislative Requirements in Summary:
 - There should be sufficient text books and instructional materials (for use in class, afterschool, and at home)
 - School facilities must clean, safe, and maintained, in good repair
 - No Teacher Vacancies
 - No Teacher misassignments

Williams Complaint Procedures Forms for Education Code Section 35186, English and Spanish (Attachments B and C) can be obtained in school main offices throughout the District, through the District's website: http://achieve.lausd.net/eeoc or by calling

213-241-7682 or through CDE's website: http://www.cde.ca.cde.gov/re/cp/uc/

information technology

Other District Policies...







Special Classification

Requirements

PLEASE NOTE:

 All Licenses or Certification requirements that are not specified as preferred under "special" in the class descriptions are required and must be kept valid by the incumbent for the duration of time that they are in the classification.





Modification of Tuition Reimbursement Program for ITD





Tuition Reimbursement – General Eligibility Requirements

- The Los Angeles Unified School District grants reimbursements of the costs for approved training to permanent classified employees.
- Training must
 - Improve the employee's job knowledge, ability or skill and be satisfactorily completed
 - Prepare the employee for promotion, or
 - Train an employee, in order to compensate for technological changes, in new skills that may be utilized by the District





Tuition Reimbursement – General Application Procedures

- For reimbursement, the employee shall submit:
 - Evidence of satisfactory completion with a grade of "C" or passing if grades are received
 - Receipts itemizing training costs
- The division head shall certify that the employee is eligible for costs reimbursement
- Employees should submit the form to ITD Central Office with appropriate signatures from a manager and/or administrator





Tuition Reimbursement – Allowable Purchases

- Reimbursable costs may include:
 - Tuition fees
 - Books
 - Other necessary training materials
 - Laboratory fees
- Non-reimbursable Costs
 - Traveling expenses
 - Parking fees
 - Non-mandatory student body fees
 - The cost of paper, pens, and notebooks; and other incidental costs





Tuition Reimbursement - Limitations

- Tuition reimbursement shall not be available to an employee who is receiving training and is eligible for reimbursement by any other governmental agency, organization, or association.
- An employee whose employment with the District is terminated within a
 designated period after receiving reimbursement, shall refund the amount of the
 reimbursement to the District, or it shall be deducted from his or her final
 warrant. The only exception to this provision shall be in the case of layoff, death,
 or medical disability.
- The designated period is in accordance with the employee's respective collective bargaining agreement or personnel commission rule.
- Training courses shall not be taken during the employee's assigned duty hours.





Modification Tuition Reimbursement Program Units: C, D, E, J, S and District Represented

- ITD, Labor Relations and specified Employee Unions agreed to temporarily modify the terms for tuition reimbursement for ITD employees only.
- Effective July 1, 2016 until June 30, 2017, select certifications and/or licenses relative to the Information Technology field are eligible for tuition reimbursement.
- The inclusion of the IT certifications and/or licenses does not change the process required to request tuition reimbursement.
- The amount eligible for reimbursement shall be in accordance with the respective employee's collective bargaining agreement.





Tuition Reimbursement

- GUIDING DOCUMENTS
 - PERSONNEL COMMISSION RULE 831
 - SPECIFIED COLLECTIVE BARGAINING AGREEMENTS ONLY

 For application instructions and additional information please visit the Personnel Commission website at http://oelausd.org/employee resources/tuition reimbursement.

DRUG ALCOHOL AND TOBACCO-FREE WORKPLACE (BUL-6488.1)

- The policy of the District is to maintain a drug-and alcohol-free workplace and prohibit the manufacture, sale, distribution, dispensing, possession, or use of illicit drugs and alcohol by employees in all workplaces.
- It is also the policy of the District to prohibit smoking and the
 use of all tobacco products such as e-cigarettes and
 peripherals, at all times, on all District property, District-owned
 or leased buildings, and in District vehicles, by all persons,
 including employees, students and visitors at any school or
 District site or any school-sponsored event.

