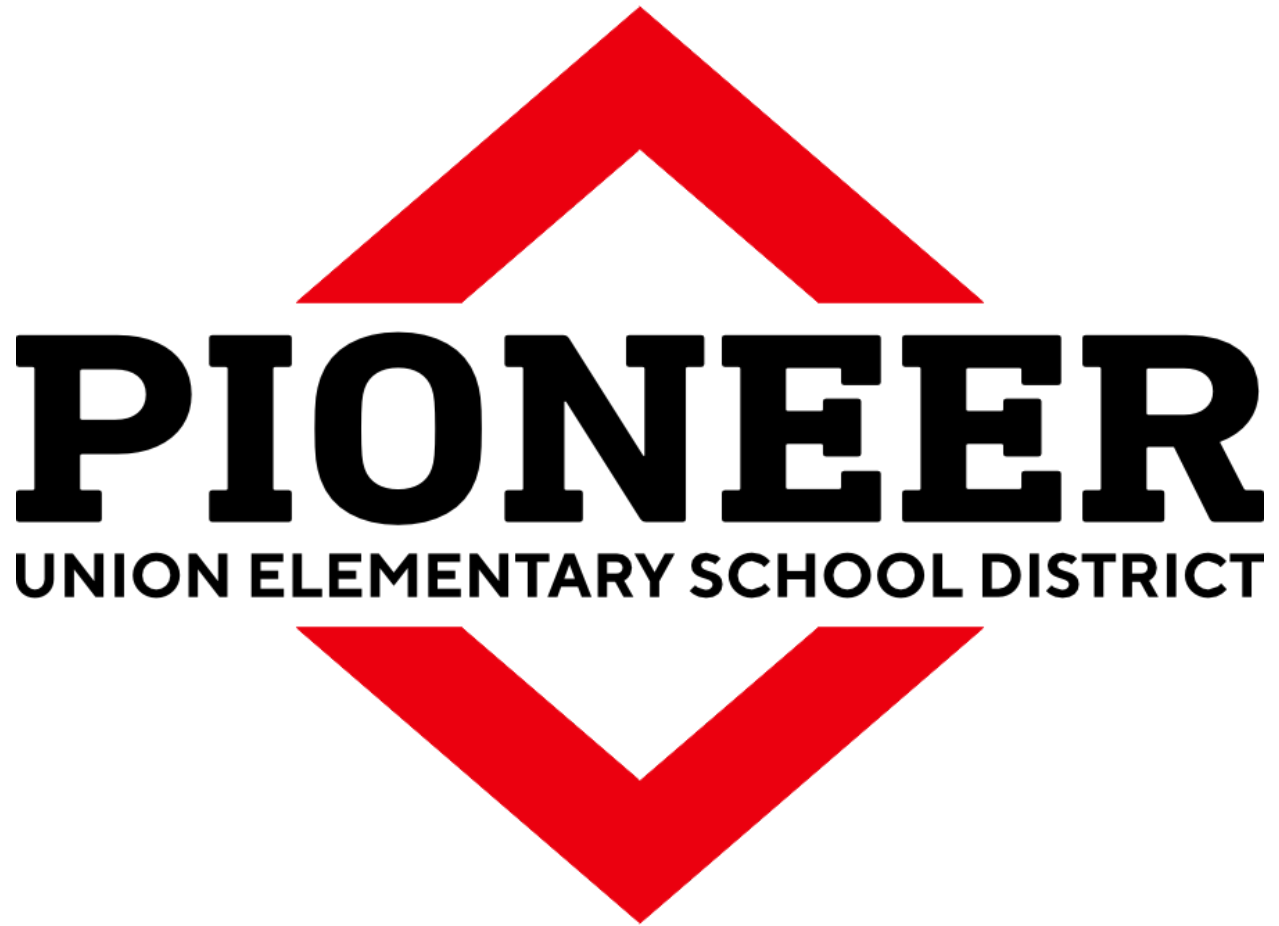




Classified Staff Handbook
2026-2027



Foreword

Dear Pioneer Union Elementary School District Staff,

Welcome to the 2026–2027 school year!

I hope you had an opportunity to rest, spend time with family and friends, and recharge for the year ahead. As we begin another school year together, I want to take a moment to thank each of you for the work you do and the difference you make for our students every day.

Last year was a year of transition, learning, and growth. Together, we celebrated successes, worked through challenges, and began important work that will help move our district forward. I am incredibly proud of what we accomplished and excited about what lies ahead.

This year's theme, **"Laying the Foundation,"** reflects the work in front of us. Strong foundations don't happen by accident. They are built through hard work, consistency, collaboration, and a shared commitment to doing what's best for kids. The work we do this year will help create the foundation for student success for years to come.

We have a lot to be proud of at Pioneer. From our classrooms to our playgrounds, buses, offices, kitchens, and maintenance departments, every employee plays an important role in supporting students. Our strength has always been our people, and I continue to be impressed by the dedication, care, and professionalism I see across the district.

As we move into this school year, we will continue to focus on improving student achievement, strengthening school culture and climate, supporting positive student behavior, and building systems that help both students and staff succeed. These are not district office initiatives, they are collective commitments that require all of us working together.

I know the work is not always easy, but I also know what this team is capable of accomplishing. I believe in our staff, I believe in our students, and I believe our best days are still ahead of us.

I am honored to serve as your Superintendent and look forward to another great year together.

Let's make it a great year.

With appreciation and excitement,

John Raven, Superintendent



Our Vision

The PIONEER Union School District, in partnership with parents and the community, will build the foundation for student academic and social success by ensuring that all students receive rigorous instruction, support and intervention in an enriching environment.

Our Mission

In order to challenge all students to learn, achieve and act with purpose and compassion, the Pioneer Union School District will develop and produce motivated, confident students who will:

1. Meet or exceed grade-level academic standards.
2. Become life-long learners.
3. Effectively communicate.
4. Become contributing citizens of the community.
5. Be prepared for a successful future.

**A LEARNING COMMUNITY
DEDICATED TO EXCELLENCE!**



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This document is available online by visiting
www.pioneerunion.org/departments/humanresources/classifiedstaffhandbook/



School Sites & Contact Information

Pioneer Union Elementary School District Office

1888 North Mustang Drive • Hanford, CA 93230 • 559-585-2400 • www.pioneerunion.org

District Administrative & Business Office Staff

Superintendent	John Raven
Assistant Superintendent of Fiscal Services	Raul Luna
Accounting Technician (Accounts Receivable)	Nora Mitre
Accounting Technician (Payroll)	Amber LaRue
Accounting Technician (Accounts Payable)	Maria Magdaleno
Child Care Director (Preschool & Latchkey)	Megan Ruch
Data Analyst	Keli Winchester
Director of Student Support Services	Nicole Hester
Food Services Director	Maria Dixon
Human Resources Director	Tina Brooks
Intervention/Special Education Director	Richard Flamson
Maintenance, Transportation & Operations Director	Chad Cunha
Nurse, District	Mary Froberg
Secretary, District	Leana "Fawn" Lemons
Technology Director	Josh Vogelgesang
Transportation Supervisor/Bus Trainer	David Pires

Pioneer Elementary School

8810 14th Avenue • Hanford, CA 93230 • 559-584-8831 • www.pioneerunion.org/pes

School Administrative & Support Staff

Principal	Sharon Cronk
Assistant Principal	Shari Davis
School Secretary	Araceli Flores
School Secretary	Mindy Fonseca



Frontier Elementary School

1854 North Mustang Drive • Hanford, CA 93230 • 559-585-2430 • www.pioneerunion.org/fes

School Administrative & Support Staff

Principal	Tenci Murillo-Brown
Assistant Principal	Whitney Nelson
School Secretary	Jacqueline Martinez
School Secretary	Tori Oliveira

Pioneer Middle School

101 West Pioneer Way • Hanford, CA 93230 • 559-584-0112 • www.pioneerunion.org/ms

School Administrative & Support Staff

Principal	Jennifer Anderson
Assistant Principal	Martha Vazquez
School Secretary	Courtney Rivera
School Secretary	Silvia Villegas
School Secretary	Charmaine Jay

Pioneer Union Elementary School District Board of Trustees

www.pioneerunion.org/administration/board/

Area 1	Douglas Woods	douglas.woods@pioneerunion.org
Area 2	Danielle Darpli	danielle.darpli@pioneerunion.org
Area 3	Jennifer Kuehn	jennifer.kuehn@pioneerunion.org
Area 4	Balea Avila	balea.avila@pioneerunion.org
Area 5	Philip Sippel	philip.sippel@pioneerunion.org



Classified Evaluations

The following is an example of a Classified Evaluation.



Classified Employee Performance Report

Name:	Employee Name	Position:	Employee Position	Evaluation Type:
Work Location:	Work Location			☐ 2 Month
Name/Title of Evaluator:	Evaluator/Supervisor Name	Evaluator/Supervisor Title		☐ 4 Month
Evaluation Year:	2025-2026	Evaluation Date:	Evaluation Date	☐ Annual

Performance Dimensions

Check the phrases in each column that most nearly describes the employee's performance over the period covered by this evaluation.

Quality of Work

Consists of the productivity and accuracy with which duties are performed.

Neatness / Accuracy:

- ☐ 1. Work was presentable and accurate
- ☐ 2. Work was acceptable; with occasional errors
- ☐ 3. Work was often unacceptable and contained numerous errors.

