

CLASSIFIED SUBSTITUTE HANDBOOK

Santee School District

An Equal Opportunity Employer



A Handbook of Personnel Policies



This handbook is a guide to our district procedures
and does not create any contractual rights.

Santee School District • 9625 Cuyamaca St. • Santee, California 92071
619.258.2300 • Fax 619.258.2305
www.santeesd.net

This Classified Substitute handbook is the property of the Santee School District.
Human Resources 7/18

Introduction

District Vision, Mission, Rallying Cry, and Belief Statements	1
Welcome and Purpose	2

General Information

Directory	3
AESOP Absence Verification System Registration	4
School Calendar	5
School Directory	6-7
School Class Schedules	8
School District Site Map	9

General Procedures

Classified Substitute Responsibilities	10
Reporting Child Abuse	10
Payroll Information	11
Online Pay Statement Information	11
Classified Substitute Rates & Requirements	12
Time Sheet Schedule	13
Sample Time Sheet	14
Important CalPERS Information	15
Deferred Compensation Information	15
Attendance Policy	16
Professional Standards	16
Personnel Records	16
Confidential Information and District Property	17
Conflicts of Interest	17
Dress Code	17
Phone Calls	18
Reporting Injuries	18

Employment Procedures

Equal Employment Opportunity	19
I-9 Immigration Reform Policy	19

Workplace Conduct

Drug Free Workplace Policy	19
Smoke Free Workplace	20
Sexual Harassment Policy	20

Information & Office Security

Emergency Action Plan	21
Facility Access & Visitors	21
Technology Acceptable Use Policy	21

Vision

Santee School District will be an innovative leader in education, inspiring students to realize their unique potential.

Mission

Santee School District assures a quality education, empowering students to achieve academic excellence and to develop life skills needed for success in a diverse and changing society.

Rallying Cry

“Where Young Minds Meet Open Doors”

Belief Statements

Children are our first priority. Therefore, we believe....

- 1. All students can learn.*
- 2. Student growth, academic performance, and positive personal development are the highest measures of student and district success.*
- 3. Trust, integrity, respect, citizenship, honesty, responsibility, commitment, and pride are the foundations on which our district is built.*
- 4. Students should understand and respect the origin of the nation, the law of the land, and the principles of our democracy.*
- 5. Parent and community involvement in our schools is crucial to the academic success of our students.*
- 6. Knowledgeable, motivated, and inspired employees assure the success of our students.*
- 7. Everyone has the right to learn and work in a safe, healthy, orderly, and clean environment.*
- 8. The district operates efficiently and effectively through focused leadership, fiscal responsibility, and open communication, with a strong academic program as the top priority.*



A Word about This Handbook

The practices outlined in this booklet should be regarded as management guidelines derived from the district policies and administrative regulations, adopted by the Santee School District Board of Education (Board). The District retains the right to make decisions involving employment as needed in order to conduct its work in a manner beneficial to the Classified Substitute and to the District. This handbook does not include all policies and procedures but is designed to give a general overview.

This Handbook is designed to acquaint you with Santee School District and provide you with general information about working conditions and policies affecting your employment. We, Santee School District, are an Equal Opportunity Employer in all personnel decisions.

The information contained in this Handbook applies to all Classified Substitutes of Santee School District. Following the policies described in this Handbook is considered a condition of continuous employment. However, nothing in this Handbook alters a Classified Substitute’s “at-will” status. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between the District and any of its Classified Substitutes. The Handbook is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with District Board Policies, Administrative Regulations, and provisions of this Handbook. **All policies and regulations can be found on the District website at www.santeesd.net under *School Board / Board Policies*.** Our objective is to provide you with a work environment that is constructive to both personal and professional growth.



[Top of the Document](#)

Board of Education

Dustin Burns	Voice Mail: (619) 258-2250-1458
Dianne El-Hajj	Voice Mail: (619) 258-2250-1457
Ken Fox	Voice Mail: (619) 258-2250-1454
Elana Levens-Craig	Voice Mail: (619) 258-2250-1456
Barbara Ryan	Voice Mail: (619) 258-2250-1452

District Administration

Dr. Kristin Baranski, Superintendent	(619) 258-2304
Lisa Arreola, Executive Assistant – Lisa.Arreola@santeesd.net	
Karl Christensen, Asst. Supt., Business Services	(619) 258-2320
Evonn Avila, Administrative Secretary – Evonn.Avila@santeesd.net	
Tim Larson, Asst. Supt., Human Resources & Pupil Services	(619) 258-2308
Karen Ortega, Administrative Secretary – Karen.Ortega@santeesd.net	
Dr. Stephanie Pierce, Asst. Supt., Educational Services	(619) 258-2351
Kathy McKinnon, Administrative Secretary – Kathy.McKinnon@santeesd.net	

Important Numbers

Carla Buckel	
Personnel Assistant / Substitute Help Desk – Carla.Buckel@santeesd.net	(619) 258-2242
Krista D’Agostino	
Personnel Technician – Krista.Dagostino@santeesd.net	(619) 258-2311
Lindsay Meyer	
Personnel Technician – Lindsay.Meyer@santeesd.net	(619) 258-2387
Katie Borts	
Benefits Technician – Katie.Borts@santeesd.net	(619) 258-2313
Karen Lippert	
Payroll Specialist – Karen.Lippert@santeesd.net	(619) 258-2314
AESOP (absence verification system) www.aesoponline.com	(800) 942-3767

