2026-2027

MetroED
Metropolitan Education District

The MetroGUIDE:
A MetroED Employee Compliance Handbook

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Superintendent's Message

Welcome to the Metropolitan Education District (MetroED)! As a valued member of our team, you play a critical role in supporting the students, programs, and community we serve.

MetroED is the largest career-focused educational organization in Santa Clara County, serving 1,400 high school students and nearly 1,000 adult learners through our two extraordinary programs: Silicon Valley Career Technical Education (SVCTE) and Silicon Valley Adult Education (SVAE).

Together, we equip students with the skills, confidence, and real-world experience they need to succeed in life, college, and careers.

Established as a Joint Powers Agency (JPA), MetroED proudly partners with six school districts. Since 2022, we have expanded our reach to welcome schools and students from across Santa Clara County. Our talented team of 96 full- and part-time employees brings expertise, heart, and a shared commitment to student success.

As a regional provider of both Career Technical Education (CTE) and Adult Education (AE), we are guided by our Vision 2030 strategic plan. Our mission is to inspire, engage, and connect for success in life, college, and careers. Our vision is to become a national model of authentic career technical and adult learning through high-quality instruction, staff, partnerships, and facilities. Five values guide how we work and how we treat one another: Collaboration, Compassion, Creativity, Equity, and Integrity. These values shape our daily decisions and interactions so that every student has an extraordinary experience at MetroED.

SVCTE offers 22 half day, high quality career technical programs that engage students in hands-on, project-based learning. These programs are grounded in the Association of Career Tehnical Education's Twelve Elements of High Quality CTE.

SVAE provides free and low-cost adult education programs including English as Second Language (ESL), Adult Basic Education (ABE), high school equivalency preparation, and career training in healthcare, technology, and skilled trades. With caring instructors and personalized support grounded in standards for adult learning, SVAE opens doors to brighter futures.

This Employee Compliance Guide is here to help you navigate our organization and understand the expectations we hold for our team members so that we can best serve students. At MetroED, we are proud to be a focused, student-centered, high-performing organization that also takes care of its people. We offer generous benefits, professional growth opportunities, and a culture of inclusion and belonging so you can bring your best to students and each other. Please note that this handbook is not a contract of employment and is subject to change. The most up-to-date version will always be available on the MetroED intranet.

Thank you for being a part of this important work. I appreciate your commitment to our students and your contributions to our shared mission.

With deep respect of your talents and skills,

Erin O'Neill

Superintendent

Mission, Vision, Values

Mission

We inspire, engage, and connect for success in life, college, and careers.

Vision

We will become the model of authentic career technical & adult learning through high-quality instruction, staff, partnership & facilities.

Guiding Values

Collaboration | Compassion | Creativity | Equity | Integrity

Board Policies and Administrative Regulations

This handbook refers to MetroED Board Policy (BP) and Administrative Regulations (AR). Find both at https://www.metroed.net/About-Us/Governing-Board/Board-Policies/index.html.

Handbook Purpose

This handbook/guide is to familiarize you with policies, rules, and other key processes of MetroED. The information in this handbook supersedes all rules and policies previously expressed/implied in both written and oral format. Compliance with this handbook is compulsory for all employees. MetroED reserves the right to interpret this handbook and its contents when necessary.

Handbook Overview

This Employee Handbook is designed to help you become familiar with the Metropolitan Education District (MetroED), understand the general expectations of your employment, and know what you can expect from MetroED as your employer. It outlines your responsibilities as an employee and guides you on where to find more detailed information about your work and workplace.

Please note that this handbook is intended to serve as a general guide and does not constitute an employment contract. Individual situations may require individualized attention, and the information contained herein is not meant to cover every possible scenario.

Because the District's operations and policies may evolve, the contents of this handbook are subject to change at any time—either generally or on a case-by-case basis—at the sole discretion of management, with or without prior notice. For the most current and important employee information, please visit: Important Employee Information on the MetroED website at metroed.net>Departments>Human Resources

Introduction

About the District

Metropolitan Education District, known as MetroED, operates Silicon Valley Career Technical Education (SVCTE) and Silicon Valley Adult Education (SVAE), making them leaders of career education in Silicon Valley. MetroED serves 2,500 students annually by providing state-of-the-art Career Technical Education (CTE) and adult education programs. Silicon Valley Career Technical Education proudly serves six school districts: East Side Union High School District, Campbell Union High School District, Los Gatos- Saratoga Joint Union High School District, Milpitas Unified High School District, Santa Clara Unified School District, and San Jose Unified School District, administered under a Joint Powers Agreement (JPA). All MetroED programs are fully accredited by the Western Association of Schools and Colleges (WASC) Organization.

The Metropolitan Education District Governing Board

MetroED's Governing Board is comprised of representatives from each of the six Santa Clara County participating school districts that administer the Joint Powers Agreement. These districts govern the Metropolitan Education District. The Board meets monthly and approves all major policies, personnel recommendations, and budget planning.

Brief History and Status of the Metropolitan Education District

Education and Adult Education. MetroED began in 1917 as San Jose Technical High School. In 1958, the school became a vocational center and established a model of technical education that still serves as a foundation to our programs today. In that year, tenth, eleventh, and twelfth grade students from San Jose, Lincoln, and Willow Glen High Schools began spending half of their school day at the Technical High School and half of the day at their home schools. Changes in California legislation in 1965 created Regional Occupation Centers, and changed the nature of our collaboration. The legislative intent for the centers was to create one location that provided career-training opportunities for students from several schools to avoid duplicating courses and to prevent the need for individual high schools to purchase expensive equipment. By 1968, we became a co-ed educational center open to high school juniors and seniors. The six school district members in our current JPA have been the same since 1973. These members include Campbell Union High School District, East Side Union High School District, Los Gatos-Saratoga Union High School District, Milpitas Unified School District, San Jose Unified School District, and Santa Clara Unified School District.
MetroED's mission has evolved over the years with changes in legislation and infrastructure. Today, we aim to provide education relevant for post-secondary training, certifications, college and careers, including STEM focused programs. The MetroED Consortium's Silicon Valley Career Technical Education campus already works closely with over 100 local business professionals to gain insight on which skills we need to develop in our students.

Silicon Valley Adult Education & Silicon Valley Career Technical Education

Silicon Valley Adult Education (SVAE)

SVAE provides a supportive learning environment that prepares students to achieve their fullest potential by developing skills to succeed.

SVAE is one of the largest adult education programs that annually provides services to nearly 1,000 adults in the San Jose attendance area with the skills to help them be productive, income-earning, and tax- paying contributors to Silicon Valley. SVAE provides California State "Mandated" programs such as English as a Second Language (ESL), Adult Basic Skills, GED Preparation, Adult High School Diploma, and Career Technical Education Classes.

Silicon Valley Career Technical Education Center (SVCTE)

It is the mission of the SVCTE Center to educate eligible high school and adult students for success in careers and college in a professional, hands-on environment.

SVCTE provides a wide variety of technical training programs at the SVCTE campus. Courses are offered in 22 career technical areas. SVCTE Center's day programs serve more than 1,400 high school juniors and seniors, who come from over 45 comprehensive and continuation high schools. SVCTE Center also serves adults on a "space available" basis; our first priority is high school students. The program courses are also open to "Third Party Participants" who meet eligibility and legal criteria. These "Third Party Participants" may participate in the programs offered on a fee-for-service and space-available basis.
The SVCTE center portion of the Hillsdale campus is located on a 26-acre site in Central San Jose, and features seven large buildings with state-of-the-industry equipped labs dedicated to career technical education (CTE). All SVCTE teachers are credentialed and have spent a minimum of five years working in the field they now teach.

SVCTE Center has partnerships with many local companies and maintains business advisory committees for each of its career-technical programs.

Professional Standards for Employees

The Governing Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's education programs, and contributes to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee is expected to acquire the knowledge and skills necessary to fulfill their responsibilities and to contribute to the learning and achievement of district students. Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
2. Engaging in harassing or discriminatory behavior toward students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or
5. maintaining an inappropriate written, verbal, or physical relationship with a student
6. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
7. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
8. Willfully disrupting district or school operations by loud or unreasonable noise or other action
9. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity
10. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records
11. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information
12. Using district equipment or other district resources for the employee's own commercial purposes or for political activities
13. Using district equipment or communications devices for personal purposes while on duty, except in an emergency or during scheduled work breaks
14. Causing damage to or engaging in theft of property belonging to students, staff, or the district
15. Wearing inappropriate attire

Reference: BP 4119.21/4219.21/4319.21 – Professional Standards
Reference: Exhibit 4219.21- Code of Ethics – Classified Employees
Reference: Exhibit 4319.21 – California Professional Standards for Educational Leaders
Reference: MetroED Employee Code of Conduct

Reports of Misconduct

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to their director or Director of Human Resources. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the District child abuse reporting procedures as detailed in AR 5141.4 – Child Abuse Prevention and Reporting.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline. The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

District Contacts

District departments include the following responsibilities and points of contact. You may find the most up-to-date on the Telephone Directory

Building 400
Erin O'Neill, Superintendent
- Yocelin Cervantes, Executive Assistant to the Superintendent and Governing Board

Business Services-Bldg 6
Patrick Yu, Chief Business Official
- Sheena Fuentes, Lead Business Services Specialist
- Beverly Garcia, Account Technician/Accounts Payable
- Gabriela Luna, Procurement Specialist
- Sarah Martin, Accountant/Payroll

Communications- Bldg 400
- Kara Huynh, Communications Media Specialist

Educational Services-Bldg 400
Kiran Grewal, Assistant Superintendent, Educational Services
- Afsheen Raza, Executive Administrative Assistant
- Adugna Irkiso, Database Systems Analyst
- Martha Larson, Systems Analyst/ District Registrar

Human Resources -Bldg 400
TBD, Director of Human Resources and Title IX Coordinator
- Sabrina La Rosa, Executive Assistant - Confidential

Human Resources-Bldg 6
- Mary Hankins, Senior HR Systems Specialist
- Susan Nakahira, Human Resources Analyst

Maintenance and Operations – Building 7
Kim Timoteo, Facilities Manager
- Daniel Burkart, Facilities Supervisor

Technology Services – Bldg 6
- Mery Cheung, Network Specialist Lead
- Khuong Nguyen, Computer Network Technician
- Murphy Trinh, Computer Network Analyst

Hiring and Orientation Policies

MetroED expects all employees to conduct themselves and school business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interest.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. The District recognizes and respects the individual employee's right to engage in activities outside of employment, which are private in nature and do not in any way conflict with or reflect poorly on the organization. It is not possible to define all the circumstances and relationships that might create a conflict of interest. If there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior or unacceptable ethics:

1. Carrying on district business with a company in which the employee, or a close relative of the employee, has a substantial ownership or interest.
2. Holding a substantial interest in or participating in the management of a business to which the organization makes sales or from which it makes purchases.
3. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
4. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the organization.
5. Participating in civic or professional organization activities in a manner that divulges confidential work-related information.
6. Misusing privileged information or revealing confidential data to outsiders.
7. Using one's position at the district or knowledge of its affairs for personal gain.
8. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the company's business.

Job Descriptions

MetroED attempts to maintain a job description for each position. If you do not have a current copy of your job description, you can locate a copy on the District website.

Job descriptions prepared by the District serve as an outline. Due to District needs, you may be required to perform job duties that are not within your written job description.

Furthermore, the District may have to revise, add to, or delete from your job duties per District needs, in collaboration with Union partners.

If you have any questions regarding your job description or the scope of your duties, please speak with HR.

New Hires and Introductory Periods

Employee Classifications

"Teachers" *are credentialed, which means that they have been formally trained or are in the process of being formally trained and certified for classroom teaching. All of our teachers have career technical education or adult education credentials. Credentials are required for teaching in any program that is mandated by the State.*

"Classified" *employees provide very important support for the educational programs. They schedule classes, register students, order equipment, prepare reports, assist in the classrooms, assist with benefits, hire and pay employees, pay the bills, repair, clean, and care for buildings and the campus, and provide all the many services required by a modern school system.*

"Administrative" *employees manage the complex organization and systems that comprise MetroED. They make sure that the District is compliant with all the federal, state, and local requirements, plan and manage District finances, and help the organization meet the changing needs of its member Districts and the larger community.*

"Confidential" *employees provide administrative support like the classified employees but, because of their involvement in the negotiations process, are exempt from union requirements.*

"Unrepresented Hourly Certificated" *employees provide student support in roles like CalWORKS, SVCTE Counselors, and CTE Pathway Coordinator.*

Bargaining Units

Most MetroED employees are represented by employee bargaining units. Your classification will determine, when appropriate, which bargaining unit will represent you. The District works cooperatively with its bargaining units in providing all employees with a safe, fair, and supportive work environment.

If you are a member of a bargaining unit, be sure you are familiar with the unit's agreement with the District. The bargaining agreements specify many matters related to employment and employee benefits. Your unit should be in contact with you and can provide you with a copy of the agreement.

The American Federation of Teachers (AFT) represents hourly certificated teachers who teach classes primarily for adult students through SVAE.

The California School Employees Association (CSEA), represents classified employees, including those employees in technical, para-educator, custodial, HR, Business Office, grounds and maintenance positions.

The Silicon Valley Career Teachers Association (SVCTA) represents certificated contract teachers who teach classes primarily for high school students through SVCTE.

Administrators, staff not supported by State or Federal funding, confidential unit, substitutes, hourly classified and exempt classifications are not represented by a bargaining unit. The following Memorandums of Understanding (MOU) cover most other classifications.

- Administrative/Management Employees MOU
- Confidential Employees MOU
- Hourly Certificated and Other Unrepresented Certificated Employees MOU

Probationary Periods

Beginning with your first day of employment, we believe you should know MetroED's expectations of you and your job performance. The probationary period will be an opportunity for you to become acquainted with our mission, our vision, and our core values through your daily interaction with your supervisors, co-workers, and students. Be sure to ask for direction and advice any time you are unclear about these expectations. Employees newly hired for regular positions in the certificated service should refer to their bargaining unit agreement regarding probationary periods.

Employees newly hired for regular positions in classified and admin service will be probationary employees until they have satisfactorily completed six months of probationary service. Upon satisfactorily completing this period, they will become permanent classified employees of MetroED. Your probationary period, if applicable, is based upon your bargaining unit contract or Memorandum of Understanding (MOU).

Probationary classified employees will receive written performance evaluations by their supervisor during the probationary period of six months. These evaluations indicate whether the evaluator is satisfied or not satisfied with the employee's ability, performance, and compatibility with the job. For classified employees, once the 6-month probationary period is completed, evaluations will be conducted every other year.

AFT certificated probationary employees must teach more than 60% of a full-time load (FTE) and teach 75% of a school year. A unit member who has achieved probationary status and is retained for the third school year after two (2) complete consecutive years of teaching at 60% of the hours defined as full-time shall achieve permanent status in the third year. Probationary unit members will be evaluated each year. Permanent teachers will be evaluated every other year.

SVCTA certificated probationary employees will be evaluated and assessed annually. SVCTA employees remain on probation in accordance with Education Code 44910.

All newly hired management employees are required to complete a six (6) month probationary period. During this time, the District will evaluate the employee's performance, qualifications, work habits, attendance, and ability to successfully perform the duties of the position. The probationary period also provides the employee with an opportunity to become familiar with the District's policies, procedures, and expectations.

Successful completion of the probationary period does not guarantee continued employment or alter the terms and conditions of employment established by the employee's individual employment contract, Memorandum of Understanding (MOU), Board action, or applicable law. The District reserves the right to extend the probationary period, when appropriate, or to separate an employee during the probationary period in accordance with the employee's governing employment agreement and applicable law.

Reference: BP 4115, BP 4215, BP 4315 - Evaluation/Supervision
Reference: BP 4131 - Staff Development
Reference: BP 4116, BP 4216 – Probationary/Permanent Status

The Superintendent or designee may dismiss an employee during the initial probationary period.

Reference: BP 4118, BP 4218 - Dismissal/Suspension/Disciplinary Action

Probationary Periods (continued)

Probationary employees will receive training, assistance, and evaluations consistent with their needs. Such training and assistance may consist of in-service training, professional development, and/or meetings with an administrator to discuss areas of strength and areas requiring improvement. In-service training will be provided during school hours as part of a comprehensive staff development program.

Permanent Status

Granting of permanent status shall be based on completion of the probationary period in accordance with applicable law. Your permanent status, if applicable, is based upon your bargaining unit contract.

Employees granted permanent status acquire specific rights under the Education Code, including those relating to discipline and dismissal. (Education Code 44932)

A permanent employee who accepts a promotion and fails to complete the probationary period or fails to perform job duties satisfactorily for that promotional position shall be employed in the classification from which they were promoted. (Education Code 45113)

Credentials

The Governing Board recognizes that MetroED's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee will ensure that persons employed in positions requiring certification qualifications possess the appropriate credential or permit from the Commission on Teacher Credentialing (CTC) authorizing their employment in such positions.
Appropriate credentials are required for most teaching positions at MetroED. By meeting specific requirements, candidates can receive a preliminary credential and work on completing their credential program while they are teaching. Please note: "Thirty-Day Emergency Credentials" will not be accepted at MetroED.

Verification of Credentials

The Superintendent or designee will verify that each employee in a position requiring certification qualifications will, no later than 60 days after the date fixed by MetroED's Governing Board for the commencement of the person's service, register, in the manner prescribed by Education Code 44330. A valid certification document issued on or before that date, authorizing the person to serve in the position for which they were employed, and shall, not later than 60 days after the renewal thereof, register the renewed certification document in the manner prescribed by Education Code 44330.
Reference: BP 4112.2 - Certification
Reference: BP 4111 - Recruitment and Selection
Reference: BP 6178 – Career Technical Education
Reference: BP 6200 – Adult Education

Performance Evaluations

The District's employees are a very important organizational resource. A major goal of the District is that each employee performs at their highest level of potential. In order to achieve this goal, you need to know what is expected of you and how your supervisor rates your job performance. It can be very helpful when your supervisor offers specific suggestions for improvement, both on an informal and a formal basis. MetroED employees will be evaluated during their probationary period and on a regular basis after that in accordance with procedures outlined in California Education Code 44660- 44665 and the collective bargaining agreements. The Governing Board recognizes that collective bargaining agreements are legally binding, bilateral agreements with the exclusive representatives of employees pertaining to terms and conditions of employment. The Board is committed to carrying out the provisions of each agreement and expects the agreements to be consistently and uniformly administered.

Reference: BP 4115 – Evaluation/Supervision
Reference: BP 4215 – Evaluation/Supervision
Reference: BP 4315 – Evaluation/Supervision

This performance review will occur during a private meeting between you and your supervisor. At that meeting, the two of you will discuss and review your work performance and set goals for your continued work development. This review program in no way prevents more frequent informal performance reviews, should either you or your supervisor desire them. It is the intent of the District that you know where you stand with your supervisor at all times.

The District expects that you will be an active participant in this review process. Communication between employees and their supervisors is very important. Discussions regarding job performance should be ongoing, and employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed. If you ever have any questions about any aspect of your job, always feel free to talk it over with your supervisor.

Leadership Team members charged with the supervision and evaluation of employees have ethical, statutory, and fiduciary responsibilities to effectively fulfill these duties.

