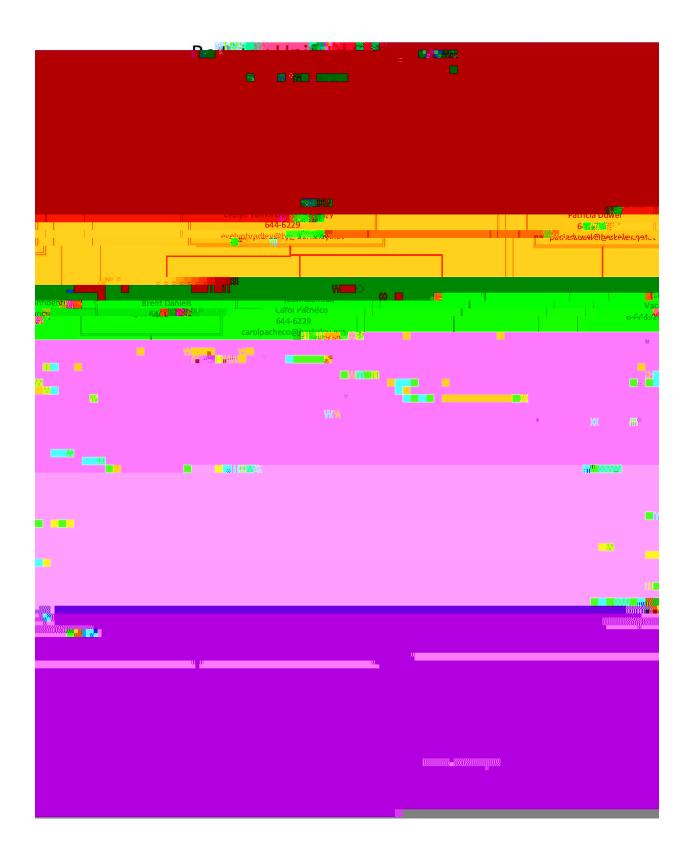
# DISTRICT EMPLOYEE HANDBOOK 2018-2019

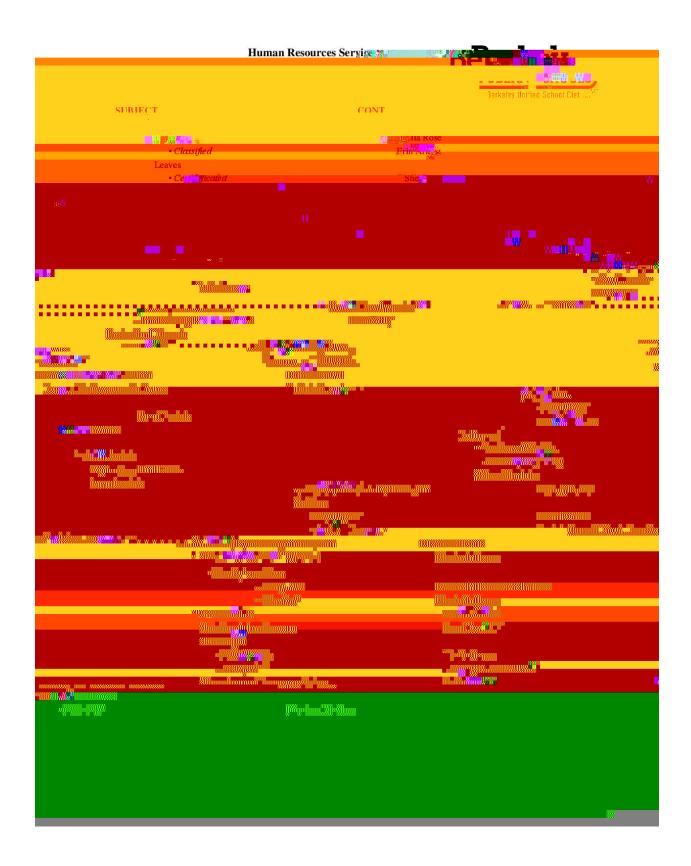
Berkeley Unified School District Mission, Vision, and Values and Beliefs

