



**MANZANITA CHARTER MIDDLE SCHOOL**

***Personnel Policies and Procedures Manual***

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# Manzanita Charter Middle School

## *Personnel Policies and Procedures Manual*

### Section I

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#### INTRODUCTION

To our new employees – congratulations on becoming an employee with Manzanita Charter Middle School! To our continuing employees - welcome back and thank you for your hard work and dedication. We hope your employment here is mutually beneficial to our school and to you. Please take time to review this manual and bring any questions to the Executive Director.

It is the stated mission of Manzanita Charter Middle School to provide a unique and superlative educational experience for our children. We are a parent cooperative organization; parents are an integral part of the administration and operation of the school. It is our personnel policy to manage and apply one of our most precious resources, our employees, in the most effective and efficient manner, so as to aid in achieving the mission of the school.

We consider personnel management to be the attraction, selection, and utilization of people as individual employees, as well as members of a cohesive work group, in order to accomplish the school's educational mission. The objectives of our personnel management program are, among other things, to assure that all employees contribute directly and effectively to our school's mission and its various programs, to utilize our human resources wisely and economically, and to provide a work environment that stimulates initiative, imagination, productivity, personal development, and cost consciousness.

This manual is not a contract of employment; it is a statement of conditions for employment by Manzanita Charter Middle School, including personnel related policies and procedures. Individuals accepting employment here are subject to these policies and procedures.

If you have any comments, suggestions, criticisms, complaints or compliments about your job or Manzanita Charter Middle School, we would like to hear them. Communication among all of us is very important, and we encourage you to let us know what is on your mind.

#### At Will Employment

All employees of Manzanita Charter Middle School are employed on an at will basis. This means that you and the Manzanita Charter Middle School Board have the right to terminate your employment at any time, with or without notice, and with or without reason, unless otherwise stated in your employment contract. Additionally, the terms of employment may be altered, with or without cause, with the reasonable discretion of the Board. No one other than the Governing Board of Manzanita Charter Middle School has the authority to alter this employment arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Any such agreement must be in writing and must be signed on behalf of the Governing Board of Manzanita Charter Middle School and by the affected employee, and must specifically state the intention to alter this "at-will" relationship.

## Changes to Manual

The Board of Directors, and/or the membership at large of Manzanita Charter Middle School may make changes to the guidelines contained in this manual at their discretion. Any change will be in writing and be provided to you before it goes into effect. Any suggestions you may have for changing any of the guidelines contained in this manual are welcome, and should be presented in writing to the Executive Director.

## REQUIREMENTS FOR EMPLOYMENT

All employees are required to adhere to the requirement for employment described in the Charter, these personnel policies and any applicable state and federal laws including:

### *Tuberculosis Test*

Before the first day of employment, all employees must have a tuberculosis test as described in Education Code 49406. The current physician's statement must be on file in the office and must be repeated every four years.

### *Fingerprinting*

All employees must submit fingerprints to the Department of Justice and the Federal Bureau of Investigation (at their own expense) for the purpose of obtaining a criminal record summary as required by Education Code Section 44237. Such fingerprint clearance must be received prior to employment and is a condition of employment.

### *Employment Eligibility Verification Document (I9)*

All employees must have a signed, documented form on file.

### *First Aid and CPR Re-Certification*

All staff must comply with the state education code and law for CPR/First aid training. Educators must be trained when clearing a credential and training must be updated when renewing a credential every five years.

## EMPLOYEE JOB RIGHTS AND CONDITIONS OF EMPLOYMENT

### *Layoff and Recall*

If it is necessary to reduce our work force due to lack of work or other business reasons, the layoffs will be made according to the needs and efficiency of the school's operations.

When you are recalled to work, you shall have five working days to report to the job. Failure to report as stated here shall result in termination of employment unless Manzanita Charter Middle School agrees to an extension of this time limit.

