TELEPHONE ACCESS INSTRUCTIONS

1. Enter your Access (Employee) ID followed by the star (*) key
2. Enter your PIN followed by the star (*) key

MENU OPTIONS

1 to Create an Absence
2 to Review, Cancel Absence or Modify Special Instructions
3 to Review Work Locations and Job Descriptions
4 to Change PIN, Re-record Name
9 to Exit and hang-up

TO CREATE AN ABSENCE

1. Enter dates for the absence
   PRESS 1 if the Absence is only for today
   PRESS 2 if the Absence is only for tomorrow
   PRESS 3 to Enter the dates and times for the absence

2. If you pressed 3 to Enter Dates and time
   Enter Start Date
   PRESS 1 to Accept the date offered
   PRESS 2 to Enter start date (MMDD)

3. Enter the reason from page 10 followed by the star (*) key or wait for a list of reasons

4. Record Special Instructions
   PRESS 1 to Record special instructions. Press the star (*) key when done
   PRESS 2 to Bypass this step

5. Is a Substitute Required?
   PRESS 1 if a substitute is required
   PRESS 2 if a substitute is not required

6. If you pressed 1, a substitute is required
   PRESS 1 to Request a particular substitute
   Enter the substitute Access ID, followed by the star (*) key
   PRESS 1 to Accept requested substitute
   PRESS 1 if the Substitute should be called
   PRESS 2 if the Substitute has already agreed to work and does not need to be called
   PRESS 2 to Bypass requesting a substitute

7. Complete Absence
   PRESS 1 to Receive the job number
   Record the Job Number. The Job Number is your confirmation.

2. If you pressed 3 to Cancel the job
   PRESS 1 to Confirm the cancellation request
   If a substitute is assigned to the absence
   PRESS 1 for the System to call the assigned substitute
   PRESS 2 Not have the system call the substitute

   Once you confirm a request to cancel the job, you MUST wait for the system to say "Job Number has been cancelled."

TO CHANGE PIN OR RECORD NAME

1. PRESS 1 to Change your PIN
   PRESS 2 Change the recording of your name

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your browser and access the SmartFind Express Sign In page. Enter your Access (Employee) ID and PIN.

PIN REMINDER

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Access ID and the security code being displayed must be entered on this page. You must be registered with the system and have a valid email address in your profile to use this option.

PROFILE

Information

x Review

- Select Start and End Times for your absence. Default times are listed
  - To change defaults, enter time in HH:MM am or pm format
  - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- Multiple Day (Recurring) Absence.
  - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
  - Modify daily schedule and/or times for absence and substitute
- Request a particular substitute
  - v š Œ š Z • µ • š] š µ š [• • • / v µ u Œ } Œ µ • š Z ^ substitute by name
- Indicate if the requested substitute has accepted this job
  - Yes = substitute is prearranged and will not be called and offered the job
  - No = call will be placed and the substitute will be offered the job
- Enter special instructions for the substitute to view
- Add File Attachment(s) to the job record, if desired. Up to 3 files can be added. The attachments can be lesson plans, slides, images or other file types. Files cannot exceed the maximum per file size limit.
- Select the Continue button

TO REVIEW/ CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

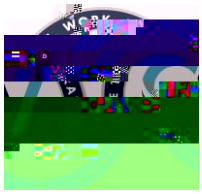
Choose the Review Absences link to review past, present and future absences or to cancel an absence.

Follow these steps

- Select the format for absence display: List or Calendar view.
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or click the Calendar icon, or enter job number or leave blank to return all your absences
- Select the Search Button
- Select the Job Number link to view job details on future jobs

From the Job Details screen

- Special instructions can be updated on future jobs. Modify the special instructions and select the Save button
- To cancel your job, select the Cancel Job button
- If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box for the question ^ E } š] (Ç š Z ^ µ • š] š µ š } (v o o š] } v M _
- Select Return to List button to return to the job listing



CAJON VALLEY UNION SCHOOL DISTRICT

SCHOOL YEAR CALENDAR

2021-2022

August 10, 202
August 17, 202
June 16, 202: Last Day of School for Students

= School in Session

M = Minimum Day for All Students

ME = Minimum Day for Elementary Students Only

180
186
191 = Counselor Days
191 = School Nurse

Return / Last Day:

