

BERRYESSA UNION SCHOOL DISTRICT HR NEWS

408-923-1850

Fall 2015

District Mission Statement

The Berryessa Union School District provides all students the skills to become lifelong learners and successful 21st century global citizens.



Welcome Back!

We hope that this newsletter finds you well. The purpose of this newsletter is to enhance communication and facilitate the distribution of important information to all employees. As we move into the new school year, great things are happening in Berryessa and I am excited to humbly do my part. For those who I may not have met yet, my name is Douglas Staine and I am the new Assistant Superintendent of HR. As I have made my way around, I've been meeting various employees and asking their thoughts about the school district. I did this to help facilitate my own learning. I was very pleased to hear so many things that were overwhelmingly positive! One area of growth that everyone did mention, however, was related to dissemination of information. Most were pleased with the strides made so far but believed that we can continue to grow in this area. It is my hope that the development or reintroduction of this newsletter will assist in that endeavor as we move forward! We welcome your feedback to help in this effort and I believe I am fortunate to be working with a great team in the Human Resources Department and the Berryessa family!



Laws Affecting HR

Definition of Personal Necessity Leave (California Education Code)

45207. (a) A probationary or permanent employee may, at his or her

election, use any days of absence for illness or injury earned pursuant to Section 45191 in cases of personal necessity, including any of the following:

(1) Death of a member of his or her immediate family when additional leave is required beyond that provided in Section 45194 and that provided, in addition thereto, as a right by the governing board.

(2) Accident, involving his or her person or property, or the person or property of a member of his or her immediate family.

(3) Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.

(4) Other reasons that the governing board may prescribe.

(b) The governing board of each school district shall adopt rules and regulations requiring and prescribing the manner of proof of personal necessity for the purpose of this section. The adopted rules and regulations may not require an employee to secure advance permission for leave taken for the purposes specified in paragraphs (1) and (2) of subdivision (a). Earned leave in excess of seven days may not be used in any school year for the purposes enumerated in this section, except if either of the following conditions exist:

(1) A maximum number of days in excess of seven is specified for that purpose in an agreement between the exclusive representative of the employees and the school district.

(2) If there is no exclusive representative of the employees, the governing board of the school district, by resolution, adopts a policy allowing earned leave in excess of seven days to be used in any school year for the purposes enumerated in this section.

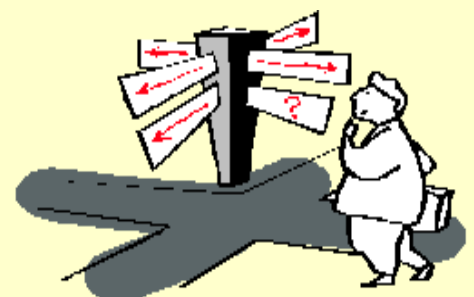
(c) Authorized necessity leave shall be deducted from sick leave earned under the exemption of Section 45191.

(d) "Immediate family" has the same meaning as in Section 45194.

(e) This section applies to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) and to school districts that may be exempted from Section 45191.

On the Negotiations Corner

The School District, Teamsters and CSEA have sunshined proposals or are in the process of doing so. We are planning to start negotiations very soon. CTAB shared that they are currently in the process of conducting a survey of unit members and it's anticipated that identified articles will be sunshined soon. To this end, we are identifying and setting possible meeting dates!



Knowledge is the key - Bloodborne Pathogens/Child Abuse Prevention

Bloodborne pathogens are infectious microorganisms in human blood and bodily fluids that can cause serious disease. Three of the most common bloodborne diseases are Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) which can lead to Acquired Immunodeficiency Syndrome (AIDS). Also, Hepatitis C (HCV) is another organism that has been spreading rapidly in recent years.

On September 29, 2014, Governor Jerry Brown signed AB 1432 (Chapter 797, Statutes of 2014). This new law went into effect on January 1, 2015, and requires California school districts to annually train mandated reporters on their child abuse reporting obligations under the law. AB 1432 impose the mandated reporter training obligation on all school districts, county offices of education (COEs), state special schools and diagnostic centers operated by the California Department of Education (CDE), and charter schools and their school personnel in California. We are required to annually train employees who are mandated reporters under the Child Abuse and Neglect Reporting Act (CANRA) on their abuse and neglect reporting requirements. We are also required to train new employees who are mandated reporters within six (6) weeks of employment. Additionally, we are required to develop a process for all persons required to receive training under the law to provide proof of completing this training within the first six (6) weeks of each school year or within six (6) weeks of new employees start date.

