

Urban Charter Schools Collective (UCSC)
Board Meeting Agenda
November 09, 2015
Regular Meeting Minutes
This meeting is being video recorded.

Board Members

Miles E. Myles President (Term Expires June 2016)
Lance Fang, Vice President (Term Expires June 2018)
Dennis Mah, Board Treasurer (Term Expires June 2018)
Kou Xiong, Board Member (Term Expires June 2016)
____ Vacant; Board Secretary (Term Expires June 2017)
____ Vacant, Board Member (Term Expires June 2017)
____ Vacant, SCUSD Representative (no expiration)

6:00 p.m. Convene
6:05 Closed Session
6:35 Reconvene Open Session
9:00 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 6:02 PM**
- 4. PUBLIC COMMENT – Limit Two Minutes Per Person And Ten Minutes Per Issue Listed In The Agenda 6:05 PM**

Closed Session: 6:05 PM

- C-1. Transitions: Hires, Resignations, and Leaves
- C-2. OCR & CDE Update
- C-2. Discuss Resignation, Election of Officers & Appointment of New Member

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)

- 5. REPORT OUT CLOSED SESSION 6:45 PM**
- 6. CONSENT AGENDA 6:45 PM**
 - a) Approval of Special Meeting Minutes on October 19, 2015
- 7. INFORMATIONAL ITEM – Monthly Administrative Reports 6:55 PM***
 - 7.1 Principal's Report on Instruction & Learning
 - 7.1.1 Enrollment, Attendance & Student Disciplinary Actions
 - 7.1.2 Core Curriculum & Instruction
 - 7.1.2.1 Hmong Language Development and Movement Program Update
 - 7.1.3 Academy Council

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 2015-16 have been scheduled for Aug. 10, Sept. 14, Oct. 12, Nov. 9, Dec. 14, Jan. 11, Feb. 8, Mar. 14, Apr. 11, May 9, Jun. 13 and Jun 22, 2016.

7.2 Business Office Manager's Summary of Finance & Operation 7:15 PM*

7.2.1 Financials through Previous Month: Profit & Loss Statement, and Actual to Budget

7.2.2 Update on 2014-2015 End of Year Audit with Gilbert CPA - Request for Special Board Meeting for Monday, December 7, 2015

7.2.3 Pertinent Updates in Human Resources, Risk Management, Benefits, Etc.

8 CONFERENCE ITEM – Discuss The Development Of Two New Charter Schools, A Second Elementary School And A Middle School 7:30 PM*

9 ACTION ITEM – Approval Of YPSA Block Lettering To Read: Yav Pem Suab Academy, An Urban Charter Schools Collective School 8:15 PM

10 ACTION ITEM – Approval Of Updated UCSC Employee Handbook Inclusive Of Employee Work Calendars & Further Clarification Of Sick Time For Full Time And Part Time Employees 8:20 PM

11 INFORMATIONAL ITEM – Request For Proposal For Two Independent Contractors Needed For The Petition Drafting Of A New Charter Petition And Program Quality Reviewer/Program Implementation Trainer For The HLD Program 8:30 PM*

12 INFORMATIONAL ITEM – Compensation and Retention Meeting Update to the Board 8:45 PM*

13 INFORMATIONAL ITEM – Report From Superintendent And Principal On Special Education And Personnel Training Workshop Attendance 8:50 PM*

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

15 ADJOURN 9:00 PM

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Calendar of Regular Board Meetings

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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) Business Office Manager's summary of Finance & Operation which includes: profit & loss statement for through the end of the prior month and cash flow update,