[Top of the Document](#)

Section: General Information

AESOP Absence Verification System Registration

You will receive your personal identification number (PIN) after your paperwork has been completed and your employment information has been processed by Human Resources. If you are still unable to register after 4-5 days, call (619) 258-2242. **Your LOG IN will always be your 10-digit phone number (xxxxxxxxxx)**. You are able to change your phone number and PIN at any time. **PLEASE NOTE: if you change your phone number it will change your LOG IN number.**

Aesop allows you to search for substitute assignments online at www.aesoponline.com. Aesop will also call with assignments during the following hours:

Weekday Mornings	5:00 a.m. – until filled
Weekday Evenings	4:30 p.m. – 9:00 p.m.
Saturdays	None
Sundays and Holidays	4:30 p.m. – 9:00 p.m.

Online access allows you to secure an assignment as soon as it becomes available without waiting for the Aesop system to call. However, you can also call Aesop at (800) 942-3767, or the system will call you if assignments have not been filled. Please listen carefully and follow the prompts. Aesop will notify you of the school, classified employee’s name, time to report to the assignment, and give you an assignment number.

Classified substitutes should only accept assignments offered by Aesop or the Human Resources Department. If you are requested to work an assignment by an employee, you must verify that the assignment is entered in Aesop in order for it to be considered a valid assignment.

When a classified substitute is called for a late assignment the **arrival time** will determine the number of hours to be paid **unless you are told differently by Human Resources**. **Arrival time specified when accepting the assignment is critical in making this determination.**

Other reasons to Call or Utilize Aesop:

- Listen or view assignments available for you to accept
- Review an assignment
- Review or modify your daily availability
- Change phone number (LOG IN) or PIN
- Add or change an email address
(Please notify Carla Buckel at (619) 258-2242 if you have a change in mailing address)

Email information must be on file in order to receive important District notifications.

Reasons to Decline or Cancel an assignment:

- Illness
- Personal Emergency

Cancellations must be reported 24 hours prior to assignments by calling (800) 942-3767 or (619) 258-2242.

[Top of the Document](#)

Santee School District 2018-2019 School Calendar

July 2018						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

7/4 INDEPENDENCE DAY

January 2019						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1/1 NEW YEAR'S DAY

1/7 Classes resume

1/21 MARTIN LUTHER KING DAY observance

August 2018						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

7/31 Principals return
 8/1 VPs return
 8/1 11-mo employees return
 8/2 *Sch Sec/SACs return
 8/13 School offices open to public
 8/15 Teachers return
 8/15-8-16 District Prof Dev
 8/17-8/21 Site Prof Dev
 8/22 10-mo employees return
 8/22 Students Return
 8/22 9-mo employees return

February 2019						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

2/11 LINCOLN'S DAY observance

2/18 WASHINGTON'S DAY observance

2/22 End of 2nd trimester (61 days)

September 2018						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

9/3 LABOR DAY Observance

March 2019						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2018						
S	M	T	W	TH	F	S
						1
2	3	4	5	6		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2019						
S	M	T	W	TH	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4/15-4/26 SPRING BREAK
 4/19 LOCAL HOLIDAY
 4/29 Classes resume

November 2018						
S	M	T	W	TH	F	S
					1	2
					3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

11/2 End of 1st trimester (52 days)
 11/9-11/16 Parent/Teacher Conf; modified days/Classified Prof Dev
 11/12 VETERANS' DAY Observance
 11/19-11/23 THANKSGIVING BREAK
 11/22 THANKSGIVING DAY
 11/23 LOCAL HOLIDAY

May 2019						
S	M	T	W	TH	F	S
						1
						2
						3
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/27 MEMORIAL DAY Observance

December 2018						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12/24-1/4 WINTER BREAK
 12/24 LOCAL HOLIDAY in lieu of Admissions' Day
 12/25 CHRISTMAS DAY
 12/26 LOCAL HOLIDAY
 12/31 LOCAL HOLIDAY

June 2019						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/12 End of 3rd trimester (67 days)
 6/12 Last school day; minimum day
 6/12 9-mo emp last work day
 6/18 10-mo emp last work day
 6/19 VPs last work day
 6/20 Sch Sec/SACs last work day
 6/24 Prin last work day
 6/28 11-mo emp last work day

Promotion dates vary (please contact school sites)

*Variations of Sch Sec/SAC employee schedules will be approved by supervisor and a copy provided to payroll.

Board Approved: December 5, 2017

CAJON PARK SCHOOL

**10300 Magnolia Avenue
Santee, CA 92071**
Telephone: (619) 956-2400
Fax: (619) 956-2408
Tim.Dobbins@santeesd.net

Principal: Tim Dobbins
Vice Principal: Angelo Benedetto
Secretary: Tessa Borgerding
Office Hours 7:30 a.m. to 3:30 p.m.

