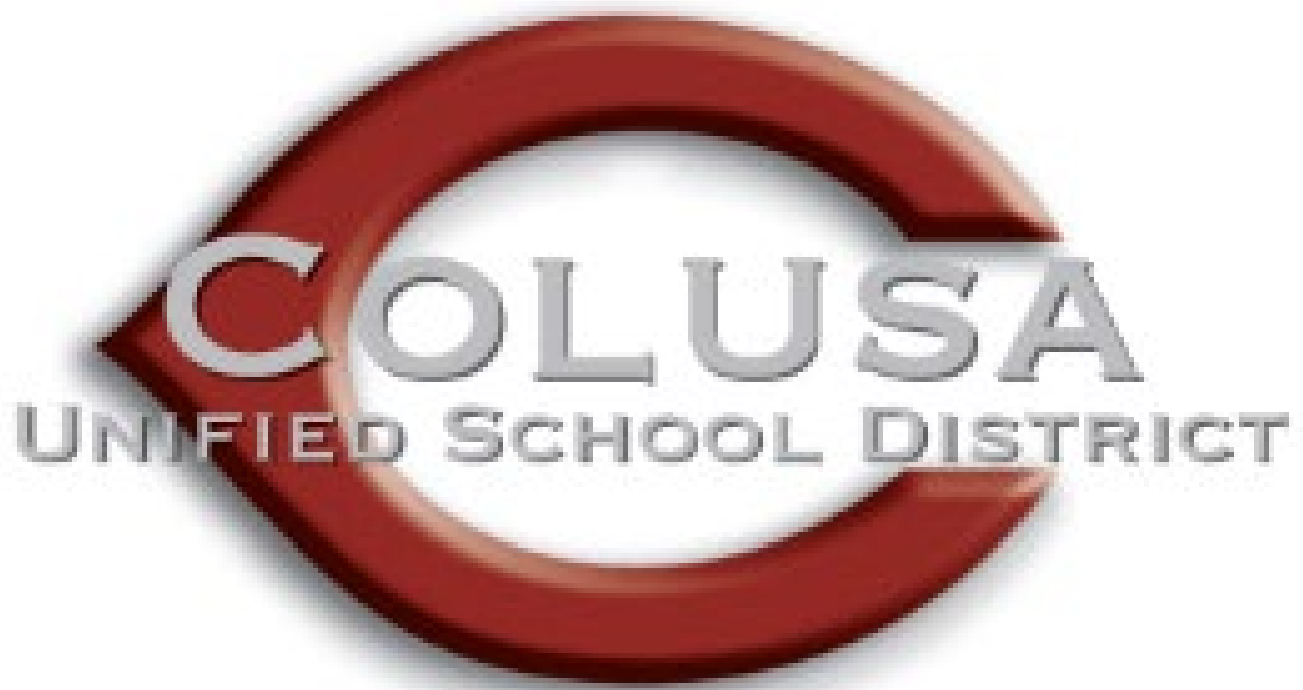




2026-2027
EMPLOYEE HANDBOOK

Serving the Colusa Unified School District

BOARD OF TRUSTEES

Roberta James, *President*
Melissa Yerxa Ortiz, *Clerk*
Christopher Mcallister, *Trustee*
Kelli Griffith Garcia, *Trustee*
Erin Steidlmayer, *Trustee*

ADMINISTRATION

Rebecca Changus, *Superintendent*
Scott A. Lantsberger, *Chief Business Officer*
Richard Giovannoni, *Principal, Colusa High School / Colusa Alternative High School*
Erika Lemenager, *Principal, Egling Middle School / Colusa Alternative Home School*
Victoria Wilson, *Principal, Burchfield Primary School*

Ceci Ruiz, *Executive Administrative Assistant*
TBD, *Director Maintenance, Operations, and Transportation*
Nick Wilson, *Director of Information Technology*
Callie Barber, *Director of Nutrition Services*

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MISSION STATEMENT

Colusa Unified School District exists to provide a comprehensive education that fosters academic excellence, character development, and a lifelong commitment to learning.

COLUSA UNIFIED SCHOOL DISTRICT **SCHOOL SITES**

Burchfield Primary School

400 Fremont Street
Colusa, CA 95932
530-458-5853

Egling Middle School

813 Webster Street
Colusa, CA 95932
530-458-7631

Colusa High School

901 Colus Ave
Colusa, CA 95932
530-458-2156

Colusa Alternative High School

901 Colus Ave
Colusa, CA 95932
530-458-2156

Colusa Alternative Home School

745 10th Street
Colusa, CA 95932
530-458-7791

Colusa Unified School District Office

745 10th Street
Colusa, Ca
530-458-7791



ACADEMIC CALENDARS

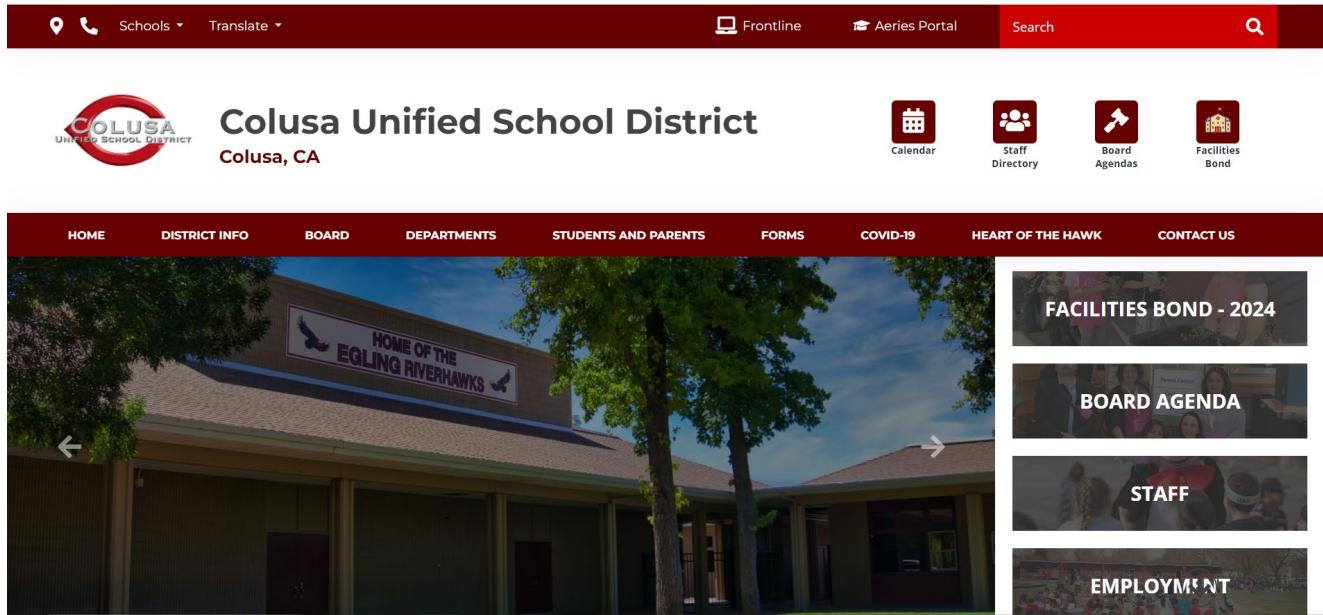
Below are the links to the academic calendars for the next two (2) fiscal years.

