

Service and Leadership

Certificated Employee Orientation

2015-2016

Human Resources

This booklet is a reference for new certificated employees. Please use it in conjunction with the Negotiated Agreement with Santa Barbara County Education Association, the policies of the County Board of Education, and with additional information supplied by your department.

This booklet also fulfills the legal obligation of the Santa Barbara County Education Office to inform you of several policies, procedures, and unit member responsibilities.

Should any of the information presented in this booklet conflict with State or Federal Law, Board Policies of the Santa Barbara County Board of Education, or the Negotiated Agreement with Santa Barbara County Education Association, the laws, policies, or agreement will be deemed to be correct.

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Answers to Questions

The following persons can answer questions about:

964-4710 + Extension

| | | |
|--|-------------------------------|--------------|
| Catastrophic Sick Leave | Mari Minjarez Baptista | 5279 |
| Change of Address, Phone, Status, Dependents | Jessica Lopez | 5208 |
| Credential Renewal | Tom Heiduk | 5266 |
| Disabilities and Accommodations | Mari Minjarez Baptista | 5279 |
| Discrimination in Employment | Mari Minjarez Baptista | 5279 |
| Family Care and Medical Leave | Mari Minjarez Baptista | 5279 |
| Harassment in Employment..... | Mari Minjarez Baptista | 5279 |
| Health and Other Benefits | Judy Stepka | 5210 |
| | SISC | 800.972.1727 |
| Instructional Media..... | Matt Zuchowicz | 5247 |
| Leaves of Absence..... | Mari Minjarez Baptista | 5279 |
| Leaves for Pregnancy | Mari Minjarez Baptista | 5279 |
| Password (to check leaves and for intranet access) | Jessica Lopez | 5208 |
| | Wendy Garcia | 5258 |
| Payroll..... | Shelagh Revells (A-L) | 5215 |
| | Claudia Weinstein (M-Z) | 5230 |
| | Jessica Hallberg | 5453 |
| Retirement (for appointment with Counselor)..... | Laurie Hankins | 2400 |
| Retirement or Resignation | Mari Minjarez Baptista | 5279 |
| Salary Schedule Placement or Advancement | Jessica Lopez | 5208 |
| Sick Leave Balance | Jessica Hallberg | 5354 |
| Tuberculosis Testing..... | Tracie Cordero | 5212 |
| Work Injury and Workers' Compensation..... | Wendy Garcia | 5258 |

Absence Reporting

Communication with your supervisor is essential regarding leave procedures. All departments have established a procedure for reporting absences and for requesting or obtaining a substitute if one is needed. Please be aware that certain types of absences require advance permission and that you must account for all leaves by means of the leave slip shown below, which is available at the SBCEO website: <http://www.sbceo.org>

If you are an employee in the special education department and you require a substitute, you need to use AESOP to request a substitute. Detailed information has or will be provided to you.

AESOP is available by

phone: 1-800-942-3767 or

online: <http://www.frontline12.com/Aesop> or

on a mobile device: m.aesoponline.com

A video is available for you to view:

<https://help.frontline12.com/Employee/Videos/EmployeeBasicTraining/EmployeeBasicTraining.html>



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Direct Dial: 964-4710 plus extension
(805) 964-4711 • FAX: (805) 964-4712

Certificated Leave Request

Name _____ Department _____

Amendment ¹ Purpose: _____

I request permission to be on leave: I was absent:

from: _____ through _____ Total Hours _____ (OR) Total Days _____
Day and Date Day and Date

| | | |
|--|---------------------------------------|---|
| Sick Leave _____ <small>(Includes doctor/dental appointments)</small> | Absent without Pay ³ _____ | Jury Duty _____ |
| Personal Necessity ² _____ | Bereavement Leave ² _____ | Release Time <small>(Purpose:)</small> _____ |
| Personal Compelling ² _____ | Relationship _____ | Off Contract _____ |
| | Industrial Injury _____ | |

Signature _____ Date _____

Approved Disapproved Immediate Supervisor _____ Date: _____

Approved Disapproved Department Head _____ Date: _____

¹ If there is a change in the requested time and the time actually taken, an amended Leave Request form must be submitted.

² Refer to Santa Barbara County Education Association Agreement.

³ Absence without pay may result in your receipt of less than a full year of STRS/PERS service credit for the current year.

Alcohol and Drug-Free Workplace

Under the terms of Board Policy 5004, all employees are prohibited, at the workplace, to unlawfully manufacture, distribute, dispense, possess or use any alcoholic beverage, drug, or controlled substance. The policy further states that disciplinary action will be taken against employees for violations of the prohibition.

Employees are entitled to know the dangers of alcohol and drug abuse in the workplace, the policy of this Office, and the help that may be made available to address drug-related problems. Assistance and rehabilitative programs may include: medical benefits information for substance abuse treatment; information regarding community resources for assessment and treatment; counseling and employee assistance programs. In addition, this office will provide supervisory training to assist in identifying and addressing illegal drug use by employees.

As a condition of continued employment with the Santa Barbara County Education Office, you must:

- I. comply with the terms of the Drug and Alcohol-Free Workplace Policy 5004 and its accompanying Administrative Regulations, and
- II. notify the Human Resources Department within five days of any conviction (including pleas of guilty and *nolo contendere*) of any criminal drug statute violation occurring in the workplace.

An Employee Assistance Plan (EAP) is available to all employees who believe they might be having difficulties with substance abuse. The plan is free, confidential, and provides up to six sessions with an individual qualified to assist employees. A more complete description of the EAP is found in this handbook.

The EAP may be reached at: The Holman Group 800-321-2843

Board Policy 5004 – Drug and Alcohol-Free Workplace

It is the policy of the Santa Barbara County Board of Education that the maintenance of drug and alcohol-free workplaces is essential to the successful operation of the programs of the County Education Office. Employees shall comply with this policy, and with its accompanying regulations established by the County Superintendent of Schools.

Adopted: October 1989 Revised: April 6, 1995

Administrative Regulation 5004 – Drug and Alcohol-Free Workplace

To enforce the drug and alcohol-free workplace policy of the Santa Barbara County Education Office, the County Superintendent or designee will:

1. Publish and give to each employee a notification that the unlawful manufacture, distribution, dispensation, possession, or use of any alcoholic beverage, drug, or controlled substance is prohibited in the workplace. The notification shall specify the actions that will be taken against employees who violate this prohibition. The notification shall also state that as a condition of employment, the employee will abide by the terms of this regulation, and will notify his/her supervisor within five (5) days of any criminal drug or alcohol statute conviction which s/he receives for a violation occurring in the workplace.

For the purpose of this regulation, "conviction" shall mean a finding of guilt, including a plea of *nolo contendere*, or imposition of sentence, or both, by any judicial body charged to determine violations of federal or state criminal drug or alcohol statutes.

2. Establish a drug and alcohol-free awareness program to inform employees about:
 - a. the dangers of drug and alcohol abuse in the workplace;
 - b. the policy of maintaining a drug and alcohol-free workplace;
 - c. any available drug and alcohol counseling, and rehabilitation programs;
 - d. the penalties that will be imposed on employees for drug or alcohol abuse violations.
3. Notify the appropriate federal granting or contracting agencies within ten (10) days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.
4. Initiate disciplinary action within thirty (30) days after receiving notice of a conviction from an employee or otherwise. Such action shall be consistent with state and federal law, the appropriate employment contract, any applicable collective bargaining agreement, and policies, regulations and procedures of the Santa Barbara County Education Office.

5. Make a good faith effort to continue maintaining a drug and alcohol-free workplace through implementation of these regulations.

In taking disciplinary action, the County Superintendent or designee will either require termination or, when termination is not required by law, shall either take disciplinary action, up to and including termination, or require the employee to satisfactorily participate in a drug or alcohol assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency. The County Superintendent or designee's decision will be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and policies, regulations and procedures of the Santa Barbara County Education Office.

Approved: May 7, 1992 Revised: April 6, 1995

Please refer any questions on this policy or administrative regulations to Mari Minjarez Baptista, Assistant Superintendent, Human Resources.

Catastrophic Sick Leave

Catastrophic sick leave donations are available to you under specific circumstances, if you are a member of the Catastrophic Sick Leave Bank under the terms of the Agreement with SBCEA. If you have the need, you may contact either an officer of SBCEA or Mari Minjarez Baptista, Assistant Superintendent, Human Resources, x5279.

Changes in Address, Phone, Marital Status, or Dependents

Please fill out Form IO-66 if you change your name, address, or telephone number.

Form IO-66 is available on the SBCEO website, <http://www.sbceo.org>.

If you change your name, you will need to obtain a new social security card and submit it to Fiscal Services.

If you change your marital status, or if dependents are added, or no longer qualify for dependent status, you should consult a staff member in Human Resources or in Benefits. You may want to change your STRS beneficiary, your life insurance beneficiary, your health insurance coverage, the person designated to receive your pay warrant in the event of your death, and your tax withholding.

Changes in health insurance coverage must be accomplished within 30 days of the event (e.g., 30 days after the birth of a child or change in marital status). Failure to add a dependent in a timely manner results in your having to wait for the next open enrollment period. Failure to remove a dependent in a timely manner may result in claims being denied by the insurance carrier.



