

**DISTRICT EMPLOYEE HANDBOOK  
2018-2019**







**Berkeley Unified School District Mission, Vision, and Values and Beliefs**

**District Goals**

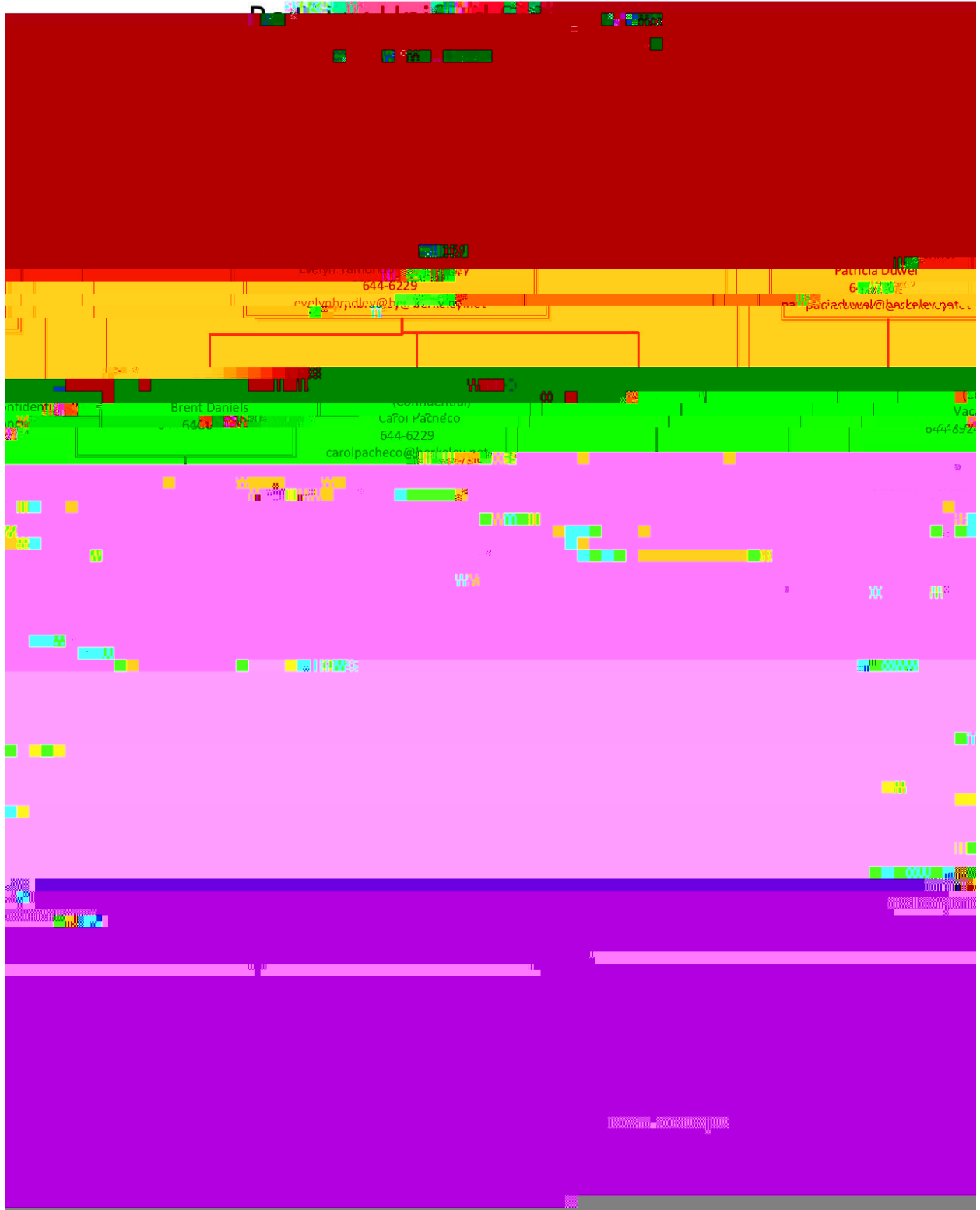


W  
E  
C  
A  
R  
E

---

---

**Personnel Commission**





Name	Email	Phone	Title
Rita Techman	monquetray@berkeley.edu	644-6270	Vice President, Interim HR Tech
Lona	lona@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech
Lorena	lorena@berkeley.edu	644-6277	HR Tech

SUBJECT

CONT

• Classified

PHILIP KOSE

Leaves

She

• Certified

W

Table with multiple rows containing subject and content information, including names like PHILIP KOSE and SHE, and various classification codes.