[School Calendar Academic Year 2026-2027](#)

[School Calendar Academic Year 2027-2028](#)

STAY CURRENT – DISTRICT NEWS AND UPDATES

CUSD WEBSITE



The Colusa Unified School District website contains a variety of information designed to support staff. Log on to www.colusa.k12.ca.us to find the latest news and updates about the District as well as links to Board of Education information, the staff directory, calendars, forms, Aeries, Frontline Absence Management, Google Apps, Illuminate, etc. There are also direct links to the websites for the District's schools and other resources.

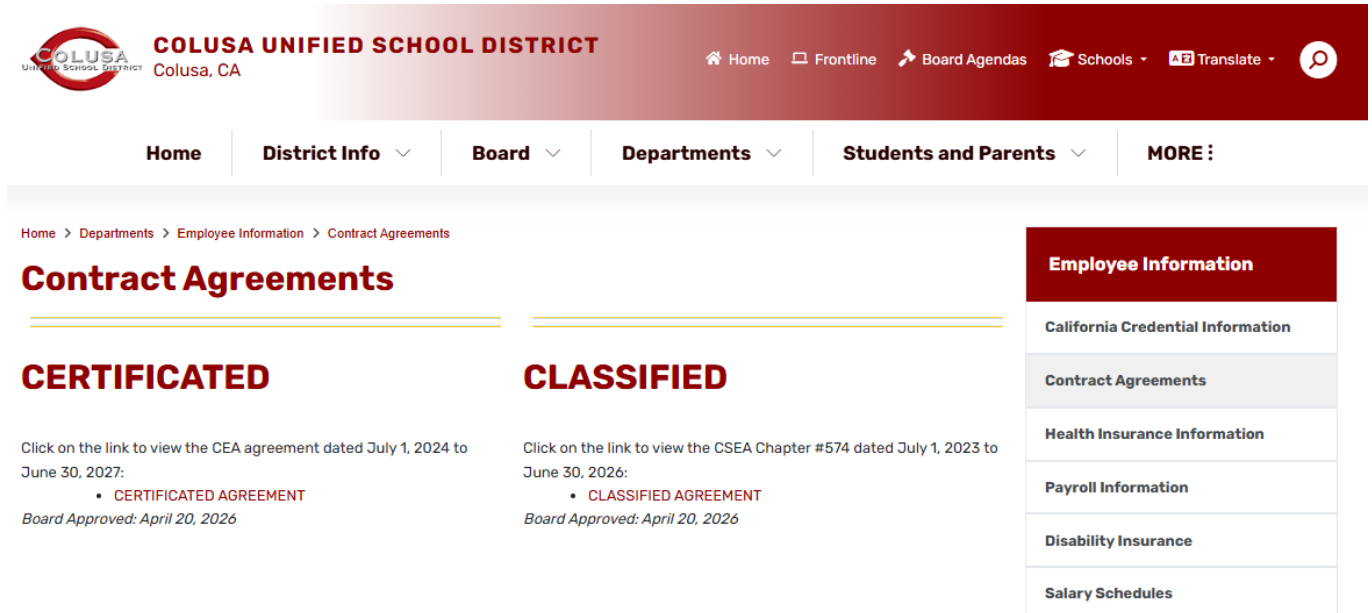
WORK ORDER SYSTEM

All request for work to be performed by the maintenance or technology crew(s) must be submitted via the District's third-party work order system, IncidentIQ, which can be found at the following weblink: <https://colausd.incidentiq.com/>. Tickets will be assigned to the appropriate staff member and prioritized.

It is crucial for the system to be able to function at an efficient level that needs are logged in IncidentIQ. Please do not email or call on a maintenance or technology staff member directly.

BARGAINING UNIT CONTRACTS

You will find a link to your current Bargaining Unit Contract under Departments / Employee Information / Contract Agreements in the drop-down menu. Select the link for Certificated or Classified Staff.



The screenshot shows the Colusa Unified School District website. The header includes the district logo and name, along with navigation links for Home, Frontline, Board Agendas, Schools, Translate, and a search icon. A secondary navigation bar contains links for Home, District Info, Board, Departments, Students and Parents, and a MORE menu. The main content area is titled 'Contract Agreements' and features two columns: 'CERTIFICATED' and 'CLASSIFIED'. Each column provides a link to view the current CEA agreement and lists the board approval date. A sidebar on the right, titled 'Employee Information', contains links to California Credential Information, Contract Agreements (which is highlighted), Health Insurance Information, Payroll Information, Disability Insurance, and Salary Schedules.

COLUSA EDUCATORS' ASSOCIATION

The Contract Agreement between the Colusa Unified School District and the Colusa Educators Association (CEA) is located [HERE](#).

