

Urban Charter Schools Collective (UCSC)  
Board Meeting Agenda  
**August 15, 2017**  
**Special Board Meeting Agenda**  
This meeting is being video recorded.

**Board Members**

Miles E. Myles President (Term Expires June 2019)  
Dr. Lance Fang, Vice President (Term Expires June 2018)  
Vacant, Board Treasurer (Term Expires June 2017)  
Vacant, Board Secretary (Term Expires June 2019)  
See Lor, Board Member (Term Expires June 2017)  
Vacant, Board Member (Term Expires June 2018)  
Vacant, SCUSD Representative (No expiration)

6:00 p.m. Convene  
7:00 p.m. Closed Session  
7:25 p.m. Reconvene Open Session  
9:00 p.m. Adjourn

**Lisbon Elementary Staff Room**  
7555 S. Land Park Drive, Sacramento 95831

\* Supporting materials will be distributed at the meeting.

- 1. CALL TO ORDER 6:00 PM**
- 2. BOARD ROLL CALL 6:01 PM**
- 3. ADJUST AGENDA ITEMS AS NEEDED 6:03 PM**
- 4. PUBLIC COMMENT – Limit Two Minutes Per Person and Ten Minutes Per Issue Listed in the Agenda 6:05 PM**
- 5. DISCUSSION ITEM – Board Middle School Workshop/Strategic Updates 6:10 PM\***
  - 5.1 Middle School Name and Petition
  - 5.2 Identify Grade Level Segment
- 6. ACTION ITEM – Approval on Middle School Name for Submission of Petition 6:55PM\***

**Closed Session: 7:00 PM**

- C-1. Personnel (hiring, dismissal, release, reassignment, compensation, evaluation, etc.)
- C-2. Litigation (OCR, Concerns, Complaints, Lawsuits, etc.)
- C-3. Discuss Resignation, Election of Officer(s) and Appointment of New Board Member(s)

*Closed session minutes from previous month's meeting will be distributed during closed session.*

*Closed session intended for:*

- 1) considering appointment, employment, evaluation of performance, discipline or dismissal of an employee (employee may request hearing of discipline or complaint be done in opens session);
- 2) meeting with law enforcement or security personnel concerning the security of public buildings and services;
- 3) receiving advice from legal counsel concerning existing litigation, initiating litigation, or situations involving significant exposure to litigation;
- 4) considering labor negotiations, although final decisions concerning salaries must be made in public;
- 5) considering price and term in connection to purchase, sale, exchange or lease of real property.

*Definition: Significant exposure to litigation is created when: 1) existing facts and circumstances are not known to plaintiffs, 2) a claim is received threatening litigation, 3) a person at a public meeting threatens litigation, 4) a person outside a public meeting threatens litigation and an agency official having knowledge of the threat makes a record of the statement prior to the meeting. Brown Act 54956.9(b) (3)*

**7. REPORT OUT CLOSED SESSION 7:25 PM**

**8. CONSENT AGENDA 7:30 PM\***

- 8.1 Approval of Regular Board Meeting Minutes for May 8, 2017
- 8.2 Approval of Special Board Meeting Minutes for June 16, 2017
- 8.3 Approval of Special Board Meeting Minutes for June 22, 2017

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2: Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)]

Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge.

- Regular board meetings for 2017 – 2018 have been scheduled for Aug. 14, Sept. 11, Oct. 9, Nov. 13, Dec. 11, Jan. 8, 2015, Feb. 5, Mar. 12, Apr 9, May 14, June 11, June 25 (4<sup>th</sup> Monday)

**9. ACTION ITEM – Approval of Updated 2017-2018 UCSC Employee Handbook 7:45 PM\***

**10. DISCUSSION ITEM – Explore Board Governance and Policy Implications for Interim Board Members 7:50 PM\***

**11. DISCUSSION ITEM – Administrative Staff Presents the Need for New Positions 8:10 PM\***

- 11.1 Assistant Principal
- 11.2 Additional 3 Full Time Instructional Aide Positions
- 11.3 403(b) Retirement Plan

**12. INFORMATIONAL ITEM – Monthly Administrative Reports**

- 12.1 Principal's Report on Instruction & Learning 8:25 PM\*
  - 12.1.1 Enrollment, Attendance & Student Disciplinary Actions
  - 12.1.2 Core Curriculum & Instruction/ Instructional and Delivery Plan
  - 12.1.3 Update on Surplus Items
- 12.2 Chief Financial Officer's Summary of Finance & Operation 8:35 PM
  - 12.2.1 Financials through Previous Month; June and July
  - 12.2.2 Upcoming Projects Reports, Contracts & MOU
  - 12.2.3 Update on CARS Spring 2017 Data Collection

**13. INFORMATIONAL ITEM – Superintendent's Report/Update 8:45 PM\***

- 13.1 Monthly Summary Report

**14. BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD AGENDA 8:55 PM**

**15. ADJOURN 9:00 PM**

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)]  
Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge.

- Regular board meetings for 2017 – 2018 have been scheduled for Aug. 14, Sept. 11, Oct. 9, Nov. 13, Dec. 11, Jan. 8, 2015, Feb. 5, Mar. 12, Apr 9, May 14, June 11, June 25 (4<sup>th</sup> Monday)

## Calendar of Regular Board Meetings

**Approved and Adopted on April 17, 2017**

Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted below for November and June. All meetings start at 6:00 PM and are conducted in the Lisbon Staff Lounge located at 7555 South Land Park Drive in Sacramento, CA 95831.

Each regular meeting will have the following two agenda items:

- 1) Principal's Report on Instruction & Learning which includes: ELAC update, Academy Council update, enrollment & attendance update, and suspension & referral update.
- 2) Chief Financial Officer's summary of Finance & Operation which includes: profit & loss statement for through the end of the prior month and cash flow update,

August 14, 2017	September 11, 2017	October 9, 2017	November 13, 2017
<ul style="list-style-type: none"> <li>Review actual enrollment and attendance and compare to projected</li> <li>Review work of board nominating committee</li> <li>Preparing for annual board self-evaluation</li> <li>Appoint nominating committee for vacant board position(s)</li> <li>Update Board priorities</li> <li>Approval on Middle School Name and Review of Petition</li> <li>Approval on 2017-2018 Employee Handbook</li> </ul>	<ul style="list-style-type: none"> <li>Annual Board organizational meeting</li> <li>Annual Board self-evaluation</li> <li>Review annual program audit before submission to SCUSD by the principal</li> <li>Approve prior year unaudited actuals – due to SCOE 9/15</li> <li>Set goals for next 12 months</li> <li>Discuss Academy Council and Board relationship; See governance section of charter</li> <li>Update Board priorities</li> <li>Discussion on Staff Retention Compensation Committee Meetings</li> </ul>	<ul style="list-style-type: none"> <li>Update Board priorities</li> <li>Staff evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Update Board priorities</li> <li>Receive &amp; review prior year fiscal audit conducted by Gilbert Associates –due to district, county, CDE, and state controller by 12/15</li> </ul>
December 11, 2017	January 8, 2018	February 5, 2018	March 12, 2018
<ul style="list-style-type: none"> <li>Approve 1<sup>st</sup> Interim Financial Report for July 1-Oct. 31' due to SCUSD and SCOE by Dec. 15</li> <li>Introduce mid-year budget revisions to 2017-18 budget for approval at January meeting</li> <li>Update Board priorities</li> </ul>	<ul style="list-style-type: none"> <li>Reviewing the Hmong Language Development Program</li> <li>Review P-1 Attendance report submitted to CDE to compare project &amp; actual attendance. P-1 ended on Dec. 31</li> <li>Approve mid-year budget revisions to 2017-18 budget</li> <li>Review random drawing (lottery procedure) when applicants outnumber available seats</li> <li>Plan for board member and academy council training</li> <li>Update Board priorities</li> </ul>	<ul style="list-style-type: none"> <li>Approve Budget Development Calendar for creating next year's budget</li> <li>Review enrollment and staffing projections in preparation for next year's staffing.</li> <li>Review preliminary budget for next fiscal year based on governor's proposal</li> <li>Approve ConApp Part 2. Due to CDE on Feb 24</li> <li>Discuss staff release procedures</li> <li>Update Board priorities</li> </ul>	<ul style="list-style-type: none"> <li>Approve 2<sup>nd</sup> Interim Financial Report for July 1 - Jan. 31<sup>st</sup> and due to SCUSD and SCOE by Mar. 15</li> <li>Review parent involvement policy</li> <li>Approve instructional calendar for the next school year</li> <li>Review admin, teacher, and other staff compensation</li> <li>Update Board priorities</li> <li>Review 2018-2019 UCSC Board Meeting Calendar</li> </ul>
April 9, 2018	May 14, 2018	June 11, 2018	June 25, 2018
<ul style="list-style-type: none"> <li>Board reviews and gives feedback to Academy Council on their budget recommendations for next year</li> <li>Approve 2<sup>nd</sup> budget revisions to 2017-18 budget</li> <li>Update one-year study and application process to join new SELPA</li> <li>Salary schedule for 2018-19</li> <li>Update Board priorities</li> <li>Approval of 2018-2019 UCSC Board Meeting Calendar</li> <li>Review 2018-2019 YPSA School Calendar</li> </ul>	<ul style="list-style-type: none"> <li>If released, review governor's May revisions to next year's proposed budget. Might not be released until the 15<sup>th</sup></li> <li>Review P-2 Attendance report submitted to CDE to compare project and actual attendance. P-1 ended on April 15<sup>th</sup></li> <li>Approve new hires</li> <li>Approve list of employees with reasonable assurance of returning next year</li> <li>Update Board priorities</li> <li>Approval on 2018-2019 YPSA School Calendar</li> </ul>	<ul style="list-style-type: none"> <li>Public hearing on the updated-LCAP and 2018-19 budget.</li> <li>Update Board priorities</li> </ul>	<ul style="list-style-type: none"> <li>Approve next year's budget and submit to SCUSD and SCOE by July 1<sup>st</sup></li> <li>Annual review and affirmation of Title I Parent Involvement Policy</li> <li>ConApp Part 1 due June 30 for Title I, II, &amp; III funding</li> <li>Review all staff evaluations</li> <li>Approve new hires</li> <li>Approve updated-LCAP and 2018-19 Budget</li> <li>Update Board priorities</li> </ul>

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)]

Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge.

- Regular board meetings for 2017 – 2018 have been scheduled for Aug. 14, Sept. 11, Oct. 9, Nov. 13, Dec. 11, Jan. 8, 2015, Feb. 5, Mar. 12, Apr 9, May 14, June 11, June 25 (4<sup>th</sup> Monday)

Urban Charter Schools Collective (UCSC)  
Board Meeting Agenda  
**May 8, 2017**  
**Regular Board Meeting Minutes**

Special Board Meeting  
August 15, 2017  
Item # 8.1

---

**Board Members**

Myles E. Myles President (Term Expires June 2019)  
Dr. Lance Fang, Vice President (Term Expires June 2018)  
Dr. Dennis Mah, Board Treasurer (Term Expires June 2017)  
Chandra Roughton, Board Secretary (Term Expires June 2019)  
See Lor, Board Member (Term Expires June 2017)  
Vacant, Board Member (Term Expires June 2018)  
Vacant, SCUSD Representative (No expiration)

6:00 p.m. Convene  
6:05 p.m. Closed Session  
7:02 p.m. Reconvene Open Session  
9:06 p.m. Adjourn

**Lisbon Elementary Staff Room**  
7555 S. Land Park Drive, Sacramento 95831

---

**1. CALL TO ORDER**

*Myles called the meeting to order at 6:00 PM.*

**2. BOARD ROLL CALL**

*Members in Attendance: Myles, Fang, Mah, Roughton, and Lor*

*Staff in Attendance: Lee Yang, Superintendent; Vince Xiong, Principal; Megan Lao, Chief Financial Officer; Kao Yee Vue, Administrative Secretary*

**3. ADJUST AGENDA ITEMS AS NEEDED**

*N/A*

**4. PUBLIC COMMENT – Limit Two Minutes Per Person and Ten Minutes Per Issue Listed in the Agenda**

*N/A*

**5. REPORT OUT CLOSED SESSION**

*Myles announced that during the closed session the Board discussed and/or approved the following:*

*The board accepted the resignation the Movement-Dancer instructor.*

*The board discussed appointment letters and salaries for the current staff and the projected salaries for the current vacancies.*

*Yang shared with the board that he will be working with the legal counsel to prepare the annual report for the current year to be submitted in August before the submission annual review in 2019-2020. As of current, no new updates from OCR needed to be reported.*

*Fang shared with the board that he will be forwarding a potential board member candidate suggested by member Mah. Recommendation that the term be a one (1) year term. The board should also extend their invitation to Academy council for opportunity to join the board as well.*

**6. CONSENT AGENDA**

6.1 Approval of Regular Board Meeting Minutes for April 17, 2017

6.2 Approval on Curriculum Policy #4, 2017-18 Instructional Calendar

*Mah moved to accept the consent agenda. Myles seconded the motion. All ayes from Myles, Mah, Lor, Fang, and Roughton. Motion carried.*

**7. ACTION ITEM – Approval of 2017-2018 Employee Appointments and Salaries**

*Mah motion to approve the proposed salary for next year for current employees. Myles seconded the motion. All ayes from Myles, Mah, Lor, Fang, and Roughton. Motion carried.*

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2: Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)]  
Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge.

- Regular board meetings for 2016 – 2017 have been scheduled for Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 9, 2015, Feb. 6, Mar. 13, Apr 17, May 8, June 12, June 26 (4<sup>th</sup> Monday)

**8. ACTION ITEM – Approval of Request for Proposal: Middle School Project Manager**

*The board discussed the Request for Proposal regarding the Middle School Project Manager submitted by Dr. Dennis Mah.*

*The board agreed that the topic needs further discussion before approval can be made. The board called for a special meeting scheduled for May 15, 2017 at 5:00 PM – 6:00 PM to focus on the Middle School Project Manager topic. In the meantime, the board provided the Superintendent with direction to meet with Dr. Mah and Ms. Roughton for negotiation on the contract terms. The submitted RFP by Dr. Mah requested an Associate Program Manager which was not part of the contract.*

*This item has been tabled to the special meeting on May 15, 2017.*

**9. DISCUSSION ITEM – Board Middle School Workshop/Strategic Plan and Other Initiatives (1 hour)**

*Tabled for further discussion at the special meeting schedule for Monday, May 15, 2017.*

**10. INFORMATIONAL ITEM – Monthly Administrative Reports**

**10.1 Principal's Report on Instruction & Learning**

**10.1.1 Enrollment, Attendance & Student Disciplinary Actions**

*Xiong updated the board on enrollment at 461 and attendance at 94.8% with the same suspension from last month.*

**10.1.2 Core Curriculum & Instruction/ Instructional and Delivery Plan**

*Xiong updated the board on the curriculum and instructional plan using the 8-step lesson plan process to review the data and teaching of each teacher. Xiong will be working with Yang to analyze the data to provide feedback to teachers for improvement.*

**10.1.3 LCAP Update**

*Xiong shared with the board progress on the LCAP. Academy Council discussed ideas of work to be delegated to other staff members in order to free the Principal to conducting observation in the classroom. Xiong also shared several activities from the 2016-2017 LCAP that have not been initiated or been revised and no longer pursuing.*

**10.2 Chief Financial Officer's Summary of Finance & Operation**

**10.2.1 Financials through Previous Month**

*Lao provided an update on the budget to actuals and balance sheet for the month ending April 2017.*

**10.2.2 Draft 3 of the 2017-18 Budget & LCAP Plan**

*Lao presented draft 3 revision of the 2017-18 budget calendar. The calendar will be submitted in the next regular meeting for approval. Lao will continue to work with the Principal on the LCAP.*

**10.2.3 Upcoming Projects Reports, Contracts & MOU**

*Lao presented to the board Form 700 and its supporting documents that needs to be completed by all board members.*

*Lao also shared with the board the interim audit by Gilbert and Associates have been successfully completed on May 10<sup>th</sup>. The annual audit is scheduled in for September 2017.*

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)] Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge.

- Regular board meetings for 2016 – 2017 have been scheduled for Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 9, 2015, Feb. 6, Mar. 13, Apr 17, May 8, June 12, June 26 (4<sup>th</sup> Monday)

**11. INFORMATIONAL ITEM – Superintendent’s Report/Update**

**11.1 Monthly Summary Report**

*Yang shared with the board progress on the data collection from the core teachers, ATT supervisors, and the Instructional Aides.*

**11.2 Website Update**

*Yang shared with the board on the new changes made to the UCSC website.*

**12. BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD AGENDA**

*The board identified a special meeting scheduled for Monday, May 15, 2017 at 5:00 PM – 6:00 PM to discuss the topic of the submitted Request for Proposal(RFP)and the approval of the RFP for the Middle School Project Manager.*

**13. ADJOURN**

*Myles adjourned the meeting at 9:06 PM.*

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2: Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)]  
Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge.

- Regular board meetings for 2016 – 2017 have been scheduled for Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 9, 2015, Feb. 6, Mar. 13, Apr 17, May 8, June 12 , June 26 (4<sup>th</sup> Monday)

Urban Charter Schools Collective (UCSC)  
Board Meeting Agenda  
**June 12, 2017**  
**Regular Board Meeting Minutes**  
This meeting is being video recorded.

Special Board Meeting  
August 15, 2017  
Item # 8.2

---

**Board Members**

Miles E. Myles President (Term Expires June 2019)  
Dr. Lance Fang, Vice President (Term Expires June 2018)  
Vacant, Board Treasurer (Term Expires June 2017)  
Vacant, Board Secretary (Term Expires June 2019)  
See Lor, Board Member (Term Expires June 2017)  
Vacant, Board Member (Term Expires June 2018)  
Vacant, SCUSD Representative (No expiration)

6:00 p.m. Convene  
6:15 p.m. Closed Session  
6:40 p.m. Reconvene Open Session  
9:00 p.m. Adjourn

**Lisbon Elementary Staff Room**  
7555 S. Land Park Drive, Sacramento 95831

---

**1. CALL TO ORDER**

*Myles called the meeting to order at 6:00 pm.*

**2. BOARD ROLL CALL**

*Members in Attendance: Myles and Lor*

*Member(s) Absence: Fang*

*Staff in Attendance: Lee Yang, Superintendent; Vince Xiong, Principal; Megan Lao, Chief Financial Officer; Kao Yee Vue, Administrative Secretary*

*Guest(s) in Attendance: Academy Council Members, Mary Cha and Kemiko Tolon; Dr. Dennis Mah*

**3. ADJUST AGENDA ITEMS AS NEEDED**

*A request was made by Xiong and approved by members of the board to move item 14.1.3 to public comment to allow for Academy Council members to comment.*

**4. PUBLIC COMMENT – Limit Two Minutes Per Person and Ten Minutes Per Issue Listed in the Agenda**

*Ms. Mary Cha, parent of the Academy Council, reported out on the Academy Council meeting held on June 6 regarding the LCAP items. The Academy Council members discussed and voted to create an Assistant Principal position to help support the current Principal with the daily operation of the school. Areas the AP would support would be: 1) work with scholar(s) who are in need of social, emotional, and behavior support as identify in the LCAP for the need of a school counselor, 2) to work with parents, families, and community engagement, 3) to support the school with coordinating assessments, scholars activities, and committee, and 4) to support the principal with communicating and implementing policies. With the Assistant Principal, the Principal can focus on teacher capacity, staff capacity, enhance scholar data, review data analysis, programs enhancement, and other priorities for YPSA.*

*Ms. Kemiko Tolen, parent of the Academy Council, reported out on the Academy Council meeting held on June 6 regarding Moby Max improvements with the support of the Instructional Aides. The Academy Council is exploring the possibilities of having the three (3) part time Instructional Aides become full time Instructional Aides to help support scholars improvement in the classroom.*

*Ms. Tolen also reported that the non-certificated staff does not have a retirement plan. The Academy Council have researched and discussed the possibilities of having a 403(B) retirement plan for staff who have been here for a while and to keep the staff here for the longevity.*

**5. REPORT OUT CLOSED SESSION**

*Myles announced that during the closed session the Board discussed and/or approved the following:*

*The board approved the hiring of one dance instructor and three new core teachers.*

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)]  
Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge.