CARLTON HILLS SCHOOL

**9353 Pike Road
Santee, CA 92071**
Telephone: (619) 258-3400
Fax: (619) 258-3414
Stephanie.Southcott@santeesd.net

Principal: Stephanie Southcott
Vice Principal: Leah Saunders
Secretary: Susan Bosjolie
Office Hours 7:30 a.m. to 4:00 p.m.

CARLTON OAKS SCHOOL

**9353 Wethersfield Road
Santee, CA 92071**
Telephone: (619) 956-4500
Fax: (619) 956-4509
Andrew.Johnston@santeesd.net

Principal: Andy Johnston
Vice Principal: Melynda Pezone
Secretary: Shannon Birch
Office Hours 8:15 a.m. to 4:00 p.m.

CHET F. HARRITT SCHOOL

**8120 Arlette Street
Santee, CA 92071**
Telephone: (619) 258-4800
Fax: (619) 258-4816
Tylene.Hicks@santeesd.net

Principal: Tylene Hicks
Vice Principal: DiAnn Albert
Secretary: Stephanie Borden
Office Hours 7:00 a.m. to 3:30 p.m.

HILL CREEK SCHOOL

**9665 Jeremy Street
Santee, CA 92071**
Telephone: (619) 956-5000
Fax: (619) 956-5014
Suzie.Martin@santeesd.net

Principal: Suzie Martin
Vice Principal: Chasity Forster
Secretary: Breann Bedsole
Office Hours 7:15 a.m. to 3:45 p.m.

PEPPER DRIVE SCHOOL

**1935 Marlinda Way
El Cajon, CA 92020**
Telephone: (619) 956-5100
Fax: (619) 956-5114
Ted.Hooks@santeesd.net

Principal: Ted Hooks
Vice Principal: Tiffani Brown
Secretary: Julia Hauner
Office Hours 8:00 a.m. to 3:30 p.m.

[Top of the Document](#)

PRIDE ACADEMY AT PROSPECT SCHOOL & PRESCHOOL

9303 Prospect Avenue

Santee, CA 92071

Telephone: (619) 956-5200

Fax: (619) 956-5212

Kristen.Bonser@santeesd.net

Principal: Kristen Bonser

Vice Principal: Johanna Simko

Secretary: Patty Eng

Office Hours 7:15 a.m. to 3:45 p.m.

RIO SECO SCHOOL

9545 Cuyamaca Street

Santee, CA 92071

Telephone: (619) 956-5500

Fax: (619) 956-5514

Debra.Simpson@santeesd.net

Principal: Debra Simpson

Vice Principal: Erica Edmonston

Secretary: Jackie D'Agostino

Office Hours 7:30 a.m. to 3:30 p.m.

SYCAMORE CANYON SCHOOL

10201 Settle Road

Santee, CA 92071

Telephone: (619) 956-5400

Fax: (619) 956-5412

Summer.Locke@santeesd.net

Principal: Summer Locke

Secretary: Aemily Scott

Office Hours 8:00 a.m. to 4:00 p.m.

ALTERNATIVE SCHOOL

10250 North Magnolia Ave.

Santee, CA 92071

Telephone: (619) 956-2490

Fax: (619) 956-2494

Bonner.Montler@santeesd.net

Administrator: Bonner Montler

Teacher: Patricia Noujaim

School Office Receptionist/Clerk: Kim Whitacre

Office Hours 8:45 a.m. to 2:45 p.m.

SANTEE SUCCESS SCHOOL

10250 North Magnolia Ave.

Santee, CA 92071

Telephone: (619) 956-2453

Office: (619) 258-2364

Mike.Olander@santeesd.net

Administrator: Mike Olander

Teacher: Annelise Steen

[Top of the Document](#)



**SANTEE SCHOOL DISTRICT
School Schedules
2018-2019**

Cajon Park

Carlton Hills

Chet F. Harritt

Hill Creek

PRIDE Academy

Regular Schedule

Minimum Days
Parent/Teacher Conf. & Last Day of School
11/9/18-11/16/18 & 6/12/19

Grade	Start	End		Start	End
TK, EAK	7:45	11:15		7:45	11:15
K-3	7:45	1:35		7:45	12:20
4-8	7:45	2:01		7:45	12:20

