



Employee Handbook

2020-21

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Our Employees are Our Most Valuable Resource

A Message from Personnel:

Welcome! Our MVLA Personnel department is here to provide you with the valuable information you need to be successful in your position. We provide you access to the policies, guidelines and resources that promote employee success. The success of all employees is critical in ensuring support for each one of our students.

Educating our children is a noble mission. Every employee, regardless of their role, is vital to the success of our school district. Each morning, students are greeted by our amazing school personnel and every employee contributes to the positive culture on campus. Custodians and groundskeepers maintain the property, food service workers nourish our children so they are ready to learn, and teachers, counselors, administrators, assistants and coaches provide academic and social support in order to promote student success within the school community.

We are proud of the significant accomplishments of our staff. Our school communities have been recognized and highlighted by state and local organizations for their outstanding service to children. Most importantly, our students graduate with solid preparation and many of our graduates gain acceptance into the most prestigious and competitive universities in the nation.

The future looks bright for education in MVLA.

Together, we enrich the lives of the children within our community.

General MVLA Information

Mission Statement

We are committed to creating a community of learners with the knowledge, skill, and values necessary to combine personal success with meaningful contributions to our multicultural and global society.

Core Values

The Mountain View-Los Altos Union High School District, as part of our effort to build a “community of learners,” has chosen these five values to guide us in our work. They represent the underpinnings of our organizational culture. We make every effort to have our actions and behaviors reflect these values.

Quality

The district believes that every teacher, every classified staff member, and every administrator should set excellence of instruction and program as their number one priority. The district is committed to attracting, recruiting, and retaining enthusiastic, talented and caring faculty and staff to carry out our educational mission. We are committed to focusing the institution’s energy and resources on student learning and to their academic and personal development.

Empowerment

The district is committed to the professional and personal development of its staff members. This will be accomplished through workshop and conference attendance in an effort to bring about educational reform and to promote teacher-driven innovations grounded in research and practical experience.

Teamwork

The district makes the commitment of time and resources necessary to support staff development and training for curriculum planning and review. The district believes in fostering collegiality, respect, and cooperation among all students and staff.

Personalized, Caring Environment

We are committed to focusing on the development of each and every student, to providing honest feedback, support and opportunities so that students can reach his or her potential.

Continuous Improvement

The Mountain View Los Altos High School District has a long history of high standards and high test scores. The district is committed to an ongoing assessment of student progress and evaluation of effectiveness of programs and services. They are further committed to designing and implementing programs and interventions which encourage students to maximize their academic development and achievement.

Mountain View Los Altos High School District
1299 Bryant Avenue ▪ Mountain View CA 94040-4599
(650) 940-4650 ▪ www.mvla.net

BOARD of TRUSTEES

Mr. Sanjay Dave
Dr. Phil Faillace
Ms. Catherine Vonnegut
Ms. Debbie Torok
Ms. Fiona Walter

ADMINISTRATORS

Dr. Nellie Meyer, Superintendent
Mrs. Margarita Navarro, Associate Superintendent of Educational Services
Ms. Leyla Benson, Associate Superintendent of Personnel
Mr. Mike Mathiesen, Associate Superintendent of Business Services & Technology
Mr. Bill Pierce, Principal of Alta Vista High School
Mrs. Wynne Satterwhite, Principal of Los Altos High School
Mr. Michael Jimenez, Principal of Mountain View High School

Confirmation of Receipt & Acknowledgement

This employee handbook is provided to all employees upon initial hire. It is also available for reference at all times by visiting the MVLA Personnel Department page on our website MVLA.org

The handbook is designed to provide relevant information in an easy to locate comprehensive document.

The handbook contains vital information that should be reviewed by all employees and represents current policies, regulations, practices, procedures and information that apply to employees of the District. It is not exhaustive and any information in this handbook is subject to change per current Board Policies/Administrative Regulations and the respective Negotiated Agreements - as well as state and federal statutes. The content of those policies and agreements supersedes the contents of this handbook. No part of this Handbook is intended to be inconsistent with any applicable law, policy, regulation, or employment agreement and in all instances the terms of applicable law, collective bargaining agreements, and board policy/administrative regulation shall prevail over any part of this handbook that may be inconsistent.

It is your responsibility as an employee to read this handbook. If further clarification or interpretation is necessary, please talk with your site administrator and/or contact the Personnel Department for assistance. You are asked to sign this form to confirm that you understand and agree to the contents.

Signature: _____

Printed Name: _____

Position: _____

Date: _____

These policies and procedures and any subsequent revisions do not constitute an employment contract, and should not be interpreted as creating an employment contract. The District has the right to change, modify, delete, deviate from, or add policies and procedures.

Navigating Your Way Around MVLA

Our School Board

Meet the Board

School Board Meetings are typically held twice monthly in the Boardroom at the District Office. The location and time occasionally change so it is suggested that you refer to the Board Meeting schedule published on our website should you wish to attend a meeting.

Our Personnel Team is here to help you

Web-based Personnel Contacts

Leyla Benson, Associate Superintendent of Personnel – leyla.benson@mvla.net

Amy Vargas, Certificated Staff & Management – amy.vargas@mvla.net

Kathy Woods, Certificated, Classified, Frontline Support - kathy.woods@mvla.net

Laura Padilla, Classified Staff – laura.padilla@mvla.net

Lisa Contreras, Coaches & Short Term Contracts + Training - lisa.contreras@mvla.net

Gina Cole, Substitute Onboarding - gina.cole@mvla.net

Staff Directory

MVLA Staff Directory

Our directory is updated annually so it is suggested that you refer to the online version for the most current contact information.