UNIT REQUEST PROCESS (CEA)

Certificated staff have the opportunity to promote on the salary schedule by completing certain degree courses and/or other professional development. ***Unit requests to promote on the salary schedule must be approved prior to the class or professional development event taking place.*** The Unit Request form can be found [HERE](#).

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

The Contract Agreement between Colusa Unified and the California School Employees Association (CSEA) Riverview Chapter #168 is located [HERE](#).

PAYROLL, SCHEDULE, AND ATTENDANCE

Salary Warrants

Salary warrants are issued on the last working day of the month. Direct deposit is the preferred method and used by a majority of employees. Please notify the Payroll

Department upon hire if you choose direct deposit. The paperwork does take time to be processed by both your banking institution and the County Office of Education. Please be aware that it will take 1-2 pay cycles before direct deposit is activated.

Please keep records of the days/hours you work each month. If you find any discrepancies between your records and that of your salary warrant, please contact the Payroll Department at 530-458-7791, extension 4003.

Meal and Rest Periods-Classified Employees

Classified employees shall be entitled to an unpaid, uninterrupted lunch period approximately halfway through the employees' shift, or as scheduled by the supervisor. The length of the lunch period shall be for not less than one-half (.5) hour. When a workday is for six (6) hours or less, the meal period may be waived by mutual consent of the employee and the supervisor.

Classified employees who work at least a three and one-half (3.5) hours continuous shift shall be entitled to one fifteen (15) minute rest period. Classified employees who work at least a six (6) hour continuous shift shall be entitled to two (2) fifteen (15) minute rest periods. Rest periods cannot be combined nor can they be put at the beginning or end of a shift to arrive late or leave early.

Duty-Free Lunch Period-Certificated

A duty-free lunch period of at least thirty (30) consecutive minutes shall be provided, exclusive of passing periods and supervision of students. Upon notifying the school office, a teacher may leave campus during his/her duty-free lunch unless there is a school emergency.

Attendance

The District expects an employee to be present for work, to adhere to his/her assigned schedule, to perform all assigned duties and to work all scheduled hours during each designated workday, unless the employee is off work on approved leave. Breaks and meal periods may only be taken during times designated by the employee's direct supervisor/principal. Any deviation from assigned hours must have prior approval from the employee's direct supervisor/principal.

All employees who are unable to report to work shall:

1. Enter their absence into the Frontline Absence Management system for the purpose of notifying their direct supervisor/principal -and when applicable, securing a substitute for the period of absence.
2. When an absence is last minute and obtaining a substitute in Frontline Absence Management system is unlikely, it is advised that the employee contact his/her direct supervisor/principal to report his/her absence as a courtesy.
3. If required by your site/department, properly document absence(s) on approved forms. Employees who forget to enter their absence into the Frontline Absence Management system will need to notify their site / department administrative assistant who will enter the absence for them.

The District will monitor attendance and absence patterns. The following incidents are examples that will be investigated and may result in the appropriate level of discipline including oral and/or written warning, suspension and/or possible dismissal from employment:

- Theft of time and/or improper modification of time worked records;
- Failure to notify the direct supervisor/principal of an absence, and failure to report to work on such day; and/or
- Failure to return to work the day following the expiration of an authorized leave of absence.

Employees are provided an annual allotment of sick leave, vacation, personal necessity, no-tell days, etc. determined by the individual Bargaining Unit Contract.

Certificated employees, please review Article XIV – Leaves of the collective bargaining agreement between the Colusa Educators' Association and the Colusa Unified School District for details regarding usage of sick leave, personal necessity leave, no-tell days, etc. Contact your union representative, supervisor, or Human Resources with questions.

Classified employees, please review Article 13 – Leaves of the collective bargaining agreement between the California School Employees Association Chapter #574 and the Colusa Unified School District for details regarding usage of sick leave, personal necessity leave, no-tell days, etc., as well as Article 11 – Holidays, and Article 12 – Vacation Plan, for information regarding holidays and vacations. Contact your union representative, supervisor, or Human Resources with questions.

ABSENCE MANAGEMENT – ABSENCE REPORTING

You can report absences online at FrontlineEducation.com/login. Once you log in, you will be able to enter absences, check your absence schedule, and update personal information. Or, you may also call Absence Management toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features.

The screenshot shows the 'Create Absence' form with the following sections:

- Navigation:** 'Create Absence' (active), '5 Scheduled Absences', '4 Past Absences', '0 Denied Absences'.
- Date Selection:** 'Please select a date' with a calendar for April 2014. A 'Helpful Hint' states: 'You can select multiple days individually or click-and-drag to select a range of dates.'
- Substitute Required:** A green 'Yes' button.
- Absence Reason:** A dropdown menu labeled 'Select One'.
- Time:** A dropdown menu labeled 'Full Day' with a time range of '08:00 AM to 03:00 PM'.
- Notes:** Two text areas: 'Notes to Administrator (not viewable by Substitute)' and 'Notes to Substitute', both with a '255 character(s) left' limit.
- File Attachments:** A section for 'FILE ATTACHMENTS' with a 'DRAG AND DROP FILES HERE' area, a 'Choose File' button (labeled 'No file chosen'), and a 'Shared Attachments' list including 'Vanderbilt HS Code of Conduct.xlsx' and 'High School Rules'.
- Buttons:** 'Cancel' and 'Create Absence' (green).

By visiting the Absence Management website, there are many things you can do and see, but as an employee, one of the most important things is the ability to create an absence. It is simple to do. Once you log on you will see the following:

This close-up shows the calendar for April 2014. The date '17' (Thursday) is highlighted in blue, and a red arrow points to it. The calendar grid shows days from Sunday to Saturday. To the right of the calendar, the 'Substitute Required' and 'Absence Reason' fields are partially visible.

When selecting your absence date, simply click on the single day and it will be highlighted in blue.

You can also click on multiple days to create a multi-day absence. The days do not have to be consecutive. If you've got a larger number of consecutive days you'd like to select, simply click and drag your cursor to select the days.



Once you've chosen the date(s) of the absence, it's time to enter the rest of the absence details.