Reference: BP 4100 – Certificated Personnel
Reference: BP 4200 – Classified Personnel
Reference: BP 4300 – Administrative and Supervisory Personnel

Advancement/Transfer Process

Transfers and reassignments of personnel will be made in accordance with the transfer provisions of the appropriate collective bargaining unit agreement. Transfers will be based upon the principle of serving the best interest of the overall educational program and in the best interest of the District.
The District will make employees aware of job vacancies by posting vacancy announcements at the main offices, website, or by email.

The Governing Board recognizes the importance of placing employees in positions that best utilize their skills and talents, help improve student achievement, and provide the most benefit to MetroED. Upon the recommendation of the Superintendent or designee, the Board will approve the transfer or rotation of administrative, supervisory or confidential personnel to the same position at another location for reasons including, but not limited to, the need to improve student achievement and operational efficiency, utilize the skills and talents of the employee more effectively, provide opportunities for professional growth, provide an opportunity for evaluating employees in different program settings or locations, and best accommodate the overall needs of the District.

Employees wishing to transfer to another position within the District should check with their supervisor or Human Resources regarding the procedure for transfers. If the employee desires a transfer, they should:

- Notify their supervisor of their intent to apply for the position for which there is an opening
- Request an application for the opening
- Complete and turn in the employment application and wait to be contacted.

Work with Human Resources to complete all transfer procedures.

Reference: BP 4114, 4314 - Transfers
Reference: BP 4312.1 - Contracts
Reference: BP 4313.2 - Demotion/Reassignment

Posting of an Opening

MetroED desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings will be posted on EDJOIN and District bulletin boards.

Reference: BP 4111.2, AR 4111.2- Legal Status Requirement

Onboarding

Employees will meet with HR to complete onboarding at the start of their employment. Your immediate supervisor will provide specialized training.

You will be issued a photo employee badge that must be worn at all times during working hours on site. (Exemption: when performing possible injury-causing work, i.e., using machinery/equipment that might catch the badge).

You will be required to attend in-service days and All Staff meetings. You will be compensated for attendance at all mandatory meetings. Your immediate supervisor may arrange for you to attend workshops, in-service and other staff development opportunities, as appropriate.

Staff will have opportunities to participate in staff development activities in order to improve job skills, retrain to meet changing conditions in MetroED and/or enhance personal growth. Refer to your collective bargaining agreement.

Reference: BP 4231, BP 4331 - Staff Development

Annual Required Training

MetroED is committed to creating and maintaining an environment where everyone- students, staff, and the community feels comfortable, respected, and free from unlawful discrimination, harassment, retaliation, and abusive conduct.

To support this effort, all MetroED employees complete mandated training, identified by the State of California and individual positions. To ensure compliance, MetroED has adopted the SafeSchools web-based interactive and in-person courses. These trainings are designed to meet the requirements and employees' understanding of their rights, responsibilities, and policies.

Training is assigned at the beginning of each new school year. Each employee is responsible for completing all mandated training within six weeks. Mandated training is a condition of employment and is to be completed by the assigned due date. There are no exemptions or extensions for any mandated training.

You will be assigned mandatory classes (i.e. Vector Solutions online Keenan SafeSchools training for Sexual Harassment, bullying, mandated reporting, or other trainings) based on your position.

Work Calendar/Holidays

For each of MetroED's programs, the Governing Board will adopt a calendar that meets the requirements of law as well as the needs of the community, students, and the work year as negotiated with the district's employee organization(s).

Each school calendar will show the beginning and ending school dates, legal and local holidays, staff development days, orientation days, minimum days, vacation periods, and other pertinent dates.
The district also provides Work/Planning Calendars for employees.
The district will offer 178 days of instruction and 184 workdays per school year for SVCTE, and 175 days of instruction and 179 workdays for SVAE, except for any school year in which the district and employee organization(s) agree to have fewer days of instruction. Staff development days are not counted as instructional days.

If MetroED is to be used as a polling place on an election day, the Board shall determine whether to continue school in session, designate the day for staff training and development, or close the school to students and non-classified staff.

Because of different requirements, employee classifications may have different work days. You will be notified of your work year at your time of hire and thereafter each year.

The Governing Board publishes the school calendar establishing school days, holidays, and break periods each year after approval. For the current calendar, go to metroed.net and click on Calendar.

Equal Employment Opportunity Statement

Metropolitan Education District is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, bullying or retaliation based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions) sexual orientation, religion, color, national origin, ancestry, immigration status, physical or mental status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (not union related), association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance. The District will conduct a confidential, prompt, and thorough investigation of all allegations of discrimination, harassment, or retaliation, or a violation of the Equal Employment Opportunity Policy.

Equal employment opportunity applies to all employees, applicants, contractors, interns, and volunteers and to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.
The District will take appropriate corrective and remedial action, if and where warranted. The District prohibits retaliation against any employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your supervisor or any other designated member of management.

Professional Courtesy (Problem Solving)

MetroED strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your supervisor and, if necessary, to Human Resources or upper-level management. To help manage conflict resolution, we have instituted the following problem-solving procedure:

Informal Level

An employee who has a concern regarding an action by a District supervisor or other district employee shall, as a matter of professional courtesy, first address such a concern with the individual employee, who shall respond as soon as practicable by discussing the matter with the employee and seek a mutually acceptable solution. Such an attempt at resolution shall normally take place within ten (10) working days of the issue giving rise to the concern or employee awareness of the issue giving rise to the concern.

Assistance by Immediate Supervisor

In the event there is no mutually acceptable solution, or if the employee feels the matter is of such a nature that direct discussion would be inadvisable, the employee may refer the problem to the employee's immediate supervisor. The supervisor shall meet with the employee against whom the concern has been raised, become thoroughly familiar with the issue, and shall seek a mutually acceptable solution;
If the concern is regarding an action by the immediate supervisor of the employee or a higher-level administrator, the employee may request that a Union representative be present.

Assistance by the Director of Human Resources or Designee

In the event that resolution of the problem is not achieved at the immediate supervisor level, the employee may request a meeting with the Director of Human Resources or designee. The request should include:

1. The specific nature of the concern and a brief statement of the facts giving rise to it.
2. The nature and extent of the adverse effect of the situation giving rise to the concern.
3. A brief summary of the results of prior meetings, the specific action which the employee wishes taken, and the reasons why it is felt that such action should be taken.

Investigation with Resolution

If the matter is resolved at the meeting to the satisfaction of the employee and there has been a determination that there have been no serious and/or recurring violations of rules, regulations, policies, or laws, no further steps will be taken.

Once the issue is resolved, the employee will make every effort to resume a professional relationship absent further references to the problem unless it recurs.

Professional Courtesy (Problem Solving) (Continued)

Investigation without Complainant Resolution

If the matter is unresolved and the concern is regarding actions by another employee, the employee with the concern may pursue steps listed in Board Policy 4030 or their Collective Bargaining Agreement.

Confidentiality

All information or proceedings regarding any concern shall be kept confidential by the District and the employee, shared only on a need-to-know basis.

Reference: BP 4119.21/4219.21/4319.21 – Professional Standards
Reference: Exhibit 4119.21 – Code of Ethics of the Education Profession - Teachers
Reference: Exhibit 4219.21 – Code of Ethics – Classified Employees
Reference: Exhibit 4319.21 – California Professional Standards for Educational Leaders

Harassment, Discrimination, Complaint Procedures

Nondiscrimination in District Programs and Activities

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

1. Shunning and avoiding an individual who reports harassment, discrimination or retaliation;
2. Express or implied threats or intimidation intended to prevent an individual from reporting; denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.
3. Complaints of discrimination should be filed according to the procedures described in the complaint procedure.

Reference: BP 0410 – Nondiscrimination in District Programs and Activities

Uniform Complaint Procedures

The uniform complaint policy is used by parents and students for complaints related to specific activities and programs.
The District annually notifies its students, employees, parents, or guardians of its students, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the UCP.

Policy Against Workplace Harassment

MetroED has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's race (including, but not limited to, hair texture and protective hairstyle such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws.

Policy Against Workplace Harassment (Continued)

This policy protects all applicants and employees (including managers and supervisors) from unlawful harassment and discrimination. This includes harassment by employees, managers, supervisors, applicants, contractors, visitors, volunteers, vendors, suppliers, and customers. In addition, this policy extends to conduct connected with an individual's work, even when the conduct takes place away from the workplace, such as a business trip or business-related social function.

Harassment

Harassment means disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on an individual's race (including, but not limited to, hair texture and protective hairstyle such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts. Workplace harassment includes:

The use of disparaging or abusive words or phrases, slurs, innuendo, pranks, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;

- Written or graphic material that insults, stereotypes, or shows aversion or hostile acts toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on District premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Sexual Harassment

Definition of Sexual Harassment

"Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment; or
- Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating may also constitute sexual harassment.

Sexual Harassment (Continued)

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process. Sexual harassment means harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender and gender identity, or gender expression. It may include all the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later ceased to be reciprocal. Sexual harassment is generally categorized into the following types:

- Quid pro quo sexual harassment ("this for that"), which includes
  - Submission to sexual conduct when made explicitly or implicitly a term or condition of an individual's employment.
  - Submission to or rejection of the conduct by an employee when used as the basis for employment decisions affecting the employee.

Hostile work environment sexual harassment is conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile, or otherwise offensive working environment.

Examples include:

- Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails, or gifts.
- Sex, gender, or sexual orientation-related comments, slurs, jokes, remarks, or epithets.
- Leering, obscene or vulgar gestures, or sexual gestures.
- Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
- Impeding or blocking movement, unwelcome touching, or assaulting others.
- Any sexual advances that are unwelcome, as well as reprisals or threats after a negative response to sexual advances.
- Conduct or comments consistently targeted at one gender, even if the content is not sexual.
- Repeated requests for dates after being informed that interest is unwelcome.
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the District or any government agency.

Retaliation

Retaliation means any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.
Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include but are not limited to: demotion, suspension, reduction in pay, denial of a merit salary increase, failure to hire or consider for hire, refusing to promote or consider for promotion because of reporting a violation of this policy, harassing another employee for filing a complaint, denying of employment opportunities because of making a complaint or for cooperating in an investigation, changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace, treating people differently such as denying an accommodation, not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Reporting Discrimination, Harassment, and/or Retaliation

Employees

If an employee believes they are being subjected to discrimination, harassment, or other inappropriate behavior, they may immediately inform the offending party that the conduct is unwelcome and needs to stop. If the conduct does not cease, or if the employee is unable to or uncomfortable with addressing the alleged offender directly, they should report the incident to their own supervisor, a member of the Leadership Team, or to the Director of HR. It is recommended, but not required, that the employee provide a written record of the date, time, and nature of the incident(s) and the names of any witnesses. It is important to report all concerns of harassment, discrimination, or inappropriate behavior as soon as possible. Leaders must be made aware of the situation so an immediate and impartial investigation can be conducted and appropriate action can be taken to remediate or prevent the prohibited conduct from continuing.

Managers and Supervisors

Managers and supervisors must deal quickly and fairly when they have any knowledge of discrimination, harassment, or other inappropriate behavior within their departments, whether or not there has been a written or formal complaint. They must:

1. Take all complaints or concerns of alleged or possible discrimination, harassment, or other inappropriate behavior seriously, no matter how minor or who is involved.
2. Report all incidents to Human Resources immediately so that a prompt investigation can occur.
3. Take any appropriate action to prevent retaliation or prohibited conduct from occurring during and after any investigations or complaints.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment, other inappropriate behavior or retaliation, including the failure to immediately report such misconduct to HR, are in violation of this policy and subject to discipline.

Reporting Discrimination, Harassment, and/or Retaliation (continued)

Human Resources

The Director of Human Resources is responsible for:

1. Ensuring that both the individual filing the complaint (complainant) and the accused individual (respondent) are aware of the seriousness of a complaint.
2. Explaining MetroED's relevant policy/policies and investigation procedures to all parties involved.
3. Exploring informal means of resolving complaints.
4. Notifying the police if criminal activities are alleged.
5. Arranging for an investigation of the alleged discrimination, harassment, or other inappropriate behavior and the preparation of a written report.
6. Submitting a written report summarizing the results of the investigation and making recommendations to the appropriate members of the Leadership Team.
7. Notifying the complainant and the respondent of the corrective actions to be taken, if any, and administering those actions.

Complaint Procedures

Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The Director of Human Resources may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the Director of Human Resources will dictate the verbal complaint. To ensure the prompt and thorough investigation of a complaint, the complainant should provide as much of the following information as is possible:

1. The name, department, and position of the person or persons allegedly committing the discrimination, harassment, or other inappropriate behavior.
2. A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.
3. The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment.
4. The names of other individuals who might have been subject to the same or similar discrimination, harassment, or inappropriate behavior.
5. What, if any, steps the complainant has taken to try to stop the discrimination, harassment, or inappropriate behavior.
6. Any other information the complainant believes to be relevant to the complaint.

Discipline

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the District determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the District may monitor any incident of harassment or discrimination to ensure the inappropriate behavior has stopped. In all cases, the District will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the Manager, Supervisor, and/or Executive Director of Human Resources take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation is maintained in secure files within Human Resources.

Reference: BP 4144, AR 4144, BP 4244, AR 4244, BP 4344, AR 4344

STOPit Anonymous Reporting

STOPit is an online reporting tool designed to deter and mitigate bullying, cyber abuse, and other inappropriate behaviors, consisting of an app and a back-end incident management system for school administrators. Both Report and Messenger empower students and employees to stand up for themselves and for one another. Employees have the power to help put an end to harmful and inappropriate behavior they see online through social media and other means. They can use STOPit to reach out for help if they or other fellow employees are facing a personal crisis or experiencing bullying, abuse, or are otherwise in need of assistance. Our goal with STOPit is to create safer, kinder school communities both online and off.

Access Codes

- **SVCTE:** SVCTE
- **SVAE:** SVAE
- **District:** MetroED

Title IX Compliance

The complaint procedures described in the following shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a district employee, while in an education program or activity in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44) Please see MetroED Title IX website for questions.

1. A district employee conditioning the provision of a district aid, benefit, or service on a person's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

All other sexual harassment complaints or allegations shall be investigated and resolved in accordance with AR 4030 - Nondiscrimination in Employment. The district's Title IX Coordinator shall make the determination of whether the allegations meet the definition of sexual harassment under Title IX.

Because the complainant has a right to pursue a complaint under AR 4030 for any allegation that is dismissed or denied under the Title IX complaint procedure, the Title IX Coordinator shall ensure that all requirements and timelines for AR 4030 are concurrently met while implementing the Title IX procedure.

Reporting Allegations/Filing a Formal Complaint

An employee who is the alleged victim of sexual harassment may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in AR 4119.11/4219.11/4319.11 - Sexual Harassment or to the employee's direct supervisor or other district administrator, who shall forward the report to the Title IX Coordinator within one day of receiving the report.
Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint.
A formal complaint with the complainant's physical or digital signature may be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

Even if the alleged victim chooses not to file a formal complaint, the Title IX Coordinator shall file a formal complaint in situations when a safety threat exists. In addition, the Title IX Coordinator may file a formal complaint in other situations as permitted under the Title IX regulations, including as part of the district's obligation not to be deliberately indifferent to known allegations of sexual harassment. In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

The Title IX Coordinator, investigator, decision-maker, or facilitator of an informal resolution process shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Such persons shall receive training in accordance with 34 CFR 106.45. (34 CFR 106.45)

Supportive Measures

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures shall be non-disciplinary, non-punitive, and not unreasonably burden the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines, modifications of work schedules, mutual restrictions on contact, changes in work locations, leaves of absence, increased security, and monitoring of certain areas of the campus. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

Dismissal of Complaint

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30 even if proved. The Title IX Coordinator shall also dismiss any complaint in which the alleged conduct did not occur in the district's education program or activity or did not occur against a person in the United States, and may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination concerning the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties, and shall inform them of their right to appeal the dismissal of a formal complaint or any allegation in the complaint in accordance with the appeal procedures described in the section "Appeals" below. (34 CFR 106.45)
If a complaint is dismissed, the conduct may still be addressed pursuant to AR 4030 - Nondiscrimination in Employment as applicable.

Informal Resolution Process

When a formal complaint of sexual harassment is filed, the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint. (34 CFR 106.45)

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations, the requirements of the informal resolution process, the right to withdraw from the informal process and resume the formal complaint process, and any consequences resulting from participating in the informal resolution process, including that records will be maintained or could be shared.
2. Obtains the parties' voluntary, written consent to the informal resolution process

Written Notice

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known. Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview.
3. If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.
4. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process

Written Notice (continued)

5. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence
6. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process
7. The above notice shall also include the name of the investigator, facilitator of an informal process, and decision-maker and shall inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

Investigation Procedures

During the investigation process, the district's designated investigator shall (34 CFR 106.45):

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other exculpatory evidence
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participateSend in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report
6. Objectively evaluate all relevant evidence, including exculpatory evidence, and determine credibility in a manner that is not based on a person's status as a complainant, respondent, or witness
7. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. (34 CFR 106.45)

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

Written Decision

The Superintendent shall designate an employee as the decision-maker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or person involved in the investigation of the matter. (34 CFR 106.45)

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decision-maker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow- up questions from each party The decision-maker shall issue, and simultaneously provide to both parties, a written decision as to whether the respondent is responsible for the alleged conduct. (34 CFR 106.45)

The written decision shall be issued within 60 calendar days of the receipt of the complaint. The timeline may be temporarily extended for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

In making this determination, the decision-maker shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process
3. Findings of fact supporting the determination
4. Conclusions regarding the application of the district's code of conduct or policies to the facts
5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant
6. The district's procedures and permissible bases for the complainant and respondent to appeal

Appeals

Either party may appeal the district's decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decision-maker(s) affected the outcome.

If an appeal is filed, the district shall (34 CFR 106.45):

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties
2. Ensure that the decision-maker(s) for the appeal are trained in accordance with 34 CFR
    a. 106.45 and is not the same decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result
5. Provide the written decision simultaneously to both parties

An appeal must be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal. Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

Remedies

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. (34 CFR 106.45)

Disciplinary Actions

The district shall not impose any disciplinary sanctions or other actions against a respondent, other than supportive measures as described above in the section "Supportive Measures," until the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44)
When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

Record-Keeping

The Superintendent or designee shall maintain, for a period of seven years: (34 CFR 106.45)

1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom.
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the district's basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances.
3. All materials used to train the Title IX Coordinator, investigator(s), decision- maker(s), and any person who facilitates an informal resolution process. The district shall make such training materials publicly available on its website, or if the district does not maintain a website, available upon request by members of the public.

Reference: AR 4119.12 – Title IX Sexual Harassment Complaint Procedures

Accomodations

Religious Accommodation

The District is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from the District dress or grooming code, or the individual's schedule, basic job duties, or other aspects of employment. The District will consider the request, but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all of the factors that the District will consider are cost, the effect that an accommodation will have on current established policies, and the burden on operations –including other employees—when determining a reasonable accommodation. At no time will the District question the validity of a person's belief.

Accommodations for Nursing Mothers

MetroED is required by law to provide requesting employees who are nursing mothers with certain accommodations to express milk. Accordingly, the District will provide nursing mothers with:

- Reasonable break time to express milk for their infant child(ren) each time the mother has the need to express milk; and a private room or other location in close proximity to their work area, other than a restroom, which is shielded from view and free from intrusion, to express breast milk.

