

Santa Clarita Valley

**It's cool to eat
@My school**

School Food Services Agency

**2014/15
EMPLOYEE
HANDBOOK**

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2014/15

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PREFACE

Dear Santa Clarita Valley School Food Services Agency employee:

Our “Handbook” is designed to provide you with some basic information about our Agency, and basic rules and procedures under which we operate.

I hope that you will find these pages informative, and that this handbook answers most of your questions.

The Santa Clarita Valley School Food Service Agency was established in 1989 by three local school districts: Castaic, Newhall and Sulphur Springs. Saugus Union School District joined in 1997. Today our Agency serves 4 school districts, 38 schools and over 25,000 students. The Agency employs over 170 people, and our current budget is approximately \$9 million for 2014/15.

Each member district has a representative on our Board of Directors, which oversee our overall operation. The 2014/15 Board members are:

Ms. Marcia Dains, Board President (Castaic U.S.D.)
Ms. Ronna Wolcott, Board Clerk (Newhall S.D.)
Ms. Lynn David, Board Presiding Officer (Sulphur Springs U.S.D.)
Dr. Chris Hamlin, Board Member (Saugus U.S.D.)

Our mission is to provide quality breakfast and lunch programs to the school children of the Santa Clarita Valley. We recognize that they are our primary customers, and that their satisfaction is our goal. We want to promote nutritionally well-balanced programs, and promote healthy habits.

Please join our management team, our staff at the school sites, and me in our effort for excellence.

Lynnelle Grumbles
Chief Executive Officer

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ACKNOWLEDGMENT OF SCVSFSA'S 2014/15 EMPLOYEE HANDBOOK: HOW TO ACCESS AND RESPONSIBILITY TO REVIEW

This 2014/15 Employee Handbook supersedes any previously issued employee handbook.

Signed employee copy of this Acknowledgment on file

In order to help you understand how we work together, the Santa Clarita Valley School Food Services Agency (SCVSFSA) has prepared a 2014/15 Employee Handbook which is available for your information and reference at our Agency website. This handbook contains summaries of our policies, operations, procedures, workplace practices, communications, and limited benefit information. It does not cover every Agency policy, procedure, or benefit.

It is your responsibility to review and be familiar with the information contained in this handbook. To view, download, or print this handbook **:

- Go to the Agency website, <http://scvsschoolnutrition.org>
- Click the “**Contact Us**” button
- Click the “**Agency Employee Page**” link
- Select the “**Employee Handbook**” link to view

Special attention should be given to sections with titles highlighted in YELLOW (additions) or GRAY (revisions). Addition(s) or revision(s) have been made to these sections. A hardcopy of the Employee Handbook will be available for reference at each school site or with your Central Kitchen supervisor. A hardcopy may be obtained upon request by contacting the Agency office at (661)295-1574, ext. 120.

By signing this form, you are acknowledging that you are aware of how to access the handbook and that it is your responsibility to be knowledgeable about the information contained therein.

Review the Employee Handbook and return this completed and signed acknowledgement to Becky Goldberg at the Agency office by the due date stated. *A copy of this acknowledgement, which is contained in the employee handbook, has been provided for your records.*

From time to time, we may unilaterally revise, amend, supplement, modify, eliminate or add to these policies and benefits. These policies may be changed at any time at the sole discretion of the SCVSFSA, without prior notice. Every attempt has been made to ensure that our handbook includes the most current legislation and up-to-date information. When made aware of a law or policy change, the Agency will endeavor to notify you of those revision(s).

THIS HANDBOOK IS NOT AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT BETWEEN SCVSFSA AND YOU, THE EMPLOYEE, NOR IS IT A GUARANTEE OF ANY BENEFIT DESCRIBED IN THIS HANDBOOK.

If you are covered by a Memorandum of Understanding (MOU) and specific provisions of the MOU contradict the policies and procedures found in this handbook, the provisions of the MOU supersede those in this handbook provided they do not violate the law. Information contained in this employee handbook is not subject to the grievance procedure.

My signature on this form is an acknowledgment of my responsibility to read carefully, be familiar with, and understand the Employee Handbook.

Employee Name (please print)

Date Signed

Employee Signature

Worksite or Substitute

This information is contained in the 2014/15 Employee Handbook accessible at the Agency website on the “Agency Employee Page”.

****NOTE:** *Some files at our Agency website require that you have Adobe Reader installed on your computer. If you need to download Adobe Reader, click on the “Adobe Reader” icon** at the bottom left of our Agency website “Home” page and follow the directions. You may also go directly to the Adobe website at <http://www.adobe.com/go/getreader/>.*

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PART 1

GENERAL

EMPLOYMENT

INFORMATION

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ACCESSING IMPORTANT AGENCY & EMPLOYEE INFORMATION AT OUR WEBSITE

Visit our Agency website to access, review, download or print important Agency and employee information and documents:

- <http://scvschoolnutrition.org>
- Click “**Contact Us**” button in blue ribbon
- Toward the bottom of the webpage:
 - Click “**Board Policies**” to access Board Policies (BP) and Administrative Regulations (AR)
 - Click “**Agency Employee Page**” to access documents such as:
 - Employee Handbook
 - MOU (CSEA represented employees)
 - Fringe Benefit Information (for benefit eligible employees)
 - Workers’ Compensation Information
 - Tax Information
 - Board Packets
- *Hardcopies of most documents may be obtained upon request by contacting the Agency Human Resources office at (661)295-1574, ext. 120.*

DISCLAIMER: While endeavoring to provide the most up-to-date documents for your ease of use, occasionally posted documents are out-of-date as laws, policies, procedures, and benefits are subject to update at any time. If you have any questions, please contact the Agency Human Resources office at ext. 120.

Reference – Employee Handbook, Part 5, Appendices:

- *Appendix F -- Accessing Important Agency & Employee Information at our Website*

FINGERPRINTS

According to Assembly Bills AB-1610 and AB-1612, all school employees must be fingerprinted and cleared of criminal history, by the Department of Justice, prior to employment or starting work.

You may get your fingerprints done at:

California Fingerprinting Authority
28130 Ave Crocker, Suite 306
Valencia, CA 91355

The Agency will fill out paperwork. The Applicant **must take this paperwork with them**. The fee, paid by applicant, is **\$20.00** (cash, local bank checks) or **\$23.00** (Visa, MasterCard). Hours are Monday through Friday, 9:00 a.m.-5:00 p.m. No appointment is needed.

Applicant must take three (3) copies of Live Scan Form, and valid photo ID: Drivers’ License, California ID or Passport.

Be sure paperwork is turned into our Agency after you have had your fingerprints taken. The Agency does not provide reimbursement for fingerprints (07/01/14).

TUBERCULOSIS (TB) TEST rev. 12/01/14

All school district employees are required to have current, negative TB test results on file according to Education Code 49406 and Administrative Regulation (AR) 4212.4.

New Employees: your TB test must be taken before starting employment.

Current Employees must have a TB test every four years. Any employee testing positive from a standard test must have a chest x-ray showing negative.

Getting the TB test:

- You may go to **your own doctor** for this test (may be more expensive than U.S. HealthWorks); or go to:
- **U.S. HealthWorks:** located at either 22840 Soledad Canyon Rd., Saugus, CA 91350 or 25733 Rye Canyon Road, Valencia, CA 91355
 - **Applicant/New Employees:** \$22.00 (\$24.00 beginning 01/01/15) will be paid by applicant with letter from the Agency
 - **Current Employees:** The Agency will pay the cost for follow-up testing every 4 years.
 - NOTE: Reimbursement for a TB skin test conducted by your own doctor will not exceed the cost of a test conducted by U.S. HealthWorks
 - A chest x-ray, if necessary, is \$44.00 (\$48.00 beginning 01/01/15). The expense will be borne by **applicant or employee**
 - NOTE: Employees requiring a chest x-ray rather than a TB skin test every four years may be eligible for partial reimbursement not to exceed the cost of a TB skin test conducted by U.S. HealthWorks. Submit your receipted expense to Becky Goldberg for determination of eligibility.

If you have any questions about the above procedures, please call Becky Goldberg at the Agency, (661) 295-1574 extension 111.

Reference – “Board Policies” page at the Agency website:

- *Administrative Regulation (AR) 4212.4 – Health Examinations*

PAYROLL

Paychecks

Employees assigned to work 4 or more hours daily:

- Payroll is issued twice monthly -- on the 10th and 25th.

Employees assigned to work 3.75 or less hours daily:

- Payroll is issued once monthly -- on the 10th.

Substitutes:


- Payroll is issued once monthly -- on the 10th.

If paychecks are not picked up at the Agency office before 11:00 a.m. on the 10th and 25th of the month, they will be mailed. Those with direct deposit will receive their “stub” via our green bags.

Labor Recording Procedures (Payroll Fax Number: 661-554-7070)

Permanent Employees

All permanent employees must clock in or out on the computer themselves. Following are the computer time clock procedures.

- To clock in or out at the schools, double-click the “Time Clock” icon.
 - Utilizing the **EMPLOYEE CLOCK IN/OUT CENTER**, enter your ID Number then your last 4 digits of your social security number twice with a “1” at the end. Example:
 - **ENTER YOUR LOGIN ID:** 123
 - **ENTER YOUR PASSWORD:** 567856781
 - **THEN, CLICK TO LOG IN**
 - Click either: *Clock In* or *Clock Out*
- 
- You must also clock in and out for lunch. You need to clock in and out as close to your assigned work hours as possible.
 - **NOTE: Taking your lunch break is not only the law, it is crucial! You NEED time to test and step away!** However; in the event you are unable to take your lunch break, call an area supervisor at the Agency office a.s.a.p. If you know and can call early enough, we can either get a co-worker in earlier than scheduled or an area supervisor can come over to take over and relieve you. When missing your lunch break, **either a Time Sheet Discrepancy or a Time Clock Discrepancy Form** must be completed, signed by you and your immediate supervisor, and then submitted to Becky Goldberg a.s.a.p.
 - **Time Discrepancies** – (*discrepancies include such things as computer or time clock down, forgot to clock in or out, no lunch break taken, extra hours worked beyond contracted hours*)
 - DO NOT contact Becky Goldberg at the Payroll Office
 - For **daily** discrepancy(ies):
 - Discuss with your Site Team Leader or contact Area Supervisor, Nancy Haddock, or designee as appropriate
 - A Site Team Leader may approve, based on business needs, an occasional extra ¼ of an hour at the end of your shift
 - Additional **verbal** approval is required by Area Supervisor, Nancy Haddock, or designee for:
 - All other changes or additions to your “contracted” hours
 - Normally, your site team leader will contact Nancy Haddock
 - **Any** discrepancy(ies) for Site Team Leaders
 - Complete either a “Time Sheet Discrepancy” or a “Time Clock Discrepancy Form”
 - **Time Sheet Discrepancy -- Preferred Method (see Part 4 – Important Paperwork / Time Discrepancy: Time Sheet Discrepancy sample)**
 - **Print out your time sheet at the end of each work week (Friday)**
 - Document the time discrepancy(ies), along with the reason(s) on your time sheet for the week
 - Sign your time sheet
 - Have your Site Team Leader sign your time sheet
 - If Area Supervisor’s verbal approval was required, please indicate “Nancy OK’d” (or designee’s name) and date area supervisor was contacted to receive approval for each discrepancy

- Fax copy to Becky Goldberg, Payroll Office, at **661-554-7070** (you or the site team leader may fax)
- **Only fax when there is a discrepancy**
- Send in original to Becky Goldberg in next available green bag
- **Complete this procedure again at end of the pay period (15th, 30th/31st)**
- **Time Clock Discrepancy Form – Alternate Method (see Part 4 – Important Paperwork / Time Discrepancy: Time Clock Discrepancy Form sample)**
 - Form completed and signed by you (each day as required)
 - Have your direct supervisor approve
 - Site Team Leader for Nutrition Assistants and Substitutes
 - If needing approval for extra time other than an occasional extra ¼ hour at the end of your shift, have your Site Team Leader contact Nancy Haddock, Area Supervisor, or designee
 - Nancy Haddock, Area Supervisor, or designee for Site Team Leaders (**verbal approval**)
 - Fax copy to Becky Goldberg, Payroll Office, at **661-554-7070** (you or the site team leader may fax)
 - Send original to Becky Goldberg in next available green bag
- Please keep in mind that all employees are paid at their regularly assigned daily hours. If a longer/shorter day is required, it must be approved by:
 - Longer Hours: see above
 - Shorter Hours: the employee's immediate supervisor. In the event of a shorter day, the employee must complete an **EMPLOYEE ABSENCE REPORT (see Part 4 – Important Paperwork / Absence Report examples)** in order to be paid for their missing shortened hours.

Substitutes

Substitute employees must complete their own time sheet on a daily basis (see Part 4 – Important Paperwork / Substitute Time Sheet sample).