Productivity:

- ☐ 1. Make effective use of time; met deadlines
- ☐ 2. Usually made good time; met most deadlines
- ☐ 3. Made poor use of time; frequently missed deadlines

Job Description:

- ☐ 1. Tasks performed met the standards of the job description
- ☐ 2. Tasks performed sometimes met the standards of the job description
- ☐ 3. Tasks performed seldom met the standards of the job description

Comments:

Attendance & Punctuality

Consists of being at work on time and following absence reporting procedures (* see reference on last page for attendance guidelines)

Attendance: *

- ☐ 1. Attendance was Exceptional: _ absences
- ☐ 2. Average/Satisfactory: _ absences
- ☐ 3. Unsatisfactory/Needs Improvement: _ absences
- ☐ 4. Excessive absences/Abusive leave pattern indicated:

Punctuality:

- ☐ 1. Reported to work on time always
- ☐ 2. Usually on time
- ☐ 3. Frequently tardy

Adherence to Work Schedule:

- ☐ 1. Always follows established work schedule
- ☐ 2. Occasionally extends work break or leaves work early
- ☐ 3. Frequently extends work breaks or leaves

Reporting:

- ☐ 1. Always reports absences/tardies timely & per policy or N/A (never absent/late)
- ☐ 2. Has not followed procedure at least twice
- ☐ 3. Seldom follows procedures

Comments:



Classified Employee Performance Report (continued)

(Employee Name) (Employee Position) (Work Location) on (Evaluation Date)

Work Characteristics

Are initiative and resourcefulness, adaptability and attitude, and ability to prioritize

Initiative & Resourcefulness:

- ☐ 1. Needs were identified and problems solved independently
- ☐ 2. Employee usually initiated required action and solved problems independently
- ☐ 3. Needs were overlooked by employee; assistance frequently required to solve problems

Adaptability:

- ☐ 1. Accepted new ideas/technology readily; flexible and dealt with stress in a professional manner
- ☐ 2. Adapted to change, but with some reservations; sometimes unable to deal with stressful situations in a professional manner
- ☐ 3. Refused to accept changes readily. Changes were met with tension, hostility or other ineffective behavior

Attitude:

- ☐ 1. Positive feeling about work was presented to others
- ☐ 2. Positive attitude typically displayed
- ☐ 3. Negative or hostile attitude displayed; dissatisfaction with, or open dislike for job apparent

Prioritizing:

- ☐ 1. Prioritized so that changing demands were met
- ☐ 2. Prioritizing occasionally neglected, resulting in important tasks not being completed
- ☐ 3. Prioritizing ineffective, frequently resulting in assigned tasks not being completed

Comments:

Working Relationships

Courtesy and tact, discretion, effective communication and positive relationships displayed

Courtesy / Tact:

- ☐ 1. Courtesy and tact demonstrated consistently
- ☐ 2. Courtesy and tact usually displayed
- ☐ 3. Behavior seen as tactless and/or discourteous; difficult to work with

Discretion:

- ☐ 1. There was no known violation of job-related confidentiality, nor other inappropriate discussions of job matters
- ☐ 2. There were some violations of confidentiality
- ☐ 3. There was evidence that confidentiality was not properly observed

Oral Communication:

- ☐ 1. Communicated effectively orally; attention to other speaker(s) apparent.
- ☐ 2. Oral and listening skills usually effective
- ☐ 3. Talked too much or not enough to complete work effectively; poor listening skills

Relationship with Co-workers:

- ☐ 1. Willing to help co-workers without being asked; demonstrated ability to work as a positive team member
- ☐ 2. Willing to help co-workers only if specifically asked to do so
- ☐ 3. Unwilling or unable to help co-workers; not an effective team member

Relationship with Supervisor:

- ☐ 1. Always accepted constructive criticism and suggestions of supervisor
- ☐ 2. Usually accepted constructive criticism and most suggestions of supervisor
- ☐ 3. Did not accept constructive criticism or suggestions of supervisor; was argumentative

Comments:



Classified Employee Performance Report (continued)

(Employee Name) (Employee Position) (Work Location) on (Evaluation Date).

Dependability / Initiative

Getting required work done with a minimum of supervision following instructions

Supervision Required:

- ☐ 1. Appropriate minimum supervision was required
- ☐ 2. Frequent supervision required to ensure work was completed
- ☐ 3. Excessive supervision required to ensure assigned work was completed

Following Oral and Written Instructions:

- ☐ 1. Instructions were followed; employee typically needed instructions only once
- ☐ 2. Instructions were followed with some errors; repeating of instructions was necessary
- ☐ 3. Instructions were frequently not followed and/or needed to be repeated frequently

Comments:

Personal Appearance:

Consists of the personal appearance of the employee as well as their work/situation

- ☐ 1. Employee was well-groomed and dressed appropriately for the workplace
- ☐ 2. Employee was usually well-groomed; at times dressed inappropriately for the workplace
- ☐ 3. Employee exhibited grooming problems and/or dressed inappropriately for the workplace.

Workstation Efficiency:

Consists of orderliness and organization of the workstation for ultimate efficiency

- ☐ 1. Workstation was always orderly and organized for efficiency
- ☐ 2. Some untidiness and disorganization evident which has resulted in some inefficiency
- ☐ 3. Workstation was untidy and disorganized which has led to inefficiency

Comments:

Use of Equipment

Is the correct operation and maintenance of equipment expected of employee. (Note: Evaluator may wish to indicate kinds of equipment, i.e., vehicles, etc...)

- ☐ 1. Employee displayed appropriate knowledge of use and maintenance of equipment.
- ☐ 2. Better judgment and knowledge was needed in using equipment
- ☐ 3. Assigned equipment was used carelessly or inappropriately

Comments:



Classified Employee Performance Report (continued)

(Employee Name) (Employee Position, Work Location) on (Evaluation Date).

Safety Practices

Is the correct operation and maintenance of equipment expected of employee. (Note: Evaluator may wish to indicate kinds of equipment, i.e., vehicles, etc...)

- ☐ 1. Safe working procedures were followed; potential hazards were corrected; had accident-free history
- ☐ 2. Generally followed safe working procedures
- ☐ 3. Did not follow safe working procedures; occasionally took potentially unsafe shortcuts.

Comments:

Sanitation

(for custodial, food services, instructional aide & other student contact related positions)

- ☐ 1. Used approved sanitation procedures; spotted unsanitary conditions and sought to correct
- ☐ 2. Sanitation was at an acceptable level; expected amount of care was taken
- ☐ 3. Sanitation practices and procedures were not followed at an acceptable level
- ☐ Not Applicable

Comments:

For Student Contact Related Positions

Learning Environment:

- ☐ 1. Worked well with students individually and in small groups to meet their needs.
- ☐ 2. Worked well with some students to meet their needs
- ☐ 3. Did not work well with students
- ☐ Not Applicable

Motivation:

- ☐ 1. Used positive reinforcement with students; motivated and encouraged students to achieve
- ☐ 2. At times used positive reinforcement with students; inconsistent in encouragement of students
- ☐ 3. Little or no use of positive reinforcement or encouragement to succeed
- ☐ Not Applicable

Student Control:

- ☐ 1. Demonstrated consistency in assisting staff to maintain and control student behavior
- ☐ 2. Demonstrated some ability to assist staff to maintain and control classroom behavior, but waited for teacher to direct before taking action
- ☐ 3. Was not able to maintain and control student behavior
- ☐ Not Applicable

Comments:



Classified Employee Performance Report (continued)

(Employee Name) (Employee Position, Work Location) on (Evaluation Date).

Overall Employee Rating

The Overall Rating best describes the overall performance of the employee (using scores from preceding sections).

- ☐ **25-35** At this time, the overall performance meets the standards and requirements of Pioneer Union Elementary School District
- ☐ **36-50** At this time, the performance needs improvement and is deficient in meeting the standards and requirements of PUESD. (Specify specific suggestions for improvement in "Recommendations and Commendations" section, below)
- ☐ **51+** The performance of this employee is not meeting required standards of PUESD and is deemed unsatisfactory. (Place on Employee Improvement Plan)

Recommendations & Commendations: (include explanations of rating. Use an additional page, if necessary).

Employee's signature on performance report does indicate that the employee has seen, discussed, and been provided a copy of the report. Employee's signature does not necessarily imply agreement with the conclusions of the rater.

Signature of Employee:

Date:

Signature of Supervisor:

Date:

Reference: Attendance Guidelines

Exceptions for this area:

- Long term medical verified by a physician (5 days or longer)
- Approved long-term leave without pay
- Industrial accident/illness
- Jury duty/Subpoena summons
- Bereavement leave
- Approved school business
- Vacation

Ratings

Based on 12 months and rounded to the nearest full day.

Exceptional:

- 0-3 days for 10 month employees
- 0-4 days for 11 month employees
- 0-5 days for 12 month employees

Average/Satisfactory:

- 4-6 days for 10 month employees
- 5-7 days for 11 month employees
- 6-8 days for 12 month employees

Unsatisfactory/Needs Improvement:

- 7-11days for 10 month employees
- 8-12 days for 11 month employees
- 9-13 days for 12 month employees

Excessive/Abusive Leave Pattern:

- More than 12 days for 10 month employees
- More than 13 days for 11 month employees
- More than 14 days for 12 month employees



Attendance Guidelines

Exceptions for this area:

- Long term medical verified by a physician (5 days or longer)
- Approved long-term leave without pay
- Industrial accident/illness
- Jury duty/Subpoena summons
- Bereavement leave
- Approved school business
- Vacation

Ratings (based on 12 months and rounded to the nearest full day)

Exceptional: 0-3 days for 10 month employees
 0-4 days for 11 month employees
 0-5 days for 12 month employees

Average/Satisfactory: 4-6 days for 10 month employees
 5-7 days for 11 month employees
 6-8 days for 12 month employees

Unsatisfactory/Needs Improvement 7-11 days for 10 month employees
 8-12 days for 11 month employees
 9-13 days for 12 month employees

Excessive/Abusive Leave Pattern: More than 12 days for 10 month employees
 More than 13 days for 11 month employees
 More than 14 days for 12 month employees

Evaluation Process

The process of evaluation should assist teachers in:

1. Clarifying goals
2. Determining the progress being made toward the goals
3. Setting directions and criteria for evaluating future growth

Though the evaluation process is designed to be a tool to assist growth, it is also undeniably a determining factor of continued employment.



Preparing Goals for Evaluation

Each teacher participating in the formal evaluation process should meet with the evaluator no later than September 10 to discuss the goals and objectives that will be the basis for evaluation. At the pre-evaluation conference for tenured teachers – the evaluator and the teacher may elect to use an alternate plan for evaluation. For formal observations a pre-observation conference may be required. A formal lesson plan should be provided to the administrator the day prior to the scheduled observation.

Evaluation Timeline

October 1	Employee furnished copies of the evaluation procedures, advised of the general criteria upon which the evaluation is to be based, and notified of the identity of their evaluator.
Prior to Winter Break	1st Observation
First Week in April	2nd Observation
30 days prior to end of school	Final Evaluation Conference between unit member and evaluator

Drills and Emergencies

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan.

The Superintendent or designee shall also develop and maintain emergency plans for each school site.

In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

School employees are considered disaster service workers and are subject to disaster service activities assigned to them (BP 3516)

Fire - Emergency Action 1

The fire alarm is a pulsating bell/horn. Providing time is available an announcement over the PA system will be made to indicate the nature of the emergency requiring this action.