Requesting Accommodation

If you have the need for accommodation, contact your supervisor. If the District cannot provide break time or a location that complies with the above, the District will provide you with a written response. You may use your regular paid rest breaks or may take other reasonable break time when needed. If possible, the break time should run concurrently with the scheduled meal and rest breaks already provided to you. If the break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, break times will be unpaid except where federal or state law dictates otherwise.

Lactation Room or Location

The provided lactation room or location will:

- Be safe, clean, and free of hazardous materials.
- Contain a surface to place a breast pump and personal items.
- Contain a place to sit.
- Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

Multipurpose rooms may be used as lactation space if they satisfy the above requirements; however, use of the room for lactation purposes must take priority over other uses.

Accommodations for Nursing Mothers (continued)

Milk Storage

Expressed milk can be stored in District refrigerators, refrigerators provided in the lactation room or other location, or in a personal cooler; sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator.

Retaliation

The District will not retaliate against employees who request or obtain an accommodation in accordance with this policy.

Accommodations for Pregnant Employees

MetroED will provide reasonable accommodation to pregnant employees for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA).

Examples of potential reasonable accommodations include:

- Seating;
- Closer parking;
- Appropriately-sized uniforms and safety apparel;
- Additional break time to use the bathroom, eat, and rest
- Leave or time off to recover from childbirth;
- Limitations on strenuous activities; and
- Limitations on strenuous activities or those that involve exposure to compounds not safe for pregnancy.

If you require an accommodation, notify your supervisor. If the need for a particular accommodation is not obvious, you may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will address limitations caused by pregnancy, childbirth, or related medical conditions.

MetroED will not require you to accept any accommodation without engaging in the interactive process to accurately understand your limitations and explore potential accommodations. MetroED is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the District.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law. Please refer to your Collective Bargaining Agreement leave policies and the Leave Section of this Handbook.

The District will not retaliate against employees who request or receive an accommodation under this policy.

Disability Accommodation

MetroED complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the District will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the District.

If you require an accommodation because of your disability, it is your responsibility to notify your supervisor and HR. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, HR will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the District in connection with a request for accommodation will be treated as confidential.

The District encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the District is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the District.
If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

Animals on Campus

Individuals with disabilities may be accompanied on school premises and on school transportation by service animals, including specially trained guide dogs, signal dogs, or service dogs. A therapy animal may be allowed when appropriate and must be approved by the Assistant Superintendent of Educational Services or designee. (Education Code 39839; Civil Code 54.2; 28 CFR 35.136)

Reference: BP 6163.2 – Animals at School
Reference: AR 6163.2 – Animals at School

Service Animals in Classrooms

To ensure the safety of students, staff, and the service animal, any request to have a service animal in a classroom or other District facility must be communicated to the site administrator in advance. Prior notice allows the District to assess the environment, address any health or safety considerations, and coordinate appropriate accommodations. Employees and visitors are expected to follow the District's established process and applicable Board Policy and Administrative Regulation regarding service animals before bringing a service animal onto campus.

Mandated Reporting

Child and Dependent Adult Abuse Reporting Requirement

The maltreatment of children and dependent adults with physical, mental, or developmental disabilities is a serious concern. All persons have the right to live and learn in a safe environment, and as such, MetroED is committed to providing a safe, caring, and nurturing environment for all its students. Children have very few resources for changing the circumstances of their lives. Since children cannot protect themselves, it is important for others to intervene when they suspect abuse or neglect by a parent, guardian, or other individual.

Child and adult abuse or neglect can occur in any situation or family, regardless of socio-economic status, sexual orientation, religion, ethnic background or level of education of the parties involved.

Mandated Reporters

The Governing Board recognizes the MetroED responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The District's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum.

The Board recognizes that child abuse has severe consequences and that the District has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with the law. Mandated online trainings are required each year for employees with regard to Child Abuse and Neglect.

Employees, volunteers, and some contractors who are mandated reporters, as defined by law and administrative regulation (teachers, para-educators, classified employees, certificated counselors, administrators, district security officers, volunteers) are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

How to report suspected child abuse or neglect:

1. CALL 9-1-1 if you believe a child is in imminent danger, needs medical attention, or it would not be safe for them to return or remain at home. Or CALL DFCS in the:
    a. San Jose area: (408) 299-2071
    b. Gilroy/Morgan Hill area: (408) 683-0601
    c. Palo Alto area: (650) 493-1186
    d. Santa Clara County Toll-Free Phone Number: (833) SCC-KIDS (722-5437)
2. After the initial call and within 36 hours, all mandated reporters MUST then submit a suspected Child Abuse Report (form SS 8572) by mail to the DFCS at 373 West Julian Street, 2nd Floor, San Jose, CA 95110 or fax to (408) 975-5851.

Mandated Reporters (Continued)

Cautionary Note

- The reporting responsibility has not been fulfilled until both the telephone call and written reports are complete.
- School personnel are not to engage in any investigation of suspected cases. The child protective services office or Adult Protective Services will do the investigation.
- The reporting responsibility is an individual one, which is not discharged by report to supervisors or administrators.

Reference: BP 5141.4 – Child Abuse Prevention and Reporting

How to report suspected dependent adult abuse or neglect

1. 1. CALL 9-1-1 for immediate danger or CALL APS in Santa Clara County (408) 975-4900 or 1-800-414-2002
2. 2. After the initial call, all mandated reporters MUST then submit a Suspected Dependent Adult Abuse Form (SOC 341) within two working days by mail to the APS at 333 West Julian St. – Fourth Floor, San Jose, CA 95110.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters. In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Wage and Hour Policies

Compensation Overview

MetroED makes a sincere effort to pay employees fairly and competitively with other educational institutions. We also try to provide equity in our internal wage and salary structure, as well as adjust to the prevailing wage rates in our metropolitan area. Regular salary increases are based on internal factors such as step increases and bargaining agreements and external factors such as enrollment revenue and grant funding.

In order to recruit and retain employees committed to the District's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package that includes salaries and health and welfare benefits.

Reference: BP 3100, AR 3100 – Budget
Reference: BP 3400, AR 3400 - Management of District Assets/Accounts
Reference: BP 4000
Reference: BP 4154, 4254, 4354 - Health and Welfare Benefit

The Board will adopt separate salary schedules for certificated, classified, confidential, supervisory and administrative personnel. These schedules will comply with law and negotiated agreements and shall be printed and made available for review on the District's website. (Education Code 45023, 45028)

Reference: BP 4121 - Temporary/Substitute Personnel
Reference: BP 4141, BP 4241- Collective Bargaining Agreement
Reference: BP 4143, BP 4243 - Negotiations/Consultation

Each bargaining unit has a salary schedule. Employees are placed on the salary schedule and generally advance one step each year or when they meet the requirements of the schedule. The Superintendent or designee is solely responsible for determining salary and pay rates.

For those members of the staff who are part of a bargaining unit, only the exclusive representatives can bargain over salaries. New salary schedules are published on the website after the MetroED Governing Board approves them.

The Superintendent or designee shall ensure that the District's payroll system complies with all applicable laws and bargaining agreements, including, but not limited to, timelines regarding payment of compensation and deductions of dues for employee organizations.

Attendance Policy

The contribution of each employee is critical, and the efforts of each and every one are needed to help the District reach its goals. Unnecessary absenteeism results in reduced productivity, loss of service, and significant cost to the District. It is the District's responsibility to ensure that employees clearly understand the expectation for performing their job duties and how their attendance impacts their performance, and that they are given a fair opportunity to succeed.

Specifically:

- Employees are expected to work the number of hours they are assigned.
- Employees are expected to be at their work assignments on time.
- Employees are expected to comply with legal, District, and collective bargaining rules regarding reporting of absence and providing appropriate documentation.
- Supervisors are expected to provide feedback, monitor attendance, and maintain attendance records.

Bargaining unit members' collective bargaining agreement (CBA) specifies the leaves available to employees: vacation, sick, bereavement, jury duty, personal necessity/business, discretionary, parental, leave without pay, floating holiday, and family and medical leave.

Administrators, confidential, unrepresented, and substitute employees are not represented by a bargaining unit; however, their leaves are defined in their memorandum of understanding (MOU). CBAs and MOUs are located on the Human Resources web page on the MetroED website under Departments.

Sick leave benefits are provided to ease the financial burden on employees who are required to be absent from duty due to illness, injury, or personal necessity. Employees who use illness and personal necessity leave for reasons other than indicated in the collective bargaining agreements are in violation of policy. Failure to comply with this policy and/or those outlined in the collective bargaining agreements can result in appropriate disciplinary action, up to and including termination. This policy ensures that our fellow employees do not unfairly bear the burden of the workload of those who inappropriately use sick or personal necessity leave.

Every employee is expected to understand and follow the absence and tardiness guidelines established by the district. If you have any questions, please ask your supervisor or HR.

Employees covered under the CSEA Collective Bargaining Agreement may be granted permission by their immediate supervisor to take time during the unit member's scheduled work hours for either a dentist or doctor's appointment for the unit member only without loss of pay or loss of sick leave, provided that the time taken shall not exceed two hours in any calendar month. In any case, where the time taken exceeds two hours, the excess amount of time will be deducted from the unit member's accumulated sick leave. Written documentation of the appointment must be provided. To the extent possible, the appointment should be scheduled at the beginning or end of the workday. This benefit may be denied when, in the judgment of the immediate supervisor, the employee's absence would result in the needs of the District not being adequately met.

Reference: BP 4161/4261/4361- Leaves

Work Hours

Definitions:

1. **Classification** means that each position shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year, a specific statement of the duties required to be performed by the employees in each such position, and the regular monthly salary ranges for each such position.
2. **Permanent** as used in the phrase **permanent employee** includes tenure in the classification in which the employee passed the required probationary period, and includes all of the incidents of that classification.
3. **Regular** as used in the phrase **regular classified employee** or any similar phrase refers to an employee who has probationary or permanent status.
4. **Demotion** means assignment to a lower position or status, without the employee's written voluntary consent.
5. **Seventy-five percent of a school year** means the number of working days, including holidays, sick leave, vacation and other leaves of absence, irrespective of the number of hours worked per day – X .75 of total

The District has established an expected range of hours for each position. Teacher hours are established by the relevant bargaining agreement and the schedule of classes offered for each school term.

Reference: Education Code 45101

Tardiness

Employees are expected to report to work on time and remain on duty for the entirety of their scheduled workday. Tardiness is defined as reporting to work after the scheduled start time. Repeated or excessive tardiness may result in disciplinary action in accordance with District policy and applicable collective bargaining agreements. Whenever possible, employees who anticipate arriving late must notify their supervisor as soon as practicable. Employees who need to leave work before the end of their scheduled workday must obtain prior approval from their supervisor. Time missed due to tardiness or leaving early should be reported using Personal Necessity (PN) in Frontline and Informed K12, when applicable and approved.

Absence Tracking

Bargaining unit members' collective bargaining agreement (CBA) specifies the leaves available to employees: vacation, sick, bereavement, jury duty, personal necessity/business, discretionary, parental, bereavement leave, leave without pay, floating holiday, and family and medical leave.

Administrators, confidential, and substitute employees are not represented by a bargaining unit; however, their leaves are defined in their memorandum of understanding (MOU). CBAs and MOUs are located on the Human Resources web page on the MetroED website under Departments.

Recording Time

The District expects all employees to maintain good attendance. If you are absent for any reason or you will be tardy, you must notify your supervisor. You are responsible for your own attendance record. Enter your absence on the Frontline system as soon as possible, prior to the start of your shift. Do not wait until the end of the month. There may be legitimate reasons for being absent which must be communicated to your supervisor. However, such reasons and your attendance will be evaluated based on your record as you make it. Each day of absence is considered an incident. In the cases of illness or injury, an incident is defined as continuous days of absence when they occur for a single reason. Our counseling and discipline procedures are based on your entire attendance record.

However, when you find it necessary to be absent for any reason, a report should be made promptly to your supervisor, in advance, whenever possible. In general, our methods for reporting absences are:

- When you know in advance that you will be absent, you must submit your request for absence to your supervisor at least two days, preferably a week, prior to your scheduled reporting time.
- In an emergency, you must personally notify either your supervisor or your department head by telephone prior to the start of your day.
- For each day you are absent, you must notify your supervisor. If you cannot return to work when you are expected, it is your obligation to notify your supervisor. You must enter the absence on the Frontline system.
- When you return to work after a sick leave absence, you may need a Physician's Return to Work note indicating that you may return to work. This note may be requested by the HR Director at any time.
- Unreported absences indicate a lack of interest in your job. If you are, absent for three or more days without notifying your supervisor, we must assume that you have voluntarily given up your job and you may be terminated for job abandonment.
- Give two weeks' prior notice if possible to your supervisor for approval of Vacation days, Discretionary days, Floating holidays or Non-Work days before they are taken.
- Comp Time is entered and approved just as vacation.

Frontline

MetroED uses a service from Frontline Education that significantly simplifies recording, managing absences, and finding and assigning substitutes. The Frontline Absence Management solution is available 24 hours a day, seven days a week, and can be accessed via the Internet and phone.

All MetroED employees use Frontline Absence Reporting to report absences. You will receive an email with your Frontline ID and PIN within two weeks of your date of hire. By clicking on the Frontline Logo, you will be able to access the Frontline System.

Frontline (Continued)

The Frontline System is used for all employees to record any day that you are absent from work. If you are a certificated employee whose position requires a Substitute when you are absent, the Frontline System will also be used to secure a substitute for you. Click the following for:

1. Employees enter absences, check their absence schedule, and update personal information, including daily work hours.
2. Substitutes can search for and accept available jobs, change personal settings, update their calendar, and personalize their available call times by visiting Frontline on the Internet.
3. Everyone can attach a file to an absence, track their absence history, and select their preferred substitute.

- With Frontline, you can do the following:
  - Create an absence online
  - Attach a file to an absence
  - Manage your work schedule
  - Cancel an absence
  - Find phone numbers and contact information for your substitutes
  - Track your absence history
  - Select your preferred substitutes
  - Assign a substitute to your absence
  - Create an absence over the phone

Frontline Mobile App

Frontline Education has introduced a Mobile App for Substitutes, which can be downloaded through the iOS App Store or Google Play at no additional cost.

You can download the Frontline Education mobile app after creating your Frontline ID (from Web Access). Enter your Frontline ID credentials to sign in.

Once you have logged in with your Frontline ID Account username and password, the Employee QuickStart Guide to navigate the app and accept jobs.

Dial-In Access

You can call Frontline toll-free at 1-800-942-3767. Follow the voice menu to enter and manage absences. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

Your ID and PIN for dial-in access are as follows:

- ID <<Is your Personal Phone Number>>
- PIN <<Sent to you in the welcome email. You can also find the PIN online under the Account and Phone Credentials. It is the last 4 digits of your Personal Phone Number >>

Informed K12

Informed K-12 is a workflow automation platform for school districts that helps school and district administrators instantly move any paper-based process - including request for leave forms, new hire forms, accounts payable forms, field trip, mileage and business expense reimbursement, pay vouchers, permissions slips, timesheets, purchasing contracts, IT and facilities requests - entirely online.

Leave Request Form in Informed K12

After first speaking with your supervisor (other than sick leave), enter your leave into Frontline, then create a Request for Leave Form in Informed K12 to be approved by your supervisor and the HR Director, with hours available verified by Payroll.

1. Access the form: For the Request for Leave Form, go to the district Intranet website under Forms →Request for Leave Form. You can bookmark this page to access the link easily after logging in.
2. Enter your name and email: When you click on the link, you will be taken to the beginning of the form on the Informed K12 platform. Enter your name and email, and click "Go to form." You do not need an account to fill out the form.
3. Fill out all required fields: Red Fields are REQUIRED. SIGN your form. You can also add attachments by scrolling to the bottom and clicking "Add Attachment." Be sure to send HR your doctor's appointment slip afterward.
4. Include the Frontline Confirmation Number: Enter the number from your Frontline entry on your Request for Leaves Form.
5. Click on the red SUBMIT FORM button and select your supervisor. Select the next recipient, press SEND TO THIS RECIPIENT, and then you're done!
6. Once you submit it, you will receive a link to your email with a copy of your form. To see the progress of your request form as it moves through the district, refer back to it (just like a UPS package).

Meal and Rest Periods

Certificated Employees

Full-time certificated employees are provided a minimum of 30 minutes for a duty-free lunch period.

Classified Employees

Paid rest periods and unpaid lunch periods shall be provided in the following increments:

- 0 to 3 hours period day; no rest or lunch periods
- to 5 hours per day: 15-minute rest period, no lunch period
- 5.25 to 7 hours per day: 15-minute rest period, 30-minute lunch period
- 7 or more hours per day: 15-minute morning rest period, 30-60 minute lunch period (amount of time at the discretion of the supervisor), 15-minute afternoon rest period

Unused rest periods cannot be combined with lunch periods or early dismissals.

Overtime *(Classified only, non-management)*

MetroED establishes staffing patterns to contribute to its overall goal of providing the highest quality programs/services. The District recognizes that the high-quality programs/services may be jeopardized when employees work too many hours either in a day or in a pay period. It is for this reason that the District carefully evaluates overtime hours. **All overtime or compensatory time off must be pre-approved.**

The Board shall provide for such compensation or compensatory time off at a rate of one and one-half times the regular rate of pay of the employee designated and authorized to perform the overtime. See your bargaining unit contract for details.

For computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensating time off, or other paid leave of absence will be considered as time worked by the employee. (Education Code 45128)

Overtime hours shall be turned into Payroll on a timesheet, found in InformedK12, during the month the hours were earned by the 15th of the month, and will be paid at the end of the month on your regular paycheck.

Classified employees may take compensatory time off in lieu of overtime. The generation of comp time and the schedule of comp time must be agreed upon between you and your immediate supervisor, and pre-approved. All Comp Time is submitted just as vacation through Frontline and a Request for Leave Form via InformedK12. A total of 32 hours of Comp Time may be accrued at a time (exception for M&O and IT), and all Comp Time must be used by June 30 each year.

(See CSEA CBA Article 9650 for more information).

Overtime (Continued)

Definition:

Overtime is any time required to be worked in excess of eight hours in any one day or in excess of 40 hours in any calendar week. If MetroED's Governing Board establishes a workday of less than eight hours but seven hours or more and a workweek of less than 40 hours but 35 hours or more for all of its classified positions or for certain classes of classified positions, all time worked in excess of the established workday or workweek shall be deemed to be overtime. All overtime or extra duty must be pre-approved by a supervisor in writing. Please refer to your CBA.

The foregoing provisions do not apply to classified positions for which a workday of fewer than seven hours and a workweek of fewer than 35 hours has been established, nor to positions for which a workday of eight hours and a workweek of 40 hours has been established, but in which positions employees are temporarily assigned to work fewer than eight hours per day or 40 hours per week when such reduction in hours is necessary to avoid layoffs for lack of work or lack of funds and the consent of the majority of affected employees to such reduction in hours has been first obtained.

For computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensating time off, or other paid leave of absence will be considered as time worked by the employee. (Education Code 45128)

It may be necessary to work overtime, and you may be asked to do so. Overtime must be authorized in writing by your supervisor ahead of time. Overtime will be paid in accordance with the applicable laws and bargaining unit contracts. Human Resources will explain how overtime is computed and paid for you. Employees may take compensatory time off in lieu of overtime. The generation of comp time and the schedule of comp time must be agreed upon between you and your immediate supervisor.