PHILIP KOSE  
SHE

## **Administrative Regulations and Procedures**

---

## **Equal Employment Opportunity**

---

## **Americans with Disabilities Act (ADA)**

---

## **Anti-Bullying Policy**

---

**Conduct**

**Confidentiality**





*Company Nurse*

---

**Absence Reporting**





**Holidays**







**Food Policy**

**Non-Smoking Policy**



**Personal Calls, Email and Text Messages**

**Technology - Acceptable Use Agreement (AUA)**





## **Employee Acceptable Use Agreement for Electronic Resources and the Internet**

recognizes the value of computers, personal electronic devices and other electronic resources, as well as, to improve student learning and enhance the administration and operation of its schools. To this end, the District encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the District and its schools.

District staff and contractors are reminded that the District e-mail system, email accounts, computer accounts and all other user accounts are owned by the District. All electronic mail activity utilizing the District server is monitored and logged. To provide for access to computer data when an employee is absent, account login and passwords shall be provided to a supervisor or the Technology Director when requested. Computer use is provided for educational purposes and district activities; use of computers for personal use shall be minimal and comply with the restrictions listed below.

As used in this Agr

devices, and portable laptop computers, or any other device with wireless capabilities. This Agreement



e. Making copies of any district software is prohibited except as permitted by the Technology

from Technology Services is prohibited. All computers connected to the network must have virus protection software meeting district standards.

7. Downloading of files and software from the internet, flash drives, CDs, or DVDs:
  - a. The unauthorized installation of any software, including shareware and freeware, for use on Berkeley Unified School District computers is prohibited. Contact the Technology Department in



DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS-72

Reporting Party: All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act. All PC references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act.

SECTION I - MANDATED CHILD ABUSE REPORTERS

Reporting Party: All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act.

SECTION II - INCIDENT INFORMATION

Reporting Party: All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act.

SECTION III - INVOLVED PARTIES

Reporting Party: All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act.

SECTION IV - DISTRIBUTION

Reporting Party: All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act.

SECTION V - INSTRUCTIONS

Reporting Party: All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act.

SECTION VI - ETHNICITY CODES

01 - White	02 - White - Spanish	03 - White - Central American	04 - White - Hispanic	05 - White - Other
06 - Black	07 - Black - African American	08 - Black - Other	09 - Hispanic	10 - Hispanic - Mexican
11 - Hispanic - Puerto Rican	12 - Hispanic - Cuban	13 - Hispanic - Dominican	14 - Hispanic - Other	15 - Other
16 - Other - Asian	17 - Other - Pacific Islander	18 - Other - Native American	19 - Other - Unknown	20 - Other - Unspecified

**SUSPECTED CHILD ABUSE REPORT**

**Emergency USD**

**BP 4119.11 Personnel**

It is the policy of the

Board of Directors to ensure that the organization has sufficient personnel to carry out its mission and to provide a safe and secure environment for its members and staff.

The Board of Directors shall have the authority to hire, fire, and discipline personnel, and to determine the compensation and benefits of all personnel.

The Board of Directors shall also have the authority to establish the organizational structure and to determine the reporting relationships of all personnel.

The Board of Directors shall also have the authority to establish the policies and procedures governing the employment of all personnel.

The Board of Directors shall also have the authority to establish the policies and procedures governing the termination of all personnel.

The Board of Directors shall also have the authority to establish the policies and procedures governing the discipline of all personnel.

The Board of Directors shall also have the authority to establish the policies and procedures governing the compensation and benefits of all personnel.

The Board of Directors shall also have the authority to establish the policies and procedures governing the organizational structure and reporting relationships of all personnel.

The Board of Directors shall also have the authority to establish the policies and procedures governing the employment of all personnel.

