



# Kings County Office of Education

Todd Barlow - County Superintendent of Schools



## Employee Handbook 2018-2019

## **KINGS COUNTY OFFICE OF EDUCATION RECEIPT OF EMPLOYEE HANDBOOK 2018 - 2019**

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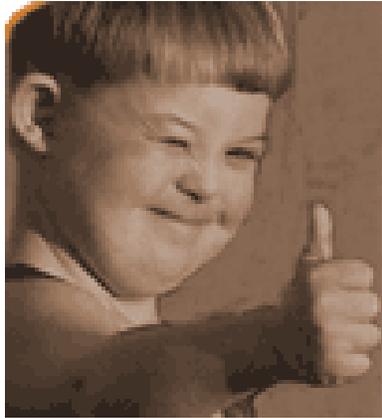
I have received a copy of the 2018-2019 Kings County Office of Education Employee Handbook and understand that I will retain it as long as I am an employee. This handbook summarizes the policies and practices in effect at the time of publication and supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described in the updated handbook.

Updates will be provided as necessary. I understand that it is my responsibility to check my email and Superintendent Policies under the Human Resources menu on the KCOE website to receive updated policies and administrative regulations. Updates will supersede all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the updates provided.

**In the event I do not have access to a computer at home and/or at work (i.e., in order to receive Handbook updates), I shall immediately notify, in writing, the Human Resources Department. In so doing, Human Resources staff shall deliver/provide me with any updates to my Employee Handbook. I may also review hard copies of employment policies made available in main KCOE sites.**

The Handbook outlines, **in part**, my **duties**, responsibilities and obligations as an employee of the Kings County Office of Education. It also **emphasizes my responsibility to know its contents**.

**Please sign and submit your acknowledgement that you have read and understand the foregoing provisions of this handbook and certifying that you will comply with the terms and conditions of the Kings County Office of Education Employee Handbook.**



**KINGS COUNTY BOARD OF EDUCATION**

Mr. Mike Robinson Hanford	2018
Mrs. Mary Gonzales-Gomez Corcoran	2020
Mr. William Gundacker Lemoore	2018
Mrs. Mickey Thayer, President Stratford	2020
Mr. Glenn Estes Armona	2020

Mr. Todd Barlow  
Kings County Superintendent of Schools

## Welcome From Your Superintendent

Dear Employees of the Kings County Office of Education:

There is one mission for employees in our educational system: *to support student learning*.

Our work is founded in creating the best possible learning opportunities for the over twenty-eight thousand students in Kings County. We are committed to them, their families and to the educational community we serve.

Our goal remains to be the starting place for school districts when they need help and to offer support services and programs that advance education for all students in Kings County. We will continue to rely on the employees of the Kings County Office of Education who serve our schools and students. This is a goal we can accomplish together.

To that end, our Employee Handbook has been prepared for you as a reference source and contains a range of information regarding the operations of the Kings County Office of Education. This publication is updated annually and provided to each of our employees.

We thank you for your dedication.

Sincerely,

Todd Barlow  
Kings County Superintendent of Schools

# INTRODUCTION

This employee handbook contains the employment policies and practices of the Kings County Office of Education in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

The County Office reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document. Superintendent Policies in their full format and any written changes to this handbook will be posted on the following website:

<http://www.kings.k12.ca.us/hr/> click on (Superintendent Policies). Policies should also be updated at school sites and main office binders. It is the responsibility of each employee to periodically review policies for changes.

Employees may wish to ask their department secretary for Board policies which contain further information on the rules and regulations under which we operate. Employees may check online by going to the County Office of Education website and clicking on the left hand side on “County Board of Education.”

Nothing in this employee handbook creates or is intended to create a promise or representation of continued employment for any employee.

## **Your Leadership Team**

Todd Barlow..... Superintendent  
 Carmen Barnhart..... Assistant Superintendent Educational Services  
 Tammy Airheart..... Assistant Superintendent Business Services  
 Lisa Horne..... Assistant Superintendent Human Resources  
 Edward Bonham..... Chief Technology Officer  
 Rebecca Jensen..... Program Director SELPA, Interim Program Director Special Education  
 Margie Newton..... Program Director Career Education  
 Joy Santos..... Program Director Curriculum

# TABLE OF CONTENTS

	Page
Statement of Mission .....	6
Goals .....	6
Statement of Philosophy .....	6
Statement of Responsibility .....	6
General Information.....	7
The Function of the Office of Education.....	7
Supervision and Coordination .....	9
Staff Accountability .....	9
Equal Employment Opportunity Policy Statement.....	10
Outline of Program Structure.....	11
Office Procedures .....	14
Superintendent Policies - Table of Contents .....	27
Board Policies - Table of Contents .....	29
Calendar .....	31
List of School Districts .....	32
District Map .....	33

## **STATEMENT OF MISSION**

The mission of the Kings County Office of Education is to provide leadership and promote the most relevant educational program for all Kings County students, maximizing their opportunity for a higher quality of life.

## **GOALS**

In order to fulfill our mission, all staff will be working on the following common goals:

- Promote safety at school and school related activities.
- Promote collaboration and communication between education and business, industry, service agencies, and community.
- Promote/deliver instructional programs that ensure positive individual pupil performance.
- Provide technology, fiscal, and other operational support to schools in Kings County.
- Promote/further a positive work environment through communication and mutual respect.
- Promote/conduct ongoing professional development for all staff based on their identified needs.

## **STATEMENT OF PHILOSOPHY**

The Kings County Office of Education adheres to the philosophy that:

- Democracy is the best form of society because it gives the greatest freedom of choice to the largest number of people while protecting the rights of each individual.
- Society should provide to all people the opportunity for the best possible education.
- Free public education should be afforded to all citizens.
- Public education should give full consideration to the needs and aspirations of each individual.
- Public education should develop in each individual the desire and ability to fulfill his/her responsibility to society.

## **STATEMENT OF RESPONSIBILITY**

It is the responsibility of the Kings County Office of Education to promote and encourage maximum educational opportunities for county residents and to assure compliance with state and federal laws as they apply to education. These opportunities are realized by providing leadership, direction and coordination in the development, implementation, and the operation of educational programs or services that efficiently meet the needs of all students, preschool through adult.

It is the responsibility of the county office to operate essential educational programs and services when districts lack the resources to provide them. It is also the responsibility of the county office to encourage districts to operate programs and services for themselves whenever possible.

## GENERAL INFORMATION

The Kings County Superintendent of Schools is an elected constitutional official responsible to the county electorate. At an election held November 7, 1978, Kings County voters decided (as did the voters statewide) by a vote of 12,852 to 2,360 that county superintendents in general law counties, such as Kings County, should continue to be elected rather than appointed. The Kings County Superintendent of Schools is assigned responsibility by law for a great variety of duties including services to be provided to the school districts of this county, which include thirteen school districts with a student population of approximately twenty-seven thousand.

The staff of the County Office of Education is employed directly by the Superintendent and works under the general policies and procedures prescribed by the laws of the State of California, the Superintendent of Schools and by the Kings County Board of Education -- an elected body of five members representing five areas of the county by school district boundaries. The County Board Of Education meets on the first Wednesday of each month at the County Office of Education.

The Kings County Board of Education approves policies governing various aspects of administration of the office of the County Superintendent of Schools (E.C. §1042). It reviews and adopts the annual budget of the office of education, approves district budgets, approves courses of study, adopts supplementary books and audio-visual materials, adopts a list of standard school supplies, hears expulsion and inter-district attendance appeals, approves special project applications, ensures that the educational program is operated at Juvenile Hall, and is the governing board for the Kings Regional Occupational Program.

Effective July 1, 1977, at the request of the Kings County Board of Education and by mutual agreement of both parties, the Kings County Board of Supervisors, by resolution, transferred duties and functions pertaining to education, previously the responsibility of that board, to the Kings County Board of Education. The Board of Education is now responsible for approving a single County School Service Fund budget and for housing the services of the County Superintendent of Schools.

The powers and duties of the Board are further defined in various sections of the California Education Code and the California Administrative Code, Title V.

