

LOS ANGELES UNIFIED SCHOOL DISTRICT

Administrator Certification Spring Review 2018

**Presented by the
Information Technology Human Resources Unit
Information Technology Division**

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ITD HR Web Site: achieve.lausd.net/ithr

AGENDA

- ▶ **Bullying and Hazing Policy**
 - ▶ Student to Student and Student to Adult
- ▶ **Child Abuse and Neglect Reporting Requirements**
 - ▶ Child Abuse and Neglect Reporting Requirements
 - ▶ Code of Conduct With Students
- ▶ **Employee Attendance**
 - ▶ BUL- 6307.3 New Certification of Absences Form
 - ▶ Sign-in/Sign-Out Policy (Payroll Concepts Manual)
- ▶ **Injury & Illness Prevention Program**
 - ▶ BUL-3772.3-Injury & Illness Prevention Program Requirements

AGENDA TOPICS CONTINUED

▶ INTERNET SAFETY

- ▶ Bul-5688.1 Social Media Policy District Computer and Network Systems
- ▶ Bul-5181.2 Policy Regarding Internet Safety for Students



AGENDA TOPICS CONTINUED

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 **CONTINUED**

STUDENT AND EMPLOYEE SECURITY

- **Bulletin 5721.1** Student and Employee Security
- **Bulletin 6492.1** Visitors to School Campuses and Locked Campuses During Class Hours at all Schools
- **Reference Guide 2111.0** – Field Trips Handbook and Revised Procedures
- **Bulletin 5269.2** Incident Tracking Accountability Report (ISTAR)
- **Bulletin 5424.1** Random Metal Detector Searches

AGENDA TOPICS CONTINUED

- ▶ **Bul-999.11 Responsible Use Policy (RUP) For District**
- ▶ **Special Classification Requirements**
- ▶ **Modification of Tuition Reimbursement Program for ITD Employees**
- ▶ **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**
- ▶ **ITD Policy HR-2.7.3 LAUSD Badge ID Policy & Procedure**

BULLYING & HAZING POLICY (BUL - 5212.2)

- ▶ **Bullying and Hazing Policy (Student-to-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 & HAZING POLICY (BUL - 5212.2)

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.

BULLYING & HAZING POLICY (BUL - 5212.2)

B. Hazing is a method of initiation or pre-initiation 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 school-sanctioned 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 name-calling 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.**

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.

BULLYING & HAZING POLICY (BUL - 5212.2)

- ▶ 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 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 District-wide 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

Individual Employee Responsibilities (continued)

▶ **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.
2. 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.
4. 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.
5. 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.
6. 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.
7. 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.
9. Meeting with or being in the company of student(s) off campus, except in school-authorized and/or approved activities.
10. Communicating with student(s), in writing, by phone/Email/electronically, via Internet, or in person, at any time, for purposes that are not 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 or supervisor, or may call the Educational Equity Compliance Office at (213) 241-7682.

July 15, 2008

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.

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 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.

ITD EMPLOYEE ATTENDANCE POLICY CONT'D

- ▶ The following are guidelines for the ITD Attendance Policy for which an employee may receive either a verbal or written counseling.

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

- ▶ Further incidents may 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
B	221	1768	8
C	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.

CERTIFICATION/REQUEST OF ABSENCE FOR ILLNESS, FAMILY ILLNESS, NEW CHILD**EMPLOYEE INFORMATION (Please Print)**

Last Name	First Name	ML	Employee No.
Work Location Name	Job Title	Substitute/Temporary <input type="checkbox"/> Yes <input type="checkbox"/> No	Employee's Telephone ()

REASON FOR ABSENCE

1. Starting date of absence ____/____/____ Last date of absence (expected) ____/____/____
Mo. Day Yr. Mo. Day Yr.

2. Total time (expected) of absence: ____ days; ____ hours.
NOTE: This form does not supersede or replace the Leave of Absence Request Form (PC Form 5006 or HR Form 1065), when required.

3. Select appropriate type of leave:
The following types of absence may qualify for protection under the Family and Medical Leave Act ("FMLA") and/or the California Family Rights Act ("CFRA"). You may request protection if the absence is covered under the qualifying conditions. LAUSD may also, on its own, designate an absence/leave as FMLA/CFRA, if the absence meets legal requirements.