District Department Pages

The various MVLA District Office departments update information via our main page and can be found by visiting www.mvla.net.

Locating Our Schools

District Los Altos Mountain View Alta Vista

Our three schools can be located by using one of the following maps. Please note that we also have an Adult Education Center where you likely were fingerprinted upon initial hire.

School Calendar

Link to 20-21 School Calendar

Our school calendars can be located on our District Website main page

Emphasis on Wellness

Student Wellness Board Policy BP5030

Employee health and wellbeing is essential in creating a safe, productive and welcoming work environment. We encourage you to take care of yourself. Please feel free to contact our Personnel department if you should need any information or support.

Board Policy 5141.52 – Suicide Prevention

Mental Health Support Systems in MVLA

[Salary Schedules](#)

All schedules can be found at the link above. Schedules include: Certificated, Classified, Confidential, Management and Supervisory Staff.

Extra Pay for Extra Duty Salary Schedule - no schedule is available at this time

FAQs

[Direct Deposit Enrollment Agreement](#)

[Deferred Pay Form for Changing from 10 to 12 pay periods during the school year](#)

[Where's my Paystub? Click on Employee Self Service \(ESS\) Button](#)

[Understanding Your Pay Warrant or Direct Deposit Stub](#)

[Authorization for Deduction for insurance, tax sheltered investments, etc.](#)

[CalSTRS Permissive Membership](#)

[CalPERS Permissive Membership](#)

[403\(b\) and 457 Information](#) (The District can assist employees in establishing retirement savings plans that are in addition to PERS or STRS plans.)

Professional Growth - [Curriculum Institute](#)

The District encourages employees to develop new skills and widen knowledge in order to provide better service to our students and the District. Both classified and certificated employees who take advantage of our professional growth programs are compensated as outlined in the Collective Bargaining Agreements.

Health Benefits Information

In conjunction with our emphasis on employee health and wellbeing, we offer full-time employees comprehensive health benefits. Below listed are our carrier options. You were provided enrollment information upon time of hire and can reference our benefit page with the link above.

Summary of Benefits:

Cigna HMO/POS

Kaiser

Delta Dental

VSP Vision

HSA/FSA

Cost of Benefits - Certificated

Cost of Benefits - Classified

Section 125 Plan (FSA, Flexible Spending Account)- Employees may elect to participate in the IRS Section 125 Plan to reduce taxes and increase spendable income. Section 125 allows employees to use “pre-tax” dollars to pay for qualified expenses. Examples of expenses that may be included in a Section 125 Plan are: dependent day care expenses, out-of-pocket medical or dental expenses and any benefit costs or insurance premiums paid by employee. The district plan offers an annual open enrollment period as well as an opportunity to meet with a representative when hired.

Health Insurance Marketplace – Covered California

MVLA History

1892	Minutes for Mountain View Elementary Union begin. Four (4) teachers including the principal were employed. Built two additional rooms.
1901	Election to form high school district was held (Mountain View Union High School District was created.) Previously, students traveled to Palo Alto or Santa Clara for high school.
1902	Built a high school on El Camino Real next to the elementary school for \$7,000. The Bond to do so passed 90 to 5. There were 26 students in 1902. There were two seniors. One was a Northerner and the other was a Southerner. As a result, the colors of the new high school were chosen to be blue and grey with the eagle mascot.
1924	Built a new high school on Castro Street with neoclassical façade.
1948	Los Altos site purchased for \$3,500/acre
1955	Los Altos High School opened with 510 9 th and 10 th graders. By 1968-69 school year, the school had 2009 students. (Colors: Light Blue and White and mascot was Knights.)
1960	Name of the high school district was changed from Mountain View Union High School District to Mountain View-Los Altos Union High School District.
1960	Forty acres of apricot orchard purchased on the corner of Truman and Bryant for a third high school at a cost of \$11,750/acre.
1961	Chester F. Awalt High School opened with 1, 576 students on the corner of Truman and Bryant. The school was named after Chester F. Awalt who had served on the Board from 1921 until 1936; 1939-1940 and then from 1951- 1969. (Colors: Black and Gold and mascot was Spartans.)
1970	District enrollment peaks at 5,000 students
1981	Declining enrollment and desire to balance ethnic makeup of student bodies necessitates school closure. Old Mountain View campus on Castro was closed and the site was sold to developers. Current Eagle Park in Mountain View was the site of the old school's playing fields. Awalt was renamed Mountain View High School. Los Altos High School changed its colors and mascot to adopt the Blue and Grey and Eagle from the closed campus on Castro.
1996	\$80 million renovation of Los Altos and Mountain View campuses was started and completed in 2002.
2010	\$41 million bond was passed by 78% of the voters to build additional capacity on the two campuses as enrollment continued to grow.
2018	\$295 million bond was passed by approximately 69% of the voters to build additional capacity on the two campuses as enrollment continued to grow.
2019	Dr. Harding retires and Dr. Nellie Meyer is hired

Employment Information

Equal Opportunity Employer

The MVLA School District community consists of a rich diversity of residents. The District does not discriminate on the basis of race, gender, color, national origin, sexual orientation, religion, age, marital status, political belief or activity, status as a veteran, disability, or medical condition as defined by state, federal or local law. The MVLA School District provides reasonable accommodation to assist in the hiring process and performance of essential job functions as required by applicable federal, state and local laws.