Substitute Required ☒ Yes

Absence Reason

Time
Please enter a valid time range using the HH:MM AM format.
 to

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

Substitute Required: This option may already be predetermined for you but you may have the option to choose if a substitute is needed for this absence. To change the option from Yes to No, just click to move the slider.

Absence Reason: Choose your absence reason from the drop-down list.

Time: Choose what type of absence this is.

Notes: You have the ability to leave notes for your administrator and for the substitute who will be filling in for you. The notes you leave for the administrator will not be visible to the substitute. The notes you leave for the substitute will be visible to the administrator.

Attach a File: Absence Management gives you the ability to attach files to your absence for your substitute to see, such as lesson plans or seating charts. You can attach Word, Excel, and PDF files. To attach a file, click the Choose File button and browse your computer for the file you want to attach.

Once you have filled in all the required fields, click the Create Absence button at the bottom right corner.

Once the absence is saved, you will see a message at the top of your screen which will include the confirmation number. The absence will also show up under the "Scheduled Absences" tab.

Contact Human Resources at 530-458-7791 option 3 with questions regarding Absence Management reporting or if you need help logging in.

TRAVEL & CONFERENCE REIMBURSEMENT

The Governing Board recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

- The District's Travel-Conference Attendance Request form can be found [HERE](#).
- Employee Reimbursement Form located [HERE](#).

FIELD TRIPS

Field trip request forms must be submitted to the site administrator for approval before scheduling the field trip.

- ***Overnight field trips must be pre-approved by the Board of Education.***
- If transportation, be it a bus or a van, is needed a request to the Transportation Department needs to be made in advance.
 - A budget code to be charged for any fees incurred must be included when submitting the transportation request
 - The required Transportation request(s) form(s) can be found on the District website [Here](#).

HEALTH AND WELLNESS

The District's health care provider is California's Valued Trust (CVT). The CVT health insurance plan year is October 1st through September 30th. In an effort to offer employees greater flexibility in their choice of health plans, CVT has a policy termed "open enrollment." This policy allows employees to select a different plan within their group choices annually.

CUSD Open Enrollment September 1 - September 30, 2026. You must register yourself on the CVT website to make changes during open enrollment!

There are additional health and wellness services offered by the District that can be found on the District website under Departments / Employee Information / Health Insurance Information

**Colusa Unified School District**
Colusa, CA

CalendarStaff DirectoryBoard AgendasFacilities Bond

HOMEDISTRICT INFOBOARDDEPARTMENTSSTUDENTS AND PARENTSFORMSCOVID-19HEART OF THE HAWKCONTACT US

Home > Departments > Employee Information > Health Insurance Information

HEALTH INSURANCE INFORMATION

California's Valued Trust (CVT) health insurance plan year is October 1st through September 30th. In an effort to offer employees greater flexibility in their choice of health plans, CVT has a policy termed "open enrollment." This policy allows employees to select a different plan within their group choices annually.

CUSD Open Enrollment August 19 - September 30, 2024

You must register yourself on the [CVT website](#) to make changes during open enrollment!

**California's
Valued Trust**

2023-2024 HEALTH BENEFIT RATES

Departments

- After School Program
- Bilingual Support
- Business Services
- + Educational Services
- Employee Information
 - California Credential Information
 - Contract Agreements
 - Health Insurance Information
 - Job Descriptions
 - Payroll Information
 - Disability Insurance
 - Salary Schedules

Additional resources include American Fidelity for flex and health savings accounts, MD Live for telehealth services, Carelon for the employee assistance program, Solera for wellness services, Carrum or options surgery benefits, and TruHearing for hearing aid services.

Hepatitis B Vaccinations

As an employee of the school district, there may be an occupational exposure to blood or other potentially infectious materials. Employees may be at risk of acquiring the Hepatitis B virus (HBV) infection. All employees will be given an opportunity to be vaccinated with Hepatitis B vaccine, at no charge to the employee. All employees must complete, sign, and file a Hepatitis B Vaccination Form with Human Resources.

WORKPLACE SAFETY

All employees play a vital role in school safety. By taking care of your own health and safety at work, you avoid injuries that could mean time away from work. A little planning will go a long way toward making your work environment safer. These three steps will help you get started:

1. Identify job hazards
2. Work towards solutions
3. Follow up and share your successes

Step 1. Identify job hazards

The chart on the following pages lists many of the common hazards that affect administrative and office staff. Use this chart to identify the hazards relevant to your work. Talk to your co-workers to find out if they have similar concerns. Report any hazards to your supervisor.

Step 2. Work towards solutions

The chart also offers tips for reducing hazards. Develop a plan to implement the changes that are needed. Some suggestions:

- Assess what changes you can make on your own, and what you need your employer or supervisor to do.
- When possible, work together with your school's site safety coordinator, union, and co-workers.
- Share your ideas with your supervisor.
- Workplace hazards can be reduced or eliminated by: (1) removing the hazard (preferable); (2) instituting policies and procedures that reduce the hazard; and/or (3) using personal protective equipment.

Step 3. Follow up and share your successes

Call or stop by the Human Resources Department. We would love to hear your successes and tips to improve safety!

Common Job Hazards

Slip and Fall Hazards

The most common accidents in schools are slips, trips, and falls. These injuries can be caused by slippery or uneven walking surfaces. Here are some tips to prevent slips and falls:

- | | |
|--|---|
| <ul style="list-style-type: none"> • If you need to reach high places, never stand on a chair or desk. Use a ladder or footstool or ask a custodian for help. • Keep classrooms free of clutter. | <ul style="list-style-type: none"> • Make sure shelves and storage racks are stable and secure. • Wear shoes with non-skid soles. • Be aware of caution signs for maintenance and construction projects. |
|--|---|

Infectious Disease

You could be exposed to many different viruses and bacteria, such as the common cold, flu, HIV, and Hepatitis B. Remember that some diseases common in children are more dangerous to adults. You may be exposed to bodily fluids while helping children use the toilet or when they are ill/injured.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Wash your hands frequently and encourage your students to do the same. • Teach students to cover their mouths when they cough or sneeze. • Stay home if you're sick! • If you provide first aid to students, you may need a Hepatitis B vaccine and bloodborne pathogens training. | <p>If you may come into contact with blood or other bodily fluids:</p> <ul style="list-style-type: none"> • Wear disposable gloves; • Wash your hands with soap and water; and • Disinfect any equipment or work areas that are affected.  |
|---|---|

Violence and Aggressive Student Behavior

About three-quarters of all public schools' experience one or more violent incidents of crime every year; almost half report thefts. Teachers and school staff have some of the highest rates of workplace assault. Special education teachers and paraeducators may be at particular risk of dealing with student behavioral issues, such as biting and hitting.