Evacuate classrooms and offices along assigned routes to the assigned area. Should evacuation be required at a lunch or recess period, students are to line up as if they were in their homeroom class. All staff not directly supervising students will be assigned duties and responsibilities by their supervisor or site administrator. No employees will be allowed to remain in a classroom or office.

- All students are out of the room



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- Classroom doors are closed but not locked
- Classroom windows are closed
- Teacher will retake roll at the regrouping area and report missing or injured students to the office
- Be prepared to move students to the secondary regrouping area if necessary
- For drills, listen for ALL CLEAR signal on PA system

Severe Weather (Shelter in Place) - Emergency Action 2

An announcement will be made via PA System or Walkie Talkie to "Shelter in Place", students and staff should immediately drop to the floor, get under a desk or table and hold. Desk and tables should be arranged so that they do not face the windows.

The nature of this situation which would necessitate a duck and cover (earthquake/explosion) means that there will likely be little or no warning of these events. Thus, it may be entirely feasible that no announcement will be made due to the sudden nature of the events.

When in the classroom: Desk and tables should be arranged so that they do not face the windows. Staff and students should immediately drop to the floor, get under a desk or table face down and hold/cover their head with their arms, remaining in this position until the ALL CLEAR is given.

When in the cafeteria: Students are to duck, cover and hold under the cafeteria tables. Remain in this position until the ALL CLEAR is given.

When on the playground: Students are to STOP playing immediately and await instructions from staff members.

School Lockdown / Secure Building / Shelter in Place - Emergency Action 3

Intruder alert siren is the alert signal and an announcement will be made over the PA. Teachers should initiate this action anytime they hear extremely violent behavior, gunshots or other major disturbances outside their classroom which in their professional judgement greatly endangers the safety of the students.

When in the classroom: Teachers are to pull students into classrooms who are in the hallway. Students and teachers are to remain in the classroom, lock the doors, close windows, blinds and shades and barricade. Move away from the windows and doors and stay as quiet as possible.

In the cafeteria: Students remain seated and silent and listen for directions. Staff should evacuate if it is feasible and escort students to the designated rally point. If evacuation is not possible, school staff will lock doors and barricade all points of entry.

Teachers and students are to remain in this condition until the ALL CLEAR is given.



Absences / Leave Information

Absence from Duty and Notifications

Employees should never be absent from work without notifying his/her supervisor in advance and/or receiving approval. Sufficient notice is needed in order to secure a substitute in needed. Employees shall fill out in advance a Leave Request form and get approval from his/her supervisor for each absence from duty.

If at any time it is necessary for an employee to leave work during working hours, he/she should notify their supervisor for approval. Only for emergencies and with supervisor approval may an employee leave work during working hours.

Note: It is the employee's responsibility to familiarize themselves with Article 12-13 of the Collective Bargaining Agreement (CBA) to avoid confusion about requesting and reporting leaves.

Please use the following procedures for notification concerning your absence.

- 1) Staff are required to report absences to SmartFind Express Automated System. You have two options for recording an absence and booking a substitute: 1) By calling the automated phone system (559-772-4646) or 2) By logging on to the website, which can be located from the PUESD Links > Other Links > SmartFindExpress, or 3) by visiting the website directly at <https://kingscounty.eschoolsolutions.com>.
 - a) All absences will be recorded on SmartFind. You may record an absence up to 1 hour before your scheduled start time. It is preferred that you report absences as soon as possible. Failure to provide adequate notice shall be grounds for placing a letter of reprimand in the employee's personnel file and denying such paid leave.
 - b) SmartFind does not find a sub for classified employees. The program is used for reporting absences to the payroll/personnel department only.
 - c) If you have an emergency after the one hour notification – please call your supervisor directly.
- 2) Department Notification
 - a) The supervisor of your department will notify you concerning the requirements for his/her department for notification of absences.
- 3) Paperwork for leaves
 - a) Planned absence – please make arrangements by filling out the leave request and turning it into your supervisor as soon as possible.
 - b) Emergency/Sick leave – when you return to work fill complete the leave request and turn it in to your supervisor by the end of your work day.

Note: A leave request may be submitted anywhere, anytime by visiting team.pioneerunion.org.



Jury Duty

The district will continue your salary for any required jury duty and the time will not be deducted from any leaves. After you are dismissed from the jury selection or your case is concluded you must return to your assigned duties. Any compensation paid to you (except mileage) must be turned into the Business Office in order to be paid for those days.

You **must** turn in the Jury Confirmation (1/2 page form) given to you by the jury clerk. If you are dismissed from jury duty before the end of your duty day you must return to your site and work the remainder of the day. Please notify the principal concerning the substitute. The substitute may work a shorter day for ½ pay or finish the assignment.

Available Leaves

Please refer to information and qualifications on leave options in the CSEA CBA, Board Policy and Administrative Regulations

Information is available on:

1. Personal Illness
2. Work Related Injury Leave
3. Long Term Illness
4. Personal Necessity Leave
5. Medical Leave (FMLA: Federal Medical Leave Act and CFRA: California Family Rights Act)
6. Vacation
7. Unpaid Leave
8. Bereavement Leave
9. Jury Duty

Vacation Accrual

Please see vacation accrual schedule in CSEA/PUESD Contract.

12 Month Employees

- You must have worked for the district for at least 6 months before you are eligible for vacation.
- You may take vacation at any time during the year with your supervisor's approval.
- If you resign your unused vacation will be paid on your last paycheck.

11 and 10 Month Employees



- Vacation and holiday pay will be included in your annualized pay with the exception of 2 days that you may utilize during your contracted work year and be paid. These days do not accumulate and will not be carried over.

Work Related Injury / Worker's Compensation

YOU MUST REPORT ALL WORK RELATED ACCIDENTS OR ILLNESSES IMMEDIATELY TO YOUR SUPERVISOR AND THE PERSONNEL OFFICE. At that time it will be decided whether you can continue working or to seek medical treatment. You will be given instructions and appropriate forms to be completed.

Staff may call Human Resources at the district office with questions concerning Workers Compensation.

Emergency and/or after hours treatment is provided by Hanford Community Hospital.

You may pre-designate a doctor to treat you for Workers Compensation related injuries, but such pre-designation with the approval of your doctor must be on file at the District office in the Personnel Department. **You may not go to your personal doctor for a Workers Compensation related illness or injury unless a pre-designation form is on file BEFORE the illness or injury.**

If you are off work due to a work related injury, you MUST have a doctor's order to be off work for it to be covered. Time off without an order will be charged against your sick leave.

Follow-up treatment, physical therapy and examination appointments should be scheduled around your work hours.

You must give the Personnel Department a copy of ALL work-status slips issued to you by the doctor. If you cannot deliver the slip, call the Personnel Department to provide updates and conditions, you may email or fax the slip within 24 hours if you are unable to deliver. It is your responsibility to keep your supervisor informed of your condition and status.

If/When the doctor releases you to regular, modified, limited or light duty, NOTIFY the Personnel Department immediately. Your supervisor should also be notified. If you are released with doctor-imposed restrictions, the administration will decide whether or not the restrictions can be accommodated. Please note: If you are released to work and you do not report for duty, time missed will be charged against your sick leave and disciplinary action will be taken.

Do **NOT** discuss your claim with any other employees/co-workers. Workers' Compensation Claims are confidential and should not be discussed with or by anyone at work except your supervisor or designated school district official.

Salary & Benefits

Breaks and Lunch Periods

All employees who are regularly assigned to a workday of six (6) or more hours shall be entitled to an uninterrupted unpaid lunch period for a period of not less than one-half (1/2) hour. All employees shall be



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granted a rest period at the rate of ten (10) minutes for every four (4) hours worked. Breaks may not be used to allow an employee to come late or leave early. Specified lunch periods and rest periods shall be designated by the employee's immediate supervisor.

Computation Notification

At the beginning of each fiscal year or when you are first hired you will receive a salary computation for the current year. On the computation you will find information concerning your employment status, salary and job title. You may contact the personnel office with any question you may have concerning the computation notice. You will also receive a notice of sick and vacation leave granted and any leave hours rolled over from last year.

Dismissal/Suspension/Disciplinary Action

Please refer to dismissal, suspension and disciplinary action as outlined in the CSEA CBA.

Evaluation Process

Please refer to the evaluation process as outlined in CSEA CBA.

Health and Welfare Benefits

Please refer to CSEA CBA for health and welfare benefit qualifications.

Hours of Service/Overtime and Extra Time

Classified employees shall be at their assigned work area and ready to work no later than their scheduled start time. One minute after is considered late.

Overtime is defined as any authorized hours worked in excess of eight (8) hours in any one day or in excess of forty (40) hours in any calendar week.

Extra time is defined as any authorized hours worked in excess of the employees contracted daily hours for those employees that work less than eight (8) hours a day.

Overtime and extra time must be approved by your supervisor in advance. It is the supervisor's responsibility to determine what tasks require overtime or extra time and which ones can wait.

Paychecks

Your pay will be annualized by including paid days, vacation days, and holidays. The annualized total will be divided by 10, 11 or 12 months (depending on the months you work) for a monthly pay calculation. If you choose to have deferred pay, your monthly checks will have money withheld in order to be paid in the summer.

Example for a 10-month employee (instructional aides, bus driver, food service)



Example Paycheck Calculation		Hours	Pay	Total Pay
Days Worked:	180	4	\$ 10.00	\$ 7,200.00
Holidays:	10	4	\$ 10.00	\$ 400.00
Vacation:	12	4	\$ 10.00	\$ 480.00
			Yearly Total Pay:	\$ 8080.00
			Yearly Total Pay divided by 10 = Monthly Pay:	\$ 808.00

Pay warrants (pay checks) will be sent to your work site for distribution on payday.

Probationary Period

Please refer to CSEA CBA.

Timesheets

Each day worked, it is the employee's responsibility to clock in and clock out for time worked. Any discrepancies that need to be changed will need to be approved by you AND your supervisor.

If you are absent, please add the absence to your timesheet with reason for the absence (i.e., ill, family illness, doctor/dental appointment, in-service).

If you worked **more than your normal schedule (extra time / overtime)**, you will need to state the reason in the comments field. All overtime or time-worked beyond your normal schedule must be **pre-approved** by your supervisor or you run the risk of not receiving the overtime compensation.