- Regular board meetings for 2016 – 2017 have been scheduled for Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 9, 2015, Feb. 6, Mar. 13, Apr 17, May 8, June 12, June 26 (4<sup>th</sup> Monday)

*The board accepted the resignation of one yard duty supervisor and one ATT supervisor.*

*The board received and discussed the report from OCR and staff are in the process of gathering data to be submitted as part of the OCR request.*

*The board discussed and took action to accept the resignation of Chandra Roughton, former Board Secretary.*

## **6. CONSENT AGENDA**

6.1 Approval of Regular Board Meeting Minutes for May 08, 2017

6.2 Approval of Special Board Meeting Minutes for May 15, 2017

*Myles motion to approve the consent agenda for the Special Board Meeting minutes on May 15, 2017. Regular Board Meeting minutes on May 8, 2017 will be forward for approval in the June 26 board meeting since it is missing page 1 of the minutes. Lor second the motion. All ayes from Myles and Lor. Fang was absent. Motion carried unanimously.*

## **7. ACTION ITEM – Acceptance of Donation**

7.1 Dr. Mai Lee, Senior Marketing Director at World Financial Group, donation of food to sponsor Staff Appreciation Luncheon with monetary value of \$300.00

7.2 Barry Lee and May Linn Lee, in the amount of \$100.00 to Support Kindergarten Father's Day and Graduation Events

7.3 Barry Lee, Owner of Sacramento Wing Chun Kung Fu Association, in the amount of \$100.00 to Support Kindergarten Father's Day Event

*Lao presented donations made to support upcoming events and recognitions happening at YPSA.*

*Myles motion to accept the donations as presented. Lor seconded the motion. All ayes from Myles and Lor. Fang was absent. Motion carried unanimously.*

## **8. CONFERENCE TO ACTION ITEM – Approve former UCSC Treasurer Dr. Dennis Mah To Continue As An Authorized Check Signer In The Interim**

*Lao recommended to the board to approve the former UCSC Treasurer, Dr. Dennis Mah, to continue as an authorized check signer in the interim to help with signing checks until a new check signer can be added to the account.*

*Myles motion to authorized Dr. Dennis Mah to continue with check signing in the interim. Lor seconded the motion. All ayes from Myles and Lor. Fang was absent. Motion carried unanimously.*

## **9. CONFERENCE TO ACTION ITEM – Discuss and Approve New Expenditure For Budget Line Item 5801 Printing and Duplication**

9.1 8'x8' Fabric Back with Fabric Print and 6' Table Cloth, Expenditure Amount of \$1,161.00

*Lao presented the revised mid-year budget with a new line item for printing and duplicating. The new line item will be used to purchase a backdrop and table cloth as presented in the board packet for the purposes of recruiting.*

*Myles motion to approve the new line item as presented. Lor seconded the motion. All ayes from Myles and Lor. Fang was absent. Motion carried unanimously.*

## **10. CONFERENCE TO ACTION ITEM – Approve Salary Compensation Policy Recommendations for Reimbursement & Benefits**

*Lao presented to the board on the following items: the policy item for education advancement as it pertains to salary determination, health benefits opt-out, and health benefits stipend.*

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2: Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)] Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge.

- Regular board meetings for 2016 – 2017 have been scheduled for Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 9, 2015, Feb. 6, Mar. 13, Apr 17, May 8, June 12, June 26 (4<sup>th</sup> Monday)



*Lao presented that under the current salary placement policy, higher education and qualifying events occurring after the start of the school year would not be prorated but will take change the following school year as such, the completion of additional educational after July 2017 will require staff to wait until the following school year before he/she is eligible for a salary advancement. Lao requested guidance from the board in order to inform staff. Upon completion of an educational course, should the salary be adjusted or retroactive?*

*Board members discussed several ideas.*

*Myles motion to make a policy change to the current salary placement policy, which is to recognize qualifying event effective the month in which those events are completed by staff and documentation is received by the school and not to be retroactive. Lor seconded the motion. All ayes from Myles and Lor. Fang was absent. Motion carried unanimously.*

*Lao recommended the attendance advancement for classified staff stay consistent with certificated staff. Under the current salary placement policy, a year is defined as 75% of the contract, school year or assignment. Fractional parts of one (1) year may not be combined to meet the percentage requirement. Lao recommended that classified staff maintain an attendance of 75% in a school year in order to receive the next salary advancement for the following school year. This policy will be used across the board for both certificated and classified staff.*

*Myles motion in agreement to consistent practice, current employees must meet 75% attendance annually in order to move up to the next salary schedule the following school year. Lor seconded the motion. All ayes from Myles and Lor. Fang was absent. Motion carried unanimously.*

*Lao presented neighboring district's health and benefits waiver plans and stipends.*

*Myles directed staff to prepare a comparison report of the different stipend given by different districts along with what UCSC will offer. Staff will report on this finding at the June 26 board meeting.*

## **11. DISCUSSION ITEM – Administrative Staff Presents The Need For New Positions**

### **11.1 Additional 3 Full Time Instructional Aide Positions**

*Xiong presented to the board the data completed by Instructional Aides who have focused the majority of their time working on the 4<sup>th</sup> grade scholars for improvement in their learning. Because 4<sup>th</sup> graders were the lowest ranking on CAASPP testing from last year, the focus to provide the extra support to the scholars have made a significant change. Xiong made a recommendation to the board to have the current three part time Instructional Aides move to being full time employees in order to replicate the same level of success in the other grade levels. Discussions during the Academy Council also show supports the idea.*

*Myles would like a more thorough discussion of this at the August 2017 board meeting alongside with other items that were discussed: 1) Assistant Principal; 2) 3 part time Instructional Aides; 3) 403 (B) Retirement Plan.*

## **12. DISCUSSION ITEM – Board Middle School Workshop/Strategic Plan and Other Initiatives**

### **12.1 Middle School Progress Update**

*Yang provided an update of the middle school progress. The rough draft for item D – P have been completed and will be forwarded over to CSMC for review. However, additional time will be needed for item A – C. Yang shared that Ms. Roughton, consultant, made a school visit to Oregon to collect data from an established STEM school. Yang also shared that the UCSC website has been updated with the invitation for parents to come to YPSA to learn more about the middle school progress and work with real estate agency, Newmark Cornish & Carey will begin.*

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)] Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge.

- Regular board meetings for 2016 – 2017 have been scheduled for Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 9, 2015, Feb. 6, Mar. 13, Apr 17, May 8, June 12, June 26 (4<sup>th</sup> Monday)

*Mah shared with the board that both Mah and Ms. Roughton are working on Module 1 and Module 2. Ms. Roughton is taking the lead on Module 2 and will share at the next board meeting the progress. Mah shared that Ms. Roughton have been interviewing pervious middle school students and gathering information as well as working with parents for recommendations. Mah also shared that in order to submit the documentations by August 15<sup>th</sup>, a name for the middle school will need to be identified.*

*Myles suggested that a timeline of due dates be available for the board in order to give adequate time for discussion and approval. Myles also recommended a K-5, 6-8, and 9-12 school. Myles suggested that the middle school will be a 6-8 school, if need be, the board can drop the 6<sup>th</sup> grade at the end.*

*The board directed the Superintendent to work with the consultants to create a unique name for the middle school.*

*Xiong suggest to the board that YPSA should remain a K-6 school. Xiong suggest that the middle school be a 7-8 instead.*

*At the June 26<sup>th</sup> meeting, the board will discuss more about the middle school project such as; the grade levels the middle school will be offering, name of the middle school, deadlines for the middle school documentations to be submitted.*

*At the August 14<sup>th</sup> meeting, the board will finalize and approve the name of the school along with the grade level segments.*

### **13. DISCUSSION ITEM – Transitioning into a Charter Management Organization**

*Lao presented to the board a reserved policy for nonprofit with supporting documentations from Gilbert & Associates, Inc. and Nonprofits Assistance Fund. Because UCSC will be having a second school, UCSC will then become a CMO. Lao will be working with legal to draft a reserved policy for UCSC.*

### **14. INFORMATIONAL ITEM – Monthly Administrative Reports**

#### **14.1 Principal's Report on Instruction & Learning**

##### **14.1.1 Enrollment, Attendance & Student Disciplinary Actions**

*Xiong updated the board the enrollment for the ending month of May is 459. ADA is 95.32%. Suspension have increased by 2. The school is planning an attendance incentive for scholars with good attendance.*

##### **14.1.2 Core Curriculum & Instruction/ Instructional and Delivery Plan**

*Xiong reported on preliminary results for the CAASPP test for the 2016-2017. Xiong reported the 8-step lesson plan delivery have been mastered by a couple of teachers although there are still several that will still need more support in a certain area.*

##### **14.1.3 LCAP Update**

*Xiong updated the board with the BSM work that the teachers are working on. Xiong also shared that the LCAP have been updated and approved in the last Academy Council meeting. Xiong shared that although the LEA plan is a 5 years plan, Xiong will be working with Lao to review the plan. Xiong also shared that during the Academy Council meeting on June 6, the Academy Council members discussed the 403(B) pension plan for non-classified staff and the use of making the Instructional Aides full time to support the learning of the scholars.*

*Dr. Mah would like to share that during his time serving as the board treasure, the UCSC does contribute to the retirement of the staff such as social security, Medicare, etc. The 403(B) is an*

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)] Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge.

- Regular board meetings for 2016 – 2017 have been scheduled for Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 9, 2015, Feb. 6, Mar. 13, Apr 17, May 8, June 12, June 26 (4<sup>th</sup> Monday)

*additional contribution that can be invested in by the staff themselves and is not a requirement to be provided.*

*Xiong extended the invitation for the board the join in on the Kindergarten and 6<sup>th</sup> Grade promotion along with Field day.*

#### 14.2 Chief Financial Officer's Summary of Finance & Operation

##### 14.2.1 Financials through Previous Month

*Lao provided an update on the budget to actuals and balance sheets for the month ending May 2017.*

##### 14.2.2 Draft 4 of the 2017-18 Budget & LCAP Plan

*Lao presented draft 4 revision of the 2017-18 budget calendar. The calendar will be submitted in the next regular meeting for approval. Lao will finalize the LCAP with the Principal for approval in the next meeting.*

##### 14.2.3 Upcoming Projects Reports, Contracts & MOU

*Lao reported that in the 2017-2018 school year, SCUSD will be charging full cost of network infrastructure fee for both the student information services system Infinite Campus and Outlook. Lao recommended that it is more favorable to contract new service providers since SCUSD costs will be too expensive. Lao is in the middle of securing available SIS providers.*

#### 15. INFORMATIONAL ITEM – Superintendent's Report/Update

##### 15.1 Monthly Summary Report

*Yang shared the data results collected from the CAASPP test. There have been improvement in the foundation skills, mastery in math facts, and also increase of learning.*

#### 16. BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD AGENDA

*Consent Agenda: Approval of Regular Board Meeting Minutes for May 8, 2017.*

*Benefit Opt-Out Stipend: CFO to bring recommendation at June 26 meeting of rates for only EE who opted out August 14 Board Meeting requests: 1) Assistant Principal; 2) 3 Part-Time Instructional Aides to Full Time; 3) 403(B) Retirement Plan*

#### 17. ADJOURN

*Myles adjourn the meeting at 9:00 PM.*

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)]

Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge.

- Regular board meetings for 2016 – 2017 have been scheduled for Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 9, 2015, Feb. 6, Mar. 13, Apr 17, May 8, June 12, June 26 (4<sup>th</sup> Monday)

Urban Charter Schools Collective (UCSC)  
Board Meeting Agenda  
**June 22, 2017**  
**Special Board Meeting Minutes**

Special Board Meeting  
August 15, 2017  
Item # 8.3

---

**Board Members**

Miles E. Myles President (Term Expires June 2019)  
Dr. Lance Fang, Vice President (Term Expires June 2018)  
Vacant, Board Treasurer (Term Expires June 2017)  
Vacant, Board Secretary (Term Expires June 2019)  
See Lor, Board Member (Term Expires June 2017)  
Vacant, Board Member (Term Expires June 2018)  
Vacant, SCUSD Representative (No expiration)

6:00 p.m. Convene  
6:15 p.m. Closed Session  
6:40 p.m. Reconvene Open Session  
8:00 p.m. Adjourn

**Lisbon Elementary Staff Room**  
7555 S. Land Park Drive, Sacramento 95831

---

**1. CALL TO ORDER**

*Myles called the meeting to order at 6:00 PM.*

**2. BOARD ROLL CALL**

*Members in Attendance: Myles, Lor, and Fang*

*Staff in Attendance: Lee Yang, Superintendent; Vince Xiong, Principal; Megan Lao, Chief Financial Officer; Kao Yee Vue, Administrative Secretary*

**3. ADJUST AGENDA ITEMS AS NEEDED**

*Lao requested item #7 to be tabled as informational item at the August meeting.*

**4. PUBLIC COMMENT – Limit Two Minutes Per Person and Ten Minutes Per Issue Listed in the Agenda**

*N/A*

**5. REPORT OUT CLOSED SESSION**

*Myles announced that during the closed session the Board discussed and/or approved the following:*

*The board accepted the resignation of one Instructional Aide.*

*The board discussed personnel matters relating to the Superintendent.*

*The board discussed and voted unanimously to extend member Lor's term to August 30, 2017.*

**6. ACTION ITEM – Approval of 2017-18 Budget, LCAP and LEA Plan**

*Xiong presented the LCAP and LEA plan for the 2017-2018 school year. Xiong identified items highlighted in yellow as needing further discussion. CAASPP testing results are still tentative and have not been configured by the State yet.*

*Myles motion to accept the LCAP along with the identified changes. Lor seconded the motion. All ayes from Myles, Lor, and Fang. Motion carried unanimously.*

*Lao presented the proposed 2017-2018 school year budget. Lao included a projected expensive revenue along with recommendation to continue contract with the current technology support providers and to seek alternative options to replace current services purchased and provided by SCUSD.*

*Myles motion to accept the budget as presented by the Chief Financial Officer and to include a plan for migrating to new services in order to initiate contacts for implementation for 2017-2018 school year. Fang seconded the motion. All ayes from Myles, Lor, and Fang. Motion carried unanimously.*

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)]  
Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge.

- Regular board meetings for 2016 – 2017 have been scheduled for Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 9, 2015, Feb. 6, Mar. 13, Apr 17, May 8, June 12, June 26 (4<sup>th</sup> Monday)

**7. ACTION ITEM** – Approval of CARS Spring 2017 Data Collection

*Tabled to August meeting as Informational Item.*

**8. CONFERENCE TO ACTION ITEM** – Discuss and Approve Health Benefit Waiver Stipend Policy Implementation and Stipend Rate

*Lao presented her analysis of surrounding school districts and stipends being offered by those district to employees waiving health insurance coverage. Lao provided three options and compared the cost for each.*

*Myles motion to accept option #1, \$125.00 monthly stipend with a max of \$1,375 per year to be to be implemented and presented to staff. A plan and policy is to be established and modified at the board direction on an annual basis. Fang seconded the motion. All ayes from Myles, Lor, and Fang. Motion carried unanimously.*

**9. ADJOURN**

*Myles adjourn the meeting at 7:50 PM.*

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2: Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)]  
Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted.

- All meetings start at 6:00 PM and are conducted in the Lisbon Elementary staff lounge.

- Regular board meetings for 2016 – 2017 have been scheduled for Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 9, 2015, Feb. 6, Mar. 13, Apr 17, May 8, June 12 , June 26 (4<sup>th</sup> Monday)



## **2017 – 2018 EMPLOYEE HANDBOOK**

*Approved on August 15, 2017*

### **URBAN CHARTER SCHOOLS COLLECTIVE**

7555 SOUTH LAND PARK DRIVE

SACRAMENTO, CA 95831

TEL: (916) 433 – 5057

FAX: (916) 433 – 5289

[www.urbancsc.org](http://www.urbancsc.org)

**THIS PAGE INTENTIONALLY LEFT BLANK**

## Table of Contents

I.	Introduction .....	1
II.	Hiring Policies and Procedures .....	1
A.	At-Will Employment .....	1
B.	Equal Employment Opportunity Policy .....	2
C.	Immigration Compliance .....	2
D.	Employee Classification .....	2
E.	Relationships Between Employees-Conflict of Interest .....	3
F.	Certification and Licensure of Instructional Staff .....	3
G.	Tuberculosis Testing .....	4
H.	Criminal Background Checks .....	5
I.	Mandated Reporter Training .....	5
III.	General Workplace Policies .....	5
A.	Prohibition of Harassment and Protection Against Retaliation.....	5
1.	Policy.....	5
2.	Definition of Harassment.....	5
3.	Definition of Sexual Harassment .....	6
4.	Remedies for Sexual and Other Unlawful Harassment .....	8
5.	Retaliation Policy .....	9
6.	Whistleblower Policy .....	10
B.	Workplace Violence .....	10
C.	Open Door Policy .....	10
D.	Drug Free Workplace .....	11
E.	Smoking .....	11
F.	Health, Safety and Security Policies.....	11
G.	Gun Free School Zone .....	12
H.	Company Property Inspections .....	13
I.	Housekeeping .....	13
J.	Lactation .....	13
K.	Employees Who Are Required to Drive .....	13
L.	Soliciting/Conducting Personal Business While on Duty.....	14
M.	Use of Company Communication Equipment and Technology .....	14
N.	Employee Blogs & Social Media Websites .....	15
O.	Participation in Recreational or Social Activities .....	16
P.	Personnel Files and Record Keeping Protocols.....	16
IV.	Hours of Work, Overtime, and Attendance.....	17
A.	Work Hours and Schedules .....	17
B.	Overtime .....	18
C.	Makeup Time.....	18
D.	Work Breaks .....	18
E.	Paydays .....	19
F.	Payroll Withholdings.....	19
G.	Attendance Policy .....	20
H.	Time Records .....	20
I.	Mandatory Training and Meetings .....	20
V.	Standards of Conducts .....	21



A.	Personal Appearance.....	21
B.	Prohibited Conduct.....	22
C.	Confidential Information.....	22
D.	Child Neglect and Abuse Reporting .....	22
E.	Outside Employment .....	22
F.	Expense Reimbursements.....	23
G.	Staff/Student Interaction Policy .....	23
VI.	Employee Benefits .....	26
A.	Sick Leave .....	26
B.	Insurance Benefits .....	27
1.	Health Insurance .....	27
2.	Disability Insurance .....	28
3.	Family Leave Insurance .....	28
4.	Workers' Compensation Insurance.....	29
C.	Leaves of Absences.....	29
1.	Family Care and Medical Leave.....	29
2.	Pregnancy Disability Leave .....	34
3.	Medical Leave of Absence .....	37
4.	Personal Leave of Absence & Bereavement Leave .....	37
5.	Time Off for Organ Donation and Bone Marrow Donation.....	39
6.	Military and Military Spousal Leave of Absence .....	39
7.	Time Off for Jury and Witness Duty .....	40
8.	Time Off for Volunteer Firefighters, Reserve Peace Officers or Emergency Rescue Personnel ....	40
9.	Workers' Compensation Leave.....	40
10.	Drug and Alcohol Rehabilitation Leave .....	40
11.	Time Off of Adult Literacy Programs .....	41
12.	Time Off to Attend Child's School Discipline.....	41
13.	Time Off to Attend Child's School Activities .....	41
14.	Time Off to Serve as Election Official .....	41
15.	Time Off for Victims of Crime or Domestic Violence, Sexual Assault and Stalking ....	42
16.	Time Off for Victims of Certain Crimes .....	42
17.	Time Off for Voting.....	42
18.	Time Off for Civil Air Patrol.....	42
D.	COBRA Benefits .....	43
VII.	Employment Evaluation and Separation.....	44
A.	Employee Reviews and Evaluations.....	44
B.	Discipline and Involuntary Termination.....	44
C.	Voluntary Termination.....	44
D.	References .....	45
VIII.	Internal Complaint Review Process .....	45
IX.	UCSC Code of Conduct .....	47
X.	Schedule A Prorated Accrued Sick Leave .....	49
XI.	APPENDIX A .....	48
XII.	APPENDIX B .....	50
	<b>COMPLAINT FORM</b> .....	50
XIII.	ACKNOWLEDGMENT OF AT-WILL EMPLOYMENT.....	51
XIV.	ACKNOWLEDGMENT OF RECEIPT OF UCSC EMPLOYEE HANDBOOK.....	53

## **I. Introduction**

The Urban Charter Schools Collective Employee Handbook summarizes the Urban Charter Schools Collective's (UCSC) personnel policies applicable to all employees. This Handbook is designed to help employees get acquainted with UCSC and its policies. It explains some of our philosophies and beliefs, and describes in general terms, some of our employment guidelines. Please review these policies carefully. If you have any questions about the policies outlined in this Handbook, or if you have any other personnel related questions, comments, suggestions, or concerns, whether related to policies or not specifically addressed in this Handbook, please consult with the Principal.