August 10, 2015	September 14, 2015	October 12, 2015	November 9, 2015
<ul style="list-style-type: none"> Review actual enrollment and attendance and compare to projected Review work of board nominating committee Sick Leave/Vacation Policy Staff evaluation process Preparing for annual board self-evaluation Appoint nominating committee for vacant board position(s) Update Board priorities 	<ul style="list-style-type: none"> Annual Board organizational meeting Annual Board self-evaluation Review annual program audit before submission to SCUSD by the principal Approve prior year unaudited actuals – due to SCOE 9/15 Set goals for next 12 months Approve Public Charter Schools Grant's Application Discuss Academy Council and Board relationship; See governance section of charter Micromanagement Update Board priorities 	<ul style="list-style-type: none"> Update Board priorities 	<ul style="list-style-type: none"> Update Board priorities Receive & review prior year fiscal audit conducted by Gilbert Associates –due to district, county, CDE, and state controller by 12/15
December 14, 2015	January 11, 2016	February 8, 2016	March 14, 2016
<ul style="list-style-type: none"> Approve 1st Interim Financial Report for July 1-Oct. 31st due to SCUSD and SCOE by Dec. 15 Introduce mid-year budget revisions to 2014-15 budget for approval at January meeting Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Reviewing the Hmong Language Development Program Review P-1 Attendance report submitted to CDE to compare project & actual attendance. P-1 ended on Dec. 31 Approve mid-year budget revisions to 2014-15 budget Review random drawing (lottery procedure) when applicants outnumber available seats Plan for board member and academy council training Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Approve Budget Development Calendar for creating next year's budget Review enrollment and staffing projections in preparation for next year's staffing. Review preliminary budget for next fiscal year based on governor's proposal Approve ConApp Part 2. Due to CDE on Feb 24 Discuss staff release procedures Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Approve 2nd Interim Financial Report for July 1 - Jan. 31st and due to SCUSD and SCOE by Mar. 15 Review parent involvement policy Approve instructional calendar for the next school year Review admin, teacher, and other staff compensation Update Board priorities Update progress of YPSA's renewal process
April 11, 2016	May 9, 2016	June 13, 2016	June 22, 2016
<ul style="list-style-type: none"> Board reviews and gives feedback to Academy Council on their budget recommendations for next year Approve 2nd budget revisions to 2014-15 budget Update one-year study and application process to join new SELPA Salary schedule for 2015-16 Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> If released, review governor's May revisions to next year's proposed budget. Might not be released until the 15th Review P-2 Attendance report submitted to CDE to compare project and actual attendance. P-1 ended on April 15th Approve new hires Approve list of employees with reasonable assurance of returning next year Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Public hearing on the updated-LCAP and 2015-2016 budget. Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Approve next year's budget and submit to SCUSD and SCOE by July 1st Annual review and affirmation of Title I Parent Involvement Policy ConApp Part 1 due June 30 for Title I, II, & III funding Review all staff evaluations Approve new hires Approve updated-LCAP and 2015-16 Budget Update Board priorities Update progress of YPSA's renewal process

Calendar of Regular Board Meetings

Approved and Adopted on July 7, 2014

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- 2) Business Office Manager's summary of Finance & Operation which includes: profit & loss statement for through the end of the prior month and cash flow update,

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Urban Charter Schools Collective (UCSC)
Board Meeting Agenda
October 19, 2015
Special Meeting Minutes
This meeting is being video recorded.

Board Members

Miles E. Myles President (Term Expires June 2016)

Lance Fang, Vice President (Term Expires June 2018)

Dennis Mah, Board Treasurer (Term Expires June 2018)

Kou Xiong, Board Member (Term Expires June 2016)

____ Vacant; Board Secretary (Term Expires June 2017)

____ Vacant, Board Member (Term Expires June 2017)

____ Vacant, SCUSD Representative (no expiration)

6:00 p.m. Convene

6:20 Reconvene Open Session

9:00 Adjourn

Lisbon Elementary Staff Room

7555 S. Land Park Drive, Sacramento 95831

** Supporting materials will be distributed at the meeting.*

1. CALL TO ORDER

The Board of the UCSC met on Monday, October 19, 2015 for a special board meeting. Myles called the meeting to order at 6:05 p.m.