◆ = Office Staff (221 day

◇ = Designated Office Staff (210 days)

★

▼

● = Principals Return

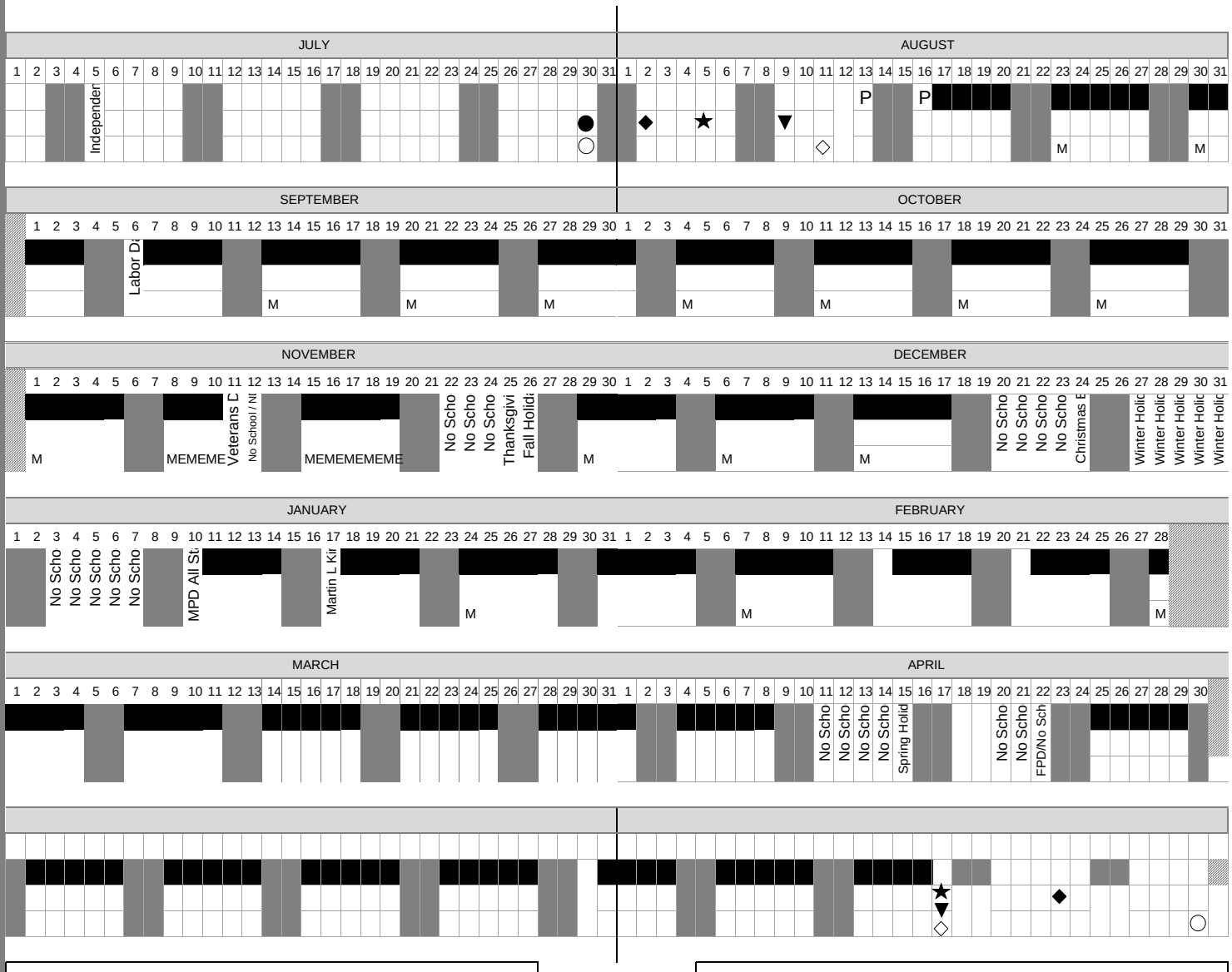
○ = Assistant Principals Return / Last Day

P = Teacher Prep Days (Certificated)

FPD = Floating Prof. Dev. Da (Certificated

MPD = PD All Staff (Certificated & Classified)

NDD = Non-Duty Day for ALL Employees



Board Adopted: February 23, 2021

Created: 12/2/20
Revised: 6/25/20

LaShonda Jon

Date: July 1, 2021

From: LaShonda Jones

HELLOID t Login Info for CVUSD Staff

Open a webpage on the internet.