Disciplinary procedures as contained in collective bargaining agreements may include a verbal or written warning, suspension with or without pay, or discharge. Progressive discipline may not be followed in all cases. Please refer to your appropriate employee contract for specific disciplinary steps.

Comp Time

Comp time must be pre-approved and initiated by the manager, only if operational and necessary to meet district goals. To initiate, complete the District Comp Time Form. When ready to use comp time, submit a leave request via Frontline, just like vacation. Comp time must be used by June 30 each year and can only accumulate up to 32 hours, except for IT and M&O departments. Attach the pre-approval form to the leave request when using the time.

Employee Hub

You may view your current and past payroll warrant information as well as W-2 information. You will need to go to employeehub.sccoe.org and sign in using your district email account. Register by selecting your district from the dropdown list, and enter the required employee information. Once in your account, you can view your personal and payroll records online (current and past payroll warrants and W-2 information).

Leaves

Request for Leave

All requests for leave require a 'Request for Leave' form, which can be found in Informed K12. Bargaining unit members/ collective bargaining agreement (CBA) specifies the leaves available to employees, including: vacation, sick, bereavement, jury duty, personal necessity/business, discretionary, parental, floating holidays, leave without pay, and family and medical leave.

Administrators, confidential, hourly classified, and exempt classifications are not represented by a bargaining unit; however, their leaves are defined in their memorandum of understanding (MOU).

Please refer to your CBA or MOU for more information on the type of leave and day allotments. CBAs and MOUs are located on the Human Resources web page on the MetroED website under Departments.

After discussing your leave with your supervisor, enter your leave in Frontline, then complete and submit a Request for Leave form to your supervisor. After receiving requests for leave, supervisors review the department/program need, balancing organizational objectives and prior pending requests, and will make a recommendation. Leave balances are completed by Payroll, and the Request for Leave approval is finalized by Human Resources.

Certificated Leave Increments

Certificated absences are recorded in half-day increments. The District uses a consistent administrative practice aligned with the AM/PM instructional schedule.

- Morning absence = 0.5 day
- Afternoon absence = 0.5 day
- Full day = 1.0 day

Certificated leave is not recorded hourly.

Differential

Eligible employees may be entitled to differential leave as provided by applicable law, Board Policy, Administrative Regulation, and the employee's applicable Collective Bargaining Agreement (CBA), Memorandum of Understanding (MOU), or individual employment agreement.
Generally, differential leave begins after an employee has exhausted the applicable paid leave required under law and the terms of the applicable employment agreement. Eligible employees may receive differential leave for up to five (5) school months. During this period, compensation is generally the difference between the employee's regular salary and the cost of a substitute, or as otherwise provided by law.

At the conclusion of the differential leave period, employees who remain unable to return to work should contact Human Resources to discuss any remaining leave entitlements, disability benefits, reasonable accommodation, or other options that may be available. If an employee is unable to return to work after all applicable leave and benefits have been exhausted, employment status will be determined in accordance with applicable law, Board Policy, Administrative Regulation, and the employee's applicable employment agreement.

Questions regarding differential leave should be directed to Human Resources at hr@metroed.net.

Bereavement Leave

No Loss of Pay or Sick Leave Bereavement - Immediate Family
A unit member is granted up to five (5) days for each death in the immediate family. No deduction in salary shall be made for such absence. Immediate family for this section shall include Employee's – spouse, child, parent, sibling, grandparent, grandchild, domestic partner or parent-in-law, or any relative currently living in the Employee's household. Leave may be consecutively or intermittently.

Bereavement - Extended Immediate Family
A unit member is granted up to three (3) days to attend services for each death in the extended immediate family. A unit member is granted up to five (5) days if traveling beyond 250 miles or out of state. The unit member must attend the services to be granted bereavement leave. No deduction in salary shall be made for such absence. Extended immediate family for this section should include: Employee's: Grandmother, Grandfather, Son-in-law, Daughter-in-law, Brother-in-law, Sister-in-law, Step-parent or Step-child, Domestic Partner's parent; Spouse's/Domestic Partner's: grandparent, child, siblings, grandchild, step-parent, step-child. Leave may be consecutively or intermittently.

Up to one (1) day or eight (8) hours per year of leave will be granted to the unit member with the approval of the Director of HR and/or designee to attend funeral services for a person not described above.

The Director of HR or designee may require employees to provide documentation of the family member's death with 30 days upon return from bereavement leave. Verification shall be in the form of letters, certificates of death, obituaries, memorial cards, or any other form of notice of the employee's first date of bereavement leave.

Leave of Absence

At some time during the course of employment, it may be necessary for an employee to apply for a leave of absence. The District will consider all requests for leave and evaluate the circumstances of each individual situation, the needs of the District, the appropriate bargaining unit agreement, and the appropriate laws on mandated leaves. Requests for personal leaves of absence without pay shall be made on the Request for Leave of Absence form in InformedK12. When possible, requests should be submitted at least 30 days before the anticipated start of the leave. The request should state the reasons for the leave. The decision of the District will be final.

Upon your return to work, every effort will be made to return you to the same job (or similar one) held at the time the leave began. However, this cannot be guaranteed except where mandated by the appropriate bargaining unit agreement or law.

Some of the types of leaves of absence that may be available to you are:

- Medical
- Personal
- Family
- Educational

In specific cases, different types of leaves may run concurrently. Please check your appropriate bargaining unit agreement on leaves of absence for further information.

Medical Leave

If you are unable to work due to illness or injury, you may apply for a health leave of absence. The District requires satisfactory medical evidence for a leave or an extension of a leave. If you participate in the insurance program, you may be eligible for benefits during all or a portion of your leave of absence. Your bargaining unit contract and benefit coverage will govern the amount and time of coverage.
Employees who request and are granted a medical leave of absence must use all accumulated sick leave concurrent with the start of the leave.

Family and Medical Leave Act (FMLA)/ California Family Rights Act (CFRA)

The District will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. Employees may be eligible for leave under the federal Family Medical Leave Act ("Fed-FMLA") and the California Family Rights Act ("CFRA").

Leaves will be provided for eligible employees up to a combined total of 12 weeks of unpaid, job-protected FMLA/CFRA leave per leave year for the following reasons and any others authorized by the Collective Bargaining Agreement (CBA). Please refer to your CBA for the specifics and contact HR for more information.

Call-In Procedures

In all instances of absence, the call-in procedures and standards established for giving notice of absence from work must be followed.

Parental Leave

Leave for the birth or placement of a child can be taken in a single block or in two-week increments. Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child for consultation with attorneys, to appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis.

Paid Leave Utilization during FMLA Leave

If you are taking parental, family care, military exigency, and/or military care leave, you must utilize available vacation and personal business days during this leave. If you are taking personal medical leave, you must utilize available sick, personal, and vacation days during this leave. If you are receiving short- or long- term disability or workers' compensation benefits during a personal medical leave, you will not be required to utilize these benefits. However, you may elect to utilize accrued benefits to supplement these benefits.

Military Leave

An employee will be granted a military leave of absence with pay if called to active duty to serve in the United States Armed Forces, in accordance with Federal and State regulations. The military compensation may be reduced from your pay in certain circumstances.

An employee on military leave will be permitted to return to their job or comparable position with such credited District service, status, and pay, as if the employee had not been away on military leave. These veterans' rights are extended if the employee complies with veterans' reemployment eligibility requirements under the law.

Certification and Fitness for Duty Requirements

Provide certification from a health care provider when requesting family care, personal medical, or military care leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite your diligent efforts.

If leave is for your own serious health condition, certification must include:

- The date when the serious health condition began.
- The probable duration of the condition.
- A statement that, due to the serious health condition, you are unable to perform the function of your position.
- If leave is for a covered family member's serious health condition, certification must include:
- The date when the serious health condition began.
- The probable duration of the condition.
- An estimate of the amount of time that the health care provider believes you are needed to care for the family member.
- A statement that the family member's serious health condition requires you to provide care during the period of treatment or supervision.

Failure to timely provide certification may result in leave being delayed, denied, or revoked. In our discretion, you may also be required to obtain a second and third certification from another health care provider at District expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

When requesting a military exigency leave, you may also be required to provide appropriate active duty orders and subsequent information concerning particular qualifying exigencies involved.
When requesting personal medical leave, you will also be required to provide a fitness for duty certification from your health care provider prior to returning to work.

Critical Staff Presence and Essential Work Days

MetroED's success relies on collaboration, coordination, and consistency across all departments. While we understand and support the importance of work-life balance, there are specific days throughout the year when it is critical that all staff are present. These dates are essential for ensuring smooth operations, professional learning, student services, and key organizational events.

To support program readiness and ensure continuity during the busiest time of the year, all staff are considered essential. Vacation or personal leave during the first week of school and on All Staff days is not permitted unless specifically approved by a supervisor due to extenuating circumstances.

Returning to Work After Illness

Employees who are unable to work due to illness or injury are expected to notify their supervisor in accordance with District procedures and record their leave appropriately.

To support a safe return to work and ensure employees are able to perform the essential functions of their position, the District may require medical documentation. Generally, Human Resources will request a written statement from the employee's treating healthcare provider when an absence due to illness or injury extends beyond three (3) consecutive workdays. The statement should confirm that the employee is medically released to return to work and identify any work restrictions or accommodations, if applicable.
The District reserves the right to request medical certification in other circumstances as permitted by law or when appropriate to ensure a safe workplace.
Specific sick leave benefits, eligibility, reporting requirements, and return-to-work provisions may vary by employee group.

Additional Information

This handbook provides a general overview of the District's sick leave and return-to-work expectations. Employees should refer to the applicable Board Policies and Administrative Regulations, including BP/AR 4161, 4261, 4361 (Leaves) and the related Administrative Regulations governing Personal Illness/Injury Leave, Family Care and Medical Leave, and Industrial Accident/Illness Leave, as well as their applicable Collective Bargaining Agreement (CBA), Memorandum of Understanding (MOU), or individual employment agreement for complete information regarding leave eligibility, medical certification, return-to-work requirements, and other applicable provisions.

Questions regarding sick leave, return-to-work requirements, or related procedures should be directed to Human Resources at hr@metroed.net

Jury Duty

The following procedure must be followed when you receive a summons for jury duty:

1. Upon receipt of a jury duty summons, it is your responsibility to **present the original summons to the Human Resources Office as soon as possible.** HR will copy and return the original summons to you. The copy will be date-stamped and shall be the basis for determining the order of granting jury duty leaves with regular pay. Note: If your summons is for call-in service with the requirement to report within a one-hour notice, and your position requires a substitute, it is recommended that you request a specific reporting date as it is not possible to obtain a substitute on short notice during the workday. (Education Code 44037)
2. When reporting for jury duty, please treat this as a regular absence and mark Jury Duty " on your Frontline reporting system. You will not be charged for this day but must report the day as absence as soon as possible. You will also enter the absence as Jury Duty through a Request for Leave InformedK12 form.

Jury Duty (continued)

3. **If you are dismissed before noon on a scheduled workday, you are expected to report back to work if you have afternoon or evening hours.**
4. **The court will give you a Certification of Jury Service indicating the day or days served. This form must be sent to HR.**
5. As of August 2004, in an effort to avoid duplicate payment of public funds, **California Superior Court jurors employed by a government entity (including school districts) who receive their regular compensation during jury service may not be paid daily jury duty fees by the court (California Code of Civil Procedure, Section 215).** Hence, when completing the juror affidavit questionnaire, it is your responsibility to check the "Government/Public Employee" box (rather than "Employed"). This alerts the court to withhold payment of jury fees (although you will still receive mileage reimbursement, unless you have elected to waive it).
6. Note: Employees summoned to United States District Court are entitled to jury fees. Hence, in accordance with current employee contract agreements, an amount equal to the jury fees paid by the court will automatically be withheld from the employee's subsequent pay.
    a. Questions may be directed to HR.

Crime Victim Leave

The District provides employees who are victims of crime or abuse with unpaid leave to:

- Seek medical attention for injuries caused by the crime or abuse
- Obtain services from a domestic violence shelter or program, rape crisis center, or victim services organization or agency as a result of the crime or abuse.
- Obtain psychological counseling or mental health services related to the experience of crime or abuse.
- Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

Victim includes:

- A victim of stalking, domestic violence, or sexual assault.
- A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury.
- A person whose immediate family member is deceased as the direct result of a crime.
- Crime means a crime or public offense anywhere that would constitute a misdemeanor or a felony if the crime had been committed in California by a competent adult, regardless of whether any person is arrested or prosecuted for, or convicted of committing the crime.

Crime Victim Leave (continued)

Immediate family member means:

- Your spouse or domestic partner.
- Your child, which includes, regardless of age, a biological, adopted, or foster child; stepchild or legal ward; the child of your domestic partner; a child to whom you stand in loco parentis; or a person to whom you stood in loco parentis when the person was a minor.
- You, or your spouse's or domestic partner's, biological, adoptive, or foster parent, stepparent, legal guardian, or a person who stood in loco parentis of you or your spouse or domestic partner when you/they were a minor child.
- Your biological, foster, or adoptive sibling, step-sibling, or half-sibling.
- Any other individual whose close association with you is the equivalent of a family relationship described above.

You must provide reasonable advance notice of your intention to take leave for the above reasons unless advance notice is not feasible. If an unscheduled absence occurs, you must provide the following documentation within a reasonable amount of time after your absence:

- A police report indicating that you were a victim;
- A court order protecting or separating you from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney stating that you have appeared in court;
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, licensed health care provider, or counselor stating that you were undergoing treatment for physical or mental injuries or abuse resulting from the crime or abuse; or
- Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to a written statement signed by you, or an individual acting on your behalf, certifying that the absence is for an authorized purpose.

You may use available vacation, personal business, accrued paid sick leave, or compensatory time off for your leave.

Leave under this policy will run concurrently with other types of leave where permitted under applicable law. The District will maintain the confidentiality of anyone requesting time off under this policy, except as required by federal or state law or as necessary to protect your safety in the workplace.

The District will not retaliate against a victim of crime or abuse for requesting or taking leave in accordance with this policy.

Reemployment Rights

Employees who are unable to return to work after exhausting all applicable leave may have reemployment rights under the California Education Code, applicable Board Policy, Administrative Regulation, and their applicable Collective Bargaining Agreement (CBA), Memorandum of Understanding (MOU), or individual employment agreement.

When applicable, eligible employees may be placed on a reemployment list for the period provided by law. During that time, the District will administer reemployment rights in accordance with applicable legal requirements and District policy.

Employees with questions regarding reemployment rights, return-to-work options, or employment status should contact Human Resources at hr@metroed.net.

Insurance

Benefits Overview

The district will provide health and welfare benefits for certificated and classified employees in bargaining units in accordance with state and federal law and subject to negotiated employee agreements or MOUs.

Classified management, administrative, supervisory, and confidential employees who are not in bargaining units will receive the same health and welfare benefits as those specified in the collective bargaining agreement for classified employees.

Working for the District may entitle you to benefits in addition to your base compensation depending upon your bargaining unit agreement and your hours of employment. Depending on the eligibility requirements of each plan, you may be able to participate in health benefit programs that are designed to enhance the quality of your life and to provide protection and help when some of life's problems occur.

The District will provide eligible employees with information that describes benefits such as health, dental, life, and retirement. You will be advised of your benefit eligibility at the time of your hire. We would advise the individual employees to check with HR if their working conditions change to see if their benefit eligibility is affected.

For eligible employees, MetroED provides health plans through CalPERS Health Benefits. The District also provides a dental plan and life insurance for employees who qualify.

Part- time employees can supplement the coverage provided by MetroED. Employee-paid vision care and short/long term disability insurance are available. For specific information on benefit programs, contact the Human Resources Department at (408) 723-6434 or visit the Important Employee Information section on the website.

IRC 125 Plan

MetroED will provide an IRC 125 plan to all employees with 20 or more hours per week of employment with MetroED. MetroED pays the cost of the administrative fee. The plan will include premium conversion, dependent care, and unreimbursed medical costs.

The maximum contribution by the employee into the dependent care plan shall be $7,500. The maximum contribution by the employee member into the unreimbursed medical plan shall be $3,400. The District shall determine the plan administrator. The plan year shall be from July 1 to June 30 of each year. Please contact payroll for questions.

Employee Assistance Program (EAP) is a service available to you and your dependents at no extra cost. It is designed to help you with everyday problems and questions, big or small. No need to fill out paperwork or make an appointment to speak with an EAP staff member. You will be connected to EAP Staff who are available 24 hours a day, every day. EAP is a well-being benefit available for:

- All employees who are eligible for benefits through MetroED;
- Any family member living with the employee, including in-laws, cousins, unmarried partners, etc.; and
- Children/Dependents living away from home up to 26.

EAP (continued)

Employees and their family members do not need to participate in a health insurance plan offered by the district to be covered by EAP. The EAP provides confidential 24/7 support for mental, emotional, financial, and occupational well-being at no cost. With the EAP, you have:

- Cost-free Counseling Sessions
- Financial and Legal Advice
- Online Professional and Personal Development
- Professional Coach Services

You can access EAP by calling the toll-free help line 800-252-4555 or log in to EAP by clicking on the "employee & family" button.

Unemployment Compensation Insurance Policy

The District contributes to a special state-administered fund to provide unemployment benefits to employees who, through no fault of their own, are out of work. Depending on your status with the District and expectations of future employment, you may or may not be eligible for coverage.

Liability Insurance

Liability Insurance provided by the District covers you while on duty. This insurance does not protect you from legal action because of an alleged criminal act or deliberately neglecting your job responsibilities or work rules. Volunteers working under the direction of District personnel are also covered.

Be aware that you are responsible for liability insurance on your own automobile regardless of whether you are using it for personal or business use.

Retirement Plans

Eligible MetroED employees also participate in defined-benefit pension plans that permit employees to retire after a number of years of employment at a defined percentage of their salary. Employees vest in these programs after five years of employment. Certificated employees participate in the State Teachers

Retirement System (STRS) and classified employees participate in the California Public Employees' Retirement System (PERS) pension plan. Please contact Human Resources
(408) 723-6434 for more information.

Employees have the option of contributing to 403b and 457 plans. These tax-sheltered retirement savings plans enable employees to save money for retirement without paying current tax on contributions. For more information on these programs, please contact Human Resources.

Workers' Compensation

We are committed to creating a safe work environment at our facility, which means taking necessary safety precautions at all times to prevent injuries. Everyone should work safely to protect themselves from injuries, but if you do get injured, here is what you should do:

1. Notify your supervisor immediately and Human Resources.
2. Contact Company Nurse
3. As soon as possible after the injury, complete the form (DWC form 1), which will be provided by your supervisor or office administrator. This form must be completed within 24 hours of your injury. Be sure to note the time and place of your injury.
4. Get medical treatment. You do not have to be treated by any specific doctors. Be sure to tell them this is a job-related injury.
5. Any medical bills incurred due to work-related injuries must be submitted to Keenan & Associates, 1740 Technology Drive, San Jose, CA 95110.
6. If your physician determines that you have temporary work restrictions, a temporary, modified, or alternate position may be provided, if available, and meets operational needs

If you are injured on the job, notify your supervisor immediately, no matter how minor the injury may seem. Upon learning of an injury, a supervisor will promptly report the incident to the Superintendent or designee and the insurance carrier as appropriate.