Timesheet Periods	Deadline for Timesheets	
1st – 15th	On the 15th or on your last work day closest to the 15th	Complete, sign and turn in timecard to supervisor
16th – last day of month	On the last day of the month or your last workday closest to the end of the month	Complete, sign and turn in timecard to supervisor

Time clocks are located in several locations:

Pioneer Elementary Staff Lounge	Child Care and Latchkey
Frontier Elementary Mail Area	MOT / Bus Barn Office
Pioneer Middle School Mail Area	Cafeteria Offices



Care of Classroom and School Facilities

It is the responsibility of all personnel to assist in keeping classrooms and the campus in an orderly condition and to make economical use of electricity and heating within the school. Staff are also responsible for the reasonable care of district property including, but not limited to, furniture, equipment, and computers. Appropriate care includes measures that preserves, protects and/or extends the functional life of the property.

It is the responsibility of all personnel to assist in keeping classrooms and the campus in an orderly condition and to make economical use of electricity and heating within the school. It is your responsibility to notify your supervisor of any unsafe conditions.

Telephone / Cell Phone Use

Local Calls

A telephone may be available in your work area, and/or in the staff lounge. Personal phone calls are not permitted during 'on-duty' time.

Long Distance Calls

Use of the school phone for long distance is discouraged. If a long distance business call is made, please provide date, time, to whom, by whom, number called and city called to the site office or supervisor. If a long distance personal call is necessary and made, it is the your responsibility to report the call for payment.

Employee Use of Cell Phones or Other Mobile Devices

The district prohibits an employee's cell phone or mobile communication device usage that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor.

Devices may be used on school property before the beginning of the work day, at the end of the work day, during duty-free planning or duty-free breaks and lunch.

Private cell phone use (including texting and email messaging) should be restricted to employee breaks and lunch time. The personal use of cellular phones and other electronic devices during the employee work hours is considered inappropriate and should be for emergencies only. Employees are encouraged to silence their devices and allow the voicemail function to accept calls/messages during work hours. At no time, except in the event of an emergency, should cell phone use disrupt classroom instruction or district operations.

- Misuse of cell phones or electronic signaling devices will result in the employee being disciplined for neglect of duty.
- Any bus operator who determines it necessary to make a telephone communication while driving due to an emergency, shall pull into a safe spot and stop prior to making the call. Bus operators



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are not to make or take telephone calls while the bus is in motion. Personal calls are not permitted. No hands free devices may be used.

- This policy does not prohibit any device that is used for medical purposes and is worn by an employee because of a condition that requires its use. The employee must have on file with his/her immediate supervisor a signed statement from a licensed physician (MD, DO) prescribing its use.

Employee Use Of District Paid Cell Phones Or Other Mobile Devices

The district prohibits an employee's cell phone or mobile communication device usage that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor.

Devices may be used on school property before the beginning of the work day, at the end of the work day, during duty-free planning or duty-free breaks and lunch.

Private cell phone use (including texting and email messaging) should be restricted to employee break and lunch time. The personal use of cellular phones and other electronic devices during the employee work hours is considered inappropriate and should be for emergencies only. Employees are encouraged to silence their devices and allow the voicemail function to accept calls/messages during work hours. At no time, except in the event of an emergency, should cell phone use disrupt classroom instruction.

- Misuse of cell phones or electronic signaling devices will result in the employee being disciplined for neglect of duty.
- Any bus operator who determines it necessary to make a telephone communication while driving due to an emergency, shall pull into a safe spot and stop prior to making the call. Bus operators are not to make or take telephone calls while the bus is in motion. Personal calls are not permitted. No hands free devices may be used.
- This policy does not prohibit any device that is used for medical purposes and is worn by an employee because of a condition that requires its use. The employee must have on file with his/her immediate supervisor a signed statement from a licensed physician (MD, DO) prescribing its use.

Employee Use Of District Paid Cell Phones Or Other Mobile Devices

- District owned devices are issued specifically for school business use.
- Excessive use of district owned devices for personal use will cause the device(s) to become a taxable benefit to the employee.
- The district may provide a cell phone stipend to some employees to assist them in carrying out their employment-related duties on and off district property. Employees who receive a cell phone stipend may have their phone confiscated and searched at the District's discretion.



Change of Address or Telephone Number

Change of address or telephone must be reported to the Human Resources Office in the District Office as soon as possible after the change occurs. Address changes will also be changed with STRS and Health Insurance (SISC).

Child Abuse Reporting Responsibilities

As a school employee you are charged with the well-being of the children with whom and around whom you work. Under California law (CA P.C. Sect. 11166 and 11168) all school employees are “mandated reporters” in that you must by law report any reasonable suspicion of child abuse.

California law defines child abuse as any of the following:

1. A child is physically injured by other than accidental means
2. A child is subjected to willful cruelty or unjustifiable punishment
3. A child is abused or exploited sexually
4. A child is neglected by a parent or caretaker who fails to provide adequate food, clothing, shelter, medical care or supervision

If you develop a reasonable suspicion that a child may be the victim of child abuse you must:

1. Make a verbal report (usually by telephone) to the appropriate local law enforcement agency, or the county Children’s Protective Services Department immediately or as soon as practically possible
2. Prepare and submit a written report to the same agency within thirty-six hours of receiving the information concerning the incident. The report may be submitted on form SS8572, which may be obtained in the office.

You are subject to criminal penalties for failure to comply with these requirements.

By District regulation, you are further required to report the incident as soon as possible to the Principal. Your report to the Principal, however, does not relieve you of the responsibility to meet the requirements of the law as outlined above.

By law your report must be kept confidential, and your name will not be divulged to the person(s) who is the subject of the report by authorities.

California law further provides that as a mandated reporter you are protected from criminal or civil liability that may arise as a result of making a report as required by law, unless it can be proven that you knowingly made a false report.

Communicable Disease Prevention

These guidelines have been developed to instruct you in the basic precautions necessary to protect your health, and the health of those around you.



Responding to an Immediate Situation

School personnel can deal promptly with most cases of communicable disease.

- Promptly inform your principal or immediate supervisor of contagious disease or conditions that you believe may pose a threat to the health of others.
- Isolate students whose presence is an imminent threat to others. These include students with measles, chicken pox, etc., and those who are obviously ill with colds and flu.
- Protect the privacy of the student; share only the information necessary to prevent further spread of communicable diseases.
- Use the practice outline in this handbook to protect yourself and others.

Five points of dealing with communicable diseases...

1. The contagious disease, not the individual is the threat. Remember to be sensitive to the feelings of students and their families.
2. Students infected with contagious diseases that pose a risk to others must be excluded from school.
3. All medical information is considered private and should be protected. Information about HIV/AIDS infection is highly confidential and must not be disclosed to anyone without written permission.
4. Parents of HIV positive children may be reluctant to share information because of stigmatization.
5. Learn the facts about HIV and use the precautions outline below.

Protect Yourself and Others

People who have no symptoms and don't know they have an infection spread many diseases, including HIV/AIDS and Hepatitis B. Minimize your risk of contracting or spreading contagious diseases. Treat the blood and body fluids of all persons as if they were infected. Use these five UNIVERSAL PRECAUTIONS when handling any body fluid, particularly blood.

The Universal Precautions

1. Use disposable latex gloves to prevent direct exposure. Use safety goggles if there's a threat of splashing.
2. Double bag items soiled with body fluids.
3. Wash hands after each contact.
4. Clean soiled surfaces with an approved disinfectant following directions for use.
5. Use devices to prevent the back flow of fluids from the mouth of a person being given CPR.



Computer Use on Campus

Staff members and/or students may use computers for school/employment related tasks only. It is not intended for use by district employees for personal reasons. The Board intends that the internet and other on-line resources provided by the district be used to support the instructional program and further student learning. It is the policy of the District that access to the Internet provided by the district is expected to be used as an educational and/or work-related resource.

The Pioneer School District reserves the right to refuse access to the Internet to anyone when it deems it necessary. Inappropriate use of district computers may be grounds for disciplinary action. More information is available in the Technology Handbook.

Conference Request

1. Purchase Orders for Conferences and Leave Request must be filled out and turned in to your principal at the same time and attached together.
2. Approval for conference must be obtained before making any other arrangements.
3. Employee must make any lodging arrangements and reimbursement form with original itemized receipt must be turned into the Business Office after the conference.

Confidential Information

As an employee of the PUESD, you may have access to confidential information. These materials include, but are not limited to employee related data, student related data, any information related to future, current, or previously administered job analysis documents, data and reports, classifications and salary documents, data and reports; personnel files and any personally identifiable information regarding students, employees, or applicants. **You are personally responsible for maintaining the confidential nature of these materials and failure to do so may result in disciplinary action.**

Critter Authorization

All "Classroom Critters" need to be authorized by your supervisor/principal. Please fill out the appropriate form from the office staff and submit before you invite your critter to stay! The authorization will keep everyone informed and the critters safe.

Dress Code

The Board of Trustees believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. Employees serve as role models for students and representatives of the District. Employees are expected to maintain a professional appearance that supports a positive educational environment and is appropriate for their assigned duties.



General Standards

1. All clothing shall be neat, clean, in good repair and appropriate for the employee's work assignment.
2. Attire shall be worn in a manner that appropriately covers undergarments and provides suitable coverage for a professional school environment.
3. Clothing, footwear, accessories, or grooming that creates a safety hazard, interferes with the employee's ability to perform assigned duties, or substantially disrupts the educational environment is prohibited.
4. Employees shall maintain appropriate personal hygiene and grooming.
5. Dress requirements may vary based on job assignment, work location, special events, field trips, spirit days, weather conditions, or safety requirements.

Examples Appropriate Attire:

- Dresses, skirts, skorts, and professional casual attire
- Slacks, khakis, chinos, and professional pants
- Jeans free from excessive rips, tears, or fraying
- Polo shirts, collared shirts, blouses, sweaters, and professional tops
- District, school, college, or educationally appropriate spirit wear
- Athletic attire when appropriate to the employee's assignment (PE, coaching, field trips, special activities)
- Professional footwear, including athletic shoes suitable for the employee's duties
- Head coverings worn for religious, cultural, medical, safety, or job-related purposes

Examples of Inappropriate Attire:

- Clothing that is excessively revealing or exposes undergarments
- See-through garments without appropriate layers underneath
- Clothing displaying profanity, vulgar language, discriminatory messages, alcohol, tobacco, drugs, weapons, or other content inconsistent with educational environment
- Clothing that presents a safety hazard
- Pajamas, sleepwear, or slippers
- Beachwear or swimwear
- Clothing that is excessively torn, frayed, or damaged
- Footwear that is unsafe for the employee's work environment (no beachwear flip-flops)



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- Any attire that substantially interferes with the employee's ability to perform assigned duties or creates a disruption to the educational process

Dress Code – Food Services Department

In addition to the dress code established for employees, the Food Services Department staff will be required to follow the additional guidelines for health and safety as provided by state and local health departments.