This Handbook is intended only as a guideline to the School's personnel policies, outlining and highlighting those policies and practices. It is not, therefore, intended to create any expectations of continued employment, or an employment contract, express or implied. This Handbook supersedes any previously issued handbooks, policies, benefit statements and/or memoranda, whether written or verbal, including those that are inconsistent with the policies described herein.

With the exception of the at-will employment status of its employees, the School reserves the right to alter, modify, amend, delete and/or supplement any employment policy or practice (including, but not limited to, areas involving hiring policies and procedures, general work place policies, hours of work, overtime and attendance, standards of conduct, employee benefits, employment evaluation and separation) with or without prior notice to you. Only the UCSC Board of Directors (Board) may alter in writing the at-will employment status of any of its employees.

Once you have reviewed the policies in this Handbook, please sign and date the two (2) employee acknowledgement forms at the end of this Handbook. Keep one (1) copy for your files and provide the other to the Principal. By signing these acknowledgements, you demonstrate to the School that you have read, understand and agreed to comply with all the policies outlined in the Handbook.

## **II. Hiring Policies and Procedures**

### **A. At-Will Employment**

UCSC is an at-will employer. With the exception of expressly written employment contracts which provide greater rights, all employees are considered "at-will" employees of UCSC. Accordingly, either you or UCSC may terminate this relationship at any time, for any reason, with or without cause or advance notice.

Nothing contained in this Handbook, employment applications, UCSC memoranda or other materials provided to any employee in connection with his/her employment shall require UCSC to have "cause" or any reason to terminate an employee or otherwise restrict UCSC's right to terminate an employee at any time for any reason.

No UCSC representative is authorized to modify this policy for any employee, unless signed and approved in writing by the Board.

This policy shall not be modified by any statements contained in this Handbook or employee applications, UCSC memoranda, or any other materials provided to employees in connection with their employment. Furthermore, none of those documents whether singly or combined, or any employment practices shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

**B. Equal Employment Opportunity Policy**

UCSC is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunities to all qualified individuals regardless of race, color, religious creed, gender (including gender identity, gender expression, gender related appearance and behavior), religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, sexual orientation, military and veteran status, or any other consideration made unlawful by federal, state, or local laws. This policy extends to all employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. In order to perform the essential functions of the job, any applicant or employee requiring an accommodation should contact the Principal and request such an accommodation.

If you believe discrimination has occurred, please contact the School Principal immediately. Reports will be investigated and appropriate corrective action will be taken as necessary.

**C. Immigration Compliance**

UCSC does not discriminate against any individual regardless of national origin, citizenship or intent to become a U.S. citizen in compliance with the Immigration Reform and Control Act of 1986. It is, however, the policy of UCSC to only employ those individuals that are authorized to work in the United States. In furtherance thereof, UCSC requires each prospective employee to provide documents verifying his or her identity and authorization to be legally employed in the United States. The employee will also be required to sign a legal verification attesting to her/his authorization to be legally employed in the United States.

**D. Employee Classification**

UCSC's employees are classified in the following categories:

**Exempt:** Exempt employees are those employees with job assignments that meet exemption tests under applicable law making them exempt from overtime pay requirements. Exempt employees are compensated on a salary basis, not pursuant to overtime pay requirements.

**Non-Exempt:** Non-exempt employees are those employees with job assignments that do not meet exemption tests under applicable law. Thus, these employees are paid overtime wages for overtime worked in accordance with the law.

**Full-Time:** Full-time employees are those employees who are scheduled to work at least thirty (30) hours in a week.

**Part-Time:** Part-time employees are those employees who are scheduled to work less than thirty (30) hours in a week.

**Temporary:** Temporary employees are those employees who are hired for a limited period of time, or for a specific project, and usually are not employed more than 1000 hours per calendar year.

Part-time and temporary employees are not entitled to benefits provided by UCSC, [except as required by law](#). Independent contractors, consultants and leased employees (i.e., those working for an employment agency) are not employees of UCSC and are not eligible for benefits provided by the School. If you have any questions about your classification, please consult with the Chief Business Officer.

**E. Relationships Between Employees-Conflict of Interest**

While UCSC's policies do not permit discrimination based on an individual's marital status, the individual's relations with another UCSC employee or his or her lawful off-duty conduct, in some situations can create conflicts of interest requiring UCSC to take the employee's relationship with another employee into account.

An employee should not be in a supervisory role with another employee who is a relative (i.e., sibling, parent, spouse, domestic partner, etc.). Supervisors should avoid situations that result in actual or perceived conflicts of interest with supervised employees and situations of favoritism.

A supervisor should avoid forming special social relationships or dating employees under his or her direct supervision, or with other employees that would create actual or perceived conflicts of interest and situations of favoritism. If such relationship arises, both employees should immediately and fully disclose the relevant circumstances to the Principal, Superintendent or the Board of Directors, for a determination whether a potential or actual conflict exists.

The School reserves the right to take appropriate action if such employee relationships should and does exist and will interfere with the safety, morale or security of the School, or if the relationships would create an actual or perceived conflict of interest or favoritism. Failure to disclose such a relationship shall constitute grounds for disciplinary action, including but not limited to termination.

**F. Certification and Licensure of Instructional Staff**

Positions requiring specialized certifications, permits, or other documentation must be provided to the Chief Business Officer no later than the close of business prior to the day the employee reports for duty. If an instructional staff employee believes that he or she is assigned to teach in a subject he or she does not have subject matter competence, the employee should immediately report this information to the School Principal. Staffs who are required to meet these state and federal certification, expertise, and related requirements must maintain their qualifications as a condition of employment at the School.

General Education Teacher: Each of UCSC's general education teachers must be required to hold a current California Commission on Teacher Credentialing certificate, permit or other document equivalent to that which a teacher in other public schools would be required to hold and meet certain federal requirements related to the subject-matter expertise in order to meet federal requirements for "highly qualified teachers." As a condition of continued employment, it is the responsibility of the employee to provide, maintain, and keep current on all certificates, permits, or other documentation required for the position. Failure to maintain the appropriate credential may result in discipline, up to and including termination.

Hmong Language Development (HLD) Teacher: HLD teachers may be required to document that they meet the essential skills and experiences required of the position in which they will be or are teaching.

Enrichment Instructor: Enrichment teachers may be required to document that they meet the essential skills and experiences required of the position in which they will be or are teaching.

Instructional Aides: Paraprofessional staff may also be required to document that they meet the School's requirements for paraprofessional staff.

#### **G. Tuberculosis Testing**

Except as provided below, no person shall be employed by UCSC unless the employee has submitted proof of submission to a tuberculosis risk assessment within the past sixty (60) days, and if tuberculosis risk factors are identified, has been examined to determine that the employee is free of active tuberculosis. If no risk factors are identified, an examination is not required. Employees transferring from other public or private schools within the State of California must either provide proof of an assessment and clearance within the previous sixty (60) days or a verification from the previous employer that the person has a certificate on file showing that the person is free from infectious tuberculosis [within the last four years](#).

Employees who have no identified risk factors or who test negative for tuberculosis infection shall be required to undergo the tuberculosis risk assessment, and if risk factors are identified, the examination, at least once each four years or more often if directed by the governing board upon the recommendation of the local health officer.

The tuberculosis test shall consist of an approved intradermal tuberculin test, or any other test for tuberculosis infection that is recommended by the federal Centers for Diseases Control and Prevention and licensed by the federal Food and Drug Administration, which if positive shall be followed by an X-ray of the lungs in accordance with the Health & Safety Code.

The examination for applicants for employment is a condition of initial employment. Therefore, the expense incident thereto shall be borne by the applicant.

The County Health Department may provide skin testing to employees at regular intervals at no cost to the employee. The availability of this testing may be announced by the School.

## **H. Criminal Background Checks**

As a condition of employment, UCSC requires all applicants for employment to submit two (2) sets of fingerprints to the Department of Justice for the purpose of obtaining criminal record summary information from the Department of Justice and the Federal Bureau of Investigation. UCSC **will not** employ a person who has been convicted of a violent or serious felony, or a controlled substance or sex offense, or a person who would be prohibited from employment by a public school district because of his or her conviction for any crime, unless an applicable exception applies. UCSC **will not** employ any applicant until the Department of Justice completes its check of the criminal history file as provided by law. UCSC shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification.

## **I. Mandated Reporter Training**

All employees who are mandated reporters, as defined in the California Penal Code, are required to participate in approved mandated reported training provided by UCSC within six weeks of the employee's hire date and annually thereafter within the first six weeks of each school year. If the employee attends an approved mandated reporter training that is not offered by the school using a sign-in sheet confirming participation, the employee is required to provide a copy of any certificate of completion to the human resources department of UCSC after completion.

## **III. General Workplace Policies**

### **A. Prohibition of Harassment and Protection Against Retaliation**

#### **1. Policy**

UCSC is committed to providing a workplace and educational environment free of sexual harassment (which it will briefly defined below), as well as harassment based on race, religion, creed, color, ethnicity, national origin, ancestry, age, medical condition, marital status, sex, sexual orientation, citizenship status, disability or any other category protected by laws. UCSC will not condone or tolerate harassment of any type by any employee, whether supervisory or co-employee, against another employee, third party vendor or student. UCSC also does not condone or tolerate **discrimination or** harassment of its employees by any third parties or students. UCSC will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted to resolve such issue and/or complaint.

UCSC will take all reasonable steps to prevent discrimination and unlawful harassment from occurring. Sexual or other unlawful harassment in employment violates UCSC's policy and is prohibited under Title VII of the Civil Rights Act (42 U.S.C. sections 2000e, *et seq.*) and the California Fair Employment and Housing Act (Govt. Code sections 12940, *et seq.*).

#### **2. Definition of Harassment**

Harassment includes, but is not limited to verbal, physical or visual conduct that creates an intimidating, offensive or hostile working or educational environment or that unreasonably interferes with job performance. **Verbal harassment** includes, but is not limited to, epithets, derogatory comments or slurs based on a protected category. **Physical harassment** includes,

but is not limited to, assault, impeding or intentionally blocking movement or any physical interference with normal work or movement, when directed at a legally protected individual, and unwanted touching. **Visual harassment** includes, but is not limited to, derogatory posters, cartoons or drawings on a basis protected by law. **Retaliation** for reporting or threatening to report harassment, and deferential or preferential treatment based on any of the protected classes above.

### 3. Definition of Sexual Harassment

Federal law defines sexual harassment as unwelcome sexual conduct that is a term or condition of employment. The Equal Employment Opportunity Commission's Guidelines define two types of sexual harassment: "**quid pro quo**" and "**hostile environment**." "Unwelcome" sexual conduct constitutes sexual harassment when "submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment," "**Quid pro quo harassment**" occurs when "submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual." A "**hostile environment**" claim for harassment occurs when discrimination based on sex has created a hostile or abusive working environment.

California law provides greater protection and defines unlawful sexual harassment in largely the same ways. Sexual harassment occurs where a term of employment, compensation or in its terms, conditions or privileges of employment, academic status or progress, or where a student's grades or promotion to the next grade, is explicitly or implicitly conditioned upon submission to unwelcome sexual advances, as more fully described below, regardless of whether the conduct is motivated by sexual desire. Sexual harassment also occurs where the submission to, or rejection of, the conduct by the individual is used as the basis of academic or employment decisions affecting the individual. Additionally, sexual harassment occurs where harassment (unwanted sexual advances, visual, verbal or physical conduct of a sexual nature) is sufficiently severe, persistent, pervasive or subjectively offensive so as to alter the conditions of employment and create an abusive or hostile educational or working environment or to limit the individual's ability to participate in or benefit from an education program or activity. Sexual harassment occurs where the conduct has the purpose or effect of having a negative impact on the individual's academic performance, work or progress or has the purpose or effect of creating an intimidating, hostile, or offensive educational or working environment as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through UCSC.

The educational environment includes, but is not limited to, UCSC's campus or grounds, the properties controlled or owned by UCSC and off-campus, if such activity is School sponsored or is conducted by organizations sponsored by or under the jurisdiction of UCSC.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other

*Revised 07.20.2017*

prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to act in a positive and professional manner and to contribute to a productive UCSC environment that is free from harassing or disruptive activity. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Principal. See Appendix A for "Harassment Complaint Form." See Appendix B for general "Complaint Form."

To be explicit, Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
  - Rape, sexual battery, molestation or attempts to commit these assaults and
  - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
  - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexually or sexual experience.
  - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
  - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees:
  - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read display or view at work
  - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
  - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

NOTE: The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy.



#### 4. **Remedies for Sexual and Other Unlawful Harassment**

##### a) **Internal Procedures**

**School Level Investigation:** The School Principal has the responsibility to maintain a work place and educational environment free from any form of sexual or other unlawful harassment or retaliation against another employee or students. Consequently, should the Principal become aware of such conduct that may constitute sexual harassment, discrimination or other prohibited behaviors, the School Principal shall take immediate action to address and remediate such conduct.

If any employee or individual of the School, hereinafter "Individual" who has experienced or is aware of such situation that is believed to be sexually or otherwise unlawfully harassing has a responsibility to report the situation, in writing immediately to the School Principal of UCSC in which the issue took place. If the Individual is not comfortable contacting the School Principal, or the Principal is not available, the Individual should contact the Superintendent at 7555 South Land Park Drive, Sacramento, CA 95831 or (916) 433-5057.

A Harassment Complaint Form may be obtained from the office of School Principal, Superintendent or use the below forms on Appendix A.

After such unlawfully harassment has been reported, the School Principal will conduct a prompt investigation and take appropriate corrective action where warranted to resolve the matter. Such complaints will be handled as discreetly as possible, consistent with the need to investigate effectively and promptly in order to resolve the matter.

The Superintendent shall be the sole investigation of the matters should the Principal or its office staff was the subject of the investigation and that such participation by the Principal would constitute a conflict of interest, interference with the investigation, or such the participation of the Principal would result in a different outcome of the investigation.

If, however, the Superintendent is the subject of the investigation, the Board of Directors may appoint an independent designee to handle and investigate the matter according to applicable laws.

Complaints relating to discrimination other than employment discrimination must be filed within six months of the alleged discrimination or when the complainant first obtained knowledge of the alleged discrimination, unless an extension has been obtained from the Superintendent. Such extension by the Superintendent or his/her designee shall be made in writing.

The period for filing may be extended by the Superintendent or his/her designee for good cause for a period not to exceed 90 days following the expiration of the six-month time period. The Principal shall respond immediately upon a receipt for the extension.

##### b) **External Procedures:**

**Filing a Complaint with the Department:** Employees or job applicants who believe that they have experienced unlawful employment discrimination may file a complaint directly with the Department. The Department serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If the Department finds sufficient evidence to establish discrimination occurred and settlement efforts fail, the Department may file a formal accusation.

*Revised 07.20.2017*

The accusation will lead to either a public hearing before the Fair Employment and Housing Commission (the "Commission") or a lawsuit filed by the Department on behalf of the alleging party.

If the Commission finds that discrimination has occurred, it can order remedies including but not limiting to: 1) fines or damages for emotional distress from each employer or person found to have violated the law; 2) hiring or reinstatement; 3) back pay or promotion; and 4) changes in the policies or practices of the involved employer.

The Individual can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with the Department and a Right to Sue Notice has been issued. For more information, contact the Department and Commission toll free at (800) 884-1684, in the Sacramento area and out of state at (916) 227-0551 or visit its website at [www.dfeh.ca.gov](http://www.dfeh.ca.gov).

If the Individual has a broader issue, he or she should contact the nearest field office of the Equal Employment Opportunity Commission ("EEOC") by calling 1-800-669-4000.

You should be aware that state and federal law provide statute of limitation in which complaints must be filed. Contact the relevant agency to determine the applicable statute of limitation.

#### 5. **Retaliation Policy**

It is a violation of UCSC's policy, State and Federal laws for the School or any employee to demote, suspend, reduce, fail to hire or consider for hire, fail to give equal consideration in making employment decisions, fail to treat impartially in the context of any recommendations for subsequent employment that UCSC may make, adversely affect working conditions or otherwise deny any employment benefit to or take actions that are materially adverse against an individual because that individual, *or his/her family member*, has opposed practices prohibited by law or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing conducted by the Commission or Department or their staff *or has required a reasonable accommodation for a disability or religious reasons, regardless of whether the request was granted*. Any employee retaliating against another employee, applicant or student will be disciplined, up to and including termination. In other word, an employee should not be terminated because he or she refused to act in an unlawful manner, attempted to perform a duty prescribed by statute, exercised a legal right, or reported unlawful or improper employer conduct ("whistle-blowing"), which will describe in further detail in the whistleblower section below.

Examples of protected activities under UCSC's retaliation policy include, but not limiting to seeking advice from the Department or Commission; filing a complaint with the Department or Commission, irrespective of whether the complaint is actually sustained; opposing employment practices the employee reasonably believes to exist and believes to be a violation of the law; participating in an activity that is perceived by UCSC as opposition to discrimination, whether or not so intended by the employee expressing the opposition; participating in the proceeding of a local human rights or civil rights agency on a legal basis.

Nothing in this policy shall be construed to prevent the School from enforcing reasonable disciplinary policies and practices, nor from demonstrating that the actions of an applicant or

employee were either disruptive or otherwise detrimental to legitimate business interests so as to justify the denial of an employment benefit.

**6. Whistleblower Policy**

UCSC requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within UCSC. As representatives of UCSC, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that UCSC has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within UCSC before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of UCSC have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of UCSC, or local rule or regulation. Anyone reporting a violation must act in good faith without malice to UCSC or any individual at UCSC and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as serious disciplinary offenses. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who UCSC believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

**B. Workplace Violence**

UCSC takes the safety and security of its employees seriously. UCSC does not tolerate acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion, that involve or affect UCSC or that occur, or are likely to occur, on UCSC's property. You should report any act or threat of violence by any individual immediately to the Principal or the Superintendent should you observed, witnessed, or heard or has reasonable suspicion that such act of violence or threat of violence by that particular individual would more likely to strike another in which it would imposed injury or greatly bodily harm to another individual of UCSC, including but not limited to staff, faculty and or students.

**C. Open Door Policy**

UCSC wishes to provide the most positive and productive work environment that it can possible to all of its employees. To that end, UCSC has an open door policy where it welcomes your questions, suggestions, comments or complaints relating to your job, conditions of employment, UCSC or the treatment you are receiving. Other than in situations involving harassment (as outlined and described above), please contact the Principal of your school with your questions or concerns. If the situation is not resolved to the best of your satisfaction, please contact the Superintendent, preferably in writing, who will further investigate the issue.

**D. Drug Free Workplace**

It is UCSC's policy to maintain a drug and alcohol-free workplace. No employee shall use, possess, offer for sale or be under the influence of any unauthorized controlled substance, illegal drugs or alcohol on UCSC's school grounds and within the scope of employment, including but not limited to lunch and break periods, or in the presence of pupils at any time or on field trips at any time.

Engaging in any of the activities above shall be considered a violation of UCSC policy and the violator will be subject to disciplinary action, up to and including termination. UCSC complies with all federal and state laws and regulations regarding drug use while on the job.

The School may conduct unannounced searches of School property from time to time for alcohol, illegal drugs, drug paraphernalia and/or unauthorized controlled substances, or to ensure compliance with any other School-related policy. This includes desks, storage areas, and rooms normally used to store employees' personal property. Employees are expected to keep all prescribed medicine in its original container, which should identify the drug, date of prescription and the prescribing doctor.

The School may require a test by intoxilator, blood test, urinalysis, medical examination, or other drug/alcohol screening of those persons whom the School reasonably suspects of using, possessing, or being under the influence of a drug or alcohol. Such testing will be conducted if two or more supervisors, employees, or medical personnel observe an employee acting in such a manner to raise suspicion that the employee is under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The School shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

**E. Smoking**

All UCSC school buildings and facilities are non-smoking facilities. All UCSC employees, including but not limited to staff, faculty, Principals and Superintendent are prohibit from smoking on UCSC school ground and facilities, whether during or after hour of operation, and in the presence of pupils at any time.

**F. Health, Safety and Security Policies**

UCSC is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, UCSC has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel. Every employee will receive a copy

*Revised 07.20.2017*

of the Injury and Illness Prevention Program, which is kept by UCSC Nurse and is available for your review.