Legal Status Requirement

[Board Policy 4111.2](#)

MVLA employs individuals lawfully authorized to work in the United States.

Professional Expectations - Code of Ethics

MVLA recruits the most talented and capable educators and professionals. In MVLA we believe that our actions and professional conduct serves as a model for our students. The following information and guidelines have been provided for your reference:

MVLA **[Board Policy 4119.21](#)** encourages all employees to follow the codes of ethics provided by their professional associations.

[California Teachers' Association Code of Ethics](#)

[Classified School Employees Association Code of Ethics](#)

Professional Behavior

Employees shall conduct themselves in a professional and courteous manner while interacting with students, staff or the public. Staff behavior reflects upon our entire school community; each employee serves as an ambassador for the entire District. Consult with an administrator in the event of a difficult or uncomfortable situation.

Professional Dress and Grooming

All District employees are expected to dress and groom appropriately in order to contribute to a productive learning environment and model positive behavior. Employees are expected to give proper attention to personal cleanliness and to wear clothing that is appropriate to their job responsibilities. Professional employee appearance contributes to a positive perception in the community.

Tutoring

Board Policy 4136

A certificated employee shall not accept any compensation or other benefit for tutoring a student enrolled in his/her class(es). An employee who wishes to tutor another district student shall first request authorization from his/her supervisor in accordance with Board policy. If authorization is granted, the employee shall not use district facilities, equipment, or supplies when providing the tutoring service. In all such instances, the certificated employee shall inform the student and

parent/guardian that he/she is providing tutoring on a personal basis and that such tutoring is not sponsored by or endorsed by the District.

Non School Employment - Soliciting and Selling

[Board Policy 4135](#)

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with his/her immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within the district and determine whether to grant authorization for such employment. The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the Superintendent or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary actions. During work hours employees may not do work relating to other organizations including, but not limited to, the use of district equipment and supplies and selling products or services from an outside business to district employees.

Technology Use

All employees are required to adhere to district policies related to employee and student use of technology before an account will be created to utilize MVLA networks, emails, etc. Employees are authorized to use the district's online services, networks and technology in accordance with user obligations and responsibilities outlined in Board Policies, Administrative Regulations and guidelines. The District has the right to open and review any content on any digital device, computer or cell phone owned or operated by the district. There should be no expectation of privacy when utilizing district resources. Noted below are more detailed copies of the policies and procedures reviewed in your training along with our expectations for our students. As an employee of the district you are responsible for monitoring student use as well.

Employee Use of Technology [Board Policy](#) [Administrative Regulation](#) [Use Agreement](#)

Student Use of Technology [Board Policy](#) [Administrative Regulation](#)

District and School Websites [Board Policy](#) [Administrative Regulation](#)

[Online/Internet Publishing Guidelines](#)

[Copyright and Fair Use Guidelines for Teachers](#)

[Copyright Policies](#)

[Social Media Guidelines](#)

Members of the District Technology Committee developed the reminders and guidelines below to help you successfully navigate the use of social media as a school district employee. Some of these reminders and recommendations may seem obvious. "Social Media" refers to any online entity that allows users to have multi-directional conversations in or around the content on the website (definition paraphrased from Online Matters). Social media includes Facebook, Instagram, Twitter, YouTube, blogs, wikis, social bookmarking, document sharing, and email.

Remember those things we tell students about social media, especially the idea that whatever you post is often very permanent and very public. Other things we warn students about can also apply to adults. It is, for example, important to be aware of social media “addiction” or overuse, bullying, false identities, and what I’ll call “social media regret” ... posting something that you later wish you could take back. Generally speaking, district employees should avoid adding current students as friends to their private life social media sites. There’s never an appropriate or legitimate reason to develop online relationships with students. Furthermore, employees are mandated reporters and information you receive from a social media site may oblige you to report to authorities or face penalties for not doing so.

Employee content should project a professional image and should not have a negative impact on the employee’s ability to maintain the respect of students, parents, and peers.

If district employees want to use social media sites as an instructional tool, then create an instructional site that is separate from your personal site. If employees have an instructional account with a social media site like Facebook, and you have students on it, keep in mind this common sense approach: Behavior that wouldn’t be appropriate at school wouldn’t be appropriate online.

People – current employers, future employers, parents, community members, students – will judge you based on what you post. And again: what you post may be more public than you think. It can also stay online and/or be catalogued forever. Even if you don’t have students on your account, remember that students and parents may still be able to see what you post, depending on who you have as your contacts. Along these lines, you may be judged for things that others post on your page (e.g. you may be judged for a goofy comment or picture that an adult friend posts on your Facebook page).

Finally, you should remember that whether you like it or not, you are always a representative of the school and the district. Social media applications can be educational, but even the most helpful sites can be used inappropriately. A watchful eye and a thoughtful approach will help ensure that things never get too far toward the questionable.