- All time sheets must be signed by the **employee** at the end of each pay period.
- All time sheets must be signed by the **Site Team Leader** daily.
- It is the responsibility of the substitute employee to turn in their **original** signed time sheet **to the Payroll Office** on the last working day of each month.
 - **If you are unable to submit the original that day, please fax a copy to 661-554-7070 and send in the original to the Payroll Office a.s.a.p.**
 - We have a deadline entering time sheets with the County of L.A. (who prints our paychecks).
 - **If your information is not received before the deadline, your paycheck will not be issued until the following pay cycle.**
 - Signed original time sheets must be turned into Becky Goldberg, even if faxed.

Resignation

When resigning from the Agency we would appreciate at least ten (10) days' notice.

- You must leave a written letter of resignation--a brief note stating why you are leaving and when your last day will be.
- You must return your Name Tag/ID Badge, along with any other Agency property that has been issued to you
- **Failure to follow the above procedure may delay the release of your paycheck.**

BENEFITS

All retirement and medical benefits are defined in the Memorandum of Understanding (MOU) between the CSEA local chapter and the Agency administration. A copy of the MOU may be viewed, printed, or downloaded on the "Agency Employee Page" at our website.

1. All Agency permanent employees who are contracted to work 4 hours or more are entitled to pro-rated health benefits (based on contracted hours) as defined in the MOU. For more information you can contact the Personnel Office at extension 116.
2. All Agency permanent employees who are assigned to work four (4) or more hours per day automatically participate in the PERS (Public Employees Retirement System). For more information you can contact the Personnel Office at extension 116.
 - a. NOTE: If you are, or become eligible for PERS at another company after your Agency hire date, please notify our H.R. Department at ext. 111.
3. All permanent employees and substitutes who are assigned to work less than four (4) hours per day participate in the Alternate Retirement Plan. National Benefit Services administers this plan. A summary of the program is available upon request from the Personnel Office at extension 116.

Reference – "Agency Employee Page" at the Agency website:

- SCVSFSA MOU -- Section VII – Employee Benefits – refer to for additional benefit information and clarification
- "Fringe Benefits" Documents

VACATION DAY REQUESTS

Vacation days are accrued, one per month. *(Please refer to the MOU, Section 10.8 regarding longevity vacation credit accrual if you've been employed with the Agency in permanent status for 5 full contracted years of service or more).* If you are a 10 month employee, **you are expected to take vacation days during the Fall, Winter, and Spring breaks.** If a vacation day is requested, it must be requested at least ten (10) days in advance, and approval will be **based on the needs of the Agency.** If the request is received less than ten (10) days in advance, **approval cannot be guaranteed.**

Reference – "Agency Employee Page" at the Agency website:

- SCVSFSA MOU -- Section 10.8 – Vacation Leave

ABSENCE

If you plan to be absent, and you know in advance, you must submit the Agency's **EMPLOYEE ABSENCE REPORT** (see Part 4 – Important Paperwork / Absence Report examples).

Remember: requests for vacation and jury duty** must be submitted a **minimum** of 10 working days prior to the planned day(s) non-attendance. (**See Part 4 – Important Paperwork / Jury Duty Procedures.)

If your absence is due to sudden illness or a family emergency, you must follow the Emergency Absence procedure. Pre-planned Doctor or Dental appointments (where at all possible) should also follow this 10 day guideline and be scheduled after working hours.

EMERGENCY ABSENCE

When reporting your absence to the Agency, it is required that **YOU**, (not a family member or friend), **call** the Agency or your supervisor as indicated below. **Texting is not an acceptable business practice for reporting your absence.** If there is an unforeseeable emergency where a phone call or phone message is not possible, a text message **may** be used as a last resort. At the earliest possible time, it is required that a follow-up phone call be made by you.

SCHOOL SITES

Call (661)295-1574, extension 119 to report your absence – Call before 7:00 A.M.

If you are unable to report to work, call **(661)295-1574, extension 119** and leave a message on the Voice Mail. **All calls must be made before 7:00 A.M.** Give the following information:

- Your name
- Your work location
- Assigned hours you work (example: 11:00-1:30)
- Date(s) and amount of day(s) you will be absent
- Reason for absence

Instructions for calling in an absence: Call in immediately when you are unable to report to work to give us time to locate a substitute. As the voice mail is available 24 hours a day to receive your calls, **please call BEFORE 7:00 A.M. (the earlier the better)**. Please consider the “big picture”: we may be contacting numerous (as many as 15-25 per day) substitutes ** for that day.

** Please do not make arrangements for your own shift replacement. This is the responsibility of the Agency office staff.

CENTRAL KITCHEN (CK) PRODUCTION STAFF

Call your supervisor or designee at **(661)295-1574, extension 110** to report your absence. Call must be made by 4:00 a.m.

DRIVERS/WAREHOUSE/MAINTENANCE/CUSTODIAL STAFF

Call your supervisor or designee at **the appropriate cell phone number** to report your absence. Call by 10:00 p.m. the night before (preferably) OR 1 hour **only** prior to the start of your shift.

PROCEDURE FOR RETURNING TO WORK AFTER AN ABSENCE

The day you return, please complete the **EMPLOYEE ABSENCE REPORT (see Part 4 – Important Paperwork / Absence Report examples)**, including the same information as listed above. Be sure to sign and date the form, and send it to the Agency office the same or next day by way of our delivery driver. **In order to get paid for your absence, paperwork must be submitted. Employee Absence Report and time clock entries must reflect same information.**

- If the dates of absence fall in two different pay periods, you must complete an Employee Absence Report for EACH pay period.

Any illness or injury that causes a three (3) or more consecutive working days absence requires a written doctor's notice stating s/he has released you to full duty, no

restrictions, permitting you to return to work. This requirement is in place to help ensure that the employee is capable of and well enough to resume normal work duties.

Reference – “Agency Employee Page” at the Agency website:

- SCVSFSA MOU -- Section 10.6 – Sick Leave

FMLA, CFRA, PDL, OR OTHER TYPES OF LEAVES OF ABSENCE

FMLA (Family and Medical Leave Act), CFRA (California Family Rights Act), PDL (Pregnancy Disability Leave), or other types of leaves of absence may be requested pursuant to Federal and State laws, Agency Administrative Regulation 4161.8 and the SCVSFSA MOU. Should you need to request a leave of absence, please contact the Personnel Office, 661-295-1574, ext. 116, to obtain the necessary paperwork.

Please refer to the following documents (*available as Appendices in your Employee Handbook or at the Agency website*):

- **Appendix A** (*also at the Agency website*)
 - **FMLA** “Employee Rights and Responsibilities Under the Family and Medical Leave Act” information (WHD Publication 1420 Rev. 02/2013) – Federal law
- **Appendix B** (*also at the Agency website*)
 - **CFRA “Notice B”**--Family Care and Medical Leave and Pregnancy Disability Leave (DFEH-100-21 11/12) – California State law
- **Administrative Regulation (AR) 4161.8 – Family Care and Medical Leave** (*available at the Agency website*)
- **SCVSFSA MOU Article X – Leaves** (*available at the Agency website*)

Reference – at the Agency Website:

“Board Policies” page:

- Administrative Regulation (AR) 4161.8 – Family Care and Medical Leave (revised 12/17/13)

“Agency Employee Page”:

- FMLA WHD Publication 1420
- CFRA “Notice B” DFEH-100-21
- MOU – Article X – Leaves
- 2014/15 Employee Handbook:
 - Appendix A – FMLA
 - Appendix B -- CFRA

CATASTROPHIC LEAVE PROGRAM

The Agency has adopted a Catastrophic Leave Program for permanent employees who have become incapacitated due to a catastrophic illness or injury for an extended period of time and have exhausted all paid leaves. Participation in this program (donations and approved withdrawals) **is strictly voluntary and confidential**. Inquiries regarding this program may be directed to the Human Resources office at extension 120.

Reference – “Board Policies” page at the Agency Website:

- Board Policy (BP) and Administrative Regulation (AR) 4161.9 – Catastrophic Leave Program (Revised 09/16/14)

SUMMER EMPLOYMENT

For those employees who are contracted to work less than 12 months per year, summer employment is not guaranteed. If interested in being considered for summer employment, contact Nancy Haddock at (661)295-1574, ext. 114. Restrictions apply to those who are eligible.

GRIEVANCE

No employee or any other participant in a grievance procedure shall suffer reprisals in any way or suffer any professional disadvantage by reason of participation in the processing of any grievance.

UNIFORM PRICING AND POLICY

Uniform Policy -- Cafeterias

1. **ALL Cafeteria Staff** must wear while on duty and ONLY on duty:
 - a. **Name Tag/ID Badge** (*visible at all times while working*).
 - i. *If you do not have a name tag/ID badge, please contact Becky Goldberg at 295-1574, ext. 111.*
 - ii. *The replacement cost for a lost name tag/ID badge is \$5. Order replacement badges from Becky.*
 - b. While in food preparation and serving areas, hair must be completely contained and covered (**at all times**) (e.g., secured in a **hairnet, visor, hat/baseball cap, scarf, paper hat**, etc.)
 - i. Long/medium length hair must be contained in a pony-tail, then bun as well as in a head covering such as a cap or visor.
 - ii. A hairnet must be worn if hair cannot be completely contained in head covering.
 - iii. **Not permitted:** hairpins, curlers or beaded hairnets.
 - c. It is **required** that, while preparing and serving the food, the cafeteria staff wears **aprons**.
 - d. **A shirt with the Agency logo***: An Agency-provided polo shirt, t-shirt, long-sleeve shirt or sweatshirt with Agency logo are to be worn by permanent employees during work shift (***exceptions outlined below***). Agency uniform shirts and sweatshirts are provided annually for permanent employees.
 - i. It is permissible to wear a garment with your school's logo (meaning the school where you serve meals).
 - ii. It is permissible to wear a garment with the CSNA (California School Nutrition Association) logo.
 - iii. Substitute employees may wear a solid, muted color or simple print shirt (e.g., stripes, plaids, flowers).
 - iv. Long-sleeve shirts with an Agency logo are permitted.
 - v. Sweatshirts (in solid, muted colors) with an Agency, school, or CSNA logo or that are logo-free are permitted.
 - vi. **Not permitted:** Midriff tops, sleeveless/tank tops, bell sleeves, or long-sleeve clothing (with the exception of an Agency long-sleeve shirt or sweatshirt as outlined in 1.d.iv and v. above).

- vii. ***Agency logo uniforms are to be worn only while on duty.**
Please do not wear during extracurricular activities.
- viii. ***At such time you no longer have use for Agency logo uniform(s), it is requested they be returned to the Agency (i.e., items are no longer wearable or upon termination of employment). Please do not donate any item with our Agency logo (e.g., to a charity).**
- e. **Loose-fitting walking shorts (knee-length), capris or pants (jeans/any color or khakis) are acceptable.**
 - i. If wearing a **skirt**, it must be knee to mid-calf in length and fitted to avoid snagging on kitchen items or equipment.
 - ii. **Not permitted:** Shorts (other than those indicated above), stretch pants, pajama jeans, jeggings, leggings, sweat pants/jogging suits, bike shorts, etc.
- f. **Clothing or Hats not permitted:** Clothing or hats with personal advertisements, logos (except as outlined above), trademarks, or insignias.
- g. Employees are required to wear firm, structured/supportive **shoes** that are closed toe, flat with non-skid (rubber type) sole and worn with clean stockings or socks (at all times).
 - i. **Not permitted:** Canvas shoes, sandals, slip-ons, open-toe or open back shoes.
- h. NOTE: On “**special event**” days (e.g., holidays, sports day, Hawaiian luau, lunch lady days, etc.), you may dress according to theme; however, the safety and professional appearance guidelines outlined in this section apply.
- i. **Present a professional appearance!** You are a representative of the Santa Clarita Valley School Food Services Agency – be a positive reflection of the services we provide!
 - i. Clothing must be in good condition (e.g., without holes or excessive fading) and appropriate to a school work environment. Clothing that is low-cut, too short or too tight is **not** professional or permitted.
 - ii. **All clothing (including undergarments) must be clean at the start of each work day.** The employee is responsible for laundering all clothing. This includes but is not limited to: Shirt, pants, apron, sweatshirt, etc.