You are required to know and comply with UCSC's general safety rules and to follow safe and healthy work practices at all times. You are required to immediately report to the Principal any potential health or safety hazards and all injuries or accidents.

In compliance with Proposition 65, UCSC will inform all employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

UCSC has also developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances, exits and service areas. Employees are encouraged to report any suspicious persons or activities to security personnel or to the Principal. Secure your desk or office at the end of the day.

When called away from your work area for an extended length of time, do not leave valuable or personal articles around your workstation that may be accessible. You should immediately notify the Principal when keys are missing or if security access codes, identification materials, or passes have been breached. The security of the facilities, as well as the welfare of our employees, depends upon the alertness and sensitivity of every individual.

#### **G. Gun Free School Zone**

The **Gun-Free School Zones Act (GFSZA)** of 1994 is a federal United States law that prohibits any unauthorized individual from knowingly possessing a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone as defined by 18 U.S.C. § 921(a)(25). Federal law 18 U.S.C. § 922(q)(2)(A) further states: "It shall be unlawful for any individual knowingly to possess a firearm that has moved in or that otherwise affects interstate or foreign commerce at a place that the individual knows, or has reasonable cause to believe, is a school zone." Thus 18 U.S.C. § 922(q)(3)(A) states: "Except as provided in subparagraph (B), it shall be unlawful for any person, knowingly or with reckless disregard for the safety of another, to discharge or attempt to discharge a firearm that has moved in or that otherwise affects interstate or foreign commerce at a place that the person knows is a school zone." As a result, the federal **Gun-Free Schools Act of 1994** provides that each State, as well as its State educational agency and local educational agencies, has responsibilities under the GFSZA to ensure the safety and well fare of its citizens.

With regards to the above federal regulation, which superseded state laws, it is the practice of the School to prohibit its employees from possessing or carrying a firearm whether concealed or not in his or her person, possession, near or within the properties or premises of UCSC, with the exception of a peace officer who is required by law to carry a concealed firearm on his/her person at all times.

If UCSC has reasonable cause to believe that any individual or employee is carrying a firearm in his/her possession or has a firearm in or near the premises of UCSC, whether concealed or not, UCSC may have the proper authority conduct a search and seizure on the individual without a search warrant, including but not limiting to the person, the vehicle of the person, the trunk, and glove compartment of the vehicle of the person.

To protect and safeguard the safety of students, staff and faculty of UCSC, all employees have an obligation to report to the School Principal any employee or individual who has or is suspected of possessing a firearm, whether concealed or not, on his/her person, property or possession. Should the School Principal become unavailable, the individual should immediately notify the proper authorities, including but not limiting to the city police, county sheriff, and the state police without fear of retaliation from the individual or UCSC. Failure to abide by this policy will subject the individual to disciplinary action including but not limited to termination of employment.

**H. Company Property Inspections**

UCSC provides properties and facilities to its employees to carry out business on behalf of UCSC. Employees do not have a reasonable expectation of privacy when using any of UCSC's properties or facilities. UCSC may inspect its property at any time, with or without prior notice to the employee, including but not limited to all desks, storage areas, work stations, lockers, file cabinets, computers, telephone systems, email systems and other storage devices.

UCSC also reserves the right to inspect any person, vehicle and its trunk, glove compartment or any container therein that is located on UCSC's property or premises or person coming into or within the premises of UCSC school grounds or zone if it has a reasonable suspicion that the person, vehicle or container poses a potential threat or danger to UCSC, its employees and students.

UCSC reserves the right to deny entry to any person who refuses to cooperate with any inspections by UCSC. Any employee who fails to cooperate with inspections may be subject to disciplinary action, up to and including termination.

**I. Housekeeping**

Employees are expected to keep their work areas clean and organized. Common areas such as lunchrooms and restrooms should be kept clean by those using them. Please clean up after meals and dispose of trash properly.

**J. Lactation**

Employees may use their meal and/or rest periods for the purpose of expressing breast milk. If required, a reasonable amount of additional time will be provided. Such additional time will be unpaid.

A private place to express breast milk, other than a toilet, will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. Please see Human Resources for more information.

**K. Employees Who Are Required to Drive**

When employees are required to drive their own vehicle on approved School business, they are required to show proof of a current, valid license and proof of current, effective insurance coverage to the Business Office. If the employee is transporting students and/or co-workers, the School may identify the required minimum insurance coverage necessary above limits required by law. If an employee's license is revoked or he/she fails to maintain personal auto insurance

coverage, the School retains the right to transfer to an alternative position, suspend, or terminate that employee. Reimbursement rates for driving School approved business in private vehicles will be at the rate established by the Internal Revenue Service.

Pursuant to applicable law and safety standards, employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use must refrain from using their phone while driving unless they are using a hands-free device. Thus, unless an employee is using a hands-free device in a safe-manner, he or she must safely pull off to the side of the road and safely stop the vehicle before placing, accepting, or continuing a call. Sending or reviewing text messages while driving is prohibited.

Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell phone for business purposes, whether issued by the School or not, are also expected to abide by the provisions above.

Any employee who fails to comply with this policy will be deemed to have engaged in grossly negligent conduct beyond the course and scope of his or her employment. As a result, any employee who is charged with a traffic violation or incurs any other form of liability resulting from a violation of this policy will, to the extent allowed by applicable law, be solely responsible for any such liability.

Violations of this policy will be subject to disciplinary action, up to and including termination.

**L. Soliciting/Conducting Personal Business While on Duty**

Employees are not permitted to conduct personal business or solicit personal business for any cause or organization while on duty, or when the employee being solicited is within the scope of his/her employment [and supposed to be working](#). This prohibition includes but is not limited to the distributing of literature and other materials that were not authorized by UCSC. Distribution of materials is also against UCSC's policy if it interferes with access to facility premises, if it results in litter, or is conducted in areas where other employees are working. Solicitation during non-work hours, e.g., paid breaks, lunch periods or other such non-work periods, is permissible. Entry on UCSC premises by non-employees is not permitted, unless related to official school business and authorized in advance by the School. Solicitation or distribution of written materials by non-employees is strictly prohibited.

**M. Use of Company Communication Equipment and Technology**

All UCSC owned communication equipment and technology, including computers, electronic mail systems, voicemail systems, internet access, software, telephone systems, document transmission systems and handheld data processing systems remain the property of UCSC and are provided to employees to carry out business on behalf of UCSC, unless previously authorized for non-business use. Communications (including any attached message or data) made using UCSC owned communication equipment and technology are subject to review, inspection and monitoring by UCSC as previously described above.

Additionally, UCSC uses technology protection measures that protect against Internet access (by both minors and adults) to visual depictions that are obscene, child pornography and/or

with respect to use by minors, images harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting Internet browsers to block access to adult sites, using a filtering system that will filter all Internet traffic and report potential instances of misuse and using a spam filter.

Passwords used in connection with UCSC's communications equipment and technology are intended to restrict unauthorized use only, not to restrict access of authorized UCSC employees. In addition, employees are required to safeguard their passwords to limit unauthorized use of computers by minors in accordance with the Student Internet Use Policy and Agreement. Employees that do not safeguard their passwords from unauthorized student use, or that allow a student to access computers in violation of the Student Internet Use Policy and Agreement, will be subject to discipline, up to and including termination.

Email and internet use while on duty is for business purposes only. All employees using the internet through the School's communications equipment and technology must respect all copyright laws. Employees are not permitted to copy, retrieve, modify or forward copyrighted materials unless authorized by law or with express written permission of the owner of the copyright. Employees are not permitted to use UCSC's communications equipment and technology to view visual images that are obscene, child pornography and/or images harmful to minors.

The e-mail system and internet access is not to be used in any way that may be disruptive, harassing or offensive to others, illegal or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets or anything else that may be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted. The e-mail system and internet access is not to be used in any manner that is against the policies of the School, contrary to the best interest of UCSC or for personal gain or profit of the employee against the interests of UCSC. Employees must not use UCSC's communications equipment and technology for the unauthorized disclosure, use and dissemination of personal information regarding students.

Employees should not attempt to gain access to another employee's email files or voicemail messages without the latter's expressed permission. Each employee is responsible for the content of the messages sent out using his/her UCSC issued equipment. It is strictly prohibited to use another employee's computer to send messages to create the appearance that they are from that employee, unless that employee expressly authorizes such use.

#### **N. Employee Blogs & Social Media Websites**

If an employee decides to keep a personal blog or participate in a social media website that discusses any aspect of his/her workplace activities, the following restrictions apply:

- UCSC equipment, including its computers and electronics systems, may not be used for these purposes;
- Student and employee confidentiality policies must be adhered to;



- Employees must make clear that the views expressed in their blogs are their own and not those of the School;
- Employees may not use UCSC's logos, trademarks and/or copyrighted material and are not authorized to speak on UCSC's behalf;
- Employees are not authorized to publish proprietary, financial marketing, strategic or other confidential business information belonging to UCSC that is clearly defined and does not relate to the terms and conditions of employment;
- Employees are prohibited from making racist, sexist or otherwise discriminatory comments and/or that would create a hostile work environment;
- Employees must comply with all UCSC policies, including, but not limited to, rules against sexual harassment and retaliation
- Employees should not make threats of violence or remarks that are obscene, malicious or bullying with relation to the School, students, co-workers, supervisors, parents and/or other School associated persons or entities;
- Employees should not spread rumors or other disparaging statements about the School, co-workers, students, supervisors, parents and/or other School associated persons that the employee knows to be false;
- Nothing in this handbook is intended to limit an employee's ability to discuss wages, hours, terms and conditions of employment or to their right to self-organize or join labor organizations or any other protected activities under the National Labor Relations Act.

UCSC reserves the right to take disciplinary action against any employee whose blog violates the above policies up to and including termination of employment.

**O. Participation in Recreational or Social Activities**

Employees may participate in activities sponsored by or supported by UCSC. Participation in such activities is strictly voluntary. As such, employees have no obligation to participate in recreational or social activities and no employee has work-related duties requiring such participation. An employee's participation in social and recreational activities is at the employee's own risk. UCSC disclaims any and all liability arising out of the employee's participation in these activities that is not within the scope of employment.

**P. Personnel Files and Record Keeping Protocols**

At the time of your employment, a personnel file is established for you. Please keep the Chief Business Officer advised of changes that should be reflected in your personnel file. Such changes include: change in name, address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable UCSC to contact you should the change affect your other records.

You have the right to inspect certain documents in your personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. You also have the right

to obtain a copy of your personnel file as provided by law. You may add your comments to any disputed item in the file. UCSC will restrict disclosure of your personnel file to authorized individuals within the School. A request for information contained in the personnel file must be directed to the Principal. Only the Principal or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

#### **IV. Hours of Work, Overtime, and Attendance**

##### **A. Work Hours and Schedules**

UCSC's normal instructional hours are from 8:00 AM – 5:00 PM, Monday through Thursday. The School Principal of the UCSC School will assign your work hours and schedules according to your position held. The Principal will provide employees with up to two (2) weeks' notice if there are changes to your work hours or schedule. Work calendars are listed below and updated annually in accordance with the UCSC Board approved instructional calendar for the appropriate school year:

***Calendar A:*** Principal, 210 days per school year and does not work on school defined holidays.

***Calendar B-3:*** Full Time Health Services Specialist, 220 days per school year and does not work on school defined holidays.

***Calendar C:*** Certificated-General Education Teacher, 180 days per school year and does not work on school defined holidays.

***Calendar D:*** Full Time Facilities Maintenance, 12 months per year, 40-hours per week and does not work on school defined holidays.

***Calendar E-1:*** Full Time Non-Exempt Classified Instructional-Hmong Language Development, 185 days per school year and does not work on school defined holidays.

***Calendar E-2:*** Full Time Non-Exempt Classified Instructional-Movement, 180 days per school year and does not work on school defined holidays.

***Calendar F:*** Full Time Non-Exempt Classified Clerical Support Staff, 12 months per year, 40-hours work week and does not work on school defined holidays.

***Calendar G:*** Part Time Non-Exempt Yard Supervisor Staff, up to 175 days per school year and does not work on school defined holidays.

***Calendar H:*** Non-Exempt Instructional Assistant Staff, 175 days per school year and does not work on school defined holidays.

***Calendar J-1:*** Part Time Non-Exempt Achievement Through Technology Program Supervisor, 175 days per school year and does not work on school defined holidays.

***Calendar J-2:*** Part Time Non-Exempt Achievement Through Technology Staff, 162 days per school year and does not work on school defined holidays.

**B. Overtime**

UCSC follows all applicable federal and state laws regarding the payment of overtime wages by compensating all non-exempt employees for overtime hours worked. For purposes of overtime calculations for non-exempt employees, UCSC's workweek begins on Monday and ends the following Sunday. The workday begins at midnight and ends the following day at 11:59 p.m. You will be informed when you are required to work overtime hours.

All overtime hours worked must be preauthorized in writing by the Principal. Only those hours that are actually worked are counted to determine an employee's overtime payment. Any employees who have questions in regards to the calculation of his/or her overtime payment, please contact the Principal of the UCSC's school.

**C. Makeup Time**

While makeup time is not encouraged, you may request in writing that you will make up work time that is or would be lost as a result of a personal obligation. Makeup time becomes an option only after all sick leave time has been exhausted. The hours of that makeup work may only be performed in the same work week in which the work time was lost and must not exceed eleven (11) hours of work in one (1) day or forty (40) hours of work in one week. You shall provide a signed written request for each occasion that you make a request to makeup work time; thus such authorization is at the option of UCSC.

Teaching time and professional development hours are not eligible for makeup time. Make up time for collaboration may be requested under extraordinary circumstances, and may only be granted by the Principal if all staff members needed for collaboration are able to re-schedule and be present at the agreed upon time.

**D. Work Breaks**

At a minimum, all non-exempt school employees who work more than five (5) hours in one day are allowed a thirty (30) minute duty-free unpaid and uninterrupted meal break. Non-exempt employees must take their meal break within the first five hours of work during a working period. If the employee works six (6) hours or less in a day, the employer and employee may mutually agree in writing to waive the meal period. Meal breaks should be noted on the employee's time card.

Employees must take two (2) ten (10) minute paid break periods for each full workday, as close as practicable to the mid-point of any continuous four (4) hour work period, or major fraction thereof. Employees should contact the Principal to schedule their meal and break periods.

During an employee's meal or rest period, employees are prohibited from working and are excused from all duties. Employees are not allowed to join together meal or rest periods for longer breaks and are not allowed to skip a meal or rest period in order to start work later or leave work earlier.

In the event that an employee believes that he/she cannot take a meal or rest period, or he/she cannot take the full meal or rest period, the employee must notify the Principal in advance when possible (if not possible, as soon as possible) so that proper measures may be taken.

**E. Paydays**

In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive their pay prior to the holiday.

All non-exempt employees will be paid on the 5th and 20th day of each calendar month. Each paycheck will include earnings for all reported work performed through the end of the payroll period. Payday calendars are posted in the office for reference.

All exempt employees will be paid on the 26<sup>th</sup> of the calendar month. The school has adopted a modified equal payment schedule in accordance to the appropriate work calendar. Payment calculations will be based on a daily rate. The daily rate will be calculated by taking the annual salary of the employee divided by the employee's scheduled work calendar.

You should promptly notify the Chief Business Officer if you have a question regarding the calculations of your paycheck. Appropriate actions will be taken to correct discrepancies. At minimum, corrections will be noted and will appear on the following payroll.

**F. Payroll Withholdings**

As required by law, UCSC shall make withholdings from each employee's pay as follows:

**Federal Income Tax Withholding:** The amount varies with the number of exemptions the employee claims and the gross pay amount.

**State Income Tax Withholding:** The amount varies with the number of exemptions the employee claims and the gross pay amount.

**Social Security (FICA):** The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.

**State Disability Insurance (SDI):** This state fund is used to provide benefits to those out of work because of illness or disability.

Every deduction from your paycheck is explained on your check voucher. If you do not understand the deductions, ask the Chief Business Officer to explain them to you.

You may change the number of withholding allowances you wish to claim for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to the Chief Business Officer. UCSC's business office maintains a supply of these forms.

All Federal, State and Social Security taxes will be automatically deducted from paychecks. The Federal Withholding Tax deduction is determined by the employee's W-4 form, which should be completed upon hire. It is the employee's responsibility to report any changes in filing status to the Chief Business Officer. It is also the employee's responsibility to fill out a new W-4 form if his/her filing status changes.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

UCSC offers programs and benefits beyond those required by law. Employees who wish to participate in these programs may voluntarily authorize deductions from their paychecks.

#### **G. Attendance Policy**

Employees are expected to adhere to regular attendance and to be punctual. If you find it necessary to be absent or late, you are expected to arrange it in advance with the Principal. If it is not possible to arrange your absence or tardiness in advance, you must notify the Principal no later than two (2) hours before the start of your workday. If you are a teacher, you are also responsible to make arrangements with the Office Manager for a qualified substitute to be approved by the Principal. If you are absent from work longer than one day, you are expected to keep the Principal sufficiently informed of your situation.

Excessive absenteeism and tardiness may lead to disciplinary action, up to and including termination. An absence or tardiness without notification to the Principal will lead to disciplinary action, up to and including termination.

If you fail to come to work for three (3) consecutive workdays without authorization or verification, UCSC will presume that you have voluntarily resigned from your position with UCSC at the close of business of the third missed day.

#### **H. Time Records**

By law, UCSC is obligated to keep accurate records of the time worked by non-exempt employees. Non-exempt employees shall be required to utilize the Time Management System of UCSC.

Non-exempt employees must accurately sign in and sign out of their shifts as this is the only way the payroll department would be able to know and keep track on how many hours each employee has worked and how much each employee is owed. The sign in and sign out sheet also indicates when the employee arrived and when the employee departed.

All non-exempt employees must sign in and sign out for arrival and departure on their lunch breaks and early dismissal for doctor or dentist appointments.

All employees are required to keep the office advised of their departures from and returns to UCSC premises during workday.

#### **I. Mandatory Training and Meetings**

UCSC will pay non-exempt employees for attendance at mandatory trainings, lectures, and meetings outside of regular working hours except in the following circumstances:

1. Your present working conditions or your continuation of employment is not adversely affected by nonattendance;

2. The course, meeting or lecture is not directly related to your job, meaning it is not designed to make you handle your job more effectively (as distinguished from training you for another job or to a new or additional skill); or
3. You do not perform any productive work during such attendance.

All mandatory trainings, lectures, and meetings will be identified as such. All non-exempt employees must accurately reflect attendance at all mandatory trainings, lectures, and meetings outside of regular working hours on their time records.

UCSC will not pay non-exempt and/or temporary employees for attendance at voluntary trainings. If you are unsure about the characterization of an offered training, lecture, or meeting, please contact the Principal before attending.

## **V. Standards of Conducts**

### **A. Personal Appearance**

It is the belief and vision of the Board of Directors that teachers serve as role models to their young audiences who are yet to explore the new frontier of their everyday changing world. Employees, including teachers, should therefore maintain professional standards of dress code and grooming at all time. Just as overall attitude and institutional competency contribute to a productive learning environment, so do appropriate dress and grooming.

The Board of Directors encourages staff to wear clothing that will add dignity to the educational profession. Such clothing and outfits will present a positive image to the surrounding audiences which are consistent with their job responsibilities, and will not interfere with the learning process.

All staff shall adhere to the following standards of the UCSC dress code:

- Clothing and jewelry must be safe and appropriate to the educational environment. All clothing must be clean, and in good repair. Slits or tears in pants or other articles of clothing are prohibited except for modest slits in women's dresses or skirts that are no higher than three (3) inches above the knee.
- Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, labs and offices. Hats may be worn outside for sun protection. All hats are to be removed upon entering the School buildings. For exceptions to this policy prior approval must be granted by the Principal.
- Slacks and shorts are to be worn on the waist with no portion of an undergarment showing. Jeans are not permitted. Shorts should be modest in length and should be no higher than three inches above the knee.
- Skirts and dresses should be no higher than three inches above the knee.
- All tops must be appropriate to work environment, and should be clean, neat, and provide proper coverage.

*Revised 07.20.2017*

- For safety purposes, earrings must not dangle more than one (1) inch below the ear.
- Clothing or jewelry with logos that depict and/or promote gangs (as defined in Cal. Ed. Code Section 35183), drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- Appropriate shoes must be worn at all times.