The Superintendent or designee will ensure that every new employee is notified of their right to receive workers' compensation if injured at work and that injured employees are given notice of rights in accordance with law.

The Superintendent or designee will ensure that notifications regarding workers' compensation are posted in accordance with law. The District will provide for paid and unpaid leaves of absence for employees in accordance with law, Board policy, administrative regulation, collective bargaining agreements, and merit system rules, as applicable.

Reference: AR 4157.1- Work Related Injuries
Reference: Company Nurse

Further Information:
For additional information on Workers' Compensation, contact MetroED Human Resources at (408) 723-6435.

Ergonomics

Ergonomic Injury and Illness Prevention Plan

The District has written and developed this program to comply with the provisions of Section 5110 of Title 8 of the California Code of Regulations and to address the problem of repetitive motion injuries that result from work-related activity.

The Ergonomics Injury & Illness Prevention Program outlines the policies and procedures that are both necessary and required to control RMI's and comply with the various provisions of the ergonomics safety regulations. Contact HR for more information.

Please remember that no job is so important and no service is so urgent that we cannot take time to perform our work safely. Should there be any job-related accident, injury, and/or illness, employees are to immediately report this occurrence to their supervisor. In no situation, except in an emergency, should an employee leave their shift without reporting an injury or illness that occurred. Report immediately to your supervisor any personal injury you may suffer regardless of how minor it may seem at the time. Report immediately to your supervisor any personal injury a guest may suffer, no matter how minor it may seem at the time. Make sure you develop a "safety attitude" in all your work habits.

Workstation Evaluation

The proper setup of the workstation is the key to office ergonomics. An improper office arrangement will promote poor posture, increased physical stress, and can cause increased fatigue and may lead to symptoms of repetitive motion injuries (RSI's).

Please fill out the proper form for an evaluation to be scheduled. Contact HR@metroed.net for additional details.

Resources:

- Ergonomics Tips
- Workday Stretching Guide

Business/Fiscal Responsibility

Superintendent Philosophy on Funding and Expenses

MetroED receives its revenue from our six local Joint Powers Authority partners, the state through the Bay Area Consortium and state grants, and the federal government through Title II WIOA funding. We also receive funds from other sources including leasing, student activities, and organizations like Sobrato who donate funds to help us reach our goals and so that we, in turn, impact their goals. Our spending should be planful and intentional to every degree possible and aligned with our strategic plan, Vision 2030. Financial decisions should be based on whether an investment advances our strategic priorities, strengthens programs, and improves outcomes for the students and communities we serve.

To that end, we are working on clearly stating policies, processes and forms, empowering people with fiscal responsibility, and making information transparent and accessible. In this handbook, we share three updated procedures:

- CalCard Handling and Use
- Food Purchases
- Travel and Conferences

You can find these on the following pages. We will continue to update additional policies and procedures throughout the year. All updated information can be found on:

- Board Policy Website
- Staff Portal (Intranet)

We appreciate our employee's attention to following new procedures. If you have questions, please reach out to your Executive Administrative Assistant.

Business/Fiscal Responsibility- Procedures

Superintendent Policy on CalCard Use

Purchase orders remain SVCTE's default purchasing method because they build in budget verification, vendor accountability, and a documented audit trail before funds are committed.
Government entities in California use what is called a CalCard, which functions much like a personal credit card. MetroED uses CalCards, but only for specific reasons: when the vendor does not accept purchase orders or checks, or when time constraints from external factors make the standard PO process impractical. Routine purchases should go through a purchase requisition, even if a CalCard is on hand.

Directors or their Admin Assistant may use CalCards for the following:

- When a purchase order or check is not accepted by the vendor.
- When it is not possible to obtain a purchase order or submit a check request because of time constraints due to external factors.

IMPORTANT
CalCards shall NOT be used for computer or software purchases (these must go through a purchase order requisition approved by IT, since District contract pricing is often substantially lower) or for equipment costing more than $500. If CalCard use is believed to be the only option, it must be rep-authorized by the Chief Business Official prior to making the purchase.

Authorized (Travel) Card Use
Travel Card use follows the expense guidelines in the District Supported Travel & Conference SOP which covers transportation, reimbursable expenses, lodging, optional activities, and District Driver requirements. A staff member who is issued a Travel Card will need to sign the Travel Credit Card Signout Agreement.

Receipts & Documentation

- Itemized receipts must be returned with the Travel CalCard within the next business day following the end of travel.
- Original itemized receipts must be attached to the credit card statement when submitting to Fiscal.

Requesting Credit Card Use
Complete the Request for Credit Card Use form, providing as much detail as possible in the "Reason for request" section. An attached estimate or quote is required to submit the form. Once credit card use is approved, the Executive Admin Assistant will reach out to schedule a time to order and will complete all purchases with the Directors' CalCard.

Affidavit for Missing Receipts
If a Travel Card is returned with missing receipts, the staff member it was issued to must sign an affidavit. A pattern of missing receipts may result in loss of the ability to use Travel CalCards.

MetroED | CalCard Procedure

PURPOSE	This guide establishes the rationale and process for CalCard (credit card) use at SVCTE. This includes directions and information on the following: • Rationale for CalCard use • Card types • Authorized (Directors) CalCard use • Unauthorized CalCard use • Authorized (Travel) CalCard use • Receipts & documentation • Requesting CalCard use • Affidavit for missing receipts It ensures CalCard use remains limited to appropriate circumstances, with consistent documentation and approval.

SECTION 1 — Rationale for CalCard Use

Purchase orders remain SVCTE's default purchasing method because they build in budget verification, vendor accountability, and a documented audit trail before funds are committed.
Government entities in California use what is called a CalCard, which functions much like a personal credit card. MetroED uses CalCards, but only for specific reasons: when the vendor does not accept purchase orders or checks, or when time constraints from external factors make the standard PO process impractical. Routine purchases should go through a purchase requisition, even if a CalCard is on hand.

SECTION 2 — Card Types

Card	Use
Directors/Manager CalCard	Program purchases.
Travel CalCard 1 and 2	Pre-authorized purchases only, when taking students on travel: field trips (only for authorized expenses that cannot be prepaid) and overnight trips.

SECTION 3 — Authorized (Directors) CalCard Use

Directors or their Admin Assistant may use CalCards for the following:

- When a purchase order or check is not accepted by the vendor.
- When it is not possible to obtain a purchase order or submit a check request because of time constraints due to external factors.

SECTION 4 — Unauthorized CalCard Use

IMPORTANT	CalCards shall NOT be used for computer or software purchases (these must go through a purchase order requisition approved by IT, since District contract pricing is often substantially lower) or for equipment costing more than $500. If CalCard use is believed to be the only option, it must be pre-authorized by the Chief Business Official prior to making the purchase.

SECTION 5 — Authorized (Travel) CalCard Use

Travel CalCard use follows the expense guidelines in the **District Supported Travel & Conference SOP**, which covers transportation, reimbursable expenses, lodging, optional activities, and District Driver requirements. A staff member who is issued a Travel CalCard will need to sign the Travel Credit Card Signout Agreement.

Receipts & Documentation

- Itemized receipts must be returned with the Travel CalCard within the next business day following the end of travel.
- Original itemized receipts must be attached to the credit card statement when submitting to Fiscal.

SECTION 6 — Requesting CalCard Use

Complete the Request for Credit Card Use form, providing as much detail as possible in the "Reason for request" section. An attached estimate or quote is required to submit the form. Once credit card use is approved, the Executive Admin Assistant will reach out to schedule a time to order and will complete all purchases with the Directors' CalCard.

SECTION 7 — Affidavit for Missing Receipts

IfaTravel CalCard is returned with missing receipts, the staff member it was issued to must sign an affidavit. A pattern ofmissing receipts may result in loss of the ability to use Travel CalCards.

Superintendent Policy on Food Purchases

Fiscal Responsibility Series Staff Procedures | Effective July, 2026

PURPOSE	This guide explains what MetroED staff must know before planning any event or meeting that includes food purchased with any District funds. It describes when District funds may be used for food purchases, what documentation is required, and what is not permitted. These parameters apply districtwide and are intended to ensure consistency, equity, and responsible use of public funds.

SECTION 1 — Policy Context & Fiscal Purpose

1.1 Why This Policy Exists

As part of MetroED's commitment to fiscal stewardship and long-term financial health, the District is establishing clear districtwide parameters for when District funds may be used to purchase food. Food will no longer be an assumed part of meetings or activities. It will be provided only when it directly supports an essential District purpose.

These parameters apply districtwide and are intended to ensure consistency, equity, and responsible use of public funds and protect resources for educational programs.

1.2 Governing Authority

This policy is issued by the Superintendent pursuant to general administrative authority over District operations, fiscal management, and compliance with public fund expenditure requirements under California law.

REMEMBER	Food purchased with District (public) funds must have a clear, documentable educational or operational justification. When in doubt, assume food is not covered and consult your Director or the Superintendent's office before committing funds.

SECTION 2 — When District-Funded Food Is Permitted

District funds may be used for food **only**inthe following circumstances, and only if the original food budget allows:

2.1 Extended Required Workdays

- Mandatory meetings, training, or professional development lasting more than four (4) hours.
- The duration must be documented on the event agenda and a Sign In Sheet for documentation.

2.2 Student-Centered Events

- Events where students arethe**primary beneficiaries** of food, **AND** the event covers a mealtime, **AND** student-generated revenue or qualifying grant funding is available to pay for the food.
- Student-generated fundingincludes fundraiser proceeds and donations. Note: **all such funds remain public funds** and are subject to the samedocumentation requirements.
- Examples include: CTSO activities, student showcases,competitions, and recognition events.

2.3 Strategic Partner or Community Engagement

- Light refreshments (e.g., coffee, water, simple snacks)may be provided for advisory meetings or visits from industry, legislative, negotiations, or community partners.
- This does not extend to routine business meetings orinternal staff-only events framed as partner engagement.

2.4 Board Meetings

- Meals may be provided for Board members and other staff or guests scheduled to present at Board meetings.

EXCEPTIONS	**The following are recognized exceptions to the above conditions:** • **Culinary Program — Meeting Support:** If a meeting regarding District or program needs is necessary and the curriculum and capacity of the Culinary program allows, the program may provide food. The Culinary program shall be reimbursed for costs incurred by the budget of the meeting host. • **Non-Public Fund Donations:** If food for the event can be supported through non-public-fund donations, food is permitted. • **Program Curriculum:** Food purchases are permitted when they are a required part of the program curriculum and directly support student instruction, skill development, assessments, or program requirements. These purchases must be paid from the program budget, applicable grants, or approved student-generated funds. • **Travel:** Food will be reimbursed to the degree allowed in the Travel Standard Operating Procedures.

SECTION 3 — What District (Public) Funds May NOT Be Used For

District funds may **not** be used for:

- Routine staff meetings or department gatherings
- Stocking food for offices or departments
- Individual meals or convenience food deliveries
- Food as a substitute for compensation or improvements to working conditions

KEY RULE	If a meeting or event does not meet one of the four permitted categories in Section 2, District funds, including any budget coded to supplies, professional development, or program operations, may not be used to purchase food. Staff must be provided with time appropriate for lunch or dinner outside the meeting times.

SECTION 4 — Practical Examples

4.1 Common Scenarios: Permitted and Not Permitted

The following table shows common situations andwhether Districtfunds may be used for food.

Situation	Details / Notes	Permitted?
More than 4-hour required training (lunch provided)	Mandatory professional development with documented agenda and sign-in sheet covers a mealtime.	YES — Section 2.1
CTSO awards banquet (student-centered, evening)	Students are primary beneficiaries; mealtime covered; student-generated funds or grant can be used.	YES — Section 2.2
Industry advisory board meeting (light refreshments)	External partners visiting campus; coffee/water/snacks unless a meal mirrors Culinary curriculum standards.	YES — Section 2.3

Superintendent Policy on Food Purchases (Continued)

Situation	Details / Notes	Permitted?
Board meeting (presenters and Board members)	Scheduled Board agenda; meals for presenting staff and Board only.	YES — Section 2.4
Culinary class providing food for a 2-hour department meeting	Culinary program covers costs and is reimbursed from the department's budget if curriculum and capacity allow	YES — Exception
Routine 1-hour department meeting	Standard internal meeting; less than 4 hours.	NO
End-of-year staff recognition	Does not meet any permitted category.	NO
Office snack basket (ongoing supply)	Does not meet any permitted category.	NO
Individual meal delivery during work	Personal convenience; not a qualifying event.	NO
2-hour student competition with lunch (no qualifying funding)	Students are beneficiaries, but no student-generated or grant funding is available.	NO— funding condition not met
3 hour professional development during Modified Days	Under four hours; staff must be given time for their regular lunch	NO

SECTION 5 — Required Documentation

Whenever District funds are used to purchase food, the following documentation is required and must be submitted to the appropriate supervisor or designee following the event.

5.1 Required Documents

- A meeting or event agenda clearly stating the purpose and duration
- A signed attendance list verifying participants
- Receipts for all food purchases, linked to the event
- For student-centered events: documentation confirming the funding source (student-generated revenue, grant, or donation)
- For Culinary program exceptions: a reimbursement record showing the host department's budget covered the cost

IMPORTANT	Food expenses submitted without required documentation will not be approved or reimbursed.

SECTION 6 — Staff Procedures & Responsibilities

6.1 Planning Ahead

- Meeting schedulesshould respect normal meal times so that food is not needed to cover a mealtime.
- Staff should plan meetings and events with the expectation that participants will provide their own meals unless one of the approved conditions is met.
- If you are unsure whether your event qualifies, consult your Director or the Superintendent's office before purchasing food.

6.2 Before Any Food Purchase — Staff Checklist

✓	Staff Action Item
☐	Confirm the event meets at least one of the four permitted categories in Section 2.
☐	Verify the original food budget has capacity for this expense.
☐	Prepare a meeting/event agenda that clearly states the purpose and duration.
☐	Obtain a signed attendance list at the event.
☐	For student-centered events — confirm and document the qualifying funding source (student-generated funds, grant, or non-public-fund donation).
☐	For Culinary program exceptions — arrange reimbursement from the host department's budget.
☐	Retain all receipts and documentation for submission following the event.
☐	Submit documentation to [designee/office] promptly after the event.

SECTION 7 — Resources & Contacts

7.1 Key Legal References

Citation	Subject
California Education Code § 42600 et seq.	Restrictions on expenditure of public school funds; general fiscal controls.
California Government Code § 8314	Prohibition on use of public resources for personal benefit; penalty provisions.
MetroED Board Policy 3100	Budget — general fiscal management authority and parameters.
MetroED Board Policy 3350	Travel and conference expenses — related documentation requirements.
MetroED Board Policy 3452	Student Activity Funds — relevant to student-generated funding used for food.
MetroED Superintendent Policy (this document)	Districtwide parameters for food purchases funded with public funds, effective 2026–2027.

7.2 Internal Contacts

- Questions about whether an event qualifies: Contact your Program Director.
- Budget availability and coding: Contact your Director or the Business Office.
- Student-generated fund documentation: Contact your Director.
- Culinary program reimbursement: Contact the Culinary program Director and the Business Office.

District-Supported Travel and Conference

FiscalResponsibility Series - Staff Procedures|Updated July 2026

PURPOSE	District-supported travel invests in the professional learning of staff and provides students with opportunities aligned to MetroED's Vision 2030 and Board Policy 3350. All employee and student travel must promote high-quality Career Technical Education and/or Adult Education and uphold the District's commitment to safety, equity, and fiscal responsibility.

SECTION 1 — Policy Purpose & General Requirements

1.1 When a Travel & Conference Request Is Required

All travel must have a completed and approved Travel & Conference Request form on file in InformedK12 before any expenses can be incurred or reimbursed. This requirement applies districtwide, including but not limited to:

- Professional conferences or workshops, including non-overnight travel
- Student overnight educational events (field trips, CTSOevents, etc.)
- Any district-sponsored travel involving overnight lodging

1.2 What the Travel & Conference Request Form Does

The form is available on the District Intranet under Business Services and is used to:

- Obtain pre-approval to attend or supervise travel
- Provide an estimate of total travel expenses and ensure budget is available
- Document the educational justification for attendance

REMEMBER	Unauthorized travel will not be reimbursed and will become the individual's financial responsibility. When in doubt, submit your request and confirm approval before booking or spending anything.

SECTION 2 — Approval Process

2.1 Three-Step Approval

Every travel request moves through three levels of review before it is considered approved:

Step	Reviewer	What They Confirm
1. Request Completion	Employee	Completes the Travel & Conference Request Form and attaches a conference brochure, itinerary, or agenda (plus a Student Trip Itinerary, Student List, Chaperone List, and Emergency Contact Plan for student overnight travel).
2. Administrator Review	Supervising Administrator	Confirms budget availability and educational relevance, and ensures the trip supports MetroED's strategic plan.
3. District Approval	Superintendent or designee	The Superintendent or designee approves all conference attendance and any overnight travel involving students. For student overnight travel or staff out-of-state travel, this approval must be complete before the item goes to the Board of Directors. The Superintendent’s Executive Admin will notify administrator and requestor of board approval.

SECTION 3 — Overnight Student Travel Requirements

3.1 Supervision & Chaperone Ratios

Aminimumofonecertificatedemployeeper student group is required. Chaperone ratios scale with group size and generally should have a 10:1 ratio:

Student Group Size	Chaperones Required	Notes
1–5 students	One chaperone	Where possible, if fewer than 5 students participate, instructors may use collegial help across other organizations if a chaperone of a different gender is needed.
6–20 students	Two chaperones	If male and female students are participating, male and female chaperones must be representative of the students.
Every 10 students after 20	One additional chaperone	Chaperones may include trained, background-checked parents, industry partners, or community partners.

3.2 Non-District Chaperone Screening

All non-districtemployeechaperonesmustcomplete each of the following before travel (please contact Human Resources for more information):

- Application
- Background check
- Mandated reporter training
- TB submission
- Signed code of conduct

NOTE	Approved non-employee chaperone expenses will be covered by the District within the student/chaperone ratio, but non-employee chaperones will not receive pay or honorariums of any sort.

3.3 Student Documentation

Parent/guardian permission forms, medical releases, and emergency contact forms must be completed prior to departure. Copies must be maintained by the supervising teacher and provided to the site administrator before traveling.

3.4 Trip Plan Submission

Submit,along withtheapproved Travel & Conference Request form, a detailed itinerary, hotel information, student list, chaperone list, emergency plan, and transportation plan. Plan ahead to allow time for approvals and, if needed, Board approval. The employee(s), their immediate supervisor, and the office administrative assistant will be notified by the Superintendent's Office once the approval process is complete.

3.5 Safety, Conduct & Post-Trip Reporting

Chaperones mustensure compliancewith theMetroED Student Code of Conduct, and any incident or injury must be reported immediately to the site administrator. Within five (5) business days following the trip, submit a summary of trip outcomes, attendance, and any incidents to the site administrator.

SECTION 4 — Travel Expense Guidelines

All travel should balance fiscal responsibility and safety.