SANTA BARBARA
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William J. Cronin, Superintendent

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Employee Change of Address/Telephone/Name Form

CERTIFICATED _____

CLASSIFIED _____

Please Type or Print

EMPLOYEE'S NAME _____
First Middle Last

Is this a name change? _____ If so, former name _____

DEPARTMENT _____

NEW ADDRESS (Include street, number, city, state and zip)

TELEPHONE No. (_____) _____ EFFECTIVE DATE OF CHANGE _____
(include area code)

EMPLOYEE'S SIGNATURE _____

DATE _____

IO-66 REV 8/97

Child Abuse – Duty to Report

Under §11165.9 of the Penal Code, you have an obligation to report known and suspected incidents of child abuse and are identified as “mandated reporter.”

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Section 11166 follows:

“a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report to the agency immediately or as soon as is practicably possible by telephone and the mandated reporter shall prepare and send, fax, or electronically transmit a written followup report thereof within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any nonprivileged documentary evidence the mandated reporter possesses relating to the incident.”

Board Policy 5002 – Child Abuse Reporting

All employees of the Santa Barbara County Education Office in positions as “mandated reporters,” as defined by Penal Code Section 11165.7, shall report known or suspected instances of child abuse, as required by Penal Code Sections 11165 *et. seq.*, and in accordance with procedures established by the County Superintendent of Schools and Administrative Regulation 5002. Failure to comply with the terms of this policy may result in disciplinary proceedings.

Adopted: October 5, 1989 Revised: February 2, 2012

Administrative Regulation 5002 – Child Abuse Reporting

Upon initial employment, all employees of the Santa Barbara County Education Office in positions as “mandated reporters” shall be advised by the Human Resources Department of their legal responsibilities to report known or suspected instances of child abuse. “Mandated Reporters” include, but are not limited to, all certificated employee positions, instructional/teaching assistants, and others who work directly with students.

Each such employee shall sign a statement acknowledging his/her awareness of the legal requirements, and stating that s/he will comply with the provisions of law related to the reporting of known or suspected instances of child abuse.

In compliance with Penal Code Section 11165.5, the County Superintendent or designee shall:

- assure that the provisions of this Administrative Regulation are carried out in accordance with the law;
- provide training in the duties of child abuse reporting to instructional and teacher aides, teacher assistants, and other employees in positions as “mandated reporters.”

Approved: May 7, 1992 Revised: March 2, 2015

Complaint Procedures – Violations of Board Policy

Board Policy 5003 – Complaints

Complaints alleging violation of any Board Policy or Administrative Regulation shall be processed in accordance with Complaint Procedures to be established by the County Superintendent of Schools.

Approved: May 7, 1992 Revised: April 7, 1994

Administrative Regulation 5003 – Complaint Procedures

Purpose: This Complaint Procedure shall be utilized to resolve any alleged violation of a formally adopted Policy of the Board of Education, or of a formal Administrative Regulation approved by the County Superintendent of Schools. **Exceptions:** Any complaint alleging discrimination in violation of the Non-Discrimination and Affirmative Action policies of the Santa Barbara County Education Office are to be processed in accordance with the Complaint Procedure contained in Administrative Regulation No. 2005. Any complaint alleging harassment in employment is to be processed in accordance with the Complaint Procedure contained in Administrative Regulation No. 5006.

Informal Procedure: An attempt shall be made to resolve any complaint on an informal basis between the complainant and his/her immediate supervisor or other management employee against whom the complaint is alleged. A meeting between these individuals shall take place within five days of the incident which led to the complaint.

Formal Procedure:

Step 1 -- Assistant Superintendent Level

If the complaint is not resolved at the informal level, the complainant may submit his/her complaint in writing, on a form obtained from the Personnel Services Department, to the appropriate Assistant Superintendent within five days of the informal level meeting. This written document shall include: a clear, concise statement of the complaint; identification of the Board Policy or Administrative Regulation which was alleged to be violated; and the remedy which is sought by the complainant.

The Assistant Superintendent shall meet with the complainant within ten days of receipt of the written complaint in an effort to resolve the matter. Within five days of this meeting, the Assistant Superintendent shall submit his/her written findings and decision to the complainant.

Step 2 -- Deputy Superintendent

If the complaint is not resolved at Step 1 of the Formal Procedure, it may be submitted to the Deputy Superintendent within five days of the Step 1 meeting. The Deputy Superintendent shall investigate the matter, and shall submit a written decision to the complainant within ten days after the complaint has been referred to this level.

Step 3 -- County Superintendent of Schools

If the complaint is not resolved at Step 2 of the Formal Procedure, it may be submitted to the County Superintendent of Schools within five days of the Step 2 meeting. The County Superintendent or designee shall review the matter, and shall submit a written decision to the complainant within ten days after the complaint has been referred to this level. The decision of the County Superintendent of Schools shall be final and conclusive.

Approved: May 7, 1992 Revised: April 7, 1994

Complaint Procedures – Discrimination

Board Policy 2005 – Public/Student/Employee Complaints Concerning Discrimination

The County Board of Education and County Superintendent of Schools expect that complaints of alleged discrimination related to programs operated by the County Education Office brought by students, employees, parents/guardians or other members of the community shall be resolved in a prompt and equitable manner. Complaints should be resolved informally whenever possible.

The County Superintendent or designee shall establish administrative regulations governing discrimination complaint procedures.

The County Board of Education and County Superintendent prohibit retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in the complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The County Superintendent shall ensure that complainants are informed that injunctions, restraining orders and other civil law remedies may also be available to them. This information shall be published

with the County Education Office's nondiscrimination complaint procedures and included in any related notices.

Adopted: November 1, 1984 Revised: April 7, 1994

Administrative Regulation 2005 – Public/Student/Employee Complaints: Complaints Concerning Discrimination

The following procedures shall be followed when a student, parent/guardian, community member or employee has a complaint alleging that a specific action, policy, procedure or practice discriminates against him/her on any basis specified in the County Education Office's nondiscrimination or affirmative action policies. These procedures shall not apply to complaints regarding denial of benefits/discrimination under Special Education laws.

1. Any complaint must be initiated within thirty (30) working days after a complainant knew, or should have known, of the alleged discrimination.
2. All parties involved in allegations of discrimination shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made. The complainant also shall be notified of his/her right to appeal the decision to the next level.
3. When a complaint is brought against the individual responsible for the complaint process at any level, the complainant may address the complaint directly to the next appropriate level.
4. Meetings related to a complaint shall be held at times the County Education Office determines as least likely to interfere with program schedules and operations.
5. For the protection of the complainant and the County Education Office, complaint proceedings shall be kept confidential insofar as appropriate.
6. All documents, communications and records dealing with the complaint shall be placed in a complaint file maintained by the County Education Office.
7. Time limits specified in these procedures may be revised only by written mutual agreement of all parties involved. If the County Education Office fails to respond within a specified or adjusted time limit, a complainant may proceed to the next level. If a complainant fails to take the complaint to the next step within the prescribed time, the complaint shall be considered settled at the preceding step.

Procedure

All complaints brought by students, parents/guardians, community members, or employees shall be handled in the following manner:

LEVEL I

Within twenty (20) working days of the time that the complainant knew, or reasonably should have known, of the complaint, the complainant shall meet informally with the program director (if the complainant is a student, parent/guardian, or community member), or with the immediate supervisor (if the complainant is an employee). If the complainant's concerns are not clear or cannot be resolved through informal discussion, the program director or immediate supervisor shall prepare, within ten (10) working days, a summary of his/her meeting(s) with the complainant. This report shall be available when requested by the Nondiscrimination Coordinator.

LEVEL II

1. In the event the complainant is not satisfied with the decision at Level I, s/he may submit the written complaint to the appropriate Nondiscrimination Coordinator within five (5) working days of receiving the Level I response.
2. The Nondiscrimination Coordinator shall conduct any investigation necessary to resolve the complaint, including interviews with the parties involved and appropriate witnesses, and a review of all relevant documents.

3. Within ten (10) working days of receiving the written complaint, the Nondiscrimination Coordinator will respond to the complainant in writing. In the event that a response from third parties is necessary, the Coordinator may designate up to ten (10) additional working days for investigation. Additional time may be allowed for resolution with the complainant's consent.

LEVEL III

If the complaint cannot be resolved at Level II, the complainant may present the complaint to the County Superintendent or designee, who shall review the Level II investigation file, including the written complaint and all responses from staff members. The County Superintendent/designee shall respond to the complainant in writing within ten (10) working days after his/her receipt of the investigation file.

If the County Superintendent/designee finds it necessary to conduct further investigation, s/he may designate up to ten (10) additional working days for such investigation and shall respond to the complainant in writing within ten (10) working days of completing the investigation.

In lieu of personally reviewing the complaint, the Superintendent may elect to appoint a hearing panel to review the complaint and previous decisions and make recommendations to him/her. The panel shall hear the appeal and render its recommendation to the County Superintendent within ten (10) working days.

Other Remedies

Complainants shall be informed in writing that injunctions, restraining orders and other civil law remedies may also be available to them.

Reference:

Title VII of Civil Rights Act of 1964
Title IX of Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Age Discrimination Act of 1975

Approved: November 1, 1984 Revised: April 7, 1994

Complaint Procedures – Uniform Complaint Procedure

Board Policy 2006 – Uniform Complaint Procedure

The County Board of Education recognizes that the County Education Office is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs.

The County Superintendent of Schools shall establish and implement as specified in Title 5, Section 3080-4671, procedures to ensure the investigation and resolution of complaints regarding alleged failure to comply with or violations by the County Education Office of federal or state law or regulations governing the following educational programs, including, but not limited to, allegations of unlawful discrimination, harassment, intimidation, and bullying on the basis of actual or perceived characteristics such as sex, sexual orientation, gender, gender identity, gender expression, genetic information, ethnic group identification, race or ethnicity, ancestry, nationality, national origin, religion, marital or parental status, color, mental or physical disability, age, any other characteristics identified in state and federal law, or based on a person's association with a person or group with one or more of these actual or perceived characteristics in any program.