**B. Prohibited Conduct**

UCSC expects all employees to conduct themselves in a professional and courteous manner while on duty. Employees engaging in misconduct will be subject to disciplinary action up to and including termination of employment. For specific examples of prohibited conduct, please see the UCSC Code of Conduct.

**C. Confidential Information**

All information relating to students, including schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files.

**D. Child Neglect and Abuse Reporting**

Any employee who knows or has reason to know or suspects a child has been the victim of child abuse has an obligation and duty to report the instance to Sacramento Child Protective Services. **Child abuse** is broadly defined as "*a physical injury that is inflicted by other than accidental means on a child by another person.*" *School employees are required to report instances of child abuse when the employee has a "reasonable suspicion" that child abuse or neglect has occurred.* Reasonable suspicion arises when the facts surrounding the incident or suspicion could cause a reasonable person in a like position to suspect child abuse or neglect.

Child abuse should be reported immediately by phone to:

Sacramento Child Protective Services  
(916) 875-KIDS (5437)

The phone call is to be followed by a written report prepared by the employee within thirty-six (36) hours, which may be sent by fax or electronically. Copies of this form can be attained from the school nurse or Principal. There is no duty for the reporter to contact the child's parents.

Reporting the information regarding a case of possible child abuse or neglect to your supervisor, the school principal, a school counselor, coworker or other person shall not be a substitute for making a mandated report to Sacramento Child Protective Services.

**E. Outside Employment**

Employees are encouraged not to engaging to a second employment or consulting relationship with another person or entity while employed by UCSC. Such employment would interfere with their ability to satisfactorily the performance of their job duties that falls within the hours of its

employment with UCSC. UCSC will hold all employees to the same standards of performance, scheduling demands, and will not make any exceptions for employees who also hold outside jobs. Employees are required to immediately inform the Principal of any employment or consulting relationship with another person or entity while employed by UCSC in which it will conflict with the hours of his/or her job performance with UCSC.

**F. Expense Reimbursements**

UCSC will reimburse employees for certain reasonably necessary expenses incurred in the furtherance of school business. In order to be eligible for reimbursement, employees must follow the protocol set forth in UCSC's policy regarding expenditures, a copy of which may be obtained from the Front Office. In general, all expenses must have been previously approved in writing by the Principal and Superintendent. All reimbursement forms must be completed and submitted to the Chief Business Officer prior to issuance of a check.

**G. Staff/Student Interaction Policy**

UCSC recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

**Corporal Punishment**

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

**A. Examples of PERMITTED actions (NOT corporal punishment)**

1. Stopping a student from fighting with another student;
2. Preventing a pupil from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a student;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

**B. Examples of PROHIBITED actions (corporal punishment)**



1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

#### Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

#### Duty to Report Suspected Misconduct

When any employee becomes aware of another staff member having crossed the boundaries specified in this policy, he or she must speak to this staff member if the violation appears minor, or report the matter to school administrators. If the observed behavior appears significant, it is the duty of every staff member to immediately report it to an administrator. All reports shall be confidential. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Unacceptable Staff/Student Behaviors (Violations of this Policy)

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.
- (d) Intentionally being alone with a student away from the school.
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a student for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- (j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

**(These behaviors should only be exercised when a staff member has parent and supervisor permission.)**

- (a) Giving students a ride to/from school or school activities.
- (b) Being alone in a room with a student at school with the door closed.
- (c) Allowing students in your home.

Cautionary Staff/Student Behaviors

**(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)**

- (a) Remarks about the physical attributes or development of anyone.
- (b) Excessive attention toward a particular student.
- (c) Sending emails, text messages or letters to students if the content is not about school activities

Acceptable and Recommended Staff/Student Behaviors

- (a) Getting parents' written consent for any after-school activity.
- (b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- (c) E-mails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- (d) Keeping the door open when alone with a student.
- (e) Keeping reasonable space between you and your students.
- (f) Stopping and correcting students if they cross your own personal boundaries.
- (g) Keeping parents informed when a significant issue develops about a student.

- (h) Keeping after-class discussions with a student professional and brief.
- (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (j) Involving your supervisor if conflict arises with the student.
- (k) Informing the Principal about situations that have the potential to become more severe.
- (l) Making detailed notes about an incident that could evolve into a more serious situation later.
- (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (n) Asking another staff member to be present if you will be alone with any type of special needs student.
- (o) Asking another staff member to be present when you must be alone with a student after regular school hours.
- (p) Giving students praise and recognition without touching them.
- (q) Pats on the back, high fives and handshakes are acceptable.
- (r) Keeping your professional conduct a high priority.
- (s) Asking yourself if your actions are worth your job and career.

## **VI. Employee Benefits**

### **A. Sick Leave**

Sick leave is a benefit provided by UCSC to all eligible full-time and part time employees in order to provide a cushion for incapacitation due to illness or injury [in accordance with this policy](#). All full-time exempt employees will receive ten (10) days of sick leave per fiscal year, beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup>. On July 1<sup>st</sup>, three (3) of the ten (10) sick days are awarded, with the remainder to accrue in accordance with Schedule A. All full-time non-exempt employees will receive eighty (80) hours of sick leave per fiscal year, beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup>. On July 1<sup>st</sup>, twenty-four (24) hours of the eighty (80) hours are awarded, with the remainder to accrue in accordance with Schedule A. All eligible part time employees will be awarded twenty-four (24) hours of sick leave on each July 1, [with no further accruals](#). [In order for employees to use accrued sick leave, employees must be employed with employer for 90 days.](#)

Employees may use paid sick leave for the following reasons:

- Diagnosis, care or treatment of an existing health condition of, or preventative care for, an employee or his/her family member (defined as child, parent (adoptive, foster, step parents and legal guardians included), spouse, registered domestic partner, grandparent, grandchild and sibling)
- For an employee who is a victim of domestic violence, sexual assault or stalking and for the purposes described in Labor Code sections 230(c) and 230.1(a) relating to obtaining relief therefrom

It is intended to be used only when one of the previous reasons exist. UCSC also permits an employee to use accrued sick leave for personal needs, as restricted and defined within this handbook below, other than identified above.

*Revised 07.20.2017*

Employees are asked to schedule appointments outside of regularly scheduled work hours to the extent practicable.

In the event that any exempt employee exhausts his/her paid sick leave, any unpaid full day absences due to sick leave occurring from the 24<sup>th</sup> through the end of the month will be deducted from the following payroll period. Any unpaid full day absences due to sick leave occurring prior to the 24<sup>th</sup> of any month will be processed in the payroll in which the unpaid leave was taken.

UCSC does not pay employees in lieu of unused sick leave, nor is sick leave paid out upon termination of employment. Unused sick leave does not carry over from year to year. Notwithstanding the foregoing, the Board of UCSC may, on an annual basis and in its sole discretion, award employees a stipend for unused sick days.

If you are absent longer than three (3) days due to illness, medical evidence of your illness and/or medical certification of your fitness to return to work satisfactory to the School may be required before UCSC honors any sick pay requests. Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave, if eligible under applicable medical leave law, depending upon the facts and circumstances of the employee's basis for leave beyond the accrued sick leave.

If there is evidence of misuse of sick leave, sick pay will not be honored. UCSC will not tolerate abuse or misuse of sick leave privilege. Such abuse or misuse of sick leave may result in disciplinary action, up to and including termination.

## **B. Insurance Benefits**

### **1. Health Insurance**

An employee is eligible for medical coverage if he or she is a full-time regular employee working for UCSC.

"Full-time" employee means that an employee is hired to work at least forty (30) regular hours per week, or as defined by applicable law. Temporary and internship employees are not eligible to participate in the plans.

Employees who go from part-time to full-time employment become eligible for full benefits on the first day of the month following the effective date of the change.

#### When Coverage Starts:

Your coverage will begin on the first day of employment or if hired mid-month it will start on the first day of the next month. Your enrollment form must be submitted to the Human Resources as soon as possible. This form serves as a request for coverage, and authorizes any payroll deductions necessary to pay for your coverage.

When Coverage Ends:

Your coverage will end on the last day of the month in which the employee works. For example, if the employee resigns effective June 30, coverage will end on June 30, not at the end of the fiscal year. Cobra will be available for purchase to all eligible employees losing coverage thereon after if the employee chooses to do so.

Amount UCSC will Pay:

Full-time employees are entitled to health insurance benefits in accordance with UCSC's health insurance plan as set forth in the Provider's Summary Plan Description ("SPD"). Each year, UCSC may revisit which health insurance plan it offers its employees. Each year, the UCSC Board will determine the annual amounts, and monthly maximum contributions, it will contribute to cover the employee's annual premium, including the annual premium to enroll a spouse or dependent. This determination will be in UCSC's sole discretion, be subject to any changes or adjustments in the year as the Board deems reasonable and necessary, and be in accordance with applicable law. The employee's portion of monthly premiums will be deducted from the employee's paycheck as established in Schedule B, Employees Health Insurance Contribution.

If medical insurance premium rates increase, employees may be required to contribute to the cost of increased premiums to retain coverage. Unless otherwise mandated by law, employees on any leave of absence are responsible for selecting continuing health coverage and paying the premium for such coverage. Payment options include: 1) advance payment on final paycheck prior to the leave; 2) payment made on current deduction schedule; or 3) full repayment by first paycheck upon return to work. Employees on any leave are required to make arrangements with the Chief Business Officer prior to taking leave. Failure to make a timely request, make payment arrangements, and or paying for such coverage may result in the loss of coverage.

Medical Waiver Stipends:

For those employees that decline the health insurance benefits provided by UCSC, medical waiver stipends may be available. The stipend amount, if any, will be paid in eleven (11) equal monthly payments and will be determined on an annual basis in the sole discretion of the UCSC board of directors.

**2. Disability Insurance**

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage-replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work related injuries, or may be eligible for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from the Employment Development Department (EDD).

**3. Family Leave Insurance**

Employees covered by the California Disability Insurance program are also covered by the California Paid Family Leave Insurance program. Eligible employees are entitled to receive up to six (6) weeks of wage replacement benefits when they suffer a wage loss for taking time off

to care for a seriously ill child, spouse, parent or domestic partner or to bond with a new child within one year of birth or placement of the child in connection with foster care or adoption. Specific rules and regulations relating the Family Leave Insurance are available from the Employment Development Department (EDD).

#### 4. **Workers' Compensation Insurance**

Eligible employees are entitled to Workers' Compensation Insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

#### C. **Leaves of Absences**

Under certain circumstances, the Board may grant leaves of absence to employees. Employees must submit two week of notice in advance requesting for leaves of absence in writing to the Principal. Details of regarding the leave of absence will be arranged prior to taking the leave of absence.

If an employee's leave of absence expired and he or she fails to return to work on the specified date without contacting UCSC, it will be presumed that the employee abandoned or vacated his/her position with UCSC; thus such employment with UCSC will automatic be terminated. If an employee is unable or unwilling to return to work at the expiration of his/her leave of absence due to unforeseen circumstances or undue hardship, his/her employment will also be terminated if he/she fail to contact UCSC within a reasonable period of time that would allow UCSC to find a temporarily replacement for his/her position.

This Handbook summarizes leave that may be available to employees with UCSC. Most leave policies have differing requirements for eligibility, duration, or benefits. All leaves impact the annual salary step/column increases. Therefore, employees should contact the Principal for specific information relating to a particular leave policy.

While out on a leave of absence, employees may not accept employment with another company or person unless written consent has been provided by the Board. Acceptance of employment is in violation of this policy which will constitute an abandonment of the employee's position with UCSC; thus employment with UCSC will be terminated. Employees shall not apply for unemployment compensation insurance while out on leave.

#### 1. **Family Care and Medical Leave**

UCSC complies with the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), both of which require UCSC to permit each eligible employee to take up to 12 work weeks of leave in any 12-month period for the birth or adoption of a child, the employee's own serious health condition or for the serious health condition of the employee's child, parent or spouse.

In a single 12-month period, the FMLA also provides for a family member of a person on covered active duty in the Armed Forces or Reserves to take up to 12 workweeks of leave for any qualifying emergency arising out of the fact that a spouse, son, daughter or parent is on active duty in the Armed Forces or Reserves or up to 26 workweeks, less other FMLA leave taken, to care for a covered service member with a serious injury or illness as described below.

For ease of reference in this policy, all leave taken under both FMLA and CFRA will be referred to as "FMLA leave," [except to the extent that leave under FMLA and CFRA do not overlap. It is also the policy of UCSC that it will not interfere with, restrain or deny any employee's rights provided by FMLA and CFRA. FMLA leave runs concurrently with Pregnancy Disability Leave, while CFRA leave does not.](#)

#### Eligible Employees

Employees may be eligible for FMLA leave if they have:

- Been employed by UCSC for at least 12 months; and
- Worked at least 1,250 hours during the 12-month period immediately preceding commencement of the FMLA leave; and
- Work at a location in which the employer has at least 50 employees within 75 miles radius of the employee's work site.

#### Reasons for Taking Leave

The 12-week FMLA leave includes any time taken for any of the following reasons:

- Care for the employee's newborn child or a child placed with the employee for adoption or foster care;
- For your own serious health condition that makes the employee unable to perform any one or more of the essential functions of his or her job;
- Care for a spouse, child or parent with a serious health condition;
- To care for a [covered service member, including covered active members and covered veterans](#), who is your spouse, son, daughter, parent [or next of kin](#) and who is undergoing medical treatment, recuperation or therapy, in outpatient status or on the temporary disability retired list for serious injury or illness [incurred in the line of duty on active duty or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty](#);
- For a qualifying exigency arising out of the fact that your spouse, son, daughter or parent is on active duty (or has been notified of an impending call or order to active duty)
  - [Covered active duty or call to covered active duty status for a member of the Regular Armed Forces means duty during the deployment with the Armed Forces to a foreign country. The active duty orders of a member of the Regular components of the Armed Forces will generally specify if the member is deployed to a foreign country.](#)
  - [Covered active duty or call to covered active duty status in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation as further explained in 29 C.F.R. § 825.126.](#)

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves: (1) inpatient care in a hospital, hospice or residential health care facility or (2) continuing treatment by a health care provider.

A "serious injury or illness" for a covered veteran means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is: 1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank or rating; or 2) a physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; or 3) a physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; or 4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

A "qualifying exigency" is one or more of the following, as further defined in regulation: 1) short notice deployment (up to 7 days); 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; 7) post-deployment activities; 8) parental care; 9) additional activities. The maximum amount of time an eligible employee may take for rest and recuperation qualifying exigency leave is a maximum of 15 calendar days.

An employee that takes leave may elect or UCSC may require the employee, to substitute any of the employee's accrued sick leaves during this period or any other paid or unpaid time off provided by UCSC. If an employee takes leave because of the employee's own serious health condition, the employee may elect, or the School may require the employee, to substitute accrued sick leave during the period of the leave. An employee shall not use sick leave during a period of leave in connection with the birth, adoption or foster care of a child or to care for a child, parent or spouse with a serious health condition, unless otherwise permitted by law or mutually agreed to by the employee and UCSC.

#### Length of FMLA Leave

Leave can be taken in one or more periods, but may not exceed 12 work weeks in any 12-month period. Leaves taken for a pregnancy disability is not included in this 12 week calculation.

In a single 12-month period, the FMLA also provides for a family member of a person on covered active duty in the Armed Forces or Reserves to take up to 12 workweeks of leave for any qualifying emergency arising out of the fact that a spouse, son, daughter or parent is on active duty in the Armed Forces or Reserves or up to 26 workweeks, less other FMLA leave taken, to care for a covered service member with a serious illness or injury. UCSC may require or you may elect to use any accrued paid (if any) personal leave, family leave or medical or sick leave for any part of the 26-week period.

*Revised 07.20.2017*



12 work weeks means the equivalent of twelve of the employee's normally scheduled work weeks. For a full-time employee who works five eight-hour days per week, 12 work week means 60 working and/or paid eight-hour days. The 12-month period in which 12 weeks of leave may be taken is the 12-month period immediately preceding the commencement of any FMLA Leave of Absence.

If FMLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.

If FMLA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two weeks, except that UCSC will grant a request for FMLA leave for this purpose of at least one day but less than two weeks' duration on any two occasions.

#### Health Benefits

The provisions of UCSC's various employee benefit plans govern continuing eligibility during FMLA leave, and these provisions may change from time to time. The payment of an employee premiums while on FMLA leave will remain the same as if the employee was not on leave. Thus, the employee is required to pay any premium payments for him or herself, or dependents during leave of absence that would have been made if he/she was not on leave, while UCSC continues to pay the benefits at the same level as if the employee was not on leave. When requesting for FMLA leave is granted, UCSC will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If the employee is out on leave chooses not to return to work from a leave allowed by this policy after the expiration of the leave, the employee will be required to repay the School the premium amounts it paid during leave, unless the employee does not return to work because of circumstances beyond his/her control or because of recurrence, continuation or onset of a serious health condition.

#### Medical Certifications

An employee requesting FMLA leave because of his/her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within 15 days of the leave request) may result in denial of the leave request until such certification is provided.

If UCSC has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by UCSC). If the second opinion differs from the first one, UCSC will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.

Re-certifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit re-certifications can result in termination of the leave.

*Revised 07.20.2017*

### Certification for Qualifying Exigency

The first time an employee requests leave because of a qualifying exigency arising out of the covered active duty or call to covered active duty status (or notification of an impending call or order to covered active duty) of a covered service member, an employer may require the employee to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty service and the dates of the military member's covered active duty service. This information need only be provided to the employer once.

UCSC may require that leave for any qualifying exigency be supported by a certification from the employee that sets forth the following information: 1) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested; 2) the approximate date on which the qualifying exigency commenced or will commence; 3) if the request is for a single, continuous period of time, the beginning and end dates for such absence; 4) if the request is for an intermittent or reduced schedule basis, an estimate of the frequency and duration of the qualifying exigency; 5) if the request involves meeting with a third party, appropriate contact information for the individual or entity with whom the employee is meeting (such as name, title, organization, address, telephone number, fax number and email address) and a brief description of the purpose of the meeting; and 6) if the request involves rest and recuperation leave, a copy of the military member's rest and recuperation orders, or other documentation issued by the military which indicates that the military member has been granted rest and recuperation leave, and the dates of the military member's rest and recuperation leave. UCSC may provide the employee with a form that will meet these certification requirements.

### Procedures for Requesting and Scheduling FMLA Leave

An employee should request FMLA leave by completing a Request for Leave form (available in UCSC School Office) and submitting it to the Principal. An employee asking for a Request for Leave form will receive a copy of UCSC's then-current FMLA leave policy.

Employees should provide not less than 30 days' notice or if such notice is not possible, as soon as is practicable, for foreseeable childbirth, placement or any planned medical treatment for the employee or his/her spouse, child or parent. Failure to provide such notice is grounds for denial of a leave request, except in situations where the need for FMLA leave is an emergency or otherwise unforeseeable.

If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he/she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.

In most cases, UCSC will respond to a FMLA leave request within 3 working days of acquiring knowledge that the leave is being taken for an FMLA-qualifying reason and, in any event, within 5 working days of receiving the request. If an FMLA leave request is granted, UCSC will notify the employee in writing that the leave will be counted against the employee's FMLA leave

entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

### Return to Work

Upon timely return at the expiration of the FMLA leave period, an employee is entitled to the same or comparable position that is virtually identical to the employee's original position in terms of pay, benefits and working conditions, including privileges, perquisites and status, unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA leave. Certain key employees may be subject to reinstatement limitations in certain circumstances. If you are a key employee, you will be notified of the potential reinstatement limitations when you request FMLA leave.

Before an employee will be permitted to return from FMLA leave taken because of his or her own serious health condition, the employee must obtain a certification from his or her health care provider that he or she is able to resume work.

## 2. **Pregnancy Disability Leave**

UCSC complies with the requirements of the California Pregnancy Disability Act, in addition to other family and medical leaves required by law. UCSC will give each female employee an unpaid leave of absence of up to four months, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth or related medical conditions.

### Eligibility

To be eligible, the employee must be disabled by pregnancy, childbirth or a related medical condition and must provide appropriate medical certification concerning the disability.

### Reasons to Take Leave

The employee is entitled to take up to four months of pregnancy disability leave if the employee is actually disabled by her pregnancy, childbirth or a related medical condition. This includes time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, recovery from childbirth and any related medical condition. Generally, the employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness).

### Length of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks). For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro

rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 1/3 weeks).

