



# **Welcome to the Orcutt Union School District and Orcutt Academy Charter Schools**

## **Classified Employee Information**

[www.orcutt-schools.net](http://www.orcutt-schools.net)

# ORCUTT UNION SCHOOL DISTRICT

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## **Our Mission**

Students at Orcutt Union School District come first. Our mission is to safely nurture, educate, inspire, and empower our students to successfully navigate and thrive in an ever changing world.

## **Our Vision**

As the heart of the communities we serve, the Orcutt Union School District will foster high levels of student success through multiple pathways of learning. By offering a world-class education, our district will lead the way in innovation and creativity, and will be known for its caring, collaborative, and inclusive culture.

## **Our Goals**

### **High Quality Instruction**

We will provide and support engaging, high quality instruction, which promotes active learning and maximizes student achievement while creating a positive culture.

### **Future Ready**

We will provide an innovative curriculum, utilizing flexible learning environments that will prepare students to be future-ready, and thrive in a global society.

### **Professional Development & Wellness**

We will provide our staff inspiring, relevant, and meaningful, learning and wellness opportunities in a safe supportive environment, to prepare for the ever-changing needs of our district.

### **Whole Child Approach**

We will provide inspiring, creative, healthy and safe environments that nurture imagination and compassion; fostering engaged, supported and challenged students.

### **Resources**

We will be good stewards of our resources and pursue new avenues to support the goals of our district.

# *Frequently Asked Questions*

## **When Do I Get Paid?**

All employees are paid monthly, on the last working day of the month. For employees who do not work 12 months, the number of checks you receive in a year depends on the number of days in your work year.

If your work year is 181 days (student days) you will receive 11 paychecks (in August, you will be paid for days worked in August)

If your work year is 195-215 days you will receive 11 paychecks

If you are a 12-month employee, you will receive 12 paychecks

For these groups of employees, the annual salary is “projected”. This means that employees receive the same monthly salary each month, regardless of the number of days or hours actually worked in the month. The payroll system calculates what the employee would make on a yearly basis and divides this amount by the number of checks received for the year. Extra hours worked are submitted on a timesheet and are turned in at the end of each month to your supervisor for approval (extra hours worked in January would be paid at the end of February, etc).

Substitutes, temporary, and Noon Duty Supervisors are paid for the actual hours that they have worked. These hours are submitted on a timesheet and are turned in at the end of each month. These hours are paid at the end of the month following the month in which they were worked (hours worked in January would be paid at the end of February).

Projected employees have the option to have a percentage of their paycheck withheld each month to be paid back to them in July. This is referred to as having summer savings. Please see the Payroll Office to complete the necessary paperwork.

The Payroll Office is located at the District Office, 500 Dyer Street, Orcutt, CA. **To contact the Classified Payroll Department, please call Zina Chavez at 938-8903 or [zchavez@orcutt-schools.net](mailto:zchavez@orcutt-schools.net).**

## **How Do I Get Paid?**

Employees have several options for receiving their paycheck. The best way is to have your check automatically deposited into your bank account. To do this, simply visit your bank or credit union, tell them you are setting up direct deposit with your employer and ask for a printout. Bring this printout to the payroll office. You may also print a form from our website ([Orcutt-schools.net](http://Orcutt-schools.net)) “Departments, Business Services, scroll down passed the Benefits area, click on the 2 and locate the form titled, “Direct Deposit.aug2017”. Once form has been submitted, it takes two pay periods before it becomes effective.

If you do not select automatic deposit your check will be mailed via USPS the afternoon prior to payday. Please ensure that HR and the Payroll Department have your current mailing address.

### **Health Insurance**

The Payroll Office will notify you if your regularly assigned hours qualify you for health, dental and vision insurance and have you complete the necessary enrollment paperwork. It is crucial to enroll immediately upon hire. Changes can be made each year during open enrollment which is held during the months of May and June. Changes become effective October 1. Please direct all health benefit questions to Zina Chavez (payroll) at 805-938-8903 or [zchavez@orcutt-schools.net](mailto:zchavez@orcutt-schools.net).

### **Union Membership - CSEA**

Permanent/probationary classified employees may elect to become members of the California School Employees' Association (CSEA). Dues are automatically deducted monthly. You can reach your CSEA President by calling 938-8975. The CSEA bargaining unit agreement can be viewed online at [www.orcutt-schools.net](http://www.orcutt-schools.net), click on Departments, Human Resources, Documents, CSEA/OEA Contracts.

### **Leaves**

Permanent/probationary classified employees earn sick leave at the rate of 1 day per month and is granted (credited) to your account at the beginning of each school year. Therefore, if your regular day is 3.0 hours, you will earn 3.0 hours of sick leave for each regular month of employment. If you leave employment mid-year, your sick leave grant shall be prorated based on how long you were employed.

Sick leave is yours to use as needed. Sick leave can be used for your own illness, doctor appointments which can only be made during the workday, or for other absences directly related to your health (dental, vision, chiropractic, etc.). When possible notify your supervisor in advance of your plan to use sick leave. When not possible, you are required to notify your supervisor of your absence prior to the beginning of your work day.