### *Work Rules*

It is the expectation of Manzanita Charter Middle School that all employees will conduct themselves in a professional manner. Any form of misconduct, which harms Manzanita Charter Middle School

or any of its students, members, employees, or persons visiting the Manzanita Charter Middle School campus is unacceptable and may result in dismissal or other discipline.

### *Attendance*

Your regular attendance at your job when you are scheduled to work is of the utmost importance to Manzanita Charter Middle School and is outlined in your contract. Once you know that you will not be reporting for work as scheduled, or that you will be more than five minutes late, you must call the Executive Director and a designated contact person, and make proper arrangements to accommodate your absence or lateness (i.e., secure a sub from the Sub List).

### *Appearance*

As representatives of Manzanita Charter Middle School employees should be dressed and groomed appropriately for work.

### *Rest Breaks*

All employees will be entitled to a minimum ten-minute break during each four-hour work period, unless the shift is 3 1/2 hours or less, in which case there will be no break. Your supervisor will inform you of when to take your rest break.

### *Meal Period*

There will be an unpaid minimum one half hour meal period for all employees scheduled to work more than five hours in a workday. However, if six hours of work completes the day's work, the employee can choose not to take the meal break. During your mealtime, you are relieved of all duty and are encouraged to relax in an area designated for that purpose.

### *Changes in Status*

The accuracy of personnel records is essential for the proper handling of many items of great importance to you, including the emergency notification of your family, income tax deductions, and other Manzanita Charter Middle School benefits. Please notify the School Systems Administrator promptly of any change in your address, telephone number, marital status or number of beneficiaries and/or dependents as soon as possible after you know of the change.

### *Confidentiality*

We are entrusted with the confidences of our members, the families of Manzanita Charter Middle School. All employees are under an ethical and employment obligation to exercise utmost discretion in all matters involving our members. You may not discuss personal information about a Manzanita Charter School member or employee with any individual not employed by Manzanita Charter Middle School or not serving as a member of the Board of Directors, without permission.

### *Alcohol/Drugs*

Manzanita Charter Middle School will not tolerate the use of alcohol, drugs or other controlled substances that affect your ability to perform your job. If for any reason you must take a prescription drug that may have any side effects that may hinder you in doing your normal job, notify your supervisor before you start work. To protect you, Manzanita Charter Middle School members, and

other employees, we require that you be able to perform your job safely. If your supervisor believes that you are not working safely, you will not be permitted to continue working. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee violating this policy is subject to disciplinary action.

### *Nonsmoking Policy*

Manzanita adheres to California Department of Education's Board Policy (BP) 1330 and Administrative Regulation (AR) 1330 to be a tobacco-free school, therefore, smoking is not permitted in Manzanita Charter Middle School's buildings or on its premises.

### *Religious Accommodation*

Manzanita Charter Middle School will make reasonable accommodations for employees for observance of religious holidays and practices. If you desire a religious accommodation, you must make the request in writing to the Executive Director as far in advance as possible, but not less than one week prior to your indented absence.

### *Inspection of Personnel Files*

It is the policy of Manzanita Charter Middle School to afford employees an opportunity to inspect non-confidential information contained in their personnel file. To review your personnel file, submit a written request to the your direct manager. Upon approval of the request, you will be able to view your file during a non-work time that is convenient for both you and the Executive Director.

Realizing the personal nature of the data in your personnel records, Manzanita Charter Middle School respects your confidentiality and will maintain the records in locked files.

### *Equal Employment Opportunity*

Manzanita Charter School shall not, on the basis of an employee's race, sex, religious creed, color, age, physical disability, medical condition, marital status, national origin, ancestry, or sexual orientation or gender identity:

1. Refuse to hire, or employ the individual;
2. Refuse to select the individual for training programs leading to employment;
3. Bar or discharge the individual from employment or training programs leading to employment; or
4. Discriminate against the person in compensation or in the terms, conditions or privileges of employment.