Uniform Policy – Central Kitchen (CK) / Office

2. **ALL CK Employees (includes Production, Transportation/Delivery, Maintenance, Warehouse and Custodial)**
 - a. **Hair coverings:** Must be worn by **all CK employees, other Agency employees and visitors** while walking by or working with food in the CK.
 - i. Hair must be contained in and covered by a hair net, visor, hat/baseball cap, or scarf.
 - ii. Long/medium length hair must be contained in a pony-tail, then bun as well as in a head covering.
 - iii. A hairnet must be worn if hair cannot be completely contained in other type of head covering.
 - iv. **Not permitted:** hairpins, curlers or beaded hairnets.
 - b. **All CK employees, other Agency employees and visitors** who are working with food will wear an **Agency-provided lab coat or apron.**
 - c. **Clothing guidelines for CK employees:**
 - i. **Shirts / Sweatshirts**

1. It is recommended that an Agency-provided polo shirt, t-shirt, long-sleeve shirt or sweatshirt with Agency logo be worn by permanent employees during work shift. Agency uniform shirts and sweatshirts are provided annually for permanent employees.
 2. Shirts or sweatshirts with a CSNA logo may be worn during working hours.
 3. If any other style of shirt, sweatshirt, or coat * is worn, it should be a solid, muted color or simple print (e.g., stripes, plaids, flowers) and free of logos.
 - a. * Coats are permissible when working outside or in a freezer/refrigerator.
 4. **Not permitted:** Midriff tops, sleeveless/tank tops, bell sleeves, or long-sleeve clothing (except as outlined above).
 5. ****Agency logo uniforms are to be worn only while on duty. Please do not wear during extracurricular activities.***
 6. ****At such time you no longer have use for Agency logo uniform(s), it is requested they be returned to the Agency (i.e., items are no longer wearable or upon termination of employment). Please do not donate any item with our Agency logo (e.g., to a charity).***
- ii. **Pants / Capris**
1. Loose-fitting walking shorts (knee-length), capris or pants (jeans/any color or khakis) are acceptable.
 2. If wearing a skirt, it must be knee to mid-calf in length and fitted to avoid snagging on kitchen items or equipment.
 3. **Not permitted:** Shorts (other than those indicated above), stretch pants, pajama jeans, jeggings, leggings, sweat pants/jogging suits, bike shorts, etc.
- iii. **Clothing or hats not permitted:** Clothing or hats with personal advertisements, logos (except Agency or CSNA logos), trademarks, or insignias.
- iv. **NOTE:** On “**special event**” days (e.g., Kids’ Cooking, red or pink shirt days, holidays, etc.), you may dress according to theme; however, the safety and professional appearance guidelines outlined in this section still apply.
- d. **Footwear requirements:**
- i. **Production employees** are required to wear firm, structured/supportive shoes that are closed toe, flat with non-skid (rubber type) sole be worn with clean stockings or socks (at all times).
 1. **Not permitted:** Canvas shoes, sandals, slip-on, open-toe or open back shoes.
 - ii. **Transportation/Delivery Drivers, Maintenance, Warehouse, and Custodial Employees** are required to wear only steel toe work shoes with clean stockings or socks (at all times).
 1. **Custodial employees**, while performing custodial duties, have the option of wearing reinforced toe shoes.
- e. **Name tag/ID Badge:** **All CK employees** must wear while on any school campus (*must be visible at all times*).
- f. **Present a professional appearance!** You are a representative of the Santa Clarita Valley School Food Services Agency – be a positive reflection of the services we provide!

- i. Clothing must be in good condition (e.g., without holes or excessive fading) and appropriate to your Agency work environment. Clothing that is low-cut, too short or too tight is **not** professional or permitted.
 - ii. **All clothing (including undergarments) must be clean at the start of each work day.** The employee is responsible for laundering all clothing. This includes but is not limited to: Shirt, pants, apron, sweatshirt, etc.
3. When visiting a school site, it is recommended that, when possible, the **Director of FS** and **Area Supervisors** wear a garment with the Agency's logo. The **Certified Chef** will wear an Agency-provided chef's jacket or lab coat while walking by or working with food or while representing the Agency in a professional capacity. While at a school site, their name tag/ID badge will be worn (*must be visible at all times*).
4. **Office employees** will dress in conservative professional office attire, appropriate to their position at the Agency.
5. **REMINDER:** When any **CK or office employee visits a school site**, following are the dress code guidelines:
 - a. Name tag/ID badge (**required** – *must be visible at all times*);
 - b. Shirt displaying Agency logo (**strongly recommended**):
 - i. Polo
 - ii. T-shirt
 - iii. Long-sleeve or other style shirt
 - c. A hair covering **and** a lab coat or apron if preparing or serving food (**required**)
 - d. Closed toe shoes (**required** -- see 2.d. above)
 - e. Walking shorts, capris or pants (**required** -- see 2.c.ii. above)

Uniform Pricing
Subject to Change

Uniform Item	SCVSFSA Points	US \$
Name Tag/ID Badge	---	No cost
Replacement Name Tag/ID Badge	---	\$ 5.00
"Papa Pavy's" Logo Shirt (V-Neck with collar or Polo)	17	\$17.00
Polo Shirt ("It's Cool" logo)	16	\$16.00
Logo T-shirt (Round Neck)	8	\$ 8.00
Logo T-Shirt (V-Neck, no collar)	11	\$11.00
Zippered Sweatshirt (with hood)	30	\$30.00
Sweatshirt (pullover, no hood)	11	\$11.00
Apron (short)	7	\$7.00
Apron (long)	9	\$9.00

Uniform Allotment (Per Year)

- All cafeteria employees may use up to 40 points “free” per year to purchase uniform item(s).
- All CK production employees may use up to 30 points to purchase uniform item(s).
- All CK warehouse, maintenance, transportation/delivery, and custodial employees may choose **either** the receipted reimbursement stipend for reinforced/steel toe work shoes or up to 32 points to purchase uniform item(s).
- All office employees may use up to 30 points to purchase uniform item(s).
- * No points can be carried over to the next school year – use them or lose them!
- Substitute employees do not receive points for uniforms but are welcome to purchase a shirt from the Agency if desired.
- Uniforms are to be obtained at the Agency office; employees will not be paid for their time or mileage.

Buying Additional Uniform Items

- Additional items may be purchased from the Agency at the Office.
- If an employee has any SCVSFSA uniform point(s) left for the current school year, s/he can apply them toward a \$ purchase (with the exception of a long-sleeve shirt).
- To purchase uniforms above allotted annual uniform points:
1 point = \$1.00.

Exchanges

- Exchanges must be made in person at the Office
- Do not return uniform(s) in the green bags to the Office for exchange(s)

PART 2

EMPLOYEE

RIGHTS &

RESPONSIBILITIES

UNDER LAW &

AGENCY POLICIES

& PROCEDURES

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UNIFORM COMPLAINT PROCEDURES

The Board recognizes that SCVSFSA is primarily responsible for complying with applicable state and federal laws and regulations governing the Agency's programs. SCVSFSA shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with its uniform complaint procedures. (5 CCR 4620)

SCVSFSA shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group identified under Education Code 200 and 220 and Government Code 11135 including actual or perceived sex, sexual orientation, gender, ethnic group, identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any SCVSFSA program or activity that receives or benefits from state financial assistance.

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in any of its programs or activities. (5 CCR 4610)

SCVSFSA's Compliance Officer who receives and investigates complaints and ensures the Agency's compliance with law is our Chief Executive Officer (CEO). SCVSFSA's complete Uniform Complaint Procedure is contained in Board Policy (BP) and Administrative Regulation (AR) 1312.3. A copy of these procedures may be requested free of charge.

Reference -- "Board Policies" page at the Agency website:

- *Board Policy (BP) 1312.3 – Uniform Complaint Procedures (Adopted 03/27/12)*
- *Administrative Regulation (AR) 1312.3 -- Uniform Complaint Procedures (Approved: 03/27/12)*

CIVIL RIGHTS TRAINING

(Rev. 10/27/14)

District Civil Rights Coordinator for Child Nutrition Programs

- Lynnelle Grumbles, MS,RDN,SNS-Chief Executive Officer

What is Discrimination?

- Different treatment which makes a distinction of one person or a group of persons from others; either intentionally, by neglect, or by action

Goals of Civil Rights

- Equal treatment for all applicants and beneficiaries
- Elimination of barriers that prevent or deter people from receiving benefits
- Dignity and respect for all

Public Notification

- Inform applicants, participants, potentially eligible persons, and grassroots organizations on how they can participate in Child Nutrition Programs, eligibility requirements, benefits, services, and changes in services, locations, and hours of service.
- Display “And Justice for All” poster (Must be visible and legible)
- Non-discrimination statement on all materials distributed about child nutrition programs

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

“USDA is an equal opportunity provider and employer.”

- Information must be provided in appropriate translations
- Provide information in alternative formats for persons with disabilities

Compliance Reviews

- Examines activities to determine adherence with civil rights requirements

Data Collection

- Collect and maintain racial/ethnic participation documentation, self-reporting is preferred
- Used to determine how effectively the program is reaching potentially eligible children.

Customer Service

- Each child should have access to and receive the same menu items in the same amounts
- No Separate eating areas, seating arrangements, and serving lines.
- Ask: Am I treating this child the same way I treat others?

Protected Classes

- Program operations should not discriminate against participants based on: race, color, national origin, sex, age, or disability

If there is a complaint

- Refer to Civil Rights coordinator listed above
- Collect and document information

Resolution

- Review and evaluate facts in order to take Corrective Action



NONDISCRIMINATION

The Board of Directors desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law.

Agency employees are prohibited from discriminating against or harassing any other SCVSFSA employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

Prohibited discrimination consists of taking action against a person that would adversely impact conditions of employment in the Agency, including but not limited to wages, hours, terms and benefits based on any of the prohibited categories of discrimination listed above. Additionally, discrimination is prohibited based on the person's:

- Religious creed, religious dress or grooming practices, or any conflict between religious beliefs, observances, or practices and an employment requirement; or
- Pregnancy, childbirth, breastfeeding, or any other related medical conditions.

Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe and pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile or offensive work environment.

Retaliation is prohibited against any employee or job applicant, who complains, testifies, assists, or in any way participates in SCVSFSA's complaint procedures instituted by Board policy. Any employee who engages in prohibited discrimination, harassment, or retaliation or who helps or encourages 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.

An employee or applicant who feels that he/she has been or is being discriminated against or harassed in violation of SCVSFSA policy should, without fear of reprisal, immediately contact, as appropriate, his/her supervisor or the Agency's Chief Executive Officer (CEO) who shall advise the employee or applicant about SCVSFSA's procedures for filing, investigating, and resolving any such complaints. (*Refer to Administrative Regulation (AR) 4031—Complaints Concerning Discrimination in Employment for complete complaint procedures.*) Complaints involving discrimination shall not be subject to any requirement of Board Policy that would cause the employee to resolve the complaint directly with the offending person.

In addition to filing a discrimination or harassment complaint with SCVSFSA, a person may also file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). Refer to AR 4031 (Other Remedies section) regarding time limits for filing such complaints.

Reference -- "Board Policies" page at the Agency website:

- Board Policy (BP) 0410 – Nondiscrimination in SCVSFSA Programs and Activities (Adopted 03/27/12)
- Board Policy (BP) 4030 – Nondiscrimination in Employment (Revised 04/23/13)
- Administrative Regulation (AR) 4031 – Complaints Concerning Discrimination in Employment (Adopted 05/15/12)

SEXUAL HARASSMENT

Sexual Harassment is Illegal and Violates Company Policy

The Santa Clarita Valley School Food Services Agency is committed to providing a work environment free of sexual harassment in accordance with applicable federal and state law as well as Agency policies. In furtherance of this commitment:

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

Definition and Examples of Sexual Harassment

Sexual harassment is defined by the *Fair Employment and Housing Act* as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser.

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

- Submission to the conduct is made either an explicit or implicit term or condition of employment, status or promotion.
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting him/her.
- The harassment:
 - Substantially interferes with an employee's work performance.
 - Creates a negative impact on the individual's work performance.
 - Creates an intimidating, hostile, or offensive work environment.
 - Is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment.
 - Limits the ability to participate in or benefit from a SCVSFSA program or activity.
- Submission to or rejection of the conduct by the other individual is used as a basis for any decision affect benefits, services, honors, programs, or activities available at or through SCVSFSA

Examples of actions that could be considered sexual harassment whether committed by a supervisor, co-worker, or non-employee in the work setting are outlined in Appendix E -- Sexual Harassment (BP & AR 4119.11).

Sexual Harassment Prevention and Complaint Procedure

SCVSFSA's Chief Executive Officer (CEO) shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment.

Any SCVSFSA 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 report the incident to his/her supervisor or the CEO without fear of reprisal. A complaint of sexual harassment shall be filed in accordance with Administrative Regulation (AR) 4031 – Complaints Concerning Discrimination in Employment.

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

In addition to filing a complaint with SCVSFSA, a person may also file a complaint with the California Department of Fair Labor and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC) (contact information listed under "Reference" below). Comprehensive complaint procedures and legal remedies, as well as time limits for filing valid complaints, are available at the appropriate agency's website. In addition, time limits for filing complaints with the DFEH or EEOC are available in Administrative Regulation (AR) 4031 (*Complaints Concerning Discrimination in Employment*).

