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# An Introduction to the Sequoia Union High School District

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# Classified Sick Leave

## (M&O / OT&P Contracts: Article VII, Section 1)

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- ▶ All permanent classified employees receive paid sick leave accrual based on the number of months they work in a school year. 12 days for 12 month employees, 11 days for 11 month employees, etc.
- ▶ Sick leave is accrued annually (pro-rated for first year of employment).
- ▶ Employees carry over any unused sick leave from year to year.
- ▶ Sick leave may be used for medical, doctor's appointment's, maternity, Workers' Compensation, Personal Necessity and Family School Partnership leave.
- ▶ Upon separation from service, employees are not paid out for any unused sick leave.
- ▶ Unused sick leave may count toward years of service for CALPERS retirement.
- ▶ Temporary employees are not eligible for paid sick leave.

# Classified Leaves

## (M&O / OT&P Contracts: Article VII)

- ▶ **Personal Illness & Maternity** (accrue 1 day per month, carry over from year to year awarded at the beginning of each school year)
- ▶ **Doctor's Appointments** (4 hours per year – with max of 1 hour per month)
- ▶ **Personal Necessity** (max 7 days per year, pulls from sick leave balance, must be preapproved)
- ▶ **Jury Duty and other Legal Responsibilities** (must provide court order or jury summons)
- ▶ **Workers' Compensation** (max of 60 days per illness or injury)
- ▶ **Illness in the Immediate Family** (4 days per year, does not carry over)
- ▶ **Bereavement Leave** (max 5 days per death, must be immediate family)
- ▶ **Family School Partnership Act** (max of 40 hours per year, pulls from sick leave balance, must be pre-approved)
- ▶ **Leave Without Pay** (max of 3 months, must be pre-approved)
- ▶ **Extended Disability Leave** (up to 5 months of differential pay, at end terminated and put on 39 month rehire list)
- ▶ **Military Leave** (must provide military orders, benefits and “like” position stays in place)
- ▶ **Catastrophic Leave** (when all other leave is exhausted, must be approved, must have donated to bank)
- ▶ **Birthday Leave** (1 day, paid if no sick leave or doctor's appt leave has been used in previous year)
- ▶ **FMLA** (must work at least 1250 hours per year and provide doctor's note, benefits and “like” position stay in place)

# Classified Vacations

(M&O / OT&P Contracts: Article XII, Section 2)

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- ▶ All permanent employees receive vacation time accrual based on their years of service and number of months they work per year (except 9 month employees).
- ▶ Vacation time is accrued monthly (pro-rated for first year of employment).
- ▶ Vacation requests must be pre-approved by supervisor.
- ▶ Employees may carry over a maximum of 25 days vacation from year to year.
- ▶ Upon separation from service, entitled to lump-sum compensation for all earned vacation.

# Professional Growth

## (M&O / OT&P Contracts: Article XIII, Section 3)

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Permanent employees, who meet the requirements, will be eligible for a professional growth increment every three years, to a maximum of three increments.

- ▶ Requirements for the professional growth increment shall include:
- ▶ Permanent status and employment for a minimum of twenty hours per week on a continuous basis for 75% of the work year.
- ▶ Advance approval from the personnel office before entering into the course of study.

Course of study must directly relate to the position currently occupied by the unit member. Nothing in this subsection precludes unit members from qualifying for professional growth increments when course of study is to improve job skills for promotion, e.g. shorthand or typing.

Eligible unit members shall be granted thirty dollars per month, prorated to the work year and workday of the individual member for eight semester hours or twelve quarter hours of transcript units from an accredited college or university or approved adult education course work completed.

# Promotions

## (M&O / OT&P Contracts: Article XIII, Section 10)

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- ▶ Permanent employees who successfully complete a six-month probationary period will move the first of the following month to the next step on the salary schedule for his/her classification.
- ▶ Failing to pass probation will result in returning to previous position
- ▶ Permanent employees who are promoted will be placed on the salary schedule at the step which gives the unit member a 5% salary increase. After successful completion of a six-month probation period in the new position, the unit member will receive a step increase, if one is available on the new schedule. If the unit member fails probation, he/she will be returned to his/her previously held position or a comparable position if the previously held position has been abolished.

# Classified Evaluations

## (M&O / OT&P Contracts: Article VIII )

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### ▶ **Evaluations**

- ▶ Probationary employees receive an evaluation within first 6 months of hire or promotion to new position. Evaluations are completed by their Supervisor.
- ▶ All permanent classified employees should receive an annual evaluation in the April / May time frame. Evaluations are completed by their Supervisor.
- ▶ Temporary employees do not receive a evaluation.