Pants:

- Mid-calf length or longer
- Pockets should be flat and high enough to avoid catching on door knobs or equipment
- Pants should be free of rips, tears, or being frayed in anyway
- No dresses/skirts

Shirts/Sweaters:

- Avoid large, loose sleeves, strings, or decorative clothing that has the potential of getting caught on equipment
- Must be long enough to cover forearm

Shoes:

- Wear protective, comfortable, low heel shoes
- Absolutely, NO open-toed shoes or sandals and entire foot must be covered
- Must have non-slip soles

Apron:

- Food Services Department will provide aprons to staff.
- Aprons must be fresh, clean and worn daily

Hair Care:

- Hair must be maintained above the collar and confined at all times (not loose)
- Long hair must be pulled back into a ponytail, braid, or worn in a bun
- A hairnet, visor, or ball cap should be worn at all times
- Men should be clean shaven or wear a beard net at all times

Grooming:

- Fingernails are to be trimmed, filed and unpolished
- No artificial nails



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- Jewelry should be limited to simple one-piece earring and plain wedding bands
- No face jewelry such as, nose, tongue, and lip rings

Drug Free Workplace

Notice is hereby given to all employees of the Pioneer School District, pursuant to the Drug-Free Workplace Act of 1988 and regulations promulgated thereunder at 34 CFR Part 85, subpart F, that the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance is prohibited in and on all premises owned, occupied, controlled or used by the Pioneer Union Elementary School District as a workplace.

Any employee found to be in violation of this prohibition shall be disciplined in accordance with applicable district disciplinary procedures and, where appropriate, in accordance with Education Code sections 44011, 44836, 44982 and 44940 in the case of certificated employees and 44011, 45123 and 45304 in the case of classified employees. Such discipline may include suspension, placement on leave and/or termination. Please be advised that under Education Code sections 44836 and 45123, a school district is prohibited from employing or continuing to employ persons convicted of committing certain controlled substance offenses.

All employees shall abide by the terms of this statement. Every employee shall notify the Pioneer Union Elementary School District of his or her conviction of a controlled substance offense occurring in the workplace no later than five days after such conviction.

Drug-Free Awareness Program – 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

Email Accounts

As an employee of Pioneer Union Elementary School District (PUESD), you will be provided with a Google account. Google is the District's email and electronic office system. Facilities available within Google are email, calendars, and forms. A memo will be sent to you from the personnel office with sign-in and account information.

This system will allow the district to notify you of job openings and opportunities that come available within the district. While the district will still make these notices available during the school year on bulletin boards in break rooms, during non-school days and school breaks this will be the only way the district will send these notices out to staff.



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While using the system you will want to keep the following in mind: The email/electronic office system is the property of PUESD. All email messages when using the system are also the property of the district. Never consider electronic communications to be private. Treat electronic communications the same as written hard communications with regard to propriety and openness. The district reserves the right to review all electronic correspondence that uses district systems and facilities. Employees are expected to use these systems only for activities appropriate to the business and educational objectives of the PUESD. Your usage and communication should reflect well on yourself and on the school district. While your behavior represents the district, you must restrict your communication to within the bounds of the authority of your position. Inappropriate usage of the system is a violation of PUESD's computer/network agreement that all employees signed upon hire and is subject to disciplinary action.

Note: You may review the Computer & Network Acceptable Use Policy by visiting:

www.pioneerunion.org/departments/technology

Field Trips

Note: Field trips are subject to transportation availability and funding sources.

Field trips might better be called "study trips" as they are an integral part of the curriculum and inseparable from it. Research generally recognizes several purposes for field trips:

1. To provide the opportunity to gather information, data, or experiences that cannot be effectively gained in a traditional classroom setting
2. To allow students to practice or apply skills they have learned in the classroom, to the empirical world
3. To provide a shared experience around which further class work or class discussion may be built
4. To provide disadvantaged students with common or important cultural experiences
5. To stimulate student motivation and interest for further study
6. To emphasize the practical application of academic skills to the real world

On all school-sponsored trips involving students, provision shall be made for proper supervision by school employees. Parents/guardians are encouraged to participate in such supervision.

Field trips are expensive – in instructional time as well as dollar cost. It's important then, to assure that they are as effective as possible. The measure of effectiveness is always the degree to which they improve the students' understanding and mastery of curriculum.

Lunches on Field Trips

Send home the request for a cafeteria lunch form for all field trips requiring lunch off campus. This is a state requirement for any trip requiring a student to bring a sack lunch. Turn in all requests for cafeteria lunch to Cafeteria Director and the cafeteria staff will prepare a brown bag lunch for those students.



Pre-Planning and Approval

All trips must be approved by the principal. District policy requires trips in excess of 75 miles (one-way) be approved by the Board. Be sure to allow extra time for the approval of trips that must be submitted to the board. Please submit request forms for your major field trips for the year by the first Monday in October. Submit request forms for your field trips at least 30 days in advance of the requested date. In planning your trip remember to address the instructional objectives of your trip as well as the logistics.

Eligibility

Field trips are considered part of the curriculum. As such, students may not be excluded from field trips due to poor grades, missing work, or behavior problems, unless those behavior problems are such that they might endanger the child or others.

Parent Notification and Approval

It is required to have a field trip /excursion waiver form for each field trip or excursion. Obtain a signed waiver form from each parent or guardian and notify the parents/guardians of the following information concerning the field trip.

- Its purpose
- The exact location
- Departure and return times
- Any required money, food, or clothing

Safety Equipment

State law requires that you carry a first aid kit on all field trips. The kit provided in the bus is not sufficient when you leave the bus. First aid kits have been assembled for your use and packed in "fanny packs." These are available in the office. Be sure to check out a first aid kit before going on your trip.

Chaperones

It is important that you secure an adequate number of chaperones for your trip. The minimum ratio is 1:10, but may be much lower if your class must be broken into small groups. Chaperones will normally be expected to pay their own way on field trips. Classroom aides may not serve as chaperones without the expressed permission of the Principal.

Parents and Drivers

At no time are parents to transport students (including their own child) while on a field trip. Parent/Chaperones may accompany the bus in their own car, but may only transport other adults. **With**



prior permission, a parent/chaperone may take his/her child home in a private vehicle at the conclusion of a trip. He/she may only take another parent's child with the prior written permission of that parent.

Gifts from Students

School employees often receive small gifts from students at holiday periods or at the close of the school year. While we all appreciate the spirit behind the gift, we also recognize the pressure that such giving may put on other children who would like to give a gift, but perhaps cannot afford to do so.

It is district policy to discourage such gifts, and instead, to encourage students to write personal notes of appreciation to the employees they wish to honor.

Employees who accept gifts from students are expected to be sensitive to the feelings of other students and use discretion when opening the gifts in front of others.

Gifts from Vendors

Employees are prohibited from accepting gifts, commissions, or expense-paid trips from any individuals or companies doing business with the district.

Employees found to have accepted such gifts shall be subject to disciplinary action up to and including dismissal.

Heat Illness Information

Note: You may read more about the District's Heat Illness & Prevention by visiting www.pioneerunion.org/departments/humanresources/

1. Environmental and personal risk factors for heat illness: It is important to recognize factors that might put you at risk for heat illness. Risk factors might be an individual's age, degree of acclimatization, health, water consumption, caffeine consumption and use of prescription medications.
2. Reporting: Stay alert to any symptoms concerning heat illness in yourself or your co-workers. It is important to recognize and report any heat related illness immediately.
3. Excessive Sweating: If you experience excessive sweating you may require frequent consumption of small quantities of water, up to 4 cups per hour when working in extreme conditions of heat. Water shall be made readily available close by the worksite either via plumbed water fountains or access or, in the alternative, by bringing a supply out to the worksite - one quart of water to be provided per employee per hour of work and sufficient enough to cover the entire shift at the worksite.
4. Acclimatization: Importance of acclimatization in general, physically fit individuals become acclimatized about 50% faster than those individuals who are not physically fit. Overweight individuals may retain more body heat and therefore may be more prone to developing heat illness. Refer to the following as a guide:



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The following checklist can assist in recognizing the symptoms of heat-related illnesses:

- A. Heat Rash: Heat rash is a skin irritation caused by excessive sweating during hot, humid weather. It can occur at any age but is most common in young children. Heat rash looks like a red cluster of pimples or small blisters.
- B. Heat cramps: A person who has been working, exercising or participating in other types of strenuous activity in the heat may develop painful muscle spasms in the arms, legs or abdomen. The body temperature is usually normal, and the skin will feel moist and cool, but sweaty.
- C. Heat syncope: Someone who experiences heat syncope (fainting) will experience the sudden onset of dizziness or fainting after exposure to high temperatures, particularly after working or exercising in the heat. As with heat cramps, the skin is pale and sweaty but remains cool. The pulse may be weakened, and the heart rate is usually rapid. Body temperature is normal.
- D. Heat exhaustion: Heat exhaustion is a warning that the body is getting too hot. Those most prone to heat exhaustion include elderly people, people with high blood pressure, and people working or exercising in a hot environment. A person with heat exhaustion may be thirsty, giddy, weak, uncoordinated, nauseous, and sweating profusely. As with heat syncope and heat cramps, the body temperature is usually normal in heat exhaustion. The heart rate (pulse rate) is normal or elevated. The skin is usually cold and clammy.
- E. Heat stroke: Heat stroke is a serious, life-threatening condition that occurs when the body loses its ability to control its temperature. Victims of heat stroke almost always die, so immediate medical attention is essential when problems first begin. In heat stroke, a person develops a fever that rapidly rises to dangerous levels within minutes. A person with heat stroke usually has a body temperature above 104° F, but the temperature may rise even higher. Other symptoms and signs of heat stroke may include confusion, combativeness, bizarre behavior, feeling faint, staggering, strong rapid pulse, dry flushed skin, and lack of sweating. Delirium or coma can also result from heat stroke.
- F. While heat cramps, heat syncope, and heat exhaustion may all be present in mild degrees, you should always contact a doctor or seek emergency medical attention if the symptoms of these conditions worsen with time or are severe. Heat stroke is a true medical emergency. If a person has the symptoms of heat stroke, you should notify emergency services (911) immediately.

