

2017-2018 Employee Handbook



Rich Merlo, Superintendent
August 2017

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Superintendent's Statement
For the
2016-2017 School Year

It has been said that one can make a living or make a life. We choose to look at people who happen to be employees and not the other way around. We strongly believe each and every employee in our District has more than a job or set of duties and responsibilities. Each job is part of a mission focused on the effort to reach and teach the next generation.

As we work together, we create a team effort towards a common purpose of high quality education for every student at Corcoran Unified School District. We can ensure a safe, positive and highly effective learning environment through each individual's contributions of talent, dedication, passion and love for our students. It is important for each and every employee to know that everyone has influence, and everyone makes a difference.

We are proud of our employees, and it is with respect and teamwork that we can make dreams come true.

Rich Merlo
Superintendent



To Reach and Teach the Next Generation



INTRODUCTION

This employee handbook contains the employment policies and practices, or informs you where to find the information, of the Corcoran Unified School District in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

The District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document. Any written changes to this handbook will be distributed to all employees so that employee will be aware of the new policies or procedures.

Employees may wish to ask their site secretary for Board policies, which contain further information the rules and regulations under which we operate. Employees may contact the District at extension 1224 to request Board policies* on a confidential basis. In addition, employees who are members of a bargaining unit should consult their contract.

Nothing in this employee handbook creates or is intended to create a promise or representation of continued employment for any employee.

Corcoran Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, martial or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Corcoran Unified School District "A Destination District"

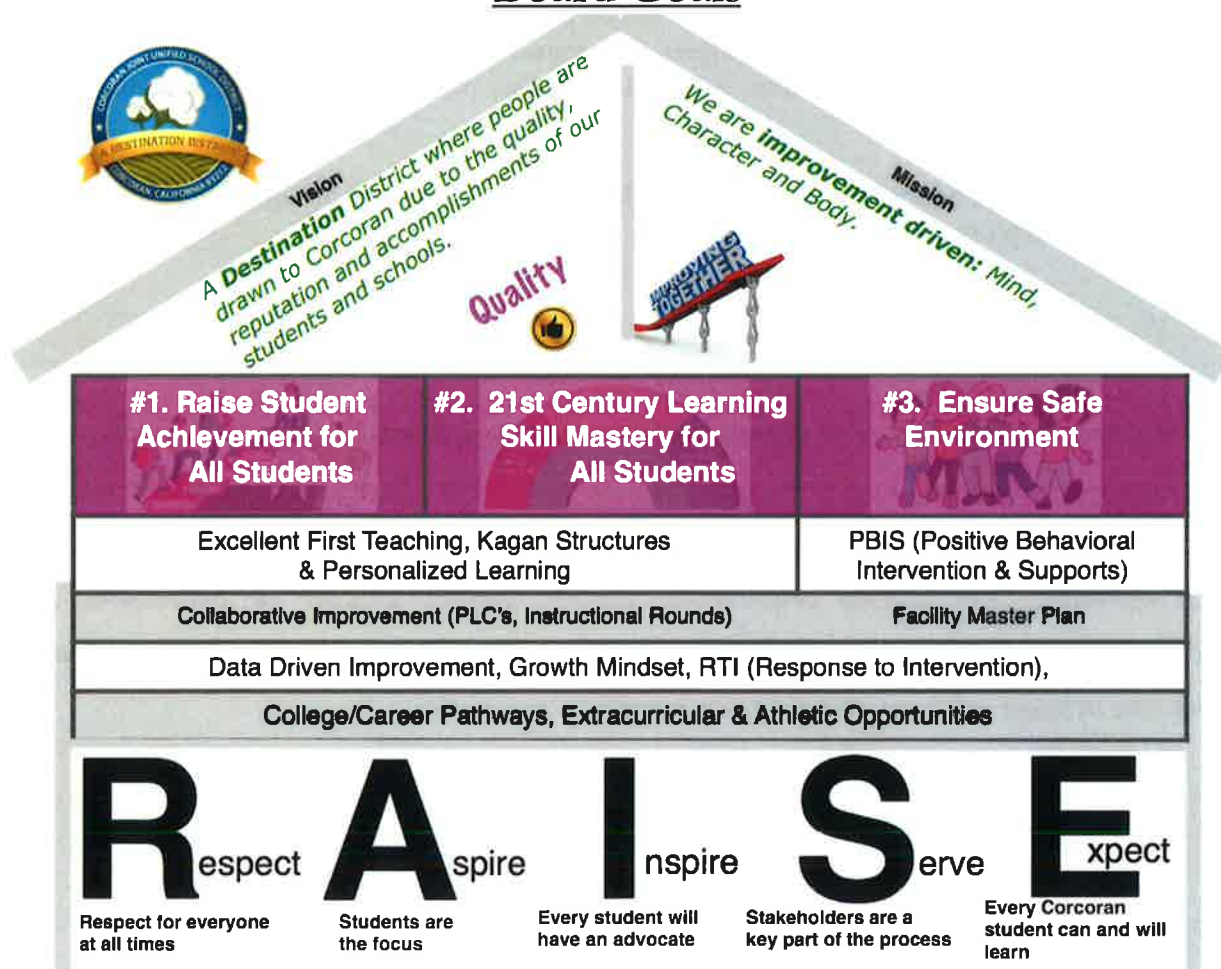


Become a Destination District where people are drawn to Corcoran due to the quality, reputation and accomplishments of our students and schools

Mission

We are improvement driven: Mind, Character and Body

Board Goals



BOARD POLICIES

Official copies of adopted board policies are available at each school site at the District office and CUSD website at www.corcoranunified.com. Each employee is encouraged to periodically review the District Board policies that are kept up to date as changes are made during the year.

BOARD PRIORITIES

1. Comprehensive world-class instructional program for all students.
2. Provide a safe and secure environment with high standards for students and staff.
3. Ensure financial stability.
4. Develop opportunities for students to demonstrate excellence.
5. Provide exemplary staff with resources, support and training.

BOARD REGULATIONS AND POLICIES

Copies of the Corcoran Unified School District Regulations and Policies can be found on the district's website at www.corcoranunified.com under Board of Education.