- | | |
|--|--|
| <ul style="list-style-type: none"> • Report to maintenance staff any locks and alarms that are not working. • Set up a communication system if you're working alone at night or when school is out. • Use a buddy system. Notify administrators if you are working late. • Check with administration on the reporting process for violent incidents and threats. | <ul style="list-style-type: none"> • Put your personal belongings in a secure place. • Make sure the school requires parents and visitors to sign in at the main office. • Advocate for workplace violence training for all school staff. • Work with the district to develop and implement safety procedures and training programs on handling student behavioral problems. |
|--|--|

Safety and Security

The Colusa Unified School District is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The District also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall ensure that district's safety plan includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity.
2. Secure buildings from outsiders and discourage trespassing. These procedures may include requiring visitor registration, staff and volunteer identification badges, and patrolling places used for congregating and loitering.
3. Discourage vandalism and graffiti. These strategies may include plans to immediately cover graffiti as well as campus beautification projects and shall also include students and the community in these projects.
4. Control access to keys and other school inventory.
5. Detect and intervene with school crime. These strategies may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration with local law enforcement agencies including providing for law enforcement presence.

All staff shall receive training in safety and security procedures.

Keys

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position. Keys shall be used only by authorized employees and shall never be loaned to students.

Violence and Aggressive Student Behavior

About three-quarters of all public schools experience one or more violent incidents of crime every year; almost half report thefts.

- | | |
|---|--|
| <ul style="list-style-type: none">• Report to maintenance staff any locks and alarms that are notworking.• Set up a communication system if you're working alone at night or when school is out.• Check your reporting process for violent incidents and threats. | <ul style="list-style-type: none">• Make sure the school requires parents and visitors to sign in at the main office.• Put your personal belongings in a secure place.• Advocate for workplace violence training for all school staff.• Obtain the SASH emergencies fact sheet for additional practical tips. |
|---|--|

The person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee and shall pay for a replacement key.

Employees must return all keys, ID badges and other district property to the supervising administrator when leaving employment with the district.

Workers' Compensation Process

California law guarantees certain Workers' Compensation benefits to employees who are injured or become ill due to their jobs. Any injury or illness is covered if it was caused by the job. If you are injured at work, please do the following:

1. Immediately report the injury/illness to your supervisor.
2. Call the Company Nurse immediately at 1-877-518-6709 (toll free) to discuss treatment options.

IN CASE OF WORKPLACE INJURY
ACCION a seguir en caso de un accidente en el trabajo

PUBLIC SCHOOL WORKS **COMPANY NURSE**
Because Accidents Happen

AVAILABLE 24 HOURS A DAY **Injury Hotline (Línea De Enfermeros/as)**
1-877-518-6709

District Name (Nombre Del Distrito) Search Code (Código Del Búsqueda)

Colusa Unified School District TCSIG

- 1** Injured worker notifies supervisor.
Empleado lesionado notifica a su supervisor.
- 2** Supervisor/Injured worker immediately calls injury hotline.
Supervisor/Empleado lesionado llama de inmediato a la línea de enfermeros/as.
- 3** Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.
Company Nurse obtiene información por teléfono y asiste al empleado lesionado en adquirir el tratamiento médico adecuado.
- 4** Injured worker receives an email with a link to complete the district's online Accident/Exposure Incident Report.
El trabajador lesionado recibe un correo electrónico con un enlace para completar el reporte de incidente accidental/exposición en línea del distrito.

NOTICE TO INJURED EMPLOYEES: If the injury is non-life-threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site.

3. If medical treatment is necessary, obtain an Employee Packet from your supervisor.
4. After you have seen a physician, you will be given a "Work Status Report" form. Be sure to give a copy of this form to your supervisor.
5. If you are released for modified/restricted duty, discuss your return to work with your supervisor.
6. Follow all doctors' orders. Attend all scheduled appointments. Give a copy of your "Work Status Report" to your supervisor after each appointment.
7. When entering an absence for Workers' Compensation, please select Industrial Accident as the reason.

Remember, you may only charge absences for work-related injuries to Workers' Compensation leave if you are taken off work by the doctor or if you are attending an appointment. If the absence is not covered by a doctor's note, it will be charged to your sick leave.

WORKERS' COMPENSATION FRAUD IS A FELONY

Anyone who knowingly files or assists in the filing of a false workers' compensation claim may be fined up to \$50,000 and sent to prison for up to five years (Insurance Code Section 1871.4).

Over-the-Counter Medication

School personnel will not administer prescription medicine to a student unless the student's physician authorizes school personnel to administer the medicine and the parents/guardians have signed an indemnity agreement. The parents/guardians are responsible for obtaining a statement from the physician authorizing school personnel to administer the medicine. The statement should include:

1. Student's name
2. Diagnosis
3. Name of medicine
4. Method of administration
5. Times to administer the medicine
6. Amount of medicine
7. Date to discontinue or review administration of medicine
8. Physician's signature
9. Date

The parents/guardians are responsible for getting the medicine to the school. All medicine must be in a proper container with a label from a pharmacy which state the following:

1. Student's name
2. Name of medicine
3. Method of administration
4. Times to administer the medicine
5. Prescription number
6. Name of pharmacy
7. Date filled

ACCEPTABLE USE AGREEMENT

The Colusa Unified School District authorizes district employees to use technology owned or otherwise provided by the district as necessary to fulfill the requirements of their position. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all employees to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that employees may access through the system.