Reference:

Employee Handbook, Part 5, Appendices:

- *Appendix E -- Board Policy (BP) & Administrative Regulation (AR) 4119.11 – Sexual Harassment (Adopted 05/15/12)**

"Board Policies" page at the Agency website:

- *Administrative Regulation (AR) 4031 – Complaints Concerning Discrimination in Employment (Adopted 05/15/12)*
- ** BP & AR 4119.11 – Sexual Harassment*

California Department of Fair Employment and Housing (DFEH)

- www.dfeh.ca.gov/
- 1(800)884-1684 or 1(800)700-2320 (TTY number)
 - *The Facts About Sexual Harassment pamphlet:*
www.dfeh.ca.gov/res/docs/publications/DFEH-185.pdf

Equal Employment Opportunity Commission (EEOC)

- <http://www.eeoc.gov/employees/charge.cfm>
- 1(800)669-4000 or 1(800)669-6820 (TTY number)

REPORTING OF CHILD ABUSE & NEGLECT

Child Abuse and Neglect Reporting Act (CANRA)

CANRA / Penal Codes §11164-11174.3

Mandated Reporter

- California law *requires* certain people to report known or suspected child abuse or neglect. As a Santa Clarita Valley School Food Services Agency (SCVSFSA) permanent or substitute classified employee, you have been identified as a "**mandated reporter**."
- A copy of the **relevant provisions** of the Child Abuse and Neglect Reporting Act (CANRA § 11165.7, 11166, and 11167) has been provided in **Appendix G**. [CANRA §11166.5(a)]
- The **complete statute** [CANRA / Penal Codes §11164-11174.3] can be found online at <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=11001-12000&file=11164-11174.3>.

When Reporting Abuse is Required

A mandated reporter, who in his or her professional capacity, or within the scope of his or her employment, has knowledge of or observes a person under the age of 18 years whom he or she knows or reasonably suspects has been the victim of child abuse or neglect must report the suspected incident (see "Where to Call In and Send the Written Abuse Report" below). The reporter must contact a designated agency immediately or as soon as practicably possible by **telephone**, and must prepare **and** send a **written report within 36 hours** of receiving the information concerning the incident. [CANRA §11165.6 & 11166]

Abuse or Neglect That Must Be Reported

- **Physical injury** or death inflicted by other than accidental means on a child or by another person. [CANRA §11165.6]
- **Sexual abuse** meaning sexual assault or sexual exploitation of a child. [CANRA §11165.1]
- **Neglect** meaning the negligent treatment, lack of treatment, or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. [CANRA § 11165.2]
- **Willful harming or injuring or endangering a child** meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer, unjustifiable physical pain or mental suffering, or causes or permits a child be placed in a situation in which the child or child's health is endangered. [CANRA §11165.3]
- **Unlawful corporal punishment or injury** willfully inflicted on a child and resulting in a traumatic condition. [CANRA § 11165.4]
- Abuse or neglect (defined above) in **out-of-home care** (where the person responsible for the child's welfare is a licensee, administrator, or employee of facility to care for children, or an administrator or employee of a public or private school or other institution or agency). [CANRA § 11165.5]

Reasonable Suspicion

"Reasonable Suspicion" is defined to mean it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. "Reasonable suspicion" doesn't require certainty. [CANRA § 11166(a)(1)]

Where to Call In and Send the Written Abuse Report

- **Telephone reports** of suspected child abuse or neglect must be made immediately or as soon as possible to:
 - Any police department or sheriff's department (SCV Sheriff – 661-255-1121) (excludes school district police or security department),
 - County probation department (if designated by the county to receive mandated reports), or
 - County welfare department (1-800-540-4000 Child Protection Hotline).[CANRA §11165.9 & 11166]
- The **written report**, to be submitted within 36 hours after the telephone report, must include the information described in CANRA §11167(a) and may be submitted on Form SS 8572 (Suspected Child Abuse Report), available online at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf.
 - Instructions for Form SS 8572 are available online at http://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/8572_instruct.pdf.
- You may consult with the school principal or SCVSFSA supervision prior to calling or filing a written report if you have any questions or concerns. However, you still must report if you have reasonable suspicion of abuse or neglect.
 - Employees are encouraged to notify the SCVSFSA Food Services Director and the school principal in the event a report of child abuse is made. This notification may be made anonymously. Notification procedures may not conflict with CANRA §11166.

Responsibility for Reporting [CANRA §11166]

- If you have knowledge or reasonable suspicion of child abuse or neglect, you are responsible to report.
- If you and at least one other person jointly have knowledge of known or suspected abuse or neglect, an agreed upon team member may make one telephone report and written report. A team member who has knowledge that the designated individual failed to make the required report shall thereafter make the report.

- No supervisor or administrator may impede or inhibit the reporting duties and no person making such report shall be subject to any sanction for making the report.
- If you confer with a superior and whether or not he or she agrees with you, you must make the report as the individual with the original suspicion/knowledge.

Immunity and Confidentiality of Reporter and of Abuse Reports

Mandated reporters have immunity from criminal or civil liability for reporting as required or authorized by law. [CANRA §11172(a)] The identity of a mandated reporter is confidential and disclosed only among agencies receiving or investigating reports and other designated agencies. [CANRA §11167(d)(1)] Reports are confidential and may be re-disclosed only to specified persons and agencies. Any violation of confidentiality provided by CANRA is a misdemeanor punishable by imprisonment, fine, or both. [CANRA §11167.5(a)-(b)]

Penalty for Failure to Report Abuse

A mandated reporter who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail, a fine of \$1000, or both. [CANRA §11166(c)]

Acknowledgement of Responsibility

Every SCVSFSA employee agrees to be familiar with, understand their responsibility to report known or suspected child abuse or neglect in compliance with CANRA §11166, and comply with its provisions. Contact an area supervisor or the Director of Food Services with any questions you may have.

Reference:

Employee Handbook, Part 5, Appendices:

- Appendix G -- CANRA § 11165.7, 11166, and 11167

Complete CANRA (Penal Codes) §11164-11174.3 available at:

- <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=11001-12000&file=11164-11174.3>.

DRUG- AND ALCOHOL-FREE WORKPLACE

The Board of Directors believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment. The Santa Clarita Valley School Food Services Agency recognizes the potential dangers of drug and alcohol abuse in the workplace. Such abuse increases safety risks to employees and students where the impaired employee is responsible for supervision of, or providing direction to, students or Agency employees, operation or maintenance of vehicles or machinery, or other responsibilities involving the health and welfare of Agency personnel and all those they come in contact with. Additional dangers of drug and alcohol abuse may include a loss of efficiency to the Agency, and an additional burden on co-workers who must accommodate the absences or inefficiency of an impaired employee.

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of SCVSFSA for any employee to distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall an employee unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance (*as defined in Schedules I through V of section 202 of the federal Controlled Substance Act [21 U.S.C. §812] and as further defined by regulation at 21 CFR, §1300.11 through 1300.15*) before, during and after hours of the Agency or in any Agency staffed location as defined below. (*Government Code 8355; 41 USC 8103*)

- ***Under the influence*** means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.
- ***On duty in any "Agency staffed location"*** means acting in an Agency employee capacity during or after normal Agency operating hours for any of the following reasons:
 - On Agency property or in any school building or on any school premises;
 - In any Agency-owned or personal vehicle used to transport Agency employees, non-Agency individuals, or Agency property to and from school or school activities or for Agency business;
 - Off-school or off-Agency property at any Agency/school-sponsored or Agency/school-approved activity, event or function such as field trips or athletic events, where students or Agency employees are under the jurisdiction of the member school districts or Agency supervision; or
 - During any period of time such employee is supervising or directing students or Agency staff on behalf of the member school districts or otherwise engaged in member school districts or Agency business

You may contact the Personnel Office, extension, 116, to discuss drug counseling or rehabilitation options that may be available to you.

YOU ARE FURTHER NOTIFIED that if you are engaged either directly or indirectly in work on a federal grant, it is a condition of your continued employment on any such federal grant that you shall abide by the terms of this statement, and will notify the Agency in writing of your conviction of any criminal drug statute (including a plea of *nolo contendere*), for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

Compliance with the standards of conduct of this policy is mandatory. Any employee who violates the terms of the Agency's drug and alcohol-free workplace policy may be subject to disciplinary action, up to and including termination.

When an employee appears to be impaired and unable to safely and effectively perform their work duties, the Agency reserves the right to require that an individual receive a Medical Doctor's evaluation/screening. At its discretion, the Agency Board of Directors may also refer the case to appropriate authorities for criminal prosecution.

Reference -- Agency website:

"Board Policies" page:

- *Board Policy (BP) 4020 – Drug and Alcohol-Free Workplace (Adopted 05/15/12)*

"Agency Employee Page":

- *MOU Section 13.4.2 – Disciplinary Action for Cause*

SMOKE-FREE WORKPLACE

Smoking is prohibited at all school campuses as well as inside the Agency office, Central Kitchen, and Agency vehicles.

- At school campuses, you must leave the campus completely to smoke (the entire campus is non-smoking, not just in the kitchen).
- At the Agency office and Central Kitchen, there are designated smoking areas outside the building.



If you need to smoke, it must be done during your Agency scheduled break or lunch period.

DISASTER SERVICE WORKERS

Per Government Code 3100-3102, Board Policy (BP) and Administrative Regulation (AR), SCVSFSA staff and all students it serves must be prepared to respond quickly and responsibly to emergencies, disaster, and threats of disaster. **All SCVSFSA employees and substitutes that are United States citizens** are declared by law to be disaster service workers and shall take the oath (or affirmation) required for disaster service workers.

In the event of natural, manmade, or war-cause emergencies which result in conditions of disaster or extreme peril to life, property, and resources, these employees and substitutes are subject to disaster service activities assigned to them by their supervisor or by the law.

In addition, as part of the Agency's Emergency Response Plan, the Central Kitchen facility may be used as a Mass Care Shelter by the American Red Cross.

Reference -- "Board Policies" page at the Agency website:

- Board Policy (BP) 3516 – *Emergencies & Disaster Preparedness Plan (Adopted 03/27/12)*
- Administrative Regulation (AR) & Exhibit (E) 4112.3 – *Oath or Affirmation (Adopted 05/15/12)*

BLOODBORNE PATHOGENS

The Agency shall determine which employees have occupational exposure to, (that is those employees who can reasonably be anticipated to come into contact with), bloodborne pathogens or other potentially infectious materials (OPIM). In accordance with the Agency's Injury and Illness Prevention Program, employees having occupational exposure shall be offered the Hepatitis B vaccination.

While not expected during the normal course of performing Agency job duties, employees will take proper precautions to avoid an exposure incident involving blood and body fluids. OSHA defines an **exposure incident** as a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact (e.g., needle-stick injury) with blood or OPIM.

In the event of **potential exposure** or an **exposure incident** (e.g., blood or OPIM on a surface in your work area), immediately contact your school site office or your supervisor at the Central Kitchen to determine protocol for dealing with the situation at hand (e.g. clean up). In the event you experience an **exposure incident** at work, thoroughly wash your hands or flush your skin or mucous membrane(s) that came in direct contact with blood or OPIM a.s.a.p. Then, immediately report the incident to the Personnel Department, extension 116. Specific details regarding the Agency's post exposure evaluation and follow-up procedures will be addressed at that time.

Reference -- "Board Policies" page at the Agency website:

- Board Policy (BP) 4119.43 & Administrative Regulation (AR) – *Universal Precautions (Adopted 05/15/12)*

SCVSFSA CODE OF SAFE PRACTICES

Signed employee copy of Acknowledgment contained in Appendix C on file

It is the policy of SCVSFSA that everything possible will be done to protect employees, students and visitors from injuries and illnesses. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with the safety rules will be grounds for corrective discipline, up to and including termination.

Supervisors shall insure that employees observe all applicable SCVSFSA, Federal and State safety rules and practices and take action as is necessary to insure total compliance.

Reference -- Employee Handbook, Part 5, Appendices:

- *Appendix C – Santa Clarita Valley School Food Services Agency Code of Safe Practices 2014/15*

EMPLOYEE USE OF TECHNOLOGY

Employees shall be responsible for the appropriate use of technology and shall use SCVSFSA's technological resources primarily for purposes related to their employment. Such use is a privilege which may be revoked at any time.

Signed employee copy of this Acknowledgment on file

Acknowledgment: Employee Use of Technology Acceptable Use Policy (AUP) of Agency Computer Systems

Please sign and date this form to acknowledge your responsibility to read, understand, and abide by Santa Clarita Valley School Food Services Agency's "Acceptable Use Policy". A copy of this signed Acknowledgment is contained in the 2014/15 Employee Handbook – Part 2 (Employee Use of Technology).

Refer to "Appendix D" in the SCVSFSA 2014/15 Employee Handbook to review our Board Policy (BP) & Administrative Regulation (AR) 4040 (*adopted: May 15, 2012*) governing Employee Use of Technology (our Acceptable Use Policy (AUP) of Agency Computer Systems). You may also review BP and AR 4040 at our Agency website on the "Board Policies" page.

