



EMPLOYEE HANDBOOK

**LISETTE ESTRELLA-
HENDERSON**
Superintendent of Schools

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(707) 399-4400



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WELCOME

Welcome to the Solano County Office of Education (SCOE). Employees of the county office play a vital role in ensuring the ongoing success of public education in our community. An interesting and challenging experience awaits you as a member of the SCOE staff. You join over 400 other county office employees contributing to our organizational mission of fostering student success through service to students, schools, and the community.

This Employee Handbook has been designed to introduce you to our organization, familiarize you with the guidelines and benefits that impact your employment, and answer some of the questions you may have concerning the county office and its personnel practices. The employment policies of SCOE have been developed specifically with the intent of:

- Ensuring high standards in all programs and services
- Maintaining and developing the professionalism and skill of the staff
- Reflecting our commitment to fair and equitable treatment of all employees
- Meeting legal mandates that apply to employment rights and responsibilities

While this handbook is intended to provide you with a general overview of our employment policies and practices, it does not present a complete description of your employment relationship and should not be read or treated as an employment contract. Where possible, the handbook guides you to the document, person, or department where you can get more detailed information on specific subjects.

Over time, changing circumstances will require that the policies and benefits outlined in this handbook be updated, revised, or altered. Employees will be advised of any changes that occur in employment policy. As you consult the handbook for information in the months ahead, remember that it may be necessary for you to verify that all applicable information is still current.

Other documents that contain information related to your employment at the county office will include applicable collective bargaining agreements and other documents provided to you within your online orientation. The Human Resources and Payroll & Benefits Departments sections of the SCOE website, www.solanocoe.net, also contain helpful information for employees. In all instances, current policy statements and negotiated contracts take precedence over the information included in this Employee Handbook.

COUNTY SUPERINTENDENT OF SCHOOLS

Lisette Estrella-Henderson

Welcome to the Solano County Office of Education (SCOE) family! We believe that each employee contributes directly to SCOE's growth and success, and we anticipate you will take pride in being a member of our team. To do great work, our organization needs great people. You have been hired because we have confidence in your potential to be a great employee!



This handbook was developed to describe some of the expectations we have of our employees and to outline policies, programs, and benefits available to eligible employees. All employees should familiarize themselves with the contents of the employee handbook as soon as possible, as it will answer many questions about employment with SCOE. You are encouraged to ask your supervisor, or the Human Resources Department, questions about any part of this handbook that is not clear to you.

As a service-oriented organization, we have a dynamic work culture that honors our guiding principles of leadership, collaboration, and support. Like any great team, we are comprised of different people from diverse backgrounds fulfilling various critical roles and responsibilities. We measure ourselves against our guiding principles and aspire to live by them every day in all that we do, including our behavior and decision-making. You were hired because we believe you can contribute to the achievement of our vision and mission. We look forward to supporting your growth and development into an outstanding employee. In addition to technical skills, successful employees exhibit a high level of care and respect for others.

Great teams are built on a foundation of respect for the organization they represent and their teammates. SCOE is built on that same tenet. By valuing what each person brings to SCOE, we can accomplish remarkable things together.

Again, welcome to SCOE! We hope that you will find your work here rewarding, challenging, and meaningful. I look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Lisette Estrella-Henderson". The signature is written in a cursive, flowing style.

Lisette Estrella-Henderson
Solano County Superintendent of Schools

Guiding Principles

We collaborate successfully by:

- Developing and sharing resources and talents
- Encouraging collegiality
- Involving stakeholders in decision-making processes
- Encouraging creativity and problem solving

We support each other by:

- Celebrating growth and success
- Valuing and respecting diversity
- Having trust and confidence in self and others
- Maintaining open and reciprocal communication
- Treating all people with dignity

We demonstrate leadership by:

- Recognizing and utilizing individual skills
- Supporting professional growth and development
- Encouraging responsible planning and risk taking
- Ensuring a safe and secure work environment
- Serving as role models
- Promoting high expectations and standards

Quick Reference

Board of Education	(707) 399-4402
County Superintendent	(707) 399-4403
Public Information.....	(707) 399-4429
Administrative Services & Operations	(707) 399-4405
Internal Business Services	(707) 399-4414
District Business Services	(707) 399-4417
Facilities/Maintenance/Transportation	(707) 399-4860
Payroll and Employee Benefits.....	(707) 399-4421
Technology.....	(707) 399-4450
Human Resources and Educator Effectiveness	(707) 399-4441
Personnel Services.....	(707) 399-4426
Educator Effectiveness.....	(707) 399-4444
Student Programs & Services	(707) 399-4432
Early Learning	(707) 399-4432
Educational Options	(707) 399-4840
Career and College Readiness.....	(707) 399-4800
Resource Development and Transition Services.....	(707) 399-4830
Special Education.....	(707) 399-4867
District and School Support	(707) 399-4438
Early Learning	(707) 399-4407
Innovative Programs and Student Success.....	(707) 399-4439
Student & Program Support	(707) 399-4855
Youth Development & Special Events.....	(707) 646-7603
Special Education Local Plan Area (SELPA)	(707) 399-4460

Website: www.solanocoe.net

INTRODUCTION

The Role of the Solano County Office of Education

The citizens of California, through the state constitution and the state legislature, have created a three-level public education system. There are 58 county offices of education in California which form the “intermediate level” of this system, providing a critical link between the California Department of Education (CDE) and local school districts. The state legislature and the CDE set the general direction, goals, and laws of education in California, while the day-to-day delivery of educational services - all the teaching and learning - takes place in community-based schools. Linking these two levels of the system is the role of the county office of education.

**SOLANO COUNTY
OFFICE OF EDUCATION**

County Superintendent

Lisette Estrella-Henderson

County Board of Education

Elease Cheek

Peggy A. Cohen-Thompson

Michelle Coleman

Dana Dean

Ginger Dunn

Teresa Lavell

Amy Sharp

Regular meetings of the Solano County Board of Education are held on the second Wednesday of each month at 6:00 p.m. in the Board Room of the Solano County Office of Education. Meetings are open to the public.

Like other county offices, the Solano County Office of Education (SCOE) accomplishes its mission by offering a centralized system of services for students, schools, and the community. These services are designed to provide information and assistance so that our county can meet educational goals, comply with legal mandates, and access an education system that operates efficiently. At the same time, SCOE serves as a voice for the community, informing the CDE of the educational issues, needs, and innovations in our county.

The public served by our county office voices its education priorities through the election of the County Superintendent, who is the chief administrative officer of the county office. A seven-member County Board of Education, an elected body with specific responsibilities related to the operations of the county office, provides educational and fiduciary stewardship for county voters and their communities. SCOE operates with an annual budget of approximately \$55 million, with funding provided by the state, local tax revenues, and the federal government.

SCOE programs and services are numerous and diverse. In some instances, they have been created specifically to comply with guidelines determined by the CDE. In other cases, they have come into being because a centralized service which is accessible to all schools is the most cost-efficient way to meet educational or operational demands. Still other programs and services have been developed in response to the unique educational needs of a particular segment of the county's student population.

ORGANIZATIONS AND OVERVIEW

Student Programs & Services

Early Learning

Solano County Office of Education's (SCOE) Early Learning system is a collaboration of stakeholders including educators, community agencies, parents, and other professionals working with children birth to 5 years old. Early Learning is focused on supporting the educational community, connecting parents and providers with resources, and increasing the quality of early learning throughout Solano County. The overall goal of SCOE's Early Learning programs and services is to ensure that each child has access to high quality educational experiences and the resources they need to succeed in school and thrive throughout their lives.

SCOE provides support for early learning professionals in all settings, including Transitional Kindergarten, state-funded preschool programs, center-based childcare, and home-based family childcare. Through Quality Counts, Solano's Quality Rating and Improvement System (QRIS), early childhood education professionals may participate in on-site coaching and training, as well as professional development and program rating.

Educational Options

The Solano County Office of Education's Juvenile Court and Community Schools (JCCS) program is divided into two different components:

- Juvenile Detention Facility (JDF)
- Community Schools

Students are referred to these programs through the court system, district School Attendance Review Boards (SARBs), expulsion orders, or the Probation Department. The goal of these programs is to assist students who are currently facing a lack of success by providing those skills that will enable them to embrace the idea of learning, attend school on a regular basis, set goals, and transition back to their home district and/or the world of work. The core academic program centers on literacy and mathematics. All students are continually tested and monitored with implementation of a multi-pronged approach to meet each student's needs.

The Associate Superintendent assists school districts within Solano County in creating alternative education sites for students who are not successful at comprehensive school sites. Monthly meetings are held with representatives from the districts' Pupil Services Departments. These meetings are held so that districts can support each other in the area of alternative education. The Program Administrator, Educational Options for Solano County will take the lead in organizing and setting the times for these meetings.

Special Education

The Special Education Department partners with families and school district personnel to ensure that students with significant disabilities have their unique needs met. It serves children and families living within the Travis, Dixon, Vacaville, Fairfield-Suisun, and Benicia school district boundaries. The educational programs for the students are based on individual needs as determined by standardized assessment results. Additional instruction is provided by support personnel, such as School Nurses, Psychologists, Occupational Therapists, Speech Therapists,

Physical Therapists, Adaptive Physical Education Specialists, Assistive Technology Specialists, Behavior Intervention Specialists, and Deaf and Hard of Hearing Specialists.

- **Infant/Toddler Programs** - Students in the “Me Too” program are between birth and three years of age. The program is designed to assist families and children to enhance the development of the infant. Services are provided in the home and at school. Family involvement is essential for success.
- **Preschool Programs** - Students in the preschool programs are between three and five years of age. Individual and small group services are offered at T.C. McDaniel Center in Fairfield; Irene Larsen Center in Vacaville; and Silveyville in Dixon. Activities are determined by the Individualized Education Program (IEP) team recommendations and are developmentally appropriate.
- **School-Age Programs** - Students in kindergarten through high school are served in classrooms housed on district sites to encourage inclusion with the general education students. The California Grade Level Standards are adapted for the students based on the IEP team recommendations. Direct instruction and group activities are the primary focus of these programs.
- **Post-Secondary/Transition Programs** - Students in these programs are between eighteen and twenty-two years of age. The programs’ focus is on developing independent living skills through direct instruction and community-based activities.