The Uniform complaint procedures shall also be used to address any complaint alleging the failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in education activities; the requirement for the development and adoption of a school safety plan; and the implementation of Local Control Funding Formula.

Programs to which this policy shall apply are:

- Consolidated Categorical Aid
- Child Care and Development
- Special Education

- Migrant Education
- Child Nutrition
- Regional Occupational Programs/ Career Technical Education & Training
- Any other program or activity of the County Education Office that receives state or federal funds

Excluded from this policy are complaints relating to allegations of child abuse, health and safety issues in a Child Development program, employment discrimination, or fraud. Procedures for resolution of any such complaints are addressed in other administrative rules and regulations.

ADOPTED BY COUNTY BOARD: October 1, 1992 REVISED: June 13, 2014

Administrative Regulation 2006 – Uniform Complaint Procedure

The Santa Barbara County Education Office has the primary responsibility to insure compliance with applicable state and federal laws and regulations. The County Education Office shall investigate complaints alleging failure to comply with these laws and regulations and/or alleging discrimination, and will seek to resolve those complaints in accordance with these Uniform Complaint Procedures, which govern the following programs:

- Consolidated Categorical Aid
- Child Care and Development
- Special Education
- Migrant Education
- Child Nutrition
- Regional Occupational Programs/ Career Technical Education & Training
- Any other program or activity of the County Education Office that receives state or federal funds

excluding complaints relating to child abuse, health and safety issues in a Child Development program, Title IX, employment discrimination, or fraud. Information regarding procedures for filing complaints not covered by this Administrative Regulation will be provided upon request by the Assistant Superintendent, Human Resources.

All complainants shall be free from retaliation and the identity of the complainant shall remain confidential as appropriate.

Compliance Officers

The County Superintendent of Schools designates the following compliance officers to receive and investigate complaints and to ensure compliance with law:

| <u>Program</u> | <u>Compliance Officer</u> |
|--|---|
| Consolidated Categorical Aid | Asst. Supt., Categorical & Special Programs |
| Child Care and Development | Director, Child Development |
| Special Education | Asst. Supt., Special Education |
| Migrant Education | Director, Migrant Education |
| Regional Occupational Program | Director, ROP/CTE |
| Section 504 | Asst. Supt., Categorical & Special Programs |
| Other state or federally-funded programs | Asst. Supt., Instructional Services or Asst. Supt., Categorical & Special Programs |

The County Superintendent or designee shall ensure that employees designated to investigate complaints

are knowledgeable about the laws and programs for which they are responsible.

The designated compliance officers shall meet the notification requirements of the Code of Regulations, Title 5, section 4622, including the annual dissemination of a written notice of complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education **by students**, parents or guardians of **students**, employees, advisory committees, appropriate private school officials or representatives, and other interested parties. The designated compliance officers shall ensure that complainants understand that they may pursue other remedies, including civil **law under state or federal discrimination laws** or other public agencies.

The County Superintendent or designee shall make available copies of the uniform complaint procedures free of charge. Uniform complaint procedures can be obtained on the website www.sbceo.org, choose A-Z index.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Filing of Complaint

If a complaint pursuant to Section 504 originates in one of the local school districts, it shall be brought to the attention of the **student's** resident district. The County Education Office has no jurisdiction or appeal structure for district complaints. Each district has an assigned 504 Compliance Officer.

The County Superintendent of Schools designates the Assistant Superintendent, Human Resources, to serve as the Coordinator of the Uniform Complaint Resolution Process. Written complaints of alleged noncompliance shall be filed with the Coordinator of the Uniform Complaint Resolution Process, who shall submit them to the appropriate compliance officer(s) named above.

Complaints alleging unlawful discrimination may be filed by a person who alleges that s/he personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. Any such complaint must be initiated no later than six (6) months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

Once a complaint is filed, no new material may be added by the complainant without the express approval of the Coordinator of the Uniform Complaint Resolution Process. If the complainant has new evidence, s/he may file a new, and separate, complaint.

The Coordinator of the Uniform Complaint Resolution Process shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4632.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, assistance in filing the complaint will be provided in compliance with the Code of Regulations, Title 5, Section 4600.

Investigation of Complaint

The Coordinator of the Uniform Complaint Resolution Procedure and/or the appropriate compliance officer shall conduct and complete an investigation within sixty (60) calendar days from receipt of a complaint. This time period may be extended by written agreement of the complainant.

Complaints of discrimination shall be investigated in a manner that protects confidentiality of the parties and the facts.

The investigation shall provide an opportunity for the complainant and/or the complainant's representative(s) and representative(s) of the County Education Office to present relevant evidence or information, and may include an opportunity for the parties to meet and discuss the issue(s) or question each other or each other's witnesses. Complaints may be resolved through mediation, but in no case shall mediation be mandatory.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation, or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of lack of evidence to support the allegations.

Refusal of the Santa Barbara County Education Office to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation, or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Assistance for Complainants

Complainants may seek help from agencies such as legal assistance agencies or local mediation centers, or from private attorneys.

Written Decision

Within sixty (60) days of receipt of the complaint by the County Education Office, the Coordinator of the Uniform Complaint Resolution Process and/or the appropriate compliance officer shall prepare and send to the complainant a written decision which shall include the following:

- The findings of fact based on the evidence gathered.
- The disposition of the complaint.
- Corrective actions, if any.
- Rationale for such disposition.
- Conclusion of law.
- Notice of the complainant's right to appeal to the California Department of Education.
- Procedure for initiating an appeal to the California Department of Education.
- For discrimination complaints, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.

The report of the decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write the report in the complainant's primary language, a meeting shall be arranged at which a community member will interpret for the complainant.

Appeal to the California Department of Education

A complainant may appeal the decision of the County Education Office within fifteen (15) days of receipt of the decision by filing a written appeal with the Superintendent of Public Instruction.

When appealing to the California Department of Education, the complainant must specify the reason(s) for the appeal, and must include a copy of the locally filed complaint and the decision of the County Education Office.

Approved: October 1, 1992

Revised: November 7, 2013

Complaint Procedures – Williams Uniform Complaint Procedure

Board Policy 2006.1: Williams Uniform Complaint Procedures

The County Superintendent of Schools shall establish and implement procedures as specified in Education Code Section 35186 to ensure the resolution of complaints regarding alleged violations by the County Education Office of state law or regulations governing the:

Sufficiency of instructional materials; or

Teacher vacancy or misassignment; or

A facility condition that poses an emergency or urgent threat to the health or safety of pupils or staff; or

High School exit exam intensive instruction and services provided to pupils who have not passed the exit exam by the end of Grade 12.

This policy shall apply to programs operated by the County Education Office as defined in Education Code Section 35186.

Excluded from this policy are complaints other than those regarding areas stated in this policy. Procedures for resolution of any such complaints are addressed in other administrative rules and regulations.

Adopted: April 7, 2005 Revised: February 2, 2012

Administrative Regulation 2006.1 – Williams Uniform Complaint Procedures

These regulations are established pursuant to the requirements of Education Code 35186, as added and amended by AB 550 (Ch. 900, Statutes of 2004) and AB 2727 (Ch. 903, Statutes of 2004), to provide a uniform complaint procedure for the resolution of complaints regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that post a threat to the health and safety of pupils or staff, teacher vacancy or misassignment, and lack of opportunity to receive high school exit exam intensive instruction.

These administrative regulations shall apply to programs operated by the County Education Office as defined in the Williams Legislation.

Compliance Officers

The County Superintendent of Schools designates the following compliance officers to receive and investigate complaints and to ensure compliance with law:

Compliance Officer

Administrator, Juvenile Court and Community Schools

Director, Regional Occupational Programs/Career Technical Education

Assistant Superintendent, Special Education

Assistant Superintendent, Categorical Programs

The designated compliance officers shall also be responsible for the annual notification of pupils, employees, parents/guardians, advisory committees, and other interested parties of these complaint procedures. The County Superintendent of Schools designates the Assistant Superintendent, Human Resources, to serve as the Coordinator of the Uniform Complaint Resolution Process.

Types of Complaints

The County Superintendent or designee shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred:

1. Instructional materials

A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials, or state or district-adopted textbooks or other required instructional materials to use in class, after school, or at home.

Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher Vacancy or Misassignment

Teacher Vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to

hold.

A semester begins and a certificated teacher is not assigned to teach the class for the entire year, or for a one-semester course, is not assigned for the entire semester.

A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.

A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities

A condition poses an emergency or urgent threat to the health or safety of pupils or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of pupils or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition, or any other condition deemed appropriate.

b. A school restroom has not been cleaned, or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

c. The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs.

4. High School Exit Examination Intensive Instruction and Services

A pupil, including an English learner, who has not passed the exit exam by the end of Grade 12, was not provided the opportunity to receive intensive instruction and services after completion of Grade 12 for two consecutive academic years or until the pupil has passed both parts of the exam, whichever comes first.

Filing of Complaint

If a complaint pursuant to Education Code Section 35186 originates in a local school district in Santa Barbara County, it shall be brought to the attention of the pupil's resident district.

A complaint alleging any condition(s) specified above in programs affected by this administrative regulation can be filed at any SBCEO site. **The complaint shall be immediately delivered to the compliance officer assigned to that program as indicated above.** The program compliance officer shall forward a complaint about problems beyond his/her authority to the County Superintendent or designee within 10 working days.