## **District Goals**

<u>W</u> <u>E</u> <u>C</u> <u>A</u> <u>E</u> **Personnel Commission** 







Administrative Regulations and Procedures	s	
Equal Employment Opportunity		
Americans with Disabilities Act (ADA)		
Anti-Bullying Policy		

Conduct

Confidentiality

Company $\Lambda$	lurse			

## **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

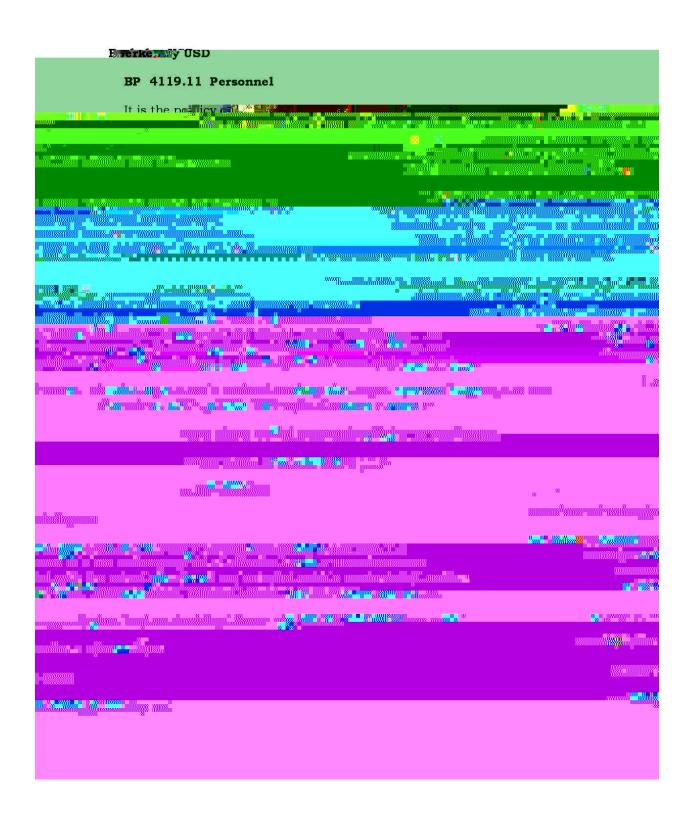
e.	Making copies of any district software is prohibited except as permitted by the Technology

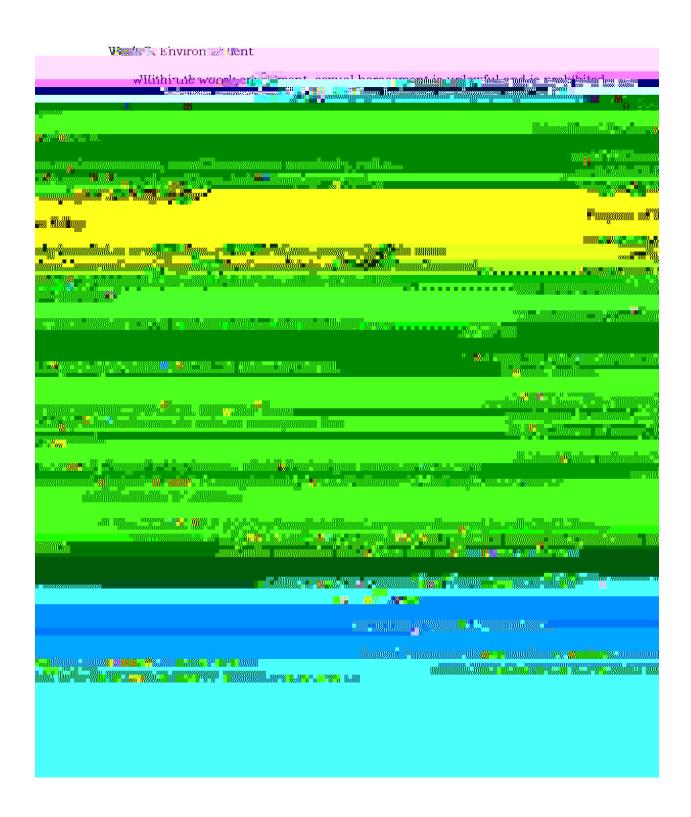
from Technology Services is prohibited. All computers connected to the network must have virus protection software meeting district standards.