# Classified Union Contacts

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**Nadia Bledsoe** 510/533-3791  
AFSCME Council 57– Business Agent

## OT&P Union

- |                  |                   |
|------------------|-------------------|
| ▶ District       | Marie Jones       |
| ▶ Carlmont       | Sharon Bologna    |
| ▶ Menlo Atherton | Sandy Nelson      |
| ▶ Sequoia        | Evelyn Valencia   |
|                  | Susie bass        |
| ▶ Woodside       | Donna Allen       |
| ▶ Redwood        | Dori Fau          |
| ▶ Adult School   | Guillermo Acevedo |

**Nadia Bledsoe** 510/533-3791  
AFSCME Council 57– Business Agent

## M&O Union

- |                  |               |
|------------------|---------------|
| ▶ District       | Pete White    |
| ▶ Carlmont       | <b>TBD</b>    |
| ▶ Menlo Atherton | Eduardo Perez |
| ▶ Sequoia        | Pastor Guzman |
| ▶ Woodside       | Oscar Murillo |

# Certificated New Hires

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- ▶ **Employment Status**

When you are hired in, you are notified whether you are a probationary employee or a temporary employee and provided with your job description.

- ▶ **Probationary**

- ▶ Probationary employees

- ▶ **Temporary**

- ▶ Temporary employees

# Certificated Leaves

- ▶ **Personal Illness & Maternity** (accrue one day per month, carry over from year to year)
- ▶ **Personal Necessity** (max seven days per year, pulls from sick leave balance, must be preapproved)
- ▶ **Maternity / Parental Leave** (two days per birth)
- ▶ **Jury Duty and other Legal Responsibilities** (must provide court order or jury summons)
- ▶ **Workers' Compensation** (max of 60 days per illness or injury)
- ▶ **Illness in the Immediate Family** (four days per year, does not carry over / immediate family as described in agreement – section 10.2)
- ▶ **Bereavement Leave** (max five days per death, must be immediate family as described in agreement – section 7.1)
- ▶ **Family School Partnership Act** (max of 40 hours per year, pulls from sick leave balance, must be pre-approved)
- ▶ **Leave Without Pay** (must be pre-approved – up to two years)
- ▶ **Extended Disability Leave** (up to five months of differential)
- ▶ **Military Leave** (must provide military orders, benefits and “like” position stays in place)
- ▶ **Catastrophic Leave** (when all other leave is exhausted, must be approved, must have donated to bank)
- ▶ **FMLA** (must work at least 1250 hours per year and provide doctor's note, benefits and “like” position stay in place)

## Sick Leave for Certificated Staff

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- ▶ Full-time employees working five days a week are entitled to ten days of leave a year. Employees employed less than full time for a year of service shall be entitled to that proportion of ten days.
- ▶ Employees carry over any unused sick leave from year to year.
- ▶ Sick leave may be used for medical, doctor's appointments, maternity, Workers' Compensation, Personal Necessity and Family School Partnership leave.
- ▶ Upon separation from service, employees are not paid out for any unused sick leave.
- ▶ Unused sick leave may count toward years of service for STRS retirement.

# Certificated Evaluations

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## ▶ **Evaluations**

- ▶ All Certificated employees

# SDTA Union Contract

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- ▶ To view the current contract go to [www.seq.org](http://www.seq.org)
- ▶ On the menu bar click on District
  - Go down the list and select Employment/Human Resources

# Certificated NCLB

## New Teacher Path 1

Received Credential after  
July 1, 2002

Teacher must have:

- 1) A BA or BS
- 2) A CA credential
- 3) CORE academic subject matter competence by **exam** or one of the following **coursework** options:
  - A) CTC approved program
  - B) Major
  - C) Major equivalent  
(32 Semester Units)
  - D) Graduate degree

Once these three requirements are documented, the teacher is highly qualified in that subject area.

## Veteran Teacher Path 2

Received Credential before  
July 1, 2002

Teacher must have:

- 1) A BA or BS
- 2) A CA credential
- 3) Core academic subject matter competence by **exam** or one of the following **coursework** options:
  - A) CTC approved program
  - B) College Major
  - C) Major equivalent  
(32 Semester Units)
  - D) Graduate degree
  - E) National Board Certification

Once these three requirements are documented, the teacher is highly qualified in that subject area.