Periodic absences for pregnancy-related illness of limited duration taken prior to an actual leave may be subtracted from the four months of disability leave for pregnancy.

Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider. If an employee requires intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.

#### Pay During Pregnancy Disability

An employee on pregnancy disability leave must use all accrued paid sick leave during the otherwise unpaid leave period. The receipt of sick leave pay or state disability insurance benefits will not extend the length of pregnancy disability leave.

#### Employee Benefits

While an employee is out on pregnancy disability leave, UCSC will continue to pay the premiums for eligible employees under UCSC's group health plan for the duration of the pregnancy disability leave taken. Once the pregnancy disability leave has expired, the employee may, depending upon other leave requirements, be expected to pay for her premiums beyond her pregnancy disability leave.

An employee on pregnancy disability leave remains an employee of UCSC and a leave will not constitute a break in service for purposes of longevity and/or seniority but may affect his/her step/column increase.

If an employee does not return to work after the expiration of the pregnancy disability leave, and the reasons for failure to return to work do not include one of the following: 1) the employee is on CFRA leave; or 2) the continuation, recurrence or onset of a health condition entitling the employee to pregnancy disability leave in the first instance, non-pregnancy-related medical conditions requiring other leave or other circumstances beyond the control of the employee, UCSC reserves the right to recover from the employee the premium UCSC paid for the employee's group health plan coverage while out on leave.

#### Medical Certifications

An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by UCSC, which may be obtained from the Front Office. Failure to provide the required certification in a timely manner (within 15 days of the leave request) may result in a denial of the leave request until such certification is provided.

Re-certifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required re-certification can result in termination of leave.

#### *Requesting and Scheduling Pregnancy Disability Leave*

An employee should request pregnancy disability leave by completing a Request for Leave form (available from the Front Office) and submitting it to the Principal. An employee asking for a Request for Leave form will be provided a current copy of UCSC's pregnancy disability leave policy.

Employees should provide not less than thirty (30) days of notice, or if such notice is not possible, as soon as is practicable if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.

Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt UCSC's operation.

In most cases, UCSC will respond to a pregnancy disability leave request within three working days of acquiring knowledge that the leave qualifies as pregnancy disability and, in any event, within five working days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

#### *Return to Work*

Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position (at the time reinstatement is requested) because of legitimate business reasons unrelated to the pregnancy disability leave or if the means to preserve the position would substantially undermine UCSC's ability to operate the business safely and efficiently.

If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless there is no comparable position available or filling the available position with the returning employee would substantially undermine UCSC's ability to operate the business safely and efficiently.

When a request for pregnancy disability leave is granted to an employee, UCSC will provide the employee with a guarantee to reinstate the employee to the same position or to a comparable position, unless justified by law. The guarantee will be provided in writing if requested by the employee.

Before an employee will be permitted to return from a pregnancy disability leave of 20 days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work. If the employee can return to work with limitations, UCSC will evaluate those limitations, and if possible, will accommodate the employee as required by law.

### 3. **Medical Leave of Absence**

At the discretion of UCSC's School Principals, an unpaid medical leave of absence may be granted up to 10 days to employees who are not eligible for other leaves consistent with Section VI(C). Ask the Principal for information on medical leaves of absence, and any implications unpaid medical leave may have on your eligibility for employee benefits, including medical benefit plan coverage.

### 4. **Personal Leave of Absence & Bereavement Leave**

UCSC recognizes that there may be circumstances, such as death in a family or to immediately family members, or significant others where employees must leave their jobs temporarily to be them. If such circumstance does occur, UCSC may excuse employees from their jobs through bereavement leave of absence without the fear of losing their jobs upon return to work. The followings are list of common questions that employees normally ask for purposes of bereavement:

**How long can employees be off on bereavement leave?** Under *The Employment Standards Code of the State of California*, UCSC employees are allowed to take up to three days as bereavement leave to deal with the death of a family member or significant others.

**Who can take bereavement leave?** Anyone who employed for at least 30 days with UCSC is entitled to bereavement leave.

**Who decides what type of leave an employee is taking?** Employees must tell UCSC, usually the School Principal of the UCSC school where the employee worked, what type of leave they are taking. The School Principal will need specific detail to show whether or not the time off work meets the requirements for the leave.

**When employees request time off, UCSC should ask whether they are advising of a leave available or requesting permission for unpaid time off. UCSC does not control when employees can take a leave provided by law, but UCSC can control other types of time off work.**

**Do employees need to be paid while on bereavement leave?** No. The State of California only requires UCSC to provide time off and allow an employee to return to their job when the leave has ended. UCSC is not required to pay wages during the leave. UCSC can, with the discretion of the Board of Director give greater benefits than those provided by law, such as paid time off on bereavement along with payment.

**Who are considered family members?** Family is defined very broadly for Employment Standards' purposes. Children, stepchildren, parents, grandparents, spouses, common law spouses, brothers, sisters, step-brothers, step-sisters, aunts, uncles, nieces and nephews are all considered family members. The definition also includes those who are not related, but whom the employee considers to be like a close relative or significant others.

**What is reasonable verification?** UCSC can request reasonable verification of the need for the leave. Reasonable verification for bereavement leave might be an obituary from a local newspaper, for example.

**Can UCSC take part of a day as bereavement leave?** When an employee takes part of a day for bereavement leave, UCSC may count that as a full day of the leave. UCSC does not have to accommodate an employee taking the leave in part days, as long as UCSC allows the employee to take the leave.

**Can employees be fired or laid off because they take bereavement leave?** No. UCSC cannot terminate or lay off employees because they have taken or are planning to take a leave as provided by law.

**What happens when the leave ends?** Employees must be allowed to return to their job, or a comparable job with the same or greater benefits and pay, when they return from leave. As required by law, UCSC may not discriminate or attempt to punish employees for taking a leave.

At his/her discretion, UCSC School Principals may grant employees up to 10 working days of unpaid leave of absence for bereavement. Any unpaid leave of absence exceeding 10 work days requires Board approval. Taking an unpaid personal leave of absence may affect your eligibility for employee benefits, including medical benefit plan coverage. If you have any other question, contact the school principal of your school.

**Personal Necessity:** With regards to personal leave of absence that is outside the scope of bereavement, the following exception applies: UCSC permits up to five days of sick leave to be used for personal necessity, "PN". The purposes of establishing PN is in such events that compelling personal importance to employees that is outside the scope of the definition of bereavement.

The usage of PN is to be taken in full day increments. It is being deducted from regular sick leave. Requesting for PN days must be submitting to the school principal of your school two weeks in advance prior to taking the leave, unless in an emergency circumstances where the individual must leave immediately.

**The following are examples of allowable Personal Necessity:**

- ✓ Death involving the immediate family, other relatives, or close friend,
- ✓ Accident involving the immediate family, other relatives, or close friends,
- ✓ Illness involving the immediate family, other relatives, or close friends,
- ✓ Accident involving personal property of the employee, the immediate family, other relatives, or close friends,
- ✓ Inability to get assigned place of work because of circumstances beyond control,
- ✓ Attendance at religious observance, wedding, or observance honoring employee or member of employee's immediate family,
- ✓ Attending to legal or business matters of compelling personal importance,
- ✓ Helping a family member or friend in need, e.g. taking close friend to the hospital,

- ✓ Attendance at employee's own child/children school related activity or youth activity, e.g. school programs, award assembly, school field trips, club trips.

Guidelines for Using PN:

PN cannot be used or substitute for personal/family vacation, personal holiday, recreation, personal pleasure, other employment, work stoppage/strike, and or any other illegal activity. An employee is encouraged to make reasonable efforts not to schedule or use PN in the first and last week of school, during parent teacher conferences and CST testing, on Mondays or Thursday, or the day before or after a scheduled school recess or holiday period, unless it is an unforeseen circumstances that occur on those days and with the approval of the Principal.

UCSC recognizes that special situations may arise where an employee must leave his or her job temporarily. In the sole discretion of the board of directors, and based upon the recommendation of UCSC's School Principals, other personal unpaid leaves of absence may be granted. Whether such leave can be accommodated is within the UCSC's School Principals discretion. Taking such leave of absence may affect your eligibility for employee benefits, including medical benefit plan coverage.

5. **Time Off for Organ Donation and Bone Marrow Donation**

Employees are given up to 30 business days paid leave of absence in any one year period for the purpose of donating an organ to another person and a 5 business day paid leave of absence in any one year period for the purpose of donating bone marrow to another person. The year period is calculated from the date the employee's leave begins and consists of 12 consecutive months. The leave may be taken in one or more periods. These leaves will not run concurrently with CFRA or FMLA leave.

If the donating employee has any accrued, unused sick or personal days, the employee is required to use up to five of these days for bone marrow donations and up to 10 of these days for organ donations. The School will maintain and pay for health care coverage for the full duration of the leave as if the employee were still at work.

The employee shall provide verification to the School that he or she is an organ or bone marrow donor and that there is a medical necessity for the leave. The employee shall notify Human Resources as far in advance of the leave as is practicable.

6. **Military and Military Spousal Leave of Absence**

UCSC shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.



UCSC will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

UCSC shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

7. **Time Off for Jury and Witness Duty**

UCSC will provide employees unpaid leave to serve as required by law, on a jury or grand jury if the employee provides reasonable advance notice. The School will also provide employees unpaid leave to appear in court or other judicial proceeding as a witness, as permitted by law, to comply with a valid subpoena or other court order. Please notify the school principal of your school with regards to your commitment to serve on a jury or as a witness as far in advance as possible.

8. **Time Off for Volunteer Firefighters, Reserve Peace Officers or Emergency Rescue Personnel**

Employees who perform emergency duties as volunteer firefighters, reserve peace officers or emergency rescue personnel will be given time off as necessary in accordance with the law. Employees are requested to alert the Principal of their status as volunteer firefighters, reserve peace officers or emergency rescue personnel so that UCSC will have advanced notice of the employee's potential need to leave UCSC in the event of an emergency. Any time an employee must perform emergency duties, he/she must notify the Principal before leaving UCSC's premises.

9. **Workers' Compensation Leave**

Employees that are temporarily totally disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration of your leave will depend upon the rate of your recovery and the business needs of UCSC. Workers' compensation leave will run concurrently with any other applicable medical leave of absence.

10. **Drug and Alcohol Rehabilitation Leave**

The School will reasonably accommodate an employee who voluntarily enters and participates in an alcohol or drug rehabilitation program, including potentially providing unpaid leave to participate in the program. The School will not pay for the costs incurred in attending a rehabilitation program. An employee who wishes to identify him or herself as an individual in need of the assistance of an alcohol or drug rehabilitation program may contact [insert

appropriate title]. The School will take all reasonable steps necessary to maintain the employee's privacy in this situation. The employee may use accrued sick leave or accrued vacation time, if any, during requested leave.

Nothing in this policy shall prohibit the School from refusing to hire or discharge an employee who, because of his or her current use of alcohol or drugs, is unable to perform his/her duties or cannot perform the duties in a manner that would not endanger his/her health or safety or the health or safety of others.

11. **Time Off of Adult Literacy Programs**

The School will reasonably accommodate and assist any employee who reveals a problem of illiteracy and requests employer assistance in enrolling in an adult literacy education program. Employees will be required to bear the cost associated with enrollment in an adult literacy education program, but the School will assist the employee by providing the locations of local literacy education programs. The School may also arrange for a literacy education provider to visit the School.

An employee who wishes to reveal a problem of illiteracy and requests School assistance should contact [insert appropriate title]. The School will take all reasonable steps to safeguard the employee's privacy. Nonexempt employees may use accrued vacation pay if available to make up for the work that is missed to attend literacy classes.

12. **Time Off to Attend Child's School Discipline**

Any employee who is a parent or legal guardian of a child that has received written notice from the child's school requesting his or her attendance at a disciplinary conference is entitled to take unpaid leave to attend the conference. Please contact [insert appropriate title] to determine eligibility and scheduling before taking any leave to attend a disciplinary conference.

13. **Time Off to Attend Child's School Activities**

Employees that are parents, guardians, stepparents, foster parents or grandparents [to, or a person who stands in loco parentis to](#), a child in kindergarten, grades 1-12 or with a child in a licensed day care facility, may wish to take time off to visit the school of your child for a school activity, [including finding, enrolling or reenrolling the child in a school or with a licensed child care provider, or to address a child care provider or school emergency](#). Employees may take off up to eight hours each calendar month (up to a maximum of 40 hours each school year), provided the employee gives reasonable notice to the Company of the planned absence. The School requires documentation from the school noting the date and time of your visit.

If both parents of a child work for the School, the first parent to provide notice may take the time off, unless the School approves both parents taking time off simultaneously.

14. **Time Off to Serve as Election Official**

Any employee who serves as an election official is eligible for unpaid leave on election day for purposes of service. Please notify [insert appropriate title] of your commitment to act as election official as far in advance as possible.

**15. Time Off for Victims of Crime or Domestic Violence, Sexual Assault and Stalking**

Employees who are victims of domestic violence, sexual assault or stalking will be given time off as necessary in accordance with the law. Employees may be required to provide reasonable advanced notice of the need for time off if feasible and documentation establishing the right to such time off may be requested. The School will take all reasonable steps to maintain the confidentiality of any employee requesting crime victim/domestic violence/[stalking](#) leave. Please notify [insert appropriate title] of your need to seek relief as far in advance as possible. If applicable, an employee may use accrued vacation leave for these purposes. The School will also provide reasonable accommodations for a victim of domestic violence, sexual assault, or stalking if requested for the safety of the victim while at work.

**16. Time Off for Victims of Certain Crimes**

An Employee who is a victim of certain crimes (violent felonies, felony thefts and serious felonies as defined by law) or is an immediate family member of a victim, is a registered domestic partner of a victim or the child of a registered domestic partner of a victim will be given time off as necessary in accordance with the law. Employees may be required to provide reasonable advanced notice of the need for time off if feasible and documentation establishing the right to such time off may be requested. The School will take all reasonable steps to maintain the confidentiality of any employee requesting crime victim leave. Please notify [insert appropriate title] of your need for time off as far in advance as possible. As applicable, an employee may use accrued vacation leave or sick leave for crime victim leave purposes.

**17. Time Off for Voting**

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two hours of paid time off will be provided, at the beginning or the end of the employee's regular shift, whichever will allow the most free time for voting and the least time off work. Please contact [insert appropriate title] to request and schedule time off to vote.

**18. Time Off for Civil Air Patrol**

Eligible employees who are volunteer members of the California Wing of the civilian auxiliary of the US Air Force, commonly known as the Civil Air Patrol, who have been directed by the US Air Force, the California Emergency Management Agency or other authorized state agency to respond to an emergency operational mission are entitled to 10 days per calendar year of unpaid leave. Leave for a single emergency operational mission shall not exceed three days, unless an extension of time is granted by the authorizing governmental entity and the extension is approved by the School.

An eligible employee requiring Civil Air Patrol leave must give the School as much notice as possible of the intended dates upon which the leave will begin and end. Please notify [insert title of position for the notice] of requested leave under this section. The School may require certification from the proper Civil Air Patrol authority to verify the employee's eligibility and may deny the leave if the employee fails to provide the required certification.

*Revised 07.20.2017*

## **D. COBRA Benefits**

### **Continuation of Medical and Dental**

When your coverage under UCSC's medical and/or dental plans ends, you or your dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, you must pay the full cost of coverage - your contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for you, your spouse, and your eligible dependent children can continue for up to 18 months if coverage ends because:

- Your employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Your hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making you ineligible for the plan.

This 18-month period may be extended an additional 11 months if you are disabled at the time of your termination or reduction in hours if you meet certain requirements. This 18-month period also may be extended if other events (such as a divorce or death) occur during the 18-month period.

Your spouse and eligible dependents can continue their health coverage for up to 36 months if coverage ends because:

- You die while covered by the plan;
- You and your spouse become divorced or legally separated;
- You become eligible for Medicare coverage, but your spouse has not yet reach age 65; or
- Your dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rights similar to those described above may apply to retirees, spouses and dependents if the School commences a bankruptcy proceeding and those individuals lose coverage.

UCSC will notify you or your dependents if coverage ends due to termination or a reduction in your work hours. If you become eligible for Medicare, divorced or legally separated, die, or when your child no longer meets the eligibility requirements, you or a family member are responsible for notifying UCSC within 30 days of the event. UCSC will then notify you or your dependents of your rights.

Health coverage continuation must be elected within 60 days after receiving notice of the end of coverage, or within 60 days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within 30 days of the due date;
- You (or your spouse or child) becomes covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition you (or your spouse or child, as applicable) may have;
- UCSC stops providing group health benefits;

- You (or your spouse or child) become entitled to Medicare; or  
You extended coverage for up to 29-months due to disability and there has been a final determination that you are no longer disabled.

## **VII. Employment Evaluation and Separation**

### **A. Employee Reviews and Evaluations**

Each employee will receive periodic performance reviews conducted by the Principal/Supervisor. Performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of UCSC and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with the Principal/Supervisor, and that you are aware of its contents.

Newly hired employees will have their performance goals reviewed by the Principal/Supervisor within the first ninety (90) days of employment.

Your salary and your potential for advancement will be based largely upon your job performance. On a periodic basis, the Principal/Supervisor will review your job performance with you in order to establish goals for future performance and to discuss your current performance. UCSC's evaluation system will in no way alter the at-will employment relationship.

### **B. Discipline and Involuntary Termination**

Violation of UCSC's policies, procedures, and rules may warrant disciplinary action, which may take multiple forms, including verbal warnings, written warnings, suspensions, or termination. UCSC may, in its sole discretion, utilize any form of discipline it deems appropriate under the circumstances, up to and including termination of employment upon the first offense.

### **C. Voluntary Termination**

Either the employee or UCSC may terminate the employment relationship at any time, with or without notice and with or without cause. While it is not required, UCSC requests that employees electing to resign give as much advance notice as possible (preferably 30 days) to allow UCSC to plan for your departure.

An exit interview will normally be scheduled on the last day of work with the school principal of the UCSC School that you worked and/or the Superintendent. The purposes of the exit interview is to review eligibility for benefit conversion, to ensure that all necessary forms are

completed, to collect any company property (including keys, equipments, documents and records) that may be in the employee's possession, to review the employee's obligations regarding confidential information, and to provide the employee with the opportunity to make any constructive comments and suggestions on improving the working environment at UCSC. UCSC appreciates receiving candid opinions of the employee's employment. Final pay will be provided in accordance with state law.

#### **D. References**

All requests for references and employment verifications must be promptly directed to the school principal of your employment. When contacted for a reference or employment verification, UCSC will only provide information concerning dates of employment and the title of the last position held. UCSC will not engage in conversation with potential employers regarding the performance of a current or former employee. Letters of recommendation should be request from the school principal of the UCSC School that the employee worked. Other employees may not provide any employment verifications or act as a reference for any other employees.

#### **VIII. Internal Complaint Review Process**

The purpose of this policy is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Principal or Board of Directors to express their work-related concerns.

Specific complaints of unlawful discrimination and/or harassment are addressed under the School's "Policy Against Unlawful Harassment."

#### **Internal Complaints**

(Complaints by Employees Against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Principal or designee:

1. The complainant will bring the matter to the attention of the Principal as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. The Principal or designee will then investigate the facts and provide a solution or explanation;
3. If the complaint is about the Principal, the complainant may file his or her complaint in a signed writing to the President of the Board of Directors of the School (or designee), who will then confer with the Board and may conduct a fact-finding or authorize a third

party investigator on behalf of the Board. The Board President or investigator will report his or her findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee's satisfaction. However, the School values each employee's ability to express concerns and the need for resolution without fear of adverse consequence to employment.

### **Policy for Complaints Against Employees**

(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Principal or Board President (if the complaint concerns the Principal) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Principal (or designee) shall abide by the following process:

1. The Principal or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Principal (or designee) finds that a complaint against an employee is valid, the Principal (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Principal (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Principal's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors of the School. The decision of the Board of Directors shall be final.

### **General Requirements**

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.