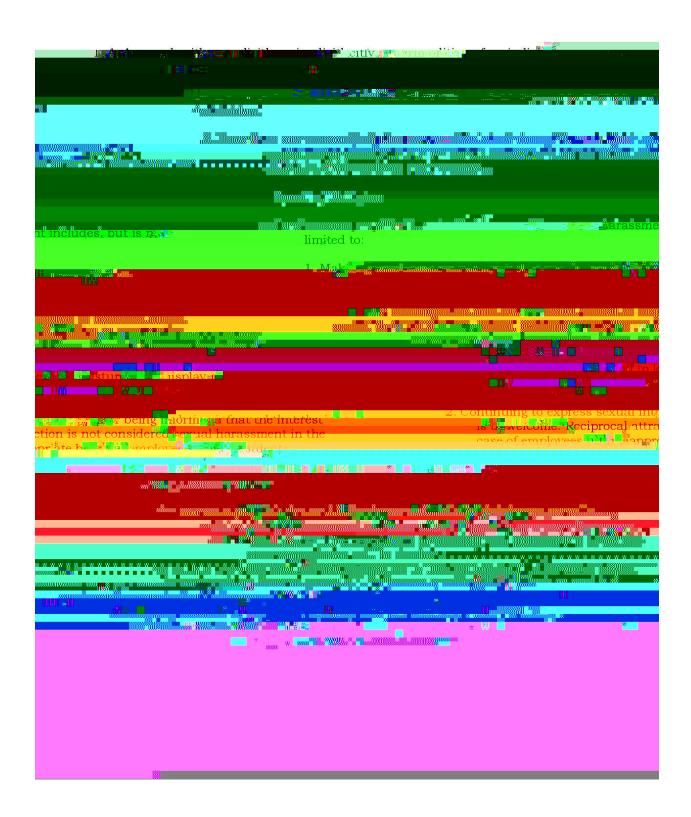
- 7. Downloading of files and software from the internet, flash drives, CDs, or DVDs:
  - a. The unauthorized installation of any software, including shareware and freeware, for use on Berkeley Unified School District computers is prohibited. Contact the Technology Department in