## THE FUNCTION OF THE OFFICE OF EDUCATION

In California, the County Office of Education is an intermediate unit of school administration serving in the area between the state and the local district. The office came into existence more than a century ago with the creation of the county superintendency\*. The County Office of Education, as an intermediate unit of school administration, is an integral part of the California State School System. It has existed, in fact, and been in operation, for over 140 years in this state. The first school law of California was passed by the Legislature in 1851\*\* and called for the apportionments of the interest of the State School Fund to counties and required each county to apportion the fund to the several districts on the basis of attendance. The next year (1852) the Legislature appointed the county assessor of each county as the county superintendent of schools, ex-officio.\*\*\* The county superintendent's duty was to "maintain a general supervision over the interest of the common schools in their county."

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\* National Education Association. The County Superintendent of Schools in the United States. 1950 Yearbook, Department of Rural Education, Washington, D.C., p. 120.

\*\* California Statutes, 1851, Art. VII, Sec. 1-12.

\*\*\* California Statutes, 1852, Art. I, Sec. 10.

The services of the County Office of Education over the years have evolved to include coordination, supervision, and assistance functions in five general areas relating directly to operation of schools. They are: (1) school administration, (2) business and finance, (3) curriculum and instruction, (4) student personnel services, and (5) education of pupils with special needs.

While practices and functions of the county office may differ somewhat in various counties due to wealth, size, needs, etc., the five areas named above are generally thought to be directly concerned with the following areas of school operation:

### **School Administration, Business and Finance:**

1. When legally required; e.g., school board elections, registering of credentials, attendance and financial reports, budgets, school district warrants, apportionment of funds.
2. When on an advisory, coordinating, or leadership basis and when the service is on a request and need basis. For example, the County Superintendent of Schools is the responsible local agency (RLA) for administration of the Kings County Special Education Local Plan.

### **Curriculum and Instruction:**

1. The cooperative preparation and publication of a course of study for grades kindergarten through twelve.
2. The supervision of instruction in those school districts with fewer than 900 students in average daily attendance.

### **Student Personnel Services:**

1. Group test consultation (physical performance test processing)
2. Guidance and counseling
3. Attendance and welfare
4. Psychological evaluation
5. School nursing and health screening
6. School Attendance Review Boards
7. Assistance with special problems

### **Education of Pupils With Special Needs:**

#### **(Special Education Local Plan)**

1. Special classes and centers for students with moderate to severe handicaps (Shelly Baird)
2. Speech, language, and hearing therapy (Designated Instruction and Service)
3. Adapted Physical Education (Designated Instruction and Service)
4. Home instruction for students with severe handicaps
5. Consultation and coordination of programs for exceptional children
6. Deaf and Hard of Hearing
7. Visually Impaired
8. Referrals to diagnostic schools and centers
9. Workability (vocational training)

## **Alternative and Vocational Education:**

1. J.C. Montgomery School (Juvenile Hall)
2. Career Education

## **SUPERVISION AND COORDINATION**

This office provides both supervision and coordination to the schools it services. There is a difference in these services, which needs to be known and remembered as each of us strives to identify and carry out his/her particular role.

### **Supervision**

Duties and activities connected with supervision are generally thought of as relating to and being executed with individuals more so than with groups. Often these activities concern specific subject matter areas. Supervision duties and activities are connected with school districts and personnel with which this office, by law, has direct service responsibilities.

### **Coordination**

Duties and activities connected with coordination are generally thought of as relating to and being executed with groups of people rather than with individuals. Also, coordination roles within this office, by law, do not have direct service responsibilities.

## **STAFF ACCOUNTABILITY**

The Kings County Office of Education has, as one of its major functions, the continuous improvement of education in the school districts of the county. Further, the office must hold itself accountable to its clients for its efforts to ensure that improvement of education is occurring to an acceptable degree. One realizes that the functions performed by the office vary greatly from district to district in view of many factors -- geographic and population size, rural or urban location, professional and vocational needs, and human and material resources.

It is evident that to make progress toward the accomplishment of its major functions, the County Office of Education must have a philosophy to guide its efforts. This philosophy, once adopted, must be expanded to clearly stated goals and performance objectives that will enable the office to determine the effectiveness of its activities as conditions may warrant. Such conditions may include adopting new strategies to meet changing needs, eliminating strategies that are no longer relevant or improving strategies that have lacked effectiveness.

Goals of Staff Accountability Development are:

1. To develop statements of philosophy, responsibility, goals, and performance objectives that will facilitate direction for evaluation of the County Office of Education and the services it provides.
2. To develop in staff members the skills and expertise necessary to implement a system of accountability based on acceptable goal setting and evaluation procedures.
3. To provide information to other school offices that will be of value to them in their efforts to provide instructional leadership.

## **Equal Employment Opportunity (EEO) Americans with Disabilities Act (ADA)**

The Kings County Office of Education is an equal opportunity employer and is committed to an active Nondiscrimination Program. It is the stated policy of the Kings County Office of Education that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions will be on the basis of qualifications of the individual for the positions being filled regardless of race, or ethnicity, color, religion, ancestry, nationality, national origin, age (over forty {40} years), sex, gender, gender expression, gender identity, ethnic group identification, transgender, sexual orientation, marital status, veteran status, medical condition, or disability, or the basis of a person's association with a person or group with one or more of the actual perceived characteristics in any district program or activity funded directly by the state or receiving any financial assistance from the state (GC 11135, ED 200, 220, 5CCR 4610, PC 422.55). All other personnel actions such as compensation, benefits, layoffs, returns from layoffs, terminations, training, and social and recreational programs are also administered regardless of race, or ethnicity, color, religion, ancestry, nationality, national origin, age (over forty {40} years), sex, gender, gender expression, gender identity, ethnic group identification, transgender, sexual orientation, marital status, veteran status, medical condition, or disability. The Kings County Office of Education shall not discriminate against physically or mentally disabled persons who, with reasonable accommodation, can perform the essential function of the position.

The design and execution of these procedures shall demonstrate the Superintendent's goal to employ a classified, certificated, and administration staff that reflects the gender, ethnic, and cultural diversity of the community (community diversity) served by the Kings County Office of Education. All decisions on employment and promotions must be made solely on the individual's qualifications (merit) and bona fide occupational qualifications for the job in question, and the feasibility of any necessary job accommodations.

The Assistant Superintendent of Human Resources has been designated as the Equal Employment Opportunity Coordinator. Inquiries concerning the application of federal and state laws and regulations should be referred to the Human Resources Department. The coordinator is responsible for administering program progress and initiating corrective action when appropriate. All personnel actions are monitored and analyzed to ensure adherence to this policy. Regular annual reports are submitted to the Equal Employment Opportunity Coordinator for review and evaluation of progress.

To achieve the goals of our Nondiscrimination Program, it is necessary that each employee of the Kings County Office of Education understand the importance of the program and the individual responsibility to contribute toward its maximum fulfillment. Specifically, managers' and supervisors' efforts toward the success of this program will be evaluated, as is their performance on other goals and objectives.

The Kings County Office of Education will update and reaffirm this Equal Employment Opportunity Policy Statement annually.

### **REASONABLE ACCOMODATION**

KCOE will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. In order to determine whether an employee or applicant is a qualified individual with a disability, the employee or applicant is required to participate in the interactive process, which includes responding to requests for information. An applicant or employee that fails to respond to requests for information or participate in the interactive process may waive his/her right to a reasonable accommodation. A request for a reasonable accommodation should be made to the Assistant Superintendent of Human Resources.

## OUTLINE OF PROGRAM STRUCTURE

**Provision of Services:** The Kings County Office of Education provides those services which are mandated or essential to the needs of local school districts and children of the county.

*Instructional Support Services:* The County Office of Education provides instructional support services to school districts.

- Psychological Assessment
- Nursing and School Health
- Curriculum Consultation
- Special Education Local Plan
- Consolidated Cooperative Project

*Instructional Programs:* The County Office of Education provides direct educational programs for pupils with moderate, severe, or profound disabilities in the following categories:

- Autism
- Deaf-Blindness
- Deafness
- Emotional Disturbance
- Hearing Impairment
- Intellectual Disabilities
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment (including blindness)

The County Office of Education also provides direct educational programs for:

- Juvenile Hall School
- Workability

*Staff Development:* The County Office of Education improves skills and understandings related to improved effectiveness on the parts of educators and others related to the school community.