College and Career Readiness

The purpose of the College and Career Readiness Department (CCR) is to promote Work-Based Learning to ensure students are ready for post-secondary life, whether it be college, trade school, military, or career. The Department provides coordination and professional development for career pathways offered in Solano County school districts. The department supports districts in the creation and alignment of Career Technical Education pathways as well as technical assistance for the Career Technical Education Incentive Grant (CTEIG) and Perkins grants. CCR also hosts the K12 Pathway Coordinator position, which provides support for the K12 Strong Workforce Program (SWP) grant and facilitates partnership with Solano Community College to build connections for districts and Career Technical Education (CTE) pathways.

College and Career Development Specialists work directly with students to provide workshops in Essential Skills through the CTE pathways on topics such as social media, teamwork, resume writing and interviewing. College and Career Development Specialists also connect CTE pathways to industry partners to provide guest speakers and industry tours. The Department also sponsors student attendance at the local Building Trades tours provided by our Union partners.

The College and Career Readiness Department is a proud supporter of the INSPIRE program that serves four of our county school districts. This event reaches students in grades 8 and 10 giving them an opportunity for career exploration and industry connection.

The College and Career Readiness Department partners with Solano County school districts, Chambers of Commerce, and the Solano Workforce Development Board to offer the Work-Ready! Certification program to all students eligible for a work permit. These workshops are conducted during a three-week period and culminate with a professional portfolio that includes a cover letter and resume and participation in a mock interview with Chamber partners.

The Department extends its support to the Golden Hills Community Court School and Solano County Juvenile Detention Facility with a College and Career Development Specialist and a Construction Trades course.

Workforce Development

The SCOE Workforce Development Department is focused on providing employment opportunities to youth and adults through individualized plans that meet the unique needs of each individual. There are several programs offered based on eligibility.

CCi - California Career Innovations

The Solano County Office of Education (SCOE) in partnership with the Department of Rehabilitation (DOR) and San Diego State University (SDSU) have implemented the California Career Innovations Work-Based Learning Initiative (CCi). The SCOE CCi is 1 or 6 funded by the US Department of Education throughout the nation. The goal of the CCi program is increased economic self-sufficiency, through planned education, work-based learning experiences and Competitive Integrated Employment (CIE) for students with a wide range of disabilities.

Career in Focus - Out of School Youth (OSY)

The Solano County Office of Education (SCOE) was awarded the Career in Focus – Out of School Youth (OSY) contract by the Workforce Development Board of Solano County (WDB). The purpose of OSY contract is to provide a comprehensive array of services that give OSY enrollees the tools necessary to make sound decisions about their future and career choice, as well as expose them to opportunities through work experiences that will prepare them to be successful in Solano's economy. Reengaging in school to complete graduation requirements as well as gaining valuable work experience that collectively lead to a earning a living wage are the primary goals of the OSY contract.

Transition Partnership Program

TPP is a collaborative contract with the California Department of Rehabilitation (DOR) and Solano County Office of Education (SCOE). The purpose of the TPP program is to provide employment services including employment preparation, job development and placement, follow up and non-supported employment to those students and adults eligible for DOR services in Solano County.

WorkAbility I and WorkAbility I Middle School

The Solano County Office of Education WorkAbility I program promotes independent living and provides comprehensive pre-employment worksite training, employment, and follow up services for youth in special education who are making the transition from school to work. The program serves both middle school and high school students. The middle school project assists eighth grade students with the transition to high school and with linking school to future careers.

The mission of the District and School Support program is to build and sustain the capacity of school districts necessary to improve the success of all students as they endeavor to implement organizational practices that:

- Help all students meet standards
- Increase student achievement levels of all students
- Select/adopt appropriate instructional materials

- Meet the needs of English language learners
- Strengthen administrative leadership
- Improve administrator expertise in content knowledge and pedagogy
- Reduce barriers to student achievement

We customize services to meet the needs of individual schools and districts by sharing information and resources about emerging issues and initiatives, collaborating with partner organizations and institutes of higher learning. We build leadership to support effective systemic change and foster collaborative partnerships among Solano County community groups including districts, teachers, school site administrators, parents, business and community leaders.

We also provide technical assistance and organizational tools for streamlining multiple state and federal planning requirements into a single data-driven, comprehensive school plan. We are available to guide schools and provide technical assistance and support to districts as they coordinate programs and funds from multiple federal and state sources into single, focused, fully integrated reform efforts which include:

- Developing and implementing a district Local Educational Agency Plan (LEAP) and site Single Plan for Student Achievement (SPSA)
- Developing and implementing effective intervention programs
- Developing and implementing effective programs for English learner students
- Federal Program Implementation and Evaluation via the Categorical Program Monitoring (FPM) process
- Local Control Funding Formula (LCFF)
- Local Control Accountability Plan (LCAP)

Professional Development

Professional Development is a major focus for the county office to support the districts in responding to district needs and work with district curriculum personnel to develop and deliver needed trainings and workshops. A continuum of trainings, workshops, and seminars is offered to address the community of educators, including parents, substitute teachers, intern teachers, credentialed teachers, principals and district-level leaders. Visit our website for upcoming opportunities.

Professional Development opportunities provided by the Solano County Office of Education include:

- Professional Support Options Committee (PSOC)
- Curriculum-based English/Language Arts and Math Institutes
- Positive Parenting Workshops
- Associate of California School Administrators (ACSA) sponsored Workshops and Academies
- LEAD Initiative Institutes
- Early Learning Workshops

Foster Youth Services Program

A large percentage of children placed in foster care experience physical and emotional trauma resulting from abuse, neglect, separation from family, and the impermanence of their living situation. They commonly experience multiple placements in foster homes and numerous transfers between schools. Frequent changes in home and school placements can have a

detrimental effect on foster youths' academic performance and future success in life. The Foster Youth Services program is designed to:

- Improve academic achievement
- Improve attendance, reduce truancy and dropout rates
- Reduce incidents of student discipline problems and juvenile delinquency
- Provide professional development training on AB 167/216 and AB 490 which support the educational needs for foster youth
- Remove barriers for foster youth by collaborating with community partners to donate backpacks throughout the school year

Homeless Education Services

SCOE's Homeless Education Services program assists with facilitating the enrollment, attendance, and success in school of homeless children and youth. With a focus on ensuring that children and youth who are homeless have equal access to the same free, appropriate public education as provided to all other children and youth. The program is designed to improve educational stability and access for children and youth who are homeless in order to support their academic achievement. Ways that we address the identified areas include:

- Intensive community involvement and advocacy
- Professional development trainings to district schools and community partners
- Remove barriers of homeless youth by collaborating with community partners to donate backpacks throughout the school year
- Provide training on AB 1806 to Solano County school districts
- Assistance with school service to maintain educational stability

Youth Development Services

SCOE's Youth Development Services develops and sustains programs that foster a safe, healthy, and positive learning atmosphere. We support youth in an environment of academic achievement and success and engage youth as active leaders and resources in their schools and communities.

Youth Development Services uses evidence based and research validated health prevention programs and curriculum in schools to support student health and resiliency throughout Solano County. We provide support and technical assistance to prevention programs in the middle and high schools to assist with curriculum implementation as well as help develop programs for youth leadership and advocacy.

We also coordinate a number of county-wide and regional events for students. These academic events give schools, students and teams, the chance to participate in competitions and activities with other schools. These special events are designed to support, encourage, recognize, and promote student learning among fourth through twelfth graders. They foster achievement, promote accomplishments, and provide our community with an opportunity to recognize exemplary student performance.

Our programs and special events are resources to encourage and motivate student learning. Schools participate to build school spirit and spotlight the achievements of their students. The community supports these events through volunteer work and donations, as well as recognizing the achievements of schools, students, and teachers.

YOUTH DEVELOPMENT PROGRAMS

Prevention Education

- Botvin's Life Skills
- Safe and Healthy Kids Survey (CHKS)
- Solano Friday Night Live (High School)
- Solano Club Live (Middle School)
- Solano Youth Coalition
- Tobacco Use Prevention Education (TUPE)
- Nutrition Education and Obesity Prevention Programs (NEOP)

Special Events

- Art Faire (4th-12th graders)
- Academic Bowl (High School)
- Academic Decathlon, North Bay Competition (High School)
- California Academic Decathlon, State Competition (High School)
- Educators of the Year
- Spelling Bee (4th-6th graders)

Administrative Services & Operations

District Business Services

In addition to supporting the Solano County Office of Education (SCOPE), the District Business Services Department provides a variety of business advisory services for the K-12 school districts and community college. Statutory and discretionary services to districts include budget approval, monitoring fund apportionment and distribution, payroll, retirement services, auditing, accounting services, issuing warrants, coordinating school district organization activities, collecting, and processing statistical and financial reports and data, and general management team assistance and reporting. District Business Services provides support of the K-12 financial system that is hosted by SCOPE for several of the Solano County school districts (including SCOPE Internal Business Services and Human Resources).

Internal Business Services

SCOPE operates a broad variety of programs and activities. The Internal Business Department provides services for SCOPE operated programs. Services include payroll for staff, vendor payments, internal accounting, budgeting, purchasing, and accounting for facilities, maintenance, and transportation. Internal Business Services furnish these services to allow SCOPE staff members to provide quality programs more effectively to local school districts, the community college, and the students directly served by SCOPE.