Carlton Oaks

Pepper Drive

Rio Seco

Sycamore Canyon

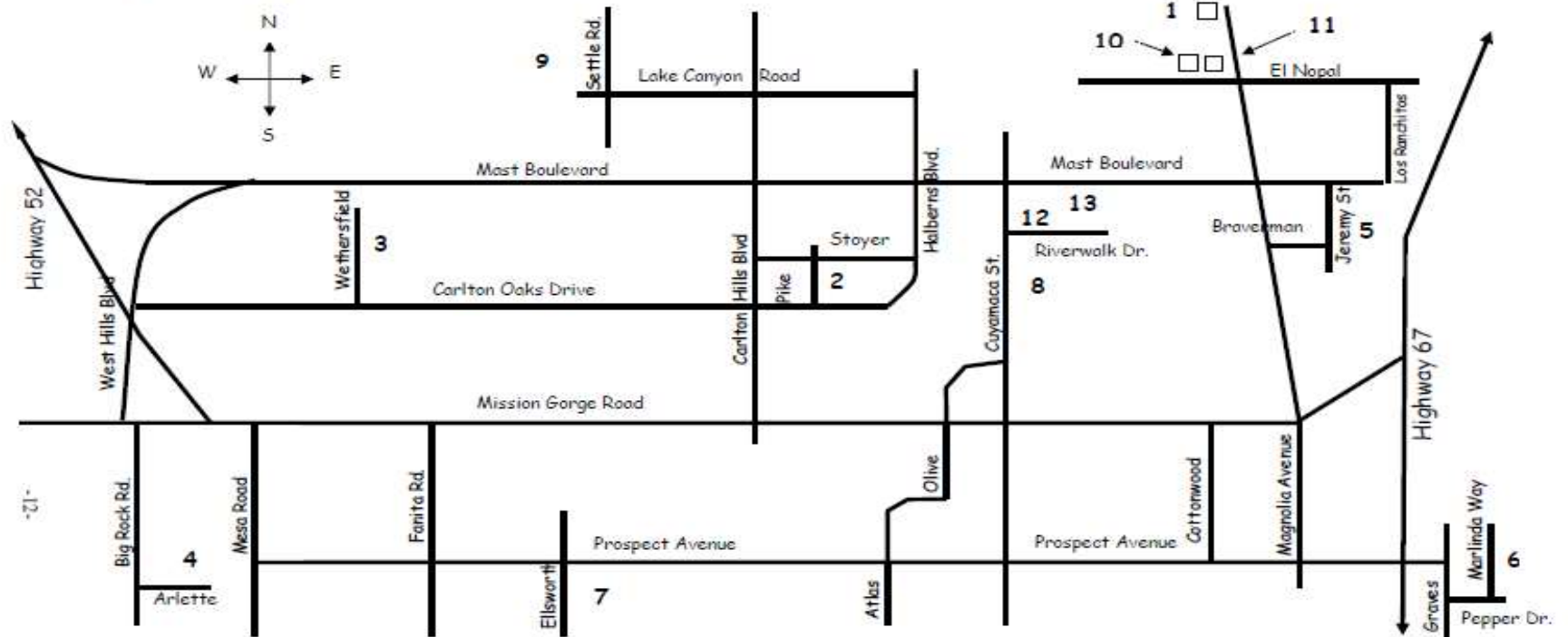
Regular Schedule

Minimum Days
Parent/Teacher Conf. & Last Day of School
11/9/18-11/16/18 & 6/12/19

Grade	Start	End		Start	End
TK, EAK	8:30	12:00		8:30	12:00
K-3	8:30	2:20		8:30	1:05
4-8	8:30	2:46		8:30	1:05

[Top of the Document](#)

Santee School District Site Map



- | | | | |
|---|---|---|--|
| 1. Cajon Park 956-2401
10300 Magnolia Avenue
Santee, CA 92071 | 4. Chet F. Harritt 258-4801
8120 Arlette St.
Santee, CA 92071 | 8. Rio Seco 956-5501
9545 Cuyamaca St.
Santee, CA 92071 | 11. Santee Success Program 956-2453
10250 North Magnolia
Santee, CA 92071 |
| 2. Carlton Hills 258-3401
9353 Pike Rd.
Santee, CA 92071 | 5. Hill Creek 956-5001
9665 Jeremy St.
Santee, CA 92071 | 9. Sycamore Canyon 956-5401
10201 Settle Rd.
Santee, CA 92071 | 12. Educational Resource Ctr 258-2350
Douglas E. Giles Bldg.
9619 Cuyamaca St.
Santee, CA 92071 |
| 3. Carlton Oaks 956-4501
9353 Wethersfield
Santee, CA 92071 | 6. Pepper Drive 956-5101
1935 Marlinda Way
El Cajon, CA 92020 | 10. Alternative School 956-2490
10250 North Magnolia
Santee, CA 92071 | 13. District Office 258-2300
Charles E. Skidmore Bldg.
9625 Cuyamaca St.
Santee, CA 92071 |
| 7. Prospect Avenue 956-5201
9303 Prospect Avenue
Santee, CA 92071 | | | |

Form 65-407 Human Resources 8/11

Map not to scale. Not all streets are shown.

Section: General Procedures

Classified Substitute Responsibilities

1. As a Classified Substitute, you are responsible for carrying out the duties assigned to the regular classified employee. This includes the work day and any special duties or assignments performed by the regular classified employee. You are expected to follow the routine of the classified employee as closely as possible. You are expected to attend specific meetings at the request of the principal or supervisor.
2. As a Classified Substitute, when and if special problems arise, you should feel free to turn to the principal / supervisor for help. Requests for help and assistance should not be viewed negatively, but rather as opportunities for you to learn and grow professionally.
3. As a Classified Substitute you must:
 - Check in with the office before entering campus.
 - Always wear a “Staff” identification badge, or printed label, provided by the school office while on campus.
 - Leave work site as neat as possible at the end of the day with things approximately in the same place in which they were found.
4. As a Classified Substitute, under no circumstances should you:
 - Criticize any other staff member, parent, or student.
 - Leave money or valuables unprotected.