Next “in person” training dates scheduled for Bloodborne Pathogens/Child Abuse/First Aid-CPR are:

- **October 1, 2015**, 1:30-4:30 PM in the large Board Room at the District Office
- **January 14, 2016**, 1:30-4:30 PM in the large Board Room at the District Office

Convenient online training modules are being set up for all employees so that all can complete the mandatory training activities.

What’s Ahead:

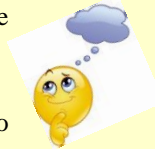
Cert. Official Transcript Deadline	November 1, 2015
Veterans' Day	November 11, 2015
Thanksgiving Break	November 23-27, 2015
Winter Break	December 21, 2015 – January 1, 2016
Martin Luther King, Jr's Day	January 18, 2016

Evaluation Tips for Supervisors!!

- Adhere to established timelines.
- Refer to the guidelines in the collective bargaining agreement.
- When conducting your evaluation, refer to and utilize goals and objectives.
- Be specific, clear and direct (engage in honest conversations with the employee)
- Remember the goal of an evaluation is not punitive but to facilitate growth.
- Contact the HR Department at any time for guidance!

Official Business Requests (OB)

In the advent of increased Professional Development activities, HR continues to work to ensure classroom coverage in midst of a severe substitute teacher shortage. Some of the ways in which you may help us to serve you better, include but are not limited to:

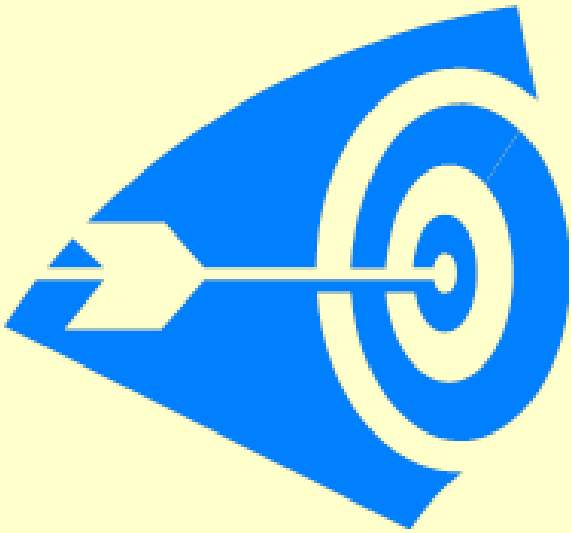


- In the case of massive PD activities, refrain from requesting preferred subs; or
- Individual teachers may set up personal “substitute preferred lists” by submitting a list to their site/dept. secretary.
- School/Dept. sites may set up “substitute preferred lists”.
- Official Business/PD organizers, i.e. administrators, may check out our “shared” Google Personnel Info calendar for OB availability dates.
- Select alternative dates whenever possible.
- Refrain from selecting Mondays/Fridays for massive PD activities if possible.
- Submit OB requests 10 days in advance of planned activities.

Open Enrollment Reminder

IT IS THAT TIME OF THE YEAR!
TO MAKE CHANGES TO YOUR
CURRENT MEDICAL
BENEFITS PLANS, YOU
MUST COMPLETE
APPROPRIATE FORMS IN
THE HR DEPARTMENT
BETWEEN SEPTEMBER 14TH AND
OCTOBER 9TH. CHANGES MADE
DURING OPEN ENROLLMENT
TAKE EFFECT **JANUARY 1, 2016.**





Customer Service

The Human Resources Office is committed to providing excellent service.

- ✓ We will respond to your requests in a timely manner.
- ✓ We will be courteous.
- ✓ We will provide consistent and dependable service.
- ✓ We will provide useful and helpful information.

How are we doing?

We welcome your suggestions and feedback!

Support Staff – at Your Service!!

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