Facilities and Maintenance

Facilities and Maintenance provides maintenance and upkeep to all SCOPE's sites.

Print Services

The SCOPE Print Shop supports school districts, staff and students by providing copying, printing, binding, laminating, business cards, No Carbon Required (NCR) forms, wide format machines from 24 inch to 42 inches, document folding, envelope stuffing and sealing, labels, notepads, and mail services at cost-effective rates with rapid turnaround times. They have a variety of paper styles and colors to purchase. The Print Shop is located on the Solano Community College Campus with a full staff and the latest equipment to serve all the needs of the organization and community.

Transportation

SCOE's Transportation Department serves students requiring specialized home-to-school transportation. Students receive door-to-door service.

Technology

SCOE's Technology Department has a goal of providing a high level of service to students, SCOE staff, and our school district customers. They provide support for all technology operations for SCOE and to the districts through the K-12 High-Speed Network.

Human Resources

Personnel Services for Employees & Solano County School Districts

The Human Resources Department provides services to employees, as well as districts within Solano County. Internal services include recruitment, selection, employee orientation, benefit programs, workers' compensation, unemployment, retirement, professional growth, credentialing, substitutes, as well as managing contracts, maintaining personnel records, and position classification studies. The Human Resources Department also leads and participates in programs and services that promote and maintain a positive, cooperative employee relations environment.

Many services directly benefit other school districts and agencies both within and outside Solano County. Among these services are consulting, advising, sharing data on an array of personnel issues, registering and processing credential applications.

For job postings, please visit www.Edjoin.org.

Ongoing Recruitment For:

- Teachers, Special Education and Court and Community Schools
- Paraeducators, Special Education and Court and Community Schools
- Substitutes, Teachers, Paraeducators, Custodians and Office Assistants

Teacher Credentialing

The Credentials Office offers services such as technical assistance for first-time and renewal applicants and monitoring credentials for certificated staff within Solano County through payroll auditing. Staff also provides assistance to non-public agencies, charter schools, and local prisons. The Credentials Office maintains a continuous working relationship with agencies and professional organizations such as the California Commission on Teacher Credentialing (CTC), California County Superintendents Educational Services Association (CCSESA), Personnel Administrative Services Steering Committee (PASSCo), and Credential Counselors and Analysts of California (CCAC).

Special Education Local Plan Area (SELPA)

Ensuring services and advocacy for persons with disabilities from birth to twenty-two years of age. The Solano County Office of Education (SCOE) is the administrative unit (AU) for the Solano County Special Education Local Plan Area (SELPA). Additionally, SCOE, Benicia, Dixon, Fairfield-Suisun, Travis, and Vacaville Unified School Districts make up this SELPA. We are one of the 122 SELPAs in the state that are mandated by law to ensure that all eligible students with exceptional needs from birth to twenty-two years of age residing within its geographical boundaries receive an appropriate educational program and necessary related services.

Legislative Advocacy

In an effort to secure adequate funding for special education, the SELPA works closely with district superintendents, boards of education, and state and federal legislators to increase the amount of dollars flowing to district and county special education programs. The SELPA is also active in the development of appropriate state level policy as pertains to students with disabilities.

Interagency Relationships

Pursuant to state law, the SELPA maintains a variety of interagency relationships including Solano County Health & Social Services, California Children's Services, and North Bay Regional Center, among others. The SELPA also monitors and ensures compliance with state and federal laws as required by the CDE.

Budget

The SELPA receives federal and state support. These dollars fund the following programs and services:

- SCOE special education programs
- District special education programs
- Non-public School (NPS) student placements
- Non-public Agency (NPA) services to students
- Staff development activities and initiatives
- SELPA and district legal fees
- SELPA operations

HISTORY OF THE COUNTY OFFICE

Like other county offices in California, the history of the Solano County Office of Education has been driven largely by the changing educational needs of a growing population base. As the state's population has grown, so too has its need to add structure to the education system to meet the new demands of numbers. Today's education system has evolved over time—and it continues to evolve—in response to the needs and expectations of California's citizenry.

Solano County has also changed dramatically over the years. Once largely rural, today's landscape retains its rural feel in places, but many of the hills and valleys are now home to growing numbers of residents. Records indicate that the number of students enrolled in public schools in 1855 totaled 305; today that number exceeds 63,500. How educational services are delivered to this changing student population has required innovations in teaching. How the whole system is organized to function efficiently on a larger scale has led to the establishment and growth of the county office.

The role of the County Superintendent was initially defined in 1852 by the State Legislature as an add-on function to the office of county assessor. The sole educational function of the job in 1852 was to oversee the apportionment of state funds to local school districts. In 1860, the Assessor/Superintendent was also given the responsibility of testing and certifying the qualifications of teachers.

The County Superintendent became an elected position in 1879 when a bill was passed taking school duties away from the assessor and mandating County Superintendent elections every four years. Elected County Superintendents were given new duties to match their new status, most of them having to do with oversight of district operations and reporting requirements to the state. Other responsibilities were added gradually by the state legislature—in 1912, 1915, 1921, 1931 and so on—and the office of the County Superintendent began to grow from a “one horse agency” to a small organization of education professionals supported by an expert clerical staff. By 1947, the County Superintendent had assumed 22 functions, including curriculum supervision, emergency teacher credentialing, health and nursing services for districts, coordination of educational resources, attendance monitoring, and funding apportionments.

Solano County saw one of its most dramatic periods of growth after World War II, followed by the greatest number of new school openings in the county's history. In response to this growth, the county office began to see its own flurry of development. In the early 1950s the legislature provided for elected board members, engaging community representatives in the stewardship of county-wide educational activities. A very significant structural change occurred when it was mandated by the state that county offices of education become independent from county government. On July 1, 1984 a resolution by the Solano County Board of Supervisors transferred all educational duties, functions, and budgets to the newly established Solano County Office of Education, a freestanding institution. The county office retains this independent structure today; it is not part of the county or state government systems.

In recent decades, the responsibilities of the County Superintendent have continued to grow. In 1971, our Regional Occupational Program was initiated to help the county's high school students prepare for future employment. Solano County's first Community School was opened in the mid-1970s. In 1992, a state law was designed to help ensure the financial solvency of schools that has required county offices to carefully monitor district finances and added new responsibilities to the county office's Business Services Department.

As more programs and services were established, the county office staff grew to meet new needs. Today, the Solano County Office of Education operates under the direction of County Superintendent Lisette Estrella-Henderson, who assumed office on January 3, 2017.

ELECTED COUNTY SUPERINTENDENTS OF SOLANO COUNTY	
Sashel Bynum	1852
Joseph P. Vaughn	1853-54
James W. Anderson	1855-56
H. M. Lille	1857
Sylvester Woodbridge, Jr.	1858-61
J. W. Hines	1861-64
George W. Simonton	1864-68
Milton Wasson	1869
William H. Fry	1870-74
C. W. Childs	1874-78
J. K. Bateman	1878-80
A. W. Sutphen	1880-82
C. B. Webster	1883-94
A. P. Sanborn	1895-98
Dan H. White	1899-1938
Tennant C. McDaniel	1939-59
Fred G. McCombs	1959-69
Clarence J. (Casey) Golomb	1969-78
James W. Chadbourne	1979-86
Wendall L. Kuykendall	1986-2003
Dee Alarcón	2003-11
Jay Speck	2011-16
Lisette Estrella-Henderson	2017-Present

EMPLOYMENT POLICIES

Equal Employment Opportunity and Nondiscrimination in Employment - (Administrative Policy 4030)

The Solano County Office of Education is an equal opportunity employer. This means that employment decisions are based on merit and business needs, and not on gender, color, race, ancestry, creed, religion, national origin, age, handicap or disability, medical condition, marital status, sexual orientation, veteran status, citizenship status, or any other factor rendered unlawful by federal, state, or local law. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Further, it is the expectation of the Solano County Office of Education that employees do not discriminate against each other or non-employees based on the above-mentioned factors.

The county office also supports the goals of the Americans with Disabilities Act (ADA) in hiring, accommodating, promoting, and retaining qualified employees with disabilities. All employees are expected to help implement the goals of the ADA.

Nondiscrimination In Employment - (Administrative Policy 4030 & 4031)

The Solano County Office of Education is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the county office expressly prohibits any form of unlawful employee harassment. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's gender, color, race, ancestry, creed, religion, national origin, age, handicap or disability, medical condition, marital status, sexual orientation, veteran status, citizenship status, or other protected group status. All such harassment is unlawful.

Sexual harassment - (Administrative Policy 4119.11)

It is the policy of the county office to provide an education, employment, and business environment free of sexual harassment as defined by state and federal mandates. The county office expressly prohibits unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, especially where:

- Submission is made either explicitly or implicitly a condition of employment.
- Submission is used as a basis for employment decisions affecting an individual.
- Such conduct has the purpose or effect of unreasonably interfering with work performance, or creating an intimidating, hostile, or offensive work environment.

Offensive comments, jokes, innuendos, and other sexually oriented statements are also prohibited.

All county office employees are responsible for helping to assure that the work environment is free from harassment. If you feel that you have experienced or witnessed harassment, you should immediately notify your supervisor, the Assistant Superintendent, the Associate Superintendent, County Superintendent, or any other supervisory employee of your choice. Your complaint will be kept confidential to the maximum extent possible. The county office forbids retaliation against anyone who has reported harassment.

The county office will investigate all harassment complaints thoroughly and promptly. If the county office determines that an employee is guilty of harassing another employee, appropriate disciplinary action will be taken against the offending employee.

Additional information about resolving harassment complaints can be found on the SCOE website, in the Administrative Policies Manual, or obtained from any management employee.

Medical Examinations and Criminal History Review

As part of the county office's employment procedures, an applicant may be required to obtain a pre-employment health examination by a medical practitioner to determine whether the applicant is capable of performing the responsibilities of a specified position. Any offer of employment that an applicant receives from the county office is contingent upon, among other things, satisfactory completion of required health examinations.