Educators serve as examples and role models. This is true not only in real life but also for being as honest and ethical online as you would be in person. Remember your role as an educator a school district employee. Be thoughtful about your approach to social media so that you can use it for good and avoid harm.

For example:

- Be respectful, add value when you’re posting something, be mindful about possible student participation.
- Do not post anything confidential or private.
- Use proper grammar and spelling.
- Beware of posting personal information.
- Use caution in interacting with students online.
- Be protective of students’ information, even in blogs and wikis.
- Be thoughtful when you set up your profile (information and pictures).

- Remember that everything you post is potentially public and permanent.
- When in doubt, ask yourself how your post would appear on the front page of the newspaper.
- Keep in mind that many people have lost opportunities (including jobs) due to something posted online.

Confidentiality

Confidentiality is an ethical, legal and professional responsibility of every school employee. Access to student and employee records is strictly limited in accordance with Board Policy and Education Code. Access to an individual student's records is limited to the student's parent/legal guardian, the student (if 16 or older, and/or completed the 10th grade), school officials. (E.C. 49076)

All employees are expected to maintain the confidentiality of personal information relating to students and staff at all times and should refrain from discussing confidential matters in public places where comments can be overheard.

The following persons or agencies shall have access to records which are relevant to the legitimate educational interests of the requestor:

- *Natural parents*
- *Adoptive parents or legal guardians*
- *School officials*
- *Employees of various defined agencies*

Student records shall remain confidential to all other persons who are not specifically given access to student records. A site administrator or the Associate Superintendent of Educational Services should be contacted for more detailed information regarding student records.

Unauthorized access into others' accounts or other computer networks is prohibited. This would include, but not limited to 1) using another's account password(s); and/or 2) disclosing anyone's password to others or allowing them to use another's account(s).

Required Training and Information for All Employees

[Link to CPS form](#)

MVLA has established policies and procedures to prevent intimidation or harassment (sexual or otherwise) of any student or employee by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student or employee conduct, which may interfere with a student or employee's ability to participate in or benefit from school services, activities or privileges. The school district is liable for the actions of its employees, students and third parties if it fails to take action to prevent intimidation or harassment. Individuals may be personally liable for their actions as well. Descriptions of policies regarding prohibited behavior and reporting requirements can be found by clicking on the links below.

Mandated Training Information

School district employees are considered mandated reporters of child abuse or neglect. As such all employees are required by law to take part in annual training on this topic. MVLA district provides this training online to all employees annually. You will be notified when to take part in this required training.

If there is a reasonable suspicion that a child has been abused or neglected, there is a legal obligation to immediately make a report to Child Protective Services (CPS) or as soon as is practicably possible by telephone. In addition, a follow-up written report is required by law to be prepared and sent, faxed or electronically transmitted within 36 hours of receiving the information regarding the incident. The law allows for school employees to submit a single group report to CPS if various employees suspect abuse of a child. [Board Policy 5141.4](#) and [Administrative Regulation 5141.4](#) contain additional information related to this mandate.

School administrators will provide the proper reporting forms.

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the District for making a report. (Penal Code 11166)

As of January 1, 2015, Assembly Bill 1432 required that school districts provide annual training to all employees and volunteers on child abuse and neglect reporting.

MVLA is using Keenan {safeschools} to offer online mandated reporter training course for your convenience. Follow these easy steps to complete your safety training requirements:
Using your web browser, go to the Keenan website for MVLA:

[Keenan Training Link for MVLA](#)

Enter your Username: [**first.last.name@mvla.net**](mailto:first.last.name@mvla.net)

Once you log into the site, click on a course title to begin the training. Each course has audio, so be sure to turn up your speakers if you'd like to listen. You must complete each section of the course in order to receive full credit and complete the requirement.

Employee Health Notifications

[COVID 19 Update](#) - The Families First Coronavirus Response Act (FFCRA)

Employee health and wellbeing is paramount. Please refer to the following links for relate policies:

[Employees with Infectious Diseases Board Policy](#)

[Administrative Regulations for Universal Precautions](#)

[Tobacco-Free Schools Board Policy](#)

[Tobacco Board Policy](#)

[Bloodborne Pathogens Exposure Control Plan](#)

(All human blood and bodily fluids shall be treated as if known to be infectious. The term “body fluids” includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (such as nasal drainage) and saliva. All employees are expected to use “universal precautions” as their approach to infection control.)

Hazardous Materials: School employees may be exposed to common chemicals used in cleaning products, duplicating machines, or art products as part of their daily routine. Employees may be exposed to chemicals commonly found in science labs or art classrooms. The District routinely selects materials which minimize exposure to hazardous materials if used properly.

Important information pertaining to each product containing potentially hazardous substances can be found on Material Safety Data Sheets (MSDS) located in binders at each job site in a prominent location. Please contact the Business Office for access to this information.

[HIPAA Privacy – Notices of Privacy Policies of MVLA](#)

[Notification of COBRA Rights](#) - This link describes your group health continuation coverage rights under COBRA. Your group health benefits are **NOT** being terminated. This notice describes your rights for information purposes only.

Mountain View – Los Altos Union High School District is subject to the provisions of a law commonly referred to as COBRA. This law is important because it allows you to continue health plan benefits in certain circumstances, called “Qualifying Events”.