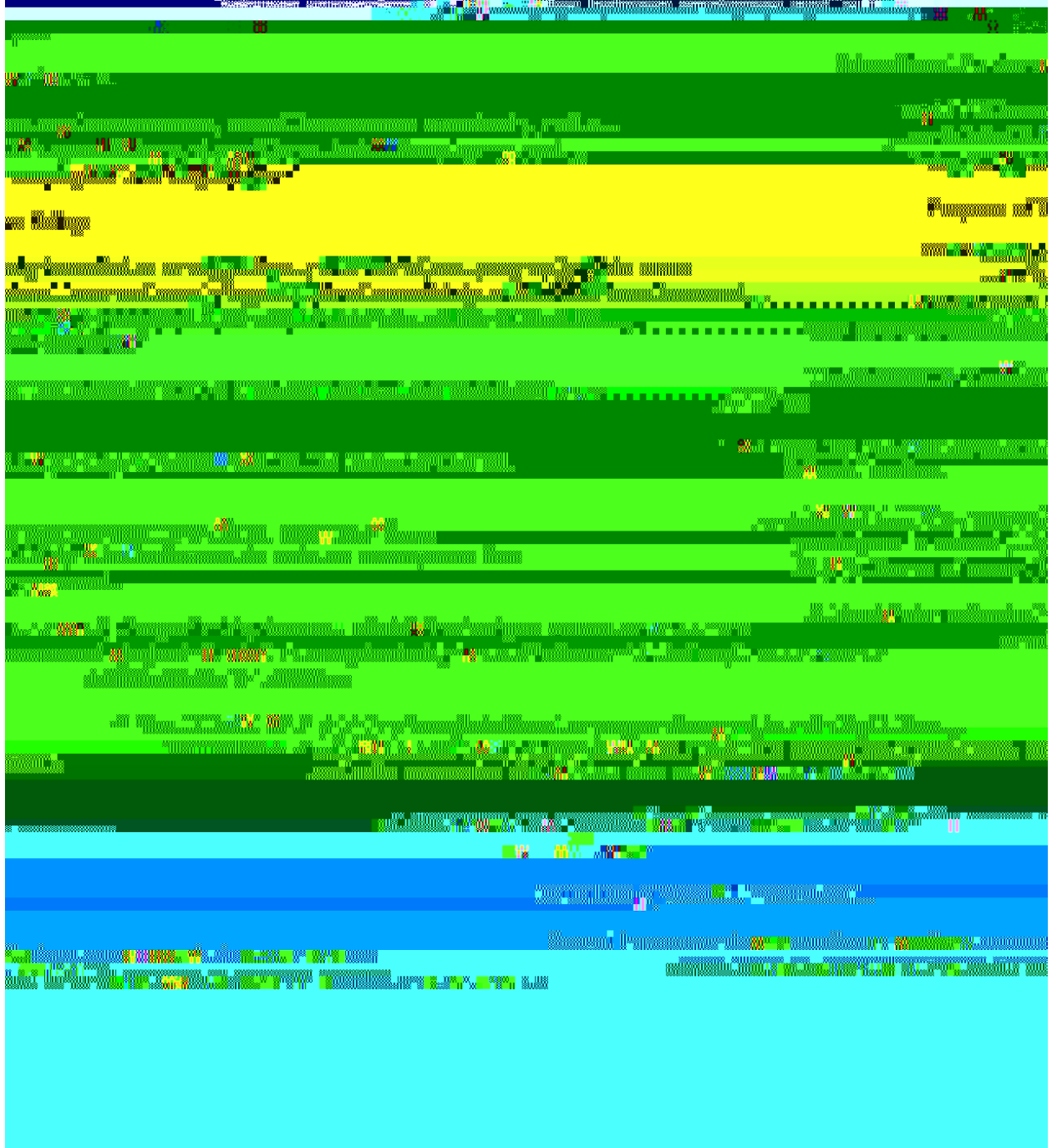
The Board of Directors shall also have the authority to establish the policies and procedures governing the termination of all personnel.

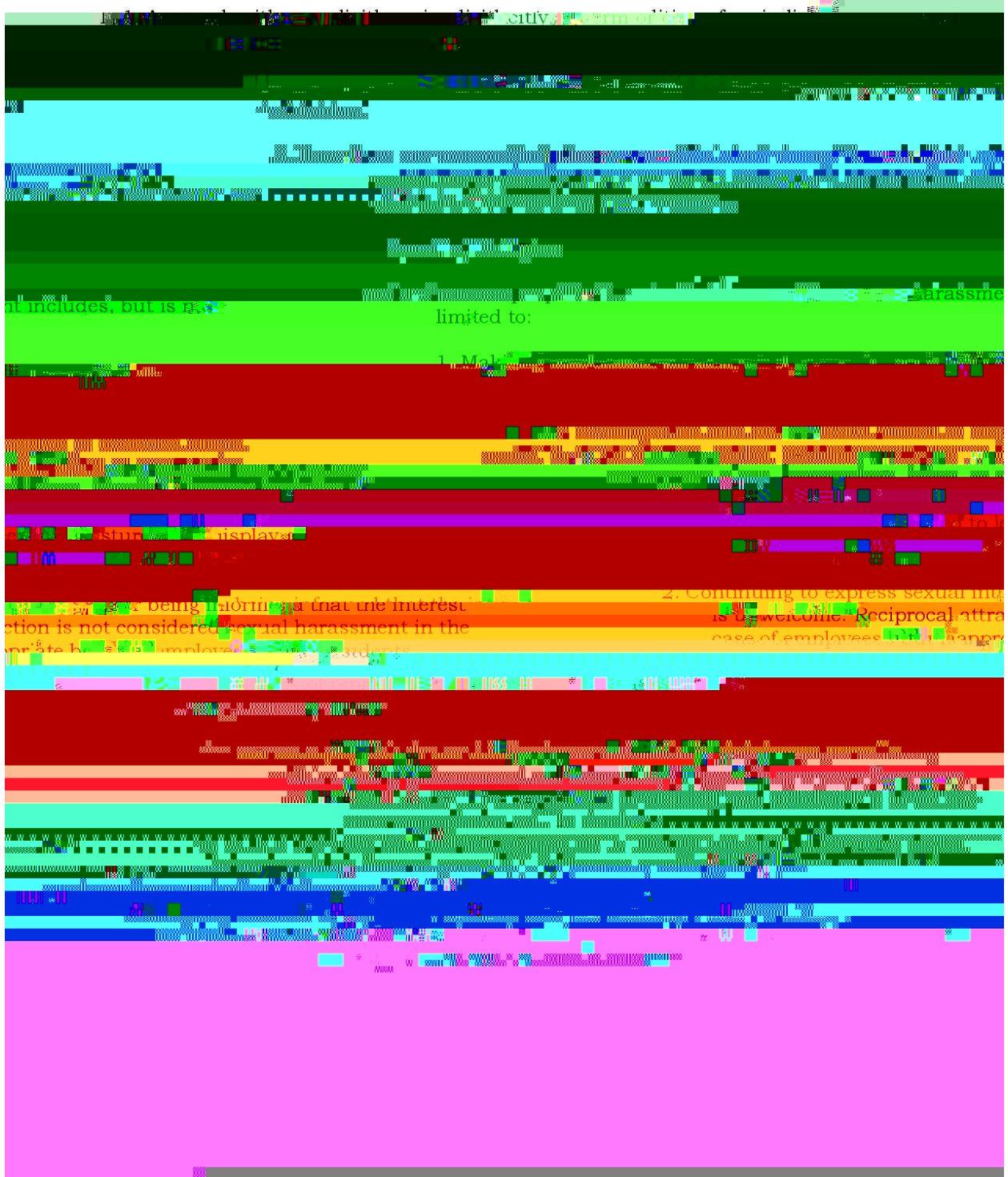
The Board of Directors shall also have the authority to establish the policies and procedures governing the discipline of all personnel.