3. Resolution: The Board (if a complaint is about the Principal) or the Principal or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

## **IX. UCSC Code of Conduct**

**UCSC strives to create a unique learning environment that nurtures and supports all scholars, and a working environment that supports all members of the staff. In order to accomplish this vision, all staff are viewed as professionals and expected to adhere to the highest ethical standards while on campus.**

### **All staff are expected to:**

- Model and use the Lifelong Guidelines and Life Skills
- Demonstrate a commitment to serving all UCSC scholars
- Demonstrate a commitment to anti-bias classroom and school practices
- Demonstrate a commitment to bilingualism and biculturalism for all scholars and staff
- Maintain excellent attendance:
  - Arrive on-time and prepared to report to your assignment
  - Attend and arrive on time for all mandatory meetings
  - Use integrity when reporting hours worked
  - Notify the office of absences upon awareness
  - Attempt to schedule vacations, appointments, and other personal matters outside of regularly scheduled work hours
- Come to work dressed appropriately for the position, using your judgment to dress professionally and modestly
- Support or participate in school events and activities, when appropriate
- Maintain accurate scholar records
- Proactively cultivate productive, collegial, and collaborative relationships with colleagues, school staff, and administration
- Proactively cultivate a relationship with scholars' families through, parent teacher conferences, home visits, in prompt to conversations, electronic communication, newsletters, etc.
- Act with discretion and professionalism regarding classroom, school, and community matters
- Maintain the highest professional standards for communication with scholars, parents, and community
- Turn off/silence, and refrain from using electronic devices and cell phones for personal matters while instructing or supervising scholars
- Always assume best intentions of scholars, parents, colleagues, administration, and community



- Analyze the pros and cons of every situation in order to make informed decisions
- Adhere to the UCSC meeting norms
- Reflect on personal performance and be open to constructive criticism and feedback

### **UCSC CODE OF CONDUCT**

- Unexcused absence and/or lack of punctuality
- Release of confidential information without written authorization
- Possession of or reporting to work while under the influence of alcohol or illegal drugs and controlled substances
- Theft or embezzlement
- Willful destruction of property
- Conviction of a felony or conviction of a misdemeanor making the employee unfit for the position
- Falsification, fraud or omission of pertinent information when applying for a position
- Any willful act that endangers the safety, health or wellbeing of another individual
- Horseplay
- Any act of sufficient magnitude to cause disruption of work or gross discredit to the school
- Any conduct that has gained sufficient notoriety so as to impair his/her on-campus relationships
- Misuse of UCSC property or funds
- Possession of firearms, or any other dangerous weapon, while acting within the course of UCSC of your employment with the School
- Acts of discrimination or illegal harassment based on gender, ethnicity or any other basis protected by state or federal law
- Failure to comply with the School's safety procedures
- Insubordination
- Failure to follow any known policy or procedure of UCSC or gross negligence that results in a loss to UCSC
- Violations of federal, state or local laws affecting the organization or your employment with the organization
- Unacceptable job performance
- Dishonesty
- Failure to keep a required license, certification or permit current and in good standing
- Recording the work time of any other employee, or allowing any other employee to record time on your time record or falsifying any time record
- Unreported absence of any three consecutively scheduled workdays
- Unauthorized use of School equipment, materials, time or property
- Working unauthorized overtime or refusing to work assigned overtime
- Abuse of sick leave
- Sleeping or malingering on the job

**X. Schedule A Prorated Accrued Sick Leave**

**Schedule A  
Prorated Accrued Sick Leave**

Sick leave is a required benefit by law; and it is a benefit provided by the School that all full-time **and part time** employees receive in order to provide a cushion for incapacitation due to illness or injury. Below is the schedule of prorated accrued sick leave for both classifications of employees. **All eligible part time employees will be awarded twenty-four (24) hours of sick leave on each July 1, with no further accruals.**

**Certificated Exempt Employees  
(Salaried)**

All full-time exempt employees will receive 10 days of sick leave per fiscal year, beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup>. The ten days are advanced for use with the understanding that the employee will work a full fiscal year. In the event a termination of employment occurs before the fiscal year ends, any sick time used that had not been rightfully accrued will be charged back to the employee and will be reflected on his/her final check.

Employment may occur anytime in any given month. The accrual rate is based on a monthly basis and is accrued at month end.

<b>Fiscal Year Schedule</b>	<b>Monthly Accrual</b>
July 1 – August 31	3 days
September 1-30	0 day
October 1-31	0 day
November 1-30	1 day
December 1-January 31	1 day
February 1-28	1 day
March 1-31	1 day
April 1-30	1 day
May 1-31	1 day
June 1-30	1 day
<b>Total</b>	<b>10 days</b>

**Full Time Non-Exempt Employees  
(Hourly Paid)**

All full-time non-exempt employees will receive 80 hours of sick leave per fiscal year, beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup>, prorated based on employment start date. The ten days are advanced for use with the understanding that the employee will work a full fiscal year. In the event a termination of employment occurs before the fiscal year ends, any sick time used that had not been rightfully accrued will be charged back to the employee and will be reflected on his/her final check.

Employment may occur anytime in any given month. The accrual rate is based on the week employment starts. Time is accrued for the full week in which the first day of work began.

<b>Fiscal Year</b>	<b>Mo. Accrual</b>
July 1 – 31	24 hrs.
August 1-30	0 hrs.
September 1-30	0hrs.
October 1-31	7 hrs.
November 1-30	7 hrs.
December 1 -January 31	7 hrs.
February 1-28	7 hrs.
March 1-31	7 hrs.
April 1-30	7 hrs.
May 1-31	7 hrs.
June 1-30	7 hrs.
<b>Total</b>	<b>80 hrs.</b>

**XI. APPENDIX A****HARASSMENT COMPLAINT FORM**

*It is the policy of UCSC that all of its employees be free from harassment. This form is provided for you to report what you believe to be harassment, so that UCSC may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment.*

*If you are an employee of UCSC, you may file this form with the Principal, Superintendent or Board President.*

Please review UCSC's policies concerning harassment for a definition of harassment and a description of the types of conduct that are considered to be harassment.

*UCSC will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, UCSC will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, UCSC will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged harasser.*

*In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that UCSC will be able to address your complaint to your satisfaction.*

*Charges of harassment are taken very seriously by UCSC because of the harm caused to the person harassed, and because of the potential sanctions that may be taken against the harasser. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.*

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you believe sexually harassed you or someone else: \_\_\_\_\_

\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

\_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

---

---

---

---

---

---

---

---

---

I acknowledge that I have read and that I understand the above statements. I hereby authorize UCSC to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Complainant

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

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

To be completed by School:

Received by: \_\_\_\_\_

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

**Urban Charter Schools Collective,**  
Public Charter Schools

**XII. APPENDIX B****COMPLAINT FORM**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you have a complaint against: \_\_\_\_\_

\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

\_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize UCSC to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

\_\_\_\_\_  
Signature of Complainant Date: \_\_\_\_\_\_\_\_\_\_  
Print Name

To be completed by School:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Urban Charter Schools Collective,**  
Public Charter Schools

**XIII. ACKNOWLEDGMENT OF AT-WILL EMPLOYMENT**

I acknowledged that I have received the UCSC Employee Handbook. I have read the Handbook and understand the contents of the Handbook. I agreed to abide by all UCSC's policies.

I understand and agreed to my at-will employment status as described in the handbook, summarized as follows:

- This Handbook does not in any way reflect a contract of employment, either express or implied between me and UCSC
- UCSC is an at-will employer. I am free to terminate the employment relationship with UCSC at any time; UCSC, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me for any or no reason at any time. Specifically, UCSC may modify all terms of employment including any policy or practice and/or my hours, wages, working conditions, job assignments, position title, compensation rates and benefits in its sole discretion.
- Nothing in this Handbook creates or is intended to create, a promise or representation of continued employment or guaranteed terms and conditions of employment for me. Further, there is no agreement, express or implied, written or verbal, between the employee and UCSC for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment.

I understand that other than UCSC Board, no supervisor or representative of UCSC has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment, at will, or otherwise. I understand that only UCSC Board has the authority to make any such agreement and then only in writing signed by the Board President.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please retain this copy for your records.**

**Urban Charter Schools Collective,**  
Public School Charters

**ACKNOWLEDGMENT OF AT WILL EMPLOYMENT**

I acknowledged that I have received the UCSC Employee Handbook. I have read the Handbook and understand the contents of the Handbook. I agreed to abide by all UCSC's policies.

I understand and agreed to my at-will employment status as described in the handbook, summarized as follows:

- This Handbook does not in any way reflect a contract of employment, either express or implied between me and UCSC.
- UCSC is an at-will employer. I am free to terminate the employment relationship with UCSC at any time; UCSC, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me for any or no reason at any time. Specifically, UCSC may modify all terms of employment including any policy or practice and/or my hours, wages, working conditions, job assignments, position title, compensation rates and benefits in its sole discretion.
- Nothing in this Handbook creates or is intended to create, a promise or representation of continued employment or guaranteed terms and conditions of employment for me. Further, there is no agreement, express or implied, written or verbal, between the employee and UCSC for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment.

I understand that other than UCSC Board, no supervisor or representative of UCSC has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment, at will, or otherwise. I understand that only UCSC Board has the authority to make any such agreement and then only in writing signed by the Board President.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign/date, tear out, and return to UCSC.**

**Urban Charter Schools Collective,**  
Public Charter Schools

**XIV. ACKNOWLEDGMENT OF RECEIPT OF UCSC EMPLOYEE HANDBOOK**

AFTER READING AND UNDERSTANDING THE EMPLOYEE HANDBOOK, PLEASE SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE EXECUTIVE DIRECTOR.

EMPLOYEE NAME: \_\_\_\_\_

I ACKNOWLEDGED that I have received a copy of the UCSC Employee Handbook. I have read and understood the contents of the Handbook, and I agreed to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of UCSC's policies and benefits, and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with UCSC. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by UCSC.

I understand that other than UCSC Board, no person has authority to enter into any agreement, whether express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board has the authority to make any such agreement and then only in writing signed by the Board President.

Employee's Signature: \_\_\_\_\_

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

**Please sign/date, tear out, and return to UCSC.**

**Urban Charter Schools Collective,**  
Public Charter Schools



**ACKNOWLEDGMENT OF RECEIPT OF UCSC EMPLOYEE HANDBOOK**

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE EXECUTIVE DIRECTOR.

EMPLOYEE NAME: \_\_\_\_\_

I ACKNOWLEDGED that I have received a copy of the UCSC Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in this Handbook.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of UCSC's policies and benefits, and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with UCSC. In the event that I do have an employment contract which expressly alters the at-will relationship, I agreed to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by UCSC.

I understand that other than UCSC Board, no person has the authority to enter into any agreement, whether express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board has the authority to make any such agreement and then only in writing signed by the Board President.

Employee's Signature: \_\_\_\_\_

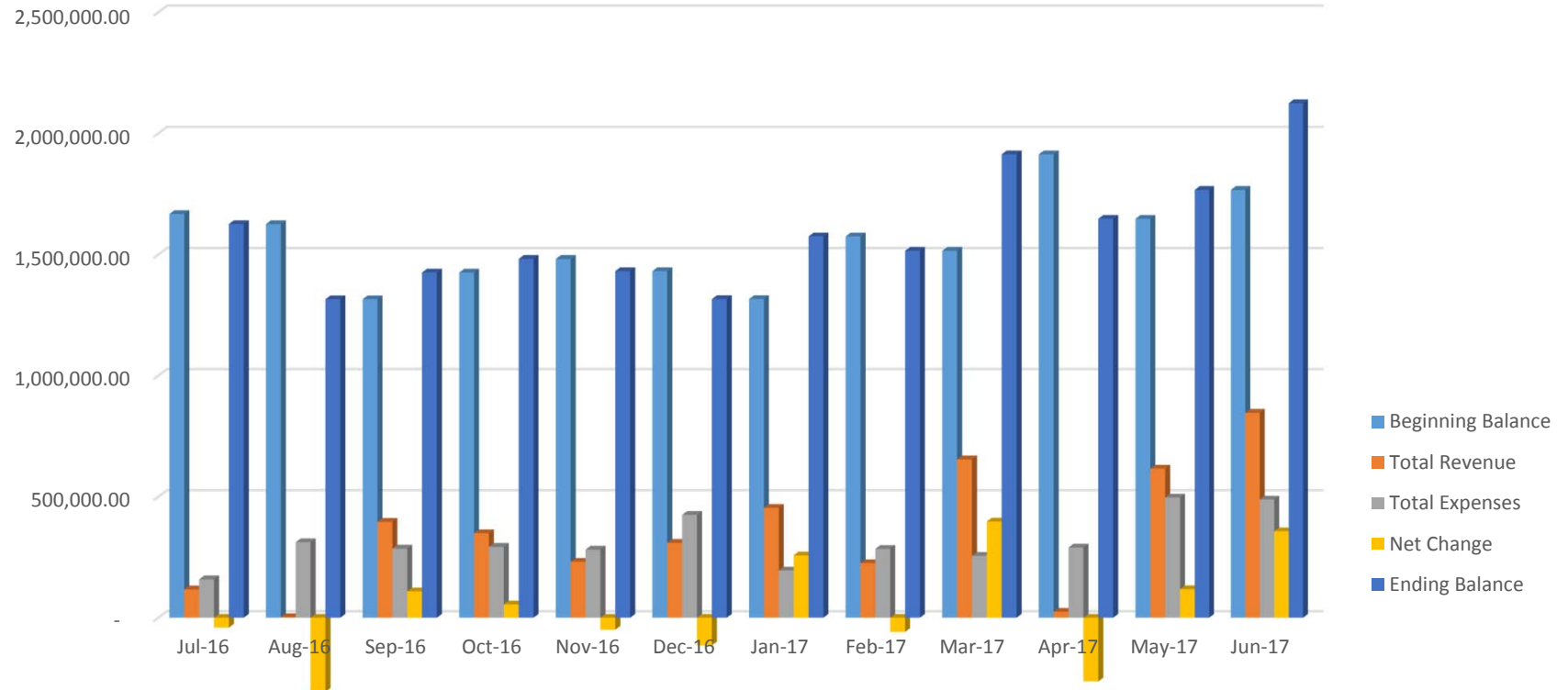
Date: \_\_\_\_\_

**Please retain this copy for your records.**

**Urban Charter Schools Collective,**  
Public Charter Schools

# UCSC YTD Balance Sheet

Special Board Meeting, August 15, 2017



(500,000.00)

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Beginning Balance	1,667,645	1,626,125	1,315,820	1,426,080	1,482,196	1,432,044	1,316,497	1,574,961	1,515,803	1,914,141	1,647,901	1,766,974
Total Revenue	118,147.4	2,600.00	396,850.5	349,874.9	232,304.1	310,317.0	454,517.4	226,304.0	654,804.0	24,870.08	616,533.5	847,116.9
Total Expenses	159,666.8	312,905.6	286,590.0	293,758.9	282,456.6	425,863.8	196,053.2	285,462.1	256,466.1	291,109.9	497,459.9	489,216.1
Net Change	(41,519.3)	(310,305.1)	110,260.5	56,116.06	(50,152.4)	(115,546.4)	258,464.1	(59,158.1)	398,337.8	(266,239.0)	119,073.6	357,900.8
Ending Balance	1,626,125	1,315,820	1,426,080	1,482,196	1,432,044	1,316,497	1,574,961	1,515,803	1,914,141	1,647,901	1,766,974	2,124,875

AXIS TITLE

Urban Charter Schools Collective  
**Balance Sheet**  
As of June 30, 2017

08/11/17

	Jun 30, 17
ASSETS	
Current Assets	
Checking/Savings	
9100 · Cash	
9120 · In Banks	
9121 · Union Bank - General Account	
9122 · Union Bank	1,730,526.33
9121 · Union Bank - General Account - Other	15,880.01
Total 9121 · Union Bank - General Account	1,746,406.34
9125 · UBOC-Student Activities (Student Activities ...	8,254.55
Total 9120 · In Banks	1,754,660.89
Total 9100 · Cash	1,754,660.89
Total Checking/Savings	1,754,660.89
Accounts Receivable	
9200 · Accounts Receivable	1,404.96
Total Accounts Receivable	1,404.96
Other Current Assets	
9250 · Due from State	
9250.10 · 8015 - General Purpose	237,026.00
9250.30 · 8561 - Restricted Lottery	18,662.59
9250.40 · 8562 - Unrestricted Lottery	20,435.00
Total 9250 · Due from State	276,123.59
9260 · Due From Federal Government	
9260.20 · 8294 - Title II Teacher Quality	916.00
9260.30 · 8295 - Title III LEP	-1,397.00
Total 9260 · Due From Federal Government	-481.00
9270 · 8096 - In-Lieu of Property Tax	221,306.25
9330 · Prepaid Expenditures	36,535.89
9335 · E-Rate Discount	-18,804.52
9340 · Other Current Assets	
9343 · Receivables - Other	115.02
Total 9340 · Other Current Assets	115.02
Total Other Current Assets	514,795.23
Total Current Assets	2,270,861.08
Fixed Assets	
9410 · Land Improvements	13,538.93
9440 · Equipment (Equipment over \$3,000)	77,816.00
9499 · Accumulated Depreciation	-63,976.48
Total Fixed Assets	27,378.45
TOTAL ASSETS	2,298,239.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
9500 · Accounts Payable	64,606.06

Urban Charter Schools Collective  
**Balance Sheet**  
As of June 30, 2017

08/11/17

	Jun 30, 17
Total Accounts Payable	64,606.06
Credit Cards	
9360 · Union Bank Visa	140.08
9361 · Union Bank X124	14,330.49
Total Credit Cards	14,470.57
Other Current Liabilities	
9501 · Capital Lease	21,889.26
9510 · Payroll Liabilities	
9511 · STRS Employer Contribution	-2,308.71
9512 · STRS Employee Contributions	-333.84
9513 · EE State Disability Contrib. (Acct# 776-057...	-990.57
9514 · EE Payroll Taxes	-224.72
9515 · EE Withholdings/Garnishments	20.35
Total 9510 · Payroll Liabilities	-3,837.49
9525 · Funds Held for Other (Student Activities Fund)	3,207.56
9650 · Deferred Revenue	
9651 · NCLB-Title I, Part A	39,795.18
9654 · Title III LEP	2,689.66
Total 9650 · Deferred Revenue	42,484.84
Total Other Current Liabilities	63,744.17
Total Current Liabilities	142,820.80
Total Liabilities	142,820.80
Equity	
9700 · Fund Balance/Net Assets	1,667,645.00
Net Income	487,773.73
Total Equity	2,155,418.73
TOTAL LIABILITIES & EQUITY	2,298,239.53

Urban Charter Schools Collective  
**Profit & Loss Budget vs. Actual**  
July 2016 through June 2017

08/11/17

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
8000 · Revenues & Other Financing				
8012 · EPA	560,636.00	519,066.00	41,570.00	108.0%
8015 · General Purpose/State Aid	2,562,522.00	2,783,206.17	-220,684.17	92.1%
8016 · Prior Year Adj	11,042.89	-15,795.00	26,837.89	-69.9%
8096 · In-Lieu Property Taxes	809,836.27	664,233.77	145,602.50	121.9%
Total 8000 · Revenues & Other Financing	3,944,037.16	3,950,710.94	-6,673.78	99.8%
8100 · Federal Revenue				
8290 · Other Federal Revenue				
8293 · Title 1, Part A	114,731.24	149,915.00	-35,183.76	76.5%
8294 · Title II-Improving Teacher Qual	1,955.00	1,676.00	279.00	116.6%
8295 · Title III LEP	15,696.64	17,554.00	-1,857.36	89.4%
Total 8290 · Other Federal Revenue	132,382.88	169,145.00	-36,762.12	78.3%
Total 8100 · Federal Revenue	132,382.88	169,145.00	-36,762.12	78.3%
8300 · Other State Revenue				
8550 · Mandate Block Grant	93,870.00	93,870.00	0.00	100.0%
8560 · Lottery				
8561 · Lottery Restricted (Inst Mat)	19,636.47	18,383.40	1,253.07	106.8%
8562 · Lottery Unrestricted	63,068.62	58,826.88	4,241.74	107.2%
Total 8560 · Lottery	82,705.09	77,210.28	5,494.81	107.1%
8590 · All Other State Revenue				
8596 · Prop 39 Clean Energy Funds	0.00	0.00	0.00	0.0%
8597 · Educator Effectiveness (One Time Funds)	0.00	0.00	0.00	0.0%
8590 · All Other State Revenue - Other	111.24	102.25	8.99	108.8%
Total 8590 · All Other State Revenue	111.24	102.25	8.99	108.8%
8300 · Other State Revenue - Other	0.00	0.00	0.00	0.0%
Total 8300 · Other State Revenue	176,686.33	171,182.53	5,503.80	103.2%
8600 · Other Local Revenue				
8610 · Direct Public Support (Contributions (including the)	6,682.80	6,565.00	117.80	101.8%
8699 · Misc. Funds	559.56	0.00	559.56	100.0%
Total 8600 · Other Local Revenue	7,242.36	6,565.00	677.36	110.3%
8615 · Contributed Cap Lease	0.00	0.00	0.00	0.0%
8980 · Cont. from Unrestricted (Transfers from unrestricted)	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>4,260,348.73</b>	<b>4,297,603.47</b>	<b>-37,254.74</b>	<b>99.1%</b>
Gross Profit	4,260,348.73	4,297,603.47	-37,254.74	99.1%
Expense				
1000 · Certificated Personnel Salaries				
1100 · Certificated Teachers' Salaries				
1101 · CORE Teacher Salaries	975,474.86	1,038,953.54	-63,478.68	93.9%
1102 · CORE Substitute Teachers	74,695.00	11,000.00	63,695.00	679.0%
1104 · Core Teacher Trainings	378.00	0.00	378.00	100.0%
1105 · Core Teachers-Enrichment	0.00	0.00	0.00	0.0%
1106 · Stipend Pay-C (Interest Club and Meetings)				
1106-1 · Home Visits	150.00	8,910.00	-8,760.00	1.7%
1106-2 · Leadership (Stipends paid to staff taking on l...	2,478.20	11,760.00	-9,281.80	21.1%
1106-3 · Attendance Stipend (End of year unused sick...	13,459.09	0.00	13,459.09	100.0%
1106 · Stipend Pay-C (Interest Club and Meetings) - ...	98,181.82	149,100.00	-50,918.18	65.8%
Total 1106 · Stipend Pay-C (Interest Club and Meetings)	114,269.11	169,770.00	-55,500.89	67.3%
1100 · Certificated Teachers' Salaries - Other	0.00	0.00	0.00	0.0%
Total 1100 · Certificated Teachers' Salaries	1,164,816.97	1,219,723.54	-54,906.57	95.5%
1200 · Cert. Pupil Support Salaries				