The county office may require pre-employment health examinations for any open position provided the requirements are included in the job description.

Tuberculin testing - To prevent the spread of tuberculosis in the education environment, each employee of the county office must submit evidence of freedom from active tuberculin infection prior to employment, and every four years thereafter.

- Tuberculin tests, including intradermal skin tests
- Or a completed Adult Tuberculosis (TB) Questionnaire and Certificate of Completion signed by the licensed health care provider who completed the risk assessment and/or examination per California Education Code Section 49406 and Health and Safety Code Sections 121525-121555 and,
- When necessary, chest x-rays, are provided by the county office at no expense to employees.

Kaiser members are eligible to receive the TB test or certificate of completion (and X-ray, if necessary) at no charge. You can also go to the Solano County Health and Social Services and submit the original receipt to us for reimbursement. If you prefer to go to your personal physician, SCOE will reimburse up to \$23.00 for the TB test or certificate of completion or chest X-ray if you submit the original receipt. The Human Resources Department notifies employees when testing is required.

Fingerprinting - As a means of assuring that no member of the staff has been convicted of a narcotics crime, sex crime, or other offense which would preclude their employment by an educational institution, the county office requires that employees be fingerprinted. All employees must be fingerprinted and receive clearance from the state Department of Justice and the Federal Bureau of Investigation prior to the first day of employment. The processing fee is paid by the county office.

Questions about pre-employment health examinations, tuberculin testing, or fingerprinting may be directed to the Human Resources Department.

Orientation for New Employees

Prior to employment or during your first few days of employment, you will participate in an orientation program conducted by the Human Resources Department.

The purpose of this orientation will be to provide you with essential information regarding the county office and your new position, benefit programs, and other job-related matters and requirements. You will be asked to complete all necessary paperwork at this time, if you have not already done so, such as medical benefit plan enrollment forms, beneficiary designation forms, and federal, state, and local tax forms. At this time, you will be required to present information establishing your identity and your eligibility to work in the United States in accordance with applicable federal law.

The county office's orientation program is designed to familiarize you with the agency's structure, goals, clients, and services. It will also provide you with a clear understanding of your job responsibilities and your supervisor's expectations and give you a comfortable footing on which to begin your new employment relationship.

Probationary Period

You have been hired with the hope and expectation that your employment at the county office will be long-term and satisfying. The initial period of employment, often called a probationary period, provides an opportunity for you and the county office to get acquainted with each other and to assess the ongoing viability of the employment relationship. During this initial period of employment, your supervisor will meet with you to discuss your performance and to provide you with written evaluations or input regarding your performance. In turn, you are encouraged to provide your supervisor with your views about continuing in your assigned position.

As specified in collective bargaining agreements, employees of the county office serve in a probationary status upon initial employment and upon promotion to any position which is at a higher classification than previous positions. Probationary periods vary in length depending on the type of position and/or the terms specified in collective bargaining agreements. Classified management staff have a (6) six-month formal probationary period. Certificated management staff have a 2-year formal probationary period.

Performance Appraisal

To ensure that you perform your job to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary. Consistent with this goal, your performance will be evaluated by your supervisor on an ongoing basis, and you will receive periodic written evaluations.

All written evaluations will be based on your overall performance in relation to your job responsibilities, and will also take into account your conduct, demeanor, and record of attendance. Our appraisal system is designed as a two-way communication process. You have an opportunity to discuss your major accomplishments and your supervisor can offer suggestions and direction for desired performance and professional growth.

All certificated probationary unit members will be observed at least twice each year and evaluated at least once each year. All certificated tenured unit members will be observed and evaluated at least once every other year. All classified probationary employees will be appraised upon completion of 6 months/130 workdays beyond the initial date of employment, excluding extended school year. All classified permanent employees shall be appraised two years after initial employment in his/her job classification and every three years thereafter. To learn the specific date and frequency of your performance appraisal, contact your supervisor or the Human Resources Department. The collective bargaining contracts contain comprehensive information regarding appraisals and evaluations.

In addition to the regular performance appraisals described above, special written evaluations may be conducted by your supervisor, at any time, to advise you of the existence of performance problems. All written evaluations become part of your employee file maintained by the Human Resources Department.

COMPENSATION

Work Hours

The county office maintains an official 40-hour work week. The regular workday for employees at the main office and other office sites is from 8:00 a.m. to 5:00 p.m., Monday through Friday. However, department heads may vary that schedule to start as early as 7:00 a.m. or start as late as 9:00 a.m., and end the workday as early as 3:30 p.m. or as late as 6:00 p.m. For employees working in classrooms, schedules are arranged by program supervisors and may vary. All employees shall be granted reasonable rest periods, up to 15 minutes, in the middle of each work period that extends beyond three and three-quarter (3-3/4) hours worked. Generally, employees working six (6) hours or more shall be entitled to an uninterrupted lunch period of not less than one-half (1/2) hour, which will be at or about midpoint of each work shift. The scheduling of breaks is arranged by you and your supervisor or department head. All work schedules are approved by the supervisor. If you are a part-time employee, your work hours and schedule will be arranged by your supervisor.

Teachers, paraeducators, and other staff who work directly with students have work hours that vary significantly from the standard hours of the county office. Contact your supervisor to verify your work times and consult your collective bargaining agreement.

Daily and weekly work schedules may be changed from time-to-time at the discretion of the county office. Changes in work schedules will be announced as far in advance as practicable and will adhere to the conditions specified in collective bargaining agreements, if applicable.

Work Year

Many positions at the county office involve direct contact with students or teachers. Employees in these positions have specified work years that correspond to student attendance. Every certificated employee receives an annual Notice of Employment (NOE) which specifies the days of service in their work year. Days of service for classified employees, like paraeducators, with work years tied to student attendance are specified in collective bargaining agreements.

Salary Schedules and Placement

To attract and retain a qualified staff, the county office endeavors to pay salaries that are competitive with those of similar educational employers and the labor markets here in Solano County. With this in mind, general salary ranges have been established for each county office position through a careful analysis of the work required and the responsibilities of each job. Periodically, the county office reviews job specifications and salary schedules to ensure that they are rated appropriately. Salary schedules for positions covered by bargaining units are negotiated and clearly specified in each collective bargaining agreement.

All employees shall, if eligible, have a salary increment which may include step/longevity/vacation increases on July 1 of each year except those hired between April 1 and June 30 which shall advance on July 1 of the subsequent fiscal year not to exceed fifteen (15) months.

Remember that your total compensation at the county office consists not only of the salary you are paid, but also of the various benefits you are offered, such as group health insurance and your retirement plan, as described in a later section of this handbook.

Questions regarding salary schedules or your individual salary should be directed to your supervisor, or the Human Resources Department. Collective bargaining agreements also provide specific information about negotiated salary schedules and placement.

Pay Procedures and Payroll Deductions

All forms related to payroll and benefits can be found on the Solano County Office of Education (SCOE) website– Departments/Administrative Services & Operations/Payroll & Benefits.

County office employees are paid on a monthly basis, on the last working day of the SCOE master (12 month) master calendar. You can find the pay dates by visiting SCOE's website- Departments/Administrative Services & Operations/Payroll & Benefits.

There are several options available to you about how you receive your monthly pay. You may:

- Obtain your pay via direct deposit to your financial institution(s)
- Have your pay warrant sent via U.S. mail or by email to your personal email address
- You may request that your pay warrant be held for pick up in the Internal Business Services Department (IBS) by completing the pay warrant hold authorization form

During your orientation session, the payroll team will explain to you how to elect to have your pay directly deposited to your financial institution(s).

CONTACT THE PAYROLL DEPARTMENT TO:

- Arrange for direct deposit of your paycheck to your bank or credit union
- Report errors in your paycheck
- Report misplaced or lost checks

Call (707) 399-4421

Please review your paystub when it is received. If you find any discrepancies or have any concerns, please contact the payroll department as soon as possible. You should also immediately report any lost or unreceived payroll warrants. Lost/not received pay warrants will be re-issued upon receipt of a fully executed Affidavit of Lost Warrant and verification that the warrant has not been cashed.

Upon separation from employment, you will be paid all amounts due to you in accordance with applicable law. Your final pay will be issued during the next regularly scheduled pay cycle.

Payroll deductions - The county office is required by law to make various deductions from your pay. These may include amounts for federal and state income tax, Medicare, Social Security, and retirement. If you have questions about any of these required deductions, please contact the Payroll Department.

In addition to the mandatory deductions, a variety of voluntary deductions can be made from your paycheck at your request, including contributions for SCOE sponsored health benefits, life insurance, disability insurance, tax-sheltered annuities, and others. Contact the Payroll Department for assistance in setting up voluntary deductions.

Overtime Procedures

If you are classified as a non-exempt employee, you will receive compensation for approved overtime work—that is, work you perform beyond 40 hours in a week or eight hours in a day. If you work overtime, you will be compensated by overtime pay or compensatory time off equal to one and one-half times your normal pay rate.

Any overtime you work must first be approved by your supervisor. Your supervisor will obtain prior approval to assign overtime work to you. Please refer to your collective bargaining contract for compensation. Your supervisor will attempt to provide you with reasonable notice when the need for overtime work arises; however, advance notice may not always be possible.

The pay period for overtime pay ends on the last day of each month and payment is issued the next pay date in the following month. You must submit a timecard with proper authorizations, by the last day of the month to receive overtime pay the following month.

Compensatory time off, if granted, is also recorded on the timecard. Human Resources maintains records on compensatory time off and can acquaint you with the guidelines for recording and using earned time.

Employees who are classified as exempt do not receive overtime compensation, as the rate of pay for these positions is considered full compensation for all time required to fulfill assigned duties.