1. Go to login.cajonvalley.net and type your Username.
2. Type your password and click Login.

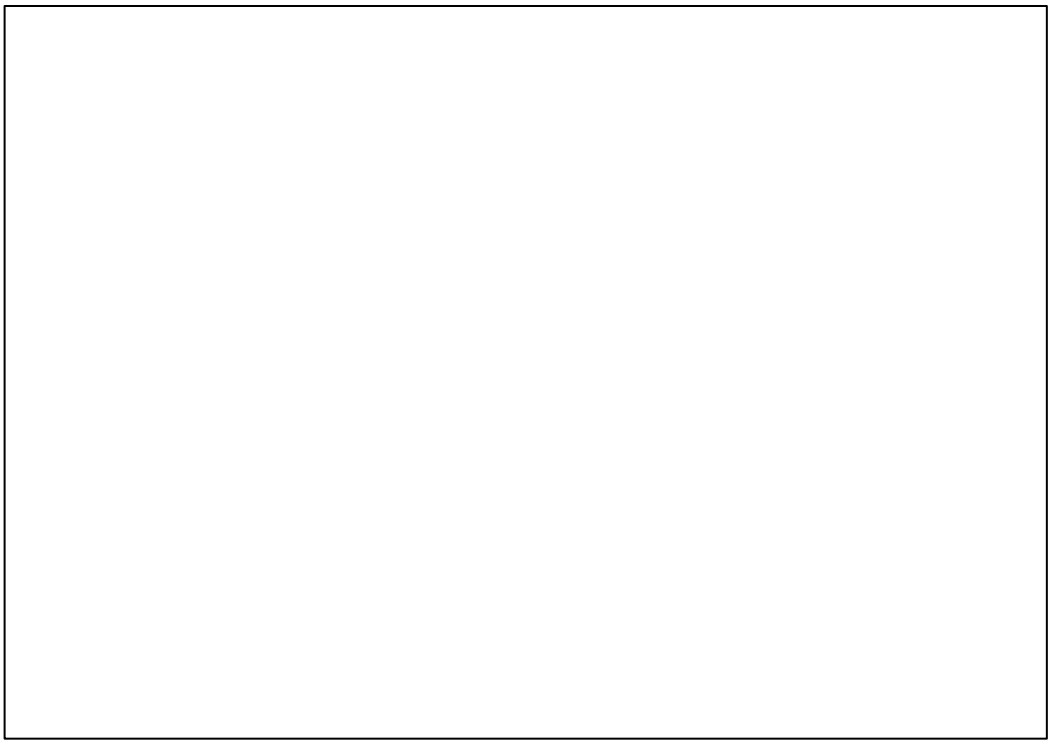
3. Select and open the application from the HelloID dashboard