Key Responsibility: Lost or Stolen

Buildings constitute one of the greatest investments of the school district. It is in the best interest of students and taxpayers to protect that investment adequately.

Keys will be issued to employees with a signed Key Control Receipt Form. The employee will accept full responsibility for the key(s). Keys shall never be loaned to anyone. Any lost or stolen keys must be reported to the employee's supervisor within 24 hours. Please exercise care with them.



Lunch Accounts for Staff

School lunch purchases may not be charged by any staff members. Staff members can deposit money to their staff lunch account which can be used for lunch throughout the year. Payment must be made on the day of the purchase by cash, check or a deduction from the current lunch account balance.

Personal Items Use While on School Property/Activity

Employee's personal property such as cell phones, iPods, and laptops are not covered by district liability. If personal items such as these are brought to the work site, it will be at the employee's own risk.

Personal Vehicle on School Business

The school maintains vehicles for the use of its employees while conducting school business. These vehicles may be reserved and checked out from the District Office. Prior to such use however, the employee must complete the PUESD Transportation Vehicle Use Policy and present proof of insurance, with the minimum coverage of \$50,000 for both bodily injury and property damage. This may also be done through the District Office.

If a school vehicle is not available, employees may use their personal vehicle and request reimbursement at a pre-set mileage rate from the District. Prior approval is needed for transportation of students in a private vehicle.

Pesticide Application in Public Schools

In accordance with Senate Bill 2260 Healthy Schools Act 2000, this notice is being issued to all parents or guardians of pupils enrolled in Pioneer School District, and all staff.

Effective January 1, 2001, Public Schools are required to notify parents and staff on an annual basis of all pesticides that may be used throughout the year to control pests.

Before a pesticide application is made, the area will be posted 24 hours prior to treatment with a warning sign. The warning sign shall state information relating to the product to be used, the intended date and areas of application, and the reason for the pesticide application. The warning sign will remain in place for 72 hours after the application.

In the event of a pest control emergency, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application.

You may register with the School District if you wish to receive notification of individual pesticide application at the school facility. Persons who register for such notification shall be notified of individual pesticide application 72 hours prior to the application.

The following information lists the name of the products expected to be used, and the active ingredient or ingredients of those products. If a product not listed is to be used you will be notified 72 hours prior to treatment.



Product Name	Treatment For
Bayer Advanced Insect Killer	Insects
Hot Shot Fogger	Insects
Hornet/Wasp Spray	Hornets/Wasps
Maxide Insect Killer	Insects
Ground Squirrel Bait	Squirrels
Carpenter Ants Killer	Carpenter Ants
Round Up	Weeds
GoalWeeds	Weeds
Surlan	Weeds

The applications will be on the fourth Saturday of each month. For more information about these products or procedures you may contact the Department of Pesticide Regulation at www.cdpr.ca.gov, the School District, or Pro-Tech Pest Control at (559) 635-8448.

Reimbursements

Board Policy 3350, 3300

1. Mileage: use of personal car according to the current IRS schedule of reimbursement. Must turn in mileage form to the Business Office within 30 days following the trip.
2. Meals: up to \$10.00 for Breakfast, \$15.00 for Lunch, \$31.00 for Dinner – approved by administration. Meals to include tips & gratuity. For reimbursement original itemized receipts must be submitted to the Business Office within 30 days following expense
3. No claim for meals, using per diem or actual receipts, will be allowed if the conference provides a substantial meal.

Start and End Times

Meal:	Start Trip:	End Trip:
Breakfast	On or Before 7 a.m.	On or After 9 a.m.
Lunch	On or Before 11 a.m.	On or After 2 p.m.
Dinner	On or Before 4 p.m.	On or After 6:00 p.m.

4. Hotel/Motel: actual expense cost approved by administration. Must turn in itemized, original receipts to the Business Office within 30 days of stay.
5. Travel and ALL other expense reimbursements shall be submitted to the Business Office within 30 days of the purchase and by June 30th of the current fiscal year.



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Reimbursement for Pre-Authorized Purchases – All purchases made that require reimbursement shall be pre-authorized by the employee's immediate supervisor. Reimbursement for pre-authorized purchases shall be submitted on appropriate forms with accompanying original, itemized receipts for the product/s or materials purchased. No pre-authorized purchases shall be made with gift cards. Purchases made online shall be shipped to the District purchasing department.

Note: Reimbursement requests can be made from the Team App: team.pioneerunion.org.

School Equipment

Staff members may use school equipment for school related tasks only. It is not intended for use by District employees for personal reasons.

The District will permit employee's limited and occasional use of some school equipment for personal non-commercial purposes. Such use requires the specific prior permission of the superintendent. If the equipment is to be used off campus, specific prior written permission is required. Should prior written permission be granted, the staff member assumes full responsibility for appropriate care of the equipment and, if damaged, cost of repair or replacement of the equipment. Personal use of District equipment without permission is grounds for disciplinary action.

Social Networking

Social Networking and other non-educational websites and the impact on YOU as a professional and employee of the Pioneer Union Elementary School District

The following information is a REMINDER summary from our legal services to provide you with the knowledge you need to have to best protect yourself, your students, and even your career when you are on social networking sites and other non-educational websites. Employee use of district computers to access social networking sites is prohibited. To the extent the Superintendent or designee shall block access to such sites on district devices.

Social Networking Sites

Definition: A web-based service that seeks to build a community of people that share interests and activities. These sites provide a variety of ways for users to interact, such as email and instant messaging services. Examples would include: Facebook, Instagram, TikTok or LinkedIn.

Rule of thumb from legal counsel: "Do NOT post anything on these sites which you would not post on the front page of the paper or be ashamed to have your grandmother see".

Be aware of the following: Social media sites are not to be accessed during your designated working hours. They are not related to school or the business of the District and you would be violating our user agreement and could lose privileges to our computer network.

Many of you have social networking websites. You should be very careful what you post on your profile, and who you allow access to your profile:

Legal Counsel recommends: Do not allow or "friend" students of Pioneer UESD. The line between staff and students must be very clear and it is in your best interest professionally to keep it this way. There are



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current law cases in the system now regarding teachers who added their own students to their social networking, and are now in litigation to keep their jobs due to the content and access to personal lives. Additionally, it would be hard for the District to represent you if you are harassed or threatened as a result of someone who has access to your profile.

Be careful about your posting of pictures, videos, etc. Remember, while you are on your time—you are still a public employee and some images may not represent you in a professional manner. **Remember that student pictures cannot be posted on your site.**

Do not use the Pioneer email address as your notification address for these websites. These belong to the school District and that would be an inappropriate use of them. The District cannot represent you if you become subject to legal action due to posting student pictures or information on a social website.

Non-Educational Websites

Definition: These are websites that are not for the purposes of education. Examples are Ebay, You Tube, Woot, Fandango, LimeWire, ESPN, Facebook, Instagram, TikTok, etc.

Rule of Thumb from legal: Utilizing these during work hours is a violation of your user agreement with the District and could result in being blocked all together to ensure staff work is not compromised during work time.

Be aware of: You could introduce viruses into our system. You may be setting yourself up as unprofessional conduct.

Again, you should have another email address to utilize contact with other websites that are not educational in nature and content. Any concerns or questions...feel free to contact the Technology Director or your direct supervisor.

Soliciting and Selling

Employees may not solicit students or their families with the intent to sell general merchandise, books, equipment, or services without the express approval of the superintendent.

Tobacco Free Campus

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

It is prohibited from use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles.

This prohibition applies to all employees, students, and visitors at any school-sponsored program, activity, or athletic event held on or off district property. This restriction is in effect at all times, including evenings and weekends.



Tuberculosis Requirement

You are required to have on file with the Personnel Department, a statement that you are free of tuberculosis. TB tests must be renewed every four years. Prior to the expiration date, employees will receive notification of their renewal date.

Workplace Violence Prevention Program

Pioneer Union Elementary School District is committed to our employees' safety and health and in accordance with SB 553, this notice is being provided to all employees of the District.

Effective July 1, 2024, Pioneer Union Elementary School District has developed a Workplace Violence Prevention Plan WVPP. All employees, including directors and supervisors, are responsible and accountable for using safe work practices, following all directives, policies, procedures, and assisting in maintaining a safe and secure work environment.

The management employees of the District are responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Directors and supervisors are expected to enforce the rules fairly and uniformly.

A copy of the WVPP is readily available to all employees from each manager and supervisor.



Board and District Policies

Employee Use of Technology

The Board of Trustees recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use district technology primarily for purposes related to their employment.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

The Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology. Upon employment and whenever significant changes are made to the district's Acceptable Use Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

The Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the district, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.



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In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of District technology to the Superintendent or designee.

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.

Environmental Safety

The Board of Trustees recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks and shall develop strategies to prevent and/or mitigate environmental hazards. He/she shall consider the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff and students, including the impact on student achievement and attendance.

Such strategies shall focus on maximizing healthy indoor air quality; monitoring the quality of outdoor air and adjusting outdoor activities as necessary; reducing exposure to vehicle emissions; minimizing exposure to lead and mercury; reducing the risk of unsafe drinking water; inspecting and properly abating asbestos; appropriately storing, using, and disposing of potentially hazardous substances; using effective least toxic pest management practices; reducing the risk of foodborne illness; and addressing any other environmental hazards identified during facilities inspections.

In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, water boards, and other community organizations.

The Superintendent or designee shall provide the district's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmentally safe and healthy schools.

The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to remedy the hazard and may recommend health screening of staff and students.

Exposure Control Plan for Bloodborne Pathogens

As part of its commitment to provide a safe and healthful work environment, the Board of Trustees recognizes the importance of developing an exposure control plan. The Superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace to protect employees from possible infection due to



contact with bloodborne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV).

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's exposure control plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

Hazardous Substances

The Board of Trustees desires to provide a safe school environment that protects students and employees from exposure to any potentially hazardous substances used in the district's educational program and in the maintenance and operation of district facilities and equipment.

Insofar as reasonably possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored and used on school property. When hazardous substances must be used, the Superintendent or designee shall give preference to materials that cause the least risk to people and the environment.