Employment Classifications

Under the Fair Labor Standards Act

<https://www.dol.gov/agencies/whd/compliance-assistance/handy-reference-guide-flsa>

Exempt: Employees who are not required to be paid overtime, in accordance with applicable federal and state wage and hour laws, for work performed beyond 40 hours in a work week, or 8 hours in a workday. Executives, managers, administrators, and certificated employees are typically exempt.

Non-exempt: Employees who are required to be paid overtime, at the rate of one and one-half times their regular rate of pay, for all hours worked beyond 40 hours in a work week, or 8 hours in a workday, in accordance with applicable federal and state wage and hour laws.

Certificated: Employees such as administrators, teachers, nurses, speech therapists, and others who serve in positions which require a state credential. Certificated employees are employed on a yearly contract basis for a specified number of workdays and are considered exempt, as defined above.

Classified: Employees who are not required to hold teaching and/or administrative credentials, and whose terms and conditions of employment are largely determined by regulations. Classified employees may be exempt or non-exempt.

Temporary and Substitute: Certificated and non-certificated persons who are employed by the day or by the hour on a temporary or substitute basis. Such employees are not eligible for benefits and are employed with the understanding that their employment will be terminated upon completion of a specified assignment. Employees of this classification may be exempt or non-exempt.

Fringe Benefits

Policies are outlined in the Solano County Office of Education Administrative policies, section 4154, Health and Welfare Benefits.

The County Office provides options for health plans to its employees, including medical, dental and vision.

If you are a member of a collective bargaining unit, please consult your agreement for information about the benefits that are available to you and how your benefits are funded. If you are an unrepresented employee, the Human Resources Department will provide you with applicable benefit information. Group health program information is available on the Solano County Office of Education website (Departments/Administrative Services & Operations/Payroll & Benefits).

If changes to your insurance coverage are required, please be advised that there are specified times when changes can be implemented. Some changes may only take place once a year at a time determined by the insurance carrier, while others must be made within 30 days of a qualifying event. If you change your name, address, or marital status, or if you gain or lose a dependent, please contact the Payroll Department, as soon as possible, to ensure that you maintain proper coverage. Once a year, usually in September, the county office has an open enrollment period when employees may change medical insurances or add dependents who were not previously covered.

The Payroll Department will advise you of your rights and responsibilities concerning health insurance benefits should your eligibility change due to promotion, transfer, termination or other circumstances.

Continuation of Benefits - If you resign or are terminated from the county office's employ, or if your work hours are reduced, you may have the right to retain your health insurance coverage, under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Continued coverage may also be available under COBRA to your eligible dependents upon your death, separation, divorce, or upon termination of a child's dependent status under the county office's health insurance programs. For more information, please contact the Payroll Department.

IF YOU ARE MEMBER OF A COLLECTIVE BARGAINING UNIT
Consult your agreement to find out what benefits are available to you and how your benefits are funded.

The Payroll Department or the Human Resources Department will notify you of your option to continue health benefits at the time your termination occurs, or your work hours are reduced. For further details regarding continuing or converting your health insurance benefits, please contact the Payroll Department or the Human Resources Department.

For available benefits upon retirement, please consult your collective bargaining agreement or contact the Payroll Department.

For additional information regarding any benefit program, contact the Payroll Department. For benefit claims, contact information, and group plan numbers, please check the information provided by the insurance carrier.

Workers' Compensation - If you experience an illness or injury arising from your employment at the county office, you may be eligible for workers' compensation. The amount of benefits payable and the duration of payment will depend upon the nature of your illness or injury. Each and every occupational illness or injury, no matter how minor, must be reported immediately to your supervisor and the Company Nurse at 1-877-778-2576. This ensures that the county office can assist you in obtaining appropriate coverage. Please note, that your failure to follow this procedure may result in required reports not being filed in accordance with law, which may jeopardize your right to benefits.

Questions regarding workers' compensation insurance should be directed to the Human Resources Department (399-4446). Information about filing workers' compensation reports is available at each office location.

Disability Insurance - If you experience an illness or injury which is not job-related, or if your workers' compensation claim is denied, you may be eligible for salary continuation through an income protection plan. Non-exempt classified employees have this option as a part of their collective bargaining agreement. The amount of the benefits payable and the duration of payment will depend on the nature and length of your illness or injury, as well as your job classification, length of time in your retirement system, and your age at the time of your disability. If you will be absent from work for more than three (3) days due to disability, or if you have questions regarding your eligibility for disability insurance, please contact the Human Resource Department.

Flexible Employee Benefit Plan

The county office offers employees the opportunity to participate in a Flexible Employee Benefit Plan, sometimes called an IRS 125 Flex Plan, to meet personal and family health and welfare needs. Through participation in the Flex Plan, employees may direct a portion of their salary to medical and dependent care expenses on a non-taxable basis. The Flex Plan allows the use of pre-tax dollars for otherwise after-tax, out-of-pocket expenses associated with health care costs, childcare, and day care for disabled dependents. This may result in a tax savings for participating employees. Note that any dollars directed to the Flex Plan which are not used in the plan year will be forfeited.

For more detailed questions, please contact the Payroll Department at (399-4421).

State Retirement Plans

The county office has a retirement program to assist you in your post-employment years. Two state retirement plans are in effect for county office employees: the California Public Employees' Retirement System (PERS) for classified employees and the California State Teachers' Retirement System (STRS) for certificated employees. As specified in California's Education Code, membership in and contributions to one of these two retirement systems is mandatory for most county office employees. The county office also contributes to the retirement systems on behalf of participating staff.

The Human Resources Department will provide you with information about retirement plans through your on-line orientation. The Payroll Department will inform you if participation is mandatory or optional, and let you know what level of employee contribution is required.

Monthly contributions to PERS and STRS are made for you by payroll deduction at the established rate of your total salary, exclusive of overtime for PERS. Please contact the Payroll Department or your retirement plan directly, if you have questions about your retirement plan. Both retirement systems have many online resources, which can be accessed at www.calpers.ca.gov or www.calstrs.com.

Employee Assistance Program

Through its Employee Assistance Program (EAP), the county office provides employees with services designed to help you manage life's challenges. You are eligible for up to three counseling sessions per incident, per benefit year, for a wide range of emotional health issues. These include marriage and relationship issues, family problems, stress management, depression, grief and loss, anger management, alcohol and drug dependency, and emotional problems.

Telephone consultations are available for legal concerns, financial issues, child and elder care assistance, federal tax consultation, pre-retirement planning, organizing life's affairs and concierge services. You can also access EAP information and tools online. Go to <https://www.mhn.com/members.html>, click the register button and follow the simple registration process using our access code (WISE).

EAP services are confidential, and your identity is protected according to the limits of the law.

For more information about the Employee Assistance Program or to schedule an appointment, call 1-800-227-1060. The Human Resources Department can also provide you with general information about this program.

Escape Employee Online Portal

All employees can register for the Escape Employee Online Portal. In the portal, you can view your current assignment information, leave information, education information, and benefit information. You can view and download your paystubs for the last 12 months, as well as your W2s for the last 3 years. The portal includes a payroll calculator where you can see an estimate of the impact on your pay for items such as tax changes, 403b/457 deductions, and the addition of a medical deduction. You can also submit tax changes through the portal without having to fill out paper forms.

A link to the portal can be found on the SCOE website under "For Staff." During registration, you will need to enter your name exactly as it appears on your paychecks. If you have any questions, please send an email to SCOEPayroll@solanocoe.net.

TIME OFF BENEFITS

Vacations

The county office recognizes the importance of time away from the job and wishes employees to have opportunities for rest, recreation, and other personal activities.

If you are a certificated employee, your time away from work - your vacation - is realized through the scheduling of work and non-workdays. As the activities of certificated employees are typically tied to student attendance, extended periods of non-workdays are generally scheduled during the summer months. Work schedules for certificated employees are determined by collective bargaining agreements and/or individually negotiated employment contracts. As work schedules vary significantly from employee to employee, you may wish to consult these documents for additional information about your work schedule. Please note, that non-workdays for certificated employees are unpaid days off from work.

If you are a classified employee, annual vacations provide you with time away from your job. The amount of vacation you are entitled to depends upon your status as exempt or non-exempt, the number of hours in your work week, and your length of service with the county office. Classified employees accumulate paid vacation at rates established by collective bargaining agreements. Please consult these documents for specific information about vacation allowances or contact the Human Resources Department.

Collective bargaining agreements, also, contain guidelines on vacations for paraeducators and other classified employees who work less than a 12-month work schedule and are paid on a daily basis, including specific usage rules and payment schedules, which differ from those for other classified employees. Depending on the needs and school calendars of the program to which an employee is assigned, vacation is included in the annual pay. Vacation pay for daily employees is paid on a proration of the vacation (annual leave) schedule in the collective bargaining contracts.

If you are entitled to take vacation as time off, your vacation must be scheduled and approved by your supervisor in advance of being taken. Vacation days may be carried over into successive fiscal years, up to certain maximums as specified in collective bargaining agreements.

Vacations may be taken as weekly periods, as individual days, or in half-hour increments, as long as the period chosen meets with departmental approval.

Upon termination of employment, classified employees will be compensated for all accrued but unused vacation.

Questions regarding vacation and scheduled non-workdays may be directed to your supervisor, or to the Human Resources Department. The Human Resources Department maintains ongoing records of the number of vacation days accrued by classified staff and how many days are available for use. Leave balances are also included on your monthly pay stub. Classified employees should also refer to the discussion of Attendance and Absences presented later in this handbook for information about scheduling vacations, obtaining supervisor approval, and recording days away from work.

Holidays

The county office recognizes the fifteen (15) holidays. These holidays are named in the collective bargaining agreements. For central office employees, a holiday calendar is developed using the fifteen (15) holidays specified in the collective bargaining agreements. For employees working in a school program, your employment is tied to the school programs established for the district in which your work site is located.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. You will be notified at the beginning of each school year of the actual date these holidays are observed by the county office. The county office is closed on days where holidays are observed.