### *Harassment*

In accordance with applicable law, Manzanita Charter Middle School prohibits any form of harassment whether sexual harassment or harassment because of race, color, national origin, ancestry, religion, physical or mental disability, marital status, medical condition, sexual orientation, gender identity, age, or any other basis protected by federal, state, or local law. All such harassment is unlawful and will not be tolerated.

Each employee of Manzanita Charter Middle School is required to receive harassment training by the end of their introductory period and have a signed notice of completion placed in their personnel file. Manzanita Charter School will arrange for harassment training for all employees every two years thereafter.

Further, it is the policy of Manzanita Charter Middle School that all employees shall be free of any and all forms of sexual harassment. Harassment includes, but is not limited to:

1. Verbal harassment, e.g., epithets, derogatory comments or slurs on a basis enumerated in the law;
2. Physical harassment e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual on a basis enumerated in the law;
3. Visual forms of harassment, e.g., derogatory posters, cartoons, or drawings on a basis enumerated in the law; or

No form of discrimination and/or harassment that is prohibited by federal, state or local laws will be condoned by Manzanita Charter Middle School. You have the right to submit a complaint about any perceived harassment and are encouraged to bring any complaints to the attention of anyone on the Board of Directors without fear of retribution or retaliation of any form against you. Any complaint you bring regarding possible illegal harassment will be investigated promptly, fully and objectively. You will be informed of the outcome of the review. When warranted, appropriate measures will be taken to discipline the offender and address the harm done to any victim of harassment.

Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

- submission to the conduct is made a term or condition of employment;
- submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or
- the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee, who believes they have been harassed on the job, or who is aware of the harassment of others, should provide a written or verbal complaint to their direct supervisor or to any other direct supervisor with Manzanita Charter School immediately. All incidents of prohibited harassment that are reported will be investigated. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser(s). Appropriate action will also be taken to deter any future harassment. Retaliation against any employee by another employee or by the School for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency is prohibited. Manzanita Charter School will not knowingly permit any retaliation against any employee who complains of prohibited harassment or who participates in an investigation. Any employee of the School who is found to have engaged in harassment including any supervisor who knew about the harassment but took no action to stop it or failed to report the harassment to their supervisor, is subject to disciplinary action up to and including discharge from employment. Manzanita Charter School encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You should also be aware that the Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing



investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

## **EXCUSED ABSENCES FROM WORK**

### *Personal Leave*

For full time employees, Manzanita Charter Middle School offers two days per school year paid time for personal reasons. For part time employees (20 – 35 hrs. per week), Manzanita Charter Middle School offers one day per school year paid time for personal reasons. Unused personal leave days will not be paid or carried into the next academic year and employees leaving mid-year will not be paid for unused personal leave.

### *Sick Leave*

All full time employees are given eight sick days per year. For part time employees, the number of sick days is based on the number of hours worked per week. It is as follows: 20-23 hours receives 4 days, 24-28 hours receives 5 days, 28-32 receives 6 days, 32-35 receives 7 days. Unused sick days will be carried forward into the next academic year; upon termination of employment, un-used sick days will be rolled over into the appropriate retirement plan according to the guidelines of said plan.

### *Time off*

Manzanita Charter Middle School generally follows the local public school district calendar. Employees will not be paid for vacations or days when Manzanita Charter Middle School is closed, unless otherwise stated in your employment contract.

### *Leave Without Pay*

An employee may take up to five days leave without pay during a school year. The teacher must give reasonable notice to other teachers, and prepare for a substitute.

### *Bereavement Leave*

All employees are entitled up to three paid bereavement days at the time of death of a member of the employee's immediate family or a close friend. The Board of Directors of Manzanita Charter Middle School may approve further bereavement time (paid or unpaid) in response to an employee's written request.

### *Jury Duty*

Absence for jury duty will be on regular pay status, but the jury duty fee accrued will be paid to the school.