2. BOARD ROLL CALL

Members Present: Miles E. Myles, Dennis Mah, Kou Xiong

Members Absent: Lance Fang

Staff in Attendance: Superintendent Lee Yang, Principal Vince Xiong, Business Office Manager Megan Lao

3. ADJUST AGENDA ITEMS AS NEEDED

None

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

None

5. CONSENT AGENDA

a) Approval of Regular Meeting Minutes on June 29, 2015

b) Approval of Regular Meeting Minutes on September 14, 2015

c) Approval of Regular Meeting Minutes on October 12, 2015

Motion made by Myles to approve the consent agenda items. K. Xiong seconded the motion to vote separately for each minute. Ayes by Myles and Mah, K. Xiong abstained. Fang was absent for Regular Meeting Minutes on June 29, 2015 and September 14, 2015. All ayes by Myles, Mah and K. Xiong. Fang was absent for Regular Meeting Minutes on October 12, 2015. Motion carried.

6. CONFERENCE TO ACTION – To Authorized Superintendent to Provide Additional Support to Susan B. Anthony as requested

Yang provided the Board and update on guidance received from legal with regards to support for the Susan B. Anthony request. It is not advisable for the Board to approve any monetary support if there is no direct impact to students under the Urban Charter Schools Collective umbrella. Monetary support would be subject to gift of public funds.

Board members give their full support to the Superintendent and highly favors his working with underserved communities to provide any support as needed.

K. Xiong motion to repeal previous board action directing the Superintendent to work with Susan B. Anthony's staff, parents and community. Myles seconded the motion. Ayes by Myles and K. Xiong. Nay from Mah. Fang was absent. Motion carried.

7. INFORMATIONAL ITEM – Monthly Administrative Reports

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7.1 Principal's Report on Instruction & Learning

7.1.1 Enrollment, Attendance & Student Disciplinary Actions

*428 Enrollment, 78 waitlist, 43 dis-enrolled
97.8% attendance, 4 suspension*

7.1.2 Core Curriculum & Instruction

PD Training to support teachers- Lesson study format

7.1.3 Academy Council

Discussion regarding adding block lettering to the school spelling out Yav Pem Suab Academy's school name below the current Lisbon Elementary lettering. V. Xiong has already contact Ed Petralli for a quote, estimate and location offering most visibility. Academy Council has approved of the block lettering.

Mah suggested to include 6" letter- Operated by Urban Charter Schools Collective under the YPSA Letter.

7.1.4 Pertinent Update: Extension of Programmatic Report – YPSA Block Lettering

YPSA Block Lettering under Academy Council.

U.S. Ambassador to Laos will be having a meet and greet banquet on Saturday, October 31, 2015 from 5:30 p.m. – 9:00 p.m. V. Xiong extended an invitation to Board members to attend.

Organizations such as Wells Fargo and Chase has inquired whether UCSC/YPSA accepts online donations. Lao to work with website consultant on coordinating and organizing a "Donate" button on the UCSC & YPSA websites.

UC Merced will be hosting an 8th Annual Hmong Student Association Conference on Saturday, November 7, 2015. V. Xiong will be participation from 1 – 5 p.m. as a career based panelist.

7.2 Business Office Manager's Summary of Finance & Operation

7.2.1 Financials through Previous Month: Profit & Loss Statement, Balance Sheet and Actual to Budget

Balance sheet and Profit & Loss Actual to Budget was reviewed and provided to the Board.

7.2.2 Update on Prop 39 Clean Energy Planning

Lao updated the Board regarding the last meeting for Prop 30 Energy Planning.

7.2.3 Pertinent Updates in Human Resources, Risk Management, Benefits, Etc.

Lao updated the Board on the 9 hours/4 day schedule for Hmong Language Development and Movement instructors. Lao will ensure compliance of all labor laws prior to the start of the new schedule.

Reapplied for E-Rate discount for reimbursement on telephone bills and expenditures to reduce expenses for telephone.

Yang extended invitation to the Board and Administrators to attend the Sacramento Hmong New Year to promote and represent the school and the organization.

Yang informed the Board of his upcoming attendance at the Hmong Law Enforcement Association to get connection and network the organization for support.

Yang informed the Board of his appearance on Hmong TV to advertise and recruit the school and organization for new potential candidates.

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8 INFORMATIONAL ITEM –2014-15 Unaudited Actuals due September 15, 2015

Lao provided a copy of the Unaudited Actuals report to Board members and provide a summary of expense, revenues and ending balance.