Should a COBRA Qualifying Event occur, you will need to understand your *privileges and responsibilities* outlined in the law. You are responsible for knowing and exercising your COBRA rights. In an effort to clearly explain your COBRA rights, we have enclosed the four-page notification for your immediate review. Please pay special attention to the *What Do You Have To Do?* section. This section explains the actions you must take in the event of a divorce, a legal separation, or a child who no longer qualifies as a dependent under the plan.

Please keep this information for future reference. Should you have any questions regarding COBRA, please feel free to contact our COBRA representative, Vita Administration Company, at 650-810-1480 or cobra@vitamail.com.

Drug Free Workplace Act

The U.S Department of Education published a regulation effective January 31, 1989 implementing the Federal Drug Free Workplace Act of 1988. This regulation requires that employers applying for and receiving federal funds must certify that the requirements of the Act are being fulfilled. The district has adopted a policy (see reverse side of this sheet) in support of the Act, and this memorandum will serve to notify each staff member of the following:

It is the policy of the district to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at any school site or worksite in the district. The term “work site” includes all premises where the activities of the district are conducted. Pursuant to applicable state law, board policy, existing provisions of the Negotiated Agreement, and proposed provisions of this document which are now under consideration for adoption, substance abuse violations occurring in the workplace may constitute cause for dismissal.

Use of drugs in the workplace not only may affect productivity and performance, but also may endanger the safety of the drug abuser, students or fellow employees. An employee who uses drugs in the workplace may be referred to rehabilitation or may be dismissed, and an employee who is convicted of a controlled substance violation may not be retained in employment. An employee who is convicted (including a plea of nolo contendere) of a controlled substance violation occurring in the workplace must notify the district of such conviction within five (5) days following the conviction or plea.

Any employee who performs work funded by a federal grant for which the district has applied is hereby notified that, as a condition of employment under the grant, he/she is required to abide by the terms of the district’s policy on the Drug Free Workplace and is also required to notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Please call the Personnel Office if you have questions on this matter.

DRUG FREE WORKPLACE

To further the concept of drug-free schools for its students, and to help ensure a safe working environment for its employees, the board adopts in this policy the principles of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in any of the district's workplaces or work sites is expressly prohibited. Violations of these prohibitions by district employees shall result in disciplinary action in accordance with board policy and the education code.

Should any employee be convicted of a criminal drug violation occurring at the workplace or work site, it shall be his/her responsibility to notify the superintendent within five days following the conviction. The superintendent shall then take action as prescribed by board policy and the education code

See DTA Contract:

Article 15

SUBSTANCE ABUSE

Employment Related Complaints and Accommodations

In MVLA we take your success and wellbeing seriously. If you have a concern and need to report a complaint, we are here to support you in that process. Please refer to the following links as appropriate. Also, please feel free to contact our Associate Superintendent of Personnel if you cannot find the process and/or policy that you are looking for. In the case that you need any additional guidance, the Personnel office is able to assist.

Policies and Procedures Prohibiting Harassment and Discrimination

The MVLA has established policies and procedures to prevent intimidation or harassment (sexual or otherwise) of any student or employee by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student or employee conduct, which may interfere with a student or employee's ability to participate in or benefit from school services, activities or privileges. The school district is liable for the actions of its employees, students and third parties if it fails to take action to prevent intimidation or harassment. Individuals may be personally liable for their actions as well. Descriptions of prohibited behavior and reporting requirements can be found by clicking on the links below.

[Unlawful Harassment Report Form](#)

[Uniform Complaint Procedures Board Policy 1312.3](#)

[Uniform Complaint Procedures AR 1312.3](#)

[Sexual Harassment Board Policy 4119.11](#)

[Sexual Harassment AR 4119.11](#)

[Nondiscrimination/Harassment BP 5145.3](#)

[Sexual Harassment BP 5145.7](#)

[Sexual Harassment AR 5145.7](#)

[Complaints Board Policy 4144](#)

[Complaints AR 4144](#)

[Complaints Against Employees AR 1312.1](#)

[Nondiscrimination in Employment BP 4030](#)

[Nondiscrimination in Employment AR 4030](#)

[Complaints Concerning Discrimination in Employment AR 4031](#)

[Williams Notice of Complaint Rights](#)

“Sexual Harassment” is defined as conduct of a sexual nature which affects an individual’s employment, academic status or progress; which has a negative impact on an individual’s work or academi performance; which creates a work or educational environment that is intimidating, hostile or offensive; or which affects benefits, services, honors, programs or activities available to an individual in the education setting.

Examples of Conduct Which are Considered Inappropriate

1. **Verbal or written conduct; making derogatory comments, including epithets, slurs, jokes, etc.; sexual propositions; graphic commentary about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; spreading sexual rumors;**
2. **Visual conduct; leering; making sexual gestures; displaying sexually suggestive objects, pictures, books, magazines, posters or cartoons.**
3. **Physical conduct: inappropriate touching or impeding one's movement; assault.**

“Sexual harassment” for student to student interaction is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual and physical conduct of a sexual matter.

“Sexual harassment” for adult to student interactions is defined as any sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature.