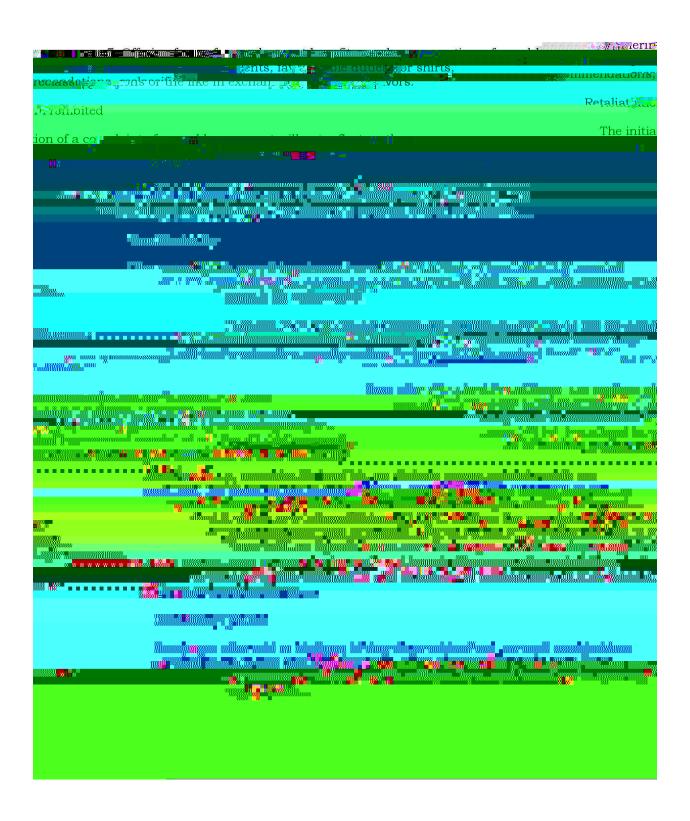
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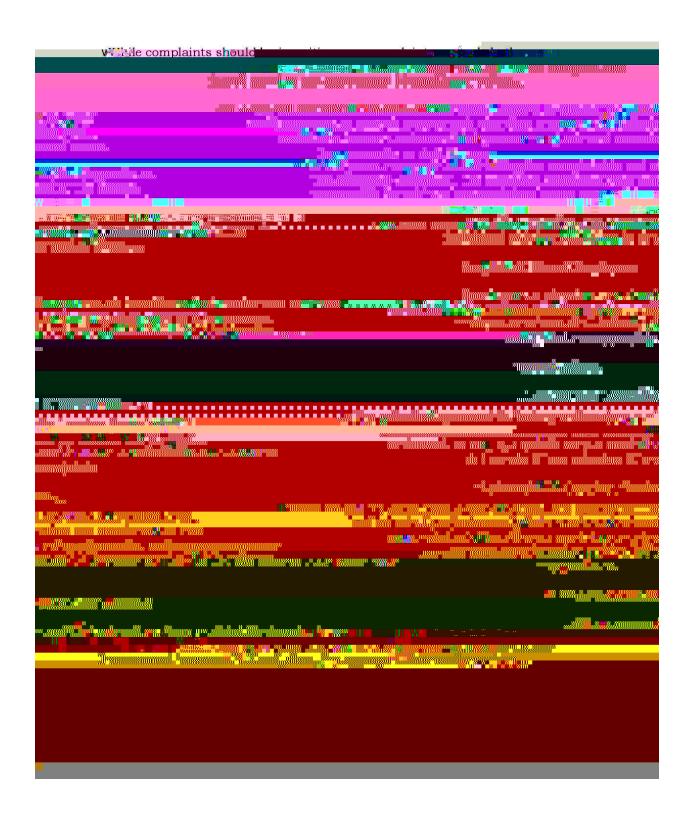
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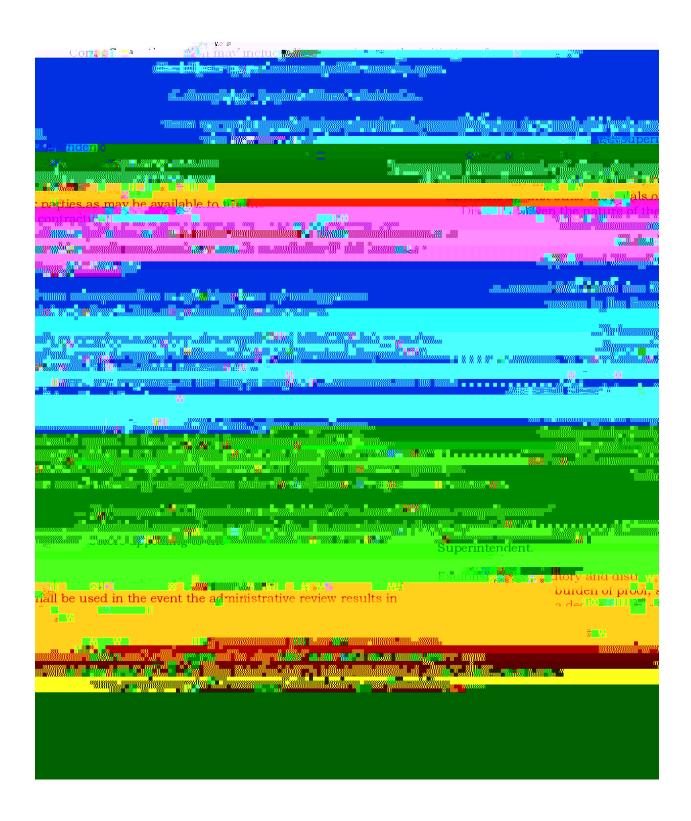