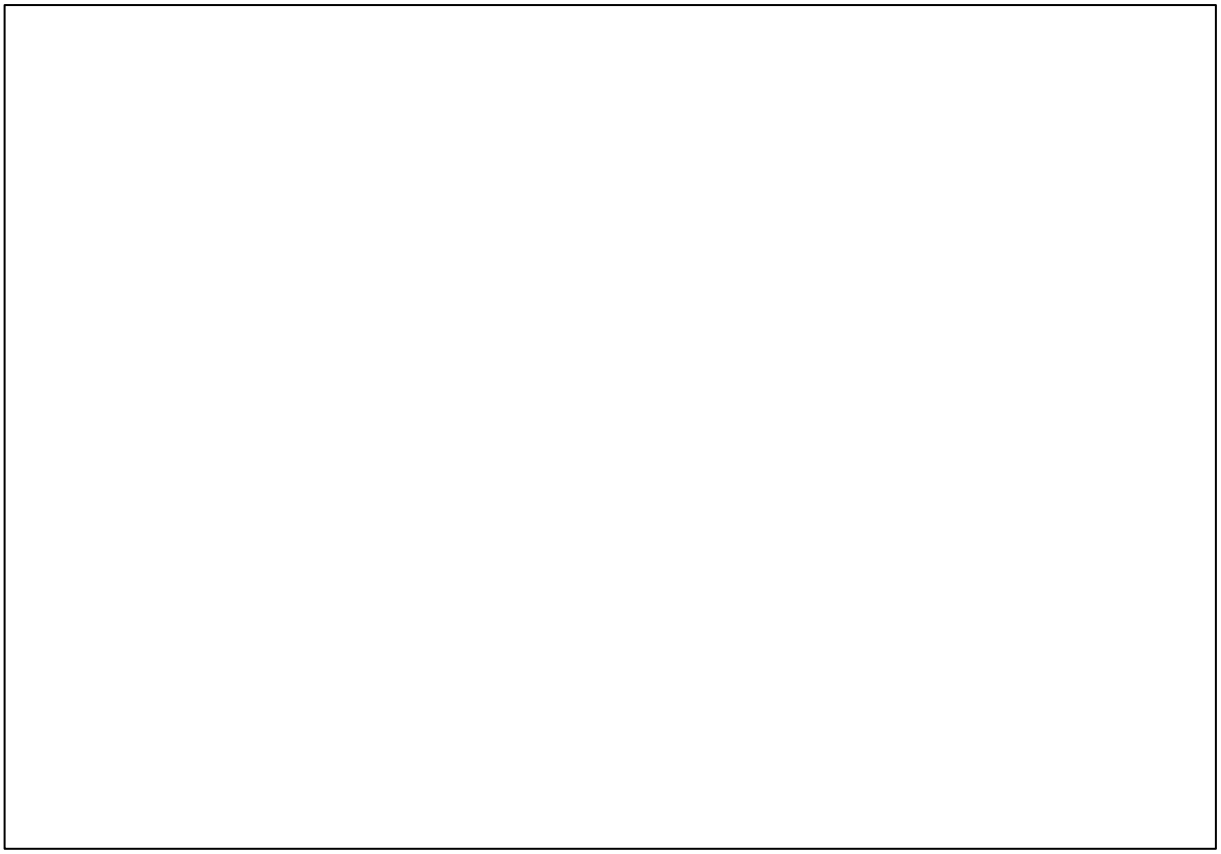
PEOPLESOFT ONLINE PAYSTUBS

1. From the

C. Setting Up “I Forgot My Password” - Important!

b. Paid By section – Shows most recent Pay Date, School District, Net Pay and Check #. Click on the Check # to view Paycheck.