9 ACTION ITEM – Approval of Implementation of Management Work Calendar A for the Principal, Business Office Manager and Superintendent starting 2015-16 School Year

Lao presented to the Board a work calendar for Administrators. Board members felt the proposed work calendar was not suitable for the Superintendent and Business Office Manager and indicated both should use professional discretion in identifying a suitable work calendar as they are exempt employees.

Motion was made by Mah to adopt Calendar A for the Principal. Miles seconded the motion. All ayes by Myles, Mah and K. Xiong. Fang was absent. Motion carried.

10 INFORMATIONAL ITEM – Approval Of UCSC Employee Handbook To Include Employee Work Calendars & Further Clarification Of Sick Time For Full Time and Part Time Employees Starting 2015-16 School Year

An updated draft of the proposed changes to the UCSC Employee Handbook was provided to member for review. Changes to the employee handbook will include work calendars for staff and updated sick leave language. A final update will be brought back for approval. .

11 BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD AGENDA

Action Item: *Potential opening of another Elementary School based on interest, waitlist, grades, and financial need which allows more room for enrollment.*

Conference to Action: *Donation link to be convenient for parents and businesses to be able to donate money to the school. UCSC to provide a list types of donation that are allow and what should the donation be used for.*

Informational Item: *Superintendent and Business Office Work Schedule to be discuss in March or April Meeting as an Action item.*

12 ADJOURN

Myles adjourned the meeting at 9:00 P.M.

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YAV PEM SUAB ACADEMY
AN URBAN CHARTER SCHOOLS COLLECTIVE SCHOOL

vs.

YAV PEM SUAB ACADEMY
OPERATED BY URBAN CHARTER SCHOOLS COLLECTIVE



2015-2016 Employee Handbook

Adopted February 10, 2015

*Urban Charter Schools Collective
7555 South Land Park Drive
Sacramento, CA 95831
Tel: (916) 433-5057
www.urbancsc.org*

- (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. All full-time exempt employees will receive ten (10) days of sick leave per fiscal year, beginning on July 1st and ending on June 30th. On July 1st, three (3) of the ten (10) sick days are awarded, with the remainder to accrue in accordance with Schedule A below. All full-time non-exempt employees will receive eighty (80) hours of sick leave per fiscal year, beginning on July 1st and ending on June 30th. On July 1st, twenty-four (24) hours of the eighty (80) hours are awarded, with the remainder to accrue in accordance with Schedule A below. All eligible part time employees will be awarded twenty-four (24) hours of sick leave on each July 1, with no further accruals.

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.

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

In the event than any exempt employee exhausts his/her paid sick leave, any unpaid full day absences due to sick leave occurring from the 24th 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 24th 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.

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"). UCSC will cover up to \$7,400, subject to possible adjustments or changes by the Board as it deems reasonable and necessary, of the annual premium for employees, including the annual premium to enroll a spouse and/or dependents in the same program. UCSC's contribution shall not exceed \$616.67 per month, subject to changes or adjustments by the Board as it deems reasonable and necessary, for annual coverage. 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.

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. For ease of reference in this policy, all leave taken under both FMLA and CFRA will be referred to as "FMLA leave."

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 an active duty member of the Armed Forces who is your spouse, son, daughter or parent and who is undergoing medical treatment, recuperation or therapy, in outpatient status or on the temporary disability retired list for serious injury or illness;
- 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) in the Armed Forces in support of a contingency operation.

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.

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.

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.

The maximum time you will be allowed to take FMLA leave to care for an active duty member of the Armed Forces as described above, if you are eligible, is 26-workweeks in a 12-month period. 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.

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.

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. 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 use 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 encourage 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.

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 or grandparents with custody of 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. 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**

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 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.

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.

X. Schedule A Prorated Accrued Sick Leave

Schedule A Prorated Accrued Sick Leave

Sick leave is not a required benefit by law; 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 1st and ending on June 30th. 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.

Fiscal Year Schedule	Monthly Accrual
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
Total	10 days

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 1st and ending on June 30th, 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.

Fiscal Year	Mo. Accrual
July 1 – 31	24 hrs.
August 1-30	0 hrs.
September 1-30	0hrs.
October 1-31	7 8 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.
Total	80 hrs.