- Professional Development Training/Workshops
- Contracted Professional Development & Coaching Services
- Classified Training
- Early Childhood Education (ECE) Training and continuing Education
- Administrative Councils
- Educator Professional Learning Networks/Professional Learning Communities
- School Board Training
- Publications
- Induction and Intern Support

*Fiscal Management:* The County Office of Education aids school districts in the management of financial affairs.

- Budget Preparation
- Payroll
- Financial Statements
- Research
- Auditing
- Consultation
- Reports
- LCAP
- APY Audits

*Direct Services:* The County Office of Education provides direct educational services to elementary school districts under 901 ADA, to secondary school districts under 301 ADA, and to unified school districts under 1501 ADA.

- Supervision of Instruction
- Psychological Services
- Nursing Services
- Child Welfare and Attendance
- Cooperative Purchasing

- Curriculum Consultation
- Curriculum Materials Selection
- Administrative Counseling
- Public Communications and Information
- Budget Development

*Legal Management:* The County Office of Education provides local school districts with assistance in management and compliance with legal requirements.

- Board Appointments
- Districting
- Attendance Accounting
- Staff Proficiency Testing
- Paraprofessional Testing
- Surveys and Reports
- Credentials
- Superintendent Searches
- DOJ and FBI Fingerprint Clearance
- Pre-employment legally mandated training
- Coordination of Legal Training
- Coordination of Textbook Ordering
- Conflict of Interest Codes
- Financial Disclosure Statements
- District Budget Approval
- Bargaining Unit Agreements

## OFFICE PROCEDURES

The following office procedures are required by all staff in order to provide an efficient office environment:

### ATTENDANCE AND ABSENCE RECORDS – EMPLOYEE WEB

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

KCOE recognizes that, due to illness and other compelling reasons, it may be necessary for you to be absent from work on occasion. During orientation, new employees are instructed on how to sign in and use our SmartFind System to record absences and request substitute coverage if needed. Should you be unable to report to work as scheduled, it is important that you give notification as soon as possible to your manager/supervisor.

Absenteeism or tardiness that is not reported or is excessive in the judgment of the County Office is grounds for disciplinary action. Please note that if you are absent and fail to notify the County Office, we may assume that you have abandoned your job.

#### Requesting leave or vacation time

KCOE has a formal system for employees to request and report time away from work. This system provides an explanation for employee absences and allows for accurate record-keeping of leave usage. Please report all absences via SmartFind.

After any absence, the employee shall verify the absence by submitting a completed and signed Kings County Office of Education absence form to his/her immediate supervisor. The supervisor is required to complete an absence form if the employee is unavailable due to the illness or injury.

The Superintendent or designee may, at any time, require additional written verification by the employee's physician or practitioner. Such verification shall be required whenever an employee's absence is for *five (5) days or more*, the employee's record shows chronic absenteeism, a pattern of absences immediately before or after weekends and/or holidays, or whenever clear evidence indicates that an absence is not related to illness or injury.

Absence slips are used to request vacation time and time off for reasons of personal necessity, as well as illness. **Department managers must notify Human Resources when an employee is absent for five consecutive days.**

Compensatory time earned must be reported on the Compensatory Record Slips, as well as compensatory time taken.

## ACCIDENTS

If an injury occurs on the job, no matter how slight, report it immediately to your supervisor or designee. Failure to report an injury could affect a subsequent Workers' Compensation claim.

## BOARD POLICIES

In addition to approving the County School Service Fund budget, the County Board Of Education adopts policies regulations governing various aspects administration of this office (Ed Code Section §1042). Official copies of adopted board policies are available in the office of the Human Resources Department, the Superintendent, and on the County Office web page. Each employee is encouraged to periodically review the County Board policies, which are kept up to date as changes are made during the year.

## **BULLYING**

KCOE recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. The County Office employees shall establish student and staff safety as a high priority and shall not tolerate bullying of any student or staff member.

The County Office prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics described in section 422.55 of the Penal Code and Section 220, and mental or physical disability, gender, gender identity, gender expression, national origin, race or ethnic group identification, religion, age, ancestry, color, sex or sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent of the County Office. This also applies to any act related to or occurring within the work place.

## **CHANGE OF ADDRESS**

Change of Address forms are required to update your address, phone number, or other important contact information. The forms are located in the Human Resources Department as well as on Employee Web. You can check your contact information and may also view your most current pay stub. The button for Employee Web is located on the bottom of the KCOE homepage. To use this option, your *Employee ID Number* is your SmartFind number and the default password is your last name. It is the responsibility of each employee to notify the HR Department of any change of address.

## **CHILD AND ADULT ABUSE REPORTING**

It is the policy of the Kings County Board of Education and the Kings County Superintendent of Schools that appropriate employees be trained in the duties imposed by California child and adult abuse reporting regulations and comply with the reporting requirements therein. Procedures shall be established in administrative rules and regulations to facilitate reporting and apprise advisors and administrators of reports, but only to the extent that procedures do not prohibit or impede the individual child care custodian from making a report directly to a child protective agency.

The requirements of child abuse reporting also apply to students who are dependent adults, defined as those persons having physical or mental limitations which restrict their abilities to carry out normal activities or to protect their rights.

## **COMPLAINTS CONCERNING EMPLOYEES**

KCOE has adopted a formal policy in order to resolve complaints involving KCOE employees. The County Superintendent expects that employees and supervisors will make every effort to resolve complaints and disagreements informally before resorting to formal complaint procedures. Contact the Human Resources Office to request a copy of the procedure and form.

## **CONFIDENTIAL INFORMATION**

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

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

## COUNTY VEHICLES

All employees of the Kings County Office of Education must maintain a valid driver’s license and maintain insurance.

A list of employee license numbers is provided to the Human Resources Department who checks all employee licenses with the Department of Motor Vehicles. On notification from Human Resources that an employee has a driving record that makes him/her uninsurable, that employee must correct their insurability within forty-five (45) calendar days or request an exemption from the Superintendent. During this time, the employee will become ineligible to drive a County Office of Education vehicle. If this occurs, the employee’s department supervisor will be notified. (All information will be kept confidential). Employees are not allowed to drive County Office vehicles without approval from the department manager.

## DRESS CODE

<p><b><u>Office Attire</u></b> <b>Regular Business Days</b></p> <p>Only clothing considered appropriate for office environment should be worn. Certain articles of clothing are <b><u>not</u></b> considered appropriate, such as:</p> <ul style="list-style-type: none"> <li>• Blue jean pants</li> <li>• Athletic wear including sweat shirts, jogging suits, or tennis shoes</li> <li>• Shorts, skorts, and pants above the knee.</li> <li>• Mini-skirts and skirts shorter than four inches above the knee</li> <li>• Clothing that exposes the midriff, chest/cleavage or undergarments (including bra straps).</li> <li>• Spandex/leggings</li> </ul>	<p><b><u>Office Attire</u></b> <b>Fridays, Summer, and other designated casual days</b></p> <p>On these days we will adhere to business-casual dress (relaxed but professional). Appropriate attire includes:</p> <ul style="list-style-type: none"> <li>• Non-Faded Denim (not low-cut/hip type)</li> <li>• Skorts,</li> <li>• Tennis Shoes</li> </ul> <p><b>Shorts or beach type sandals are <u>not</u> considered appropriate for office wear.</b></p> <ul style="list-style-type: none"> <li>• Flip flops</li> </ul>
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Each employee of the Kings County Office of Education is expected to maintain a professional image for our clients and for the community. Attire should be **modest and conservative**, commensurate with a professional appearance or attitude. **Clothing which is low-cut or open on the chest or exposes the midriff or undergarments is never appropriate.** When attending a meeting or representing the county office at a professional function, dress should be more business-like. The following suggestions should be considered as **guidelines only**. If an employee has questions regarding the proper attire, his/her supervisor should be consulted. **The supervisor of an employee has the authority to request that an employee go home and change into appropriate attire if he/she reports to duty dressed in an unacceptable manner.** Time required to effect the necessary change will be without pay.