The Superintendent or designee shall ensure that all potentially hazardous substances on district properties are inventoried, used, stored, and regularly disposed of in a safe and legal manner.

The Superintendent or designee shall develop, implement, and maintain a written hazard communication program in accordance with 8 CCR 5194 and shall ensure that employees, students, and others as necessary are fully informed about the properties and potential hazards of substances to which they may be exposed.

The Superintendent or designee shall develop specific measures to ensure the safety of students and staff in school laboratories where hazardous chemicals are used. Such measures shall include the development and implementation of a chemical hygiene plan in accordance with 8 CCR 5191 and instruction to students about proper handling of hazardous substances.

The Superintendent or designee shall not order or purchase for use in grades K-6 any arts and crafts materials containing a substance determined by the California Office of Environmental Health Hazard Assessment to be toxic. The Superintendent or designee shall not purchase any such toxic material for use in grades 7-12 unless it includes a warning label as specified in Education Code 32065 that identifies any toxic ingredients, warns of potential adverse health effects, and describes procedures for safe use and storage.

Injury and Illness Prevention Program

Note: You may read more about the District's Injury and Illness Prevention Program by visiting www.pioneerunion.org/departments/humanresources/

The following safety program has been reviewed and authorized by the Superintendent of Schools of Kings County, and the Superintendent of Pioneer Union Elementary School District



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The Pioneer Union Elementary School District and the Superintendent of Pioneer Union Elementary School District will provide safe working conditions for all employees of this school district and promote safety awareness at all levels of supervisory, certificated and classified personnel.

Pioneer Union Elementary School District recognizes its responsibility to furnish a place of employment which shall be safe for employees and visitors; to use methods and processes to protect the life, health, safety and welfare of our employees, visitors and the general public; and to maintain and endorse a safety program to fulfill this responsibility.

Employees shall, while on Pioneer Union Elementary School District property, conduct themselves and perform work in a safe manner consistent with the following safety rules. Pioneer Union Elementary School District

Responsible Individual

The person with authority and responsibility for implementing the Injury and Illness Prevention Program is: Human Resource Director (Tina Brooks).

The present job title of this individual is: Human Resource Director will have the full backing and support of the Pioneer Union Elementary School Board of Trustees, which will include budgeting for educational materials, training, and incentive programs involved in the promotion of safety and health.

Employee Responsibility

Employees will comply with all safety and health rules and regulations as outlined in the safety program, including training programs provided for employees.

All employees will also adhere to common practices, which are considered safe and healthy practices and procedures within that area of authority of the Superintendent of Schools.

Employees who fail to comply with safety rules and regulations will be notified immediately of their failure to comply.

- A. If an employee fails to comply a second time, a written notice will be given to the employee, with a copy to be placed in the employee's personnel file.
- B. Failure to comply a third time with safety rules and regulations after initial notice has been given will result in a full day off without pay.
- C. Failure to comply a fourth time with the safety rules and regulations will result in dismissal.

All employees must be made aware of the above procedures and sign a card to that effect, which is to be inserted in the employee's personnel file record.

Procedures

All training and retraining will be monitored and documented by: Human Resource Director

The records for training will be monitored and documented by: Human Resource Director



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All supervisors who conduct training on the job will be required to complete the proper training forms and have employees sign the documents. Supervisors are responsible for the forms to be delivered to: Human Resource Director in a timely manner.

Identifying Hazards

Employees will be able to inform their supervisor of hazards to the worksite by verbal notice. This information should be passed on to the supervisor as soon as possible. Following the verbal notice, a written form will be available to begin tracking the notification and subsequent action. The written form is available at the district office.

The formal notice of a hazard will be given to the above office or may be handed to the employee's immediate supervisor.

Under no circumstances will there be reprisals to (an) employee(s) reporting hazards.

Training on hazard recognition will be a part of employee training and may be supplemented by postings on employee bulletin boards and by handouts at safety meetings.

Safety Inspections

Regularly scheduled safety inspections will be completed by, Transportation/Operations Director (Chad Cunha)

During school vacation periods the supervisors, maintenance and custodial personnel will hold "toolbox" or "tailgate" meetings at least once per month and particularly when new or different worksites or equipment may be involved.

A written report of any safety meeting or inspection must be completed and submitted to the MOT Director.

Whenever a new process, procedure or chemical is introduced to the school site, a formal inspection by the Operations Director will be conducted and a report of the inspection submitted to the office of MOT Director.

Whenever there are safety items to be corrected, a record of the corrections must be made and these records kept in the school personnel office or office of the MOT Director for a period of at least three years.

The attached safety checklist will be used as a guide to safety inspections. All occupational illnesses and injuries will be investigated using the procedures and forms supplied by the worker compensation insurance carrier JT2, 1317 Oakdale Road, Bdg. 1000 #1010, Modesto, CA 95355.

If appropriate, the OSHA Log 200 will be updated by the personnel department.

The accident report forms will be reviewed by the Human Resource Director and the Superintendent.



Unsafe Conditions

The procedure for correcting unsafe work conditions will be:

- A. If an imminent hazard exists, all work will stop at that project until the hazard has been corrected.
- B. An unsafe condition exists where life or limb are not in immediate danger, all employees not involved in correcting the condition will be warned to stay clear, and the personnel necessary to alleviate the danger and make the work condition safe will proceed.

A time frame for completions of the correction must be established and reported to the Human Resource Director and the Superintendent.

Employee Training

All employees will receive training in all phases of their responsibilities while on the job. They will be required to know the school safety rules and regulations with a signed statement that they understand and will comply with those rules.

The employee will receive training in use of any safety equipment they may be required to use.

The employee will be trained in how to maintain equipment in good condition and the proper use of, and safety guards on, the equipment.

The employee will be instructed in the method of how to report all injuries to the supervisor and to report unsafe conditions or acts.

The employee will be trained in how to interpret Material Safety Data Sheets and to follow the safety instructions of the MSDS. All chemicals with the appropriate MSDS will be located by the employee.

Note: MSDS information for the District may be found online: www.pioneerunion.org/departments/mot/

The employee will be encouraged to forward safety suggestions through the supervisor to the Human Resource Director for evaluation and action. The employee will be advised of the action to be taken.

General Safety Rules for All Employees

1. Know the location of and how to interpret Material Safety Data Sheets (MSDS).
2. Know the district disaster plan and how to respond in case the disaster plan is activated.
3. Know the procedure for reporting unsafe conditions or work practices.
4. Know the personal protective equipment and clothing required for any job assignment within your work area.
5. Maintain good housekeeping practices at all times within your work area.
6. Know the accepted techniques for lifting, carrying and pushing and use them at home as well as at work.
7. Know how to select and use the proper ladder for the job to be done.



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8. Know the location of the fire protection equipment, especially, but not limited to, your workplace. This would include a water hose, as well as fire extinguishers.
9. Know the procedure for reporting to your supervisor any accident or injury occurrence.
10. Be aware that performing your work in a safe and appropriate manner will make the job easier.
11. Be aware that repeated failure to comply with the safety rules will be grounds for corrective discipline, up to and including dismissal.

Nondiscrimination In Employment

The Board of Trustees is committed to providing equal opportunity for all individuals in district programs and activities. 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, immigration status, ethnic group, identification, ethnicity, age, religion marital status or parental status, physical or mental disability, sex, sexual orientation, gender identity, gender 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.

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment
2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
 - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status.
 - b. Religious creed discrimination based on an employee's religious belief or observance, including his/her religious dress or grooming practices, or based on the district's failure or



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refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.

- c. Disability discrimination based on a district requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity.
- d. Disability discrimination based on the district's failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee, to determine effective reasonable accommodations for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition.

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted.

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

In addition, the Superintendent or designee shall post, in a conspicuous place on district premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR 11013.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

Nonschool Employment

In order to help maintain public trust in the integrity of district operations, the Board of Trustees expects all employees to give the responsibility of their positions precedence over any other outside employment. A



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district employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to his/her district duties.

An outside activity shall be considered inconsistent, incompatible, or inimical to district employment when such activity:

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

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with his/her immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within the district and determine whether to grant authorization for such employment.

The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the Superintendent or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

Tutoring

A certificated employee shall not accept any compensation or other benefit for tutoring a student enrolled in his/her class(s). An employee who wishes to tutor another district student shall first request authorization from his/her supervisor in accordance with this Board policy. If authorization is granted, the employee shall not use district facilities, equipment, or supplies when providing the tutoring service.

Oath of Affirmation

All district employees are declared by law to be disaster service workers and thus shall take the oath or affirmation required for disaster service workers before beginning employment with the district. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all district employees are subject to disaster service activities as assigned to them by their supervisors or by law.

Legally employed noncitizens shall be exempt from taking this oath.

At the advice of legal counsel, the Superintendent or designee may exempt an employee from taking the oath if he/she raises a valid religious objection.

The Superintendent, deputy or assistant superintendent, principal or other person authorized in Education Code 60 shall administer the oath or affirmation when a district employee is hired.



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In the case of intermittent, temporary, emergency or successive employments, the Superintendent or designee may determine that the oath shall be effective for all successive periods of employment which begin within one calendar year from the date that the oath was subscribed.

The Superintendent or designee shall file the executed oath or affirmation within 30 days of the date on which it is taken and subscribed. An employee's oath or affirmation may be destroyed five years after the termination of employment.

Reimbursement of Expenses for Disaster Service Workers

Whenever an employee seeks compensation or reimbursement of expenses as a disaster service worker, the Superintendent or designee shall ascertain and certify that the employee has taken the oath or affirmation.

Professional Standards

The Board of Trustees 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 educational 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 his/her responsibilities and to contribute to the learning and achievement of district students.

Inappropriate Conduct

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 towards 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.



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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, falsification of information in employment records or other school records.
10. Divulging confidential information about students, district employees, or district operations to persons 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, during scheduled work breaks, or for personal necessity.
13. Causing damage to or engaging in theft of property belonging to students, staff, or the district.
14. Wearing inappropriate attire.

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voicemail, 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.

Reports of Misconduct

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's 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.



Notifications

The section(s) of 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.

Reasonable Accommodations

Except when undue hardship would result to the district, the Superintendent or designee shall provide reasonable accommodation:

1. In the job application process, to any qualified job applicant with a disability
2. To enable any qualified employee with a disability to perform the essential functions of the position he/she holds or desires to hold or to enjoy equal benefits or other terms, conditions, and privileges of employment as other similarly situated employees without disabilities

No employee or job applicant who requests an accommodation for his/her physical or mental disability shall be subjected to discrimination or to any punishment or sanction, regardless of whether the request for accommodation was granted.