Response

1. **Tell the perpetrator to stop and report suspicions, incidents or other facts to the principal or other district administrator immediately for all harassment situations, sexual or otherwise. Report repeated incidents immediately.**
2. **Complete Child Abuse Reporting requirements, if appropriate.**
3. **Have the complainant complete Unlawful Harassment Report Form and file with principal or designee and with personnel or pupil personnel as appropriate.**
4. **Complete investigation in accordance with district Board Policies/Administrative Regulations and Investigator's Checklist.**

Do NOT promise complete confidentiality anonymity to witnesses. You may need their testimony for a criminal matter. You can say you will try to protect their identity to the extent possible.

[Title IX Officer](#)

Accommodations in the Workplace

If you require accommodation in order to be able to perform your core job duties, please contact our Associate Superintendent of Personnel. Please also feel free to contact us if you would like to ask questions about the process.

[Reasonable Accommodation for Disability AR 4032](#)

Worker's Compensation

As an employee, if you are injured or become ill because of your job you have certain rights and potential access to workman's compensation insurance benefits. It is the responsibility of all employees to observe safety rules and regulations. All employees are expected to exercise appropriate safety practices in the performance of their duties and encourage the use of safety practices by students and other staff.

Accidents or injuries occurring on District property or on a field trip, even minor injuries, must be reported. If an employee is injured, or if an employee witnesses an accident, the employee must report the accident. A specific management person has been designated at each site to receive these reports. Designees are listed below:

LAHS - Rainie Maciel
MVHS - Marivic Cagatao
AVHS - Bill Pierce
DO - Mike Mathiesen
AE - Brenda Harris/Tammy Ramos

[Worker's Compensation Claim Form](#)

Worker's Compensation Notice of Eligibility - [English](#); [Spanish](#)

[MVLA Report of Work Related Injury/Illness Form](#)

MVLA Workers' Comp Medical Treatment Network- [English](#); [Spanish](#)

Pre-Designation of Personal Physician to Treat Form - [English](#); [Spanish](#)

[FAQ related to Work Place Injuries](#)

[Workers' Compensation Temporary Prescription ID Card](#)

Employees should be alert at all times to safety hazards and correct them or notify the site administrator. [Click here for General Safe Work Practices.](#)

Employment Status and Supports

Certificated Employees

Certificated, non-managerial, non-substitute, employees are represented by the *District Teachers' Association (DTA) including counselors and psychologists. All regular MVLA School District employees who are performing teaching or administrative duties which require a credential are known as "certificated" employees.

Classified Employees

Classified employees are represented by the *California School Employees Association (CSEA Chapter #527). All regular MVLA School District employees who perform duties which do not require a credential are known as "classified" employees.

**All eligible members of DTA and CSEA may pay an association fee through payroll deduction. The District shall provide access to a Bargaining Unit Agreement; copies are available on the District website.*

Probationary Status

Probationary employees who remain employed with the district beyond the end of their probationary period earn permanent status. The specific rights afforded permanent employees are described in detail in the Collective Bargaining Agreement.

Administrative/Supervisory Employees

The Board of Trustees may authorize the demotion or reassignment of any administrative or supervisory employee upon the recommendation of the Superintendent or designee and when such action is determined to be in the best interest of the District.

Credentialing - Filing & Renewal

It is the responsibility of the employee to maintain and register his/her credential with the Credentials Technicians, Santa Clara County Office of Education, 1290 Ridder Park Drive, San Jose and with the MVLA School District Personnel Department.

Credential renewal should be made at least six months in advance to ensure proper action by the Commission on Teacher Credentialing. Employees should follow the procedure above to register a renewed credential. Further information on renewal of credentials may be obtained from the Santa Clara County Office of Education (408-453-6500).

Evaluations

The District implements a program of evaluation for all employees. The District will follow the procedures outlined in the certificated and classified Collective Bargaining Agreements regarding evaluation schedules. For represented employees, refer to the [DTA](#) or [CSEA](#) Collective Bargaining Agreements for details.

[Certificated Evaluation Calendar](#)
[Standards for Effective Teaching Rubric for Certificated Evaluation](#)

[Performance Rubric for Classified Evaluation](#)

[Curriculum Institute](#)

Conference Expenses

Attendance at conferences must be approved by the employee's supervisor. Reimbursement for conferences and associated expenses may be approved pending confirmation of available funds and supervisor approval.

Conference expense reimbursements must have original receipts. Complete district Claim for Reimbursement form, attach all original receipts, sign claim form and submit to site school secretary. The District will not reimburse the cost of drinks that contain alcohol. Mileage cost is reimbursed at the Internal Revenue Service (IRS) rate per mile. Your site school secretary will obtain required signatures and forward your Reimbursement Claim form to the district Education Services department for processing. Use the link above for Curriculum Institute paperwork.

Professional Growth

The District encourages employees to develop new skills and widen knowledge in order to provide better service to our students and the District. Both classified and certificated employees who take advantage of our professional growth programs are compensated as outlined in the Collective Bargaining Agreements.

[Certificated and Classified Forms](#)

Safety in the Workplace

Your safety, and the safety of all staff and students, is our priority

Employees should be alert at all times to safety hazards and correct them or notify the site administrator. [Click here for General Safe Work Practices.](#)

Keys & Campus Security

Employees are charged with a special responsibility for the care and protection of school property. Keys to school/district facilities, buildings or offices are issued only to those employees whose duties necessitate access to school/district premises. Extreme care must be exercised against loss of keys or allowing their use by unauthorized people.