4.1 Transportation

All transportation (with the exception of a personal car) must be paid for through the District, including busing, airline tickets, and rental cars. Airline tickets are purchased at the Economy standard, and employees will not be reimbursed for purchasing these items on their own. Rental cars may only be used when other commercial transportation is unavailable, too costly, or impractical, and require prior approval.

4.2 Reimbursable Expenses

Employees may be reimbursed for actual and necessary expenses, including:

- Car rentals (if pre-approved)
- Taxi, bus, Uber, Lyft, and shuttle fares
- Parking fees and bridge tolls
- Reasonable Wi-Fi charges (if Wi-Fi is not free)
- Mileage, based on the IRS amount per mile
- Meals, reimbursed per diem for out-of-area travel at the GSA allowable rate (www.gsa.gov/perdiem). Tips for food service may be reimbursed up to 15% but the total amount cannot exceed the meal per diem as allowed by IRS guidelines and must also be identified on an itemized receipt.

4.3 Lodging

Lodging must be appropriate, safe, and aligned with district travel standards. Students must be roomed with same-gender peers unless otherwise authorized for accommodations under applicable law. Lodging expenses should align as closely as possible with the IRS allotment for the year and region.

4.4 Optional Activities & Non-Reimbursable Items

For student travel, if student-generated funding allows, students may participate in up to one optional activity (such as a theme park), and chaperone reimbursement for participating may occur. Activities should be inclusive of all participants.

The District will not provide reimbursement for alcohol, gifts nor late check-out. If meals are provided during conferences, there will be no additional per diem meal reimbursement.

IMPORTANT	Alcohol, gifts, and other optional activities beyond the one approved activity will not be reimbursed. No alcohol may be consumed when traveling with students. No reimbursement for late-check out.

4.5 District Driver Requirement

Anyone transporting students must be approved through the District Driver process.

SECTION 5 — Travel Payment Options

Payment Method	When Used	Notes
District Payment (PO or CalCard)	Registration, lodging, and airfare	Paid by the department's office administrative assistant once travel is fully approved. These items will not be reimbursed if paid by the employee.
CalCard Check-Out	Approved overnight student travel only (e.g., SkillsUSA Nationals)	The teacher in charge may check out the District CalCard for authorized expenses. The

		card must be signed out with an approximate prediction of expenses.
Reimbursement	Out-of-pocket expenses incurred while traveling	Requires submission within 5 business days of itemized receipts, the Travel Reimbursement Form, and the original approved Travel & Conference Request form.

KEY RULE	Items without receipts will not be reimbursed, and meals will not be reimbursed if they are already offered through a conference.

SECTION 6 — Staff Procedures & Checklist

6.1 Planning Ahead

Submit the Travel&Conference Request form as early as possible so it can move through the approval process review before any registration, booking, or spending occurs. For student overnight travel, build in extra time for Board approval where required.

6.2 Before You Travel — Staff Checklist

✓	Staff Action Item
☐	Complete the Travel & Conference Request Form in InformedK12.
☐	Attach a conference brochure, itinerary, or agenda.
☐	For student overnight travel attach the Student Trip Itinerary, Student List Chaperone List, and Emergency Contact Plan.
☐	Confirm administrator review of budget availability and educational relevance.
☐	Confirm Superintendent or designee approval for conferences or student/staff out-of-state overnight travel.
☐	For overnight student travel, confirm chaperone ratios and completed screening for any non-district chaperones.
☐	Collect parent/guardian permission, medical release, and emergency contact forms prior to departure.
☐	Retain all itemized receipts during travel.
☐	Submit the Travel Reimbursement Form with receipts within 5 business days of return.
☐	For student trips, submit a post-trip summary to the site administrator within 5 business days.

SECTION 7 — Resources & Contacts

7.1 Forms & Documents

Thefollowing are locatedon the District Staff Portal (Intranet) under Business Services, which always has the most current version:

- Travel & Conference Request Form
- Travel Reimbursement Form
- Standard Operating Procedures – Travel and Conference Attendance (this document)

7.2 Internal Contacts

- Questionsaboutwhether a trip qualifies or needs Board approval: Contact the Superintendent's Office.
- Budget availability and account coding: Contact your supervising administrator or the Executive Admin Assistant.
- Student overnight travel documentation (itinerary, chaperones, emergency plan): Contact your site administrator.
- Reimbursement and CalCard questions: Contact the Executive Admin Assistant.

Standards of Conduct

The Governing Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's education programs, and contributes to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee is expected to acquire the knowledge and skills necessary to fulfill their responsibilities and to contribute to the learning and achievement of district students.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior toward students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities
12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency or during scheduled work breaks

Inappropriate employee conduct (continued):

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
14. Wearing inappropriate attire

Maintaining Appropriate Adult-Student Interactions

The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate. The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district websites. (Education Code 44050)

Inappropriate Conduct

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:

1. Initiating inappropriate physical contact
2. Being alone with a student outside the view of others
3. Visiting a student's home or inviting a student to visit the employee's home without the parent/guardian's consent
4. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal
5. When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.
6. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee
7. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business
8. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students
9. Addressing a student in an overly familiar manner, such as by using a term of endearment
10. Socializing or spending time with students outside school-sponsored events, except as participants in community activities
11. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
12. Transporting a student in a personal vehicle without prior authorization
13. Encouraging students to confide about their personal or family problems and/or relationships
14. Disclosing personal, family, or other private matters to students or sharing personal secrets with student.

Reference: BP 4319.24 – Maintaining Appropriate Adult-Student Interactions

Criminal Activity/Arrests

Involvement in criminal activity during employment, whether on or off MetroED property, may result in disciplinary action including suspension or termination of employment. Disciplinary action depends upon a review of all factors involved, including whether or not the action was work-related, the nature of the act, or circumstances that adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source as long as management has reason to view the source as credible.

Social Media Policy

Our social media accounts are designed to share news and information about the initiatives of MetroED and our community partners. We welcome and encourage conversation with our online community; however, our platforms are moderated online discussions, not a public forum. As an organization that puts students first, we ask all users to keep comments appropriate and civil.

We follow the community standards established by various social media platforms, and ask our users to do the same. MetroED reserves the right to remove any content deemed as bullying, intimidation, or harassment; content deemed hateful, libelous, slanderous, or hostile. We will immediately remove material that is obscene, pornographic, contains nudity or graphic or gratuitous violence. Any content that contains proprietary or unauthorized self-promotion and/or solicitations, whether for profit or not, such as spam or comments that include links to other sites, that are not community partners will be removed. Repeat contact or engagement to drive traffic to a non-partner account, product, service, or initiative will be removed. If a user has multiple infractions, the individual will be blocked from the social media platform.

Reference: BP 1114 – District-Sponsored Social Media

Separations

(including Resignations, Retirements, and Terminations)

We hope you will be with us for many years. We recognize, however, that either you or the District may terminate the employment relationship. If you decide to leave, we ask that you give a notice of two weeks or more. If you are on the Leadership Team, we kindly request that you provide as much notice as possible. Submit a Separation of Employment form via InformedK12 and attach a written resignation to the form if applicable. The District and your co-workers will appreciate it. The District intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Terminated employees are required to return all District property such as manuals, keys, tools, ID badge, equipment, and any other District property in their possession before the last day of employment. Final payroll check will be issued with the end-of-month payroll.

Notify the District if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Eligible employees will be offered the opportunity to continue medical coverage through our group health plan at their own cost plus an administrative fee for a limited time as required by law (COBRA). At the end of the continuation period, coverage may be converted to an individual policy if available through the plan carrier at the rates in effect at the time and subject to the terms and conditions of the plan.

Reference: BP 4117.2 – Resignation
Reference: AR 4117.5 – Termination Agreements

Exit Interviews

You may be asked to participate in an exit interview when you leave MetroED. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment: identify any trends requiring attention or opportunities for improvement; and to assist the District in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

Final Wages

As a public school employee, final wages are processed through the District's regular payroll cycle rather than being issued on the employee's last day of employment.

Your final paycheck will be processed according to the normal payroll schedule and will include any compensation due through your separation date. Your final pay will also be issued the same way and delivered to the same place as your regular pay has been (i.e., Direct Deposit).

HR will provide you with your final Salary Calculation sheet at the time of your exit.

Acceptable Use of Technology

The District's technical resources, including desktop and portable computer systems, fax machines, Internet and World Wide Web access, voicemail, electronic mail (e-mail), and its intranet system, enable employees to quickly and efficiently access and exchange information throughout the District and around the world. When used properly, we believe these resources greatly enhance employee productivity and knowledge. Because some of these technologies are both new and rapidly changing, it is important for every employee to understand the rules and restrictions governing their use.

The District's technical resources are provided for the benefit of the District and its students and other customers, vendors, and suppliers. These resources are provided for use in the pursuit of District business and are to be used only in that pursuit, except as otherwise provided.

MetroED employees are permitted to use the District's technical resources for occasional non-work purposes when given permission from their direct supervisor and when used in moderation during non-work hours and according to the rules and expectations expressed in this policy. At no time should such use interfere with work.

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

Employees must understand that they have no right to privacy as to any information or file maintained in or on the District's property or transmitted or stored through the District's computer, voicemail, e-mail, or telephone systems, and that any such information or files may be monitored by the District at any time. Employees are not to share passwords. During the course of carrying out their responsibilities, authorized District personnel or other authorized representatives may access any technology, including employee e-mails and other electronic communications. The District also has software and systems in place that monitor and record all internet/Intranet usage. Notwithstanding the foregoing, the District endeavors to maintain the confidentiality of its internal email system and other electronically stored information, and employees are expected to respect that confidentiality. To safeguard and protect the proprietary, confidential, and sensitive business information of the District and to ensure that the use of all technology is consistent with District legitimate business and educational interests, authorized representatives of the District may monitor the use of technology, messages, and files.

Inappropriate use of District technology may result in a cancellation of the employee's user privileges, disciplinary action, and /or legal action in accordance with law, Board policy, and administrative regulation. Employees shall be responsible for the appropriate use of technology and will use the District's technological resources primarily for purposes related to their employment.

Equipment Checkout Responsibilities

- All equipment is the property of MetroED and is provided for work-related use only. MetroED retains full and complete ownership of this equipment and reserves the right to recall it at any time for misuse, restaging, upgrading, replacement, maintenance, or any other reason deemed necessary by the Information Technology Department.
- Employees will handle the equipment responsibly and take reasonable care to prevent damage, loss, or theft.
- Employees will not leave equipment unattended in unsecured areas or vehicles and will follow all MetroED guidelines regarding data security and physical safety.
- Employees will not install, download, or modify any software, applications, or system settings without prior written authorization from the Technology Department.
- Employees will follow all district technology policies, including the Acceptable Use Policy (AUP), cybersecurity protocols, and related board policies and administrative regulations.
- Employees understand the equipment may be tracked or managed remotely by the district's Technology Department.
- Employees agree to protect all sensitive student or staff data accessed using this equipment and will comply with FERPA and other applicable privacy laws.
- Employees understand that they may be held financially responsible for damage, loss, or failure to return the equipment if it results from negligence or noncompliance with district policies.
- Employees will report any technical issues, damage, or loss immediately to my supervisor or the IT Help Desk.
- Employees understand that all items must be returned before their last day of employment or long-term leave. Final pay or clearance may be delayed if items are not returned.
- Employees understand district equipment is not for personal use unless specifically authorized in writing. They will not repair, reset, or reconfigure the device without guidance from district IT.

Reference: BP 4040 – Employee Use of Technology
Reference: BP4119.23/4219.23/4319.23 Unauthorized Release of Confidential-Privileged Information

All MetroED employees are required to sign a "MetroED Employee Use of Technology" agreement acknowledging their understanding of the policies and procedures related to all communications and technology use at the District.

Employees will not develop any classroom or work-related websites, blogs, forums, political, or similar online communications representing the District or using District equipment or resources without permission of the Superintendent or designee. Such sites or e-mails shall be subject to rules and guidelines established for District on-line publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Any such site shall include a disclaimer that the District is not responsible for the content of the messages. The District retains the right to delete material on any such online communications.

Reference: BP 1113, AR 1113 – District and School Web Sites

Staff Responsibilities

Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the District.

Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

Use of the electronic media provided by the District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff and students at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Passwords

Employees are responsible for their passwords and are not to be shared. Users are expected to change generic passwords to personalized passwords and keep them secure. Current passwords may be requested by an employee's supervisor, and the supervisor will take reasonable precautions to maintain the confidentiality of the password except as needed for legitimate business purposes as set forth in rules and regulations.

Passwords should be created with the following:

- Use of both upper-and lower-case letters.
- Place numbers and punctuation marks randomly in passwords.
- Make passwords long and complex, so they are hard to crack. Between 8 and 20 characters long is recommended.
- Use of more of these characters:@ # $ % *< >

Use of E-Mail and the Internet/Intranet

Corresondence

MetroED will deliver correspondence to employees at their assigned MetroED email address. Employees are encouraged to regularly check their MetroED email for communications, important information, and updates.

Internet/Intranet access is available to students and staff at MetroED. Internet and e-mail use is intended for business and educational activities. The district will deliver correspondence to employees at their assigned MetroED email address. Employees are expected to regularly check their MetroED email for memos from the Superintendent or designee, event information, MetroED news, Employee Newsletter, and other MetroED correspondence. Responses to emails should be done within 48 hours.

The MetroED Intranet provides links to the most requested tools and resources and provides an easy-to-navigate format. It was created to have District resources and important links in one central location.

Electronic mail (email) is available to most District staff. To ensure compliance and proper usage, the following regulations have been established:

Basic Guidelines:

- All email messages, as all paper documents, are the property of the District and are subject to District policy, procedures, and control.
- Messages should include a pertinent subject title
- Messages should be brief and concise
- Messages should not contain profanity, racial or sexual slurs, or other unprofessional language

Inappropriate and/or illegal interaction with or on the internet is strictly prohibited and may result in discipline, up to and including termination.

The following actions are prohibited:

- Reading, copying, or modifying other users' mail.
- Destroying data of another user or network connected to the system through uploading or creating computer viruses.
- Sending or forwarding messages that are abusive, threatening, contain vulgarities or are otherwise offensive. Offensive material includes, but is not limited to, pornography, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or image that would offend someone based on his or her race, religion, color, sex, age, national origin or ancestry, physical or mental disability, veteran status, as well as any other category protected by federal, state or local laws.
- Pursuing, storing, or transmitting inappropriate sexual materials on the internet.
- No materials considered "for adults only" should be sent or received via the District system by anyone, regardless of age.
- Using the District's technical resources for personal gain or the advancement of individual views. Solicitation for non-district business-including sales of personal property, advancement of personal views, business solicitation, or fund-raising is strictly prohibited.

The following actions are prohibited:

- Unauthorized access to the District computer system or to confidential information on the system.
- Any user identified as a security risk will be denied access to the information system.
- Vandalism of District information systems or resources. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of another user, the District or the network. Any vandalism may result in the loss of computer services, disciplinary action, monetary liability, and legal referral.

The District will not be responsible for any viruses which get into the District's system and which then infect a non-District computer.

Cell Phone/Mobile Device Use

Employer Provided

MetroED may issue certain employees a District cell phone/mobile device for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and you in fact utilize the hands-free device.

We understand that you may use the cell phone/mobile device for personal use; however, such personal use should not exceed the plan allowance. When the cell phone/mobile device is used for personal reasons, and the activity results in additional cost to the District, you are responsible for the cost of that usage, including all applicable taxes unless prohibited by law.

The District owns and remains entitled to all cell phone/mobile devices issued to employees, including all passwords controlling access to them.

You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the District in operable condition.
Violation of this policy may result in discipline up to dismissal.

Personal Cellular Phone or Mobile Communication Devices During Work Hours

The Superintendent or designee will provide copies of related policies, regulations, and guidelines to all employees who use the District's technological resources. Employees will be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

Employees may not use a cellular phone or other mobile communications device for personal business while on duty, except in emergencies and/or during scheduled work breaks. Your cell phone may be used as a primary contact number unless you have provided an alternate contact number. Any employee who uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation will be subject to discipline as appropriate.

Telephone Policy

Telephone courtesy and etiquette are a major part of the District's service commitment to our customers. Always answer the telephone in a friendly, courteous manner. Please use the following script when answering the phone: **“Thank you for calling (Metropolitan Education District, Silicon Valley Adult Education, Silicon Valley Career Technical Education). You have reached the (your department name) Office. This is (your name). How may I help you?”**

Telephone calls should be answered within three rings whenever possible. You should offer to assist the caller in any way you can until the call is completed to the caller's satisfaction. You are expected to limit personal use of District telephones.

Safety

The development of a comprehensive school safety plan is mandated by California Education Code 32281. This mandate, which was established by Senate Bill 187, states that each school's site council, or a safety planning committee authorized by the site council, shall develop a "safety plan" relevant to the needs and resources of the school. "Safety," in terms of these plans, includes aspects of social, emotional, and physical safety for both youth and adults at our schools. You can review the individual plans on the Emergency Information webpage.

General Safety Policy

The District has a firm responsibility to provide a safe and healthy work environment and to prevent injuries to employees. To meet this responsibility, we have made every effort to lessen hazards by installing safer practices, equipment, policies, and training. We also have an active Safety Committee that meets monthly to review and revise our safety and emergency preparedness practices and programs.

No employee shall be discharged or discriminated against for making complaints, instituting proceedings or testifying with regard to employee safety or health, or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7 and 6310. An injury to an employee always means a loss. It is a loss to the individual and the District.

Reference: BP 3514 - Environmental Safety
Reference: BP 3514.1 - Hazardous Substances
Reference: BP 4119.41/4219.41/4319.41 - Employees with Infectious Disease
Reference: BP 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens
Reference: BP 4119.43/4219.43/4319.43 - Universal Precautions
Reference: BP 4157/4257/4357 Employee Safety
Reference: BP 4158/4258/4358 - Employee Security

Injury Illness and Prevention Program (IIPP)

MetroED is committed to the health and safety of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. The Injury and Illness Prevention Plan (IIPP) is the official Safety Program for the District.

The primary objective of the Injury and Illness Prevention Program (IIP) is to reduce job- related employee injuries and illness as well as to ensure compliance with California Code of Regulations Title B, Section 3203.

The purpose is to:

- Implement a system that provides tools for managers to run their safety programs.
- Give employees access to safety information for the safe completion of their jobs
- Ensure routine safety inspections.
- Provide guidance for achieving the three fundamental objectives

Injury Illness and Prevention Program (IIPP) (continued)

The three fundamental objectives are:
1. To strive for an injury- and illness-free workplace.
2. To identify and eliminate deficiencies that can lead to injuries, illnesses, or death.
3. To maintain a proactive and effective Safety Program with open communication between employee and supervisor, with a strong focus on employee health and safety training, regularly scheduled inspections, and accident and injury investigation.

The IIP applies to all MetroED personnel, including temporary, part-time, and full-time employees, and volunteers. All personnel must comply with the provisions in the IIPP and other safety programs.

Responsibilities

Superintendent

The ultimate authority and responsibility for health and safety management rest with the Superintendent.