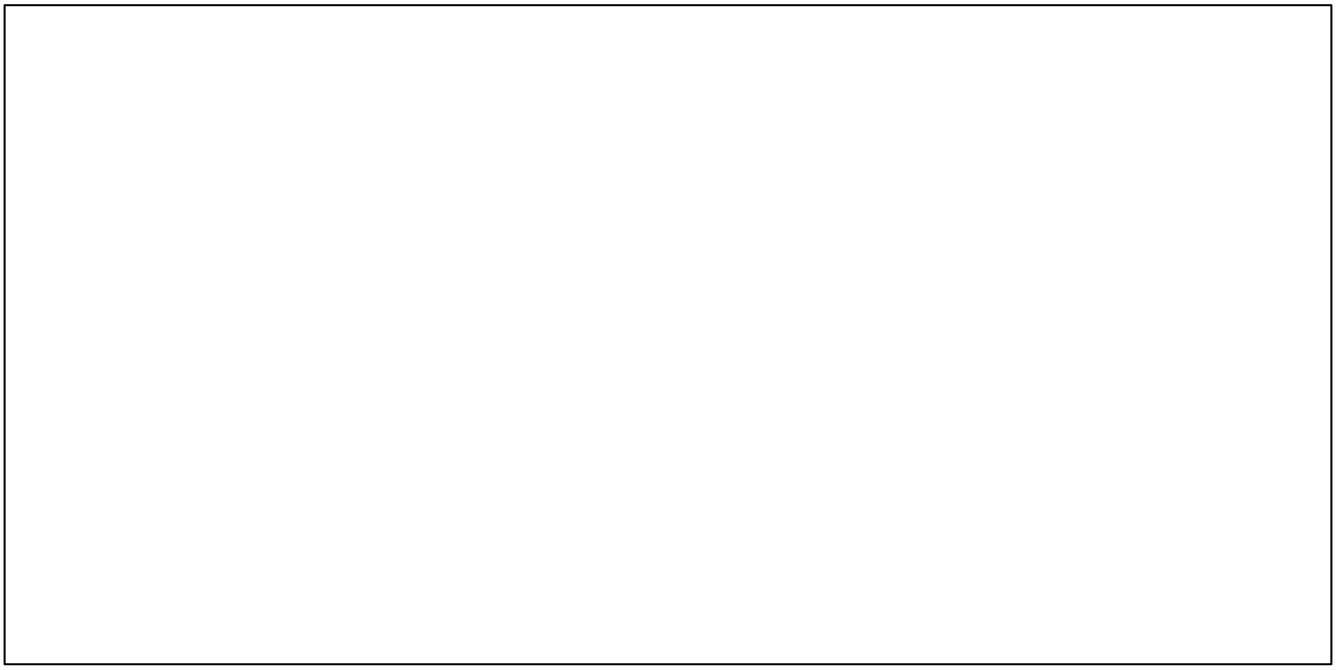


View Paycheck using Quick Links

1.

E. Viewing Historical Paychecks

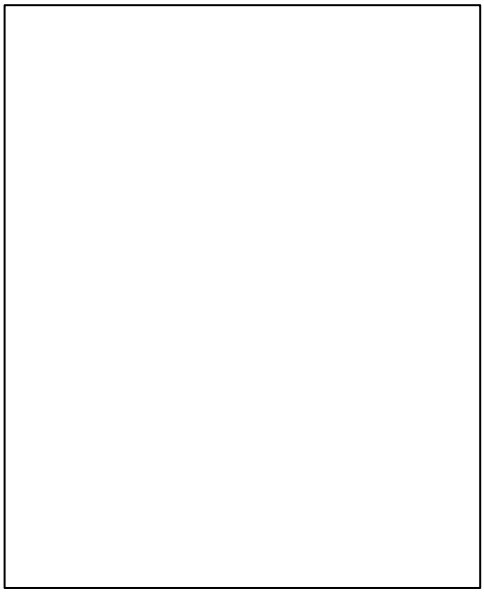
Before logging into ESS: Use the link on the PeopleSoft ESS login screen.



F. Signing Out

Click on the Actions List icon on the upright. (Looks like a hamburger).

Click on Sign Ou t from the dropdown menu.



Advance Payroll Loan

Open your Account at
East County Schools Federal Credit Union
and Discover the Value of Membership Today!

'HVLJQHG HVSHFLDOO\
KLUHG HPSOR\HHV WR
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[redacted]

Advance Payroll Loan (APL)

THIS FLYER IS FOR BENEFIT ELIGIBLE EMPLOYEES WORKING MORE THAN 4 HOURS

Yfi0.6(e7 Td In8)-8.2(Aa2(e he)1

The challenges you face each day can overwhelm you. Your home life, your happiness and your performance at work all can suffer.

We can help. Your Employee Assistance Program (EAP) and WorkLife Services Bene t provides con dential support for those everyday challenges, and for more serious problems. It's available around the clock anytime you need it.

What Can My EAP and WorkLife Services Bene t Do For Me?

You may be struggling with stress at work, seeking nancial or legal advice, or coping with the death of a loved one. Maybe you just want to strengthen your relationships with your family. Your bene t offers assistance and support for all these concerns and more:

- Depression, anxiety and stress
- Substance abuse
- Relationship problems
- Workplace con icts
- Parenting and family issues
- Living with chronic conditions
- Child and elder care

(See back for details.)

Call toll-free

We're here to help you and your family with a wide range of personal and work-related needs.

or log on to
www.liveandworkwell.com

THIS FLYER IS FOR BENEFIT ELIGIBLE EMPLOYEES
WORKING MORE THAN 4 HOURS

Your EAP and WorkLife Services Benefit

Get The Most Out Of Life

How Does It Work?

Accessing your EAP and WorkLife Services Benefit is easy and available 24 hours a day. Simply call the toll-free number on this flyer. A specialist will help you identify the nature of your problem and the appropriate resources to address it. If you need financial or legal services, we will refer you to an expert in that field. If you want to see a clinician, we'll match you with one in our network who has the appropriate experience to help.