☐ A) My Personal Illness/Injury/Disability/Medical Appointment/Accident..... [See #6 & 8 below.]
☐ B) My Occupational Illness/Injury or Act of Violence..... [See #6 below.]
☐ C) My Pregnancy-related Illness/Disability..... [See #6 below.]
☐ D) Illness/Injury/Disability/Accident-My Family Member (relation ____). [See #6 below.]
(Personal Necessity requested ____; Kin-Care requested ____)
☐ E) Time-off for New-Born/Newly adopted/New foster care Provide verification

NOTE: Absences "A" through "C" may qualify as Illness leave; "D", and "E" as Personal Necessity; "D" may also be Kin-Care.

FMLA/CFRA INFORMATION

4. Is the absence due to a "serious health condition" (see separate FMLA form for Definitions)..... ☐ Yes ☐ No
Note: To confirm serious health condition, you are required to return 'FMLA Certification of Health Provider within 15 calendar days

5. Do you request FMLA/CFRA protections? (See District website or your supervisor for FMLA facts)..... ☐ Yes ☐ No

IMPORTANT LAUSD INFORMATION

'Physician Statement' is required if absence is over 5 consecutive days or if required by Administrator under LAUSD Rules. 'FMLA Certification of Health Care Provider' is required if FMLA/CFRA protections are being requested.

6. Is the appropriate medical certification submitted with this request? ☐ Yes ☐ No ☐ Not Required (new child)
NOTE: If the answer is "No", the correct medical certification must be submitted separately and promptly.

7. Is the request being made for unpaid leave/absence? ☐ Yes ☐ No

8. Eligible Substitute/Temporary employee as part of the Healthy Workplaces Healthy Families Act, use SBTM time code.

I certify I was/will not be employed elsewhere during my regular work hours within the time period claimed on this certification, unless taking vacation. I certify my absence during this period was not and is not for participating in a strike/work stoppage or because of my unwillingness to cross picket lines and I would have been available for duty if it had not been for the reason cited above. Furthermore, I certify my absence during my hours of assigned duty is because of the above listed reason in accordance with any applicable Board/PC rule or Collective Bargaining Agreement. I also agree and authorize that once the correct benefit usage charged above is processed, any unearned wages paid as a result will be collected from the next paycheck. I declare under the penalty of perjury that the foregoing is true and correct.

Employee's Signature: _____ Date: _____

For Administrator/Supervisor: Is the FMLA supporting documentation received/on file? ☐ Yes ☐ No

Is the FMLA approved? ☐ Yes ☐ No

Explanation _____

Use separate paper, if needed)

Administrator/Supervisor's Acknowledgment/Approval:

Print Name _____ Signature _____ Date _____

CERTIFICATION AND/OR REQUEST OF ABSENCE FOR NON-ILLNESS**EMPLOYEE INFORMATION (Please Print)**

Last Name	First Name	ML	Employee No.
Work Location Name	Job Title	Employee's Telephone ()	

REASON FOR ABSENCE

1. Starting date of absence ____/____/____ Last date of absence (expected) ____/____/____
Mo. Day Yr. Mo. Day Yr.

2. Total time (expected) of absence: ____ days; ____ hours.
NOTE: This form does not supersede or replace the Leave of Absence Request Form (PC Form 5006 or HR Form 1065), when required.

3. Select the appropriate type of absence:
Typically, these types of absence do NOT qualify for the Family and Medical Leave Act ("FMLA") and/or the California Family Rights Act ("CFRA"). However, if the reason meets legal requirements, you may request such FMLA/CFRA protection. LAUSD may also, on its own, designate an absence as FMLA/CFRA if information indicates that the legal requirements are met.

☐ A) Accident or Imminent Danger to My Property (see rule')..... Explain _____
☐ B) Accident to Family Member's Property (see rule')..... Explain _____
☐ C) Auto failure (up to 2 hours) if car used for work (see rule')..... Explain _____
☐ D) Registration or Final Exam in Higher Education (see rule')..... Explain _____
☐ E) Religious Holiday of My Faith..... Explain _____
☐ F) Bereavement (see rule')..... Identify Family Relation _____
☐ G) Conference Approved by District..... Provide verification; Explain _____
☐ H) Jury Duty, or Appearance in Court under Order..... Provide documentation from the Court
☐ I) Vacation (All regular classified employees & Certificated A basis)..... Subject to Approval
☐ J) Other Absences (identify _____)..... Explain _____

NOTE: Absences "A" through "E" may qualify as Personal Necessity.