Print Name: _____
Signature: _____
Date: _____
Worksite or Substitute: _____

PLEASE MAKE SPECIAL NOTE OF THIS PART OF THE "ACCEPTABLE USE POLICY"

EMPLOYEE USE OF TECHNOLOGY -- Board Policy (BP) 4040(b)

Use of Cellular Phone or Mobile Communications Device

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of *[the]* law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

NOTE: Our Agency has a strict policy prohibiting the use of a cell phone or mobile communications device (whether for Agency or personal reasons) while driving an Agency vehicle OR while driving your personal vehicle performing Agency business WITHOUT a hands-free device.

Reference

Employee Handbook, Part 5, Appendices:

- *Appendix D -- Acceptable Use Policy (AUP) of Agency Computer Systems -- (BP and AR 4040 Adopted 05/15/12)**

“Board Policies” page at the Agency website:

- ** BP & AR 4040 – Employee Use of Technology*

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PART 3

OPERATIONS

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PERSONAL GROOMING AND HYGIENE

HEAD:

Hair: Clean, neat with all hair completely contained, secured, and covered in a head covering.

Head coverings: Hairnets must be worn at all times if hair cannot be completely contained in a head covering (such as a visor or hat/baseball cap).

Complete **head-covering** guidelines are outlined in **Part 1 – General Information / Uniform Policy**.

COSMETICS:

Use cosmetics in moderation.

HANDS:

Fingernails must be short, clean and without fingernail polish. No acrylic nails. If so, gloves must be worn at all times.

ACCESSORIES:

When it comes to jewelry, keep safety and sanitation in mind! Wrist watches are permitted; however, no rings (with the exception of wedding bands), no necklaces, bracelets or pierced/clip-on earrings.

FEET:

Wearing firm, supportive shoes will protect feet from burns, falling objects, etc. Be sure to wear clean stockings or socks.

Complete **shoe** guidelines are outlined in **Part 1 – General Information / Uniform Policy**.

CLOTHING:

Present a professional appearance! Clothing, undergarments, socks, and aprons must be clean and in good condition every day. Clothing must be appropriate to a school, central kitchen, driver/delivery, maintenance, warehouse, custodial, or office environment. You are a representative of the Santa Clarita Valley School Food Services Agency -- be a positive reflection of the services we provide! The success of the Agency depends on you!

Complete **uniform and clothing** guidelines are outlined in **Part 1 – General Information / Uniform Policy**.

PERSONAL HYGIENE:

Daily hygiene is most important; bathe daily and use an antiperspirant/deodorant, brush teeth and please, perfume in moderation. Avoid hand contact with face and hair. Cover coughs and sneezes with disposable tissues. Wash hands frequently and thoroughly.

PROTECT YOUR JOB, YOUR CUSTOMER AND YOURSELF.

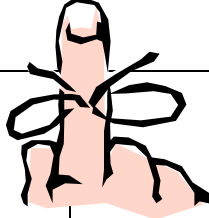
BE PROFESSIONAL!

HAND WASHING

Utilize Proper Hand Washing Procedure:

- Hands (past wrists area) and any section of arms exposed to direct food contact should be thoroughly soaped and scrubbed **for at least 10 to 15 seconds**;
- Rinse and soaped again;
- Rinse and dry with clean paper towels;
- Pay particular attention to the areas underneath the fingernails and between the fingers.

Wash Hands Thoroughly:

<p><u>BEFORE:</u></p> <ul style="list-style-type: none">• beginning work• whenever you change from one task to another		<p><u>AFTER:</u></p> <ul style="list-style-type: none">• using the toilet• eating• handling garbage or dishes• coughing or sneezing• touching your face or hair
--	---	--

GUM CHEWING

Chewing gum is not permitted while on duty at school sites or in the Central Kitchen.

WORK PROCEDURES -- ALL EMPLOYEES & SUBSTITUTES

You are expected to be at your station or assigned location properly dressed at your scheduled start time ready to perform your assigned duties. Do not leave your work place before your scheduled time without your supervisor's approval.

Any deviation from your assigned hours must be recorded via the time clock as well a Time Sheet Discrepancy or Time Clock Discrepancy Form (***permanent employees***) or on your time sheet (***substitutes***). Make sure you have received the appropriate approval(s). (***Also, refer to Part 1 – General Information / Payroll – Labor Recording Procedures.***)

- Example: If your assigned hours are from 9:30 a.m. to 1:00 p.m., you need to be in your working clothes and ready to work promptly at 9:30. You should not be changing back to "street" clothes or leaving until 1:00.
- Should the occasion arise that you need to leave work (including lunch and rest breaks), be sure to inform your immediate supervisor.

All personal transactions/sales shall be conducted by an Agency employee other than the employee for whom the transaction is being conducted. This includes, but is not limited to, transactions such as:

1. A sale to one's own child
2. A sale to one's self
3. Making change from one denomination to another
4. Buying coin or currency for any reason (e.g., silver coins, etc.)

WORK PROCEDURES – SUBSTITUTE

As a substitute, you will be called upon to work in the absence of a permanent employee. The Area Supervisor/designee will call to let you know the time and which site you are to report. Calls are made as soon as we know a substitute is needed. In many instances, you may not be called until the morning of the assignment. Calls begin at 7:00 a.m.

LUNCH AND REST BREAKS – ALL EMPLOYEES & SUBSTITUTES

Employees working less than 4 hours do not qualify for any rest or lunch breaks.

- *Those working at a school site may consume a “school meal” after clocking out at the end of their shift.*

Every employee working four (4) hours or more shall take a 15 minute rest period at or near the midpoint of each work period at the rate of one (1) break per every four (4) hours worked.

- Rest Breaks are mandatory and are scheduled at the discretion of the supervisor/Site Team Leader, according to the needs of the work site.
- *Those working at a school site may consume a “school meal” during their 15 minute break or after clocking out at the end of their shift.*

Those employees assigned six (6) or more hours per day are **required** to take a 30 minute **unpaid** lunch break.

- Lunch Breaks are scheduled by the supervisor/Site Team Leader according to the needs of the work site.
- Make sure you clock in and out for Lunch.
- *Those working at a school site may consume a “school meal” at the time of their break or after clocking out at the end of their shift.*

Drivers may take their break during their route, subject to the needs of the Agency, and consume one (1) “school meal”.

Food or drink may **not** be consumed at the serving line, food preparation area, or at the Red Cart. Any drinks must be kept completely apart from these areas -- this is a Health and Safety code regulation! And drinks must have a straw and a lid.

It is **NOT** permissible to use assigned breaks to leave work early, and the assigned breaks shall not be combined (i.e. if a 15 minute break is not taken, lunch cannot be 45 minutes instead of 30 minutes). Exceptions must be reviewed and approved by upper management on a case by case basis.

WHEN NOT TO WORK

You should not report to work if you have:

- Diarrhea, infections, or a contagious illness;
- Skin infections, boils, open sores;
- Cold, flu, sore throat, respiratory illness;
- Infected hand, wound or burn.



Remember, people are the primary source of food contamination. We want to ensure the food we serve our children is safe to eat. (Also refer to **Part 1 – Emergency Absence** for reporting absences.)

SERVING AND FOOD PREPARATION

- Secure hair and wear proper hair covering.
- Wash hands and wrists with soap and water before beginning work, after using restrooms, and before starting a new task.
- Keep hands away from mouth, nose, hair, etc., when handling food.
- Food handlers must wash hands and wrists after contact with any foreign substances.
- Use proper serving utensils or disposable gloves.
- Plastic gloves should be used once and disposed of.
- Do not handle money while serving.
- No personal food or drink may be consumed in the serving or food preparation areas (includes gum chewing).

FOOD SANITATION AND QUALITY STANDARDS

- Serve hot foods hot, bringing every hot item to the proper cooking temperature. **Reheated items must be brought to 165 degrees.** Food items must be held at 135 degrees or above when serving.
- Serve cold foods cold, holding at 41 degrees or colder. Remove cold foods from refrigerator just before serving.
- Food should be held for service as short a time as possible.
- When possible/as necessary return food to re-warming or re-cooling during meal service.
- Food items should be sampled (taste tested) by staff to ensure satisfactory cooking procedures and quality.

PROPER DISHWASHING TECHNIQUES

BY HAND

1. Use 3 sinks, 1 each for washing, rinsing, and sanitizing.
2. Let pots, pans, dishes, and utensils **AIR DRY. NEVER USE A TOWEL.**
3. To prevent cross contamination; cloths or towels shall **not** be placed underneath pots, etc. that are air drying. These are potential germ carriers.

WORK EFFICIENCY

Efficient work procedures and work areas are key factors in any type of food service operation. Make processes simpler by planning, and being organized. Here are a few basic rules for you to follow, which will help establish efficient work habits.

Following these helpful guidelines will make your work easier and more efficient!

1. KNOW YOUR JOB ASSIGNMENT FOR THE DAY.

Be sure there are no questions as to WHAT is to be done, HOW it is to be accomplished. If questions arise, ask your supervisor for assistance.

2. KNOW YOUR TIME LIMITS.

Plan your work so that each task will be accomplished within the time limit scheduled. The preliminary steps of preparation which take the longest amount of time should be done first. Often many steps of preparation can be done simultaneously and hence save time.

3. ASSEMBLE ALL INGREDIENTS AND EQUIPMENT YOU WILL NEED.

Make only one trip to the storeroom to get all necessary equipment. Always use a utility cart when transporting food and equipment. This will save time and insure safety.

4. USE THE PROPER EQUIPMENT FOR THE TASK.

5. ARRANGE EQUIPMENT AND MATERIALS IN A LOGICAL WORK ORDER.

6. ALWAYS FINISH ONE STEP BEFORE PROCEEDING TO THE NEXT.

7. KEEP YOUR WORKING AREA NEAT AND CLEAN.

8. DON'T MAKE WASTED STEPS.

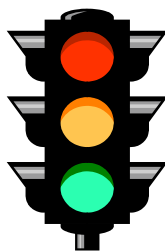
9. KEEP HAND FATIGUE AT A MINIMUM.

Use large body movements instead of fingers and wrist movements. Work at comfortable heights and under good lighting.

10. WORK SAFELY.

Do not carry loads that are heavy. Open cases and carry fewer items at one time (canned goods, etc.) Always use your leg muscles and not your back when bending to lift heavy loads. Ask a fellow food service employee for assistance if two people can lift the item more safely. **Use carts or hand trucks whenever possible.**

<p>WORK CAN BE MADE EASIER AND FUN WHEN SOME PREPLANNING IS DONE!</p>
--



TIPS ON LIFTING OBJECTS TO PREVENT STRAINS

- For balance, stand close to the object with your feet apart about the width of your shoulders.
- Squat down with knees bent. Keep your back straight.
- Grasp the object firmly.
- Breathe in to inflate your lungs. This helps support your spine.
- Lift smoothly using your leg muscles; slowly straighten your legs, then return your back to a vertical position.
- Hold the object firmly and close to your body as you carry it.
- If you need to turn, always turn your body by moving your feet, not by twisting your body.
- Two or more people should work together whenever an object must be placed on a high shelf.
- Do not store heavy or bulky items on top shelves.
- When lifting items over your head, always ask another person for help. Overhead lifting utilizes weaker arm and back muscles. **Again, ask for assistance when needed.**

EMPLOYEE MEALS

The Agency is a non-profit, public school service agency required by law to function under the California Education Code, the same as all public school districts. Since the Agency is a public entity, funded by the State and Federal government, the Education Code states that a “gift” of public funds is unlawful (**therefore, children borrowing money is unacceptable**).

Following are the guidelines established for employee meals while on duty. It is the intent of our administration that the Agency function as a professional organization, operating within legal guidelines, and one of which we can all be proud.

MEALS FOR CENTRAL KITCHEN AND OFFICE EMPLOYEES

Central Kitchen and Office Employees may not purchase or consume Agency-purchased food (meals, snacks, fruit/vegetables, beverages, etc.) unless specifically released by Jane or Peggy. If purchase is authorized, money will be given to the Food Services Director, Director of Finance & Administration, or designee.

The Agency will supply coffee, tea, sugar, and creamer at no charge. Employees are invited to use the refrigerator/freezer and microwave in the test kitchen for personal use should you decide to bring your lunch, snacks, or beverages to work.

MEALS FOR SCHOOL SITE EMPLOYEES

Employees working at school sites may receive one (1) “employee meal” per day at no charge. Employee meals consumed must not exceed the value of an Adult Meal package.

- Employee meal will be limited to what is being prepared that day in the kitchen.
 - Staff will not prepare “special orders” for lunches.
- Meals at or below the current value of an Adult Meal package should be entered into the computer as an “employee meal” (no charge).
 - Computer entry must be entered by Agency employee other than employee consuming meal.
- For items valued over the cost of the Adult Meal package, payment should be made to the site cashier (if cashier is making the purchase, have payment witnessed by another employee).
 - Employees wishing to purchase additional meals or drinks will pay for those items at regular adult price.
- No extra snack items should be consumed without full pay.
- At **no time** are items normally sold from the Red Cart (a la carte) to be consumed by Agency personnel without payment at time of purchase.
 - These items may not be used to replace all or any component(s) of an employee meal.