CHANGE OF NAME - CHANGE OF MARITAL STATUS - CHANGE OF ADDRESS

Whenever an employee changes their address, telephone number, name, etc., it is imperative that the District office is made aware of the change. The change form to be used is located at the District office or on the Google site: <http://sites.google.com/a/corcoranunified.com/human-resources/> under Documents for Staff Use: Change of Address

Note: When an employee changes their name, they must produce a new Social Security Card with the new name on it before the District can legally change the employees name on any paperwork such as payroll.

If you change your marital status, please inform payroll. There are changes that need to be made with medical insurance (if applicable).

CHILD AND ADULT ABUSE REPORTING

Board Policy #4112.9

The Governing Board requires all employees who are child care custodians, medical practitioners, or non-medical practitioners, as defined by Penal Code 11165, to report known or suspected instances of child abuse.

Prior to employment, persons in the above position shall sign a statement to the effect that the employee knows of the legal requirement to report known or suspected instances of child abuse and is prepared to comply with this provision of law. (Penal Code 11166.5)

The Superintendent or designee shall ensure that the provisions of this policy are carried out in accordance with the law.

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

CODE OF ETHICS

Board Policy # 4119.21

The Governing Board expects district employees to maintain the highest ethical standards, to follow district policies and regulations, and to abide by state and national laws. Employee conduct should enhance the integrity of the district and the goals of the educational program.

The Board expects all Certificated Personnel to abide by the Rules of Conduct for Professional Educators, as expressed in Title 5, Article 3.

The Board further encourages district employees to accept as guiding principals the codes of ethics published by professional associations to which they may belong.

COMPLAINTS CONCERNING SCHOOL PERSONNEL

Board Policy 1312.1

The Governing Board places trust in its employees and desires to support their actions in such manner that employees are freed from unwarranted, spiteful or negative criticism and complaints. The Board will protect the rights of the staff members and the district.

The Superintendent shall develop regulations, as approved by the Board, which will permit the public to lodge criticism against staff members, assure a complete hearing, and protect the rights of the staff members and the district. Such regulations shall be in keeping with provisions of the collective bargaining agreement.

Verbal complaints against an employee initially made to a Board member or at a Board meeting will be referred to the Superintendent for appropriate consideration and action according to administrative regulations.

When a complaint is made the Superintendent or designee shall determine whether it should be resolved by the district's process for complaints concerning personnel, the district's uniform complaint procedures, or both.

When a school employee is accused of child abuse, the district shall inform the appropriate authorities in accordance with law. (Penal Code 11166, 11166.5)

The Board shall annually review policies and regulations regarding complaints against school personnel. The Board will review on a bi-annual basis a report of written complaints that have been lodged at each school site.

UNIFORM COMPLAINT PROCEDURES

Board Policy # 1312.3

The Governing Board recognizes that the district has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging:

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, childcare and development programs, child nutrition programs and special education programs.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board acknowledges and respects student and employee rights to privacy. Complaints shall be investigated in a manner that protects these rights. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Superintendent or designee shall ensure that employees designated to receive and investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The Annual Notice Uniform Complaint Procedures and Complaint form is located at the District office.

CONFIDENTIALITY OF STUDENT INFORMATION

Privacy

Board Policy #5145.1

The Governing Board recognizes that personal beliefs are a private matter. Without the written notice and written consent of a parent/guardian, no student shall be given any test, survey, questionnaire or examination containing questions about personal or family beliefs or practices in sex, family life, morality, or religion. (Education Code 60650)

As required by law, school counselors shall respect the confidentiality of any personal information disclosed by students twelve (12) years or older during the course of educational counseling. Personal information given to a counselor by the parent/guardian of a student twelve (12) years or older shall also be kept confidential and included in the student's record only with the parent/guardian's written consent. Exceptions shall be made only as provided by law:

1. In discussion with health care providers, certain physiotherapists, or the school nurse, solely when referring the student for treatment.
2. As required by law when reporting child abuse or neglect.
3. To the principal or parents when the counselor believes it necessary to avert a clear and present danger to the health, safety, or welfare of the student, parents, other students, school staff or community members. (cf.5113 – re Confidential Medical Services)
4. To the principal, parents, other persons outside the school and other persons as necessary inside the school when the student says that a crime will be or has been committed involving the likelihood of personal injury or significant property loss.
5. When the student, twelve (12) years of age or older, has read and signed a waiver naming one or more persons to whom information may be reported. The waiver must be kept in the student's file.
6. To law enforcement agencies when required by court order to aid in a criminal investigation or when ordered to testify in administrative or judicial proceedings.

In any case, the counselor shall not disclose information to parents when having any cause to believe that this disclosure would endanger the health, safety or welfare of the student.

(cf.1312.4 – Complaints Concerning Consolidated Categorical Aid Programs)

(cf.6144 – Controversial Issues)

CUSD CUSTOMER SERVICE

Customer Service Goal:
“To Exceed Expectations”

Customer Service Standards:
“All staff members are
FRIENDLY, HELPFUL, RESPECTFUL and PROFESSIONAL”

Customer Service Measures:

Friendly Staff:	Helpful Staff:	Respectful Staff:	Professional Staff:
<ul style="list-style-type: none"> • Greet guests within 30 seconds with a smile and friendly welcome • Are eager to help customers and give them their full attention • Answer phones within 4 rings with a smile in their voices • Communicate in a caring manner • Have friendly voicemail greetings that include: An invitation to leave a message, the promise of a quick response, and an alternative number for immediate help • Strive to exceed customer expectations 	<ul style="list-style-type: none"> • Are patient • Are problem-solvers • Have “It is my job” attitude! • Seek out answers for customers, rather than just passing them on to someone else • Respond to calls and emails within one business day • Walk guests to their destinations and introduce them • Try to ensure people to whom they transfer a call are available • Address customer complaints in a timely and fair manner and follow up to ensure concerns have been addressed 	<ul style="list-style-type: none"> • Treat all customers fairly and equally • Treat customers with courtesy and respect • Actively listen to customers and strive to understand their concerns and needs • Acknowledge and apologize when anyone makes a mistake or a customer is inconvenienced • Do <i>not</i> discuss confidential information in public places • Do <i>not</i> engage in gossip or make derogatory remarks about others 	<ul style="list-style-type: none"> • Ensure schools are neat, clean, attractive and welcoming • Present a professional image that conveys caring, commitment, compassion and confidence • Are knowledgeable about schools and programs • Check their email, voicemail & mailbox at least once, preferably twice, each day • Leave an “out of office” voicemail/email message if out for a day or more • Are flexible and open to change • Act with integrity