<u>School Site</u> <b>Regular School Year</b>	<u>School Site</u> <b>Summer</b>
<p>All site personnel are to dress equal to or better than the standard dress code expected of their students. Articles of clothing that are <b>not</b> considered appropriate are:</p> <ul style="list-style-type: none"> <li>• Shorts</li> <li>• Mini-skirts</li> <li>• Skirts shorter than four inches above the knee</li> <li>• Sweatpants or Jogging Suits</li> <li>• Hats or Caps</li> <li>• Blue Jean Overalls</li> <li>• Beach type sandals</li> </ul> <p><b>*Satellite staff will follow appropriate guidelines for their assigned site.</b>  <b>*PE staff may dress as appropriate for activities.</b></p>	<p>Site personnel may dress more casually for the extended year. Employees may <b>only</b> wear shorts, skorts, etc., that are <b>no more</b> than four inches above the knee. All shirts must be long enough to tuck in, even though it is worn on the outside. The following are <b>not</b> allowed unless pre-approved by the supervisor:</p> <ul style="list-style-type: none"> <li>• Beachwear, including beach sandals and water-shoes</li> <li>• *Hats or Caps</li> <li>• Tank tops or halter tops (sleeveless tops are acceptable)</li> </ul> <p><b>*Hats/Caps are considered appropriate for outdoor wear (e.g., P.E., swimming, recess).</b></p>

## DRUG AND ALCOHOL FREE WORKPLACE

The Drug and Alcohol Free Workplace Act is reflected in BP 4020 which states, in part, that the maintenance of drug and alcohol-free workplaces is essential to KCOE operations. No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations, before, during, or after work hours at their work site or in any other KCOE workplace. In taking disciplinary action, employees will be terminated when termination is required by law. When termination is not required by law, an employee shall either receive disciplinary action up to and including termination or shall be required to satisfactorily participate and complete a drug assistance or rehabilitation program approved by federal, state or local health, law enforcement or other appropriate agency. The decision shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and board policies and practices. KCOE’s Drug and Alcohol-Free Awareness Program has been established to inform employees about the dangers of drug and alcohol abuse in the workplace, the board policy of maintaining drug and alcohol-free workplaces, any available drug and alcohol counseling, rehabilitation, and employee assistance programs, and penalties that may be imposed on employees for drug and alcohol abuse violations. Alcohol, drugs, and/or firearms may not be shipped to or from any County Office of Education facility.

## ELECTRONIC MEDIA COMMUNICATION

KCOE provides computers, internet and e-mail access to teachers, students, staff and managers. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of KCOE. To create a common expectation for the acceptable use of such communication devices, each user of such devices is expected to subscribe to and observe the Acceptable Use Policy. This policy does not cover all required or expected behavior. Each user is expected to exercise sound judgment regarding appropriate conduct. Employees are responsible for reviewing the Acceptable Use Policy carefully before signing. A signature on

this document is legally binding and indicates acceptance and understanding of the terms and conditions. A copy of the signed document will be placed in each employee's personnel file. Questions about access to electronic communications or issues relating to security should be addressed to Information Technology Services.

## **EMPLOYEE IDENTIFICATION BADGE**

In the interest of safety and security at all KCOE facilities, all employees are expected to carry a KCOE photo identification badge. Photos are taken at the time of employment orientation and provided to employees. Replacement identification badges can be acquired through the Human Resources Department.

## **EMPLOYMENT OPPORTUNITIES**

KCOE supports providing opportunities for advancement, transfer, or reclassification to our employees. Job announcements are sent out via email to all employees including representatives of both bargaining units. Each KCOE facility also maintains a designated area for posting job announcements and other important information. Job announcements include: the job title, a brief description of the position and duties, the minimum qualifications required for the position, the number of days per year, the salary range, and the deadline for applying. Employees may apply for job opportunities online at Edjoin.com.

## **EQUIPMENT DAMAGE**

Please treat office cars and equipment with the same care due your own. Much of the equipment entrusted to you is very costly and easily damaged. Never drive a car with the engine overheated or when the red oil pressure light comes on. Stop the car and telephone the office. Someone will come and give you a ride. Reimbursement for damage to cars or equipment due to willful negligence may be requested from the employee.

## **HARASSMENT**

Any form of harassment, including sexual harassment, is unacceptable whether it is between an employee and another employee, a supervisor, a manager, a subordinate, or a student.

**All harassing behavior is considered misconduct and may subject an employee to disciplinary action and/or immediate termination.**

Any person believing he/she is a victim of harassment should notify appropriate administrative personnel in accordance with specific procedures outlined in the Administrative Rules and Regulations accompanying Superintendent Policy #4119.11, 4219.11, 4319.11.

## **HEAT AND ILLNESS AND INJURY PREVENTION (SB 198)**

It is the intent of this office to provide a safe and hazard-free working environment for all employees. To that end, we have a system for identifying and evaluating hazards within our school sites. We have provided, and will continue to provide, mandatory safety training for all employees and encourage all to follow our Board Policy for ensuring that employees comply with safe and healthy work practices.

On July 1, 1991, the California Injury Prevention Program Act became law. The act, better known as SB 198, helped employers to organize sound safety practices. It is a law that is taken seriously by the county office, and has specified only the minimum requirements. SB 198 requires written programs, periodic inspections, and periodic safety training. All employees have gone through initial training, and continued training is planned under the direction of our safety consultant. Employees are encouraged to participate in keeping our premises

safe by pointing out potentially unsafe conditions or situations. Forms are available in each department for this purpose.

## **INFORMATION TECHNOLOGY**

Requests for service of KCOE computers or other technology should be submitted via email to: [customerservice@kingscoe.org](mailto:customerservice@kingscoe.org).

## **KITCHEN COURTESY**

At each county office facility making coffee is the responsibility of all employees who drink coffee. Cleaning the counter, microwave oven, and sink, plus cleaning the coffee pot daily should be done on an on-going basis by all employees. Disposal of dirty cups, utensils, and dishes is the responsibility of each employee.

## **MAIL PROCEDURES**

Our government center office, including J.C. Montgomery, like all other county offices, is served by a centralized mailing system. Our street and mailing address is 1144 W. Lacey Boulevard, Hanford, CA 93230. Incoming mail will be sorted and delivered to assigned departments to be further distributed to employees.

Employees are **not allowed** to have alcohol, pharmaceuticals, knives, weapons, or other materials that are not allowed on a regular school campus delivered to KCOE or any of its school sites or offices.

Outgoing mail should be sealed and placed in the mail baskets at the main building, and should include the zip code **and a return address including the department/person to whom it may be returned**. Central services will not meter mail (attach postage) if there is no return address. It will be picked up each day around 2:00 p.m. From there it goes to county central services where it is processed through a meter and taken to the post office.

Outgoing office mail should be placed in an inter-office envelope and taken to the main building at the government center for mailing. All purchases made using county office funds must be made deliverable to a county office site and should never be received at a private residence.

## **MAINTENANCE/REPAIRS**

Requests for maintenance and/or repairs should be submitted by email to [maintenance@kingscoe.org](mailto:maintenance@kingscoe.org).

## **MEAL BREAKS**

- CSEA and KTA members should follow their bargaining contract.
- All others will be assigned a meal break by their supervisor.
- Meal breaks should be staggered with others in a department or a division of department to provide coverage.
- Meal breaks may not be used to allow an employee to come late or leave early (can't be tacked on to beginning or end of work shift). They are to be taken as close to the middle of the shift as possible and by the fifth hour worked for eight hour employees.

## **MILEAGE REIMBURSEMENT**

- Employees are not reimbursed for mileage from home to their "base assignment." Reimbursement is provided from base assignment to first site and between subsequent assigned sites, if any, and back to base assignment. Base assignments are determined by the appropriate supervisor. However, any

employee who is assigned on a permanent full-time basis to Corcoran, Reef-Sunset, or Stratford as a base assignment will receive an assignment differential.

- **Exception:** Travel deviations from a fixed work site, not required by supervisor, are not reimbursed unless requested and authorized (e.g., daily mail checks to and from distant location).