The program compliance officer shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received.

Complaints may be filed anonymously. If the complainant has requested a response to the complaint, the program compliance officer shall report the resolution of the complaint to him/her within 45 working day of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant indicated on the complaint form. The response shall be written in English and in the primary language in which the complaint was filed. At the same time, the program compliance officer shall report the same information to the County Superintendent or designee.

A complainant who is not satisfied with the resolution of the complaint proffered by the program compliance officer or designee may file an appeal to the County Superintendent. If a complainant is not satisfied with the resolution of the complaint proffered by the County Superintendent, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting.

For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of pupils or staff as described in item #3 above, a complainant who is not satisfied with the resolution proffered by the program compliance officer or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the response from the Santa Barbara

County Education Office. The complainant shall comply with the appeal requirements.

Complaints and written responses shall be public records.

Reports

Summarized data on the nature and resolution of all complaints shall be forwarded to the County Superintendent of Schools **and the Board of Education** on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting.

Forms and Notices

The County Superintendent or designee shall ensure that the complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. **The school shall have a complaint form available for such Williams complaints. The complaint form is also available** on the website www.sbceo.org, choose A-Z index, Williams Uniform Complaint Form. Complainants need not use the County Education Office's complaint form in order to file a complaint.

The County Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186.

Approved: March 3, 2005

Revised: June 14, 2012

County Board of Education

Your employer is the County Superintendent of Schools. In Santa Barbara County, the voters elect the County Superintendent and the seven members of the County Board of Education to four-year terms. William J. Cirone was elected County Superintendent in 1982. He was re-elected in 1986, 1990, 1994, 1998, 2002, 2006, 2010, and 2014. The County Board of Education generally meets on the first Thursday of each month in the County Board Room at 2:00 p.m. The agenda is posted prior to the meeting and the meeting is open to the public.

| | |
|----------------|-------------------------|
| President | Dr. Peter R. MacDougall |
| Vice-President | MaryBeth Carty |
| Member | Dr. Richard E. Fulton |
| Member | Roberta Heter |
| Member | Helen Hill |
| Member | Weldon U. (Joe) Howell |
| Member | William K. Macdonald |

Credentials

You must have a valid credential registered with the County Education Office in order to teach legally and in order to be paid. The credential must also match your current assignment.

Renewal - If you have a credential that needs to be renewed, you will need to start the renewal process well in advance of the expiration date. Failure to do so may result in unnecessary complications, including the issuance of a temporary certificate. Failure to renew a credential in a timely manner can jeopardize your status with the Office. **We highly recommend that you renew on-line because it results in much faster processing.** In fact, the Commission requires that you renew on line if you have a clear credential. The link is: <http://www.ctc.ca.gov>.

Human Resources will usually notify you six months before your credential expires. However, you are completely responsible for your credential renewal and registration.

If you have a **Preliminary** credential, the requirements necessary for renewal are indicated right on the credential document. Pay close attention to the renewal requirements. In some instances, you will need to obtain a recommendation from a credential-granting institution. Some of the requirements may take you as long as two years to complete.

If you have questions regarding your credentials, please call Tom Heiduk at x5266.

Emergencies

California Government Code § 3100 declares that public employees are disaster service workers. In the event that a local, state or federal emergency is declared, all employees of the Santa Barbara County Education Office are subject to disaster service activities as assigned to them by their supervisors.

Family Care and Medical Leave

Under the Federal and State Family Care and Medical Leave laws, you may obtain up to twelve weeks of unpaid leave with paid medical benefits for any of the following circumstances:

- a. The birth of your child or to care for your newborn;
- b. The placement of a child with you in connection with adoption or foster care;
- c. Leave to care for your child, parent, or spouse who has a serious health condition; or
- d. Leave because of a serious health condition that makes you unable to perform the functions of your position.

You are eligible for leave if you:

- a. Have been employed for at least twelve months; and
- b. Have been employed for at least 1,250 hours during the twelve-month period immediately preceding the beginning of the leave.

Full-time certificated employees are deemed to have met the 1,250-hour test if they have been employed for a full school year immediately preceding the beginning of the leave.

The duration of the leave is up to twelve workweeks during any twelve-month period. If both spouses are employed by the Office, leave connected with childbirth or adoption or foster care is limited to an aggregate of twelve workweeks for both employees.

If you believe that you qualify for leave under these provisions, please call Mari Minjarez Baptista, Assistant Superintendent, Human Resources, at x5279, to discuss the particulars and complete any necessary documentation.

Board Policy 5007.1: Family Care and Medical Leave

Family care and medical leave shall be granted to eligible employees in accordance with current state and federal law and administrative rules and regulations established by the County Superintendent of Schools.

ADOPTED BY COUNTY BOARD: April 6, 1995

Administrative Regulation 5007.1: Family Care and Medical Leave

DEFINITIONS

"Child" means a biological, adopted or foster child, a stepchild, or a legal ward, or a child under the age of 18, or 18 years of age or older who is incapable of self-care because of a mental or physical disability.

"Serious health condition" means an illness, injury, impairment or physical or mental condition that involves:

1. Inpatient care in a hospital, hospice or residential health care facility, or
2. Continuing treatment or continuing supervision by a health care provider.

"Twelve-month period" means the period of 12 months measured forward from the date leave under this policy is initially taken.

ELIGIBILITY

An employee is eligible for leave under this policy if the employee:

1. Has been employed for at least 12 months; and
2. Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

REASONS FOR LEAVE

Leave under the provisions of this policy is permitted for the following reasons:

1. The birth of the employee's child, or to care for the employee's newborn child;
2. Placement of a child with an employee for foster care or in connection with an employee's adoption of a child;
3. To care for the employee's child, parent, or spouse with a serious health condition;
4. Because of the employee's own serious health condition which makes the employee unable to perform the essential functions of his/her job.

TERMS OF LEAVE

1. Family care leave shall not exceed 12 workweeks during any 12-month period, as measured forward from the commencement of any such leave.
2. Leave taken pursuant to this policy is unpaid leave. While on such leave, employees will continue to be covered under any group health insurance to the same extent and in the same manner that such coverage is provided while the employee is on the job.
3. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the Santa Barbara County Education Office shall have the right to recover its share of health plan premiums for the entire leave period, unless the failure of the employee to return is due to the continuation, recurrence, or onset of a serious health condition which would entitle the employee to leave, or because of circumstances beyond the employee's control.
4. If an employee requests leave for any reason permitted under this policy, he/she must use any accrued vacation leave or other accrued time off, concurrent with the duration of family care and medical leave.
5. If an employee requests leave under this policy for his/her own serious health condition, in addition to concurrently using other forms of accrued leave the employee must also use any accrued sick leave.

REQUESTS, ADVANCE NOTICE, MEDICAL CERTIFICATION

Requests for leave under this policy shall be made at least 30 days in advance, or as soon as practicable if the employee learns of the need for the leave fewer than 30 days in advance.

If leave is needed for a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption of his/her program.

Employees who request leave under this policy for their own serious health condition or to care for a child, parent or a spouse who has a serious health condition, must provide written certification from the health care provider of the individual requiring care. If the leave is requested because of the employee's own serious health condition, the certification must include a statement that the employee is unable to perform the essential functions of his/her position.

INTERMITTENT/REDUCED WORK SCHEDULE LEAVE

If an employee requests leave intermittently (a few days or hours at a time) or on a reduced work schedule to care for a child, spouse or parent with a serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced work schedule.

If the employee requesting leave on an intermittent or reduced work schedule serves in an instructional

capacity, and his/her requested leave would amount to more than 20% of the total number of working days during the period of planned medical treatment, the employee may be required to either: (1) take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or (2) transfer temporarily to a different assignment with equivalent pay and benefits which could better accommodate recurring periods of leave.

INSTRUCTIONAL EMPLOYEES: LEAVES NEAR END OF THE SCHOOL YEAR

An instructional employee may be required to continue taking a requested leave until the end of the school year in any of the following situations:

1. The instructional employee begins a leave of three or more weeks' duration more than five weeks before the end of a school year and would subsequently return to work during the last three weeks of the school year.
2. The instructional employee, for reasons other than his/her own serious health condition, begins a leave of more than two weeks' duration during the period that begins five weeks before the end of the school year and would subsequently return to work during the last two weeks of the school year.
3. The instructional employee, for reasons other than his/her own serious health condition, begins a leave of more than five days' duration during the period that begins three weeks before the end of the school year.

REINSTATEMENT UPON RETURN FROM LEAVE

Upon expiration of leave under this policy, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position.

As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition which made the employee unable to perform his/her job, the employee must obtain and present a fitness-for-duty certification from the health care provider that the employee is able to resume work. Failure to provide such certification will result in denial of reinstatement.

Reinstatement to the same or equivalent position may be denied to an employee if all of the following conditions apply:

1. The employee is a salaried "key employee" who is among the highest paid 10% of the employees of the County Education Office;
2. The denial is necessary to prevent substantial economic hardship to the County Education Office; and
3. The County Education Office informs the employee of its intent to deny reinstatement at the time the determination is made that the denial is necessary, and the employee fails to immediately return to service.

Approved: April 6, 1995

Harassment

Harassment of any person by an employee of the District is strictly forbidden by State and Federal law, and Board Policy 5006.

If you believe that you have been the victim of harassment or if you have witnessed harassment, please be sure to make a report following the procedures outlined in the policy and administrative regulation that follow.

Board Policy 5006 – Sexual Harassment

The County Board of Education prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment in accordance with Administrative

Regulation 5006.