United Behavioral Health, operating under the brand Optum

-377837-A

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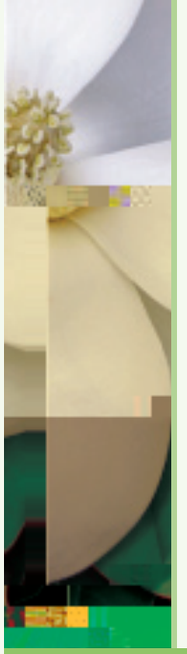
THIS BROCHURE IS FOR NON-BENEFIT ELIGIBLE CONTRACT EMPLOYEES WORKING LESS THAN 4 HOURS



here to help

When's the

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or web-vide

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THIS BROCHURE IS FOR NON-BENEFIT ELIGIBLE
CONTRACT EMPLOYEES WORKING LESS THAN 4 HOURS

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CHILD ABUSE:

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Responsibility

Rev. 5/28/2021

INDICATORS OF CHILD ABUSE/NEGLECT

Indicators of abuse are not in and of themselves conclusive evidence of abuse. They are q F O X HRqU H G rI OWDKJDVW K H O S F needed.

PHYSICAL ABUSE

INDICATORS

PHYSICAL

Unexplained Bruises, Welts, Lacerations, or Abrasions:

- x On face, lips, mouth
- x On torso, back buttocks, thighs in various stages of healing
- x Clustered, forming regular patterns
- x Reflecting shape of article used to inflict (electric cord, belt buckle)
- x Reflecting shape of article used to inflict (electric cord, belt buckle)
- x On several different surface areas
- x

NEGLECT

INDICATORS

PHYSICAL

- x Consistently dirty, unwashed, hungry, or inappropriately dressed
- x Without supervision for extended periods of time or when engaged in dangerous activities
- x Consistently tired/listless
- x Has unmet medical or dental needs
- x Exploited, overworked
- x Abandoned

BEHAVIORAL

- x Begging, stealing food
- x Extended stays at school (early arrival/late departure)
- x Truancy
- x Constant fatigue, listlessness or falling asleep in class
- x Alcohol or drug abuse
- x Delinquency (e.g. thefts)
- x States there is no caretaker
- x Prostitution, stealing
- x Attempts Suicide

SEXUAL ABUSE

INDICATORS

PHYSICAL

- x Difficulty in walking, sitting, or running
- x Pain or urination, defecation
- x Pain or itching in genital area
- x Torn, stained, or bloody underclothing
- x Bruises or bleeding in external genitalia or anal areas
- x Genital discharge
- x Venereal disease, especially in pre-teens
- x Pregnancy
- x Excessive masturbation

BEHAVIORAL

- x Seems ashamed/self-conscious of body and hides self
- x Unwilling to change for gym or participate in PE class
- x Withdrawal, fantasy, or infantile behavior
- x School difficulties
- x Eating disorders
- x Sleep disturbances
- x Bedwetting or fecal soiling
- x Poor peer relationships
- x Seeks out or avoids adults
- x Exhibits sexualized behavior towards adults or other children, or has specific knowledge of sex beyond developmental age
- x Is engaging in delinquent acts or runs away
- x Attempts suicide
- x Reports sexual assault by caretaker

What does the Child Abuse and Neglect Reporting Act require?

The CHILD ABUSE and NEGLECT REPORTING ACT (Penal Code 11166 et.se

Which professionals are required by law to report suspected child abuse?

Penal Code section 11165.7 defines a mandated reporter of child abuse as follows:

1. Teacher.
2. Instructional aide.
3. Teacher's aide or teacher's assistant employed by any public or private school
4. Classified employee of any public school.
5. Administrative officer or supervisor of child welfare and attendance, or certificated pupil personnel employee of any public or private school.
6. Administrator of a public or private day camp.
7. Administrator or employee of a public or private youth center, youth recreation program, or youth organization.
8. Administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
9. Any employee of a county office of education or the California Department of Education, whose duties bring the employee into contact with children on a regular basis.
10. Licensee, an administrator, or an employee of a licensed community care or child day care facility.
11. Head Start teacher.
12. Licensing worker or licensing evaluator employed by a licensing agency as defined in Section 11165.11.
13. Any employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 1424 of the rules of Court.
14. Volunteers of public or private organizations whose duties require direct contact and supervision of children are encouraged to obtain training in the identification and reporting of child abuse.