The district makes no guarantee that the functions or services provided by or through the district will be without defect. In addition, the district is not responsible for financial obligations arising from unauthorized use of the system.

Each employee who is authorized to use district technology shall sign this Acceptable Use Agreement as an indication that he/she has read and understands the agreement.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Employee Obligations and Responsibilities

Employees are expected to use district technology safely, responsibly, and primarily for work-related purposes. Any incidental personal use of district technology shall not interfere with district business and operations, the work and productivity of any district employee, or the safety and security of district technology. The district is not responsible for any loss or damage incurred by an employee as a result of his/her personal use of district technology.

The employee in whose name district technology is issued is responsible for its proper use at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification or send anonymous electronic communications. Furthermore, employees shall not attempt to access any data, documents, emails, or programs in the district's system for which they do not have authorization.

Employees are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene,

sexually explicit, harassing, intimidating, threatening, or disruptive

2. Disclose or in any way cause to be disclosed confidential or sensitive district, employee, or student information without prior authorization from a supervisor

3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee

4. Engage in unlawful use of district technology for political lobbying

5. Infringe on copyright, license, trademark, patent, or other intellectual property rights

6. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers)

7. Install unauthorized software

8. Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or district practice

Privacy

Since the use of district technology is intended for use in conducting district business, no employee should have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses within the jurisdiction of the district. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by an employee on district technology does not create a reasonable expectation of privacy.

Personally, Owned Devices

- If an employee uses a personally owned device to access district technology or conduct district business, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request. Note: Two factor authentication and digest texts that come automatically to personal devices (phones) as informational items are not discoverable.

Records

Any electronically stored information generated or received by an employee which constitutes a district or student record shall be classified, retained, and destroyed in accordance with BP/AR

3580 – District Records, BP/AR 5125 - Student Records, or other applicable policies and regulations addressing the retention of district or student records.

Reporting

If an employee becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the Superintendent or designee.

Consequences for Violation

Violations of the law, Board policy, or this Acceptable Use Agreement may result in revocation of an employee's access to district technology and/or discipline, up to and including termination. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

DRUG-FREE WORKPLACE POLICY

The maintenance of drug and alcohol-free workplaces is essential to safe district operations. District employees are responsible for the safety and well-being of minor students. Drugs and alcohol use pose a threat to students, employees, and community safety.

You are hereby notified that it is a violation of Board policy for any employee at the workplace to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, drug, or controlled substance at any school district workplace. These prohibitions apply before, during, and after school hours.

A school district workplace is any place where district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school site when accommodating a school-sponsored or school-approved activity or function where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

As a condition of your employment in the district, you are required to comply with the District's policy on Drug Free Workplace and will, any time you are convicted of any criminal drug statute violation occurring in the workplace, notify your supervisor of this conviction no later than five days after such conviction.

Pursuant to California Education Code 44836 and 45123, the Board may not employ or retain in employment persons convicted of any controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges are dismissed, his/her employment may be permitted.

Pursuant to California Education Code 45123, a classified employee may be re-employed after conviction of a controlled substance offense only if the Board determines, from evidence presented, that the person has been rehabilitated for at least five years. The Board shall determine the type and manner of presentation of the evidence and the Board's determination as to whether or not the person has been rehabilitated is final.

Pursuant to California Education Code 44940 and 45304, the District must immediately place on compulsory leave of absence any employee charged with involvement in the sale, use, or exchange to minors of certain controlled substances. Further, the District may immediately place on compulsory leave of absence any employee charged with certain controlled substances offenses.

SEXUAL HARASSMENT POLICY

Sexual harassment is discrimination or harassment based on sex (or of a sexual nature); on gender; on sexual orientation; or on pregnancy, childbirth, or related medical conditions. Sexual harassment is deliberate and repeated sexual attention that is not returned. The definition of sexual harassment includes many forms of behavior, including harassment of a person of the same gender as the harasser. The following are examples of sexual harassment:

- Unwanted sexual advances;
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Making or using derogatory comments, epithets, slurs, or jokes;
- Sexual comments including graphic comments about an individual's body; sexually degrading words used to describe an individual; or suggestive or obscene letters, notes, or invitations.

There are three types of Sexual Harassment:

1. *Quid Pro Quo* harassment occurs when something is given in exchange. Offering employment benefits in exchange for sexual favors is an example of *Quid Pro Quo* harassment.
2. *Hostile Work Environment* occurs when conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment. Physical touching or assault and actual or threatened retaliation are examples of *Hostile Work Environment*.
3. *Third Party Harassment* occurs when another co-worker is affected. For example, an office worker may not complain of harassment he/she witnessed because he/she fears of becoming the next victim.

The Colusa Unified School District is committed to a work environment and an educational environment that is safe and in which all employees and students are treated with dignity and respect. Each employee and student have the right to work and learn in a professional atmosphere that promotes equal employment opportunity and is free from discriminatory practices.

The District condemns, opposes, and prohibits harassment of employees, applicants, and students by any person.

The obligations of the Colusa Unified School District are as follows:

- A complaint process is made available to employees in Administrative Regulation 4119.12.
- Conduct investigations confidentially, in a timely manner, and with sensitivity toward the alleged victim and the alleged harasser.
- Ensure that no employee is retaliated against for filing a complaint with, or otherwise participating in an investigation, proceeding, or hearing conducted by the District, DFEH, or the EEOC. Retaliation is prohibited by law.

The employee obligations are as follows:

- Report any incidents of sexual harassment to the immediate supervisor.
- Participate in District sponsored trainings and review Board Policy 4119.11 and Administrative Regulation 419.12, which outlines the complaint process for sexual harassment.
- Cooperate with any investigation of an alleged act of sexual discrimination/harassment conducted by the District, State, or Federal Agency.
- Do not take any action to discourage a victim of harassment from reporting such abuse.
- Any employee receiving a formal governmental charge or complaint should deliver it to the Superintendent or designee immediately.