TAKING OF FOOD OR SUPPLIES WITHOUT PRIOR AUTHORIZATION AND APPROVAL FROM AGENCY EXECUTIVE MANAGEMENT

Signed employee copy of this Acknowledgment on file

MOU 13.4.2 Disciplinary Action For Cause.

- **MOU 13.4.2.3** Conviction or plea of no contest to a felony, ... , or any criminal act of moral turpitude.
- **MOU 13.4.2.7** Negligent or willful damage to Agency property or waste of Agency supplies or equipment; unauthorized use of Agency property for private purposes.

It is against Agency policy to take food or supplies purchased by SCVSFSA or any other organization (including but not limited to the USDA, schools, child care programs, or PTAs):

- From the Agency's central kitchen or office, school site, or other offsite property during or after school hours, including but not limited to, any or all school events, contracted events, or programs while acting under the direction and supervision of the SCVSFSA.
- For your personal use or other use or gain without the prior express verbal or written authorization and approval of SCVSFSA's Director of Food Service, Director of Finance and Administration, or CEO. This includes such items as products that have an expired shelf life, are a damaged product, or are prepared leftovers/extras which must be destroyed (*not an exhaustive list*).

Disregard of this policy by any classified, confidential, management or substitute employee **will be cause for disciplinary action, up to and including termination.**

If in doubt, contact your Area Supervisor for clarification!

Employee Name (please print)

Date Signed

Employee Signature

Worksite or Substitute

This information is contained in the 2014/15 Employee Handbook – Part 3 Operations accessible at the Agency website on the "Agency Employee Page".

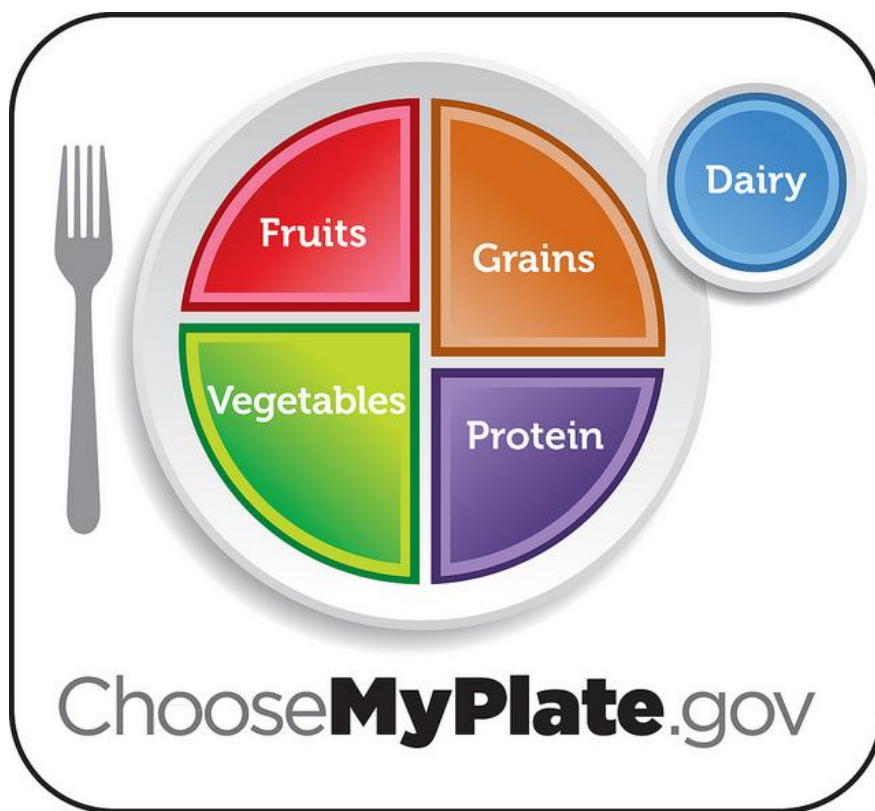
FOOD BASED MENU PLANNING

As our recipes are standardized to meet weekly nutritional guidelines, it is important that all sites follow the same menu schedule. **Do not** make your own unauthorized changes.

The meal plans on the following page explain what components we must **offer**. Students must **select** at least three (3) components, one of which **must** be a fruit or vegetable.

If a substitution is absolutely necessary, every attempt should be made to substitute with a similar product. (Example: Hot Dog/Corn Dog, Chicken Tenders/Chicken Patties). Be sure to record changes on your menu production record.

Also, as a reminder, water has zero nutrition value, and while it may be offered to students, it cannot be offered as a food component.



The following page summarizes the requirements for Food Based menu planning.

Breakfast Meal Pattern

Meal Pattern	Breakfast Meal Pattern	
	Grades K-8	Grades 6-8
	Minimum Amount of Food Per Day Offered	
Fruit	1 cup (5 cups/week)	1 Cup (5 cups/week)
Vegetables	0	0
Grains	1 oz eq. (7 oz/week)	1 oz eq. (8 oz/week)
Meat/Meat Alternates	0 (can count toward grain)	0 (can count toward grain)
Milk	1 cup (5 cups/week)	1 cup (5 cups/week)
Other Specifications: Daily Amount (based on average for 5-day week)		
Minimum-Maximum Calories	400-500	400-550
Saturated Fat (% of total calories)	<10%	<10%
Sodium SY2014-2015	≤ 540 mg	≤ 600 mg
Trans Fat	0	0

Lunch Meal Pattern

Meal Pattern	Lunch Meal Pattern	
	Grades K-8	Grades 6-8
	Minimum Amount of Food Per Day Offered	
Fruit	1/2 cup (2 ½ cups/week)	1/2 cup (2 ½ cups/week)
Vegetables Weekly requirements for dark green, red/orange, bean/peas (legumes), starchy, and “other” vegetables	¾ cup (3 ¾ cup/week) Must select ½ cup fruit or vegetable	¾ cup (3 ¾ cup/week) Must select ½ cup fruit or vegetable
Grains	1 oz eq. (8 oz/week)	1 oz eq. (8 oz/week)
Meat/Meat Alternates	1 oz eq. (8 oz/week)	1 oz eq. (9 oz/week)
Milk	1 cup (5 cups/week)	1 cup (5 cups/week)
Other Specifications: Daily Amount (based on average for 5-day week)		
Minimum-Maximum Calories	600-650	600-700
Saturated Fat (% of total calories)	<10%	<10%
Sodium SY2014-2015	≤ 1230 mg	≤ 1360 mg
Trans Fat	0	0

COMMONLY USED SCOOP SIZES rev. 11/21/14

<u>SCOOP SIZE</u>	<u>PORTION SIZE</u>	<u>COMMONLY USED TO SERVE</u>
#8 plus a #8	1 cup or 8 oz.	pasta w/ meat sauce chow mein noodles; rice pilaf (w/ orange chicken)
#8 plus a #16	¾ cup or 6 oz.	lettuce blend
#6	2/3 cup or 5.3 oz.	orange chicken; macaroni & cheese; Szechuan chicken chow mein noodles; rice pilaf (w/ orange chicken)
#8	1/2 cup or 4 oz.	canned fruit-of-the-day chicken fajita meat; Southwest chili; sloppy joe; turkey & gravy; mashed potato w/ BBQ dunkers; rice pilaf (w/ teriyaki dunkers)
#16	1/4 cup or 2 oz.	vegetables (canned & fresh); canned fruit legumes (canned beans) mashed potato w/ turkey & gravy
#20	3-1/3 Tbsp.	taco meat

Remember, the **LARGER THE SCOOP** size number, the **SMALLER THE PORTION SIZE** it will serve. Please refer to the Scoop Equivalent Chart for more detailed information.

SCOOP EQUIVALENT CHART

Measures for Portion Control: Scoops or “dishers”, ladles, and serving spoons of standard sizes are fairly dependable measures for portioning, achieving the appropriate product yield, allowing for quick food serving.

Scoop/Disher Number	Level Measure	Scoop/Disher Number	Level Measure
6	2/3 cup	24	2 2/3 Tablespoons (TBSP)
8	½ cup	30	2 1/5 Tablespoons (TBSP)
10	3/8 cup	40	1 3/5 Tablespoons (TBSP)
12	1/3 cup	50	3 4/5 teaspoons (tsp)
16	¼ cup	60	1 Tablespoon (TBSP)
20	3-1/3 Tablespoons (TBSP)		

Number on Ladle	Approximate Measure
Although the ladles are labeled “ounce”, they are actually “fluid ounce” which is a volume, not a weight, measurement.	
1 ounce (oz.)	1/8 cup
2 ounce (oz.)	¼ cup
4 ounce (oz.)	½ cup
6 ounce (oz.)	¾ cup
8 ounce (oz.)	1 cup
12 ounce (oz.)	1 ½ cups

STUDENT WORKERS

We appreciate the continued efforts put forth by our students. The following procedures must be reviewed and practiced by student workers. Permission to utilize student workers must be approved by Jane Crawford, Director of Food Services, and we must have a signed permission slip from a parent and the principal.

- Hands and wrists must be thoroughly washed with soap before starting work and after using the restroom, or eating, etc.
- **Fingernails should be short and clean with no nail polish.**
- Hair must be secured; covered with a cap or hair net. Long hair must be constrained with a rubber band or put up or in a bun.
- Aprons will be provided and must be worn.
- Worker may not touch face, etc. with hands at any time. Wash after hands have made contact with any unclean surface (hair, pockets, shoe laces, picking up ANY item from the floor)
- No student may eat or drink while serving. The student must eat his/her lunch in the dining area.
- Be mindful of safety at all times. Avoid hurrying.

If you have questions, contact Jane Crawford, Director of Food Services at (661)295-1574, ext. 113.

If an accident occurs, contact Susan Weiss, Director of Finance and Administration at (661)295-1574, ext. 116.

PART 4

CONTACT

INFORMATION

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SCVSFSA IMPORTANT PHONE NUMBERS 2014/15

SCVSFSA Phone: 295-1574 ext. xxx (see below)

FAX: 295-0981 (Laurie & Becky)

FAX: 295-1198 (Della & Sue)

Chief Executive Officer	Lynnelle Grumbles, MS, RDN, SNS	Ext. 103
Director, Finance & Administration	Susan Weiss, SNS	Ext. 116
Director, Food Services	Jane Crawford	Ext. 113
Area Supervisor	Jo Kremer	Ext. 107
Area Supervisor	Nancy Haddock	Ext. 114
Certified Chef	Brittany Young	Ext. 121
Operator – Receptionist	Annette Fernandez	0 or 115
Accounts Payable	Rosa Hernandez	Ext. 105
Agency Cashier	Carol Lux	Ext. 106
Catering	Cindy Turner	Ext. 118
Executive Assistant to the CEO	Laurie Kudroff	Ext. 103
Food Production Supervisor	Peggy Hetman	Ext. 110
Free/Reduced Applications	Faviola Roberson	Ext. 108
Maintenance & Operations Supervisor	David Gomez	Ext. 112
Network Systems Administrator	Joe Satorhelyi	Ext. 109
Nutritionist	Tracy Fiscella, MS, RDN, SNS	Ext. 117
Orders from Site Managers	Sue Brown	Ext. 104
Payroll & Human Resources	Becky Goldberg	Ext. 111
Human Resources Assistant	Tammy Bowers	Ext. 120
Purchasing/Inventory Control Coordinator	Della Lovercio	Ext. 122
Substitutes	Laurie Storey	Ext. 119

DO YOU HAVE A QUESTION?