DRESS CODE

The Corcoran Unified School District believes that the staff has the responsibility to dress appropriately for the school environment. Wearing apparel should project and promote a positive professional image. The Guidelines for Appropriate Dress include:

1. All dress and grooming shall conform to rules relating to health and safety.
2. All clothing shall be neat, clean and acceptable in repair and appearance sufficient to be worn within the bounds of decency, modesty and good taste as appropriate for school. No offensive logos or images.
3. Haircuts, hairstyles and make-up which feature unusual or extreme colors to the extent they are disruptive to the educational process are not acceptable. Facial hair shall remain trimmed within 1 inch.
4. Dress may vary depending upon special activities at each work site or field trips.
5. Articles of clothing or shoes that present a hazard to the health or safety of employee or are disruptive and/or distracting to the educational practice are not acceptable.

The following are guidelines to give staff a framework of what may be considered professional and unprofessional dress when working among children, schools, and offices in the District.

*These are specific CUSD minimum professional dress standards that **will be expected** for all personnel beginning the 2015-16 school year.*

PROFESSIONAL	UNPROFESSIONAL
<ul style="list-style-type: none"> ✓ Dresses, skirts no more than two (2) inches above the knee ✓ Shirts – worn as designed; i.e. tails tucked in ✓ Slacks/Pants/Capris (Blue Denim on Friday's only) ✓ Denim (blue) jeans (not faded, frayed or torn) on <u>Fridays only</u>. May be worn for designated classes or special activities. ✓ Sweatshirts – decorative, seasonal, and for school activities ✓ Hats, caps or other types of head coverings when worn for health reasons only. Hats should be removed when attending meetings. ✓ Shoes appropriate for position. Presentable tennis shoes. 	<ul style="list-style-type: none"> ✓ Dresses, skirts or split skirts more than 2 inches above the knee ✓ Revealing and/or distracting attire: dress, tops, halter-tops, bare midriff, see-through outfits. ✓ Form fitting: slacks, stirrup pants, leggings or skirts ✓ Shorts – Only for PE, field trips, special school activities, or when school is not in session – no more than 2" above the knee ✓ Jogging suits, sweat pants, (except for PE) ✓ T-Shirts (except with school logo worn for special school activities) ✓ Beach type rubber sandals/flip flops ✓ Hats, caps or other types of head coverings (except when worn for health reasons or as a part of the school uniform) ✓ Revealing body piercings (except ears), distracting or provocative tattoos showing.

Maintenance and Cafeteria Staff only: No open toe shoes. Permitted to wear t-shirts that are in neat, clean, and acceptable appearance. (No offensive/distracting images or oversized shirts.)

Note: The same guidelines are to be followed by Summer School Staff.

Board approved: (August 11, 2015)

DISTRICT OPEN POSITIONS/JOB

Any current District job positions that are available will be posted at each designated bulletin board at each site (please ask your site secretary where they are posted) and available to view under the departments tab under Human Resources open positions or www.edjoin.org

DRIVERS OF COMMERCIAL MOTOR VEHICLES, ALCOHOL AND CONTROLLED SUBSTANCES TESTING

Board Policy 3545

Pursuant to 49 CFR (Code of Federal Regulations) Part 382, employers must establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. To accomplish these goals, Corcoran Unified School District shall implement the requirements outlined in Part 382 by requiring the following alcohol and/or controlled substance testing:

- Post-accident
- Random
- Reasonable suspicion
- Return to duty
- Pre-employment testing shall be for controlled substances

Drivers shall be subject to the above testing and no driver found to have an alcohol concentration of 0.02 or higher or who tests positive for controlled substances shall be allowed to continue to perform safety-sensitive functions (as defined in 49 CFR Part 382 Subpart A). In all cases, the alcohol and controlled substances testing procedures outlined in 49 CFR Part 40 shall be implemented.

Employees who engage in prohibited conduct (as defined in 49 CFR Part 382 Subpart B) shall be subject to disciplinary action up to, and including termination of employment under Corcoran Unified School District independent authority.

The Corcoran Unified School District shall adhere to the federal law and regulations requiring holders of Commercial Driver's Licenses (CDL) to participate in a drug and alcohol-testing program.

The Superintendent or designee shall implement this program beginning January 1, 1996.

DRUG AND ALCOHOL FREE WORKPLACE

Board Policy # 4020

The Governing Board believes that the maintenance of drug and alcohol-free workplaces is essential to school and district operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations before, during or after school hours at school or in any other district workplace.

The Superintendent or designee shall:

1. Publish and give to each employee a notification of the above prohibitions. The notification shall specify the actions that will be taken against employees who violate these prohibitions. The notification shall also state that as a condition of employment, the employee will abide by the terms of this policy and

notify the employer, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace.

For the purpose of this policy, "conviction" shall mean a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged to determine violations of federal or state criminal drug or alcohol statutes.

2. Establish a drug and alcohol-free awareness program to inform employees about:
 - a. The dangers of drug and alcohol abuse in the workplace.
 - b. The district policy of maintaining drug and alcohol-free workplaces.
 - c. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs, and
 - d. The penalties that may be imposed on employees for drug and alcohol abuse violations.
3. Notify the appropriate federal granting or contracting agencies within ten days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.
4. Initiate disciplinary action within 30 days after receiving notice of a conviction for a violation in the workplace from an employee or otherwise. Such action shall be consistent with state and federal law, the appropriate employment contract, the applicable collective bargaining agreement, and district policy and practices.
5. Make a good faith effort to continue maintaining a drug and alcohol-free workplace through implementation of Board policy.

In taking disciplinary action, the Board shall require termination when termination is required by law. When termination is not required by law, the Board shall either take the disciplinary action, up to and including termination, or shall require the employee to satisfactorily participate and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency. The Board's decision shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and district policies and practices.

EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION Board Policy # 4111.1

The Governing Board shall provide equal employment opportunities for all persons without regard to race, color, creed, gender, sex, marital status, religion, ancestry, national origin, age, or physical or mental handicap or disability. The Board establishes a program of affirmative action in order to assure that all personnel policies relevant to recruiting, hiring, and promoting employees guarantee equal opportunities for all.