Drug Alcohol And Tobacco-Free Workplace - Continued

- Federal regulations require employees to abide by this policy as a condition of employment and further require that newly hired employees will receive a written notice of the District's commitment to a drug-and alcohol-free workplace.
- This policy in no way precludes administrative or disciplinary action by the District for drug-related and alcohol-related violations occurring outside the workplace.
- Criminal drug or alcohol statute convictions for a violation occurring in the workplace must be reported no later than five (5) days after a conviction. Such reports shall be made to the Employee Relations/Services Section, Human Resources Division, at 213-241-6591.
- PLEASE NOTE: Employees are required to immediately report any Arrest or Felony conviction(s) to the Division
 HR Administrator or designee within 24 hours or as soon as practicable.

Workplace Violence, Bullying and Threats - Adults to Adults (BUL-5798.0)

- The LAUSD is committed to providing a safe and civil working environment that is safe and free from acts of intimidation, threats of violence or actual violence.
- No employee shall be subjected to retaliation, reprisal, or disciplinary action for reporting acts pursuant to this policy.
- Any individual who commits acts of violence or threatening or disruptive behavior in the workplace may be subject to removal from the premises, disciplinary action and/or criminal penalties.
- This policy encompasses behaviors or actions by District employees and associated adults (e.g., parents, campus volunteers, and vendors). The policy is applicable in schools, at District and school related activities and events and at all areas within the District's jurisdiction.

Workplace Violence, Bullying and Threats - Adults to Adults Continued

Definitions - Workplace Violence (WPV)

Workplace Violence falls on a continuum that recognizes severity, frequency, and recency. WPV can be impacted by individual characteristics, environmental stressors, and/or the relationship between involved parties. Any act of physical, verbal or emotional aggression, and represents a continuum of behaviors that includes threats, harassment, bullying, stalking, vandalism, emotional abuse, intimidation, and other forms of conduct that create anxiety, fear, and a climate of distrust in the work/educational setting.

Workplace Violence, Bullying and Threats - Adults to Adults Continued

Definitions (continued)

Associated Person - Includes but is not limited to parents/guardians, campus volunteers, vendors, former students, former employees, domestic partners and relatives or friends of employees or students.

Bullying - The deliberate antagonistic action or creation of a situation with the intent of inflicting emotional, physical, or psychological distress. The behavior may be a single or repeated act and may be electronic, non-verbal, verbal, psychological, social, or physical.

Harassment - Includes any physical or verbal conduct demonstrating hostility toward a person because of his or her age, sex, actual or perceived sexual orientation, gender, race, color, religion, national origin, disability or other <u>legally protected status</u>.

Workplace Violence, Bullying and Threats (Adults to Adults) Continued

Board Resolution - Respectful Treatment Of All Persons (Attachment G)

- •Resolved, That the Los Angeles Unified School District reaffirm its policy that students and adults in both schools and offices should treat all persons equally and respectfully and refrain from the willful or negligent use of slurs against any person on the basis or race, language spoken, color, sex, religion, handicap, national origin, immigration status, age, sexual orientation, or political belief; and be it further
- •**Resolved**, That the District further ask that a school-wide code of discipline regarding name-calling be developed at each school, and enforced by teachers, administrators, and other staff members; and be it further
- •**Resolved**, That District administrators bring this policy to the attention of all employees and students, and to constructively administer its enforcement.

BUL-5996.0 Overtime Policy (March 11, 2013)

- The policy of the District, in accordance with the federal Fair Labor Standards Act and California law, is to provide overtime pay to eligible employees at time and one half for all work in excess of eight hours a day or forty hours a week for employees on a standard workweek (5 days, 8 hours per day).
 Variation from this policy is described under Section II and III of this bulletin.
- Regular and probationary classified employees are eligible for overtime pay. Classified administrative and executive employees (as described in Personnel Commission Rule 596) are not eligible for overtime pay. Certificated employees are not eligible for overtime pay.
- **Overtime** <u>must be approved in advance</u> except in the case of extreme circumstances.
- <u>Employees should not</u> be assigned to <u>work more than 44 hours</u> of <u>overtime per month or more than 528 hours</u> <u>of overtime per fiscal year.</u>

ITD Attendance Policy and Guidelines

Paid illness days are not an entitlement to be used in addition to, or in place of, vacation days. This policy is not designed to deny leave to those who need it rather to encourage prudent use of benefitted time and discourage unnecessary illness absences.

The following sets forth attendance guidelines which will be followed in the absence of extenuating circumstances.