The district designates the position specified in AR 4030 - Nondiscrimination in Employment as the coordinator of its efforts to comply with the Americans with Disabilities Act (ADA) and to investigate any and all related complaints.

Definitions

Disability, with respect to an individual, is defined as any of the following:

1. A physical or mental impairment that limits one or more of the major life activities
2. A record of such an impairment
3. Being regarded as having such an impairment

Limits shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

Essential functions are the fundamental job duties of the position the individual with a disability holds or desires. The term does not include the marginal functions of the position.

Reasonable accommodation means:

1. For a qualified job applicant with a disability, modifications or adjustments to the job application process that enable him/her to be considered for the position he/she desires
2. For a qualified employee with a disability, modifications or adjustments to the work environment, or to the manner or circumstances under which the position the employee holds or desires is customarily performed, that enable him/her to perform the essential functions of that position or to enjoy equal benefits and privileges of employment as are enjoyed by the district's other similarly situated employees without disabilities



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Qualified individual with a disability means a job applicant or employee with a disability who:

1. Satisfies the requisite skill, experience, education, and other job-related requirements of the employment position he/she holds or desires
2. Can perform the essential functions of the position with or without reasonable accommodation
3. Would not pose a significant risk of substantial harm, which cannot be eliminated or reduced by reasonable accommodation, to himself/herself or others in the job he/she holds or desires

Undue hardship is a determination based on an individualized assessment of current circumstances that shows that the provision of a specific accommodation would cause significant difficulty or expense to the district.

Request for Reasonable Accommodation

When requesting reasonable accommodation, an employee or his/her representative shall inform the employee's supervisor that he/she needs a change at work for a reason related to a medical condition. The supervisor shall inform the coordinator of the employee's request as soon as practicable.

When requesting reasonable accommodation for the hiring process, a job applicant shall inform the coordinator that he/she will need a reasonable accommodation during the process.

When the disability or the need for accommodation is not obvious, the coordinator may ask the employee to supply reasonable documentation about his/her disability. In requesting this documentation, the coordinator shall specify the types of information that are being sought about the employee's condition, the employee's functional limitations, and the need for reasonable accommodation. The employee may be asked to sign a limited release allowing the coordinator to submit a list of specific questions to his/her health care or vocational professional.

If the documentation submitted by the employee does not indicate the existence of a qualifying disability or explain the need for reasonable accommodation, the coordinator shall request additional documentation that specifies the missing information. If the employee does not submit such additional documentation in a timely manner, the coordinator may require him/her to submit to an examination by a health care professional selected and paid for by the district.

The district may make a medical or psychological inquiry of a job applicant or require him/her to submit to a medical or psychological examination after he/she has been given a conditional offer of employment but before the commencement of his/her job duties, provided the inquiry or examination is job-related, consistent with business necessity, and required for all incoming employees in the same job classification.

The coordinator shall not request any job applicant's or employee's genetic information except as authorized by law.

In accordance with law, the coordinator shall take steps to ensure the confidentiality of information related to medical conditions or history. As applicable, he/she shall notify the supervisor or manager of the qualified individual of any reasonable accommodation granted the individual and may notify first aid and safety personnel when the disability of the qualified individual may require emergency treatment.



Granting Reasonable Accommodation

Upon receiving a request for reasonable accommodation from a qualified individual with a disability, the coordinator shall:

1. Determine the essential functions of the job involved
2. Engage in an informal, interactive process with the individual to review the request for accommodation, identify the precise limitations resulting from the disability, identify potential accommodations, and assess their effectiveness
3. Develop a plan for reasonable accommodation which will enable the individual to perform the essential functions of the job or gain equal access to a benefit or privilege of employment without imposing undue hardship on the district

A determination of undue hardship should be based on several factors, including:

- A. The nature and net cost of the accommodation needed, taking into consideration the availability of tax credits and deductions and/or outside funding
- B. The overall financial resources of the facility making the accommodation, the number of persons employed at this facility, and the effect on expenses and resources of the facility
- C. The overall financial resources, number of employees, and the number, type, and location of facilities of the district
- D. The type of operation of the district, including the composition, structure, and functions of the workforce and the geographic separateness and administrative or fiscal relationship of the facility making the accommodation to other district facilities
- E. The impact of the accommodation on the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business

The coordinator may confer with the site administrator, any medical advisor chosen by the district, and/or other district staff before making a final decision as to the accommodation.

Reasonable Accommodation Committee

The coordinator may appoint a committee to review or assist in the development of appropriate plans to reasonably accommodate qualified individuals who request modifications or adjustments in their work duties or environment because of known physical or mental disabilities.

Committee members shall be selected on the basis of their knowledge of the specific functions and duties required in the position, the physical work environment, available accommodations, and other relevant issues. The committee may include a district administrator, site administrator, medical advisor or rehabilitation specialist, and as necessary, a certificated and/or classified employee. Membership may change on a case-by-case basis.



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At the coordinator's discretion, the employee or applicant requesting accommodation may participate in the committee's meetings. If the employee or applicant is excluded from the committee's meetings, the coordinator shall communicate with him/her so that he/she has the opportunity to interact and contribute to planning the reasonable accommodation.

Appeal Process

Any qualified individual with a disability who is not satisfied with the decision of the coordinator may appeal in writing to the Superintendent or designee. This appeal shall be made within 10 working days of receiving the decision and shall include:

1. A clear, concise statement of the reasons for the appeal
2. A statement of the specific remedy sought

The Superintendent or designee shall consult with the coordinator and review the appeal, together with any available supporting documents. The Superintendent or designee shall give the individual his/her decision within 15 working days of receiving the appeal.

Any further appeal for reasonable accommodation shall be considered a complaint concerning discrimination in employment and may be taken to the Board of Trustees in accordance with the district's procedure for such complaints.

Sexual Harassment

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Any district employee or job applicant who feels that he/she has been sexually harassed, or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately contact his/her supervisor, the principal, district administrator or Superintendent to obtain procedures for filing a complaint. Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment.

An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

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

Rules and procedures for reporting charges of sexual harassment and pursuing available remedies may be obtained from the principal of each school site and/or the superintendent.



Notice of Title IX Sexual Harassment Policy

Note: More information is available on the District website at:

www.pioneerunion.org/importantnotices/title-ix/

The Code of Federal Regulations, Title 34, Section 106.8 requires the district to issue the following notification to employees, job applicants, and employee organizations:

The district does not discriminate on the basis of sex in any education program or activity that it operates. The prohibition against discrimination on the basis of sex is required by federal law (20 USC 1681-1688; 34 CFR Part 106) and extends to employment. The district also prohibits retaliation against any employee for filing a complaint or exercising any right under Title IX.

The district has designated and authorized the following employee as the district's Title IX Coordinator, to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking:

Superintendent

Pioneer Union Elementary School District

1888 Mustang Dr.

Hanford, CA 93230

559-585-2400

title9coordinator@puesd.net

Any individual may report sex discrimination, including sexual harassment, to the Title IX Coordinator or any other school employee at any time, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon receiving an allegation of sexual harassment, the Title IX Coordinator will promptly notify the parties, in writing, of the applicable district complaint procedure.

To view an electronic copy of the district's policies and administrative regulations on sexual harassment, including the grievance process that complies with 34 CFR 106.45, please see BP/AR 4119.11/4219.11/4319.11/5145.7 – Sexual Harassment and AR 4119.12/4219.12/4319.12/5145.71 Title IX Sexual Harassment Complaint Procedures on the district's web site at: <https://www.pioneerunion.org/importantnotices/title-ix/>

To inspect or obtain a copy of the district's sexual harassment policies and administrative regulations, please contact Pioneer District Office 559-585-2400

Materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process are also publicly available on the district's web site or at the district office upon request.



Definition of Sexual Harassment

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature is:

1. made either explicitly or implicitly a term or condition of an individual's employment, academic status, or progress;
2. used as a basis for employment or academic decisions affecting such individual;
3. has the purpose or effect of having a negative impact upon an individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; or is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. (Ed. Code 212.5.)

Specific Examples of Sexual Harassment

Sexual harassment includes but is not limited to:

1. suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects, pictures, cartoons or posters.
2. continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
3. coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee, such as threats of reprisal; implying or withholding support for an appointment, promotion, transfer, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed.
4. coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student, including promises or threats regarding grades, course admission, performance evaluations, or recommendations; enhancement or limitation of student benefits or services (e.g., scholarships, financial aid, work-study job.)
5. the deliberate or careless creation of an atmosphere of sexual harassment or intimidation, or a hostile or offensive working environment.
6. offering favors or benefits such as a promotion, favorable performance evaluation, favorable grades, assignments, duties or shifts, recommendations or reclassification, in exchange for sexual favors.
7. any other conduct which, at the time of the conduct, constitutes sexual harassment under any state or federal law or implementing regulation.



Responsible District Officer

The Superintendent shall be the "District Officer" responsible for the overall implementation of all policies and regulations prohibiting sexual harassment. The District Officer shall assist in the processing of all complaints, shall ensure that this policy and its implementing regulations are appropriately distributed to students and employees and may initiate training and education programs to enable all employees and students to better understand the problems and consequences of sexual harassment. Copies of all documents involving complaints of sexual harassment shall be forwarded to the District Officer to ensure uniform application of this policy and coordinated efforts to prevent and eliminate sexual harassment.

Uniform Complaint Procedures (UCP Annual Notice)

Note: More information is available on the District website at: www.pioneerunion.org/importantnotices/ucp/

Pioneer Union Elementary School District Uniform Complaint Procedures (UCP) Annual Notice

For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties

The Pioneer Union Elementary School District annually notifies its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The Pioneer Union Elementary School 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 in:

- Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district
- Every Student Succeeds Act/No Child Left Behind (Titles I-VII)
- California Peer Assistance and Review Programs for Teachers
- Physical Education Instructional Minutes (for grades on through six)
- Child Nutrition
- Consolidated Categorical Aid
- English Learner Programs
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Pupil fees
- School Safety Plans
- Special Education



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A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

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We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

Name or title: Superintendent

Address: 1888 Mustang Drive

Phone: 559-585-2400

E-mail address: superintendent@puesd.net

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.



Copies of our Uniform Complaint Procedures process shall be available free of charge.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)