The basic criteria for hiring shall be the qualifications of the applicant for the specific position to be filled. When position qualifications of two or more applicants appear to be equal, the proportional hiring goal shall be the determining factor.

Administrators shall periodically reaffirm and review the affirmative action plan and its application in order to ensure compliance with affirmative action provisions of law.

This policy shall be publicized throughout the district and community and its intent made explicit in all district manuals and publications.

Any complaints or concerns regarding equal employment rights should be directed to Rebecca Moreno, Corcoran Unified School District Affirmative Action Officer, at 992-8888, Ext 1225.

FINGERPRINTING

In accordance with law, the district is required to have all new employees, volunteers, chaperones, and coaches fingerprinted by the Department of Justice and the FBI. All fingerprinting must be completed through Kings County Office of Education (KCOE), 1441 W. Lacey Blvd., Hanford, CA 93230. The cost of the procedure is \$14.00 to the employee, which is paid to KCOE.

Employees/volunteers/chaperones/coaches need to check with Human Resources at the District Office before having fingerprinting done at Kings County Office of Education. An appropriate form needs to be provided from the school site.

The cost for fingerprints for employees/volunteers/chaperones/coaches through KCOE is \$14.00 from the beginning of school until October 31st. After October 31st, the cost for fingerprints for volunteers/chaperones is \$61.00 through KCOE.

HARASSMENT

Board Policy # 4119.11

All employees shall be afforded a working environment free from sexual discrimination and harassment.

The kind of conduct characterized as harassment below will not be tolerated. Employees who engage in conducts which is sexually harassing, or who contribute to a hostile, oppressive, intimidating, or offensive work environment will be dealt with strictly. Such conduct will not be tolerated or condoned by this school district, and is grounds for disciplinary action or dismissal of the offending employee.

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when: (Education Code 212.5)

1. Submission to the conduct is made either explicitly or implicitly a term or condition of employment, status or promotion.
2. Submission to, or rejection of, the conduct is used as the basis of employment decisions, including benefits and services, affecting the employee.
3. The conduct has the purpose or effect of having a negative impact upon the employee's work performance, or of creating an intimidating, hostile, or offensive work environment.
4. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

An employee who feels that he/she is being harassed is encouraged to report such incident to the immediate supervisor of the accused employee or to Rebecca Moreno, Title IX Officer for Corcoran Unified School District at 992-8888 Ext 1225, without fear of reprisal. The Title IX Officer shall be informed of all such complaints and will assist in the investigation and resolution of complaints.

Complaints involving sexual harassment shall not be subject to any requirement of Board Policy 4144 that would cause the employee to resolve the complaint directly with the offending person.

SB 198 ILLNESS AND INJURY PREVENTION

It is the intent of the District to provide a safe and hazard free working environment for all employees. To that end, we have a system for identifying and evaluating hazards within our school sites. We have provided and will continue to provide, mandatory safety training for all employees.

On July 1, 1991, the California Injury Prevention Program Act became law. The act, better known as SB 198, helped employers to organize sound safety practices. It is a law that is taken seriously by this office, and which has specified only the minimum requirements of our efforts. SB 198 requires written programs, periodic inspections, and periodic safety training. Employees are encouraged to participate in keeping our premises safe by pointing out potentially unsafe conditions or situations.

INJURY AT WORK (WORKERS COMPENSATION)

If you are injured on the job, it is important to report such injury immediately to your supervisor or at least to the site secretary. California law requires an employer to report (within five days) every industrial injury or occupational disease that results in lost time beyond the day of the injury or requires medical treatment other than first aid. A doctor's release is required before an employee returns to work.

Refer to Board Policy AR 2630 for information regarding Industrial Accident and Illness.

All injuries or accidents **MUST** be reported to your immediate supervisor, school secretary or, if no one is available, to the District Office. **NOTE: Even if the injury is minor and you do not require medical attention at the time, you may require medical attention in the future.**

Located at each site and department are Accident Packets that contain forms that are required to be completed:

1. School Site Incident Reporting Checklist – this form is to be completed by the person the injury is being reported to
2. Report of Employee Incident/Injury – this form is to be completed by the employee and the Supervisor
3. Workers' Compensation Claim Form (DWC1) – this form is to be completed by the employee (top portion only)

Forms for Employee Information are Responsibilities of the Injured Worker and Workers' Compensation Medical Panel

In cases of extreme emergency, the employee must be taken immediately to an Emergency Room at any hospital.

If the injury is not an emergency and if the employee requires medical attention, they must go to one of the medical panel facilities listed in the packet. However, if the employee has, on file, a completed pre-designated doctor form, then that employee may seek medical attention from that pre-designated doctor.

JOB DESCRIPTIONS

Current Classified/Confidential/Classified Management/Certificated Management job descriptions can be downloaded at the HR Site under Job Descriptions (www.corcoranunified.com)

JURY DUTY

CSEA 12.2 / CFA 12.9

An employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. The district shall pay the employee his/her regular pay. The employee shall notify their supervisor as soon as possible of the jury summons. The employee is required to obtain a form from the court system of the dates required to serve and submit to supervisor.

LEAVES

Board Policy # 4161

The Governing Board shall provide for employee absences as authorized by law and the collective bargaining agreement. The Board recognizes the following justifiable reasons of absence:

1. Personal sickness or injury, pregnancy, jury duty, military service or emergencies beyond control.
2. Family illness, bereavement, religious observances and other personal reasons.
3. Situations stemming from occupational status such as attendance at meetings, conventions, in-service courses, seminars, etc.