Urban Charter Schools Collective  
**Profit & Loss Budget vs. Actual**  
July 2016 through June 2017

08/11/17

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
1212 · Counselor-Substitute	0.00	0.00	0.00	0.0%
Total 1200 · Cert. Pupil Support Salaries	0.00	0.00	0.00	0.0%
1300 · Cert. Sup & Admin Salaries				
1311 · Principal	107,013.00	107,013.00	0.00	100.0%
1312 · Superintendent	150,000.00	150,000.00	0.00	100.0%
1300 · Cert. Sup & Admin Salaries - Other	-224.89			
Total 1300 · Cert. Sup & Admin Salaries	256,788.11	257,013.00	-224.89	99.9%
<b>Total 1000 · Certificated Personnel Salaries</b>	<b>1,421,605.08</b>	<b>1,476,736.54</b>	<b>-55,131.46</b>	<b>96.3%</b>
2000 · Classified Personnel Salaries				
2100 · Other Non-Certificated Salaries				
2110 · Enrichment Teachers				
2101 · Enrichment Teachers' Salaries	232,659.52	261,545.20	-28,885.68	89.0%
2102 · Enrichment Teacher Trainings	490.90	600.00	-109.10	81.8%
2103 · Substitute Teachers - Enrich	14,214.04	0.00	14,214.04	100.0%
2104 · Other Non-Certificated Sub	0.00	0.00	0.00	0.0%
2105 · Stipend Pay-NC (Coverage for other Interest cl...				
2105-2 · Leadership	0.00	2,640.00	-2,640.00	0.0%
2105-3 · Attendance Stipend	0.00	7,200.00	-7,200.00	0.0%
Total 2105 · Stipend Pay-NC (Coverage for other Inter...	0.00	9,840.00	-9,840.00	0.0%
Total 2110 · Enrichment Teachers	247,364.46	271,985.20	-24,620.74	90.9%
2120 · Instructional Aide	112,827.34	116,713.00	-3,885.66	96.7%
Total 2100 · Other Non-Certificated Salaries	360,191.80	388,698.20	-28,506.40	92.7%
2200 · Classified Support Salaries				
2221 · Plant Manager	41,854.40	42,094.40	-240.00	99.4%
2222 · Night Custodian	31,453.12	31,573.12	-120.00	99.6%
2223 · Custodial Substitute	1,831.25	1,824.00	7.25	100.4%
2224 · Registered Nurse	33,193.75	45,200.00	-12,006.25	73.4%
2230 · Stipend (Attendance stipend and/or leadership sti...	0.00	0.00	0.00	0.0%
Total 2200 · Classified Support Salaries	108,332.52	120,691.52	-12,359.00	89.8%
2300 · Classified Sup.and Admin	93,600.00	93,600.00	0.00	100.0%
2400 · Office Support				
2402 · Clerical Support & Substitutes				
2402-1 · Office Coverage	16,190.36	11,680.00	4,510.36	138.6%
2402-2 · Back Office Coverage	728.73	3,768.00	-3,039.27	19.3%
2402-3 · Assessment Administration (CELDT Testing)	3,211.13	3,211.00	0.13	100.0%
Total 2402 · Clerical Support & Substitutes	20,130.22	18,659.00	1,471.22	107.9%
2403 · Office Clerk	50,975.01	0.00	50,975.01	100.0%
2404 · Administrative Assistant	31,900.61	34,805.12	-2,904.51	91.7%
2405 · Stipend (Attendance/Leadership Stipend)				
2405-1 · Attendance Stipend	0.00	3,600.00	-3,600.00	0.0%
2405 · Stipend (Attendance/Leadership Stipend) - Other	0.00	0.00	0.00	0.0%
Total 2405 · Stipend (Attendance/Leadership Stipend)	0.00	3,600.00	-3,600.00	0.0%
2400 · Office Support - Other	0.00	63,269.92	-63,269.92	0.0%
Total 2400 · Office Support	103,005.84	120,334.04	-17,328.20	85.6%
2800 · Technology Department Salaries				
2801 · ATT	67,626.75	89,000.00	-21,373.25	76.0%
2802 · ATT/Classroom Tutoring	0.00	960.00	-960.00	0.0%
2803 · ATT PD/Mtg. Stipend	5,157.97	5,670.00	-512.03	91.0%
2804 · ATT Attendance Stipends	1,497.00	0.00	1,497.00	100.0%
2805 · ATT Sub	7,702.54	4,320.00	3,382.54	178.3%
2800 · Technology Department Salaries - Other	13,327.42	14,842.00	-1,514.58	89.8%

Urban Charter Schools Collective  
**Profit & Loss Budget vs. Actual**  
July 2016 through June 2017

08/11/17

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Total 2800 · Technology Department Salaries	95,311.68	114,792.00	-19,480.32	83.0%
2900 · Campus Safety				
2901 · Yard Duty Salary	29,561.28	34,129.00	-4,567.72	86.6%
2902 · Yard Duty Trainings	189.00	560.00	-371.00	33.8%
2903 · Yard Duty Sub	3,030.18	2,920.00	110.18	103.8%
2904 · Attendance Stipend	0.00	1,152.00	-1,152.00	0.0%
Total 2900 · Campus Safety	32,780.46	38,761.00	-5,980.54	84.6%
2000 · Classified Personnel Salaries - Other	0.00	0.00	0.00	0.0%
<b>Total 2000 · Classified Personnel Salaries</b>	<b>793,222.30</b>	<b>876,876.76</b>	<b>-83,654.46</b>	<b>90.5%</b>
3000 · Employee Benefits				
3101 · STRS (Certificated)	173,551.26	185,773.45	-12,222.19	93.4%
3301 · Medicare (Certificated)	19,146.79	21,412.68	-2,265.89	89.4%
3302 · OASDI (Non Certificated)	49,528.44	54,812.77	-5,284.33	90.4%
3303 · FUTA	0.00	0.00	0.00	0.0%
3304 · Medicare (Non Certificated)	11,630.04	12,819.11	-1,189.07	90.7%
3305 · OASDI (Certificated)	0.00	0.00	0.00	0.0%
3400 · Health & Welfare Benefits				
3401 · Health & Welfare Benefits-Cert	114,990.69	0.00	114,990.69	100.0%
3402 · Health & Welfare Benefits (NC)	89,886.42	0.00	89,886.42	100.0%
3400 · Health & Welfare Benefits - Other	0.00	235,540.84	-235,540.84	0.0%
Total 3400 · Health & Welfare Benefits	204,877.11	235,540.84	-30,663.73	87.0%
3500 · Unemployment Insurance				
3504 · SEF UI Fund	1,396.75	5,680.41	-4,283.66	24.6%
Total 3500 · Unemployment Insurance	1,396.75	5,680.41	-4,283.66	24.6%
3600 · Worker's Comp Insurance	26,761.00	33,374.71	-6,613.71	80.2%
3000 · Employee Benefits - Other	0.00	0.00	0.00	0.0%
<b>Total 3000 · Employee Benefits</b>	<b>486,891.39</b>	<b>549,413.97</b>	<b>-62,522.58</b>	<b>88.6%</b>
4000 · Books & Supplies				
4100 · Textbooks & Core Materials	20,977.12	79,200.00	-58,222.88	26.5%
4200 · Books & Other Ref Materials				
4210 · Hmong Language Development				
4210-2 · HLD Int.	0.00	0.00	0.00	0.0%
4210 · Hmong Language Development - Other	999.99	0.00	999.99	100.0%
Total 4210 · Hmong Language Development	999.99	0.00	999.99	100.0%
4211 · Staff Professional Development	0.00	0.00	0.00	0.0%
4213 · CORE reference materials				
4213-0 · Kinder Core Materials	0.00	0.00	0.00	0.0%
4213-1 · 1st Gr. Core Materials	14.00	0.00	0.00	0.0%
4213-2 · 2nd Gr. Core Materials	0.00	0.00	0.00	0.0%
4213-4 · 4th Gr. Core Materials	0.00	0.00	0.00	0.0%
4213-5 · 5th Gr. Core Materials	0.00	0.00	0.00	0.0%
4213 · CORE reference materials - Other	0.00	0.00	0.00	0.0%
Total 4213 · CORE reference materials	14.00	0.00	14.00	100.0%
4200 · Books & Other Ref Materials - Other	3,718.24	7,225.84	-3,507.60	51.5%
Total 4200 · Books & Other Ref Materials	4,732.23	7,225.84	-2,493.61	65.5%
4300 · Materials & Supplies				
4305 · PD Room (Materials and equipment needed for H...	0.00	0.00	0.00	0.0%
4310 · Classroom Supplies	22,574.08	0.00	22,574.08	100.0%
4320 · Enrichment Supplies				
4321 · Hmong Enrichment Materials	2,692.01	5,000.00	-2,307.99	53.8%
4323 · Taekwondo Enrichment Materials	2,269.35	1,666.67	602.68	136.2%
4324 · Sports Enrichment Materials	3,440.05	1,666.67	1,773.38	206.4%

Urban Charter Schools Collective  
Profit & Loss Budget vs. Actual  
July 2016 through June 2017

08/11/17

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
4325 · Dance Enrichment Materials	0.00	1,666.67	-1,666.67	0.0%
Total 4320 · Enrichment Supplies	8,401.41	10,000.01	-1,598.60	84.0%
4330 · Office Supplies				
4330-1 · Awards Assembly	1,957.87	3,000.00	-1,042.13	65.3%
4330-2 · School Functions	500.00	2,000.00	-1,500.00	25.0%
4330-3 · Staff Recognition	949.60	2,500.00	-1,550.40	38.0%
4330 · Office Supplies - Other	2,271.92	4,550.00	-2,278.08	49.9%
Total 4330 · Office Supplies	5,679.39	12,050.00	-6,370.61	47.1%
4340 · Back Office Supplies	4,586.00	4,550.00	36.00	100.8%
4350 · Schoolwide Supplies-Consumable	30,881.90	40,000.00	-9,118.10	77.2%
4351 · Schoolwide Supply Closet	0.00	0.00	0.00	0.0%
4352 · Schoolwide-Safety (Schoolwide noninstructional s...	202.42	0.00	202.42	100.0%
4360 · Health Supplies	1,035.83	2,100.00	-1,064.17	49.3%
4370 · Custodial Supplies	10,607.28	11,520.00	-912.72	92.1%
4390 · Food for staff (food for staff meetings/conf)				
4390-1 · Staff PD/Trainings	435.52	800.00	-364.48	54.4%
4390-2 · Academy Council	408.98	880.00	-471.02	46.5%
4390-3 · UCSC Board	342.45	860.00	-517.55	39.8%
4390 · Food for staff (food for staff meetings/conf) - Ot...	760.08	0.00	760.08	100.0%
Total 4390 · Food for staff (food for staff meetings/conf)	1,947.03	2,540.00	-592.97	76.7%
4300 · Materials & Supplies - Other	36.67	0.00	36.67	100.0%
Total 4300 · Materials & Supplies	85,952.01	82,760.01	3,192.00	103.9%
4400 · Non-Capitalized Equipment				
4410 · Schoolwide Start-Up (technology)	1,676.21	32,479.62	-30,803.41	5.2%
4420 · Schoolwide Start-up (furniture)	5,521.27	0.00	5,521.27	100.0%
4400 · Non-Capitalized Equipment - Other	13,871.46	42,000.00	-28,128.54	33.0%
Total 4400 · Non-Capitalized Equipment	21,068.94	74,479.62	-53,410.68	28.3%
4700 · Food	1,674.48	1,860.00	-185.52	90.0%
4000 · Books & Supplies - Other	0.00	0.00	0.00	0.0%
<b>Total 4000 · Books &amp; Supplies</b>	<b>134,404.78</b>	<b>245,525.47</b>	<b>-111,120.69</b>	<b>54.7%</b>
5000 · Services & Other Op Expenditure				
5200 · Travel & Conferences				
5202 · Travel Expenses				
5202-1 · Staff Professional Development	80.32	5,000.00	-4,919.68	1.6%
5202-2 · Day to Day Travels	1,236.56	2,000.00	-763.44	61.8%
5202-3 · Study Trip/Pre Visits	248.18	216.00	32.18	114.9%
5202 · Travel Expenses - Other	60.00	0.00	60.00	100.0%
Total 5202 · Travel Expenses	1,625.06	7,216.00	-5,590.94	22.5%
5203 · Conference Fees/Registrations	9,280.00	8,790.00	490.00	105.6%
5200 · Travel & Conferences - Other	0.00	0.00	0.00	0.0%
Total 5200 · Travel & Conferences	10,905.06	16,006.00	-5,100.94	68.1%
5300 · Dues & Memberships	9,119.76	8,839.76	280.00	103.2%
5400 · Insurance	19,455.44	19,455.44	0.00	100.0%
5500 · Operations & Housekeeping Serv				
5501 · Water	36,303.02	26,692.30	9,610.72	136.0%
5502 · Waste Removal	2,486.58	1,892.54	594.04	131.4%
5503 · Natural Gas	1,272.90	2,628.65	-1,355.75	48.4%
5504 · Electricity	58,640.05	48,472.98	10,167.07	121.0%
Total 5500 · Operations & Housekeeping Serv	98,702.55	79,686.47	19,016.08	123.9%
5600 · Rental, Leases, Repairs, Improv				
5610 · Office Equipmt-Service Agreement	0.00	450.00	-450.00	0.0%
5615 · Software License Copyright	13,636.04	6,000.00	7,636.04	227.3%
5620 · Copier Rental	6,582.18	6,900.00	-317.82	95.4%



Urban Charter Schools Collective  
**Profit & Loss Budget vs. Actual**  
July 2016 through June 2017

08/11/17

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
5630 · Improvements or Repairs	20,476.02	30,449.90	-9,973.88	67.2%
5640 · Pro Rata Share for Facilities	83,594.97	79,655.94	3,939.03	104.9%
5600 · Rental, Leases, Repairs, Improv - Other	450.00	0.00	450.00	100.0%
<b>Total 5600 · Rental, Leases, Repairs, Improv</b>	<b>124,739.21</b>	<b>123,455.84</b>	<b>1,283.37</b>	<b>101.0%</b>
5800 · Prof Consult Services & Op Exp				
5801 · Printing & Duplicating	1,661.24	2,538.05	-876.81	65.5%
5802 · Payroll Services	17,098.32	16,800.00	298.32	101.8%
5803 · Fingerprinting	0.00	0.00	0.00	0.0%
5805 · Audit	20,177.94	23,600.00	-3,422.06	85.5%
5806 · Health Benefits Admin Fees	15.00	40.00	-25.00	37.5%
5807 · Insurance Admin Fees	40.00	0.00	40.00	100.0%
5808 · Wire Transfer Fees	0.00	100.00	-100.00	0.0%
5809 · Service Charge (Banks)	20.00	1,800.00	-1,780.00	1.1%
5810 · Attorney fees	3,522.00	6,000.00	-2,478.00	58.7%
5811 · CPA fees	4,085.00	7,800.00	-3,715.00	52.4%
5812 · Nurse Consultation Fees (Nurse consultation fee...)	10,833.29	10,000.00	833.29	108.3%
5813 · Late Penalty	0.00	50.00	-50.00	0.0%
5820 · Transportation for Field Trips				
5820.1 · Field Trip Admission	29,862.69	0.00	29,862.69	100.0%
5820.2 · Field Trip Transportation	34,839.57	0.00	34,839.57	100.0%
5820 · Transportation for Field Trips - Other	430.00	66,476.20	-66,046.20	0.6%
<b>Total 5820 · Transportation for Field Trips</b>	<b>65,132.26</b>	<b>66,476.20</b>	<b>-1,343.94</b>	<b>98.0%</b>
5840 · BTSA Support Providers	14,400.00	7,200.00	7,200.00	200.0%
5898 · Contracted Services Fees (Use of SCUSD Subfin...)	112,832.16	127,186.02	-14,353.86	88.7%
5899 · 1099 Contracts	76,321.18	113,094.99	-36,773.81	67.5%
5800 · Prof Consult Services & Op Exp - Other	0.00	0.00	0.00	0.0%
<b>Total 5800 · Prof Consult Services &amp; Op Exp</b>	<b>326,138.39</b>	<b>382,685.26</b>	<b>-56,546.87</b>	<b>85.2%</b>
5900 · Communications				
5901 · Telephones				
5901.1 · E-Rate Discount	-4,439.84	-33,000.00	28,560.16	13.5%
5901 · Telephones - Other	42,713.90	45,000.00	-2,286.10	94.9%
<b>Total 5901 · Telephones</b>	<b>38,274.06</b>	<b>12,000.00</b>	<b>26,274.06</b>	<b>319.0%</b>
5902 · Postage	782.88	1,000.00	-217.12	78.3%
5900 · Communications - Other	786.76	1,066.80	-280.04	73.7%
<b>Total 5900 · Communications</b>	<b>39,843.70</b>	<b>14,066.80</b>	<b>25,776.90</b>	<b>283.2%</b>
5000 · Services & Other Op Expenditure - Other	0.00	0.00	0.00	0.0%
<b>Total 5000 · Services &amp; Other Op Expenditure</b>	<b>628,904.11</b>	<b>644,195.57</b>	<b>-15,291.46</b>	<b>97.6%</b>
6000 · Capital Outlay				
6900 · Depreciation Expense	13,593.34	0.00	13,593.34	100.0%
<b>Total 6000 · Capital Outlay</b>	<b>13,593.34</b>	<b>0.00</b>	<b>13,593.34</b>	<b>100.0%</b>
7000 · Other Outgo				
7010 · District Oversight Fee	29,553.00	39,507.11	-9,954.11	74.8%
7020 · Special Ed Encroachment	264,401.00	338,400.00	-73,999.00	78.1%
7000 · Other Outgo - Other	0.00	0.00	0.00	0.0%
<b>Total 7000 · Other Outgo</b>	<b>293,954.00</b>	<b>377,907.11</b>	<b>-83,953.11</b>	<b>77.8%</b>
7438 · Debt-Interest	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>3,772,575.00</b>	<b>4,170,655.42</b>	<b>-398,080.42</b>	<b>90.5%</b>
<b>Net Ordinary Income</b>	<b>487,773.73</b>	<b>126,948.05</b>	<b>360,825.68</b>	<b>384.2%</b>
<b>Net Income</b>	<b>487,773.73</b>	<b>126,948.05</b>	<b>360,825.68</b>	<b>384.2%</b>

## Urban Charter Schools Collective

### Fund Balance Summary-Projected Before YE Audit 2010-2017