Employees who believe they may have been sexually harassed may obtain information from, or file a complaint with, the Department of Fair Employment and Housing and/or the Equal Employment Opportunity Commission.

Department of Fair Employment and Housing (DFEH)
Phone: (800) 884-1684 or (916) 227-0551
TTY: (800) 700-2320
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
San Francisco District Office Phone: (415) 625-5600
TTY: (415) 625-5610
www.eeoc.gov

RIGHTS OF VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

Your Right to Take Time Off:

- You have the right to take time off from work to get help to protect you and your children's health, safety or welfare. You can take time off to get a restraining order or other court order.
- If your company has 25 or more workers, you can take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.
- You may use available vacation, personal leave, accrued paid sick leave or compensatory time off for your leave unless you are covered by a union agreement that says something different. Even if you don't have paid leave, you still have the right to time off.
- In general, you don't have to give your employer proof to use leave for these reasons.
- If you can, you should tell your employer before you take time off. Even if you cannot tell your employer before, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, court order or doctor's or counselor's note or similar document.

Your Right to Reasonable Accommodation:

- You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. Your employer must work with you to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning you, or help keeping a record of what happened to you. Your employer can ask you for a signed statement certifying that your request is for a proper purpose and may also request proof showing your need for an accommodation. Your employer cannot tell your coworkers or anyone else about your request.

Your Right to Be Free from Retaliation and Discrimination:

Your employer cannot treat you differently or fire you because:

- You are a victim of domestic violence, sexual assault, or stalking.
- You asked for leave time to get help.
- You asked your employer for help or changes in the workplace to make sure you are safe at work.

You can file a complaint with the Labor Commissioner's Office against your employer if he/she retaliates or discriminates against you.

For more information, contact the California Labor Commissioner's Office. We can help you by phone at 213-897-6595, or you can find a local office on our website: www.dir.ca.gov/dlse/DistrictOffices.htm. If you do not speak English, we will provide an interpreter in your language at no cost to you. This Notice explains rights contained in California Labor Code sections 230 and 230.1. Employers may use this Notice or one substantially similar in content and clarity.



OATH OF AFFIRMATION

Please read the statements below and complete the section of your preference.

State of California)

County of Colusa) ss.

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will faithfully discharge the duties upon which I am about to enter.

I understand that as a public employee I am a disaster service worker pursuant to Government Code 3100 - 3102 and that I am required to take this oath before entering the duties of my employment. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, I am subject to disaster services activities assigned to me by my supervisor or by law.

*Signature

Date

Name (Please Print)

Address

City, State, Zip Code

You may refuse to execute the above oath of allegiance if it conflicts with your religious beliefs. If the above oath of allegiance conflicts with your religious beliefs, please sign the following statement:

I understand that as a public employee I am a disaster service worker pursuant to Government Code 3100 - 3102 and that I am required to sign this agreement before entering the duties of my employment. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, I am subject to disaster services activities assigned to me by my supervisor or by law.

*Signature

Date

Name (Please Print)

Address

City, State, Zip Code

FAMILY CARE AND MEDICAL LEAVE

Colusa Unified School District's 75% Rule

Employees must work at least 75% of the school year to be eligible to move a step on the salary schedule in the next school year. Absences in any school year that exceed 25% of the school days will result in repeating the same step/class on the salary schedule for the following school year.

Family and Medical Leave (FMLA)

Legislation through the California Family Rights Act of 1993 and the Federal Family and Medical Leave Act of 1993 provide for Family and Medical Leave. Pursuant to Board Policy 4161.8, the District will provide employees with the greatest benefits allowable under either the state or federal legislation. The legislation provides:

- Right to unpaid, job-protected leave of up to twelve (12) work weeks within a twelve (12) month period to "eligible" employees for certain family and medical reasons.
- Rights given to eligible employees who have worked at least twelve (12) months and for 1,250 hours over the previous twelve (12) months.

Pregnancy Disability Leave (PDL)

If your doctor certifies that you are disabled by pregnancy, childbirth or related medical conditions, you are entitled to take a Pregnancy Disability Leave of up to four (4) months, depending on your period(s) of actual disability. If you are eligible, you have certain rights to take BOTH a Pregnancy Disability Leave and a Family and Medical Leave for reason of the birth of your child. Accrued sick leave shall run concurrently with Pregnancy Disability Leave. An employee may utilize accrued vacation leave to cover any unpaid portion of Pregnancy Disability Leave. Pregnancy Disability Leave will run concurrently with Family and Medical Leave.

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- For the birth and care of the employee's child after birth, or placement with the employee of a child for adoption or foster care.
- To care for the employee's spouse, child, or parent who has a serious health condition, or
- For a serious health condition that makes the employee unable to perform his/her job.
- To care for the employee's spouse, child, parent who is in the Armed Forces and is undergoing medical treatment, recuperation or therapy for a serious injury or illness

Differential leave shall run concurrently with FMLA. FMLA shall run concurrently with PDL.

Advance Notice and Medical Certification

The employee will be required to provide advance leave notice and medical certification. Taking of leave may be delayed if notification requirements are not met.

- The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable," or as soon as practicable from learning of the need for the leave when the leave is "unforeseeable."
- The District will require medical certification to support a request for leave because of pregnancy or a serious health condition.
- The employee will be required to submit certification of fitness to return to work when the absence was caused by pregnancy or the employee's serious health.

Job Benefits and Protection

- For the duration of the leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from the leave, most employees must be restored to their original or comparable positions.
- The use of the leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employer

It is unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under the acts.
- Discharge or discriminate against any person for opposing any practice made unlawful by the legislation or for involvement in any proceeding under or relating to it. An eligible employee may bring a civil action against an employer for violations.

Enforcement

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations to the Family and Medical Leave Act. Contact Wage and Hour Division of the U.S. Department of Labor for more information. Contact the California Fair Labor and Housing Commission to resolve complaints of violations of California Family rights Act or Pregnancy Disability Leave at www.dfeh.ca.gov or at (800) 884-1684.