Employees should refer to their Bargaining Unit contracts for a full description of "Leaves". Below is a brief description of each available leave (if applicable):

1. Bereavement Leave (CSEA XII:12.1 – CFA XII:12.7): Every employee shall be entitled to Bereavement leave with pay not to exceed five (5) days in-state and seven (7) days out-of-state for immediate family. *Immediate family is defined as mother, father, grandmother, grandfather, and grandchild of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee or any living relative in the immediate household of the employee.*
2. Sick Leave: *The District will require a physician's verification of illness for three (3) or more consecutive days.*
3. Maternity Leave (CSEA XII:12.4.4 – CFA XII:12.2): *Please contact Human Resources or Payroll in regard to Maternity Leave.*
4. Personal Necessity Leave (CSEA XII:12.7 – CFA XII:12.6): *Personal Necessity Leave must be pre-approved. The Personal Necessity (PN) Leave are days that come off the employees earned sick leave days. PN may be used by the employee, at his or her election, in cases of personal necessity on the following basis: a. Death of a member of employee's immediate family; b. As a result of an accident or illness involving an employee's person or property or of immediate family; c. For an emergency situation. Please refer to the bargaining unit contracts for more in depth information.*
5. Jury Duty (CSEA XII:12.2 – CFA XII:12.9): *The employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. It is the employee's responsibility to turn in their Jury Duty summons and certification from the Court that the employee appeared and served on jury to their immediate supervisor for attendance purposes.*

LEGAL STATUS

Board Policy #4111.2

In accordance with law, the district shall ask all new employees to provide documentation of employment eligibility. The district shall hire only citizens and aliens who are lawfully authorized to work in the United States. District employment practices shall not discriminate on the basis of citizenship status or national origin, nor shall they discriminate against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency.

NON-DISCRIMINATION IN EMPLOYMENT

Board Policy # 4030

The Governing Board desires to provide a positive work environment where employees and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. The Board prohibits any district employee from harassing or discriminating against any other district employee or job applicant on the basis of the person's actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

Prohibited discrimination consists of any adverse employment action, including termination or denial of promotion, job assignment, or training, based on any of the prohibited categories of discrimination listed above. Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe and pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies, assists, or in any way participates in the district's complaint procedures instituted pursuant to this policy. Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

The following position is designated as Coordinator for Nondiscrimination in Employment:
Superintendent 1520 Patterson Ave., Corcoran, CA 93212
(559) 992-8888, extension 1224

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of district policy should, as appropriate, immediately contact his/her supervisor, the Coordinator, or the Superintendent who shall advise the employee or applicant about the district's procedures for filing, investigating, and resolving any such complaint.

Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with AR 4031 - Complaints Concerning Discrimination in Employment.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Coordinator or Superintendent as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

Training and Notifications

The Superintendent or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination.

The Superintendent or designee shall regularly publicize, within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)

The district's policy shall be posted in all district schools and offices including staff lounges and student government meeting rooms. (5 CCR 4960)

Under no circumstances shall district employees:

1. Conduct political activities on school property during duty hours.
2. Solicit campaign support or contributions on school property during duty hours.
3. Use school equipment for the reproduction of campaign materials.
4. Post or distribute campaign materials on school property.
5. Disseminate campaign materials through the district mail or email service or place them in staff mailboxes.
6. Permit the use of students to write, address or distribute campaign materials.

Nothing in this regulation shall prevent the district from disseminating information regarding school tax and/or bond elections. (Education Code 35174)

Reasonable Accommodation for Disabilities or Impairments

Instructions:

Applicants or employees requesting reasonable accommodation of their disability or impairment are requested to complete Sections A, B, and D.

SECTION A: - Reasonable Accommodation – General Information

1. Name and information of Employee/Applicant:

_____	_____	_____
(Last)	(First)	(MI)

(Work Site Phone)	(Home Telephone)	

Home Address	City	Zip Code

Work Location	Position	

2. Statement of Problem/Condition:

Describe the condition for which you are requesting accommodation, including the status of your problem/condition (e.g. permanent, temporary, improving, etc.). Also describe the impact upon your performance (as an employee), identifying specific tasks, activities, etc., and how they are affected. Use additional pages if necessary.

CUSD is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The Corcoran Unified School District does not illegally discriminate on the basis of ethnic group identification, religion, age, actual or perceived sex, color, sexual orientation, gender, race, ancestry, national origin, mental or physical disability, or any other reason prohibited by State and Federal Discrimination Statutes in any program or activity conducted by the District. If you have any questions or concerns about the policy please contact the Director of Educational Services or Special Programs at (559) 992-8888.

SECTION B: - Reasonable Accommodation – Specific Accommodation Sought

1. Identify and describe any accommodation(s) that you feel is/are sufficient and necessary.

2. Have you discussed your request and proposed accommodations with District staff?

☐ Yes ☐ No If yes, to whom have you spoken? _____

What was the result of the discussion?

SECTION C: - Reasonable Accommodation – Medical Authorization

Please attach information/statement from your attending physician(s) regarding the medical condition described by you in Section A and complete and sign the Authorization to Receive or Release Information form. Additional copies of this form may be requested from Human Resources, if needed. Your application cannot be processed until the Request for Accommodation, Release of Medical Information form, and the Physician Statements are completed, signed and returned to the District.

SECTION D: - Reasonable Accommodation – Confidentiality

All medical information will be maintained as confidential per applicable law. Employee certifies that all the information contained in this application is true and correct. Employee and District signatures certify that discussions and plan of action with employee took place on respective dates.

Print Name (Employee)

Signature

Date

Print Name (Site Supervisor)

Signature

Date

Print Name (District HR Manager)

Signature

Date

TEMPORARY TRANSITIONAL ACCOMMODATION

Date: _____

Name: _____

Number and Ext of Work Site: _____

Re: Temporary Transitional Accommodation

We have received medical documentation from your physician, _____, dated _____. This documentation lists the following temporary medical work restrictions:

Your department is able to provide you with a temporary transitional accommodation for the following period of time: Assignment beginning on _____ and ending on _____.

The description of this temporary transitional modification to your position or alternate position is: *(Include description of accommodation here)*

This is a temporary transitional accommodation, not a permanent position. It is designed to assist you while you are recovering. At the end of this specific period of time, you will need to provide a medical update indicating either a release to perform the essential functions of your position or information describing updated functional limitations, so that a determination can be made regarding continuation of the temporary transitional accommodation. The employee understands the obligation to do the following:

- Work within the written medical limitations.
- Provide medical updates of functional limitations.

Any extension of this accommodation beyond the above specified time will be decided on a case-by-case basis. This will be dependent upon, among other factors, department operational needs, and upon updated information from your physician.

This temporary transitional accommodation will be reviewed on: _____

Employee

Date

Supervisor

Date

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<p align="center">Do you have questions as to whom to call?</p>
--

This might help you...