Regular, permanent employees are also entitled to a number of other types of paid leaves which include (**refer to your bargaining agreement for more information**):

- Personal Necessity Leave
- Judicial and Official Appearance Leave (must submit letter of attendance from court, along with your absence slip)
- Military Leave
- Industrial Accident and Illness Leave
- Bereavement Leave
- Extended Sick Leave
- Family Care Leave
- Federal Family and Medical Leave Act (FMLA)

- California Family Rights Act (CFRA)
- Sabbatical Leave
- Unpaid Personal Leave
- AB 109
- Vacation

### **Credit Union**

Regular employees are eligible to join the Santa Barbara Teachers' Federal Credit Union. For information call 925-8922.

### **Vacation**

Twelve (12) month employees are eligible for vacation accumulation on a monthly basis (please refer to bargaining unit agreement for details). Effort shall be made to enable vacations to be taken at times convenient to the employee and consistent with the needs for the service and workload of the District. Vacation days must be preapproved by your supervisor.

Permanent employees, who work less than 12 months a year, receive vacation pay on their June paycheck. You are permitted to take 2 days of vacation, (Noon Duty Supervisors must be employed ten years or more for the 2 vacation days) with prior approval from your supervisor, which will be deducted from the end of the year payout.

Generally, vacation is accrued based on two factors:

1. your number of years with the District
2. the number of hours you work

### **Overtime**

Overtime must be authorized by your supervisor, in advance, prior to beginning the overtime. Unit employees should refer to the District's contract with CSEA to learn how overtime is authorized and the rate of compensation.

### **Permanent/Probationary Status**

All new permanent/probationary classified employees must complete a probationary period of six (6) months. You will be evaluated by your supervisor after completion of three months. A probationary employee may be released during the six (6) month probationary period without the right to appeal the decision.

### **Workers Compensation**

All work related injuries must be reported within five working days or less to your supervisor and the Assistant Superintendent of Business Services Office, regardless of how minor they appear. If medical treatment is necessary, you will be directed to a physician selected by the District.

## **TB Screening**

When you are first hired with the District you must be tested for active tuberculosis. This is a requirement of the State of California for anyone who will be working in a public school. It is a two-part test, and involves an initial visit for an injection and a follow-up visit to see if there has been a reaction. The District pays for this initial screening. If you have had a clear TB screening (within the last 4 years) you may submit proof of clearance. *It is the employee's responsibility to submit verification of clearance from TB prior to starting your assignment.*

Continued employment requires that you be retested or complete a TB risk assessment questionnaire every four years to verify you are still free from active TB. The test or TB risk assessment questionnaire is provided at District expense and is done by licensed medical professionals or the District Nurse. The District will notify you when your verification will expire.

**This is a State of California law and the District has no flexibility in complying with the law – we are not legally able to waive your test!**

## **Professional Growth**

Please refer to Article 23 of the CSEA Contract which explains how you may receive credit and additional compensation for college, community college, continuing education courses and recognized trade school courses which you may be attending. You may not earn professional growth for educational courses completed prior to your employment with the District. (Permanent/Probationary Employees)

## **Educational Stipends**

If you hold a Bachelor's and/or Master's Degree, you may submit official transcripts to the Human Resources Department. Upon verification and approval by the Director of Human Resources, you are eligible to receive an annual stipend of \$1,000 (for each degree). If you are hired mid year, the stipend shall be prorated. (Permanent/Probationary Employees)

## **Technology**

Permanent/Probationary employees will be provided with a District email account. Upon hire, you were provided with information regarding electronic network use rules and an Internet Users Agreement. Upon becoming permanent, our Technology Department will issue you a District email account with a temporary password. On District website, click on For Staff, scroll down to Staff Email, enter your first initial and last name. The temporary password assigned will be Welcome\_\_\_\_\_ (insert current year). Next you will be prompted to set up your own password (8 characters, including at least 1 capital, one lowercase, and one number). If you require further assistance, please call the Technology Department at 805-938-8945.

## **Annual Notifications**

State and Federal regulations require all employees to be trained in Blood borne Pathogens, Safety Practices, Child Abuse Awareness/Reporting, Sexual Harassment Prevention, Playground Safety/Supervision, Bullying and COVID-19 upon employment and that each employee reviews this training annually. Each employee is also to receive and annually review the Districts Board Policies regarding a Drug and Alcohol-Free Workplace, Tobacco Free Schools and Sexual Harassment. These notifications are available for review on the district website ([www.orcutt-schools.net](http://www.orcutt-schools.net)) under Departments, Human Resources, Annual Notifications.

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We are pleased that you have chosen to join our team and share our goal of providing quality educational opportunities for the students of the Orcutt Union School District. For additional information you can access the district website at [www.orcutt-schools.net](http://www.orcutt-schools.net).

If you have any further questions, please feel free to contact ***Susan Salucci, Assistant Superintendent/Human Resources at 938-8909 or Michelle Gitchell, Administrative Assistant/Classified Human Resources at 938-9810.***