## **ORIENTATION FOR NEW EMPLOYEES**

Before or during your first few days of employment, you will participate in an orientation program conducted by the Human Resources Department and various members of your department, including your supervisor.

The first phase of this orientation will be the traditional Human Resources Department briefing that provides you with essential information regarding the County Office and your new position, compensation, benefit programs, and other job-related matters and requirements. You will be asked to complete all necessary paperwork at this time, such as medical benefit plan enrollment forms, beneficiary designation forms, and tax forms. You will also be required to present information establishing your identity and your eligibility to work in the United States in accordance with applicable federal law.

The second phase of your orientation will be conducted by the department director and/ or manager in your department. Here, specific job responsibilities will be reviewed and co-workers who can provide day-to-day support will be introduced.

If you are eligible for membership in one of the Bargaining Units, you will also be invited to participate in an orientation with members of that organization.

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

## **PARKING**

Private cars of employees may be parked in the parking lot north of the main building and in the parking area at the main entrance to the building next to Campus Drive. Spaces in front of the main building are reserved for visitors conducting business in this office. Care should be taken to lock the office cars when not in use.

At the special education complex, employees should park in marked spaces, never in the zone marked for school buses.

Check with your manager for directions regarding employee parking at our other facilities.

## **PAY PROCEDURES AND PAYROLL DEDUCTIONS**

KCOE employees are paid on a monthly basis, normally on the last working day of the month. There are several options available to you with regard to how you receive your monthly paycheck. You may:

- Obtain your pay via direct deposit to your bank or credit union;
- Pick up your paycheck from a designated employee in your department;
- Have your paycheck sent to you via U.S. mail.

During your orientation session, the Human Resources staff will discuss your options for receiving your check and provide any necessary forms.

Please review your paycheck for errors when it is received. If you find a mistake, report it to Business Services as soon as possible.

### **PAYROLL DEDUCTION**

KCOE is required by law to make various deductions from your paycheck. These may include amounts for federal and state income tax, Medicare, social security, STRS/PERS, and retirement. If you have questions about these deductions, consult the payroll staff in Business Services.

In addition to the mandatory deductions, a variety of voluntary deductions can be made from your paycheck at your request, including mandatory contributions for health and life insurance, union dues, tax-sheltered annuities, and others. Contact the payroll staff in Business Services to arrange for voluntary deductions and to obtain the necessary authorization forms. (Note that deductions for tax-sheltered annuities require that an account be established with an approved vendor)

### **SALARY COMPUTATIONS (ANNIVERSARY DATE)**

All hires, who begin work after July 1, 2000, will receive annual step increases if they have worked at least 75% of the regular work. Longevity pay will begin on July 1 after the appropriate number of years of service.

If an employee works less than 75% of the regular work year, that time will not be counted towards years of service for step increments or longevity purposes. Seniority dates are not affected by this change.

### **SALARY PAYMENTS**

All regular employees are paid on the last working day of the month. Ten or eleven-month employees are paid in eleven or twelve equal payments, depending on position, and employee's designation at time of employment. June paychecks may reflect multiple deductions for insurance. Time sheets for temporary and substitute employees are due on the 16th of each month. These employees are paid on the last working day of the month, for work performed from the sixteenth of the previous month to the fifteenth of the current month.

### **PAYROLL ERRORS**

Any payroll error resulting in insufficient payment for an employee shall be corrected, and a supplemental check issued by the County Office not later than five (5) working days after the notification is provided to the payroll department. In the case of an overpayment to an employee a plan for repayment shall be made on an individual basis between the employee and the payroll department.

## **PEST MANAGEMENT PROGRAM**

Assembly Bill 2260 establishes the Healthy Schools Act of 2000 and promotes the least toxic pest management programs for school districts. Part of routine sanitation and maintenance involves the control of unwanted pests and weeds. After carefully considering non-poisonous alternatives, Kings County Office of Education has determined that the best action to control this problem is to treat the pest infestations with an EPA and State of California approved material. The materials will be applied in strict accordance with the law and every safety precaution will be taken.

Below is a list of products that are used by Kings County Office of Education as part of our Pest Management Program:

BLITZ, Residual Insect Spray, Airborne Insect Spray, Wasp & Hornet Spray, Demon WP, Cynoff WP Insecticide, Stick-Em Glue Traps, Roundup Ultra Herbicide

You can request and complete the “Pest Notification Form” that the office will provide. By completing this form, you will be informed at least 72 hours prior to any product application. Please contact the Director of Facilities and Maintenance for additional information.

## **PERFORMANCE APPRAISAL**

To ensure that you perform your job to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate coaching with suggestions for improvement when necessary. Consistent with this goal, your performance will be evaluated by your supervisor on an ongoing basis and you will receive periodic written evaluations. (Reference your collective bargaining agreement for specifics on the evaluation process for bargaining unit members).

Written evaluations will be based on your overall performance in relation to your job responsibilities and will also take into account your conduct, demeanor, and record of attendance. Our appraisal system is designed as a two-way communication process: you have an opportunity to discuss your major accomplishments and your supervisor can offer suggestions and direction for desired performance and professional growth. KCOE encourages you to work with your supervisor to mutually establish performance goals for the future.

Employees are normally evaluated once per year at their anniversary date, in the final months of the school year, or at a set time of year. To learn the specific date and frequency of your performance appraisal, refer to your collective bargaining agreement, contact your supervisor, or the Human Resources Department. You may obtain a copy of the form that will be used in your evaluation from your supervisor or the Human Resources department.

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

## **PROBATIONARY PERIOD**

You have been hired with the hope and expectation that your employment at the Kings County Office of Education will be long-term and satisfying. The initial period of employment, often called a probationary period, provides an opportunity for you and KCOE to get acquainted with each other and assess the ongoing viability of the employment relationship. During this initial period of employment, your supervisor will meet with you to discuss your performance and to provide you with written evaluations. In turn, you are encouraged to provide your supervisor with your views about continuing in your assigned position. Probationary periods vary in length depending on the type of position and/or the terms specified in collective bargaining agreements.

If you are a member of a collective bargaining unit, please consult your contract for specific information about the length and timelines of your probationary period. Unrepresented employees may contact their supervisor or the Human Resources Department.

## **PROGRESSIVE DISCIPLINE**

KCOE endeavors to promote a cooperative and supportive working relationship with employees and places trust in the abilities of its staff. However, in those instances when employees act improperly, a fair and orderly progressive disciplinary process will be implemented in accordance with Superintendent's Policies and collective bargaining agreements.

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

## **PUBLIC RELATIONS**

Employees of the Kings County Office of Education, have an important public relations responsibility. Work, attitude and appearance are all subject to close inspection by the public. In many cases, total judgment of the efficiency and character and performance of the organization may be based on individual public encounters with a single KCOE employee. Employees may be approached for interviews or comments by the news media. Only specific staff designated by the County Superintendent may comment to news reporters on KCOE policy or events relevant to KCOE. All Public Records Requests and inquiries from the media are to be directed to the Office of the Superintendent.

## **REFERENCE REQUESTS**

All inquiries about current and former employees of KCOE, including requests for verifications of employment, employment references, and requests for information about the cause or reason for separation from employment, should be forwarded to the Human Resources Department. Letters of recommendation issued on KCOE letterhead or written in your official capacity as a KCOE employee must first be submitted to the Assistant Superintendent of Human Resources for approval.

Individuals not acting on behalf of the County Office may agree to provide a letter of recommendation, but only authorized recommendations may be provided on County Office letterhead.

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

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

## **RESIGNATION/RELEASE FROM CONTRACT: SP 4117.2, 4217.2, 4317.2**

If you wish to resign or be released from your contract, please contact your department supervisor for the appropriate form or print the form from our website.

## **REST BREAKS**

- CSEA and KTA members should reference their collective bargaining agreement for information on rest breaks. All other employees are allowed one continuous rest break of 15 minutes for each four hours worked, occurring near the middle of the work period.
- Breaks should be staggered with others in department or a division of department.
- Breaks may not be added on to a meal break.
- Breaks may not be used to allow an employee to come late or leave early (can't be tacked on to beginning or end of work shift).
- If you need additional time or a private place to express breast milk, please notify your supervisor.