If you have any questions regarding any of the following, please call the number listed:

Dental	Delta Dental (deltadental.com)	1-866-499-3001
Medical Insurance	SISC III (refer to your ID card)	1-800-662-5502
Vision	VSP (vsp.com)	1-800-877-7195
Changes to Insurance	Raquel Gomez Payroll Specialist	992-8888, Ext 1227
Payroll Questions/Changes	Raquel Gomez Payroll Specialist	992-8888, Ext 1227
Tax Sheltered Annuity	Raquel Gomez Payroll Specialist	992-8888, Ext 1227
W-4 Form Changes	Raquel Gomez Payroll Specialist	992-8888, Ext 1227
Annual Contracts or Statement of Placements	Rebecca Moreno HR Specialist	992-8888, Ext 1225
Change of Name, Address, or Phone	Rebecca Moreno HR Specialist	992-8888, Ext 1225
Change of Emergency Contact	Rebecca Moreno HR Specialist	992-8888, Ext 1225
Professional Growth Units	Rebecca Moreno HR Specialist	992-8888, Ext 1225
Equal Opportunity/Affirmative Action	Rebecca Moreno HR Specialist	992-8888, Ext 1225
Title IX (Sexual Harassment)	Rebecca Moreno HR Specialist	992-8888, Ext 1225
Worker's Compensation	Rebecca Moreno HR Specialist	992-8888, Ext 1225
Title V Coordinator	Mary Taylor Director of Categorical Programs	992-8888, Ext 1246
Title II Coordinator	Mary Taylor Director of Categorical Programs	992-8888, Ext 1246
Section 504 Coordinator	DeLinda Chubbuck School Psychologist	992-8888, Ext 1248
Smartfind Express	Rebecca Schreuder DO Secretary	992-8888, Ext 1220
Volunteer (Fingerprinting)	Rebecca Schreuder DO Secretary	992-8888, Ext 1220
Reimbursement of Travel	Jeannine Robinson Accounts Payable Analyst	992-8888, Ext 1230

Note: The following forms can be accessed at the District Office or at the CUSD web (www.corcoranunified.com) Site: 2016-2017 Employee Handbook, Change of Address/Change of Emergency Contact; Deferred Pay Election; Designation of Person to Receive Warrants; Direct Deposit and Request for Leave.

RECEIPT OF GIFTS, INCENTIVES, FAVORS, REBATES FROM SUPPLIERS

The District prohibits the use of gifts, incentives, inducements, favors, monetary returns, either promised or given, and/or rebates of any kind (hereinafter referred to as "Incentives") for employee personal benefit.

District employees are not to accept Incentives from any supplier. Negotiation of either quantity or trade discounts with suppliers for all purchases will be by the District Business Officer or designee only.

Any supplier attempting to or providing such Incentives shall result in the immediate termination of any existing and future orders to that supplier and District will take any and all appropriate actions deemed necessary by the District, including but not limited to referral to local law enforcement authorities.

SAFE WORKPLACE - NO VIOLENCE POLICY

BP 4050

Federal and State job safety laws require employers to make reasonable efforts to provide a safe workplace. This duty includes steps to reduce the risk of violence. The Federal Occupational Safety and Health Administration, California's Division of Occupational Safety and Health (DOSH), and other state agencies have issued guidelines to help employers fight violence, and also raise the prospect of OSHA citations if these kinds of problems are ignored.

In addition, the Corcoran Unified School District is also concerned about the increased incidents of workplace violence in general, and therefore has taken steps to help prevent incidents of violence from occurring at the District. To that end, the Corcoran Unified School District expressly prohibits any acts or threats of violence by any current or former employee against any other employee in or around the workplace or elsewhere at any time. The Corcoran Unified School District also will not tolerate any acts or threats of violence against employees, visitors, vendors or other people at the work site at any time or while they are engaged in business with or on behalf of the School District, whether at or away from the School District.

The School District will take prompt remedial action, up to and including discharge, against any employee who engages in any threatening behavior or acts of violence, or who uses any threatening language or makes threatening gestures.

Employees are a necessary part of this policy. Any employee, who becomes aware of a display of violent, abusive or threatening behavior, or a threat or tendency to engage in such behavior by another employee, is to report such behavior to their immediate supervisor. To the extent possible, such reports will be handled confidentially. In furtherance of this policy, employees have an obligation to inform their immediate supervisor of any activity in the workplace involving current or former employees, visitors, vendors or other people that they believe could result in violence. This includes, for example, threats of violence, aggressive or confrontational behavior, offensive acts, and threatening or hostile comments.

The purpose of this policy is preventive, not punitive. It is the responsibility of each employee to contribute to a safe working environment. The School District cannot do its part to prevent violence in the workplace without the full cooperation of all employees.

The Governing Board believes that district students and employees have the right to learn and work in a safe and secured school. All members of the school community should be alert to any explosive, toxic or incendiary hazards, which may jeopardize the safety of students, employees, or the public. Precautionary measures against fire, explosion and other physical hazards shall be established and vigorously observed.

Besides assuring that its physical plants are secure, the Board is committed to protecting students, employees, and the public from potentially disruptive or violent situations on school grounds. District campuses shall enforce Board policies related to safety, crime, student conduct, and discipline.

The Board recognizes that accurate, consistently collected data on school crime assists in developing effective program and techniques for keeping school campuses safe and secure.

The Superintendent shall ensure that principals report all school crimes and that this information is submitted to the State Department of Education. Copies of crime reports shall be made available to the public upon request for the actual cost of duplication. (Penal Code 628, 628.1, 628.2)

There are fire extinguishers in several areas at each site.

☛ In each classroom there is a copy of the GUIDE TO DISASTER PREPAREDNESS (yellow and blue paper) and the Bell Signals poster (red paper) for what to do at different bell sounds.

SALARY PAYMENTS & SICK/ABSCENCE LEAVE

All regular employees are paid on the last working day of the month. Eleven month employees are paid in eleven or twelve equal payments, depending on position, and employee's designation at time of employment. June paychecks may reflect multiple deductions for insurance. Time sheets for temporary and substitute employees are due on the 16th of each month (may be subject to change due to holidays). These employees are paid on the last working day of the month, for work performed from the sixteenth of the previous month to the fifteenth of the current month.