### *Parental Leave*

Employees may request an unpaid leave of absence for disability caused by pregnancy, childbirth or related medical condition if, in the opinion of their physician or other licensed health care practitioner, they are unable to perform the essential duties of their job, or perform those duties without undue risk to themselves or another person, due to the conditions of the disability.

Employees may request an unpaid maternity leave for up to four months by submitting a written request to the Executive Director a reasonable amount of time before the leave commences. Approval of such leave is not guaranteed, except as required by law as Manzanita Charter Middle School follows all state disability laws.

Following maternity or disability leave, an employee will be reinstated to their former position, or if such position no longer exists, to a substantially equivalent position, upon their timely return from such leave, and, for employees returning from disability leave, upon presentation of a medical professional's statement indicating that they no longer meet criteria for the disability.

An employee's failure to return from a maternity or disability leave as scheduled, or his/her failure to request in writing an additional personal leave in the event they are unable to return to work as scheduled, will be considered a voluntary termination on the part of the employee.

#### *Military/Reserve Military Leave*

All employees must provide advance written notice to the Executive Director of the need for military leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable. If the employee is required to report for active, full time duty, Manzanita Charter Middle School will try to place them in a comparable position when they are ready to return to work. The employee will be expected to notify the Executive Director within ninety days (90) of their discharge of their intent to return to work.

## **WAGES AND COMPENSATION**

#### *Wages*

It is the desire of Manzanita Charter Middle School to make periodic general adjustments in wage rates to keep wages comparable, on an overall basis, with the wage levels for similar educational institutions in the area, given annual budget capabilities.

#### *Health Benefits*

Manzanita Charter Middle School is proud to offer medical, dental and vision coverage to all regular term employees. Coverage is described in Section B, 4. - Employee Benefits, in each individual employment contract. Employees who forego the medical coverage provided by the school will not be provided additional compensation payments in lieu of the coverage they decline. No employee will receive health benefits beyond their term of employment and employees will be notified when their health benefits will terminate. Terminated employees will have the option to continue their coverage at their own expense for a period set by COBRA.

#### *Retirement Benefits*

Manzanita Charter Middle School will make required contributions to the State Teachers Retirement System for all eligible teachers and to the Public Employment Retirement System for all eligible staff. Deductions will be made from employees' wages to cover their portion of the retirement benefits.

### *Travel Reimbursement*

An employee who is required to use his or her own transportation when traveling on behalf of Manzanita Charter Middle School will be reimbursed for the use of the vehicle. An employee will not be reimbursed for the cost of commuting to and from work. The rate of reimbursement will be based on the rate set by the IRS.

## **WORKERS COMPENSATION**

### *Industrial Injuries*

All injuries and accidents must be reported to your supervisor, or the Executive Director, immediately, no matter how slight the injury or how minor the incident. Manzanita Charter Middle School wishes to facilitate your recovery from any illness or injury and will help you return to work. If you lose work time due to an illness or injury, you must contact your supervisor, or the Executive Director, no less than once a week to keep Manzanita Charter Middle School advised of your medical condition. A physician certification of inability to return to work will be required for absences longer than one week in duration.

An employee who has lost time due to an illness or injury is required to report for work no later than one work day following the medical practitioners release to return to work. An employee will be returned to work when s/he is able to perform their job.

## **DISCIPLINE AND TERMINATION**

### *Discipline*

Even though all employees are at will, and may be terminated at any time, your immediate supervisor or the Board of Directors of Manzanita Charter Middle School, at its sole discretion, may elect to issue a less severe form of discipline to an employee in the event it believes that an employee's conduct warrants discipline. If any allegation with the potential to result in disciplinary action is brought to the attention of the Board of Directors, the named employee will be given an opportunity to respond to the allegations before any decision regarding action is made. We believe that all of our employees should strive always to conduct themselves in a professional and proper manner, and hope that discipline will be a rare occurrence.