Typically, certificated staff have scheduled non-workdays on holidays. Non-workdays are unpaid days off from work.

For questions about holidays, please contact your supervisor or the Human Resources Department, and consult your collective bargaining agreement.

Sick Leave

The county office recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, we provide paid sick days to employees. Employees accrue sick days at the rate of one day per month for each month of full-time employment. Part-time employees earn sick leave on a prorated basis.

Eligible employees may carry over an unlimited number of unused sick days, from year-to-year, to ensure that such days are available in the event of a long-term illness. However, no employee is paid for accrued unused sick days at the time of termination. Unused sick leave of retiring employees may be applied as service credits as allowed by the applicable retirement plan.

Return to Work After Non-Industrial Injury/Illness

(Administrative policy 4032.2) - The procedure to follow when you are absent due to illness or injury is set forth in the discussion of Attendance and Absences presented later in this handbook. When sick leave is used, you must verify your absence when you return to work following the established procedure. If you are off work for more than three (3) days due to illness or injury, you must provide a doctor's release to return to work *before* returning to your worksite. The doctor's release is submitted to the Human Resources Department. The Human Resources Department will notify your department when you are cleared to return to work.

The county office may require additional documentation from an employee's doctor or medical practitioner to verify sick leave absences. This documentation may be required when an employee's record shows extended chronic absenteeism, a pattern of absences, exhaustion of earned sick leave, or in other instances deemed appropriate by the county office.

Education Code 44979 and 45202 states; Sick leave may be transferred from a prior employing school district or county office of education if it has been less than one year since that employment ended. During your orientation session with the Human Resources Department, you can complete the necessary paperwork for this transaction.

Employees who have used all of their sick leave and are still absent due to illness or injury, should contact the Human Resources Department to obtain information about long-term differential leave, long-term disability insurance, and other options available at the county office to ease the economic hardship caused by the inability to work.

Other Leaves of Absence

In addition to sick leave, the county office provides employees with other types of leave to meet the wide variety of circumstances which cause individuals to be absent from their place of employment. Types of leaves recognized by the county office include:

- Personal necessity leave (Note: personal necessity leave is not in addition to sick leave, but provides greater flexibility for dealing with emergency situations)
- Family Medical Leave Act (FMLA)
- California Family Rights Act (CFRA)
- Bereavement leave
- Jury duty/witness leave
- Long-term, unpaid leave of absence (including sabbaticals)
- Medical leave of absence
- Military leave

**HUMAN RESOURCES
MAINTAINS RECORDS OF
THE NUMBER OF LEAVE
AND VACATION DAYS THAT
ARE ACCRUED AND USED**

Leave balances are listed on your paycheck stub. For the most current information, or if you have questions about the amount of leave or vacation time you have available for use, please call 399-4442.

- Industrial accident & illness leave
- Leave without pay
- Parental leave

The types of leaves granted to employees, leave duration, and specifications as to salary continuance, accrual of benefits, and eligibility are issues that are negotiated with collective bargaining units. Employees who are members of collective bargaining units should consult their current agreement for detailed information about allowable leaves. Non-union employees can obtain up-to-date information about leaves from their supervisor, the Human Resources Department, and/or the Administrative Policies Manual.

In all instances, employees who are requesting leave should endeavor to do so in advance. The procedure for requesting leave is presented in the Attendance and Absences section which follows. A request for leave without pay or other types of leave other than sick leave and certain types of personal necessity leave must be submitted in advance. Leave requests of this nature must be submitted to the Human Resources Department for approval. Except in cases of emergency, extended leave requests must be submitted prior to the beginning date of the leave.

Time off for voting - If it is impossible for you to vote in a national or state election during off-duty hours due to time constraints, you will be allowed as much as two hours of paid time off to vote. Time off for voting must be arranged with your supervisor at least two days in advance.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

Attendance and Absences

The county office expects all employees to assume diligent responsibility for their attendance and promptness. Regular attendance at work is as important to you as it is to the county office. Being at work, as scheduled, will assure you of a full paycheck each payday and will influence your opportunities for advancement. Unnecessary absences place an unfair burden on other employees and negatively affect the performance and productivity of the county office.

The county office recognizes that, due to illness and other compelling reasons, it may be necessary for you to be absent from work on occasion. Should you be unable to report to work as scheduled, you should notify the leave tracking system, Frontline (formerly AESOP), by using the Frontline Mobile app (for regular employees only), by touch-tone phone or via the Internet. Using a touch-tone phone, call Leave Management at (800) 942-3767. You'll be prompted to enter your ID number (your telephone/cell number associated with your account followed by the # sign), then your PIN number (your 4-digit pin followed by the # sign). Follow the prompts in reporting your absence. If you create an absence over the phone, be sure to make note of the confirmation number that Frontline assigns the new absence for reference.

Logging in on the Web: Log in to Frontline, type www.aesoponline.com in your web browser's address bar (on mobile devices, type m.aesoponline.com). Enter your ID number and PIN, then click Login. You can enter a new absence right from your Aesop home page under the "Create Absence" tab. Fill out the absence details, including the date of the absence, the absence reason, notes to the administrator or substitute, and more. You can also attach files to the absence from here.

Managing your PIN and Personal Information: Under the "Account" tab, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rule, parking instructions, etc.), view absence reason, balances, manage your preferred substitutes, and more in the "Account" tab.

Getting Help and Training: If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the "Help" tab to go to the Frontline Support where you can search their knowledge base for help and training materials.

If you miss the cutoff time or it is impossible for you to notify the county office of your absence, a family member or a friend may do so for you. Contact the subdesk at 707-399-4480. The subdesk is open Monday through Friday from 6:30 a.m. to 3:00 p.m., except holidays. Failure to notify the county office results in an unexcused absence. Cutoff times for classroom staff to give enough notice for a substitute is 30 minutes before the start of workday and five minutes for all other staff.

Upon your return to work, you are responsible for submitting documentation which may be required by your collective bargaining contracts, or policy and procedures. However, if you have called Frontline due to illness or injury, the time will be automatically deducted from your sick leave balance.

Absenteeism or tardiness that is unexcused or excessive in the judgment of the county office is grounds for disciplinary action. Please note, that if you are absent and fail to notify the county office, we may assume you have abandoned your job.

If you have questions about the amount of leave or vacation time available to you, please consult your collective bargaining agreement, or log into the [Escape Online Employee Portal](#).

Please note, that falsification of information is grounds for disciplinary action.

Recording attendance for certificated management staff and other employees working individual calendars - Because certificated management staff work an individually negotiated and non-standard work schedule, certificated management employees are required to complete a work calendar to account for work and non-workdays. Information about these record-keeping requirements will be provided to employees, as applicable, by the Human Resources Department.

Professional Standards (Ethics)

(Administrative policy 4119.21) - The effective operation of the county office requires the services of persons with integrity, high ideals, and human understanding. As an integral member of the county office staff, you are expected to adhere to acceptable standards of professional conduct and endeavor to provide prompt and effective service to the clients of the county office.

Please remember that, no matter what position you hold, you are a representative of the county office. The people with whom you come in contact will form opinions about the county office through observation of your conduct and attitudes. You are encouraged to observe the highest standards of professionalism and demonstrate sincere respect for the rights and feelings of others, at all times.

If your performance or conduct falls short of established standards, the county office will endeavor, as appropriate, to provide you with a reasonable opportunity to correct the deficiency. If, however, you fail to make the correction, you may be subject to discipline, up to and including dismissal.

Personal appearance and demeanor - The county office encourages employees to wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities. We recognize that different styles of dress may be appropriate for different jobs at the county office. Whatever your job, you are expected to be appropriately attired to perform your assigned work and accommodate appropriate health and safety practices. Please use good judgment in your choice of work clothes and present yourself in a way that best represents you and the county office. Employees are also expected to keep their work environments clean and orderly. (See Policy 4119.22 on Employee Standards for further details).

Confidential information - In the course of your work, you may have access to information about school business, students, tests, and records which should be regarded as restricted, privileged, or confidential. Except for information which has been designated for public distribution, you are expected to maintain the confidentiality of the information you have access to. Before leaving your workstation for the day, please lock all files and clear all work areas of confidential materials.

Any employee who willfully releases confidential information will be subject to disciplinary action, up to and including dismissal. Any employee who inadvertently or carelessly releases confidential information may also be subject to disciplinary action, including the denial of further access to such information and any other steps necessary to prevent further unauthorized release of information.

Public statements - The county office wishes to keep the public well informed about all matters related to the education of students within Solano County, and encourages the use of the news media to communicate with the general public. Public statements on behalf of the county office should reflect current policy and be coordinated through the County Superintendent or his/her designee.

You are encouraged to cooperate with the news media but should always make it clear that you are expressing your own personal viewpoint, unless you are forwarding the county office's official position on the matters involved. Should you have questions about the appropriateness of making a public statement, please confer with your supervisor.

Conflict of interest - The responsibilities of the county office necessitate that employees conduct their day-to-day activities in an ethical and responsible manner without conflict of interest in accordance with all applicable statutes, authorities, and regulations.

The Solano County Office of Education respects your rights to engage in activities outside of employment which are private in nature; however, you are expected to protect the county office's interest, avoid undue outside influence on work-related decisions or activities, and comply with all applicable laws and regulations.

Your supervisor is available to review any activities which you believe might be a conflict of interest with your position at the county office.

Communication and Problem-Solving

On occasion, you may have a complaint, suggestion, observation, or question about your job. The county office wishes to encourage employee communication and to consider both your ideas and your complaints. Please share any suggestions you have about how our operations could be improved.