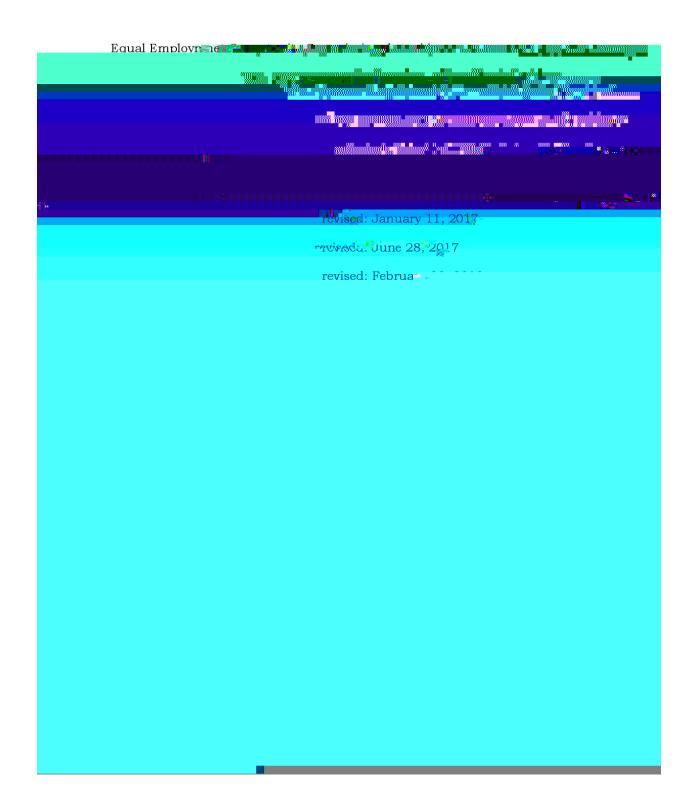










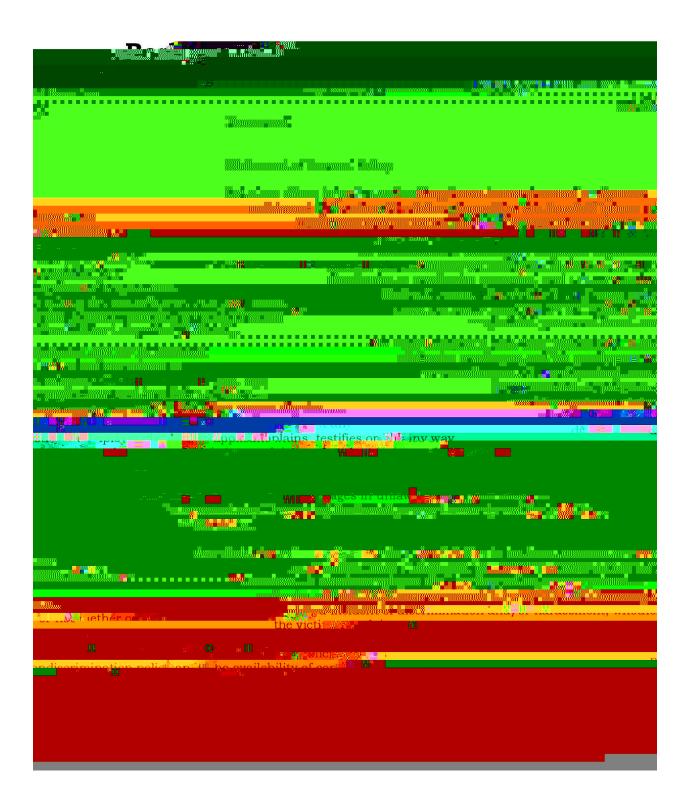


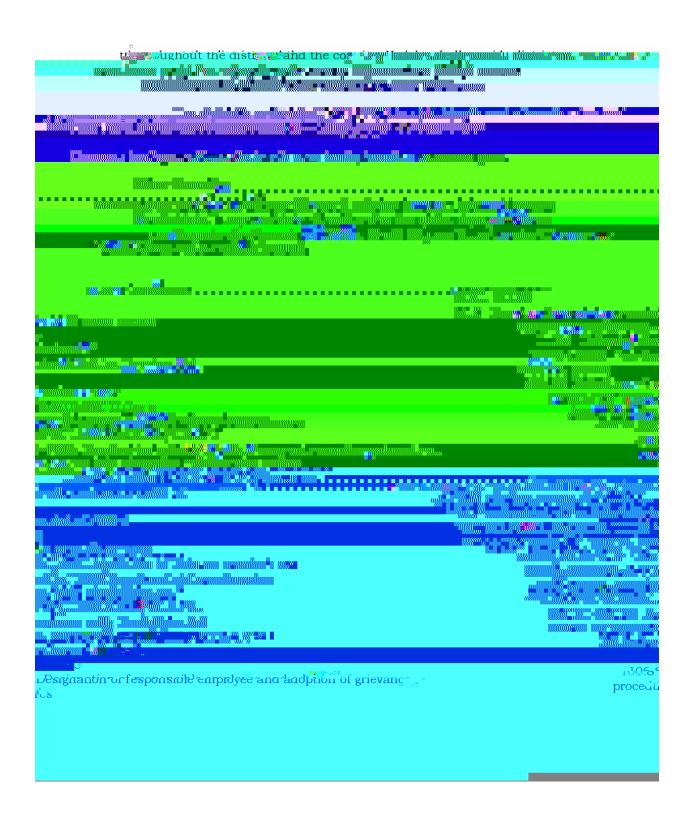
#### **Receipt of Sexual Harassment Prevention Policy**