### *Termination*

It is the goal of Manzanita Charter Middle School to provide a positive work environment and a stable economic foundation upon which all employees may build a future. However, Manzanita Charter Middle School also recognizes that employees as well as management sometimes initiate personnel changes. In this regard it is expressly understood that you retain the right to terminate your employment with Manzanita Charter Middle School at any time, and Manzanita Charter Middle School retains a corresponding right to end its employment relationship with you at any time, including deciding not to offer an employee an employment agreement for an upcoming academic year. The decision to terminate employment, whether with immediate effect or by not offering an employment agreement for an academic year is FINAL and NOT subject to any grievance procedures.

## SECTION II

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### EVALUATIONS

There are two methods of evaluation: Annual Membership Survey and Supervisor Evaluations. Each staff member will be evaluated by their direct supervisor. Evaluations will be based on actual job performance for the year and may be completed at various times through the year. The school will endeavor to provide evaluations of staff performance for first year employees at 3 months, 6 months and year end. Second year employee evaluations will be at three months and year end. Those employed by Manzanita for three or more years will receive their evaluation by the end of the year.

The Executive Director will be evaluated by the Executive Committee of the Board of Directors at year end.

Employees will meet to review and discuss their evaluations in order to give and receive critical, constructive feedback and to nourish individual growth.

Evaluation results will be used as input for salary placement as well as contract renewal. If an employee disagrees with his/her evaluation, they may bring their issues to the Executive Director/Personnel Committee for reevaluation and determination.

### HIRING PROCEDURES

It is the desire of the Manzanita Charter Middle School membership that all employment positions are filled in a manner that is consistent, equitable, and meets all local, State and Federal laws. To that end the following guidelines have been created:

1. For each employment vacancy, a Hiring Committee shall be formed to consider and recommend candidates. It shall disband upon selection by the Board (as required) of a successful candidate.
  - a) The Executive Director shall form the Hiring Committee.
  - b) The Hiring Committee shall be composed of the Executive Director, members of the office staff and all interested Manzanita members. If the vacancy is a teacher position, Manzanita teachers shall be part of the hiring committee.
  - c) Each Hiring Committee shall establish its participation requirements, with consideration for past practice as a guide.
    - 1) Generally, participants must attend all meetings in order to vote on a candidate recommendation. Nonvoting members may participate in discussion of candidates and issues.
    - 2) The member of the office staff that is part of the committee shall complete tasks such as posting, advertising, application screening, scheduling, etc.
    - 3) The Hiring Committee may make its recommendation as a full body, or may delegate the Executive Director to present its recommendation to the Board.

2. The Hiring Committee and Executive Director shall establish the minimum, and desirable, qualifications for the position to be filled.
3. All vacancies must be announced to the Manzanita community.
4. Most vacancies also shall be advertised by way of announcement in newspapers, parent publications, educational employment offices, etc., as determined appropriate by the Hiring Committee.
5. It is highly desirable for the Hiring Committee to reach its recommendation by consensus of the whole.
6. Salary offers shall be made by the Compensation Committee and are confidential.

## **GRIEVANCE PROCEDURES**

Manzanita Charter Middle School recognizes that conflicts may arise among its members and/or employees for a variety of reasons. Using a conflict resolution process has successfully improved communication and provided a format for solving interpersonal difficulties. However, Manzanita Charter Middle School has determined that a separate process is needed when the job performance of an employee is an aspect of the conflict. Therefore it has instituted a grievance procedure that will provide the rights and protections required by the Manzanita Charter Middle School Personnel Manual and the relevant local, State and Federal laws. The grievance process has two tracks, depending on who desires to bring the grievance forward. **All grievance hearings shall be closed to all but those noted in the following procedural descriptions. All proceedings of and from the hearings shall be confidential.**

**The Grievance Procedure does not apply to the termination or non-renewal of an employee. The vote of the Directors in this regard is final and is not subject to grievance.**

**Track 1** - Track I is followed when family members are initiating an issue regarding an employee.

### **Step 1**

If resolution is not achieved through discussion with the employee's direct manager, then the dissatisfied party may request that the Personnel Committee hear the concern. The request must be made in writing, and specify the area(s) of concern, and the resolution desired.