Training in the duties imposed by this article shall include training in child abuse reporting. As part of the training, school districts shall provide to all employees being trained a written copy of the

the report, any team member who knows shall then be responsible to make the child abuse report. (Penal Code 11166 subd(f).)

Is the identity of a mandated reporter confidential ?

Yes. The identity of a person who reports known or suspected child abuse is confidential and may only be disclosed as follows:

- Between agencies receiving or investigating the report.
- To the district attorney in a criminal prosecution.
- To the district attorney in an action initiated under Welfare and Institutions Code Section 602 (minors violating laws defining crime, wards of court) arising from alleged child abuse.
- To the child s appointed counsel pursuant to Welfare and Institutions Code Section 371, subdivision (c).
- To the county counsel or district attorney in 0 G 5m Q q reanq

l d

x To persons [redacted] with whom investig[redacted]nd abuse are co[redacted]ated under Penal Code [redacted]abuse in out-of-home care).
x To multidisciplinary personnel teams as defined in Welfare and Institutions Code Section 18951, subdivision (d).

o th whom investiga

Is a school official required to notify a parent, guardian, or responsible relative when a minor pupil, who is a victim of suspected child abuse, is released into the custody of a peace officer?

No. If a school releases a minor pupil who is suspected of being abused into the custody of a peace officer, and the school later receives an inquiry from the minor's parent or guardian as to the student's location, the parent or guardian should be referred to the law enforcement agency that took the minor into protective custody.

> The school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held, or that the disclosure would cause the custody of the minor to be disturbed, the officer may refuse to disclose the place where the minor is being held for a period not to exceed 24 hours. The officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at a subsequent detention hearing. (Ed. Code, 48906)

Before releasing a child who is suspected of being abused to a peace officer, the school should obtain the officer's name, badge number, and telephone number so that it can later be given to a parent or guardian who inquires about the child's removal.

HANDLING DISCLOSURE

LISTEN & BELIEVE

Child victims of abuse often fear that no one will believe them or understand how they feel. As an empathetic teacher, you can be invaluable to such a child by providing a safe, caring environment which may encourage the child to talk. You may find the following phrases helpful:

- "Are you okay?"
- "You haven't

- "You are doing a good job helping me to understand what happened."
- "I'll do whatever I can to help you."
- "I'm sorry that happened."
- "What happened to you wasn't your fault."

Remember, your reaction will make a difference:

1. Do not panic or express shock.

- Include as much information as possible, including address with city and zip code, area code with phone number, and school hours for student.
- Use black ink.

CHILD ABUSE HOTLINE and FORM SS8572

- May be called anytime to discuss concerns you have.
    - If all the social workers are busy you will be asked to leave a return phone number (work or home)
- CPS Hotline: Call 1-800-344-6000 or 1-858-560-2191
- Have the student's registration card and the Suspected Child Abuse Report (SS8572) with you.
- Be sure to document the date, time, and name of the person to whom you are reporting.
- Immediate response status will usually be assigned if there is a physical injury, such as a bruise or mark.
- Complete the written report within 36 hours. Send the top 3 copies via District mail to Linda Mercurio

INTRODUCTION

This handbook contains a brief summary of some of the rules and regulations for employees, as well as other information you should find helpful. You are encouraged to refer to the complete set of

CVEA

The Cajon Valley Education Association is the current, recognized exclusive representative of the certificated employees in their relations with the Board of Education, the public school employer. Bargaining unit members are subject to all the provisions of the collective bargaining contract negotiated between the District and CVEA.

Merit System (Classified Employees)

The Merit System is a system of rules and procedures, similar to civil service, which governs classified (non-teaching) school employees. It operates under Article 6 of the California State Education Code. This is a personnel system in which merit and fitness determine each person's selection, promotion, and retention in the district, without favoritism or prejudice.

particular issue or concern, please contact the Personnel Director prior to the meeting and provide the item and/or any materials you wish to be placed on the agenda for information or for action. Agendas and minutes of the meetings are distributed and posted at each work location.

Please check the Personnel Commission section of the website for updates and/or changes to meeting details.