Misunderstandings or conflicts can arise in any organization and good communication goes a long way toward resolving such issues before they become problems. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Many incidents will resolve themselves naturally; however, should a situation persist that you believe is detrimental to you or the county office, you should follow the procedure described here to bring your complaint to management's attention.

First, discuss the problem with your immediate supervisor. If your problem is not resolved after discussion with your supervisor, or if you feel a discussion with your supervisor is inappropriate, you are encouraged to request a meeting with your department director. In an effort to resolve the problem, the department director will consider the facts, conduct an investigation, and review the matter with other staff as appropriate. You may request that a co-worker or union representative, if applicable, be present at any stage of this procedure.

If you are not satisfied with your department director's decision and wish to pursue the problem or complaint further, you may prepare a written summary of your concerns and request that the matter be reviewed by the County Superintendent or designee.

The county office does not tolerate any form of retaliation against employees availing themselves of this procedure. This procedure should not be construed, however, as preventing, limiting, or delaying the county office from taking disciplinary action against any individual in circumstances where disciplinary action is appropriate.

Professional Growth While in Paid Status

A knowledgeable, well-informed, and skilled employee contributes greatly to the success of the county office. Employees are encouraged to participate actively in conferences, workshops, training activities, and courses that will enable them to improve their competencies in job-related skills.

Please consult your collective bargaining contracts for Professional Growth opportunities or discuss Professional Growth opportunities with your supervisor. Professional Growth opportunities are approved based on the needs of the agency, the benefits of the program, the potential for individual growth, and budget considerations.

Out-of-county professional growth activities require the submission of a Conference Request form and approval by the department head. Out-of-state requests require the approval of the County Superintendent.

In-service training and cross-training opportunities are also available for employees wishing to broaden their skills. Your supervisor can assist you in finding out about the variety of professional growth opportunities available to you.

Maintaining Licenses and Credentials

Many county office positions require that employees hold specific credentials, certificates of competency, or licenses. Teaching credentials, administrative credentials, nurse services credentials, and driver's licenses are examples of such required certifications.

If you are employed in a position that requires licenses and/or credentials, you are personally responsible for keeping them current. Each license or credential actively used or required by your job description must be registered with the county office. *The county office may withhold your pay if you fail to register and maintain all required licenses and credentials.*

Should you have questions about your licenses and/or credentials, please see your supervisor. The Human Resources Department employs a Credentials Analyst and Induction Manager to assist certificated staff with procedures and questions. The Credentials Manager can be reached at (707) 399-4444.

Personnel Records

(Administrative policy 4112.6) - The county office maintains personnel files on each employee. These files contain documentation regarding all aspects of employee tenure with the county office, such as performance appraisals, beneficiary designation forms, and disciplinary notices.

Keeping personnel records up to date - Keeping your employment records correct and up to date is very important. The Human Resources Department should be notified promptly of any changes in your name, home address, telephone number, marital status, number of dependents, name of beneficiary, dependents listed for insurance purposes, scholastic achievements, the individuals to notify in case of emergency, and so forth. These forms can be located on SCOE's website, Human Resources/Documents.

Reviewing personnel records - Employees may inspect their personnel record, upon request, by contacting the Human Resources Department. The Human Resources Department will arrange a convenient time for you to view your file when a member of their staff can be present.

You will be notified in writing by your supervisor or department director if derogatory material is being placed in your personnel record. Upon notification, you will have the opportunity to review and comment on the contents of the material.

Further information about placing and reviewing material in personnel files can be found in the Administrative Policies and in collective bargaining agreements. Your supervisor, the Human Resources Department, or your union representative can answer any questions you may have about personnel records.

**PLEASE HELP KEEP
YOUR PERSONNEL
RECORDS UP TO DATE**

Notify the Human Resources Department of any changes in your name, home address, home/ contact telephone number, marital status, beneficiaries, or number of dependents.

Human Resources should be notified of any changes within 30 day.

Reimbursable Expenses

With prior approval, the county office will reimburse ordinary and necessary expenses incurred by you in the performance of your job. It is the practice of the county office to reimburse actual “out-of-pocket” expenses incurred as a result of attending authorized meetings, conferences, conventions, and performing other official duties. Information about current, established allowances for mileage, meals, parking, and lodging are specified in collective bargaining agreements, in the Administrative Policies, SCOE website (Departments/Business Services for SCOE/Documents) or may be obtained from your supervisor.

A Claim for Travel Expense form must be submitted to your department head. All receipts must be attached to the claim form. It is recommended that you keep a copy of the claim form and attachments. Reimbursement will typically be received within 15 days.

Please note, that any employee traveling outside of the county for official county office business must obtain the required authorized signatures prior to embarking on travel. This accounting system for out-of-county travel has been developed to protect employee liability, in case of accident, and to ensure that the county office can contact a traveling employee should the need arise. Furthermore, travel outside the state must have prior approval from the County Superintendent.

**PLEASE REFER TO YOUR
COLLECTIVE
BARGAINING
AGREEMENT OR
CONSULT YOUR
SUPERVISOR FOR
APPROVED
ALLOWANCES ON
REIMBURSEABLE
EXPENSES.**

Specific information about travel, expense claims, and out-of-county travel approval can be found in the Administrative Policies. Please consult your supervisor if you have any questions about reimbursable expenses.

Termination of Employment

Employees desiring to terminate their employment relationship are urged to notify the county office, at least, two weeks in advance of their intended resignation. Such notice should be given, in writing, to your immediate supervisor and then forwarded to your department head and the Human Resources Department, prior to gaining final approval from the County Superintendent. Proper notice generally allows the county office sufficient time to calculate all monies to which you may be entitled, and to include such monies in your final paycheck.

The county office discourages certificated employees from resigning during the school year, for which they have been contracted. However, release from contract may, in some instances, be granted.

Employees who plan to retire from county office employment are urged to provide a minimum of two months' notification. Proper notification generally allows any retirement benefits to which an employee may be entitled to commence in a timely manner.

Although the county office hopes that all employment relationships are long-term and mutually rewarding, the county office reserves the right to terminate an employment relationship during the

probationary period without cause, and after the probationary period for cause as specified in applicable collective bargaining agreements, Education Code, and/or individual management contracts.

Exit interviews are normally scheduled for outgoing employees and may include meetings with your supervisor or department head, the Human Resources Department staff, and other persons as applicable. The purpose of these interviews is to review your eligibility for benefit continuation and conversion, ensure that all necessary forms are completed, collect all county office property that may be in your possession (e.g., keys, I.D. badges, and electronic devices), and provide you with an opportunity to discuss your job-related experiences.

HHEALTH AND SAFETY

Drug-, Alcohol-, and Tobacco-Free Workplace

(Administrative Policy 4020) - It is the policy of the county office to maintain a drug- and alcohol-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to unacceptable safety risks, and undermines our ability to operate effectively and efficiently.

In this connection, please be advised that the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace is prohibited. If you violate this prohibition, you will be subject to criminal prosecution and/or disciplinary action in accordance with collective bargaining agreements, county office policy, the California Education Code, and all other applicable state and federal laws and regulations.

As a condition of employment, all employees are required to abide by the county office's policy of maintaining a drug-, alcohol-, and tobacco-free workplace. The term "workplace" includes all premises where the activities of the county office are conducted, and in all places and all vehicles where you or any other employee are performing assigned duties. Employees who violate any aspect of this policy may be subject to disciplinary action, up to and including termination.

Employees who feel they have a substance use/abuse problem are urged to voluntarily seek confidential assistance through the Employee Assistance Program, or rehabilitation programs. To access the services provided by our Employee Assistance Program, call 1-800-227-1060.

In the event that you are convicted of any criminal drug statute violation occurring in the workplace (including a plea of *nolo contendere*, i.e., no contest), you must notify the county office within 5 days of conviction.

Tobacco-free environment - Recognizing that exposure to environmental tobacco smoke can cause lung cancer and other illnesses, the county office wishes to protect the health and safety of employees by providing a tobacco-free environment. Smoking and tobacco use is prohibited in all facilities owned and/or operated by the county office, whether indoors or out-of-doors, and in all county office vehicles, whether on county office property or off the premises.

Minimizing Exposure to Bloodborne Pathogens

(Administrative Policy 4119.42) - It is the policy of the county office to meet federal and state standards for minimizing the risk of exposure to bloodborne pathogens and other potentially infectious materials in the workplace. Employees who may be at risk of exposure to bloodborne pathogens primarily include those individuals who provide direct care to students. During your orientation briefing, the Human Resources Department will tell you if your job classification is considered one at risk of exposure. Upon employment at the county office, all employees are provided with information about bloodborne pathogens exposure control and required to view a training video.

Hepatitis B vaccinations are provided at no cost to employees who are at risk of exposure to bloodborne pathogens, and to other employees who request the vaccination. Information about obtaining the Hepatitis B vaccinations is available from the Human Resources Department.

For further information about minimizing exposure to bloodborne pathogens or about Hepatitis B vaccinations, please consult the county office's Bloodborne Pathogens Exposure Control Plan, Administrative Policy 4119.42, or contact your supervisor.

Child Abuse Mandated Reporter

(Administrative Policy 5141.4) - Child and Dependent Adult Abuse Reporting. Effective January 1, 2015, Assembly Bill 1432 (D-Gatto) requires all local educational agencies (LEAs) to train all SCOE employees and persons working on their behalf who are mandated reporters (Education Code §44691; Penal Code 11165.7), each year, on what they need to know in order to identify and report suspected cases of child abuse and neglect, within the first six weeks of each school year. Any school personnel hired during the school year shall receive such training within the first six weeks of employment.

Safety

(Administrative Policy 5142) - The county office is committed to providing a safe and healthful work environment. In keeping with this commitment, the county office has an Injury and Illness Prevention Program in place and complies with relevant federal and state occupational health and safety laws.