## **SMOKE FREE ENVIRONMENT**

The Kings County Superintendent of Schools believes that the maintenance of a smoke-free working environment is essential to the success and well-being of each person in the performance of their employment. Therefore, it shall be the policy of KCOE to maintain a smoke-free work environment for all employees. This includes school sites, offices, classrooms, and vehicles.

## **UNIFORM COMPLAINT PROCEDURE**

For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties The Governing Board and Superintendent recognize that the County Office shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP). We will investigate all allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance. KCOE assures confidentiality to the maximum extent possible. KCOE prohibits retaliation against anyone who files a complaint or participates in the complaint investigation process.

- Complaints will be investigated and a written decision will be sent to the complainant within sixty (60) days from the receipt of the complaint.

## **SAFETY - DISASTER PREPAREDNESS**

All employees are expected to be "safety conscious" and to avoid creating hazardous conditions. A first aid kit is located at each county office maintained site and in every KCOE vehicle. Fire extinguishers are in various parts of the buildings. All employees are expected to be familiar with the Safe School Plan adopted for the county office. Copies are available in each department and each classroom and should be reviewed annually. Hazardous conditions should be reported immediately to each employee's supervisor. There is a binder in the Business Department containing Material Safety Data Sheets (MSDS) for each hazardous material used by the county office. Site secretaries also have copies of MSDS. The KCOE Safety Committee representative for each department is assigned the task of bringing forth safety concerns to monthly meetings and reporting outcomes back to their respective departments.

## STAFF RELATIONS

The nature of our work is such that much of our time is spent working with people, both individually and in groups. There is a constant demand on all of us to “get along” with others. Our level of operation requires an insight into, and a willingness to put into practice, good interpersonal relationships, confidentiality, and concern for others.

As Kings County Office of Education employees, there are necessarily many contacts between certificated and classified personnel. Each person has an important job to do and the success of our office is very much related to harmonious operation. An understanding of the problems of each group and an attitude of “together we succeed” will result in better relationships and, in turn, a more efficient job by everyone. All employees are required to maintain a professional working relationship with other staff members.

It is important that all of us present ourselves to school district personnel in a highly professional manner. Our job is to help them in as many ways as we can to serve children and to improve the instructional programs of the schools. Ethical conduct commensurate with our jobs or profession would preclude our taking up little “issues” with those in the field or intervening in personal affairs between district teachers and/or administrators. Significant problems should be discussed with the employee’s immediate supervisor or the Superintendent.

In the eyes of the public, generally we are heirs to all comments and criticisms, both good and bad, which are made about the schools. Each of us has the prime task of reflecting to the public a level of professional behavior and know-how dedicated to fostering goodwill, support, and understanding of and for our programs and the schools of our county.

Getting along with people is a fundamental concept that must be kept in mind at all times.

**\*\*FOR THE TECHNOLOGY ACCEPTABLE USE POLICY SEE SP/AR/E 4040\*\***

### TELEPHONES

**Incoming calls:** Please answer your telephone by stating your name and/or extension, position or department as instructed by your supervisor. The caller needs to know if they have the right extension or right number. **A business phone should be answered no later than the third ring.** Remember, the caller’s time is valuable.

**Outgoing calls:** Our main telephone number is 559-584-1441. To call others in local buildings or to call offices in other county departments, simply listen for the dial tone and dial the correct extension number, which may be found in the county telephone directory.

To place local outside calls, dial 9, then dial the desired number. Corcoran, Stratford, Avenal, Lemoore and NAS Lemoore are within the local area. **Emergency calls may be made by dialing 9 and then 911.**

Long distance calls must be placed by dialing 9 to get an outside line, [dial 1 for direct dialing long distance followed by the area code (if not 559)] and the number desired. These calls are automatically recorded and charged to your extension or phone number. Please plan your long distance calls prior to placing them so that essential information is obtained in the shortest possible time.

Personal use of the telephone (which includes personal cell phones) is discouraged and should be limited to emergencies or unusual circumstances only. The use of office cell phones for personal use is prohibited without prior approval from a manager for special circumstances. All telephone calls should be kept brief.

## **TRAVEL PROCEDURE FOR OUT-OF-COUNTY**

Employees who will be traveling out of the Region VII County area (Kings Co., Fresno Co., Madera Co., Mariposa Co., Merced Co., Tulare Co., Kern Co., and San Luis Obispo Co.) and/or spending the night must complete a travel authorization and have it signed by their supervisor. Department managers may request forms for in-county travel.

## **VIOLENCE-FREE WORKPLACE**

KCOE has adopted a Zero Tolerance Policy for workplace violence because it recognizes that workplace violence is a growing nationwide problem, which needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect KCOE employees or which occur on KCOE property will not be tolerated. Acts or threats of violence include conduct which is sufficiently severe, offensive or intimidating to alter the employment conditions or to create a hostile, abusive, or intimidating work environment for one or several KCOE employees. Examples of workplace violence include, but are not limited to, the following: • All threats or acts of violence occurring on KCOE premises, regardless of the relationship between the County Schools and the parties involved in the accident. • All threats or acts of violence occurring off KCOE premises involving someone who is acting in the capacity of a representative of KCOE. • All threats or acts of violence occurring off KCOE property involving a KCOE employee if the threats or acts affect the legitimate interests of KCOE. • Any acts or threats resulting in the conviction of an employee or of an individual performing services for KCOE on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate interests and goals of KCOE. Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following: • Hitting or shoving an individual. • Threatening an individual or his/her family, friends, associates, or property with harm. • The intentional destruction or threat of destruction of KCOE property. • Harassing or threatening phone calls or emails. • Harassing surveillance or stalking. • The suggestion or intimation that violence is appropriate. • Unauthorized possession or inappropriate use of firearms or weapons. KCOE's prohibition against threats and acts of violence applies to all persons involved in KCOE's operation, including but not limited to KCOE personnel, contract, and temporary employees and anyone else on KCOE property, or acting as a representative off of KCOE property. Violations of this policy will lead to disciplinary action (up to and including termination) and/or legal action as appropriate. Every employee and every person on KCOE property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. Reports should be made to the Human Resources Department, the reporting individual's immediate supervisor, or another management employee if the immediate supervisor is not available. Nothing in this policy alters any other reporting obligation established in policies or in state, federal or other applicable law.

## **WORKING AT HOME - CLASSIFIED EMPLOYEES**

As a general policy, taking office work home by classified personnel is not allowed. Only in an emergency, **and with prior approval of their department manager**, will credit or pay for compensatory time be allowed. Compensatory time is earned at the rate of one and one-half times regular time.

## Superintendent Policies – Human Resources

We have provided the Table of Contents for the Superintendent Policies. Due to constant changes in the education code and other laws which govern our organization, you should either download a copy; review a printed copy made available in KCOE main offices and school site offices or request a copy of the superintendent policy for further clarification and information. Superintendent policies can be downloaded from the KCOE website at [www.kings.k12.ca.us/hr](http://www.kings.k12.ca.us/hr) under Superintendent Policies. You also may confidentially request a policy from the Human Resources Department at 584-1441, extension 7081 or 7082 or ask your department secretary for policies.