Principals, School Staff & Parents Questions, contact: 295-1574 ext. xxx (see below)

Free/Reduced Price Meal Eligibility – Faviola Roberson – ext. 108
Student Account Balance – Your Cafeteria Cashier
Substitute Workers – Laurie Storey – ext. 119 or Jo Kremer – ext. 107
Food Quality; Menu Questions – Jane Crawford – ext. 113
Checks Returned for Insufficient Funds – Faviola Roberson, ext. 108/Susan Weiss, ext. 116
Policies & Regulations – Mrs. Lynnelle Grumbles – ext. 103



2014/2015 SCHOOL YEAR	Leona Cox 101 18643 Oakmoor St. Canyon Country 91351 252-2100 Principal: Amanda Fischer 252-2841 Cafeteria: Judy Wilke	Pinetree 104 29156 Lotusgarden Dr Canyon Country 91387 298-2280 Principal: Jane D'Anna 252-5172 Cafeteria: Tina Henderson
Bridgeport Elementary 125 23670 Newhall Ranch Road Valencia, CA 91355 294-5375 Principal: Susan Bender 286-4390 Cafeteria: Karina Petersen	Live Oak 109 27715 Saddleridge Way Castaic 91384 297-4540 x4104 Principal: Cynthia Seamands 295-8419 Cafeteria: Ramona Quintana	Plum Canyon 137 28360 N. Alfreds Way Saugus 91350 294-5365 Principal: Mary Jane Kelly ext. 65194 Cafeteria: Cori Tchamkertenian
Canyon Springs 105 19059 Vicci St Canyon Country 91351 252-4323 Principal: Jennifer Gutierrez same Cafeteria: Lonna McNeil	Meadows 110 25577 Fedala Rd. Valencia 91355 291-4050 Principal: Chad Rose 291-4054 Cafeteria: Sylvia Fasulo	Rio Vista 131 20417 Cedarcreek St. Santa Clarita 91351 294-5330 Principal: Gina Nolte 252-6743 Cafeteria: Susan Summers
Castaic Elementary 108 30455 Park Vista Dr. Castaic 91384 257-4530 Principal: Denise Davis X5203 Cafeteria: Edith Eggly	Mint Canyon 102 16400 Sierra Highway Canyon Country 91351 252-2570 Principal: Roni Andrus 252-0564 Cafeteria: Viola Hoover	Rosedell 133 27853 Urbandale Ave Saugus 91350 294-5335 Principal: Greg Saunders ext. 35194 Cafeteria: Diane Regan
Castaic Middle School 116 28900 Hillcrest Pkwy Castaic 91384 257-4550 Principal: Bob Brauneisen ext. 2203 Cafeteria: Diane Deliso	Mitchell 103 16821 Goodvale Rd. Canyon Country 91387 252-9110 Principal: Julie McBride 252-2669 Cafeteria: Arpie Keklikian	Santa Clarita 134 27177 Seco Canyon Rd. Saugus 91350 294-5340 Principal: Theophane Korie ext. 40194 Cafeteria: Amanda Wiseman
Cedarcreek 127 27792 Camp Plenty Rd Canyon Country 91351 294-5310 Principal: Dr. Jennifer Stevenson 298-2435 Cafeteria: Anita Arana	Mountainview 132 22201 W. Cypress Place Saugus 91350 294-5325 Principal: Katie Demsher 296-0870 Cafeteria: Michele Fisher	Skyblue Mesa 135 28040 Hardesty Ave. Santa Clarita 91351 294-5350 Principal: Julie Bogosian ext. 50194 Cafeteria: Sue Hertzog
Emblem STEM Academy 136 22635 Espuella Dr. Saugus 91350 297-8870 Principal: Jon Baker 294-5315 Cafeteria: Kathy Trovato	Newhall Elementary 111 24607 N Walnut St Newhall 91321 291-4010 Principal: Tammi Rainville 291-4014 Cafeteria: Amelia Alcaraz	Stevenson Ranch 123 25820 North Carroll Ln. Santa Clarita 91355 291-4070 Principal: Dr. Staci Block 291-4074 Cafeteria: Julie Diamond
Fair Oaks Ranch Elementary 118 26933 Silverbell Lane Santa Clarita, CA 91387 299-1790 Principal: Marie Stump (same) x 204 Cafeteria: Debi Ingalls	Northlake Hills Elem. 145 32545 North Ridge Route Rd. Castaic, CA 91384 257-4560 Principal: Erin Augusta Ext. 3201 Cafeteria: Sharon Bothwell	Sulphur Springs 106 16628 Lost Canyon Rd Canyon Country 91387 252-2725 Principal: Cassandra Farley 251-5833 Cafeteria: April Ward
Foster (James) Elementary 128 22500 Pamplico Saugus 91350 294-5355 Principal: Dr. Debbie Bohn Ext. 55194 Cafeteria: Rakhi Chowdhury	North Park 138 23335 W. Sunset Hills Dr. Valencia, CA 91355 294-5370 Principal: Pete Bland Ext. 70194 Cafeteria: Kristy Hunt	Tesoro del Valle Elem. 146 29171 N. Bernardo Way Santa Clarita, CA 91354 294-5380 Principal: Dianne Saunders ext. 80194 Cafeteria: Sandy Singh
Golden Oak Elementary 120 25201 Via Princessa Santa Clarita, CA 91387-1429 251-8929 Principal: Gayle Abril Same Cafeteria: Barbara Dibble	Oak Hills Elem. 119 26730 Old Rock Rd. Valencia, CA 91381 291-4100 Principal: Luis Gamarra 291-4104 Cafeteria: Maggie Scott	Valencia Valley 114 23601 Carrizo Valencia, CA 91355 291-4060 Principal: Ken Hintz 291-4064 Cafeteria: Karen Nosala
Helmets (Charles) 129 27300 Grandview Ave. Valencia 91355 294-5345 Principal: Diane Miscione 259-1867 Cafeteria: Susan Nales	Old Orchard 112 25141 N Avenida Rondel Valencia 91355 291-4040 Principal: Sandra Reveles 291-4044 Cafeteria: Linat Lazarian	Valley View 107 19414 Sierra Estates Dr Newhall 91321 251-2000 Principal: Rick Drew 251-2715 Cafeteria: Kim Brumett
Highlands 130 27332 N Catala Ave. Saugus 91350 294-5320 Principal: Paul Martinsen Ext. 20194 Cafeteria: Cheryl Krilanovich	Peachland 113 24800 Peachland Ave Newhall 91321 291-4020 Principal: Kate Peattie 291-4024 Cafeteria: Dory Demers-Aase	Wiley Canyon 115 24240 W. La Glorita Circle Newhall 91321 291-4030 Principal: Timothy Lankford 291-4034 Cafeteria: Edna Sarmiento
J. Michael McGrath Elem. 147 21501 Deputy Jake Dr. Newhall 91321 291-4090 Principal: Larry Heath 291-4094 Cafeteria: Gloria Sueishi	Pico Canyon Elem. 139 25255 Pico Canyon Rd. St. Ranch 91381 291-4080 Principal: Laura Banda 291-4084 Cafeteria: Sue Marlowe	West Creek Academy 148 28767 N. West Hills Dr. Valencia, CA 91354 294-5385 Principal: Cory Pak Ext. 85194 Cafeteria: Lydia Allevato

PART 5

IMPORTANT

PAYROLL

PAPERWORK

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IMPORTANT PAPERWORK FOR PAYROLL DEPARTMENT

Permanent Employees

It is essential to clock in and out each day work is performed to ensure your paycheck is issued. It is also important when absent that, upon return to work, you **immediately** submit to Payroll a completed Absence Request form.

In the event clocking in or out did not occur, submit to Payroll a completed **Time Sheet Discrepancy** or a **Time Clock Discrepancy Form** (signed by you and your supervisor) a.s.a.p.

Substitutes

It is essential to turn in a completed, signed time sheet at the end of each pay period in order to ensure your paycheck is issued.

Absence Request Form Samples & Other Important Information

The following pages include informational and sample documents relative to employee payment.

REMINDER: If the dates of absence fall in two different pay periods, you must complete an Employee Absence Report for EACH pay period.

1. Six (6) examples of how to fill out an Absence Request form (*permanent employees only*)
 - a. **Personal Illness** (Less Than 3 Working Days) / Doctor or Dentist Appointment -- Employee
 - b. **Personal Illness** (3 or More Working Days) – Employee / Doctor's Medical Release Required (as set forth in MOU, Section 10.6)
 - c. **Personal Necessity** – Other (Your Child's Illness or Your Child, Spouse/Domestic Partner, or Parent's Doctor/Dental Appointment) -- (Must meet "PN" criteria as set forth in MOU, Section 10.5)
 - d. **Personal Necessity** – No Tell Day (Must meet "PN" criteria as set forth in MOU, Section 10.5)
 - e. **Bereavement** (Must meet "Bereavement" & "PN" criteria as set forth in MOU, Sections 10.2 & 10.5A)
 - f. **Jury Duty**

If none of the listed "Type of Leave" reasons apply, contact Becky Goldberg, Payroll at (661)295-1574, ext. 111

2. Jury Duty Procedures (*permanent employees only*)
3. Sample of Substitute Time Sheet
4. Sample of a Time Sheet Discrepancy - *preferred (permanent employees only)*
5. Sample of a Time Clock Discrepancy Form – *alternate (permanent employees only)*

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY EMPLOYEE ABSENCE REPORT

Personal Illness (3 or More Working Days) – Employee – (As set forth in MOU, Section 10.6)
Doctor's Medical Release required for absence of 3 or more days OR if illness becomes chronic

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY
EMPLOYEE ABSENCE REPORT

Your name
Please Print Employee Name

School Site
Site or Agency Department

INSTRUCTIONS: This form must be submitted to your supervisor **prior** to an absence for the following: **Vacation, Compensatory Time, Release Time or Personal Leave.** For all other reasons, submit this form to your supervisor immediately upon your return to duty.

I request leave of 3 #days/hrs, starting (date) 03/01/12 through (date) 03/03/12 .
(Complete a form for each pay period if your absence falls in two pay periods)

TYPE OF LEAVE (check appropriate reason)



X Personal Illness: if absent 3 or more days or if illness becomes chronic, a doctor's release will be required **BEFORE** resuming work.

ATTACH DOCTOR'S MEDICAL RELEASE (WITHOUT RESTRICTIONS)

- ☐ **Personal Necessity:** (mark one; deducted from "sick leave"; maximum 7 PN days per school year)
- ☐ **Serious or Critical** illness of a member of immediate family (doctor's statement may be required)
 - Relationship _____ (see MOU 10.5, A,D)
 - ☐ Accident involving the person or property of employee or immediate family -- Describe: _____
 - ☐ Appearance in court as litigant or witness; attach verification.
 - ☐ Other personal necessity: _____
 - ☐ No Tell Day (allowed one day per school year) **Note: Must meet "PN" Criteria in MOU, Section 10.5. I certify that my request meets PN criteria in the MOU. Please initial _____**
- ☐ **Bereavement:** Relation of deceased _____
If more than three days requested: Miles to deceased location _____ City/State _____
- ☐ **Vacation:** (requires **10 or more working days'** notice) **NOTE: Vacation leave will not be considered granted until this form is signed by a supervisor. Please allow 10 working days for a response.**
- ☐ **Vacation Pay Request:** (to be paid for **holiday(s) or break periods**) Date(s): _____
- ☐ **Compensatory Time:** requires 10 working days' notice.
- ☐ **Jury Duty:** must be accompanied by your "Certification of Jury Service" form.
- ☐ **Industrial Accident/Illness:** accident report must have been filed.
- ☐ **Release Time (CSEA):** requires 10 working days' notice
- ☐ **Personal Leave** - Personal reasons, **without pay**, submit 5 working days prior to beginning of leave. Personal Leave exceeding 5 working days requires Board approval. Describe: _____
- ☐ **Other Leaves:** (Payroll use only) _____ Paid ___ Unpaid ___

Employee's Signature _____ Your Signature _____ Date _____ Today's Date _____
Director Signature _____ Date _____

For Internal Use only			
Human Resources: Time available: yes _____ no _____	Initials _____	Date _____	
Personnel: Name of employee to cover absence: _____	Initials _____	Date _____	
Supervisor Approval _____	Date _____	Comments (optional) _____	

**Your supervisor will submit this form to the Agency office. White copy/Yellow copy Agency office;
Pink copy goes back to Employee after approval/disapproval.**

☐ **Approval** ☐ **Disapproval**

Appointment) -- (Must meet "PN" criteria as set forth in MOU, Section 10.5)

Send in as soon as you schedule the appointment

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY EMPLOYEE ABSENCE REPORT

Your name
Please Print Employee Name

School Site
Site or Agency Department

INSTRUCTIONS: This form must be submitted to your supervisor **prior** to an absence for the following: **Vacation, Compensatory Time, Release Time or Personal Leave.** For all other reasons, submit this form to your supervisor immediately upon your return to duty.

I request leave of .75 #days/hrs, starting (date) 03/01/12 through (date) 03/01/12

(Complete a form for each pay period if your absence falls in two pay periods)

TYPE OF LEAVE (check appropriate reason)

- ☐ **Personal Illness:** if absent 3 or more days or if illness becomes chronic, a doctor's release will be required **BEFORE** resuming work.

X Personal Necessity: (mark; deducted from “sick leave”; maximum 7 PN days per school year)

- ☐ **Serious or Critical** illness of a member of immediate family (doctor's statement may be required)
- Relationship _____ (see MOU 10.5, A,D)

- ☐ Accident involving the person or property of employee or immediate family -- Describe:

- ☐ Appearance in court as litigant or witness; attach verification.

EXAMPLE

- X** Other personal necessity: Son Sick OR Dental appt. for daughter OR Dr. apt. for Husband

- ☐ No Tell Day (allowed one day per school year) **Note: Must meet “PN” Criteria in MOU, Section 10.5. I certify that my request meets PN criteria in the MOU. Please initial** _____

- ☐ **Bereavement:** Relation of deceased _____
If more than three days requested: Miles to deceased location _____ City/State _____

- ☐ **Vacation:** (requires **10 or more working days'** notice) NOTE: Vacation leave will not be considered granted until this form is signed by a supervisor. Please allow 10 working days for a response.

- ☐ **Vacation Pay Request:** (to be paid for holiday(s) or break periods) Date(s):_____

- ☐ **Compensatory Time:** requires 10 working days' notice.

- ☐ **Jury Duty:** must be accompanied by your “Certification of Jury Service” form.