The Personnel Committee hearing will be scheduled as soon as possible, and not later than two weeks from receipt of the request for such a hearing. The Executive Director shall chair the hearing. Present at the hearing shall be the Personnel Committee, the dissatisfied family, the employee involved, and an advocate for the employee, if desired by the employee. Minutes shall be kept by a member of the Personnel Committee, to be held in confidential files. At the discretion of the Executive Director, the presentations by the complainant families may be made in sequence, without other families being present, or as a group.

The Personnel Committee shall take the matter under consideration, and make its recommendation within one week of the hearing. Its recommendation shall be made in writing to all parties. Its recommendations may include, but are not limited to, requesting that the Board of Directors require a Job Performance Evaluation of the employee, placement of a written notice of need for conduct improvement in the personnel file of the employee, or advising the complainant family that the

employee's performance is acceptable within the job description for that position.

### **Step 2**

If any party is not satisfied with the recommendations of the Personnel Committee Hearing, the dissatisfied party may request that the Board of Directors review the decisions. The request must be made in writing, specify the area(s) of concern, and the resolution desired. The Board review will be scheduled as soon as possible, and not later than two weeks from receipt of the request for such a review.

The Board of Directors has the discretion to either review the decisions in closed session, or refer the review process to its Executive Committee. The Hearing Committee will consider the minutes and recommendations of the Personnel Committee Hearing, as well as hear all parties involved in the dispute. Present will be the members of the Hearing Committee (either the Board as a whole, or its Executive Committee), the Executive Director, the Liaison, and the dissatisfied parties. Each party may bring an advocate to the hearing review if desired. Minutes shall be kept by the Board Secretary, to be held in confidential files.

The Hearing Committee will take the matter under consideration, and decide upon appropriate action to be taken to resolve the concern. It shall make its decision within one week of the hearing. Its decision shall be made in writing to all parties. It may, at its discretion, uphold, modify, or change the recommendation(s) of the Personnel Committee Hearing.

**Track 2** - Track 2 shall be implemented when an employee is dissatisfied with a recommendation or decision made as the result of a Job Performance Evaluation Report.

### **Step 1**

If the decision is termination based on gross misconduct, the employee has no recourse within the Grievance Procedures of Manzanita School Charter Middle School.

### **Step 2**

For all other recommendations or decisions, the employee may request that the Executive Committee of the Board of Directors review the matter. The request must be made in writing, and specify the area(s) of concern, and the resolution desired. The hearing will be scheduled as soon as possible, and not later than two weeks from receipt of the request for such a hearing.

The hearing will be attended by the Executive Committee. Minutes will be kept by the Board Secretary, and held in confidential files. Also present shall be the Executive Director, representing Manzanita Charter Middle School in its position of employer, the dissatisfied employee, and an advocate for the employee if desired.

The Executive Committee will consider the Job Performance Evaluation and the recommendations of the Personnel Committee, as well as hear the Executive Director and the employee. The Executive Committee shall take the matter under consideration, and make its recommendation within one week of the hearing. Its recommendation shall be made in writing to the Executive Director and the employee. Its recommendations may include, but are not limited to, sustaining, modifying, or changing the recommendation or decision of the Job Performance Evaluation Report.

### **Step 3**

If either party is not satisfied with the recommendations of the Executive Committee Hearing, the dissatisfied party may request that the decision be reviewed by the full Board of Directors. The

request must be made in writing, specify the area(s) of concern, and the resolution desired. The Board of Directors will schedule the review as soon as possible, and not later than two weeks from receipt of the request for such a review. Present will be the Board of Directors, meeting in closed session, the dissatisfied employee and an advocate for the employee if desired. Minutes shall be kept by the Secretary, to be held in confidential files. The Board of Directors will review the minutes and recommendations of the Executive Committee hearing, as well as hear all parties involved in the dispute.