### LIST OF POLICIES

Appointment and Conditions of Employment ( <i>AR Only</i> )	#4112
Assignment	#4113
Catastrophic Leave	#4161.9, 4261.9, 4361.9
Certification and Teacher Qualifications Under the No Child Left Behind Act	#4112.2
Classified Employees Disciplinary Action ( <i>AR Only</i> )	#4218
Classified Employees Evaluations	#4215
Classified Employees	#4200
Classified Employees – Probationary Period	#4216
Collective Bargaining Agreement	#4141, 4241
Complaints Concerning Discrimination in Employment ( <i>AR Only</i> )	#4031
Complaints or Charges Against Employees	#4144, 4244, 4344
Confidentiality ( <i>includes Exhibit</i> )	#4119.23, 4219.23, 4319.23
Criminal Records Check (CERTIFICATED)	#4112.5, 4312.5
Criminal Records Check (CLASSIFIED)	#4212.5
Contracts	#4112.1
Delegation of Authority	#4112.7, 4212.7, 4312.7
Drivers of Commercial Motor Vehicles, Alcohol	#4112.42, 4212.42, 4312.42
Drug and Alcohol-Free Workplace	#4020
Employee Notifications ( <i>AR Only</i> )	#4112.9, 4212.9, 4312.9
Employee Resignations	#4117.2, 4217.2, 4317.2
Employee Safety	#4157, 4257, 4357
Employee Security	#4158, 4258, 4358
Employee Use of Technology ( <i>includes Exhibit</i> )	#4040
Employees with Infectious Disease	#4119.41, 4219.41, 4319.41
Employment Agility Testing	#4112.41, 4212.41, 4312.41
Employment of Relatives	#4112.8, 4212.8, 4312.8
Employment References	#4112.61, 4212.61, 4312.61
Ergonomics ( <i>AR Only</i> )	#4157.2, 4257.2, 4357.2
Equal Opportunity Employment	#4030
Evaluation/Supervision ( <i>Certificated</i> )	#4115
Evaluation/Supervision ( <i>Administrative/Supervisory</i> )	#4315
Family Care and Medical Leave ( <i>includes Exhibit</i> )	#4161.8, 4261.8, 4361.8
Gifts to Employees	#4152, 4252, 4352
Harassment	#4119.11, 4219.11, 4319.11
Health Examinations	#4112.4, 4212.4, 4312.4
Health Insurance	#4154, 4254, 4354
HIPAA Level One Non-Discrimination	#4154.5, 4254.5, 4354.5

HIPPA Level One Security	#4154.6, 4254.6, 4354.6
Industrial Accident Leaves {CLASSIFIED} (AR Only)	#4261.11
Industrial Accident Leaves {CERTIFICATED} (AR Only)	#4161.11, 4361.11
Layoff-Reemployment-Displacement Rights {CERTIFICATED}	#4117.3
Layoff-Reemployment-Displacement Rights {CLASSIFIED}	#4217.3
Leaves-Certificated Personnel	#4161, 4261, 4361
Legal Status Requirement	#4111.2, 4211.2, 4311.2
Loyalty Oath or Affirmation (includes Exhibit) (AR Only)	#4112.3, 4212.3, 4312.3
Maintenance of Criminal Offender Records	#4112.62, 4212.62, 4312.62
Military Leave (AR Only)	#4161.5, 4261.5, 4361.5
Modified Return-to-Work Program	#4113.4, 4213.4, 4313.4
Non-KCOE Employment/Business Activity	#4136, 4236, 4336
Overtime Pay / Compensatory Time Off	#4253
Personal Illness / Injury Leave {CERTIFICATED} (AR Only)	#4161.1, 4361.1
Personal Illness / Injury Leave {CLASSIFIED} (AR Only)	#4261.1
Personal Necessity Leave (AR Only)	#4161.2, 4261.2, 4361.2
Personnel Concepts and Roles	#4000
Personnel Files	#4112.6, 4212.6, 4312.6
Political Activities	#4119.25, 4219.25, 4319.25
Public Notice: Personnel Negotiations {CERTIFICATED}	#4143.1
Public Notice: Personnel Negotiations {CLASSIFIED}	#4243.1
Publication or Creation of Materials	#4132, 4232, 4332
Reasonable Accommodation	#4032
Soliciting and Selling	#4135, 4235, 4335
Special Education Staff	#4112.23
Staff Evaluating Teachers	#4315.1
Suspensions and Expulsions/Due Process	#4050
Telecommuting (includes Exhibit)	#4137, 4237, 4337
Universal Precautions	#4119.43, 4219.43, 4319.43
Vacations and Holidays {CLASSIFIED}	#4208
Work Place Anti-Bullying	#4119.15, 4219.15, 4319.15
Work-Related Injuries (includes Exhibits A-F)	#4157.1, 4257.1, 4357.1

## Board Policies

In addition to Superintendent Policies, we have provided the Table of Contents for the Board Policies. Due to constant changes in the education code and other laws which govern our organization, you should either download a copy or request a copy of the board policy for further clarification and information. Board policies can be downloaded from the KCOE website at [www.kings.k12.ca.us](http://www.kings.k12.ca.us) under the County Board page. You also may confidentially request a board policy from the Human Resources Department at 584-1441, extension 7081 or 7082 or ask your department secretary for policies.

Employees who are members of a bargaining unit should also consult their collective bargaining agreement.

### 0000 PHILOSOPHY, GOALS, OBJECTIVES, AND COMPREHENSIVE PLANS

Charter Schools	#0420.4
School Accountability Report Card	#0510

### 1000 COMMUNITY RELATIONS

Communication with Public	#1100
Uniform Complaint Procedures	#1312.3
Use of Facilities and Equipment by Community	#1330
Volunteer Assistance	#1240
Williams Uniform Complaint Procedures	#1312.4

### 2000 ADMINISTRATION

Filling Superintendent Vacancy	#2120.5
Superintendent's Salary	#2121

### 3000 BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Bids	#3311
Instruction in Bus Riding, Bus Evacuation	#3543
Purchase of Supplies and Equipment	#3310
Risk Management/Insurance	#3530
Sale of Personal Property	#3270
Smoke Free Work Sites	#3513.3
Use of Pesticides in and Around Schools	#3511

### 5000 STUDENTS

Absences and Excuses	#5113
Administering Medication	#5141.21
Alcohol and Other Drugs	#5131.6
Appeal from Denial of Interdistrict Agreement Request	#5117
Child Abuse Reporting	#5141.4
Grades and Evaluation of Student Achievement	#5121
Head Lice and Nit Free Requirement	#5141.33
Infectious Disease	#5141.22
Notification Regarding Violent Students	#5124
Parent Rights and Responsibilities	#5020
Parents' and Students' Rights Concerning Student Records	#5125
Prohibition of Corporal Punishment	#5144

Promotion/Acceleration/Retention	#5123
Release of Directory Information	#5125.1
Right of Appeal	#5119
Search and Seizure	#5145.12
Sexual Harassment	#5145.7
Specialized Health Care Guidelines & Infectious Disease	#5141.24
Student Bullying	#5131.2
Truancy	#5113.1
Weapons and Dangerous Instruments	#5131.7
Wellness Policy	#5030
Withholding Grades, Diploma, or Transcripts	#5125.2

## **6000 INSTRUCTION**

Education for English Learners	#6174
High School Graduation Requirements	#6146.1
Independent Study	#6158
Parent Involvement	#6020
Sexual Health and HIV-AIDS Prevention	#6142.1
Supplemental Instructional Materials	#6161.11
Student Use of Technology	#6163.4
Title I Programs	#6171
Use of Copyright Materials	#6162.6

## **7000 FACILITIES**

## **8000 ELECTIONS**

Elections-Tie Vote	#8114.4
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## **9000 BOARD BYLAWS**

Attorney	#9124
Board Agenda	#9322
Board Committee	#9130
Board Development	#9240
Closed Sessions	#9321
Conflict of Interest Code	#9270
Cost of Candidate Statements	#9220
Duties of Officers	#9121
Filling of Vacancies	#9223
Formulation and Adoption of Policies	#9311
Governance Standards	#9005
Limits of Board Member Authority	#9200
Meeting Conduct	#9323
Number of Members and Terms of Office	#9110
Renumeration and Reimbursement for Board Members	#9250



# KINGS COUNTY SCHOOL DISTRICTS

## KINGS COUNTY OFFICE OF EDUCATION

1144 W. Lacey Boulevard  
Hanford, CA 93230  
(559) 584-1441, FAX (559) 589-7000  
Steve Bogan, County Superintendent

### ALTERNATIVE SCHOOLS – KCOE

#### J.C. MONTGOMERY SCHOOL

1450 Forum Drive  
Hanford, California 93230  
(559) 582-3211, Ext. 2972

#### SHELLY BAIRD SCHOOL

959 Katie Hammond Lane  
Hanford, California 93230  
(559) 584-5546, FAX 589-7004

### ARMONA UNION SCHOOL DISTRICT

PO Box 368  
Armona, California 93202  
(559) 583-5000  
Xavier Pina, Superintendent