The Board of Directors shall also have the authority to establish the policies and procedures governing the compensation and benefits of all personnel.

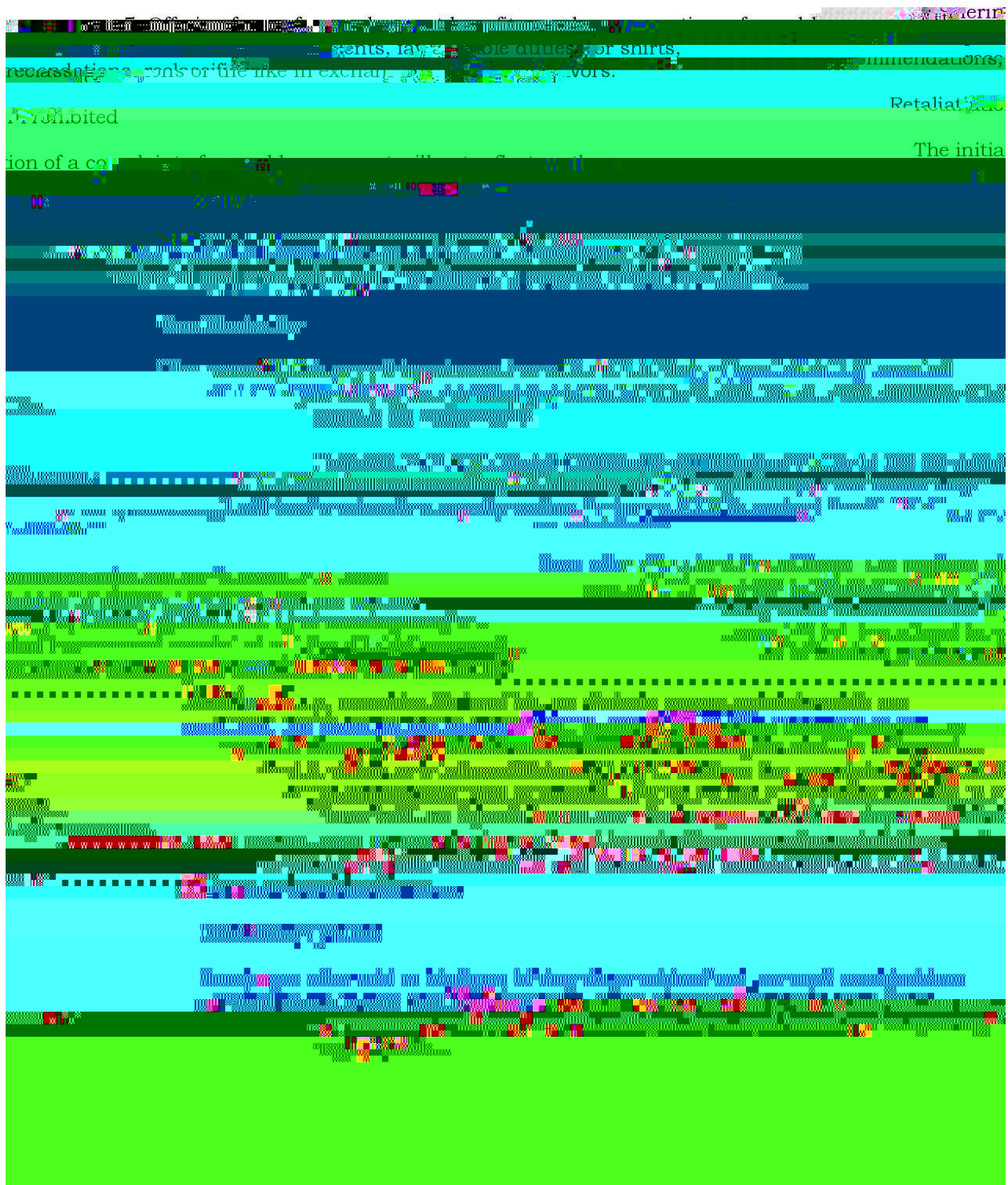
The Board of Directors shall also have the authority to establish the policies and procedures governing the organizational structure and reporting relationships of all personnel.