Section: General Procedures **Reporting Child Abuse - Board Policy 5141.4**

You are required under Penal Code Section 11166 to report known or suspected child abuse to a child protective agency immediately or as soon as practically possible. In addition, it is your duty to inform your site administrator regarding any possible child abuse concerns. Your site administrator can also provide additional information regarding District policies for reporting suspected abuse.



Legal Status

Classified Substitute employees are those persons employed in assignments to fill positions of regularly employed persons absent from service. Classified Substitutes are employed on a day to day basis and will be paid at the rate adopted by the Board of Education.

Time Sheets and Pay Warrants

The Classified Substitute must record work performed on a time sheet and have it signed by each school or department. This time sheet must be turned in to the payroll department according to the “Time Sheet Schedule” found in this booklet. Failure to do so may result in your pay warrant to be issued on the following pay period. Paper warrants will be available from 9:00 a.m. to 2:30 p.m. in the payroll department at the district office on the last working day of the month unless specified otherwise. Paychecks will no longer be mailed to your home address and you will be required to pick up your paycheck unless you have made arrangements for direct deposit (see below for online pay statements / direct pay information).

Paychecks will only be released to the individual whose name appears on the check or an individual who the Classified Substitute has designated and approved through written consent with proper ID.

Direct deposit pay statements from the Santee School District will be available **online only**; no paper copies will be distributed. Every employee and substitute is able to self-register for the Direct Deposit Pay Statement web system from the District’s website.

The link to online statement information can be found by navigating to the [Payroll webpage](#).

You must have your paycheck directly deposited to view your statement online.

All employees and substitutes are strongly encouraged to have their paycheck directly deposited. The District is assessed a fee by the County Office of Education for every paper check that is printed; this cost cannot be “passed on” to our employees.

For employees and substitutes who are not set up for direct deposit:

The District will not mail or deliver paper paychecks to school sites. All paychecks must be picked up in the Payroll Department on payday. If you are unable to come in on payday you must contact the Payroll Department to make arrangements to pick up your check at a later date.

Please contact the Payroll Department with any questions or concerns:

Karen Lippert
(619) 258-2314

Karen.Lippert@santeesd.net

Lorie Schmitz
(619) 258-2322

Lorie.Schmitz@santeesd.net

Claudia Jaquez
(619) 258-2312

Claudia.Jaquez@santeesd.net

CLASSIFIED SUBSTITUTE RATES AND REQUIREMENTS:

POSITION	APPLICANT REQUIREMENTS
Bus Driver I - \$19.25/hr.	<ul style="list-style-type: none"> • District application • Class B-P California Driver's License • CA School Bus Driver's Certificate • Medical certificate
Bus Attendant - \$14.31/hr.	<ul style="list-style-type: none"> • District application
Campus Aide - \$11.00/hr.	<ul style="list-style-type: none"> • District application
Clerk Typist II - \$16.60/hr.	<ul style="list-style-type: none"> • District application • 45 wpm typing certificate must be current within the last year
Custodian II - \$17.43/hr.	<ul style="list-style-type: none"> • District application
Early Childhood Assistant II - \$13.62/hr.	<ul style="list-style-type: none"> • District application • Current First Aid/CPR – annual AED certification • 6 ECE Units (copies of transcripts required)
Early Childhood Group Leader I - \$14.68/hr.	<ul style="list-style-type: none"> • District application • Current First Aid/CPR – annual AED certification • 12 ECE Units (copies of transcripts required)
Food Service Worker I - \$14.31/hr. (see step A on salary schedule for other FSW positions)	<ul style="list-style-type: none"> • District application • Food Handler Card
Health Clerk - \$17.87/hr.	<ul style="list-style-type: none"> • District application • Current First Aid/CPR – annual AED certification • Medication & Safety Training (provided by District by-annually)
Instructional Assistant I 14.31- \$/hr.	<ul style="list-style-type: none"> • District application • NCLB compliance required (see below)
Instructional Assistant, Special Education I - \$15.03/hr.	<ul style="list-style-type: none"> • District application • Current First Aid certificates • NCLB compliance required (see below)
Instructional Assistant, Special Education II - \$15.77/hr.	<ul style="list-style-type: none"> • District application • Current First Aid/CPR certificates • NCLB compliance required (see below)
Licensed Vocational Nurse - \$19.72/hr.	<ul style="list-style-type: none"> • District application • Possession of valid State of California License of Vocational Nursing • Current First Aid/CPR/AED (hands-on) – annual AED certification • Medication & Safety Training (provided by District by-annually)
Out-of-School Time Group Leader - \$14.68/hr.	<ul style="list-style-type: none"> • District application • Current First Aid/CPR – annual AED certification • 12 ECE Units (copies of transcripts required)
Project SAFE Assistant - \$12.98/hr.	<ul style="list-style-type: none"> • District application • Current First Aid/CPR – annual AED certification
School/Department Secretary II - \$21.23/hr.	<ul style="list-style-type: none"> • District application • Current First Aid/CPR – annual AED certification • 50 wpm typing certificate must be current within the last year
School Office Receptionist/Clerk - \$17.87/hr.	<ul style="list-style-type: none"> • District application • Current First Aid/CPR – annual AED certification
Site Custodian - \$18.31/hr.	<ul style="list-style-type: none"> • District application
Student Attendance Clerk - \$16.60/hr.	<ul style="list-style-type: none"> • District application • Current First Aid certification • 45 wpm typing certificate must be current within the last year
Van Driver - \$16.60/hr.	<ul style="list-style-type: none"> • District application • Current First Aid/CPR/AED certification • Class C Driver's License and DMV Driving Record

Applications, job descriptions, and certification information can be found on the Santee School District web site at www.santeesd.net under Human Resources.