YOUR APPOINTMENT

Citizenship

Citizenship is not a requirement of employment with the Cajon Valley Union School District. However, the District may only hire individuals who have the legal right to work in the United States. When an offer of employment is made, the candidate must submit certain documents to the Personnel Department to verify his/her lawful right to work in this country. This applies to all employees, citizens, and non-citizens, including student aides and substitutes.

Fingerprinting

The California State Education Code requires all potential employees, including substitutes, to be fingerprinted before they can be hired. The cost of fingerprinting is borne by the individual and the District does not reimburse the cost. Employees must have fingerprint clearance prior to starting employment.

Physical Examination

Offers of employment are contingent upon successful completion of a physical examination (including drug and alcohol testing) and Tuberculosis (TB) test indicating you are free of TB. The costs associated with the physical examination are paid by the District, but you are responsible for the cost of the TB test.

Probationary Period

Classified: A classified employee, upon appointment to a regular position, must serve a six-

Safety

The District is interested in the well-being of all its employees and takes every precaution to assure your safety including safety training on a regular basis. However, safety is everyone's responsibility and you should always perform your duties in a safe manner using devices provided to you. Be alert to possible safety hazards and report them to your supervisor promptly.

Personal Conduct and Code of Conduct

Orderly direction of personnel requires the administration of rules, regulations, policies, and procedures by management to facilitate the goal of educating students in a safe and efficient manner.

Cajon Valley is a public employer, and its employees are expected to maintain the highest standards of ethics in the conduct of their activities. Employees may not misuse their positions or place themselves in situations where it may appear that their efforts are affected by outside conflicting interests or that they are using their positions with the District for personal gain.

Disciplinary Action

It is hoped that you will never need to concern yourself with this section; however, it is important to recognize that employees who fail to abide by established rules and policies are subject to corrective discipline or discharge. Corrective discipline may range from a verbal warning, to suspension from work without pay, or termination.

For Classified employees, a guide to use for "causesfor disciplinary action," as well as the disciplinary procedures, is contained in Chapter 60 of the Personnel Commission Rules.

LEAVES OF ABSENCE

Leave Requirements

Employees have a variety of leaves available to them. Most leaves require advance notice and completion and submission of an official form to the immediate supervisor for approval. In certain instances, your supervisor may ask you for additional written verification

of Absence (form A-37) to Payroll for FML eligibility review which is established through disability/court documentation. Interested employees should contact their Payroll Technician for additional information.

shall be investigated promptly and in a way that respects the privacy of all parties concerned.

If you have a complaint, contact the Assistant Superintendent of Educational Services, (619)588-

difficulties, alcohol or drug abuse, or any other problems affecting their well-being and their job performance. The service is confidential and free of charge, and employees experiencing difficulty are encouraged to take advantage of this service by scheduling an appointment with the Program's qualified, trained, personnel. After a pre-

Right-to-Know

WORKING WITH

CHEMICALS/HAZARDOUS SUBSTANCES

Life is not as simple today as it was 20, 30 or more years ago. Significant changes occur that have a profound effect over the way

EMPLOYEE RIGHTS

Your rights by law are as follows:

1. You have the right to receive information regarding hazardous

substances to which you might be exposed

LEGAL REQUIREMENTS

6. Pesticides (covered by other, more stringent regulations).

[redacted]

than a consumer's exposure. An example would be "white out" (Liquid Paper®), which may contain toluene. This is a product

LABELS

One of the four main components of the "Right to Know" Program

is that of container labels. Unlike consumer products, industrial

[redacted]

"Caution" (Category IV) means the product is slightly toxic if eaten

[redacted]

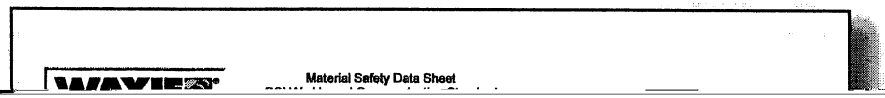
absorbed through the skin, inhaled or if it causes slight eye or skin

[redacted]

MATERIAL SAFETY DATA SHEETS (MSDS)

There is a lot of information being generated about hazardous

SAMPLE
MATERIAL SAFETY DATA SHEET



MATERIAL SAFETY DATA SHEET (MSDS)

WRITTEN PROGRAM