LEAVE PROCEDURE IS AS FOLLOWS:

1. Employee is absent
2. Secretary puts leave in Digital Schools
3. At the end of the month employee signs leave verification form (when they receive their pay or paystub)
4. Sick/absence leave is then deducted from their leave totals after payroll received the leave verification forms from the sites
5. Employee receives new pay stub at the end of the month and last month's sick leave is reflected on the document

SALARY SCHEDULES

The 2016-2017 Salary Schedules can be downloaded on our website under departments and Human Resources Site under 2016-2017 Salary Schedules.

Please note that the Salary Schedules have not been changed since 2016-2017

SCHOOL SAFETY AND SECURITY

Board Policy #3515

Vandalism & Theft - Controlling and Recovering Cost Incurred Through Vandalism and Theft

1. Inventories are to be controlled and monitored by the site administrator. Any transfer or loss of equipment is to be reported to the Business Office.
2. Insofar as possible, caution and safeguards are to be followed to prevent vandalism and thefts.
3. When thefts, breaking or vandalism occur they shall be reported immediately to the Police. Responsibility for assuring that this has been done rests with the site administrator. Report shall also be made by the following workday to the Superintendent's office.
4. The site administrator must always submit the "Theft, Entry and/or Damage Report" to the Business Office within two (2) days. It is important that this be filled out as completely as possible. Specific information about missing items is crucial.
5. The Business Office will notify the Maintenance Department of damage. They will repair the damage and itemize costs for the Business Office.
6. When repair of Comp. Ed. property is involved, this should be noted on the "Theft, Entry and/or Damage Report" by the site administrator.
7. The Business Office will submit insurance claims where appropriate.
8. Accounting for vandalism and theft losses and follow up on each occurrence shall be maintained on an ongoing basis by the Business Office.
9. Follow up should be maintained with the newspaper and other sources to determine apprehension and/or conviction of guilty parties for each occurrence. The Police should be contacted on a regular basis to determine whether suspects have been determined in each case and whether they were referred to Probation or the Court. A request will then be made to the Probation Department or the Court to ascertain whether any action was taken and information as to names of guilty parties.
10. The School Principal, Maintenance Supervisor, Business Manager or other District Officer as designated shall contact and follow up on recouping losses from those responsible, or where appropriate the parents of those responsible for the losses.

Cameras Safeguarding the well-being of all students and staff is a primary concern for all of us. The use of school security cameras is an important tool for ensuring safety on school grounds. As a means to deter violence or vandalism on campus, we find school security cameras an indispensable aid to identifying and resolving issues as they arise. School security cameras help us maintain safety around our campuses, and they also discourage misbehavior. Conspicuously placed school surveillance cameras have been shown to reduce threats of violence and vandalism drastically. In other words, cameras are there for everyone's safety.

It is important for every employee to recognize many areas of our campuses are under video surveillance for safety purposes. The privacy of students and staff is protected since school surveillance cameras are in public areas like cafeterias, administrative offices, gymnasiums, and outdoor areas like playgrounds and sports fields.

The District will not use video footage to attempt to discipline an employee or evaluate that employee's performance, except in the circumstances where the video footage shows that the employee may be engaged in criminal activity, violation of applicable state or federal law(s) or regulation(s), or violation of District Board Policy or Administrative Regulation.

SECURITY

Incidents of illegal entry, theft of school property, vandalism, and damage to school property from other causes shall be reported by phone to the Superintendent or designee as soon after discovery as possible. A written report of the incident shall be made within twenty-four (24) hours.

Keys

All keys used in a school shall be the responsibility of the respective principal. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out his/her normal activities necessitated by the position which he/she holds. When need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys shall be issued through the office of each principal. A receipt showing the number of the key and room(s) or building(s) which it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each principal shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping. Duplicate keys are obtained only through the district business office. The Governing Board prohibits the duplication of school keys otherwise.

Keys shall be used only by authorized employees and shall never be loaned to pupils.

The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.

ID Cards (Badge)

All employees must wear an ID badge either issued by the District Office or by the School Site at all times during work hours for security purposes.

SMARTFIND EXPRESS eSchool Solutions (County-Wide Certificated Substitute Maintenance)

Telephone number to call: **559-589-7010**

Web Site: www.kings.k12.ca.us Click **SmartFindExpress**.

Certificated staff can call SmartFind Express to record, review, or cancel absences, and to review and change your personal information.

For further information, please refer to the instruction brochure distributed to all certificated staff or contact your school's Secretary.

TOBACCO-FREE SCHOOLS/SMOKING

Board Policy #3513.3

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke.

As role models, district employees should demonstrate conduct that is consistent with school programs to discourage students from using tobacco products.

Therefore, the Governing Board believes it is in the best interests of students, employees and the general public to prohibit the use of tobacco products anywhere and anytime on district property and in district vehicles.

Smoking and other tobacco use cessation assistance may be made available if requested.

The district shall provide a list of clinics and community resources which may assist employees who wish to stop using tobacco products.

The use of tobacco on district property or in district vehicles is considered to be unacceptable conduct and will be dealt with in accordance to procedures.

TUBERCULOSIS (TB) EXAMINATION

Per California Education Code §49406

As a condition of initial employment in this office, all employees must have on file a statement from a licensed physician that the employee is free from active tuberculosis. Such statement shall be based on the results of an accepted tuberculin skin test which, if positive, shall be followed by an ex-ray of the lungs. Thereafter, employees who are skin test negative shall have a skin test at least once each four (4) years. Occasional employees such as building contractors and repairmen may be exempted from this requirement if their duties do not require frequent or prolonged contact with pupils.

This district will provide acceptable skin testing for continuing employees.

EMPLOYEE USE OF TECHNOLOGY

Board Policy AR 4040

Access to Internet and Other Technologies by Adults

Adults accessing Internet services provided by the Corcoran Unified School District when working as an employee or volunteer of the Corcoran Unified School District; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by Corcoran Unified School District or at a facility of which the Corcoran Unified School District has otherwise been granted primary custody; or when accessing Corcoran Unified School District Internet services with remote access connections shall be subject to the rules and regulations specified below. These services include but are not limited to fax machines, e-mail, Internet, telephones, voice mail, electronic pagers, cell phones, and radios.