Employees may contact the School Secretary to determine which staff member distributes keys. Employees are not to give keys to students or leave them where they might be taken. Staff members are not to loan school keys to parents or other community members. No school district keys are to be duplicated by school staff. Report lost keys to the school office immediately.

Safe Schools Policy

Board Policy 4158

Link to all School Safety Plans

Under Government Code 3100, school staff, except for “legal aliens”, are considered disaster service workers and are subject to disaster service activities which may be assigned to them. If a disaster occurs during school hours, they may be required to remain at school by the Superintendent. Employees are to remain on school grounds during an emergency, until personally released by the Superintendent or designee.

It is the responsibility of all employees to be familiar with emergency and safe school procedures and their role in carrying out the directives provided in the plan. The employee’s assigned site will provide additional site specific information related to emergency procedures. Annual training and drills will be held at each site to practice for Code Red lockdowns, shelter in place, fire drills, etc.

Safe Schools Certificated Staff & Student Notifications

When using Aeries, certificated staff may have noticed a student record with a red “flag” by their name. In accordance with California Education Code section 49079 (Safe Schools Act), that’s there to identify each student who has “engaged in, or is reasonably suspected to have engaged in” any of the acts described in California Education Code sections 48900-48915. This section covers virtually any suspendable or expellable violation of CA Education Code *except for tobacco and defiance/disruption related violations.*

The Student Information System (SIS) AERIES automatically ‘tags’ every student who has an SSA (Safe Schools Act) Date. *This ‘tag’ consists of a red asterisk (when roster is printed) or the initials “SSA” (on live screen) by the student’s name on your class roster with a reference that the student has an “SSA Date.”* The "SSA Date" corresponds with the latest disciplinary action that falls within the guidelines of CA Ed Code section 49079. The SSA Date remains part of the student's permanent record for at least three years. It looks like this:

Certificated employees have the right to speak with site administration about a student's records; however, information received is strictly confidential and may not be shared with other staff, students, parents, or other unauthorized persons. For reference, a binder with additional student disciplinary information is located at the principal's administrative assistant's desk. It is imperative that staff not allow unauthorized access to your AERIES account because students with an SSA date will be identified by a red "SSA" by their name. When viewing Aeries, be sure that the computer screen is not visible to others, and do not display Aeries rosters and seating charts on LCDs in the classroom. Treat all information about student discipline with confidentiality; no details of any case should be shared by the teacher.

The Safe School Act covers a wide variety of disciplinary actions and practically any student who has engaged, or is believed to have engaged, in any act in violation of CA Ed Codes described in any of the subdivisions will be tagged, except subdivisions (h, k), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, 48900.7 and 48915. Follow these links for a complete list of codes.

Campus Visitors

All campus visitors are required to register at the main office immediately upon entering the campus. The Principal or designee may provide visible identification to be used by all visitors while on school premises. All staff members should watch for strangers or unauthorized persons on or in the vicinity of school grounds. All staff members are authorized to question unidentified visitors and to instruct them to report to the office. Employees are expected to inform the Principal or designee of these unauthorized visitors.

Employee and Volunteer Fingerprinting

All new employees and volunteers of the MVLA School District shall be fingerprinted. Fingerprinting expenses are the responsibility of the District. The California Justice Department fingerprint reports indicate a criminal history record may exclude individuals from employment or school volunteer activities.

Furthermore, the District is provided a Subsequent Arrest Record by the California Department of Justice of subsequent arrest information on all current employees and volunteers. All arrest/conviction information is confidential.

TB Clearance

Employment will not be considered official by the District unless the person has submitted to an examination within sixty days prior to hire or immediately after hire to determine freedom from active tuberculosis. This examination shall consist of an x-ray of the lungs or an approved intradermal tuberculin test. TB Clearance now allows for a [doctor's note](#) in lieu of the xray or test.

Such an examination may be obtained from a personal physician at the person's expense or from:

Concentra
1197 E. Arques Ave.

Sunnyvale, CA 94085

(408) 773-9000

Mon. – Fri. 8 a.m. to 5 p.m.

Clinic Not Open For TB Tests On Thursday

DROP INS WELCOME; NO APPOINTMENTS

AVERAGE WAIT TIME IS 30 MINUTES

How Tos

[COVID 19 Update](#) - The Families First Coronavirus Response Act (FFCRA)

Certificated Absences

If a certificated employee is ill or an emergency prevents the employee from reporting to work, the employee must input the absence into the Frontline Absence Management System (1-800-942-3767 or log-in to [Frontline](#)) as early as possible. Absences are to be entered into the Frontline system before the actual absence - unless there is an extenuating circumstance preventing that from occurring.

Frontline provides online instructions for employees as well as automatic prompts on the phone, via the above phone number. Once an absence is inputted, a substitute will be provided as appropriate. It is the responsibility of each employee to accurately report absences and the reasons for those absences. An [Absence Report Form](#) must be turned in to the school site secretary immediately upon return from school business absences only. **NOTE: If you are out on school business through Curriculum Institute then you must use the Absence Form provided in your CI packet.**

All absences and permissible reasons for absences are noted in the collective bargaining agreement between the District and DTA. Article 8 of that agreement contains all the necessary information about paid and unpaid leaves.