Within the watershed, the most common herbaceous plants are the following:



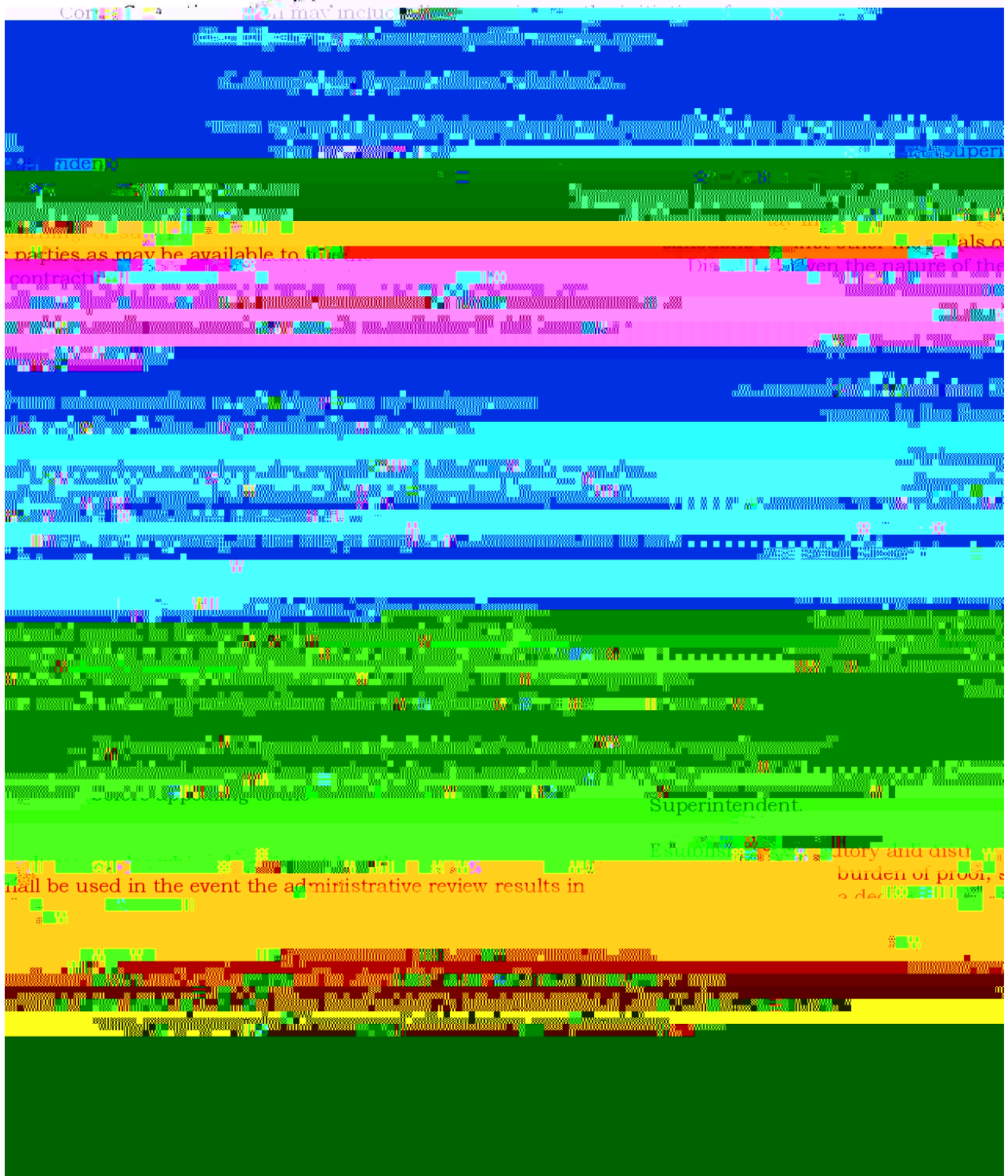


















revised: January 11, 2017

revised: June 28, 2017

revised: February



## Receipt of Sexual Harassment Prevention Policy

### SEXUAL HARASSMENT POLICY ACKNOWLEDGEMENT

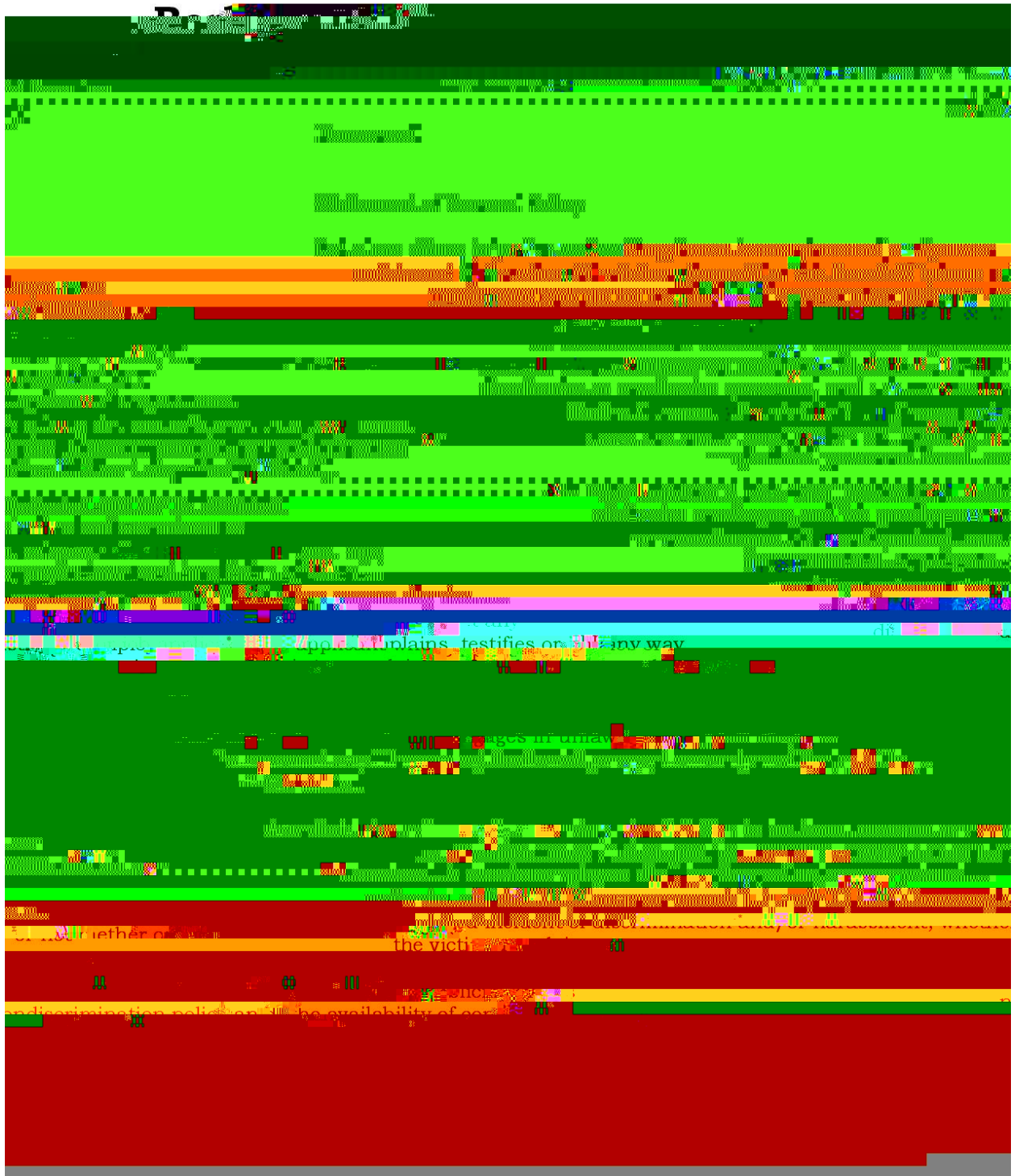
I have read the provisions and conditions of the Berkeley Unified School District's Sexual Harassment Policy. By signing this document, I acknowledge that if I violate the provisions of the Policy, I may be subject to disciplinary action or referral to the legal authorities.