[Top of the Document](#)

Please adhere to the schedule. Timesheets must include complete social security number or employee ID number and appropriate signatures. Incomplete timesheets will be returned for completion and could result in your paycheck being delayed.

Your employee ID number is printed on your pay statement

**SANTEE SCHOOL DISTRICT
2018-2019 PAYROLL DATES AND DEADLINES**

Month	Timesheets due to Payroll	Issue Date
July 2018	June 29	July 31
August 2018	July 31	August 31
September 2018	August 31	September 28
October 2018	September 28	October 31
November 2018	October 31	November 30
December 2018	November 30	December 21
January 2019	December 21	January 31
February 2019	January 31	February 28
March 2019	February 28	March 28*
April 2019	March 28*	April 30
May 2019	April 30	May 31
June 2019	May 31	June 28

**Employee ID#
is required on
all timesheets**

* March payroll issue date is 3/28/19 due to the observance of the Cesar Chavez holiday on 3/29/19.

IMPORTANT INFORMATION REGARDING PAYCHECK AND DIRECT DEPOSIT STUB DISTRIBUTION:

Direct Deposit paycheck information is available online; no paper copies will be distributed. Paychecks will be online beginning on the issue date via a hyperlink on the Payroll Services page of the Santee School District website. Non-direct deposited paychecks will be available for pick up in the Payroll Department between 8:00 am and 4:00 pm on the issue date. All checks not picked up on the issue date will be mailed to the employee's home address on file.

Please contact the Payroll Department with any questions or concerns:

karen.lippert@santeesd.net

lorie.schmitz@santeesd.net

claudia.iaquez@santeesd.net

<p><u>3121 ALTERNATIVE SOCIAL SECURITY PLAN (FICA)</u> (Applies to ALL NEW part-time classified employees working less than (4) hours per day)</p>	<p>Contributions to the 3121 Alternative Social Security Plan made by the District and all new part-time employees will take the place of contributions to Social Security (FICA).</p> <p>Internal Revenue Code Section 3121 provides an alternative to social security as a retirement program for part-time, temporary, and seasonal employees ("3121 Plan"). Employer and employee contributions that would normally be paid to FICA will instead be directed to a qualifying account similar to an IRA (Individualized Retirement Account) or a 403b/457b TSA (Tax Sheltered Annuity) account.</p> <p><u>For More Information</u>, visit the following website: http://www.fbcretire.com/3121Plan.htm</p>
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[Top of the Document](#)

Section: General Procedures

Important CalPERS Information

All classified employees of the Santee School District (except elected officials) are subject to membership in the California Public Employees Retirement System (CalPERS). Qualification for membership in CalPERS is reached when:

- a. A classified employee is appointed to a full-time continuous position;
- b. A classified employee works an average of 20 hours per week or more; or
- c. A classified employee works 1,000 hours in a fiscal year.

Once in membership, a person remains a member until 1) they take a refund of contributions after permanently separating from CalPERS covered employment or 2) they retire. For more information about CalPERS membership and retirement benefits please visit the following website www.calpers.ca.gov.

Section: General Procedures

Deferred Compensation Information

SANTEE SCHOOL DISTRICT PAYROLL DEPARTMENT

Deferred Compensation Program Information

The opportunity to participate in a voluntary supplemental retirement program is available to all Santee School District employees and substitute employees.

For information about the 403b and 457b programs available through the District, please see the website FBCRetire.com. There you will find information about available plans, how to enroll, planning tools, all plan forms, as well as contact information to speak to a retirement plan specialist. To view the list of all approved vendors please see the website 403bCompare.com.

There are two types of accounts –

- Empower Retirement Plans, which are administered through the Fringe Benefits Consortium (FBC) which is the provider for the San Diego County Office of Education (SDCOE)
- Outside Vendor Plans, which are administered by the vendors on the approved vendor list and are not connected to the SDCOE.

All forms related to Empower accounts are listed under “Empower Plan Forms”.

All forms related to non-Empower vendors are listed under “General Forms”.

All forms for exchange, distribution, rollover, hardship/emergency, and loan authorization are to be completed and submitted to National Benefit Services (NBS); contact information is printed on the forms. NBS is the plan administrator and will issue authorization when needed to complete the above actions.

The Salary Reduction Agreement and the Maximum Contribution Worksheet are the 2 forms used to set up payroll contributions to 403b and 457b accounts and are to be completed and submitted to the District Payroll Department for processing.

The Salary Reduction Agreement is the form used to set up new a new payroll contribution, change an existing payroll contribution, or cancel a payroll contribution to a 403b or 457b account. This form does not set up an account with the vendor; that is a separate process that must be done before the funds are sent from your payroll check to the vendor. If a Salary Reduction Agreement is processed by the payroll department but there is no open account at the other end the funds will be returned to the District and could have an impact on the employee’s tax liability.