Illness Absences

- >An employee who has a total of five (5) separate incidents or ten (10) days of absence within a twelve month period may be counseled <u>orally</u> by the supervisor.
- >An employee who has seven (7) separate incidents or thirteen (13) days of absence within a twelve month period may be counseled in writing by the supervisor.

Use of Privately Owned Vehicles (BUL - 5310.0)

- This policy applies to the use of private vehicles by
 - LAUSD employees during the course and scope of the employees' approved employment duties and activities.
 - Employees, parents and other volunteers on district approved field trips.
- Employees that use their personal vehicle for District Business are required to submit a copy of their valid California Driver's License and proof of Liability Insurance at least annually to the Division HR Administrator and the site Administrator.
- If a license is a requirement of your classification, you must notify the Division's Human Resources Unit within 24 hours or the first business day of your license is suspended or revoked.

District Owned Vehicles, Policies, Procedures, and Responsibilities (BUL-6401.1)

- Employee may use District-owned vehicles only for official business and work-related activities. Cars and vans used to transport employees on District business may not be taken home.
- Every driver shall be familiar with and observe all State of California Vehicle Codes, and local traffic rules and ordinances, including traffic control signs, posted speed limits, parking restrictions, and other applicable rules and regulations governing vehicle operations.
- It is the responsibility of the employee to visually inspect the vehicle prior to its use to ensure that the vehicle is in a safe and clean operating condition (e.g., material or equipment that obstructs the driver's vision and/or may cause injury in the event of an accident.

District Owned Vehicles, Policies, Procedures, and Responsibilities Continued

Misuse of a District-owned vehicle may subject to:

 Suspend/revoke vehicle privileges, disciplinary action, and/or may be liable to the District for costs resulting from any misuse of a District-owned vehicle.

Examples of misuse:

- Use vehicle for other than official District business.
- Failure to adhere to maintenance schedules resulting in unnecessary District expense.
- <u>Driving without a valid California Driver's License and/or failure to report a suspended license.</u>
- •Non-compliance with applicable traffic laws, unsafe driving or abuse of the vehicle.

District Owned Vehicles, Policies, Procedures, and Responsibilities Continued

Examples of misuse (continued)

- Smoking in the vehicle.
- Failure to use proper fuel, improper fuel card usage.
- Removal of official LAUSD identifying logos without written executive level authorization.
- Transporting unauthorized passengers.
- Failure to report an accident or wrongfully leaving the scene of an accident.
- Incur Multiple preventable accidents causing financial loss to the District.

BUL-1077.1 Information Protection Policy

It is the policy of the LAUSD to protect sensitive information. As a public institution, much of the information possessed by the District is a matter of public record.

- Every employee of the school district must ensure the proper protection of information, whether in paper or electronic form.
- Violations of this policy may result in discipline, up to and including dismissal of personnel violating the policy.

Example of the type of information requiring extreme care and sensitivity in handling:

student or health care records. There are severe penalties when these records are mishandled and/or transferred to the wrong party and without consent.

Security of Personnel Information

- The sensitive and private nature of the information to which employees of the Information Technology Division have access necessitates that they <u>thoroughly understand</u> <u>their responsibility with respect to these materials.</u>
- Any willful action that compromises the integrity of a personnel transaction is cause for dismissal.

Security for Personal Items Personal Belongings, Valuables and District Property

LAUSD Administrative Headquarters is occupied day and night by employees, contractors and visitors.

Please take precautions for your own safety and the security of your personal belongings and District property, especially during holiday seasons.

USE OF DISTRICT PROPERTY AND EQUIPMENT BY EMPLOYEES BOARD RULE 1266

Employees of the LAUSD are generally not permitted to use District time, mailboxes, equipment of any kind or supplies thereof (collectively, "District equipment") for personal use.

-Personal use" - use for noncommercial purposes other than performance of the employee's assigned duties. District equipment should be used for and dedicated to official business and personal use of such equipment should be kept to a minimum.

-No employee or other person is permitted to remove any property owned or controlled by the District from premises owned or occupied by the District for personal use.

-Any violation of any provisions of this Rule shall be grounds for discipline up to and including termination.