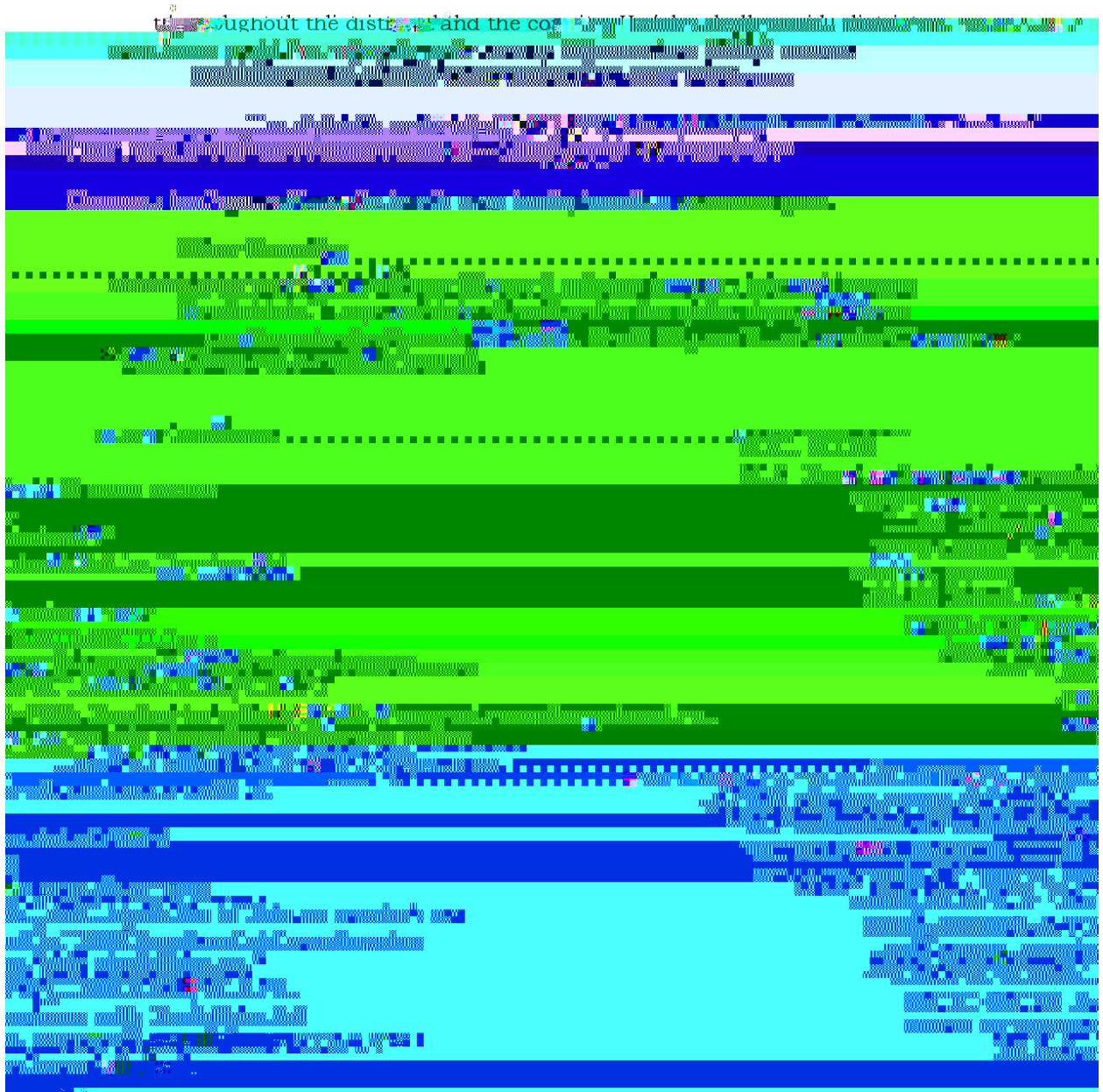
Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