Any County Office of Education employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a County Office employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

Adopted: February 5, 1987

Revised: February 2, 2012

Administrative Regulation 5006 – Sexual Harassment

Disciplinary action up to and including termination will be instituted for behavior described in the definition of harassment set forth below. Any retaliation against an employee for filing a harassment complaint is prohibited. Employees found to be retaliating against another employee for this reason shall be subject to disciplinary action up to and including termination.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when:

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the County Education Office.

Other examples of actions that constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the County Education Office's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

COMPLAINT PROCEDURE

An employee who believes he or she has been harassed may make a complaint orally or in writing with any of the following:

1. Immediate supervisor
2. Department head or program manager
3. Director, Classified Human Resources
4. Assistant Superintendent, Human Resources

Any supervisor, department head, or program manager who receives a harassment complaint should immediately notify the Director, Classified Human Resources, or the Assistant Superintendent, Human Resources.

Upon notification of a harassment complaint, the Director, Classified Human Resources, or Assistant Superintendent, Human Resources shall take the following steps:

1. Authorize an investigation of the complaint, and supervise and/or conduct the investigation, to include interviews with: the complainant, the accused harasser, and any other person(s) the Director, Classified Human Resources, or Assistant Superintendent, Human Resources has reason to believe has relevant knowledge concerning the complaint.
2. Review factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment; giving consideration to all factual information, the totality of the circumstances, including the nature of the verbal, physical, visual, or sexual conduct and the context in which the alleged incidents occurred.
3. Report the results of the investigation and the determination as to whether harassment occurred to appropriate persons, including the complainant, the alleged harasser, the supervisor, and the program manager. Should discipline be imposed, the discipline will not be communicated to the complainant.
4. If harassment occurred, take and/or recommend to the appropriate Assistant Superintendent and/or the County Superintendent, prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense.
5. Take reasonable steps to protect the victim and other potential victims from further harassment.
6. Take reasonable steps to protect the victim from any retaliation as a result of communicating the complaint.

CONFIDENTIALITY -- Effort will be made to protect the privacy of parties involved in a complaint. Files pertaining to complaints handled under this process will be maintained in a confidential manner, and will not be made available to members of the general public.

TRAINING

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position.

The training and education program for supervisory employees shall include information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation.

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the County Office's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the Office's complaint procedures.

DISSEMINATION OF POLICY AND ADMINISTRATIVE REGULATION

A copy of the Board policy and this administrative regulation shall:

1. Be displayed in a prominent location in the main administrative building office, or other areas where notices of County Education Office rules, regulations, procedures, and standards of conduct are posted
2. Be provided to all employees annually or whenever a new employee is hired
3. Appear in any school or County Office publication that sets forth the Office's comprehensive rules, regulations, procedures, and standards of conduct

Approved: February 5, 1987

Revised: February 2, 2012

Loss of Personal Property

Board Policy 4013 – Loss of Personal Property

The County Superintendent of Schools may provide reimbursement to any person or persons for the theft, destruction, or damage by arson, burglary or vandalism of personal property used in the facilities of the County Superintendent of Schools or for activities conducted by the County Education Office.

Reimbursement will be made in accordance with the provisions of Administrative Regulation 4013.

Adopted: June 7, 1979 Revised: July 1, 2004

Administrative Regulation 4013 – Loss of Personal Property

Loss of Property Through Use of County Education Office Facilities

Reimbursement for the theft, destruction, or damage by arson, burglary or vandalism of personal property used in the facilities of the County Superintendent of Schools for activities conducted by the County Education Office shall be made only when prior approval for use of the facility was given, and after the value of the damaged or stolen property is agreed upon by the owner of the property and the County Superintendent or designee. This determination of value will take place only after the theft, destruction, or damage of the property, and will reflect depreciation based on the age of the article in question.

Written reports of loss of personal property shall be made to the County Superintendent or designee within thirty (30) days following such occurrence.

The County Education Office shall assume reimbursement responsibility only for amounts not covered by other means of reimbursement. Reimbursement of losses shall be limited to One Thousand Dollars (\$1,000) per occurrence.

Loss of Property of Employees of County Education Office

Reimbursement for the theft, destruction, or damage by arson, burglary or vandalism of personal property used in the facilities of the County Superintendent of Schools for activities conducted by the County Education Office or while the employee is in the line of duty, shall be made only after the value of the damaged or stolen property is agreed upon by the owner of the property and the County Superintendent or designee. This determination of value will take place only after the theft, destruction, or damage of the property, and will reflect depreciation based on the age of the article in question. In the event that recovery of a stolen article is made after payment has been made, either payment may be returned or the recovered article shall become the property of the County Education Office.

Written reports of loss of personal property by employees shall be made within thirty (30) days following such occurrence to the County Superintendent or designee.

Reimbursement of employee losses shall be limited to One Thousand Dollars (\$1,000) per occurrence.

Approved: June 7, 1979 Revised: June 15, 2004

Non-Discrimination in Employment

Board Policy 5001 – Non-Discrimination in Employment

It is the policy of the Santa Barbara County Education Office to provide equal employment opportunities for all qualified persons and to avoid unlawful discrimination against and/or harassment of employees and job applicants on the basis of actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

Furthermore, it is the goal of the County Education Office to achieve a racial and ethnic balance among its employees that reflects the composition of the available qualified work force.

Complaints regarding employment discrimination and/or harassment shall be immediately investigated in accordance with the procedures outlined in Administrative Regulation 5001.

Administrative Regulation 5001 – Non-Discrimination in Employment

The County Superintendent has the overall responsibility for ensuring equal employment opportunity in recruitment, assignment, promotion, retention, compensation, and training; and for striving to improve representation among the work force of the County Education Office of minority racial and ethnic groups and women, and other under-represented protected groups. Any complaint alleging a violation of this policy or administrative regulation shall be processed in accordance with the Complaint Procedure contained in Administrative Regulation No. 2005.

The Assistant Superintendent, Human Resources is designated as the Non-Discrimination Compliance Officer for the County Education Office, with the following responsibilities and duties:

1. To ensure that recruitment, hiring, promotions, transfers, assignments, and other personnel procedures are carried out in keeping with legal requirements and the non-discrimination in employment policy;
2. To develop procedures designed to identify and eliminate any underutilization of lawfully protected groups which may exist;
3. To provide guidance to all administrative and supervisory staff on matters relating to the implementation of a non-discrimination program;
4. To ensure that all selection procedures are job-related and do not adversely affect the opportunities of persons with disabilities, or other lawfully protected groups;
5. To maintain an active file of information on training institutions as possible recruitment resources for persons with disabilities, and other lawfully protected groups;
6. To provide the County Superintendent with periodic reports regarding the non-discrimination program, including statistics detailing the ethnic and gender composition of County Education Office employees by job classification.

Outside Employment

Before engaging in any outside employment, please check with your supervisor or with Mari Minjarez Baptista, Assistant Superintendent, Human Resources. Outside employment may not conflict with your employment with the Office and is subject to Board Policy 5009 and Administrative Regulation 5009.

Board Policy 5009 – Outside Employment

It is the policy of the Santa Barbara County Board of Education that employees of the County Education Office shall not engage in outside employment or other activities which are inconsistent, incompatible or in conflict with their duties as employees of the County Education Office.

The County Superintendent or designee will determine those outside activities that are inconsistent, incompatible or in conflict with the duties of employees of the County Education Office. Any of the following criteria may be used as a basis for such decision:

1. The outside employment involves the use for private gain of County Education Office facilities, equipment, supplies, or time (including paid sick leave or industrial accident/illness leave), or the prestige or influence of public employment.
2. The outside employment involves receipt of compensation by the employee from sources other than the County Education Office for the performance of work which the employee would be expected to perform for the County Education Office.
3. The outside employment involves work which may later be subject, directly or indirectly, to the control, inspection, review, audit or enforcement by the County Education Office, or any other officer or employee of the County Education Office.
4. The outside work involves such time demands as would render performance of the employee's duties to the County Education Office less efficient.

In the event the County Superintendent or designee determines that an employee's outside activities are inconsistent, incompatible or in conflict with his/her duties, the County Superintendent or designee will notify the employee in writing. Included in the notification will be notice of any disciplinary action to be taken against the employee for engaging in prohibited activities. The County Superintendent's decision in such matters shall be final and conclusive.

Approved: December 1, 1983 Revised: April 7, 1994

Pay Warrants and Payroll Deductions

Certificated employees are paid on the last business day of the month. Please note that the last business day of the month does not always coincide with the last teaching day, e.g., the last working day for you may be Friday, March 24, after which you might go on Spring Break, but the last business day of the month will likely be Friday, March 31.

If you work fewer than twelve months, you may opt to have summer pay withheld from your warrant so that your annual pay is distributed over twelve months. You will receive an election form with your annual offer of employment. You can change your option every year in August or September, but your choice will be in force for the entire school year.

The Payroll Department will implement payroll deductions for medical benefit contributions.

If you wish to have other items deducted, such as Tax-Sheltered Annuities, insurance, or monthly payments to a credit union, you may contact Shelagh Revells at x5215 or Jessica Hallberg, x5453 in Payroll to set up these deductions.

If you wish to modify your W-4 form (State and Federal withholding), please obtain the form in Payroll or the Human Resources Department.

If you wish to have your pay warrant automatically deposited to your account at a bank or credit union, you may fill out a form available in the Payroll Department.

Each of you has designated a person or persons who would be authorized to receive your pay warrant in the event of your death. If your personal circumstances warrant a change in the form, please be sure to fill out a new one. These are available in the Human Resources Department.