Additional Explanation, if needed _____

I certify I was/will not be employed elsewhere during my regular work hours within the time period claimed on this certification, unless taking vacation. I certify my absence during this period was not and is not for participating in a strike/work stoppage or because of my unwillingness to cross picket lines and I would have been available for duty if it had not been for the reason cited above. Furthermore, I certify my absence during my hours of assigned duty is because of the above listed reason in accordance with any applicable Board/PC rule or Collective Bargaining Agreement. I also agree and authorize that once the correct benefit usage charged above is processed, any unearned wages paid as a result will be collected from the next paycheck. I declare under the penalty of perjury that the foregoing is true and correct.

Employee's Signature _____ Date _____

For Administrator/Supervisor: Is the FMLA supporting documentation received/on file? ☐ Yes ☐ No

Is the FMLA approved? ☐ Yes ☐ No

Explanation _____

Use separate paper, if needed)

Administrator/Supervisor's Acknowledgment/Approval:

Print Name _____ Signature _____ Date _____

For Administrator/Supervisor: Do you approve the requested absence? Yes ☐ No ☐

Explanation (If No): _____

¹ Rule to #3 A or B: Accident to property must be either your property or immediate family member's (either your family or spouse's, such as, parent, child, grandparent, grandchild, brother, sister, step/foster child or other relative living in employee's immediate household). Reference the specific section of the bargaining unit agreement or any applicable Board/PC rule if another relationship is claimed. Imminent danger to property includes only your property, and is occasioned by disaster such as flood, fire, or earthquake.

² Rule to #3 C: Refer to applicable bargaining unit agreement or any applicable Board/PC rule.

³ Rule to #3 D: Upon at least two days' notice to their immediate supervisor, a classified employee shall be permitted to take any examination and to participate in other District employment procedures during working hours without loss of pay or other penalty. If less than two days' notice is provided, permission to participate without loss of pay is subject to approval by the employee's immediate supervisor. (PC Rule 784, Paragraph B)

⁴ Rule to #3 F: The rule requires that the relationship be an immediate family member meaning under LAUSD's definition for bereavement, either your family or spouse's family, such as parent, child, grandparent, grandchild, brother, sister, step/foster child or other relative living in employee's immediate household. Reference the specific section of the bargaining agreement or any applicable Board/PC rule if another relationship is claimed.

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).

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 for Employees and Associated Persons (Rev. Feb. 01, 2012)

- ▶ The District encourages positive relationships between students, employees and associated persons. There is, however, a distinction between being supportive of students and the real or perceived breach of confidentiality or misconduct.
- ▶ **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.**
- **Threats are taken seriously and are subject to law enforcement intervention, including but not limited to formal threat assessments.** [Refer to BUL - 5798.0, *Workplace Violence, Bullying and Threats (Adult-to-Adult)*]
- **Use of District logos or images on one's personal social networking sites is prohibited.** 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.

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]

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.

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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

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.

NON DISCRIMINATION

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

Policy continued..

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

NONDISCRIMINATION

BUL-2521.1 TITLE IX COMPLAINT PROCESS

- ▶ District prohibits discrimination & harassment based on sex including, orientation, gender identity, pregnancy, childbirth or related medical 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 (cancer-related 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)

- ▶ **Definitions:** 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 violation of state and federal laws and a violation of this policy.

SEXUAL HARASSMENT POLICY

SEXUAL HARASSMENT (EMPLOYEE) BUL-3349.1 - CONTINUED

- ▶ The District considers sexual harassment to be a major offense, which can result in disciplinary action 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 bring the problem to the attention of the site administrator or designee 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 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, género, 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 de parte 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:

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)

- ▶ 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.

STUDENT AND EMPLOYEE SECURITY (BUL 5721.1)

The District has provided practices to supplement existing safety practices at school sites that may be helpful to site administrators in programming events, developing guidelines, setting school policy and supporting safe school plans.