Program Administrator, Director HR, Facility Manager:

The District's Injury and Illness Prevention Program coordinator(s) are responsible for implementing and maintaining all aspects of the District's Injury and Illness Prevention Program (IIPP) including:

- Review the IIPP annually.
- Coordinate all risk control activities
- Act as liaison between management and outside safety agencies
- Establish minimum safety standards, rules and regulations, and ensure that employees are aware of these regulations
- Ensure that safe practices and conditions are established
- Review all supervisors' reports of accidents, and see that recommendations are acted upon. Use the reports for analysis of accident trends. Follow up concerning recommendations that result from accident investigations critical
- Work with district management to establish training programs for all employees and supervisors
- Ensure that all employees comply with all identified safety and health work practices
- Establish and preside over a safety committee comprised of department managers and key employees. The Safety Committee also has a part in meeting the IIPP safety communication burden
- Verify and post emergency phone numbers for police, fire, and medical
- Maintain bulletin boards in clearly visible areas with required safety information such as accident reporting and how to get medical help
- Determine when first-aid training is necessary and coordinate such training
- Follow up on the completion of safety recommendations of the safety committee, district personnel, or other safety consultants
- Follow all Cal-OSHA record-keeping and accident reporting requirements

Responsibilities (IIPP) (continued)

Site Managers are required to:

Site Managers include school principals and administrators or managers in charge of all other District facilities. Site managers are considered an integral part of the successful Injury and Illness Prevention Program. Each site manager assumes the responsibility for staff, student, and visitor safety and welfare at their sites.

The site manager safety and health responsibilities include:

- Coordinating all required Injury and Illness Prevention Policies and procedures with the District program coordinators
- Ensuring that appropriate records are maintained and posted at the site
- Ensuring that designated personnel complete assigned monthly inspections
- Ensuring that all employees attend district-scheduled training sessions
- Ensuring that the appropriate supervisor completes the initial report following an accident at the site
- Ensuring that staff meetings address safety issues, concerns, and training

Department Managers/Supervisors are required to:

Principals, Department Managers and Supervisors are considered the key links between the Program Coordinators and district employees. The duties and actions of these leaders are critical in assuring that the overall Injury and Illness Prevention Program works. Each Principal, Department Manager and Supervisor is responsible for employee health and safety in their department or section and thereby has the authority to enforce appropriate parts of the Injury and Illness Prevention Program.

The Principals', Department Managers' and Supervisors' duties and responsibilities include:

- Instruction of employees in general safe work practices and on hazards unique to specific job assignments
- Supervision of employees to ensure that safety policies, rules and regulations are followed and not violated
- Supervision to ensure that employees use appropriate personal protective and safety equipment when required and that such use is in accordance with operating instructions
- Ensure that unsafe acts or conditions are brought to the attention of the program coordinators or the authorized person in charge of facilities
- Attend specialized training programs for supervisors and key employees when offered by the District
- Complete the "Supervisor's Report of Accident" when appropriate
- Follow-up accident investigations by providing department employees with a synopsis of the accident and what precautions are necessary to prevent a reoccurrence
- Conduct periodic inspections of the workplace when directed by the program coordinator and complete the appropriate inspection check-off forms
- Attend monthly safety meetings. Supervisor will conduct training with staff

Responsibilities (IIPP) (continued)

Employee Responsibilities:

The District is taking action to ensure a safe and healthful workplace. To assure that the District's program works, each employee should act in a manner which protects his or her health and welfare as well as that of coworkers, other District employees, students, visitors, and the general public (when job duties extend beyond a District site)

Each District employee's safety responsibilities include:

- Attending or participating in District-provided training and information programs
- Following all District safety rules and regulations and applying safe work practices to all jobs
- Reporting safety hazards to their supervisor.
- Providing recommendations on how to eliminate or reduce a discovered safety hazard
- Each employee has personal responsibility for the cleanliness and safety of the employee's entire work area. All work shall be performed in a safe manner, including wearing appropriate safe attire. Should an employee identify a work condition that appears to be unsafe, the employee shall attempt to restore safety if it is within their capabilities. Then, the employee shall immediately notify their supervisor. The condition shall be investigated by qualified personnel and the condition corrected
- Use all district forms of communication to stay informed of all local, state, and federal laws and regulations

Compliance with Safe & Healthy Work Practices

Safe Work Practices:

- Immediately report all work-related injuries or illnesses to your supervisor.
- If you go to the doctor for a work-related injury, you must first report to HR to receive treatment authorization.
- Report all hazards to your supervisor.
- Obey all warning signs and tags, check labels, and follow instructions carefully
- Never damage labels and instructions on equipment or containers.
- Only perform authorized work.
- Do not attempt any work unless you understand the safety procedures and hazards involved.
- Only qualified and authorized persons shall attempt electrical repairs.
- Do not endanger the safety of yourself, co-workers, students, or the public.
- Machinery must be operated with safety guards in place at all times.
- Exits, aisles, stairways, and emergency equipment must be kept clear of obstructions.
- Use only tools that are in safe condition. If you provide your own tools, you are responsible for their care and condition. Store tools properly when not in use.
- Do not attempt to operate a forklift or other similar vehicle without appropriate training, authorization, and licensing.
- Frayed electrical cords must not be used.
- No horseplay is allowed on the job.

Compliance with Safe & Healthy Work Practices (continued)

- Use proper lifting techniques and use lifting devices to avoid back injuries.
- Attend all mandatory safety meetings, training, and activities.
- Do not ride as a passenger on any vehicle not designed for passengers.
- Lock out the power (or disconnect cord-connected machinery) before removing guards or doors.
- Make sure all movement is stopped before removing doors, guards, or other machinery covers.
- Before removing a padlock used to lock out machinery, all guards and access doors must be in place.
- Use appropriate hand tools around sprockets, pulleys, or dangerous moving machinery parts. Never reach into a running machine.
- Always use a ladder to access elevated locations. Never use chairs, boxes, desks, etc.
- Do not smoke or use other sources of ignition where flammable liquids are stored or used.

Incident Reports

Employees are required to report all work-related incidents, accidents, injuries, illnesses, safety concerns, threats, acts of workplace violence, property damage, or other unusual events as soon as possible.

An Incident Report Form must be completed and submitted within 24 hours of the incident, or by the next workday if the incident occurs outside of regular work hours. Prompt reporting helps the District respond appropriately, investigate concerns, meet legal requirements, and maintain a safe work environment.

E*mployees should:*

1. Notify their immediate supervisor as soon as practicable following an incident.
2. Complete and submit the District's Incident Report Form within 24 hours.
3. Report all incidents, even if no injury appears to have occurred or medical treatment is not immediately needed.
4. Cooperate with any follow-up investigation and provide additional information if requested.
5. Immediately report any serious injury, emergency, threat of violence, or situation requiring urgent response to a supervisor and, when appropriate, call 911.

Reporting an incident does not replace any required workers' compensation reporting procedures. Employees who sustain a work-related injury or illness should also promptly notify their supervisor so the appropriate workers' compensation process can begin.

Security

All employees are responsible for helping to make MetroED a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your supervisor immediately. Refrain from discussing specifics regarding District security systems, alarms, passwords, etc. with those outside of the District. Immediately advise your supervisor of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the District. Safety and security are the responsibility of all employees, and we rely on you to help keep our premises secure.

The District is committed to maximizing employee safety and believes that safety is every employee's responsibility. Working conditions and equipment are to be maintained in compliance with standards prescribed by federal, state, and local laws and regulations.
No employee will be required or permitted to be in any place of employment that is unsafe or unhealthy. (Labor Code 6402)

The District expects all employees to use safe work practices and to correct or report any unsafe conditions that may occur. If an employee is unable to correct an unsafe condition, he/she will immediately report the problem to their immediate supervisor.

The District administration promotes safety and will correct any unsafe work practice through education, training, and enforcement.

Employees will promptly report instances of attack, assault, or threat against them by any student, other employee, a parent, or a member of the public to their site administrator or other immediate supervisor and also to the appropriate local law enforcement District. The report will be forwarded immediately to the employee's supervisor. The Superintendent or designee will act as liaison between the employee, the police, and the courts. (Education Code 44014)

The District assumes no responsibility for vehicles or their contents parked in the District parking lots or the parking lots of the participating districts or any location where District classes are held.

Reference: BP 4157, BP 4257, BP 4357 – Employee Safety

Raptor Visitor Management System

Raptor is a visitor management system that enhances campus security by reading a visitor's driver's license (or other approved government-issued ID), comparing information against a sex offender database to alert District administrators if a match is found. Raptor is located at the District Office, SVAE and SVCTE main office, the Testing Center, and the Maintenance and Operations office. Once cleared through the system, a visitor badge is produced that includes a photo, the name of the visitor, date & time, and destination.

All visitors, including parents/guardians, contractors, vendors, volunteers, and guest speakers, will use the Raptor System. ID badges must be worn at all times on the MetroED campus. Additionally, Raptor allows our District to maintain a database of all persons on site for security and emergency purposes.

Emergency Preparedness

MetroED has an active emergency preparedness plan covering major emergencies including fires, earthquakes, chemical spills, and other incidents which may threaten our students, employees, and facilities. Copies of our Comprehensive School Site Safety Plan and other emergency procedures are available online on the MetroED Intranet under the Emergency Information tab. All employees should become acquainted with the major emergency procedures and escape routes.

All District employees, by operation of the law, are declared to be disaster service workers subject to such disaster service workers as may be assigned to them by their supervisors to mitigate the effects of disaster. (Gov't Code, Title I, Division 4, Chapter 8, Section 3100).

In conformity with these legal responsibilities, all District personnel must be prepared, whether at home or elsewhere, to report for duty in the event of a Declared Emergency. MetroED encourages the utilization of a "buddy system" at District sites so that emergency functions can be maintained while permitting employees to assure the welfare of their own families.

As a Joint Powers Agency (JPA) providing career/technical and adult education programs for six Silicon Valley school districts, MetroED has an advantage over most public school organizations in having teachers and staff members professionally trained not only in the area of medical expertise but also in emergency response, triage, fire science, law enforcement, and other areas.
MetroED makes a deliberate effort to incorporate this staff and expertise in its safety planning and emergency response programs.

Annually, HR will ask each employee to update their emergency contact information. It is important to keep up-to-date emergency contact information on file with the District in case of crisis or emergency situations. The Human Resources staff, in the event of an emergency, will access this information. We ask that you please take the time to review and, if necessary, to update your emergency contact(s) on a regular basis. Please send any updates to HR by submitting an updated Change of Contact Information form when applicable.

The MetroED Emergency Preparedness information can be found on the Website for staff and students in the event of safety emergencies on the District's campuses. MetroED's Comprehensive School Safety Plan is available online.

Policy Against Workplace Violence

MetroED endeavors to promote mutual respect, civility, and orderly conduct within our school system and seeks public cooperation with this endeavor. The District believes a safe and civil environment is essential to ensure high expectations and high student achievement and seeks to establish a work and learning environment that is safe, secure, and peaceful, pursuant to the California Constitution. Please review the Workplace Violence Prevention Plan (WVPP) found on our Website. Management will ensure that all workplace violence policies and procedures within the WVPP are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

The District is committed to providing a safe, secure workplace for our employees. Threats, threatening language, or any other acts of aggression or violence made toward or by an employee will not be tolerated and may lead to disciplinary action, including termination. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purpose of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at MetroED-sponsored functions or events.

All MetroED employees share the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or experiences violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices.

MetroED staff and students will treat parents and other members of the public with respect and shall be accorded the same treatment. The district is committed to maintaining orderly educational and administrative processes that keep schools and offices free from disruptions and prevent unauthorized persons from entering school or District Grounds.

Prohibited Conduct

Report to your supervisor, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation. If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to Human Resources.

Health Requirements

The District recognizes that tuberculosis poses a public health threat. Treatment of active cases of this disease is the most effective means of controlling its spread.

The Director of HR may require a tuberculosis skin test when qualified medical personnel reasonably suspect that a student has active tuberculosis. If there is an outbreak of tuberculosis at any school, the Superintendent or designee may require all students at the school to undergo tuberculosis skin tests.

Students known to have had a positive tuberculosis skin test will be excluded from school until they provide evidence of a follow-up X-ray and appropriate medical care or are no longer suspected of having active tuberculosis.

Reference: BP 5113 - Absences and Excuses
Reference: BP 5141 – Health Care and Emergencies

No person will be employed initially unless they have submitted to a tuberculosis examination within the past sixty (60) days to determine whether they are free from active tuberculosis. The tuberculosis examination will consist of an approved intradermal tuberculin test. An X-ray of the lungs will only be required if the intradermal test is positive.

Each employee will place on file with the District a certificate from the examining physician showing that the employee is free from active tuberculosis. Persons who have not complied with provisions of this policy will not be allowed to teach/work in the District schools, classes or programs.

Persons transferring from another district will fulfill the requirements of this policy by either: a) the previous District producing a copy of the certificate showing that the employee was examined within the last four (4) years and found free of active tuberculosis, or b) undergoing the tuberculosis examination.

The Superintendent or designee will follow provisions of Education Code 49406 in those cases where an employee's religious belief prevents them from undergoing a physical examination.
If the Superintendent has probable cause to suspect that an employee has an infectious, contagious, or communicable disease, or an illness or ailment that would directly affect the health and welfare of students, he/she will have the authority to require a medical examination administered by a physician licensed under the Business and Professions Code. The cost of such examination will be at the expense of the District. (Education Code 44839, 45122; Administrative Code, Title 5, Section 5504)

All food service workers who cook, serve, or handle food are required to obtain a health certificate before being assigned to work in any cafeteria or kitchen of the District. If a disease is suspected, subject to local ordinance, a blood test may be required. Periodic health examinations may be required for continued employment. Food service workers are required to wear appropriate clothing, hairnets, and other protective devices while handling food.

Reference: AR 4112.4/4212.4/4312.4 - Health Examinations
Reference: BP 5141.26 -Tuberculosis Testing

Infectious Disease Control

The Governing Board encourages each employee to inform MetroED as soon as possible if they contract an infectious disease that creates a physical or mental disability. The Board will reasonably accommodate the needs of such individuals.

The Board may reassign or grant disability leave to an employee who is unable to perform their job responsibilities because of illness or because the employee's illness significantly endangers their health or safety or the health or safety of others.

If the District feels a medical situation exists that poses a health problem for employees or residents, it reserves the right to obtain further medical consultation.

Reference: BP 4119.41, BP 4219.41, BP 4319.41– Employees with Infectious Disease

Use of Cleaning and Disinfecting Products on Campus

To maintain a safe and healthy environment for all students and staff, employees may not bring or use personal cleaning, sanitizing, or disinfecting products on campus. The District's Maintenance & Operations (M&O) Department provides all necessary cleaning supplies that meet California Healthy Schools Act guidelines. These approved products are selected specifically to reduce exposure to asthma triggers, allergens, and other health-related concerns.

If you need general-purpose cleaner (GPC) for use in your area, please submit a request to M&O. Only District-issued products should be used for cleaning purposes at SVCTE, SVAE, and in District offices.

Bloodborne Disease Control

Definitions

It is the policy of the District to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with federal and state regulations. All human blood and other potentially infectious materials will be treated as if known to be infectious for human
immunodeficiency virus A (HIV). Hepatitis B virus (HBV), and other blood-borne pathogens. See IIPP for more details.

Universal precautions are an approach to infection control. All human blood and certain human body fluids, including but not limited to semen, vaginal secretions, and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and other blood-borne pathogens.

Personal protective equipment includes specialized clothing or equipment worn or used for protection against a hazard. General work clothes such as uniforms, pants, shirts or blouses not intended to function as protection against a hazard are not considered personal protective equipment. (8 CCR 5193(b))

Bloodborne Disease Control (continued)

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))
Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))

Reference: BP 4119.43, BP 4219.43, BP 4319.43 - Universal Precautions
Reference: BP 4157, BP 4257, BP 4357 - Employee Safety

Disciplinary Action Procedure

The Supervisor shall document and recommend disciplinary action when an employee knowingly or consistently violates safety rules. Disciplinary action, up to and including termination, may be pursued depending on the type or frequency of the violations. Retraining is the first step to correct any unsafe work practices.

Examples of safety violations are:

- Purposely breaking a safety work rule.
- Carelessness resulting in injury to self or others.
- Misuse of equipment.
- Misuse of vehicles or failure to adhere to the California Vehicle Code.
- Failure to heed posted caution and warning signs.
- Failure to report accidents or injuries.
- Any other action detrimental to the health and well-being of employees, students, or the public.

Your complete cooperation is required in observing the following guidelines:

1. Keep informed of both the fire and disaster rules that are posted or in a manual in your working area.
2. Know the location of all fire alarm boxes and fire extinguishers.
3. Be aware of your specific duties during all fires or disasters.
4. Immediately report to your supervisor any unsafe conditions. Several examples of unsafe conditions are:
    - equipment blocking stairways, exits, or hallways
    - defective equipment
    - unsafe storage of combustible materials.

General Policies

Post-Employment Reference Policy

Post-employment references may be provided by the supervising administrator only and should be factual in nature. With written authorization from the individual, Human Resources will confirm compensation. Forward any requests for employment verification to Human Resources.
Staff should not use letterhead to write letters of recommendation. The exception is a professional recommendation for MetroED employees written by Human Resources or the Superintendent in their official capacity, but otherwise, the writer would not be authorized to speak for MetroED.

Authorization for Use of Personal or District Vehicle

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance
coverage. MetroED may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the District.

If you use your personal or District vehicle in the course and scope of employment, you may not operate such vehicle while:

1. Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
2. Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

All infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against your driver's license must be immediately reported to HR.
When a District vehicle cannot be operated, is unsafe for use, or has been damaged, notify your supervisor immediately.

As the driver of a District vehicle, you are responsible for the vehicle while in your charge and must not permit unauthorized persons to drive it. You are also responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, you may be disciplined up to terminated.

Bulletin Boards

Employees will have the right to exercise freedom of speech and of the press, including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications. (Education Code 48907)

It is important to check the bulletin boards periodically. The District keeps you informed of vital and safety information by posting on these boards.

All notices that are posted must be official. Nothing is to be posted unless approved by the responsible administrator. Employees will respect each other's opinions and will not remove anything that is posted.

Email Signature

All MetroED employee email signatures are to be consistent across all forms of communication throughout the district, departments, and programs. This ensures that all emails sent on behalf of MetroED reflect our values, convey a unified voice, meet professional standards, and represent our brand. Employees are to format their email signatures per the following email guidelines:

- Email from a MetroED address is considered official district correspondence. District email account signatures should not include inspirational quotes, religious quotes, or department-specific taglines
- A full email signature should be used when communicating with external audiences but is not necessary for outline emails between coworkers
- It is the policy of MetroED that all individuals with @metroed.net email addresses follow the District-approved email signature guidelines.

Reference: Email Signatures

Notifications to Employees

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and other notifications he/she believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

Provide the following list of notices that the law requires employees to receive. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

References: BP 4112.9, 4212.9, 4312.9

Employee Access to the Facilities

Employees are required to request access to classrooms or facilities outside of their scheduled duty hours, including the following:

1. After regular work hours (e.g., evenings after school or summer classes have ended)
2. Non-duty weekdays (e.g., non-student days or breaks when teachers are not scheduled to work but the district office remains open, e.g., Fall break, Thanksgiving break, Winter break, Spring break, Summer break

Access will not be granted on:

1. Official district holidays/shutdown days
2. Weekends (Saturday/Sunday)
3. Days when the site is closed or undergoing maintenance
4. Any time when the building alarm system cannot be adjusted

All access must be pre-approved by your site administrator, using the official District form in Informed K12. The district reserves the right to deny access based on security, liability, or operational constraints.