Personnel Files

Your official personnel file is maintained in the Human Resources Department. It contains your application, sign-up papers, changes of address forms, correspondence, evaluations, offers of employment, payroll forms, and other permissible documents.

If you wish to examine your personnel file, please call Jessica Lopez x5208. You will be able to review your file with a personnel staff member present. You may obtain copies of materials in your file by making a written request and paying for the cost of copying.

Political Activity

Board Policy 5011 – Right to Participate in Political Activity

It is the policy of the Santa Barbara County Board of Education to guarantee employees their rights to engage in political activity, and to insure that political activities do not interfere with the work of the Santa Barbara County Education Office.

Adopted: May 6, 1982 Revised: April 7, 1994

Administrative Regulation 5011 – Right to Participate in Political Activity

Each employee of the County Education Office has the right, during off-duty hours, to participate in political activities not specifically prohibited by law.

Improper Political Activity

Improper political activity includes:

1. The use of any Santa Barbara County Education Office property, equipment, or facility for any political purpose unless the use thereof is authorized by law for such purposes and the employee has obtained prior required approval.
2. The use of any County Education Office property, equipment, or facility for any political purpose or the performance of any political act during regular hours of duty.
3. Engaging in active campaigning in behalf of any candidate, including himself/herself, for public office during assigned hours of employment, except for duty-free periods. Notwithstanding the foregoing, no employee shall interfere with any other employee(s) engaged in work of the County Education Office.

Leave of Absence for Personal Candidacy

An employee who files for a non-partisan political office may be granted an unpaid leave of absence for a period not to exceed one hundred eighty (180) days prior to the election and continuing until the election processes have been completed insofar as his/her candidacy is concerned. Employees subject to the Hatch Act (5 USC 1503) shall not run for a partisan political office unless granted an unpaid leave of absence.

Approved: May 6, 1982

Revised: April 7, 1994

Pregnancy and Childbirth – Leaves

The provisions for leave in connection with your pregnancy are complicated and often overlap. You are encouraged to discuss your need for leave with your supervisor and with the Assistant Superintendent, Human Resources, all of whom can answer questions you might have. Depending on your circumstances, you may be eligible for both paid and unpaid leaves, with paid contributions for medical benefits and without paid contributions for medical benefits. You may be eligible for leave before delivery, following delivery, and for bonding with the newborn.

Release of Information

The County Education Office has established rules regarding release of information to the media and members of the public:

- Direct all calls from the press or other media to the Public Information Office at x5290.
- Refer all visitors from the press or other media to the Public Information Office.

The Public Information Office, on learning the nature of the inquiry/interest, will either respond with appropriate information or arrange for an appropriate spokesperson, from either within or outside of our office, to respond.

- Refer to your supervisor any requests for information, documents, or assistance from school districts, unless directed otherwise by the supervisor.
- Refer to your supervisor any requests from the media for photographs of students.
- Bring to the attention of your supervisor any emergency situation or controversial issue that might result in attention from the media. Supervisors will inform the Public Information Office as soon as possible.

In emergency situations, the only staff authorized to release information to members of the news media are the Superintendent, Assistant Superintendents, and the Director of Communications.

Retirement

If you are thinking about retirement, you may obtain information as follows:

Retirement benefit calculations, options, and counseling from:

STRS Counselors at the County Education Office (North and South), Laurie Hankins, x2400

STRS web site includes a retirement calculator: <http://www.calstrs.ca.gov>

Mari Minjarez Baptista, Assistant Superintendent, Human Resources, x5279

Unless you have a Beneficiary Designation form on file with STRS, in the event of your death, your benefits would be paid to your estate. In addition, some of you may have a form on file with STRS that lists a beneficiary you no longer wish to have.

If you would like Form MS 0002, please call the Human Resources Department at x5208. *Once you have completed the form, you need to send it directly to STRS. Your new form will supersede the old one.*

Medical Benefits are available to retired employees at their costs and at special rates for retired individuals. Judy Stepka x5210 is available to discuss options with you.

Safety Concerns

Please report safety concerns to your supervisor.

Safety Training

There are several training modules available from SIPE, our workers' compensation administrator.

Following are the directions.

1. Go to www.sbceo.org or directly to the website www.sipeonlinetraining.com
2. If on SBCEO website, click on A-Z site index (top right), click on S, and then Safety Training Program - SIPE.
3. Once on the SIPE website, register as a New User including selecting the appropriate department for your position and creating a password.
4. Click on any of the categories you are interested in learning more about.
5. Click on "About" on the left and continue through each Module.
6. Click on "Exam" and take the test if you'd like. If you pass the test, you will get a certificate of completion for that module.

Salary – Horizontal Advancement

Horizontal advancement on the salary schedule is based on educational accomplishment and is described fully in the Negotiated Agreement.

There are three important procedures to observe.

1. In order to receive credit for a course, you must submit the course for approval to your supervisor.
2. Once you have completed the course and your supervisor has approved it, submit an official transcript or grade report for the course units to be recorded into your file. All units are recorded as semester units. Quarter units are converted to semester units by multiplying by two-thirds.
3. If you expect to qualify for horizontal movement on the schedule, you have until September 1 to complete all coursework. Movement for the year cannot occur if the deadline is not met.

**REQUEST FOR APPROVAL OF COURSEWORK
FOR SALARY SCHEDULE CREDIT**

Instructions:

Complete information below and obtain approval of appropriate program director or administrator prior to taking coursework for salary schedule credit. Submit completed form to the Human Resources department. After courses are completed, submit official verification (transcripts or other official document) to the Human Resources department.

Approval must be given, units earned, and verification of completion submitted to Human Resources prior to September 1st in order for salary schedule advancement to occur for the new academic year. (Agreement Article V-2.)

| | | | |
|----------|--|------|--|
| Name | | | |
| Position | | Date | |

| Course Title & Number | Completion Date | College/University | Units (Sem/Qtr) |
|-----------------------|-----------------|--------------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |

Approved:

| | | | |
|--------------------------------|--|------|--|
| Program Manager/ Administrator | | Date | |
|--------------------------------|--|------|--|



Santa Barbara County Education Office

4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, California 93160-6307
 (805) 964-4711 • FAX: (805) 964-4713 • Direct Dial: 964-4710 plus extension

Service and Leadership • www.sbceo.org

Certificated Teacher/Nurse Annual Salary Schedule - 2015-2016

Requiring full credentials authorizing service for which initially employed

183 Service Days

| STEP | I | II | III | IV | V | VI |
|------|---|--|---|--|---|--|
| | BA or appropriate vocational credential | 15 semester units of upper division or graduate work after completion of a BA; equivalent vocational credential and 15 semester units of approved course work related to teaching assignment | 30 semester units of upper division or graduate work after completion of a BA; or appropriate vocational credential and 30 semester units | 45 semester units of upper division or graduate work after completion of a BA; for ROP Instructors appropriate vocational credential and 45 semester units | 60 semester units of upper division or graduate work after completion of a BA; or appropriate vocational credential and 60 semester units | Earned Masters degree and 75 units of upper division or graduate work after completion of a BA |
| 1 | 42,921 | 43,823 | 46,606 | 49,436 | 52,292 | 55,189 |
| 2 | 43,149 | 45,998 | 48,890 | 51,838 | 54,809 | 57,819 |
| 3 | 45,164 | 48,120 | 51,129 | 54,183 | 57,268 | 60,386 |
| 4 | 47,142 | 50,202 | 53,319 | 56,484 | 59,676 | 62,892 |
| 5 | 49,064 | 52,239 | 55,457 | 58,724 | 62,022 | 65,338 |
| 6 | 50,937 | 54,206 | 57,536 | 60,902 | 64,290 | 67,719 |
| 7 | 52,760 | 56,132 | 59,550 | 63,008 | 66,502 | 70,015 |
| 8 | 54,519 | 57,984 | 61,499 | 65,054 | 68,638 | 72,238 |
| 9 | 56,222 | 60,538 | 63,381 | 67,028 | 70,694 | 74,383 |
| 10 | 57,867 | 61,508 | 65,195 | 68,928 | 72,681 | 76,448 |
| 11 | 59,962 | 63,168 | 66,938 | 70,753 | 74,584 | 78,438 |
| 12 | 60,969 | 64,766 | 68,619 | 72,500 | 76,415 | 80,337 |
| 13 | 62,419 | 66,293 | 70,222 | 74,184 | 78,165 | 82,166 |
| 14 | 63,813 | 67,757 | 71,756 | 75,786 | 79,844 | 83,906 |

SBCEO Website and Intranet

SBCEO Website: <http://www.sbceo.org> and Intranet: <https://at01.sbceo.org>

The Santa Barbara County Education Office web site at the above address contains information and forms useful to current employees. In particular, the intranet, at <https://at01.sbceo.org> is designed for current employees and contains reference materials, the negotiated agreement, medical benefits information, and forms. You may obtain your password from Human Resources: Jessica Lopez, x5208 or Wendy Garcia, x5258.

Telephone Etiquette

The following message is from the Public Information Office:

We are a public institution and our phone responses reflect on the entire office, often coloring people's perception of public education in general.

Our phone manners are very important!