**ANY JOB-RELATED
ILLNESS OR INJURY, NO
MATTER HOW MINOR,
SHOULD BE REPORTED
IMMEDIATELY TO YOUR
SUPERVISOR AND THE
COMPANY NURSE AT
1-877-778-2576.**

All employees are expected to work diligently to maintain safe and healthful working conditions, to participate in county office safety programs, and to observe all established precautionary measures and safe work practices. No individual will be required to perform job duties under unsafe or hazardous conditions, or to execute tasks which endanger their health, safety, or well-being. The county office will endeavor to advise employees of occupational safety and health hazards and provide safety devices, protective equipment, and training on safe work practices.

If you identify an unsafe condition or an occupational safety or health hazard, please notify your supervisor immediately. If you are not comfortable notifying your supervisor, please contact your department head immediately.

Safety suggestions of any sort may be submitted, preferably in writing, to your supervisor or to the county office Safety Committee, Director of Facilities, Maintenance, Operations, and Transportation at 707-399-4864. The county office would like to assure you that you can provide reports on safety hazards, request safety information, or make safety suggestions without fear of reprisal.

Employees should understand that compliance with safety requirements is a condition of employment that will be evaluated, together with other aspects of your performance, as part of the performance appraisal process. Due to the importance of safety considerations, employees who violate safety standards, cause hazardous or dangerous situations, or allow hazardous conditions to remain when they could be effectively remedied, may be subject to disciplinary action, up to and including termination.

For further information about safety issues or to review a copy of the county office's Injury and Illness Prevention Program plan, please contact your supervisor.

Emergency preparedness - (Administrative Policy 3516) Each county office site has a disaster plan for employees to follow in the event of an earthquake, fire, or other major disaster. Your supervisor or the administrator at your site will direct you to where a copy of the disaster plan is for your location. Please familiarize yourself with the plan. Emergency preparedness drills will be conducted periodically to further acquaint you with the procedures to follow in an emergency.

Bomb threats and suspicious objects or persons - (Administrative Policy 3516.2) Although bomb threats rarely occur, the county office asks all employees to be prepared to respond to them. The information gathered when a bomb threat is first received can help officials locate the bomb (if any), disarm it, and investigate the incident.

If you receive a bomb threat, the FBI suggests you ask the person delivering the threat the following nine questions. When is the bomb going to explode? Where is it right now? What does it look like? What kind of bomb is it? What will cause it to explode? Did you place the bomb? Why? What is your address? What is your name? People making bomb threats will generally answer some or all of these questions.

You should also be prepared to listen beyond the answers to these questions. Pay attention to the caller's voice. Is the voice male or female, accented, disguised, well-spoken, or foul? Is the caller calm, emotional, angry, rushed, or nervous? Do you hear background noises such as a tardy bell, traffic, people talking, playground noises, music, restaurant noises, street sounds, motors, or machinery? Record as much information as you can during and immediately after the call and contact your supervisor. If you are unable to reach your supervisor, call your department head, Assistant Superintendent or Associate Superintendent.

If you find a suspicious object, do not touch or try to move it. Contact your supervisor immediately. If you are unable to reach your supervisor, call your department head, Assistant Superintendent, or Associate Superintendent.

If you encounter a suspicious person, inquire as to their business at the county office or your work site. If they appear to have legitimate business, direct them to an appropriate person at the site. If you still have concerns after speaking with the person, ask them to wait in the building lobby or other appropriate waiting area while you get someone to assist them. Immediately contact your supervisor. If you are unable to reach your supervisor, call your department head, Assistant Superintendent, or Associate Superintendent.

FACILITIES AND OFFICE OPERATIONS

County office employees work in a variety of facilities throughout Solano County including the main office building on Business Center Drive, T. C. McDaniel Center, Larsen Center, Golden Hills School, Juvenile Detention Facility, district classrooms, and other locations. Wherever you are assigned, please observe that facility's guidelines as they pertain to security, parking, equipment usage, and housekeeping procedures for common areas such as employee lounges and kitchens. Your supervisor or the administrator at your work site will acquaint you with applicable guidelines.

Security - (Administrative Policy 3515) Access to all county office facilities is limited to authorized persons only and many facilities have security systems in place during non-work hours. If you require access to your job site during non-work hours, please see your supervisor. If approved, you may be issued keys and/or access cards and given detailed instructions about entering your site after hours. Please follow security guidelines carefully and exercise extreme care so that unauthorized persons do not enter the building.

You are also requested to secure files and clear work areas of confidential materials prior to departing your work location at the conclusion of your workday. At all times, it is advisable to see that your personal property and valuables are kept in a safe place.

Energy conservation and recycling - The county office recognizes the value of energy conservation and recycling, and requests employee participation in all efforts to implement environmentally responsible programs. A recycling program is in operation at the main county office facility and at other assigned work locations. Please participate in the recycling program at your site, if applicable, and conserve energy whenever possible.

Telephone, e-mail, internet usage, and personal correspondence - County office telephone and computer systems are intended for official business use. When replying to incoming telephone calls and e-mail messages, employees are expected to treat every caller with respect and courtesy. It is requested that you keep personal calls and e-mail brief and to a minimum. Please refrain from using county office computers for personal internet research or correspondence and arrange to have all personal mail sent to your home.

HUMAN RESOURCES ADMINISTRATION

Collective Bargaining Agreements

There are currently three collective bargaining units that represent employees of the county office.

**COLLECTIVE BARGAINING
UNITS REPRESENTING
COUNTY OFFICE EMPLOYEES**

Solano County Education
Association
SCEA/CTA/NEA
(Certificated Employees)

California School Employees
Association
CSEA, Solano Chapter #608
(Classified Employees)

Public Employees Union Local 1
PEU
(Bus Drivers)

Confidential and management employees are non-union. Thus, the terms and conditions of employment at the county office are not the same for all individuals.

If you are an employee who is a member of a collective bargaining unit, many of the terms and conditions of your employment, including your wages, holidays, vacation entitlement, etc., are defined in the collective bargaining agreement entered into between the county office and the union that represents you. Please refer to this document for current and specific information regarding your employment at the county office. However, in addition to the items covered in collective bargaining agreements, there is other information which impacts your employment relationship with the county office. This Employee Handbook provides some of the additional rules, regulations, policies, and procedures that support your employment here.

Since this is a general publication prepared for all county office employees, it is possible that a conflict may arise between an item in this handbook and an item in your collective bargaining agreement. If such a conflict does exist, the terms in your agreement will govern without nullifying any other items in this publication.

If you have questions regarding your employment as expressed in your collective bargaining agreement, contact your union representative. Other questions may be directed to your supervisor or the Human Resources Department.

Position Announcements

The county office wishes to keep employees informed about internal job openings in the hope and expectation that employees will find new opportunities to develop professionally while continuing in county office employment. The Human Resources Department has established a job posting program to give all employees an opportunity to apply for positions they are both interested in and qualified for. Announcements for all open positions are posted on designated bulletin boards in the county office and on the county office website. Postings generally include the title, salary range and benefits, typical duties, qualifications, application procedures, and closing date for filing applications. Position announcements are normally posted for 5 workdays for classified announcements, and 10 workdays for certificated announcements. Information

about job openings can be obtained by going to the website at www.solanocoe.net and clicking "employment." In order to be eligible for a posted position, you must meet the minimum hiring specifications and be an employee in good standing in terms of your overall work record. You are responsible for monitoring job postings and for completing and filing all required application materials with the Human Resources Department by the closing date and time specified. Applications must be received in the Human Resources Department by 5:00 p.m. on the closing date. You are not required to notify your supervisor when submitting an application for a posted position.

Should you have questions about any posted position, want to learn more about specific job duties, or need assistance in determining whether you meet the minimum qualifications, please do not hesitate to contact the Human Resources Department for assistance.

Employment of Relatives

(Administrative Policy 4112.8) - The county office permits the employment of qualified relatives of employees, as long as such employment does not, in the opinion of the county office, create actual or perceived conflict of interest. In order to preclude situations of possible conflict of interest, the county office will not appoint an employee to a position over which a member of their immediate family maintains supervisory or evaluation responsibilities. Immediate family as used here means grandparents, parents, spouses, siblings, children, grandchildren, or in-laws.

Reference Requests

(Administrative Policy 4112.61) - All inquiries about current and former employees of the county office, including requests for verifications of employment, employment references, and requests for information about the cause or reason for separation from county office employment, should be forwarded to the Human Resources Department.

Should you desire to use the county office as a reference, please be advised that all inquiries will be answered truthfully and accurately by authorized personnel.

Questions regarding reference requests may be directed to your supervisor, or the Human Resources Department.

Disciplinary Action

The county office wishes to promote a cooperative and supportive working relationship with employees and places trust in the abilities of its staff. However, in those instances when employees act improperly due to unthinking behavior or willful neglect, a fair and orderly process for employee discipline will be implemented in accordance with collective bargaining agreements, and/or state and federal law.

If an employee fails to correct a deficient work habit or violates established policies, contracts, agreements and/or laws, disciplinary action will be recommended. Whenever possible, discipline will be progressive in nature, with the severity of discipline tailored to the offense or deficiency. The degree of discipline administered in any given situation depends upon the severity of the infraction. Your supervisor is responsible for thoroughly evaluating circumstances and facts as objectively as possible and selecting the most suitable form of discipline.

If you have questions about employee discipline, your supervisor, the Human Resources Department, or your union representative can provide you with additional information. The Administrative Policies and collective bargaining agreements also cover this subject.

Employee Recognition

The county office wishes to recognize employees with service awards. Employee awards are presented annually to certificated, classified, and management employees for service to the county office.

The Personal Growth Committee, appointed by the County Superintendent, puts on the annual awards reception for retiring employees and employees with five (5) or more years of completed service.

Employee service awards are presented at the end of each school year. Those being recognized are employees who have completed 5, 10, 15, 20, 25, 30, 35, or more years of service for the county office.