The Board of Directors will take the matter under consideration, and decide upon appropriate action to be taken to resolve the concern. It shall make its decision within one week of the hearing. Its decision shall be made in writing to the employee. It may, at its discretion, uphold, modify, or change the recommendation(s) of the Executive Committee Hearing.

## **ELECTRONIC TRANSFER OF DATA**

Manzanita participates with the California School Information Services (CSIS) Program in the electronic transfer of student, staff and course data for state reporting to the California Department of Education. The following notice is provided pursuant to the California Information Practices Act (Civil Code section 1798.17).

### **Legal Authority**

California's Education Code (Section 10600 et seq.) provides for the establishment of a basic educational data system and requires schools, school districts, and offices of county superintendents of schools to cooperate with the California Department of Education (CDE) in the establishment and operation of the system. The Legislature specifically intended that data be compiled on the teacher shortage in the state. Data about certificated staff submitted through the California School Information Services program (CSIS) as authorized in Education Code section 49080(c) will be transmitted to CDE as necessary to meet the reporting requirements of CBEDS.

### **Responsibility**

The CDE's Office of the Deputy Superintendent for Finance, Technology, and Administration is responsible for requesting and maintaining the information contained in the California Basic Educational Data System at the California Department of Education, P.O. Box 944272, Sacramento, CA 942442720. As reporting requirements change, this same office works with the CSIS program to ensure that comparable changes are made to CSIS.

### **Collection and Use of Information**

Education Code section 10608 mandates that the CDE collect data on the age of teachers in the workforce, subject matter fields, credential types, and patterns of in-service education for teachers. Data are collected by individual certificated staff member because 1) this allows the data to be aggregated in all the ways they are needed for state and federal reporting required by statute and 2) this enables the CDE to provide general use statistics for California public education. The data will be maintained for reporting or statistical research, but they will not be used by CDE to make any determination about an identifiable person. Governmental agencies that use the aggregated data provided by the CDE include the California Legislature, the State Department of Finance, the State Teachers Retirement System, the Commission on Teacher Credentialing, the U.S. Department of Education, and the U.S. Department of Agriculture. Aggregated data are also released to other organizations and the general public on request.

CDE may also release individual data to government agencies where that release is necessary for the transferee agency to perform its constitutional or statutory duties and the use is compatible with a purpose for which the information was collected as authorized by Civil Code section 1798.24(e); or to the University of California or to a nonprofit educational institution conducting scientific research as authorized by Civil Code section 1798.24(t). CDE does not produce reports with individual staff member name or identification number, or with information that identifies a particular staff member. However, the data submitted to CSIS for each staff member must include a unique identification number to enable communication with the local education agency (LEA) necessary to correct any errors. Data relating to classified staff is aggregated prior to transmission to CDE. CDE removes the identification numbers of certificated staff records from the final certified data file prior to data reporting. CDE will also exclude birth year from all individual staff data files. Some reports will use birth year data, but such data will only be aggregated to reflect the age of certificated staff in the work force. All data is encrypted at the time of transfer and maintained in a secure facility that is accessible only to CSIS staff. The CSIS program will develop staff records retention policies.

### **Access to Records**

Individuals have the right to review their own records maintained by the CDE, but will have to obtain the district assigned unique identification number, used for reporting through CSIS, in order to review the record. Requests for access to individual records must be submitted in writing to the Administrator, Educational Demographics Unit, California Department of Education, P.O. Box 944272 Sacramento, CA 94244-2720.



# MANZANITA CHARTER MIDDLE SCHOOL



## ACKNOWLEDGEMENT

I have received a copy of the Personnel Policies and Procedures Manual and have agreed to familiarize myself with it. I understand that as an employee I agree to abide by the rules and regulations of Manzanita Charter Middle School. I understand that the Manual is for my general information only, and it not intended to create an employment contract between Manzanita Charter Middle School and me.

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Print Name

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Signature

Date