Baby Bonding Leave (AB 2393)

The federal Family Medical Leave Act (FMLA), and the similar California Family Rights Act (CFRA), require employers with 50 or more employees to provide up to 12 weeks of unpaid leave to bond with a new child

Reasons for Taking Leave

Baby Bonding Leave must be granted for any of the following reasons:

- Job-protected leave of up to twelve (12) work weeks for baby bonding, within the first 12 months after birth or adoption
- Birth of a child or placement of a child in the employee's family for adoption or foster care for purposes of bonding

Sick Leave and/or Differential leave shall run concurrently with Baby Bonding Leave. Vacation leave may be taken, if applicable. CFRA and FMLA shall run concurrently with Baby Bonding Leave.

Advance Notice

The employee will be required to provide advance leave notice. Taking of leave may be delayed if notification requirements are not met.

- The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable," or as soon as practicable from learning of the need for the leave when the leave is "unforeseeable."

Job Benefits and Protection

- For the duration of the leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from the leave, most employees must be restored to their original or comparable positions.
- The use of the leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employer

It is unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under the acts.
- Discharge or discriminate against any person for opposing any practice made unlawful by the legislation or for involvement in any proceeding under or relating to it.

California Family Rights Act (CFRA)

The California Family Rights Act (CFRA) is a state law that provides eligible employees with unpaid, job-protected leave for specific, qualifying family and medical reasons. Eligible employees may take up to 12 workweeks of leave per calendar year.

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- Bonding with a newborn
- Placement of a child in the employee's family for adoption or foster care
- For the serious health condition of the employee's child, parent, or spouse

Differential leave shall run concurrently with CFRA leave. CFRA leave shall run concurrently with FMLA.

Advance Notice and Medical Certification

The employee will be required to provide advance leave notice and medical certification. Taking of leave may be delayed if notification requirements are not met.

- The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable," or as soon as practicable from learning of the need for the leave when the leave is "unforeseeable."
- The District will require medical certification to support a request for leave because of pregnancy or a serious health condition.
- The employee will be required to submit certification of fitness to return to work when the absence was caused by pregnancy or the employee's serious health.

Job Benefits and Protection

- For the duration of the leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from the leave, most employees must be restored to their original or comparable positions.
- The use of the leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employer

It is unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under the acts.
- Discharge or discriminate against any person for opposing any practice made unlawful by the legislation or for involvement in any proceeding under or relating to it.

Enforcement

- The Department of Fair Employment and Housing is authorized to investigate and to assist both parties to resolve the complaints of violations of CFRA. Complaints must be filed within one year of the last act of discrimination. Contact DFEH at 800-884-1684 or at www.dfeh.ca.gov.

NONDISCRIMINATION IN EMPLOYMENT

Unlawful discrimination or harassment of an individual includes:

- Slurs, epithets, threats or verbal abuse
- Derogatory or degrading comments, descriptions, drawings, pictures or gestures
- Unwelcome jokes, stories, teasing or taunting
- Any other verbal, written, visual or physical conduct against the individual which:
 - Adversely affects his/her employment opportunities, or
 - Has the purpose or effect of unreasonably interfering with his/her work performance or creating an intimidating, hostile or offensive work environment

Any employee or job applicant who feels that he/she has been or is being unlawfully discriminated against or harassed should immediately contact his/her supervisor, the nondiscrimination coordinator or the Superintendent in order to obtain procedures for reporting a complaint. Such complaints shall be filed in accordance with AR 4030. An employee may bypass his/her supervisor when the supervisor is the alleged offender.

Any supervisor who receives a discrimination/harassment complaint shall immediately notify the nondiscrimination coordinator or the Superintendent, who shall ensure that the complaint is appropriately investigated in accordance with district policy and regulations.

The Superintendent or designee shall ensure that annual training is provided to all employees regarding the issues of discrimination.

Administrative Regulation 4030 - Discrimination in Employment

All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or other person contracted to provide services to the district shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to organize and manage the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Superintendent
745 Tenth Street
Colusa, CA 95932
530-458-7791 x4006
rchangus@colusa.k12.ca.us

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees, and post electronically in a conspicuous location on computers for employee use, up-to-date California Department of Fair Employment and Housing (DFEH) posters on the prohibition of workplace discrimination and harassment, the rights of transgender employees, and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth (Government Code 12950; 2 CCR 11013, 11023, 11049)
2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
 - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
 - c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available
3. Disseminate the district's nondiscrimination policy and administrative regulation to all employees by one or more of the following methods: (2 CCR 11023)
 - a. Printing and providing a copy to all employees, with an acknowledgment form for each employee to sign and return
 - b. Sending a copy via email with an acknowledgment return form
 - c. Posting a copy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
 - d. Discussing the policy and regulation with employees upon hire and/or during a new hire orientation session
 - e. Any other way that ensures employees receive and understand the policy
4. Provide employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior
5. Provide training regarding the district's nondiscrimination policy, including

what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

The district may also provide bystander intervention training to employees which includes information and practical guidance on how to recognize potentially problematic behaviors and which may motivate them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law
7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce (2 CCR 11023)

Complaint Procedure

Complaints of sexual harassment shall be investigated and resolved in accordance with AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures if the alleged conduct meets the definition of sexual harassment pursuant to 34 CFR 106.30.

Any other complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The complainant's direct supervisor may be bypassed in filing a complaint when the supervisor is the subject of the complaint.

The complainant may first attempt to resolve the situation informally with the complainant's supervisor before filing a written complaint.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, any available evidence of the discrimination or

harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. Investigation Process: The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed as necessary to conduct an effective investigation.

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out the investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed in order to prevent further incidents. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. Written Report on Findings and Remedial/Corrective Action: No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has

been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

4. Appeal to the Governing Board: The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either DFEH or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. For filing a complaint with DFEH alleging a violation of Government Code 12940-12952, within three years of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)
2. For filing a complaint with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. For filing a complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

MANDATED REPORTING

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7). Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167). Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166). When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166). No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166). Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Colusa County Child Protective Services
251 E. Webster Street
Colusa, CA 95932
(530) 458-0280

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department. Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child.
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information. The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

- f. The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)