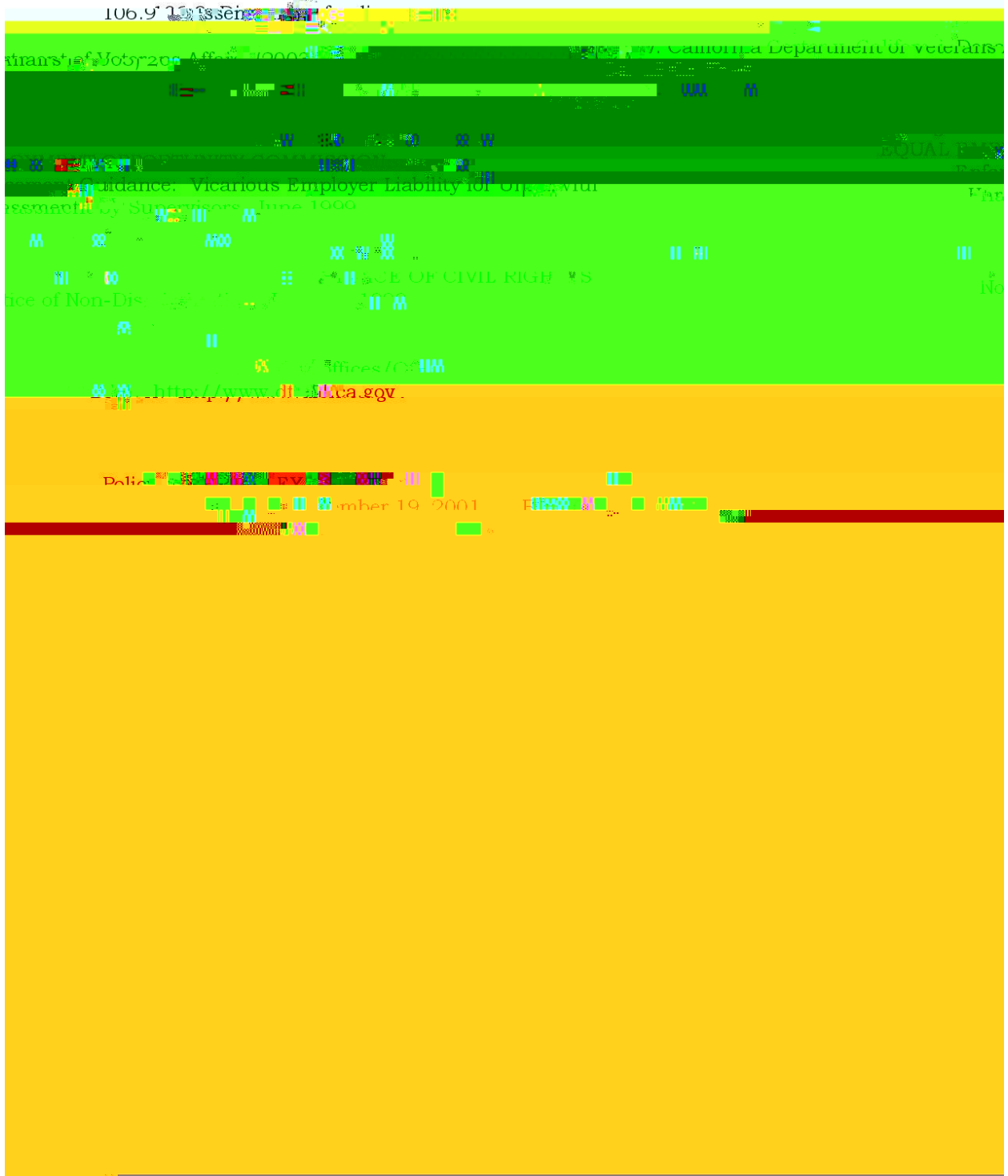
Department/Site: \_\_\_\_\_





Designation of responsible employee and adoption of grievance procedures

13069  
procedu



# Request For Leave Form

**Bankston Unified School District**  
**INSTRUCTIONS**

**HUMAN RESOURCES DEPARTMENT**  
2314 Martin Luther King Jr. Way, Reno, NV 89502  
Phone: 775.784.9420

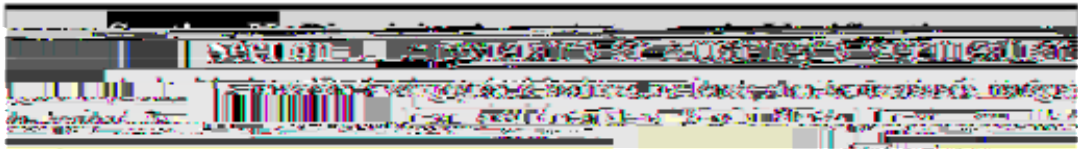
**Caution: Incomplete**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Current Employer: \_\_\_\_\_  
Classification: \_\_\_\_\_  
Key Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_  
Home Email: \_\_\_\_\_ Work Email: \_\_\_\_\_  
Request Start Date: \_\_\_\_\_ Request End Date: \_\_\_\_\_  
Request Type: \_\_\_\_\_  
Request Reason: \_\_\_\_\_

I certify that the reason(s) specified above are true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



Employee will be able to		Name of Physician or Attorney:	Anticipated date employee return to full duty:		
[Redacted]		[Redacted]	[Redacted]		
[Redacted]		Physician or Attorney's Signature:	[Redacted]		
[Redacted]		[Redacted]	[Redacted]		
<input type="checkbox"/> Leave Not Recommended		<input type="checkbox"/> Leave Recommended			
[Redacted]		[Redacted]			
Personnel Services	Date	Director, Classified Personnel	Date	Director, Personnel Services	Date
Communication:	HR Staff:	HR Staff replied to employee and employee's supervisor:	Date	Method of Communication:	Date

Form 31 Revised: January 21, 2011 v1 MB

## Telephone Directory

---

### SCHOOL OFFICES

Berkeley Adult School..... 644-6130

Berkeley Arts Magnet Elementary Schoo 0 0 1 72.024 598.42 Tm0 g0 (B)-2(er)-5(kel)-10(ey )-3(A)-4(rts M)-0(h36W6sA8.4s M