The Maximum Contribution Worksheet is used to verify that contributions do not exceed the maximum limit and should be completed and submitted with the Salary Reduction Agreement for new payroll deductions when the annual contribution amount approaches the base annual limit, 18,500.00 for the calendar year 2018 for both 403b and 457b accounts.

For more information please contact:

Karen Lippert, Payroll Specialist
(619) 258-2314
karen.lippert@santeesd.net

[Top of the Document](#)

Santee School District expects every Classified Substitute to be punctual for each assignment. This means being at the proper location and ready to work prior to the starting time for each assignment. Tardiness places a burden on Santee School District staff.

Keys to Professional Success

The professional practices listed below are tied directly to the District expectations for all Classified Substitutes.

- **Honor confidentiality.** You are a professional and you will receive personal information about students, parents and other staff members. Honor that confidentiality.
- **Walk the Talk.** Your words are valuable. Be careful about what you say. Others listen to you and your words – positive or negative actions will have an impact.
- **Dress for Success.** Your appearance and demeanor will affect how others perceive you.
- **Recognize the Positive Contributions of Others.** Don't dwell on their faults.
- **Honor others with your positive attendance.** Be on time. Be attentive. Be an active listener. Contribute to the purpose of the meeting.
- **Fulfill your Professional Community Duties.** Read and follow written communications. Ask clarifying questions. Provide positive guidance to others.
- **Education is our Work.** Improving your knowledge and skills is vital to the success of our students.

Section: General Procedures **Professional Standards [BP / AR / E 4219.21](#)**

District policies, regulations, and standards of conduct for Santee School District are important and the District regards them seriously. It is expected that all Classified Substitutes become familiar with and follow all District policies, rules, and regulations faithfully while in an assignment or conducting Santee School District business. Please note that any Classified Substitute who deviates from these rules and standards will be subject to corrective action, up to and including immediate removal from the Classified Substitute employment list. It is Santee School District's practice to allow the Classified Substitute two (2) opportunities to receive constructive criticism and/or notices of incidents without being removed from the Classified Substitute list referred to as the "Three Strike Rule". **All policies and regulations can be found on the District website at www.santeesd.net under *School Board / Board Policies*.**

Classified Substitute personnel files may include the following: job application, job description, resume, salary history, records of disciplinary action and documents related to Classified Substitute incidents. Personnel records are maintained on a current basis. Please notify us immediately of any change of name, address, telephone number, marital, dependent or tax status. Personnel records are kept highly confidential and are not available to anyone outside of the District unless you have authorized the release, release is to an authorized governmental agency, or is required by law. To obtain access to your records, contact Human Resources.

Section: General Procedures **Confidential Information and District Property**

The Santee School District is committed to providing the best possible education for its students. Each Classified Substitute must keep in mind any matters concerning individual students, such as academic achievement, special needs, discipline problems, health issues, etc., are to be kept confidential and discussed only when appropriate within the confines of the school. All Classified Substitutes should also display professionalism and confidentiality in relation to fellow Classified Substitutes or District employees.

During the course of your employment with the District, you may be provided and/or will generate correspondence, memoranda, reports, summaries, and other documents and data concerning the District. Any and all such records and data, whether maintained in hard copy or on a computer disk, computer hard drive, computer tape, or other medium, is the property of the District regardless of whether it is or contains Confidential Information and you are required to keep all such records confidential.

Section: General Procedures **Conflicts of Interest**

All Classified Substitutes have a duty to further the District's aims and goals, and to work on behalf of its best interest. Classified Substitutes should not place themselves in a position where the Classified Substitute's actions or personal interests may be in conflict with those of the District. Examples include solicitation or use the District for personal gain; and acting as director, officer, Classified Substitute, or otherwise for which the District has a competitive or significant District relationship without the written approval of the Superintendent.

Classified Substitutes should report to their supervisor any situation or position (including outside employment by the Classified Substitute or any member of the Classified Substitute's immediate household) which may create a conflict of interest with the District.

Section: General Procedures **Dress Code [BP 4219.22](#)**

The Governing Board believes that appropriate dress and grooming by District employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

[Top of the Document](#)

District Phone Calls:

A friendly but professional telephone manner should always be projected.

Personal Phone Calls:

Personal phone calls should only be made during breaks/lunches and outside of the classroom so that they do not interfere with classroom instruction. Flexibility will be provided in circumstances demanding immediate / emergency attention.

Personal Cellular Phone Calls:

In order to provide an optimum work environment, Classified Substitutes are expected to have cell phones turned off during work hours. Ringing cell phones are a distraction to students and can interfere with instruction. Cell phones should only be used during breaks/lunches and outside of the office. Flexibility will be provided in circumstances demanding immediate / emergency attention.

Purpose

To establish and maintain a comfortable and safe working environment.

Practice

We often take safety for granted in a classroom or work environment. Though we may not be exposed to the same degree of risk as a typical manufacturing firm or healthcare facility, we should still recognize that safety risks are present and take steps to reduce the risk for injury or illness. Safety is everyone's responsibility at Santee School District.