Armona School, (583-5013)  
Parkview School, (583-5020)  
Crossroads Charter Academy (559-585-7295)

### CENTRAL UNION SCHOOL DISTRICT

PO Box 1339  
NAS Lemoore, California 93245  
(559) 924-3405  
Tom Addington, Superintendent

Akers School (998-5707)  
Central School (924-7797)  
Neutra School (998-6823)  
Stratford School (947-3391)

### CORCORAN UNIFIED SD

1520 Patterson Avenue  
Corcoran, California 93212  
(559) 992-8888  
Rich Merlo, Superintendent

Bret Harte (992-2188)  
John Fremont (992-5102)  
John Muir (992-4167)  
Mark Twain (992-4178)  
Corcoran High (992-5061)  
Kings Lake Education Center\* (992-3951)

### HANFORD ELEMENTARY SCHOOL DISTRICT

PO Box 1067  
Hanford, California 93232  
(559) 585-3600, FAX# 584-7833  
Joy Gabler, Superintendent

Hamilton School (585-3820)  
Jefferson Charter Academy (585-3700)  
J.M. Simas School (585-3790)  
John F Kennedy School (585-2367)  
Lee Richmond School (585-3760)  
Lincoln School (585-3730)  
Martin Luther King School (585-3715)  
Monroe School (585-3745)  
Roosevelt School (585-3775)  
George Washington (585-3805)  
Woodrow Wilson (585-3870)

### HANFORD HIGH SCHOOL DISTRICT

823 W. Lacey Boulevard  
Hanford, California 93230  
(559) 583-5901  
William Fishbough, Superintendent

Hanford High School (583-5902)  
Hanford West High School (583-5903)  
Sierra Pacific High School (583-5912)  
E.F. Johnson High School\* (583-5904)  
Hanford Adult School (583-5905)  
Hanford Night Cont. School (582-4409)

### ISLAND SCHOOL DISTRICT

7799 21st Avenue  
Lemoore, California 93245  
(559) 924-6424  
Charlotte Hines, Superintendent/Principal

### KINGS RIVER-HARDWICK SCHOOL DISTRICT

10300 Excelsior Avenue  
Hanford, California 93230  
(559) 584-4475  
Cathlene Anderson,  
Superintendent/Principal

### KIT CARSON SCHOOL DISTRICT

9895 Seventh Avenue  
Hanford, California 93230  
(559) 582-2843  
Todd Barlow, Superintendent/Principal

### LAKESIDE SCHOOL DISTRICT

9100 Jersey Avenue  
Hanford, California 93230  
(559) 582-2868  
Cynthia Marshall,  
Superintendent/Principal

### LEMOORE ELEMENTARY SCHOOL DISTRICT

1200 W. Cinnamon  
Lemoore, California 93245  
(559) 924-6800  
Richard Rayburn, Superintendent

Cinnamon (924-6870)  
Lemoore Elementary School (924-6820)  
Liberty Middle School (924-6860)  
Meadow Lane (924-6840)  
P.W. Engvall (924-6850)  
University Charter School (924-6890)

### LEMOORE HIGH SCHOOL DISTRICT

5 Powell Avenue  
Lemoore, California 93245  
(559) 924-6610  
Debbie Muro, Superintendent

Lemoore High (924-6600)  
Alternative Education\* (924-6620)  
Lemoore Middle College HS (925-3552)

### PIONEER SCHOOL DISTRICT

1888 Mustang Drive  
Hanford, California 93230  
(559) 585-2400  
Paul van Loon, Superintendent

Frontier Elementary School (585-2430)  
Pioneer Elementary School (584-8831)  
Pioneer Middle School (584-0112)

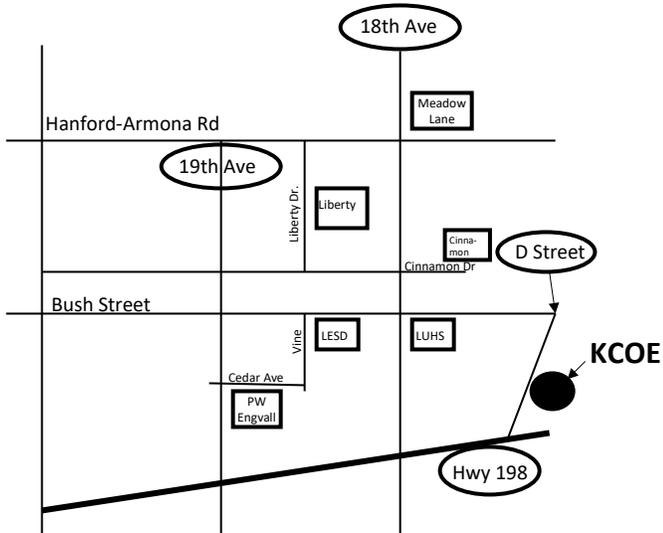
### REEF-SUNSET UNIFIED SCHOOL DISTRICT

205 N. Park Street  
Avenal, California 93204  
(559) 386-9083  
David East, Superintendent

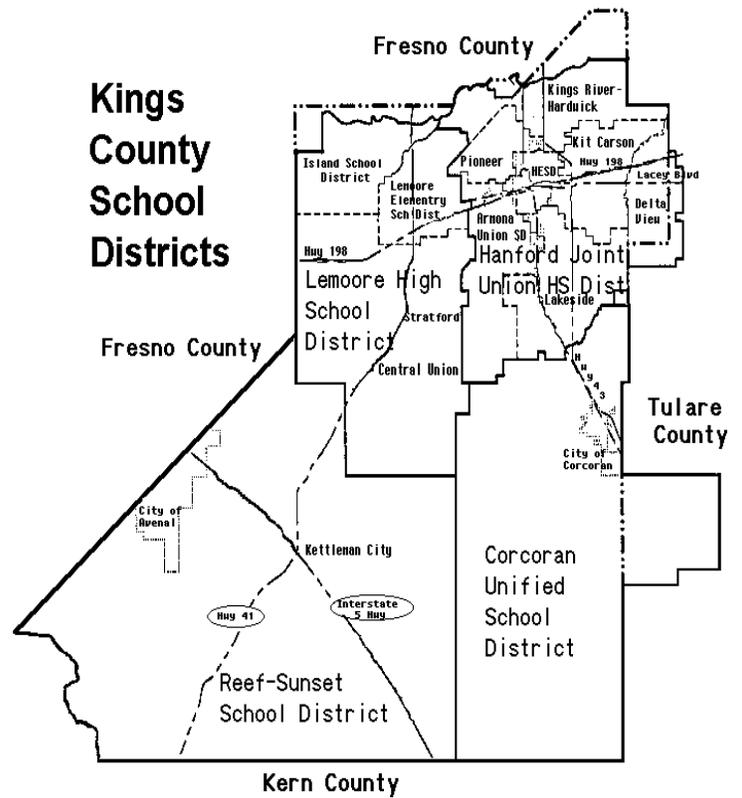
Adelante Continuation High School \* (386-9081)  
Sunrise Continuation High School\* (386-4162)  
Avenal Elementary School (386-5173)  
Kettleman City (386-5702)  
Avenal High (386-5253)  
Reef-Sunset Middle School (386-4128)

# Kings County School Districts

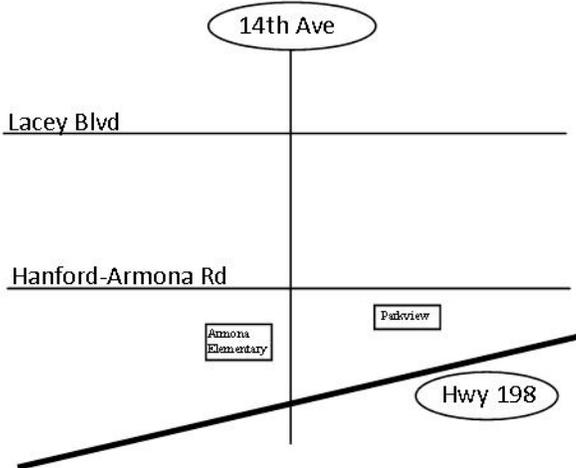
## LEMOORE AREA



## Kings County School Districts



## ARMONA AREA



## HANFORD AREA