# Certificated Credential Renewal

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All clear and professional clear credentials **must be** renewed online

- ▶ To view or renew your current credential, please visit the California Commission on Teacher Credentialing website at: [www.ctc.ca.gov](http://www.ctc.ca.gov)
- ▶ The online renewal requires access to the internet and payment via Visa or MasterCard debit or credit card.
- ▶ For holders of professional clear credentials: The Commission no longer requires verification of professional growth requirements (including clock hours and days of service) when renewing your teaching or services credentials.
- ▶ Once your credential has been renewed, please send payment confirmation and a printed copy of your credential to the Human Resources Department. Attention: April Hoch.



# Certificated Column Reclassification

(Reference Article XI Section 3.5)

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Q: I would like to take additional units for salary advancement. What do I need to do?

A: Send the course description to HR for approval by Asst. Superintendent, HR

- ❖ Continuing Education Units meeting applicable contractual requirements shall be accepted for salary reclassification up to a District lifetime maximum of 15 semester units
- ❖ Reclassification pay shall commence the first of the month following submission of the original transcripts to HR
- ❖ No reclassified pay shall commence after March 1st of any fiscal year
- ❖ Unit members requesting a column reclassification to commence on July 1 must have a “Statement of Intent” to take additional units on file with HR prior to the last day in April

# Aesop

## (Certificated)

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- ▶ Aesop is an automated service that records and manages employees absences and finds substitutes for open absences
- ▶ You will be entering all of your absences into the Aesop System
- ▶ You can access Aesop 24 hours a day, 7 days a week
- ▶ Each employee will receive their own login ID and pin number to logon to Aesop
- ▶ If you are unsure what your login information is please contact Stefanie Lippi at [stlippi@seq.org](mailto:stlippi@seq.org)



# Interacting With Aesop

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- ▶ You can interact with Aesop through the internet at [www.aesopeducation.com](http://www.aesopeducation.com) or by calling 1-800-942-3767
- ▶ When logged on to Aesop you will be able to enter in your absences, check past absences, upload lesson plans and leave comments or directions for the substitute.
- ▶ On your Aesop login page you can:
  - ▶ View your interactive calendar with school holidays and non work days already entered in for you
  - ▶ Watch tutorials on how Aesop works
  - ▶ View your current absences
  - ▶ Create an absence
  - ▶ Cancel an absence
  - ▶ Communicate with your substitute

# Creating an Absence

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- ▶ You are responsible for calling in your own absences and informing your site of your absence.
- ▶ It is required to put in your absence no later than **6:30 am** the day you will be out (*Article VII, Section 1*)
- ▶ To create an absence you are required to enter in:
  - ▶ Start and end date
  - ▶ Absence Reason from a predetermine drop down menu
  - ▶ Select if a substitute is required
  - ▶ Specify the start and end times
  - ▶ Leaving a message for the substitute is not mandatory
- ▶ You must click on the **Save** button or the absence will not be put into the system for a substitute to pick up
- ▶ As soon as your absence is entered Aesop it will start calling substitutes to fill that assignment. You can also prearrange to have a preferred substitute in your class.

# How Can I View My Absence Balance?

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- ▶ On your home page click on **Absence Reason Balances**
- ▶ Each absence entered in Aesop will deduct from your total allotted for the year
- ▶ The **Initial Balance** is what you are allowed for the entire year
- ▶ The **Current Balance** is what you have remaining for the school year
- ▶ You can also go to **View My Schedule** which will show your absences for the past 366 days

# Benefits

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Our benefits include:

- Medical, Dental, and Vision
- EAP Program (certificated and classified)
- Long-Term Disability, Life Insurance(classified)
- Flexible Spending Accounts
- 403B, 457 (voluntary contributions)
- Contributions to Retirement Systems
- PERS (classified) and STRS (certificated)

(Effective date is the first of the month following one full calendar month of employment)

# How Do I Enroll In SUHSD Benefits?

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- ▶ You have **30 days** as a new hire to enroll in our benefits.
- ▶ If you choose not to enroll, you must decline coverage by completing the Cafeteria, CalPERS, Delta and Dependent Verification forms.
- ▶ **Who's eligible?**
- ▶ You, your spouse, your child(ren), or your domestic partner.
- ▶ **Can I change my mind?**
- ▶ Only if you have a Qualified Life Status Change (contact Sonia Ramirez with questions and to receive more information)

# Blue Shield Access + and Net Value HMO

P.O. Box 272540 Chico Ca 95927-2540

Member Service Phone Number 800-334-5847

[www.blueshieldca.com/calpers](http://www.blueshieldca.com/calpers)