Board Rule 1266 - Continued

- Personal telephone calls, e-mail messages, and internet communications or use should be brief, kept to a minimum, limited to calls within the local calling area and should be placed, received, or reviewed only during an employee's lunch hour, break time or before or after work hours.
- The District requests cooperation from its employees in keeping all such personal telephone calls to a minimum by asking others to call employees at work only on urgent matters.
- All other District equipment is, except in emergencies or other exigent circumstances, available exclusively for official District business. Employees of the District (as well as other users of the District's computer or communications systems) have no reasonable expectation of privacy relative to the use of the District's equipment or communication systems.

ASSET MANAGEMENT

INVENTORY CONTROL

- All District Equipment/Property issued to District Employees MUST be documented on the Inventory Control Form (ITD-ICF)
- District property may not be loaned to non-District employees
- Loaned property listed on the ICF shall be reasonably safeguarded and secured in accordance with Board Rule 1704, Administrative Regulations.
- Restitution will be made for willful or negligent loss, damage, or improper use.

ASSET MANAGEMENT INVENTORY CONTROL

- Employees must read, complete, and sign in acknowledgment of agreement to the terms and conditions prior to distribution of the district equipment or property. Loaned equipment/property listed on the ICF form remains the property of the LAUSD and shall be returned on or before expiration of the loan period indicated in Section A on the form.
- Any loss of equipment/property shall be immediately reported to LAUSD School Police at (213) 625-6631 and reported to the LAUSD Service Desk at (213) 241-5200.

Inventory)Control)Form) Loan)Authorization)Receipt/Return)

J	
The person indicated below is authorized to remove from the premises of this school/office the property lis	ted in Section
B below. The undersigned equipment/property requestor certifies the accuracy of the information provided	1 and
understands that he/she is responsible for the borrowed equipment/property.	

A	
Α.	Borrowers Name:
	Loaning Office: Phone: ()
	Date of Issuance: Expected Return Date:
В	ACKNOWLEDGEMENT OF RECEIPT
	Tacknowledge receipt of the property listed below and agree to the terms for its use, safeguard, and return as indicated in
	Section C below. This understanding is certified by my below signature.
	DESCRIPTION MODEL # MFG SERIAL NO. ASSET TAG # RETURN DATE
	D'(N D D D)
	Print Name: Employee No.: Day Phone: () To be used at
	LAUSD Office/School:Location Code:Name/Building/Room
	Signature: Date:
С	District property is purchased with public funds and may not be used for personal benefit. With authorization, an employee may borrow equipment/property for use consistent with relative District rules, policies and regulations. The loaned equipment/property is subject to the below terms: 1. Loaned equipment/property listed on this form may be used off premises of the LAUSD only in furtherance to educational or administrative objectives of the LAUSD. 2. Use of equipment/property for the benefit of persons or organizations other than the assignee is not authorized. 3. Loaned equipment/property listed on this form shall be reasonably safeguarded and secured in accordance with Board Rule 1704, Administrative Regulations. 4. Restitution will be made for willful or negligent loss, damage, or improper use. 5. Use of equipment/property for reasons other than its intended purpose may be subject to disciplinary action. 6. Loaned equipment/property listed on this form remains the property of the LAUSD and will be returned on or before expiration of the loan period indicated in Section A. 7. The division reserves the right to request the equipment/property prior to the return date. 8. The receiving office agrees to return the equipment/property upon request, or by the return date. 9. Any loss of equipment/property shall be immediately reported to LAUSD School Police at (213) 625-6631 and reported to the LAUSD Service Desk at (213) 241-5200.
D	RETURN My signature acknowledges return of above referenced items noted in Section B
	Administrator Verification: Date:
E	DISTRIBUTION OF COPIES
_	Original to (Office Name)
	Copy to loaning office
	Copy to person receiving loaned equipment

Questions?

ITD Human Resources Staff Contact Numbers

Michael Williams, Division Human Resources Administrator: 213-241-0310

Lionel Barreda, Senior Human Resources Representative: 213-241-3985

Maggie Mohler, Secretary: 213-241-2687

Confidential Fax: 213-241-4137

Please download and read the all of the Administrative Certification Policies at the ITD HR Website:

http://achieve.lausd.net/ithr

Click on the download link on the home page.

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