Please refer to the Use of School Facilities for more information about leasing the facilities.

Reference: BP 1330 – Use of School Facilities
Reference: AR 1330 – Use of School Facilities

Nonsolicitation/Nondistribution Policy

To avoid disruption of business operations or disturbance of employees, visitors, and others, MetroED has implemented a Nonsolicitation/Nondistribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the policy.

You are prohibited from soliciting other employees during your assigned working time. For this purpose, working time means time during which either you or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, breaks, or their authorized nonworking time, so long as you do so when the other employees are also on nonworking time.

Non-employees are not permitted to distribute materials on district premises at any time. Employees shall not solicit district staff, students, or their families with the intent to sell general merchandise, books, equipment, or services for their own personal profit or benefit. Solicitation of students and staff on behalf of the school or other charitable organizations shall be allowed.

Staff members shall respect the confidentiality of district employees and students and shall not use their status as district employees to secure information such as names, addresses, e-mail addresses, and telephone numbers for solicitations or use in personal profit-making or beneficial ventures.
Staff participation in "flower funds," "anniversary funds," and "birthday funds" shall be voluntary.

Political Activity/Contributions

The District encourages employees to participate in political activities. Participating in these activities must be conducted on the employee's own time and may not involve any MetroED funds, supplies, services, or equipment.

The following activities are prohibited from being performed while on duty:

- Posting or distributing political campaign materials on MetroED property
- Soliciting votes or contributions
- Fundraising
- Distributing political campaign materials through MetroED's mail service or employees' mailboxes
- Using students to write, address, or distribute political campaign materials
- Presenting viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of opposing views.
- Wearing buttons or articles of clothing that express political opinions on ballot measures or candidates during instructional time.

Political Activity/Contributions (continued)

Under certain circumstances, the MetroED may provide information about legislation or ballot measures that affect the MetroED, staff, or community. Use of the MetroED's name for these purposes requires prior approval by the MetroED Governing Board.

Reference: BP 1160 – Political Processes
Reference: BP 1325 – Advertising and Promotion
Reference: BP 4118 – Dismissal/Suspension/Disciplinary Action
Reference: AR 4118– Dismissal/Suspension/Disciplinary Action
Reference: BP 4119.25/BP 4219.25/BP 4319.25– Political Activities of Employees
Reference: Education Code 51520 – Prohibited solicitations on school premises

Personal Information Changes

It is your obligation to provide MetroED with your current contact information, including your current mailing address and telephone number. You should also inform the District of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings.

Please use Informed K-12 to make any changes or contact Human Resources. It is important that we have your correct address and phone number in case of an emergency. Any change to your legal right to work in the United States, such as immigration status, must be reported as well. Do not forget to update your STRS/PERS retirement information online when status changes occur.

Personal Appearance

All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

In addition, MetroED shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant based on religious dress or grooming practices. Remember, we are setting an example for our students.

All employees shall be held to the same standard unless their assignment provides for modified dress as approved by their supervisor. Any questions or complaints regarding the appropriateness of attire should be directed to the Human Resources department.

Reference: BP 4119.22/4219.22/4319.22 - Dress and Grooming

Employee Information

The Superintendent or designee will distribute to employees information provided by the California Department of Education regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information will include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health plan benefits of the employees. Information will be distributed at least annually or more frequently if there is new information supplied by the California Department of Education. (Health and Safety Code 120875, 120880)

Reference: BP 4112.9, BP 4212.9, BP 4312.9 - Employee Notifications
Reference: BP 4119.42, BP 4219.42, BP 4319.42 - Exposure Control Plan for Bloodborne Pathogens

The District believes that, as part of providing and maintaining a safe place of employment, it is necessary to communicate and train employees who may be exposed to blood or body fluids and the possibility of contacting Bloodborne diseases.

Therefore, each employee needs to know about the use of universal precautions, using gloves when in contact with body fluids, and the prescribed process for proper disposal of bloody bandages, Band-Aids, or other contaminated waste. Special biohazard clean-up kits are provided to protect employees in cleaning up blood or body fluid spills. Generally, custodial, housekeeping and certain other identified employees will handle such wastes.

Employees who have occupational exposure risks to bloodborne diseases will be identified by the District. These employees may obtain Hepatitis B vaccination through their health plan provider or District-designated health service.

Be sure you understand our Bloodborne Disease Policy and Procedures, the use of universal precautions, and the appropriate disposal of infected/bloody waste. Ask a member of the Human Resources Department to explain our Bloodborne Disease Control Policies and Procedures to you (723-4245).

Reference: BP 5141.22 – Infectious Diseases

Confidential Student Information (FERPA)

Student education records are confidential and protected by the **Family Educational Rights and Privacy Act (FERPA)** and applicable state law.

Employees may access a student's education records only when they have a **legitimate educational interest**, meaning the information is necessary to perform their assigned job responsibilities.

Employees who are authorized to access student records must protect the confidentiality of that information. Student information may not be disclosed, discussed, or shared with anyone who does not have a legitimate educational interest or other legal authority to receive it. Written consent from the **student or other authorized individual**, when required by law, must be obtained before disclosing personally identifiable information unless the disclosure is otherwise permitted by law.

Employees are expected to safeguard both paper and electronic records, maintain confidentiality in all communications, and avoid discussing student information in public or unsecured settings.

Unauthorized access to or disclosure of confidential student information may result in disciplinary action and may violate federal or state law.

Employee Reminder

- Access student records only when required to perform your job duties.
- Share student information only with authorized individuals who have a legitimate educational interest.
- Secure paper and electronic records at all times.
- Do not discuss confidential student information in hallways, break rooms, elevators, or other public areas.
- If you are unsure whether information may be shared, consult your supervisor or Human Resources before disclosing it.

Parking

To help maintain a safe and orderly campus environment, all employees are expected to follow the parking requirements and traffic regulations outlined below when parking on MetroED property (District).

Parking Permit Requirement

All vehicles parked on District property must display a valid MetroED, SVCTE, or SVAE parking tag issued by the District Office. Parking tags must be clearly visible at all times while the vehicle is on campus.

Campus Speed Limit

The speed limit on all District property is 5 miles per hour (MPH) at all times, regardless of whether students or staff are visibly present. Employees are expected to exercise caution, remain alert for pedestrians, and operate their vehicles safely throughout campus.

Overnight Parking

Vehicles may not be left on campus overnight without prior authorization from both the employee's supervisor and the Facilities Manager. Unauthorized vehicles remaining on campus overnight may be subject to removal at the owner's expense.

Parking Orientation

To promote the safety of students, staff, and visitors, all vehicles must be parked head-in (front-first) in designated parking spaces. Backing into or reversing into parking spaces is not permitted.

Parking vehicles head-in allows parking permits to remain visible for verification, improves traffic flow, and enhances safety when entering and exiting parking areas. Employees are expected to ensure their vehicle is properly parked within the marked parking space and does not encroach on adjacent spaces or driving lanes.

Vehicle Responsibility

All individuals who park on District property do so at their own risk. MetroED assumes no responsibility or liability for theft, vandalism, damage to, or loss of any vehicle or its contents while parked or operated on District premises.

General Parking Etiquette

Employees are expected to:

- Park only in designated parking spaces
- Avoid blocking driveways, fire lanes, loading zones, sidewalks, gates, or accessible parking spaces unless properly authorized
- Observe all posted traffic signs, directional markings, and parking restrictions.
- Drive courteously and yield to pedestrians at all times
- Report any traffic hazards, accidents, or unsafe parking conditions to the Facilities Department immediately

Failure to comply with these parking requirements may result in the loss of parking privileges and/or other appropriate corrective action in accordance with District policies and procedures.

Press Inquiries/Media Contacts

Employees are not authorized to speak on behalf of the District unless directed by the Superintendent. Direct all media inquiries for official District response to the Superintendent and Communications Department.

Third Party Disclosures

MetroED may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit

If you receive such a contact, you should not speak on behalf of the district and should refer any call requesting the position of the district to the Superintendent.

Workplace Privacy and Right to Inspect

MetroED property, including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of the district and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on District premises including that kept in including that kept in lockers and desks.

Personnel and Medical Records

MetroED maintains separate medical records files and personnel files for all employees. Files containing medical records are stored separately and apart from any business-related records. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws, and access is on a "need-to-know" basis only.

MetroED's Human Resources (HR) department will maintain personnel files for all current employees. All personnel files are confidential and will be available only to the employee, persons authorized by the employee, and those authorized by the Superintendent or designee. Official employee files will be maintained at MetroED's Central Office (Bldg. 6). The Superintendent or designee will determine the types of information to be included and shall process all material to be placed in a personnel file.

All personnel files will be considered confidential and will not be available to persons other than the employee and/or their designee, the Superintendent or designee, and those specifically authorized by the Superintendent.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. Current and former employees have a right to inspect certain documents in their personnel file, as provided by law, in the presence of a representative of the Human Resources Department at a mutually convenient time. Current employees may add comments to any disputed item in the file. Employees are notified whenever derogatory information is to be placed in their personnel file. The employee can then request to review and comment on the contents. Such a review shall take place during normal business hours and by appointment only.

Personnel and Medical Records (continued)

Written materials filed, except for those prohibited by law, will be made available for inspection by the employee at an off-duty time during HR office hours. Inspections shall take place in the presence of an HR administrator. Ratings, reports, or records which (1) were obtained prior to the employment of the person involved, (2) were prepared by an identifiable examination committee member, or (3) were obtained in connection with a promotional examination shall not be available for inspection by employees. (Education Code 44031)

Whistleblower Policy

When employees notify a supervisor, manager, or an appropriate government or law enforcement agency that they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a state or federal rule or regulation, those employees are protected from retaliation. As such, MetroED has a strict policy that prohibits retaliation against employees who make such reports while employed in any form of employment. The District also does not permit retaliation against employees who refuse to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

Outside Employment

In order to help maintain public trust in the integrity of district operations, the District expects all employees to give the responsibility of their positions precedence over any other outside employment. A District employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to their District duties.
An outside activity shall be considered inconsistent, incompatible, or inimical to District employment when such activity:

- Requires time periods that interfere with the proper, efficient discharge of the employee's duties
- Entails compensation from an outside source for activities which are part of the employee's regular duties
- Involves using the District's name, prestige, time, facilities, equipment, or supplies for private gain
- Involves service which will be wholly or in part subject to the approval or control of another District employee or Board member

Tutoring

A certificated or classified employee shall not accept any compensation or other benefit for tutoring a student enrolled in their class. The employee shall not use District facilities, equipment, or supplies when providing the tutoring service.

Drug and Alcohol Policy

It is the policy of MetroED to maintain a drug- and alcohol-free work environment that is safe and productive for students, employees, and others having business with the organization.

It is a violation of Board policy for any employee at the District workplace to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, drug, or controlled substance as defined in the Controlled Substance Act and Code of Federal Regulations, before, during, or after school hours at school or in any other district workplace. Violations of these prohibitions by MetroED employees will result in disciplinary action in accordance with Board Policies and the Education Code.
Reference: BP 4020 Drug and Alcohol-Free Workplace

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The District does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, please see the Executive Director of Human Resources.

Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform their job. Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform HR if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Employees' health plans may have provisions for drug counseling and rehabilitation and offer counseling and referrals to help resolve problems effectively and confidentially. The cost of these services will depend on your plan.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment. The Superintendent or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition. An employee shall abide by the terms of this policy and shall notify the district, within five days, of their conviction for violation in the workplace of any criminal drug statute. The District shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency at their own cost.

Drug and Alcohol Policy

Violations (Continued)

The Superintendent or designee shall establish a drug-free awareness program to inform employees about:
• The dangers of drug abuse in the workplace.
• The district's policy of maintaining a drug-free workplace.
• Available drug counseling, rehabilitation, and employee assistance programs.
• The penalties that may be imposed on employees for drug abuse violations occurring in the workplace.
If you believe you have a problem concerning drugs and/or alcohol, please contact the Employee Assistance Program for assistance.

Reference: BP 4020 - Drug and Alcohol-Free Workplace

Tobacco Free Schools

The Governing Board recognizes that the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff.

State law prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083) This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

Reference: BP 1330 - Use of School Facilities

Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, pipes, electronic cigarettes, pipe or hookah, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic smoking devices, and e-cigarettes. No exceptions are permitted.

Reference: BP 3513.3 – Tobacco-Free Schools
Reference: BP 4020 – Drug and Alcohol-Free Workplace

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any district property. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited.

Annual Employee Notifications

Notification	MetroED BP/AR
Nondiscrimination / Equal Employment Opportunity	BP/AR 4030; BP 0410
Sexual Harassment & Reporting	BP/AR 4119.11; BP/AR 4219.11; BP/AR 4319.11
Child Abuse Mandated Reporter	BP/AR 5141.4
Injury & Illness Prevention Program (IIPP)	Administrative program (cross-reference BP 0450)
Workplace Violence Prevention Plan	Administrative plan (cross-reference BP 3515)
Bloodborne Pathogens / Exposure Control	AR 4119.42/4219.42/4319.42
Workers' Compensation Rights & Reporting Drug-	BP/AR 4157; BP/AR 4257; BP/AR 4357
Free Workplace	BP 4020
Tobacco-Free Schools	BP/AR 3513.3
Uniform Complaint Procedures	BP/AR 1312.3
Emergency Procedures	BP/AR 3516; BP/AR 0450
Comprehensive School Safety Plan (CSSP) Overview	BP/AR 0450
Appropriate Adult-Student Boundaries Confidentiality	BP 4119.21; BP 4219.21; BP 4319.21
FERPA	BP/AR 5125
Technology & AI Acceptable Use	BP 4040
Social Media Expectations	BP 1113 / BP 4040 (local)
Records Retention	BP/AR 3580
Professional Standards / Ethics	BP 4119.21; BP 4219.21; BP 4319.21
Company Nurse Procedures	Administrative procedure
Raptor Visitor Procedures	Supports BP/AR 3515.2
Emergency Communications	Supports BP/AR 3516
Naloxone / Opioid Overdose Response	BP/AR 5141.21

Appendix B – Employee Resources & Reference Links

This appendix provides quick access to MetroED resources maintained in and outside the Employee Handbook. Employees should refer to these resources for the most current forms, procedures, calendars, policies, and guidance.

General Employee Information

Resource	Description	Link
Employee Information Hub	Central employee information, announcements, and resources.	https://www.metroed.net/Departments/Human-Resources/Important-Employee-Information/
Employee Intranet	Internal employee portal.	https://staff.metroed.net/protected_area/index.html
Employee Directory with Photos	Staff directory.	https://staff.metroed.net/protected_area/Staff-Directory/
District Calendar	Districtwide events and important dates.	https://www.metroed.net/Calendar/
Organizational Chart	Current organizational structure.	https://www.metroed.net/About-Us/Our-District/Organization-Chart/

Human Resources

Resource	Description	Link
Human Resources	Employment resources and HR contacts.	https://www.metroed.net/Departments/Human-Resources/
Employee Forms	HR, payroll and business forms.	https://staff.metroed.net/protected_area/Resources/Forms/index.html
Evaluation Forms	Unit evaluation forms, schedules, and general information	https://staff.metroed.net/protected_area/Departments/Human-Resources/Evaluation-Forms/index.html
Benefits	Benefits information and enrollment.	https://www.metroed.net/Departments/Human-Resources/Medical-Benefits/index.html
Payroll	Payroll forms, contacts and tax information.	https://staff.metroed.net/protected_area/Departments/Business-Services/Payroll-Schedule/index.html
Payroll Calendar	Pay dates, processing deadlines and year-end payroll schedule.	https://staff.metroed.net/protected_area/Departments/Business-Services/Payroll-Schedule/index.html
Work Calendars	Classified, certificated, unrepresented, and management (planning) calendars.	https://staff.metroed.net/protected_area/Departments/Human-Resources/WorkPlanning-Calendars/index.html
Bargaining Agreements & MOUs	Current labor agreements.	https://www.metroed.net/Departments/Human-Resources/Important-Employee-Information/

Appendix A – Employee Resources & Reference Links

Governance

Resource	Description	Link https://www.metroed.net/About-
Board Policies & Administrative Regulations	Board governance documents.	Us/Governing-Board/Board-Policies/index.html
Board Agendas & Minutes	Meeting materials and minutes.	https://www.metroed.net/About-Us/Governing-Board/Agendas--Minutes/index.html

Business Services

Resource	Description	Link
Business Services	Business Office resources.	https://www.metroed.net/Departments/
Chart of Accounts	SACS chart of accounts, resource and object codes.	https://staff.metroed.net/protected_area/Departments/Business-Services/index.html
Budget & Financial Reports	Budget, interim reports and audits.	https://www.metroed.net/Departments/Business-Services/Budget--Financial-Reports/
Purchasing & Procurement	Purchasing procedures and forms.	https://staff.metroed.net/protected_area/Departments/Business-Services/Purchase-requisition-routing-approval/index.html
Travel & Mileage Reimbursement	Travel procedures and reimbursement forms.	https://staff.metroed.net/protected_area/Departments/Business-Services/Travel-and-Conference-Request/index.html
Food Purchases Policy	When District-Funded Food Is Permitted	https://staff.metroed.net/protected_area/Departments/Business-Services/Food-Purchases-Policy/index.html

Operations & Communications

Resource	Description	Link
Technology Services	IT support resources.	https://www.metroed.net/Departments/
Technology Requests	Hardware, software, printers and access requests.	http://support.metroed.net/
Facilities & Maintenance Requests	Facilities work orders.	http://support.metroed.net/
Facilities Use	Facility reservation procedures.	https://www.metroed.net/Departments/Business-Services/Facilities-Use/index.html
After Hours Campus Access		

Safety & Risk Management	Emergency preparedness and safety resources.	https://www.metroed.net/Departments/Business-Services/Budget--Financial-Reports/index.html
Communications	Communications Office resources.	https://www.metroed.net/Departments/
Incident reporting	Report workplace injuries, accidents, safety concerns, and other incidents (complete within 24 hours)	https://staff.metroed.net/protected_area/Resources/Forms/index.html
STOPit	Confidentially report safety concerns, bullying, harassment, or other incidents using the District's anonymous reporting system.	https://www.metroed.net/About-Us/Accountability--Reports/Anonymous-Reporting/index.html
School Safety: Raptor Visitor Management System	Manage visitor check-in, volunteer verification, and campus access through the District's visitor management system.	https://www.metroed.net/About-Us/Contact--General-Information/Visitor-Management--School-Safety/
Communications Request	News stories, photography, graphic design, website updates and marketing requests.	https://staff.metroed.net/protected_area/Departments/Communications/Project-Request-Form/index.html
Presentation Templates	District-approved and preferred presentation templates for staff use.	https://staff.metroed.net/protected_area/Departments/Communications/Presentation-Templates/index.html
Branding & Style Guide	District logos, templates and branding standards.	https://staff.metroed.net/protected_area/Departments/Communications/Logos--Colors/index.html
Talent Release Forms	Student and staff photos and videos may be used for District communications.	https://staff.metroed.net/protected_area/Departments/Communications/Talent-Release-Forms/index.html

The MetroGUIDE

A MetroED Employee Compliance Handbook

MetroED
Metropolitan Education District

2026-2027