- School staff are to check the campus for loiterers and/or trespasser, especially in restroom areas.
- Ensure gates, classrooms, and building doors are locked every night
- Ensure that Custodial personnel arm and disarm alarms daily
- Call school police should a loiterer appear on or adjacent to campus
- * For additional information please see the policy Bulletin

BUL 6492.1 - VISITORS TO SCHOOL CAMPUSES AND LOCKED CAMPUSES DURING CLASS HOURS AT ALL SCHOOLS

&

REF. 2111.0 - FIELD TRIPS HANDBOOK AND REVISED PROCEDURES

BUL 6492.1 - The Los Angeles Unified School District is committed to providing a safe and secure learning environment for students and staff, school site administrators are to ensure that all exterior gates and doors are locked at the beginning of classes and remain locked until the end of the school day. Only the main entrance to the school shall remain open during the school day and this entrance shall be monitored at all times.

Ref. 2111.0 –

The school-site principal continues to be authorized to approve all routine field trips, including overnight field trips to pre-approved sites. These routine requests do not need to be processed through the local District Superintendents. However the school site principal is responsible for maintaining records, ensuring the safety of students and certifying the educational value of each field trip.

BULLETIN 5269.2 INCIDENT TRACKING ACCOUNTABILITY REPORT (ISTAR)

BULLETIN 5424.1 RANDOM METAL DETECTOR SEARCHES

BUL. 5269.2 - The District's Incident System Tracking Accountability Report (ISTAR) is the District-wide electronic tool to report and document incidents involving students, employees, or the school community which occur on or near District schools and sites.

Accurate reporting enables the Educational Service Center (ESC), Central Office and other responders to mobilize efficiently and effectively and allocate appropriate resources to address incidents and provide support to schools, offices, and those affected. The system is also intended to reduce potential miscommunication.

BUL 5424.1 - Schools are faced with instances of violence, including the use of weapons on or adjacent to school campuses. The District has implemented random metal detector searches under the settled principles of constitutional construction, which permits reasonable application of metal detectors in schools.

The purpose of these searches is to deter weapons such as guns, knives, or any other item which might cause harm or injury from being brought to schools. Therefore, metal detectors should not be used for the purpose of searching students who might be suspected of having violated other school rules.

Other 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://oelaud.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.o)

- ▶ 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

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

- ▶ 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 must be approved in advance** except in the case of extreme circumstances.
- ▶ **Employees should not** be assigned to **work more than 44 hours** of **overtime per month or more than 528 hours of overtime per fiscal year.**

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.
- ▶ Driving without a valid California Driver's License and/or failure to report a suspended license.
- ▶ 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 **thoroughly understand their responsibility with respect to these materials.**
- ▶ **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.

LAUSD BADGE ID POLICY & PROCEDURE

- Effective march 1, 2018 – All employees of the Information Technology Division must read, understand, and adhere to the Information Technology Division ITD Policy HR-2.7.3
- All ITD employees must obtain and carry a District-issued photo ID badge and visibly display their ID badge in plain view while on District property and during all working hours
- All ITD employees assigned to or visiting the Beaudry building must badge in upon entry and departure from the Beaudry building either on the first or second floor card reader(s)
- Any ITD employee who carools with another employee and parks in B-1 must badge into and out of the Beaudry building at the first floor carpool card reader located in the lobby on the high-rise side of the elevator bank.
- The LAUSD badge is the property of the District and may be revoked at any inappropriate use. The ID badge may only be used by the individual to whom it was issued to. Employees may not “loan” their ID badge to anyone for any reason.

INVENTORY CONTROL ASSET MANAGEMENT

- ▶ 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)

)

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

A	Borrowers Name: _____ Loaning Office: _____ Phone: (____) _____ Date of Issuance: _____ Expected Return Date: _____															
B	ACKNOWLEDGEMENT OF RECEIPT I acknowledge 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. <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"><thead><tr><th style="width: 35%;">DESCRIPTION</th><th style="width: 15%;">MODEL #</th><th style="width: 20%;">MFG SERIAL NO.</th><th style="width: 20%;">ASSET TAG #</th><th style="width: 10%;">RETURN DATE</th></tr></thead><tbody><tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table> Print Name: _____ Employee No.: _____ Day Phone: (____) _____ <i>To be used at</i> LAUSD Office/School: _____ Location Code: _____ <div style="text-align: center;">Name/Building/Room</div> Signature: _____ Date: _____	DESCRIPTION	MODEL #	MFG SERIAL NO.	ASSET TAG #	RETURN DATE										
DESCRIPTION	MODEL #	MFG SERIAL NO.	ASSET TAG #	RETURN DATE												
C	TERMS AND AGREEMENT 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: <ol style="list-style-type: none">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

**Beatrice Sanchez, 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.