- 1 Try to answer all phones within three rings-even if you're just walking by an empty desk or sitting near a ringing phone. Take a message whenever possible. (And be sure to get the phone number and correct spelling!)
- 2 Answer by **identifying the department** and **saying your name**. "Hello, Public Information, this is Jean speaking."
- 3 Never leave a phone unattended. Be sure to 'call forward' if you will be away from your desk, even for a minute. **Never 'call forward' directly to voice mail** - always to another individual. **Direct voice mail is by special exception only.**
- 4 Try to keep transfers to a minimum. If a caller has already been transferred, take the person's name and phone number and say that the appropriate person will return the call soon. Call the proper department with the message. If you find out that the call will not be returned the same day, call back the individual and let him or her know when to expect the required information.
- 5 Try to remember that serving people over the phone isn't an intrusion into the job we need to be doing-it is **PART of our job**. And it's an important part. We are all ambassadors for public education and by serving the public promptly and courteously we help set a climate of trust and cooperation that is critical to the entire institution.

Tobacco-Free Environment

Smoking and the use of tobacco products are strictly prohibited in all District facilities, including buildings, grounds, and vehicles.

Board Policy 4011 and Administrative Regulation 4011 – Tobacco-Free Environment

In light of substantial research demonstrating the health hazards associated with even second-hand exposure to environmental tobacco smoke, the County Board of Education intends to protect the health and safety of employees, students, clients and visitors by providing a tobacco-free environment.

The use of products containing tobacco and nicotine is prohibited at all times on all property and in all facilities owned, leased, and/or operated by the County Education Office, whether indoors or out of doors, and in all vehicles owned, leased, and/or operated by the County Education Office. This prohibition applies to all employees, students, visitors and other persons in any program or at any meeting or event on any property owned, leased, or operated by or from the County Education Office.

Exceptions may be made by the County Superintendent or designee for the use or possession of prescription nicotine products or other cessation aids such as nicotine patches or nicotine gum. Student use or possession of such products must conform to laws governing student use and possession of medications.

The County Superintendent or designee will inform employees, students, parents/guardians, and the public about this policy. All individuals using premises or vehicles of the County Education Office share in the responsibility of adhering to this policy and informing appropriate officials of any violations.

The County Superintendent or designee will maintain a list of clinics and community resources which may assist employees and/or students who wish to stop using tobacco products.

Definition

Tobacco and nicotine products include, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel and nicotine delivery devices, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products.

Adopted: June 30, 1994

Revised: December 12, 2013

Administrative Regulation 4011 – Tobacco-Free Environment

Employee Notifications

The County Superintendent or designee will notify employees of the tobacco-free policy of the County Education Office. The notification shall include information regarding:

- the need to comply with board policy as a condition of employment;
- the dangers of tobacco use in the workplace, including its threat to the health and safety of employees, students and the public;
- available resources which may help employees stop using tobacco;
- possible disciplinary actions for policy violations, in accordance with rules, regulations, applicable law, and applicable collective bargaining agreements.

Signs

Signs prohibiting the use of tobacco shall be prominently displayed at appropriate entrances to all property owned, leased, or operated by the County Education Office.

Enforcement Procedures for Community Members

Community members who smoke on property owned, leased, or operated by the County Education Office shall be informed of the tobacco-free policy and asked to refrain from the use of tobacco. If an individual fails to comply with this request, the following actions may ensue:

1. The matter may be referred to the County Superintendent or designee, and/or the administrator responsible for the area or event in question.
2. If the individual fails to refrain when so requested, the County Superintendent or designee may direct him/her to leave the property.
3. If necessary, the County Superintendent or designee may request local law enforcement assistance in removing the individual from the premises.
4. When individuals or groups repeatedly violate the tobacco-free policy, the County Superintendent or designee may prohibit them from using the facilities of the County Education Office.

Approved: June 30, 1994

Revised: March 21, 2014

Tuberculosis Testing

State law requires that all employees obtain a tuberculosis clearance every four years. If you have tested positive on a prior skin test, you will henceforth be required to have a chest X-ray instead of the skin test to protect your health. Please advise the clinic of that fact.

Human Resources will notify you well in advance of the expiration of your TB clearance. If you fail to obtain a TB clearance before the expiration date, you will not be allowed to report to work until you obtain the clearance.

Please call Tracie Cordero, x5212, if you have questions regarding Tuberculosis testing.

Work-Related Injury or Illness

If you suffer a work-related injury, illness, or exposure, please call Wendy Garcia, x 5258 for instructions.

Locations for Medical Treatment Of Work Related Injuries

North County:

Sansum Clinic, 1225 North H Street, Lompoc 737-8740

Industrial Medical Group, 3070 Skyway Drive, #106 Santa Maria 922-8282

South County:

Sansum Clinic, 101 South Patterson Ave, Goleta 898-3311

Sansum Clinic, 4806 Carpinteria Ave, Carpinteria 566-5000

| | |
|--|---|
| Employer: Santa Barbara County Education Office P.O. Box 6307 Santa Barbara, CA 93160-6307 964-4711 | Carrier: Workers' Compensation Administrators 265 East Donovan Road Santa Maria, CA 93454 922-9157 |
|--|---|

If you have designated a physician for work-related injuries, you may go to that physician. A form for this purpose is available in this booklet.

If you have not designated a physician ahead of time, you must go to one of the above facilities:

Return to Work

After any treatment (no matter how minor) by a doctor or other facility, you must present a written release from the physician clearing you to return to work and stating specific restrictions, if any. Your supervisor will determine whether the Office can accommodate your restrictions.

Wendy Garcia, x5258, can respond to your questions regarding Workers' Compensation.

Employee's Designation of Treating Physician in the Event of Work Injury or Illness

The employee may designate a physician and surgeon (M.D.) or a doctor of osteopathy (D.O.) of their own choice within a reasonable geographic area to treat them in the event of a work related injury or illness pursuant to Labor Code Section 4600(d). The employee may designate only one physician and surgeon or doctor of osteopathy, and not one of each.

A Personal Physician must meet all of the following conditions:

- The physician is your regular physician and surgeon or doctor of osteopathy.
- The physician is your primary care physician and has previously directed your medical treatment.
- The physician retains your medical records, including your medical history.
- The physician agrees to be predesignated.

INSTRUCTIONS

If you wish to designate a treating physician and surgeon or doctor of osteopathy, to treat you in the event of a work related injury or illness, then complete Part 1 of this form, have the designated physician complete Part 2 of the form. Once this is done, you need to return the form to your employer.

PART 1: TO BE COMPLETED BY EMPLOYEE

| | |
|--|--|
| I have selected the following as my treating physician to treat me in the event of a work related injury or illness: | |
| Name: _____ designation | Check type of physician |
| Address: _____ Doctor) | [<input type="checkbox"/>] M.D. (Medical |
| (Doctor of Osteopathy) City, State & Zip: _____ | [<input type="checkbox"/>] D.O. |
| Telephone Number: _____ | |
| I do hereby certify that the above physician and surgeon or doctor of osteopathy, has previously directed my medical treatment and retains my treatment records. | |
| Your Name: _____ | |
| Your Signature: _____ | Date: _____ |

PART 2: TO BE COMPLETED BY DESIGNATED PHYSICIAN

| | |
|--|-------------|
| I am the employee's regular or primary care physician and have previously directed their medical treatment and I retain their medical records including medical history. I agree to be the predesignated personal physician. | |
| Physician Name: _____ | |
| Physician Signature: _____ | Date: _____ |



List of school districts – 2015-16

Available online at sbceo.org:
 List: A-Z site index, under 'd' -- district list (pdf)
 Map: sbceo.org/districts/countymap.shtml

Ballard School District (K-6) 601*
 Allan Pelletier Dist. Supt./Principal
 2425 School St.
 Solvang, CA 93463 688-4812

Blochman Union School District (K-8).. 602*
 Doug Brown, Dist. Supt./Principal
 4949 Foxen Canyon Rd.
 Santa Maria, CA 93454..... 937-1148

Buellton Union School District (K-8) 604*
 Dr. Bryan McCabe, Dist. Supt.
 595 Second St.
 Buellton, CA 93427 686-2767

Carpinteria Unif. School Dist. (K-12).... 605*
 Micheline G. Miglis, Dist. Supt.
 1400 Linden Ave.
 Carpinteria, CA 93013 684-4511

Cold Spring School District (K-6)..... 607*
 Dr. Tricia Price, Dist. Supt./Principal
 2243 Sycamore Canyon Rd.
 Santa Barbara, CA 93108..... 969-2678

College School District (K-8)..... 608*
 Dr. James D. Brown, Dist. Supt.
 3525 Pine St.
 Santa Ynez, CA 93460 686-7300

Cuyama Jt. Unif. School Dist. (K-12) 609*
 Dr. Paul Chounet, Dist. Supt./Principal
 2300 Highway 166, New Cuyama, CA 93254
 (661) 766-2482

Goleta Union School District (K-6)..... 610*
 William Banning, Dist. Supt.
 401 North Fairview Ave.
 Goleta, CA 93117 681-1200

Guadalupe Union School District (K-6)...611*
 Ed Cora, Dist. Supt.
 4465 Ninth St., P.O. Box 788
 Guadalupe, CA 93434-0788 343-2114

Hope School District (K-6) 612*
 Dr. Daniel Cooperman, Dist. Supt.
 3970 La Colina Rd.
 Santa Barbara, CA 93110..... 682-2564

Lompoc Unif. School District (K-12)613*
 Trevor McDonald, Dist. Supt.
 1301 North A St., P. O. Box 8000
 Lompoc, CA 93438-8000736-2371

Los Olivos School District (K-8).....615*
 Bridget Baublits, Dist. Supt./Principal
 2540 Alamo Pintado Ave., P.O. Box 208
 Los Olivos, CA 93441-0208.....688-4025