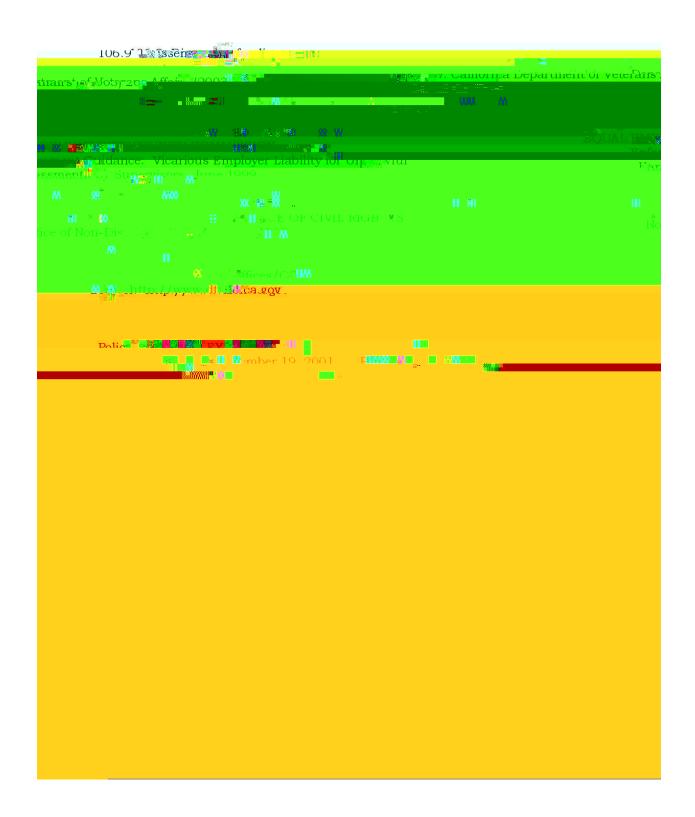
#### SEXUAL HARASSMENT POLICY ACKNOWLEDGEMENT

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		



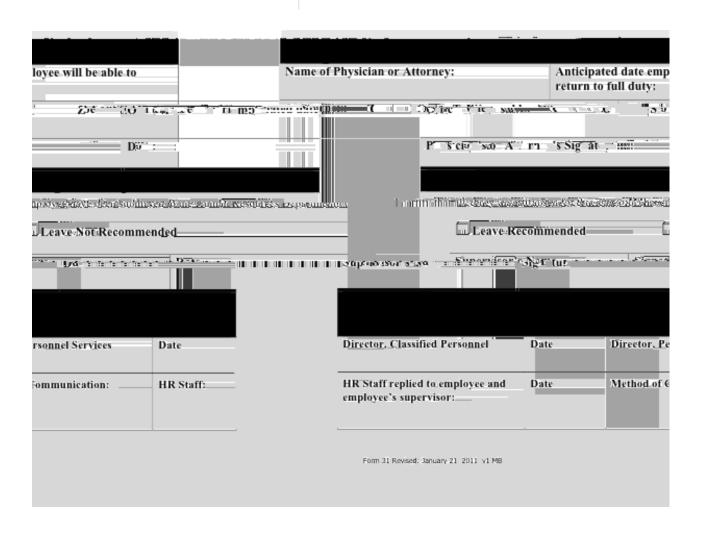




#### **Request For Leave Form**







## **Telephone Directory**