Procedures

- All work-related injuries and illnesses should be reported immediately to your supervisor or the Human Resources Department, even if you are not sure whether it is truly work-related. Even small, insignificant injuries left untreated can result in more serious conditions.
- Your supervisor (or a designated alternate) will complete an Accident Report. When injuries are reported immediately, accidents can quickly be investigated and corrective action taken to prevent another injury.

If you see any potential hazards that need attention, notify the school office / department immediately. Santee School District wants to ensure that our Classified Substitutes remain safe and injury-free when accidents are preventable. We expect our Classified Substitutes to refrain from horseplay, careless behavior, and negligent actions. It is Santee School District's policy to maintain a safe and secure working environment for all Classified Substitutes and students.

While working, Classified Substitutes must observe safety precautions for their safety and the safety of others. All work areas must be kept clean and free from clutter and debris. Any hazards or potentially dangerous conditions must be corrected immediately or reported to a supervisor.

Section: Employment Procedures

Equal Employment Opportunity

The Santee School District is committed to the full utilization of all human resources and to a policy of equal employment opportunity. You may discuss equal employment opportunity related questions with your administrator or Human Resources. Our District will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to, veteran status, race, color, religion, gender, marital status, national origin, physical or mental disability, age, gender orientation or ancestry.

It is our policy to provide equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all Classified Substitutes' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy and believe in the concept and spirit of the law.

We are committed to assuring that:

- All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity; and
- Classified Substitutes and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law.

Section: Employment Procedures

I-9 Immigration Reform Policy

Santee School District complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All Classified Substitutes are asked prior to their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9).

Section: Workplace Conduct

Drug-Free Workplace [BP / AR 4020](#)

The Board of Education believes the maintenance of a drug free workplace is essential to promoting quality school district operations. Accordingly, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited in the workplace. Classified Substitutes who violate these prohibitions shall be immediately removed from the substitute list.

As a condition of employment, each Classified Substitute agrees to abide by the terms of this policy. It will be each Classified Substitute's responsibility to notify the school district within five days if he or she is convicted of a criminal drug violation which occurred in the workplace. The Board directs the Superintendent to develop procedures needed to implement this policy and comply with requirements of the Drug free Workplace Act of 1988 as it may be amended from time to time.

The Santee School District is committed to providing a safe and healthy environment for employees, guests, students, and visitors. Therefore, smoking or use of any tobacco products is not permitted on District property.

The District recognizes that harassment on the basis of gender is a violation of both federal and state employment discrimination laws. The District will provide to all employees a work environment free from sexual harassment and will not tolerate such conduct on the part of any employee. Sexual harassment includes acts by males against females, females against males and between members of the same gender.

1. Definitions

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of an individual's employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an employee; or
- Such conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Forms of sexual harassment include the following:

- Verbal harassment, such as derogatory comments, jokes slurs, whistling, or leering;
- Physical harassment, such as unnecessary or offensive touching, pinching, patting, grabbing, or impeding or blocking movement; and
- Visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures.

2. Compliant Procedure

If any employee perceives comments, gestures, or actions to be offensive from any employee, including supervisors or members of management, the employee should notify his/her immediate supervisor and/or the Assistant Superintendent of Human Resources. Supervisors who become aware of any allegation(s) of sexual harassment shall immediately report such allegation(s) to the Assistant Superintendent of Human Resources.

Purpose

To proactively protect the health and safety of all Santee School District Classified Substitutes.

General Guidelines in an Emergency

Stay calm and think through your actions. Know important emergency numbers:

- Fire/Police/Ambulance (9) 9-1-1
- Human Resources [619-238-2308](tel:619-238-2308)
- School Office [see school directory information on pages 6 & 7]

Be aware of your surroundings:

- Know where all exits are located and each school / department's emergency plan.
- In the event of any emergency, do not take elevators, use only stairs.
- Do not hesitate to call / alert others if you believe that an emergency is occurring.

Fire

Evacuation:

- Classified Substitutes are notified of a fire by either the fire alarm system or paged announcement.
- Upon hearing the alarm, immediately evacuate the building using the school / department's emergency exit plan. Do not delay evacuation to get your coat, personal belongings, finish a phone call, or wait for friends.
- Notify Emergency Plan Leaders according to school / department's emergency plans.

We want to ensure that everyone and everything is safe and secure. All Classified Substitutes must check in at the school / department office and obtain a staff identification badge or label. No one will be allowed to enter the premises without the school / department office's knowledge.

Internet Usage

Internet usage is provided to Santee School District Classified Substitutes to conduct work-related activities. Incidental and occasional personal use is not permitted. This privilege should not be abused and must not affect a user's performance of employment related activities.

Access to the District computer network for information systems is a privilege, not a right. This access is limited and is subject to District policies, rules, regulations, and restrictions, as they may be adopted and amended from time to time. When using the District's computer network, activities must be in support of education and research, and consistent with the educational objectives and rules and regulations of the District Technology Acceptable Use board policy and administrative regulation. Every substitute will be required to sign a Technology Acceptable Use form E(1) 4040.

[Top of the Document](#)