[Click Here to see the DTA agreement.](#)

Classified Absences

If a classified employee is ill or an emergency prevents the employee from reporting to work, the employee must input the absence into the Frontline Absence Management System (1-800-942-3767 or log-in to [Frontline](#)) as early as possible. Absences are to be entered into the Frontline system before the actual absence - unless there is an extenuating circumstance preventing that from occurring.

Frontline provides online instructions for employees as well as automatic prompts on the phone, via the above phone number. Once an absence is inputted, a substitute will be provided as appropriate. It is the responsibility of each employee to accurately report absences and the reasons for those absences. An [Absence Report Form](#) must be turned in to the school site secretary immediately upon return from any school business absence only.

All absences and permissible reasons for absences are noted in the collective bargaining agreement between the District and CSEA. [Click here to see the CSEA agreement](#)

Classified Leave

Due to negotiated agreements having pilot programs for some of its policies, please be sure to check with the current CSEA Agreement. Updated contract negotiations each year will be provided to all CSEA members via email from the Union President.

[FMLA Notifications](#)

[CFRA Notifications](#)

Driving for School Business - Driving Students

The District's insurance policies protect all employees acting within the scope of their duties. However, when an employee uses his/her automobile on district business, his/her own automobile insurance is primary in covering the employee. The District's insurance is secondary, covering the employee as soon as his/her own coverage is exhausted. The same condition exists for non-employees using their own cars for district-sanctioned business.

[Requirements and Application to Drive Students](#)

Voicemail Setup

To set up your voicemail:

1. Dial (650) 940-4650
2. When the greeting begins, enter your extension
3. When the extension picks up, dial ***99**
4. Next dial the default password: **0000**
5. At this point, users can follow the prompt to set up a greeting, etc.

Accessing your voicemail messages

1. An email with a file attached will be sent to your email account*.
2. Click on the attachment to play the audio file. (Must have speakers and application such as Media Player or QuickTime.

You can also listen to the attachment on most newer smartphones.) Or Press the "Message" button and enter your PIN number.

Follow the prompts to listen to your messages. Or Dial 650-618-9316 from any phone and follow the prompts to enter your mailbox number.

***Note – Deleting the email from your email account will delete the voicemail from your voicemail box.**

The new phone system also provides all users licensing for Gotomeeting, an online conferencing tool similar to Zoom.

To set up your online "account", please follow these steps:

1. <https://www.onjive.com/register>
2. Users MUST use your mvla.net email address when registering
3. Once registered, users can log into accounts; voicemail and video conference access can be found in the online portal

4. Users can also use <https://www.gotomeeting.com/> (after registering) to set up video conferences, etc.

Resignation

Should you wish to resign from your position with MVLA, written notice of intention to resign should be given to the District. Normally, notice of intention to resign a position for the next school year shall be given prior to the close of the current school year. The Superintendent is authorized to accept resignations on behalf of the Board.

Personnel Resources

The Personnel department maintains an updated web page of information and forms for your convenient use and access [Link to Employee Resources](#) - including fillable PDFs

CalPERS Retirement System

To learn more about the CalPERS Retirement System go to the following website, <https://www.calpers.ca.gov/>

“Your Benefits/Your Future”

MyMVLA - This is the employee only area of the MVLA website. This is where you can find portals to the areas listed below. [MyMVLA](#) can be found on the MVLA.net website, clicking on the icon will direct you to login. Your login is the same as your computer login (usually first name and last initial). If you have problems logging in, please create a help desk ticket or contact IT.

Analytic - [Employee Web Portal](#)

This portal will give you access to all your personal data that the Personnel Office has on file. If you see any misinformation, you can make certain changes yourself, however, please contact [Personnel](#) with changes you can't make yourself. You can check...

- vacation/sick leave balances
- credentials
- address

Benetrac - [Benefits](#)

This portal will give you access to see all of your current medical, dental, vision, HSA and FSA accounts. During Open Enrollment you will be directed here to

make changes or continue your plans. Should you need to make changes to your plans after Open Enrollment has closed, please contact [the Business Office](#)

- Username first initial last name (ie, JDoe), password is...
- Check Dependents
- See Election Summary
- Link to Terminating Letters for Plans

ESS - [Employee Self Service](#)

Link to the County Office of Education for Santa Clara County. You can find your most recent paystub, if you have direct deposit and/or your W2s. This also connects you to the County Office's Calendar of Events for Workshops with links to Register for the events.

- Username is set up by employee but may be your computer login, password is...
- Our District Number is 57
- Your Employee Number is just below your name on your paper paystub - if you do not have that please email lori.ilano@mvla.net or pauline.mai@mvla.net you'll need this the first time you setup your account.
- [How to register for ESS](#)

Aeries - Student Database

Your login here is given to you at the time of your orientation, if you are certificated or when you get into your classified position and it is necessary for you to have access to this database. Not all employees have access to this database.

- Username is the same as Computer login, password is...

Email - District assigned email for school business purposes

Your district email will be provided to you once you have completed the necessary training. This information will be sent to you via your personal email that you provided in your Personnel paperwork. All district email is `firstname.lastname@mvla.net`

Should you find that you are having problems with your email, please create a help desk ticket at Help Desk.

If you are having problems with your computer, go to your school secretary and ask her to create a help desk ticket for you.