1. The employee in whose name an on-line services account is issued is responsible for its proper use at all times.

2. Employees shall use the system only for purposes related to their employment with the district. Commercial use of the system is strictly prohibited. The Corcoran Unified School District reserves the right to monitor any on-line communications for improper use.
3. Users shall not engage in illegal activities on the Internet or any Kings County Office technology. Users shall not use any technology or system to promote unethical practices or any activity prohibited by law or district policy.
4. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs, or otherwise inappropriate for training or work-related uses.
5. Users shall not use Corcoran Unified School District technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security. Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, voicemail messages or other property of the Corcoran Unified School District or improper use of information obtained by unauthorized means, may be grounds for disciplinary action, up to and including termination.
6. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only and only in accordance with copyright laws.
7. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user. Suspected vandalism will be referred to the appropriate law enforcement agency.
8. User shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail nor shall they attempt to read, delete, copy, or modify other users' mail without authorization. Users shall not forge other users' mail.
9. Users are encouraged to keep messages brief.
10. Users shall report any security problem or misuse of the network to the Superintendent or designee.

Access to Internet by Minors

Minors accessing Internet services provided by the Corcoran Unified School District when working as an employee or volunteer of the Corcoran Unified School District; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by the Corcoran Unified School District or at a facility of which Corcoran Unified School District has otherwise been granted primary custody; or when accessing the Corcoran Unified School District Internet services with remote access connections shall be subject to the same rules and regulations as adult users. In addition, minors shall be subject to the following rules:

1. Minors shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for educational or work-related uses.
2. Minors shall only use electronic mail, chat rooms and other forms of direct electronic communications for purpose related to education within the context of a school-related assignment activity or for purposes related to work, including volunteer, at the Corcoran Unified School District.
3. Minors shall not disclose personal identification information on the Internet.

Privacy

Employees have no right to privacy as to any information or file transmitted or stored through the Corcoran Unified School District computer system, voicemail, electronic mail or other technical resources. The Corcoran Unified School District reserves the right to retrieve and read any messages or file. All users should be aware that when a message is deleted, it is still possible to recreate the message; therefore, ultimate privacy of messages cannot be guaranteed to anyone.

The reliability of passwords for maintaining confidentiality cannot be guaranteed. All passwords must be made known to the Corcoran Unified School District so the County Office may access the employee's system. Employees are required to give all passwords to their direct supervisor. The supervisor will provide a list of passwords to the Superintendent or designee.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet by Kings COE. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in the Corcoran Unified School District board policy, and including applicable law enforcement agencies when necessary.

Policy Challenge Procedure

An individual who has been granted access to the Internet by the Corcoran Unified School District and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

2. Internet site review requests should be directed in writing to the Superintendent, or designee, for his/her consideration.
3. The Superintendent, or designee, will review the site within seven working days of submission of the request and, if deemed appropriate for educational or work-related purposes, may agree to unblock the site.
4. Corcoran Unified School District sites and program administrators will regulate enforcement of the policy. Challenges to the application or enforcement of the Corcoran Unified School District Internet Safety Policy which cannot be resolved at the level outlined in the preceding step will be handled in accordance with the Corcoran Unified School District established grievance policy; or at the Corcoran Unified School District Superintendent and or board level for challenges presented in writing by individuals other than Corcoran Unified School District employees and volunteers who have been granted access to the Internet by the Corcoran Unified School District.

Attachment 1

PREDESIGNATION OF PERSONAL PHYSICIAN

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.), medical group, doctor of osteopathic medicine (D.O.), chiropractor (D.C.) or acupuncturist (L.Ac.) if:

- you have health care insurance for injuries or illnesses that are not work related.
- the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
- **prior** to the injury your doctor agrees to treat you for work injuries or illnesses;
- **prior** to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury or illness, and (2) your personal doctor's name, telephone number and business address.

If you want to designate a chiropractor or acupuncturist, you can, but you must first have an examination/visit with the doctor or facility the District refers to you. Also, a chiropractor cannot be the treating physician after 24 chiropractic visits.

You may use this form to notify your employer if you wish to pre-designate your choice of physician to treat you for a work-related injury or illness if the above requirements are met.

NOTICE OF PREDESIGNATION OF PERSONAL PHYSICIAN

Employee: Complete this section.

To: _____ (name of employer). If I have a work-related injury or illness, I choose to be treated by:

(Name of physician and designation)

(Street address, city, state, ZIP)

(Telephone number)

Employee Name (please print): _____

Employee's Address: _____

Employee's Signature _____ Date: _____

Physician: I agree to this Pre-designation:

Signature: _____ Date: _____

(Physician or Designated Employee of the Physician) The physician is not required to sign this form, however, if the physician or designated employee of the physician does not sign, other documentation of the physician's agreement to be pre-designated will be required (to be provided to the District) pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3)

Attachment 2

NOTICE OF CHANGE TO PERSONAL CHIROPRACTOR OR PERSONAL ACUPUNCTURIST

If your employer or your employer's insurer does not have a Medical Provider Network, you may be able to **change** your treating physician to your personal chiropractor or acupuncturist following a work-related injury or illness. In order to be eligible to make this **change**, you must give your employer the name and business address of a personal chiropractor or acupuncturist in writing **prior** to the injury or illness. Your claims administrator generally has the right to select your treating physician within the first 30 days after your employer knows of your injury or illness. After your claims administrator has initiated your treatment with another doctor during this period, you may then, **upon request**, have your treatment transferred to your personal chiropractor or acupuncturist.

NOTE: If your date of injury is January 1, 2004 or later, a chiropractor cannot be your treating physician after you have received 24 chiropractic visits unless your employer has authorized additional visits in writing. The term "chiropractic visit" means any chiropractic office visit, regardless of whether the services performed involve chiropractic manipulation or are limited to evaluation and management. Once you have received 24 chiropractic visits, if you still require medical treatment, you will have to select a new physician who is **not** a chiropractor. This prohibition shall not apply to visits for postsurgical physical medicine visits prescribed by the surgeon, or physician designated by the surgeon, under the postsurgical component of the Division of Workers' Compensation's Medical Treatment Utilization Schedule.

You may use this form to notify your employer of your personal chiropractor or acupuncturist.

Your Chiropractor or Acupuncturist's Information:

(Name of chiropractor or acupuncturist)

(Street address, city, state, zip code)

(Telephone number)

Employee Name **(please print):**

Employee's Address:

Employee's Signature _____ Date: _____

Title 8, California Code of Regulations, section 9783.1.

(Optional DWC Form 9783.1 Effective date July 1, 2014)