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- ▶ No Annual deductible
- ▶ \$15.00 Co-pay per visit
- ▶ Preventive Care: No Charge
- ▶ Diagnostic X-ray/Lab: No Charge
- ▶ Emergency Services \$50.00 co-pay – waived if admitted to hospital
- ▶ Maximum Calendar Year Co-pay (excluding Pharmacy) \$1,500.00 individual, \$3,000.00 family
- ▶ Out of network reimbursed at a fee schedule
- ▶ Prescription Drugs (Not to exceed 30 day supply):
  - ▶ \$5 Generic
  - ▶ \$20 Brand-name Formulary
  - ▶ \$50 Brand-name Non-Formulary



# Kaiser HMO

P.O. Box 23448

San Diego CA 92193-3448

Member services phone number 800-464-4000

[www.kp.org/calpers](http://www.kp.org/calpers)

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- ▶ No Annual deductible
- ▶ \$15.00 Co-pay per visit
- ▶ Preventive Care: No Charge
- ▶ Diagnostic X-ray/Lab: No Charge
- ▶ Emergency Services \$50.00 co-pay – waived if admitted to hospital
- ▶ Maximum Calendar Year Co-pay (excluding Pharmacy)
- ▶ \$1,500.00 individual, \$3,000.00 family
- ▶ Out of network reimbursed at a fee schedule
- ▶ Prescription Drugs (Not to exceed 30 day supply):
  - ▶ \$5 Generic
  - ▶ \$20 Brand-name Formulary
  - ▶ \$50 Brand-name Non-Formulary

## PERS Select, PERS Choice, and PERS Care (Administer by Anthem Blue Cross)

P.O. Box 60007

Los Angeles CA 900060-007

Member Services Phone number 877-737-7776

[www.anthem.com/ca/calpers](http://www.anthem.com/ca/calpers)

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- ▶ Calendar year deductible
  - ▶ \$500 per member \$1000 for family (PERS Choice, Select, Care)
  - ▶ Maximum Calendar Year Co-pay (excluding pharmacy)
  - ▶ \$3000 individual \$6000 family (PERS Choice, Select)
  - ▶ \$2000 individual \$4000 family (PERS Choice, Select)
- ▶ Preventive Care: No Charge PPO, 40% Non PPO (PERS Choice, Select, Care)
- ▶ Diagnostic X-ray/Lab: 20% PPO, 40% Non PPO (PERS Choice, Select)
- ▶ Diagnostic X-ray/Lab: 10% PPO, 40% Non PPO (PERS Care)
- ▶ Emergency Services \$50.00 co-pay (PPO and Non-PPO)
  - ▶ 20% PPO and Non-PPO (PERS Choice, Select)
  - ▶ 10% PPO and Non-PPO (PERS Care)
- ▶ Pharmacy Benefits (Administered By CVS Caremark)
  - ▶ Call 877-542-0284 or visit [www.caremark.com/calpers](http://www.caremark.com/calpers).

# Delta Dental

Phone number 866-499-3001

PO BOX 997330 Sacramento CA 95899-7330 (Classified, Certificated)

Group number 05382 - [www.deltadentalins.com](http://www.deltadentalins.com)

PO BOX 7736 San Francisco CA 94120 (Management, Confidential)

Group number 7046-0072 - [www.deltadentalins.com](http://www.deltadentalins.com)

|                                     | <b>PPO</b><br>(Management and Confidential) | <b>PPO</b><br>Out of Network<br>Management and Confidential) | <b>PPO</b><br>(Classified and Certificated) | <b>PPO</b><br>Out of Network<br>Classified and Certificated) |
|-------------------------------------|---|--|---|--|
| <b>Calendar Year Deductible</b>     | No deductible                               | No deductible  | No deductible                               | No deductible  |
| <b>Calendar Year Maximum</b>        | \$2,000                                     | \$2,000  | \$2,200                                     | \$2,000  |
| <b>Preventive</b>                   | 100%  | 100%   | 80%   | 80%  |
| <b>Basic</b>                        | 90%   | 90%  | 80%   | 80%  |
| <b>Major</b>                        | 80%   | 80%  | 80%   | 80%  |
| <b>Orthodontia –<br/>Child only</b> | 60%   | 60%  | 60%   | 60%  |
| <b>Lifetime Maximum:</b>            | \$1,500                                     | \$1,500  | \$1,500                                     | \$1,500  |