Montecito Union School Dist. (K-6)616*
 Tammy Murphy, Dist. Supt.
 385 San Ysidro Rd.
 Santa Barbara, CA 93108969-3249

Orcutt Union School District (K-9).....617*
 Deborah Blow, Dist. Supt.
 500 Dyer St.
 Orcutt, CA 93455938-8900

Santa Barbara Unified School District (K-12)619*
 Dr. David E. Cash, Dist. Supt.
 720 Santa Barbara St.
 Santa Barbara, CA 93101963-4338

Santa Maria-Bonita School Dist. (K-8) ..621*
 Matt Beecher, Interim Dist. Supt.
 708 South Miller St.
 Santa Maria, CA 93454928-1783

Santa Maria Jt. Union High School District (9-12)620*
 Dr. Mark Richardson, Dist. Supt.
 2560 Skyway Dr.
 Santa Maria, CA 93455922-4573

Santa Ynez Valley Union High School District (9-12)622*
 Scott Cory, Dist. Supt.
 2975 East Highway 246, P.O. Box 398
 Santa Ynez, CA 93460688-6487

Solvang School District (K-8)623*
 Dr. Steven Seaford, Dist. Supt.
 565 Atterdag Rd.
 Solvang, CA 93463688-4810

Vista del Mar Un. School Dist. (K-8)624*
 Scott Turnbull, Dist. Supt./Principal
 9467 San Julian Rd.
 Gaviota, CA 93117686-1880

COMMUNITY COLLEGES

Allan Hancock College 600*
 Dr. Kevin Walthers, Supt./President
 800 South College Dr.
 Santa Maria, CA 93454..... 922-6966

Santa Barbara City College 618*
 Dr. Lori Gaskin, Supt./President
 721 Cliff Dr.
 Santa Barbara, CA 93109 965-0581

SELPA (683-1424)..... 651*

Santa Barbara County Education Office

4400 Cathedral Oaks Rd.
 P.O. Box 6307
 Santa Barbara, CA 93160-6307
 Phone: (805) 964-4711 Fax: (805) 964-4712
 Direct station dialing: (805) 964-4710, plus ext.
sbceo.org

William J. Cirone, Superintendent
 Susan Salcido, Deputy Superintendent
 Ellen Barger, Asst. Supt., Curriculum and Instruction
 Catherine Breen, Asst. Supt., Special Education
 Kathy Hollis, Asst. Supt., Educational Services
 Mari Minjarez Baptista, Asst. Supt., Human Resources
 Bill Ridgeway, Asst. Supt., Administrative Services

North County Liaison Office

402 Farnel Rd.
 Santa Maria, CA 93458-4960
 Phone: (805) 349-0443 Fax: (805) 928-5414
 (805) 964-4710, ext. 2203 (Santa Barbara)

**Three-digit speed call numbers are for internal use only*



4400 Cathedral Oaks Road
 P.O. Box 6307
 Santa Barbara, California 93160-6307
 Direct Dial: 964-4710 plus extension
 (805) 964-4711 • FAX: (805) 964-4712

CENTRAL OFFICE CALENDAR

July 1, 2015 through June 30, 2016

| | | S | M | T | W | T | F | S |
|--|-------------|----|----|----|------|------|------|----|
| 3 Independence Day (<i>observed</i>) | JULY | | | | 1 | 2 | 3 | 4 |
| | 22 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | | 26 | 27 | 28 | 29 | 30 | 31 | |
| | AUG | | | | | | | 1 |
| | 21 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | 30 | 31 | | | | | |
| 7 Labor Day | SEPT | | | 1 | 2 | 3 | 4 | 5 |
| | 21 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | 27 | 28 | 29 | 30 | | | |
| | OCT | | | | 1 | 2 | 3 | |
| | 22 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 11 Veterans Day 26 Thanksgiving Day 27 Board Declared Holiday | NOV | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | 19 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | | 22 | 23 | 24 | 25 | 26 | (27) | 28 |
| | | 29 | 30 | | | | | |
| 23 Board Declared Holiday (<i>in lieu of Admission Day</i>) 24 Board Declared Holiday 25 Christmas Day 31 Board Declared Holiday | DEC | | | 1 | 2 | 3 | 4 | 5 |
| | 22 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | 20 | 21 | 22 | (23) | (24) | 25 | 26 |
| | | 27 | 28 | 29 | 30 | (31) | | |

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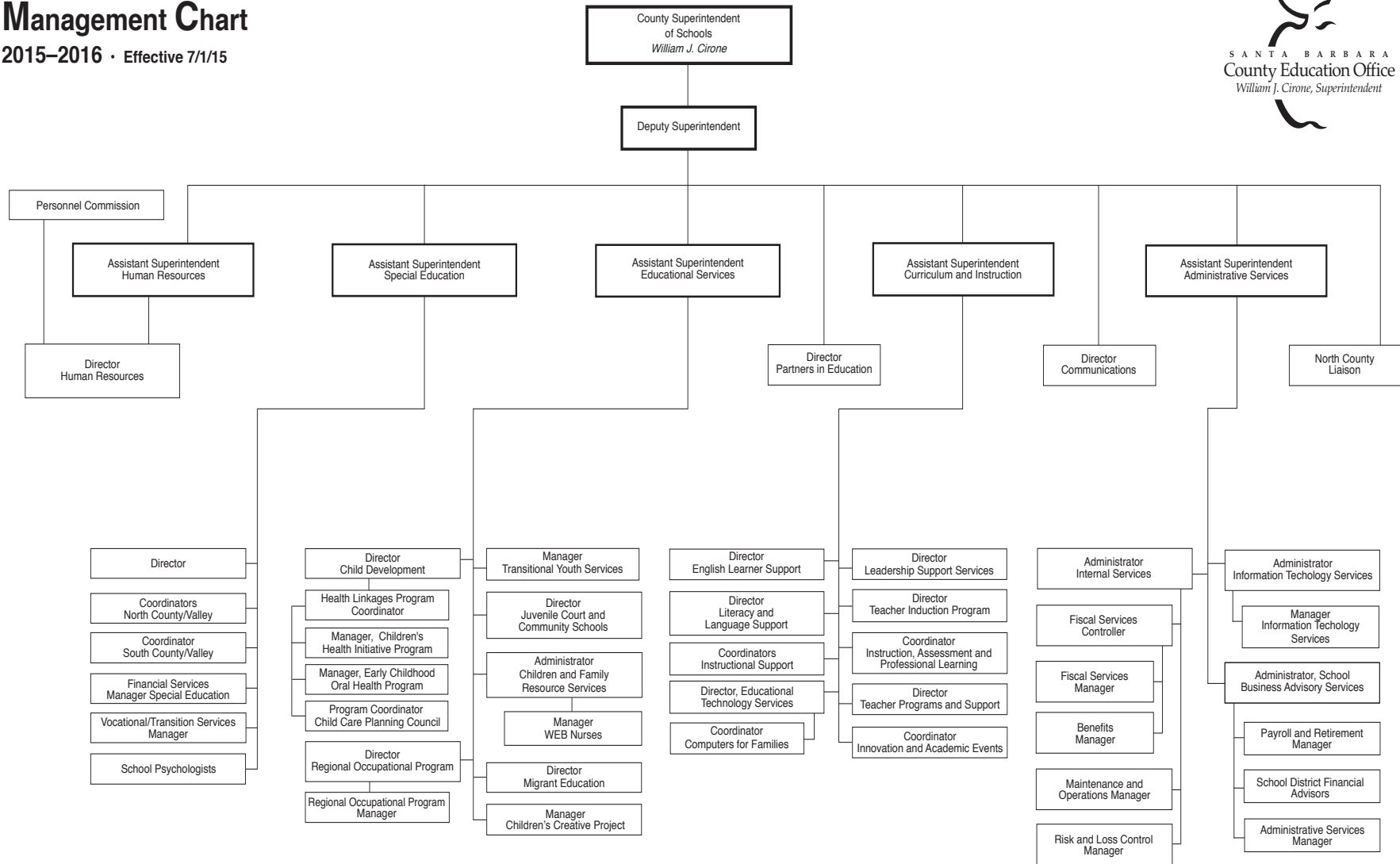
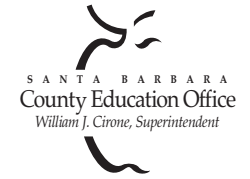
Legal Holiday;
 Board Declared Holiday

| | | S | M | T | W | T | F | S |
|--|-------------|----|----|----|----|----|----|----|
| | | | | | | | 1 | 2 |
| | | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | 31 | | | | | | |
| | JAN | | | | | | | |
| | 19 | | | | | | | |
| | | | 1 | 2 | 3 | 4 | 5 | 6 |
| | | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | | 28 | 29 | | | | | |
| | FEB | | | | | | | |
| | 19 | | | | | | | |
| | | | | 1 | 2 | 3 | 4 | 5 |
| | | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | 27 | 28 | 29 | 30 | 31 | | |
| | MAR | | | | | | | |
| | 23 | | | | | | | |
| | | | | | | 1 | 2 | |
| | | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | APR | | | | | | | |
| | 21 | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | 29 | 30 | 31 | | | | |
| | MAY | | | | | | | |
| | 21 | | | | | | | |
| | | | | 1 | 2 | 3 | 4 | |
| | | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | | 26 | 27 | 28 | 29 | 30 | | |
| | JUNE | | | | | | | |
| | 22 | | | | | | | |

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Management Chart

2015–2016 • Effective 7/1/15



Organization Chart

2015–2016 • Effective 7/1/15