# Vision Plan

## VSP - Vision Service Plan

3333 Quality Drive Rancho Cordova CA 95670

Phone number 800-877-7195 vsp.com

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- ▶ Administered KCares
- ▶ **Eye Exam**
- ▶ Co-payment: \$10 for exam
- ▶ every 12 months
- ▶ **Lenses**
- ▶ single vision, lined bifocal, and lined trifocal lenses
- ▶ every 12 months
- ▶ **Frames**
- ▶ \$115 allowance for frame or your choice + 20% off any out of pocket cost
- ▶ every 24 months
  - ▶ **Contact Lens Care**
  - ▶ \$105 allowance + 20% off any out of pocket cost
  - ▶ (If you choose contact lenses you will be eligible for frame in 24 months)
- ▶ **Out-of-Network Reimbursements Amounts**
- ▶ Exam ..... Up to \$45
- ▶ Single vision Lenses.. ..... Up to \$45
- ▶ Lined bifocal lenses ..... Up to \$65
- ▶ Lined trifocal lenses ..... Up to \$85
- ▶ Frame .....Up to \$47
- ▶ Contacts ..... Up to \$105

# Horizon Health

EAP Program (Employee Assistance Program)

Phone number 800-342-8111

[www.horizoncarelink.com](http://www.horizoncarelink.com)

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Login : Sequoia UHSD

Password : eap

- ▶ Three face to face or by phone counseling sessions per critical issue (i.e. grief, alcohol, drug abuse, family turmoil, adolescent and divorce counseling, etc.)
- ▶ Other services: (i.e. financial planning, debt management, legal consultation, will preparation, child and elder care resources, adoption resources, etc.)

# Long Term Disability & Life Insurance

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## Long Term Disability

The Hartford (classified, management, confidential employees)  
PO Box 593925 Orlando FL 32859-3925 – Group # 830-91858 – Phone 800-303-9744

## Life Insurance

Sun Life (classified, management, confidential employees)  
One Sun Life Executive Park Wellesley Hills MA 02481-5699 Group # 10769-001 – Phone 800-247-6875

- ▶ SUHSD pays for 100% of the premiums (no cost to employees)
- ▶ Long-Term Disability, and Life Insurance
- ▶ **Life Insurance (employee must work at least 20 hours/week)**
- ▶ **Coverage is effective the first of the month after completing probation.**
  - \$15,000 benefit (benefit reduced at age 65 and then reduced again at age 70) classified
  - \$50,000 benefit (benefit reduced at age 65 and then reduced again at age 70) management, confidential
  -
- ▶ **Long Term Disability (employee must work at least 25 hours/week)**
  - Maximum Benefit of 60% of your monthly salary to maximum of \$1,000 per month
  - 60 days Elimination Period
  - Coverage is effective immediately

# Flexible Spending Accounts Managed by American Fidelity

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## ▶ **Plan Year is January 1 - December 31**

- Designate amount to put into account and you contribute per pay period
- **Total amount** designated is available to claim as of eligibility date (start date)

## ▶ **Tax Savings Benefits**

- Regulated by Internal Revenue Code Section 125
- Set aside money tax free to pay for your normal out-of-pocket expenses
- Two types:
  - Health Care FSA: **\$3,600**
  - Dependent Care FSA: **\$5,000**

## ▶ **IRS Regulations**

- Use-it-or-lose-it rule
- Expenses must be incurred during the Plan Year
- Separate plan accounts for Health Care & Dependent Care
- Reimbursement is done by completing a reimbursement form and save receipts

## 403B - 457

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- ▶ The 403B and 457 Accounts are administered by ESBG – Employee Benefits Services Group call [www.eBenefitsServices.net](http://www.eBenefitsServices.net).
- ▶ Or you may do a direct enrollment with CalPERS Supplemental Income 457, by contacting Sonia Ramierz de Figueroa in HR, at extension 2226, and ask for a CalPERS Supplemental Income 457 package.
- ▶ To enroll you need to do it as a new hire for SUHSD, or during Open Enrollment (mid September through mid October) with the effective date of January 1 of the following year.
- ▶ **Employee Contribution**
  - The IRS maximum allowed for 2012 is **\$17,000.00**
  - Catch-up contribution (50+ years old) - IRS maximum allowed for 2012 is an additional **\$5,500.00**

▶



# Retirement Systems

Permanent Classified and Certificated employees participation in PERS or STRS retirement systems

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- ▶ CalPERS Retirement System (classified employees)  
California Public Employees Retirement System  
400 Q Street, Room 1820  
Sacramento CA 95811  
Phone number 888-225-7377  
[www.calpers.ca.gov](http://www.calpers.ca.gov)
- ▶ CalSTRS Retirement System (certificated employees)  
California State Teachers Retirement System  
PO Box 15275 # 57  
Sacramento CA 95851-0075  
Phone number 800-228-5453  
[www.calstrs.com](http://www.calstrs.com)

# I Have A Question About?

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