- ☐ **Industrial Accident/Illness:** accident report must have been filed.

- ☐ **Release Time (CSEA):** requires 10 working days' notice

- ☐ **Personal Leave** - Personal reasons, **without pay**, submit 5 working days prior to beginning of leave. Personal Leave exceeding 5 working days requires Board approval. Describe:

- ☐ **Other Leaves:** (Payroll use only) _____ Paid _____ Unpaid _____

Employee's Signature Your Signature **Date** Today's Date

Director Signature

Date

For Internal Use only		
Human Resources: Time available: yes_____no_____Initials_____Date_____		
Personnel: Name of employee to cover absence: _____Initials_____Date_____		
Supervisor Approval	Date	Comments (optional)

Your supervisor will submit this form to the Agency office. White copy/Yellow copy Agency office; Pink copy goes back to Employee after approval/disapproval.

☐ Approval ☐ Disapproval

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY EMPLOYEE ABSENCE REPORT

School Site
Site or Agency Department

I request leave of 1 #days/hrs, starting (date) 03/01/12 through (date) 03/01/12
(Complete a form for each pay period if your absence falls in two pay periods)
TYPE OF LEAVE (check appropriate reason)

- ☐ **Personal Illness:** if absent 3 or more days or if illness becomes chronic, a doctor's release will be required **BEFORE** resuming work.
- ☒ **Personal Necessity:** (mark one; deducted from "sick leave"; maximum 7 PN days per school year)
- ☐ **Serious or Critical** illness of a member of immediate family (doctor's statement may be required)
- Relationship _____ (see MOU 10.5, A,D)
- ☐ Accident involving the person or property of employee or immediate family -- Describe: _____
- ☐ Appearance in court as litigant or witness; attach verification. **EXAMPLE**
- ☐ Other personal necessity: _____
- ☒ No Tell Day (allowed one day per school year) **Note: Must meet "PN" Criteria in MOU, Section 10.5. I certify that my request meets PN criteria in the MOU. Please initial _____**
- ☐ **Bereavement:** Relation of deceased _____
If more than three days requested: Miles to deceased location _____ City/State _____
- ☐ **Vacation:** (requires **10 or more working days'** notice) **NOTE: Vacation leave will not be considered granted until this form is signed by a supervisor. Please allow 10 working days for a response.**
- ☐ **Vacation Pay Request:** (to be paid for **holiday(s) or break periods**) Date(s): _____
- ☐ **Compensatory Time:** requires 10 working days' notice.
- ☐ **Jury Duty:** must be accompanied by your "Certification of Jury Service" form.
- ☐ **Industrial Accident/Illness:** accident report must have been filed.
- ☐ **Release Time** (CSEA): requires 10 working days' notice
- ☐ **Personal Leave** - Personal reasons, **without pay**, submit 5 working days prior to beginning of leave. Personal Leave exceeding 5 working days requires Board approval. Describe: _____
- ☐ **Other Leaves:** (Payroll use only) _____ Paid _____ Unpaid _____

Employee's Signature	Your Signature	Date	Today's Date
Director Signature		Date	

For Internal Use only

Human Resources: Time available: yes _____ no _____ Initials _____ Date _____

Personnel: Name of employee to cover absence: _____ Initials _____ Date _____

Supervisor Approval _____ **Date** _____ **Comments (optional)** _____

☐ Approval ☐ Disapproval

Granted upon death of an employee's immediate family or household member, including registered domestic partner, defined as: Father, Mother, Step-parents, Husband, Wife, Son, Daughter, Step-children, Brother, Sister, Mother-In-Law, Father-In-Law, Son-In-Law, Daughter-In-Law, Brother-In-Law, Sister-In-Law, Grandmother, Grandfather, Grandson, Granddaughter, Aunt, Uncle, Niece and Nephew.

Your name
Please Print Employee Name

School Site
Site or Agency Department

I request leave of 5 #days/hrs, starting (date) 03/01/12 through (date) 03/05/12

(Complete a form for each pay period if your absence falls in two pay periods)

TYPE OF LEAVE (check appropriate reason)

- ☐ **Personal Illness:** if absent 3 or more days or if illness becomes chronic, a doctor's release will be required **BEFORE** resuming work.
- ☐ **Personal Necessity:** (mark one; deducted from "sick leave"; maximum 7 PN days per school year)
- ☐ **Serious or Critical** illness of a member of immediate family (doctor's statement may be required)
- Relationship _____ (see MOU 10.5, A,D)
- ☐ Accident involving the person or property of employee or immediate family -- Describe:
- _____
- ☐ Appearance in court as litigant or witness; attach verification.
- ☐ Other personal necessity: _____
- ☐ No Tell Day (allowed one day per school year) **Note: Must meet "PN" Criteria in MOU, Section 10.5. I certify that my request meets PN criteria in the MOU. Please initial _____**

X **Bereavement:** Relation of deceased Sister-In-Law
If more than three days requested: Miles to deceased location 560 City/State Anywhere, AZ

- ☐ **Vacation:** (requires **10 or more working days'** notice) **NOTE:** Vacation leave will not be considered granted until this form is signed by a supervisor. Please allow **10 working days** for a response.
- ☐ **Vacation Pay Request:** (to be paid for **holiday(s) or break periods**) Date(s): _____
- ☐ **Compensatory Time:** requires 10 working days' notice.
- ☐ **Jury Duty:** must be accompanied by your "Certification of Jury Service" form.
- ☐ **Industrial Accident/Illness:** accident report must have been filed.
- ☐ **Release Time** (CSEA): requires 10 working days' notice
- ☐ **Personal Leave** - Personal reasons, **without pay**, submit 5 working days prior to beginning of leave. Personal Leave exceeding 5 working days requires Board approval. Describe:

- ☐ **Other Leaves:** (Payroll use only) _____ Paid _____ Unpaid _____

Employee's Signature	Your Signature	Date	Today's Date
Director Signature		Date	

For Internal Use only	
Human Resources: Time available: yes _____ no _____	Initials _____ Date _____
Personnel: Name of employee to cover absence: _____ Initials _____ Date _____	
Supervisor Approval _____	Date _____ Comments (optional) _____

**Your supervisor will submit this form to the Agency office. White copy/Yellow copy Agency office;
Pink copy goes back to Employee after approval/disapproval.**

☐ Approval ☐ Disapproval

Jury Duty
Refer to "Jury Duty Procedures" memo on next page (see MOU, Section 10.4)

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY
EMPLOYEE ABSENCE REPORT

 Your name
Please Print Employee Name

 School Site
Site or Agency Department

INSTRUCTIONS: This form must be submitted to your supervisor **prior** to an absence for the following: **Vacation, Compensatory Time, Release Time or Personal Leave.** For all other reasons, submit this form to your supervisor immediately upon your return to duty.

I request leave of 3 #days/hrs, starting (date) 03/01/12 through (date) 03/03/12
(Complete a form for each pay period if your absence falls in two pay periods)

TYPE OF LEAVE (check appropriate reason)

- ☐ **Personal Illness:** if absent 3 or more days or if illness becomes chronic, a doctor's release will be required **BEFORE** resuming work.
- ☐ **Personal Necessity:** (mark one; deducted from "sick leave"; maximum 7 PN days per school year)
- ☐ **Serious or Critical** illness of a member of immediate family (doctor's statement may be required)
- Relationship _____ (see MOU 10.5, A,D)
- ☐ Accident involving the person or property of employee or immediate family -- Describe: _____
- ☐ Appearance in court as litigant or witness; attach verification.
- ☐ Other personal necessity: _____
- ☐ No Tell Day (allowed one day per school year) **Note: Must meet "PN" Criteria in MOU, Section 10.5. I certify that my request meets PN criteria in the MOU. Please initial** _____
- ☐ **Bereavement:** Relation of deceased _____
If more than three days requested: Miles to deceased location _____ City/State _____
- ☐ **Vacation:** (requires **10 or more working days'** notice) **NOTE: Vacation leave will not be considered granted until this form is signed by a supervisor. Please allow 10 working days for a response.**
- ☐ **Vacation Pay Request:** (to be paid for **holiday(s) or break periods**) Date(s): _____
- ☐ **Compensatory Time:** requires 10 working days' notice.
- ☒ **Jury Duty:** must be accompanied by your "Certification of Jury Service" form.
- ☐ **Industrial Accident/Illness:** accident report must have been filed.
- ☐ **Release Time (CSEA):** requires 10 working days' notice
- ☐ **Personal Leave** - Personal reasons, **without pay**, submit 5 working days prior to beginning of leave. Personal Leave exceeding 5 working days requires Board approval. Describe: _____
- ☐ **Other Leaves:** (Payroll use only) _____ Paid ____ Unpaid ____

Employee's Signature _____ Your Signature _____ Date _____ Today's Date _____
Director Signature _____ Date _____

For Internal Use only			
Human Resources: Time available: yes _____ no _____	Initials _____	Date _____	
Personnel: Name of employee to cover absence: _____	Initials _____	Date _____	
Supervisor Approval _____	Date _____	Comments (optional) _____	

**Your supervisor will submit this form to the Agency office. White copy/Yellow copy Agency office;
Pink copy goes back to Employee after approval/disapproval.**

☐ **Approval** ☐ **Disapproval**

JURY DUTY PROCEDURES

Santa Clarita Valley School Food Services Agency
(661) 295-1574, ext. 111

DATE: August 12, 2014
TO: All Permanent Employees
FROM: Becky Goldberg, Payroll Dept.
RE: Jury Duty Procedures

The procedures you need to follow when called for Jury Duty are as follows:

1. Send a copy of your Jury Duty Summons to the payroll department immediately upon your receipt of such summons.
2. Once your Jury Duty is over, complete and submit an "Employee Absence Report." Check the box marked "Jury Duty" and **only** include the days you were absent from work due to Jury service. You will receive full pay for the days you are out, up to 10 days, at your contracted hours.
3. Once dismissed, send in your original (usually green) Jury Duty dismissal form.
4. When you receive your check from the Jury Duty court, you must reimburse the Agency for the Jury Duty portion of your check. You may keep the amount paid to you for mileage. Please be sure to send in a copy of the Jury Duty check with your remittance. Please make your check payable to S.C.V.S.F.S.A.

Note: If you are "on call" for Jury Duty and are not called to appear, you will not be excused from work. You must notify the payroll/personnel office of your day-to-day availability as well as when your Jury service is concluded. The Agency will pay for up to 10 days of Jury Duty.

Following the procedures as outlined above will ensure receipt of Jury Duty pay; **OR** if any of the above procedures are ignored, your Jury Duty pay may be jeopardized.

If you have any questions please feel free to contact me.

Thank you,
Becky Goldberg

PLEASE TURN IN BY THE LAST WORKING DAY OF EACH MONTH; PLEASE FAX A COPY TO (661) 295-0981 BEFORE SENDING IN ORIGINAL; CHECKS ARE READY THE 10TH OF FOLLOWING MONTH BEFORE 11:00 A.M. IF NOT PICKED UP BY 11:00 A.M., THEY WILL BE MAILED TO YOU.

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY SUBSTITUTE TIME SHEET

NAME: *SAMPLE TIME SHEET* DATES FROM:_____ TO:_____[illegible]

This time sheet must be **completed by the substitute** for each assignment worked between the 1st of the month and the end of the month and be **counter-signed by the Site Team Leader**. It shall be the **responsibility of the substitute** to see that **this record is in the Agency's office by the last working day** of each month.

Substitute's Signature _____ Date _____

TIME SHEET DISCREPANCY – Preferred Method – Permanent Employees

Employee Time Card

Page 1 of 1

SAMPLE

You are logged in to an older version of the timekeeping system, you can access the new version by clicking [here](#).
Changes you make in this system could have undesirable or NO effect on the new version.

Employee Name **6:45-1:45=6.50**
644

Santa Clarita Valley School Food Services Agency
8/16/2014 thru 8/31/2014

Location: **Site Name**

Date	In	Out	Hours	Edit	Notes
<u>Sat 8/16</u>	-	-	-	-	-
<u>Sun 8/17</u>	-	-	-	-	-
Total hours clocked for dates 8/11 to 8/17: 20.00					
<u>Mon 8/18</u>	6:45a	9:00a	2.25	Edit	Add Notes
	9:30a	1:45p	4.25	Edit	Add Notes
<u>Tue 8/19</u>	6:45a	8:45a	2.00	Edit	Add Notes
	9:15a	1:45p	4.50	Edit	Add Notes
<u>Wed 8/20</u>	6:30a	9:00a	2.50	Edit	Add Notes
	→ Missing 9:30am	1:45p	-	Edit	Add Notes forgot to clock in
<u>Thu 8/21</u>	6:30a	9:00a	2.50	Edit	Add Notes
	9:30a	2:00p	4.50	Edit	Add Notes
<u>Fri 8/22</u>	6:45a	8:45a	2.00	Edit	Add Notes
	9:15a	2:00p	4.75	Edit	Add Notes
<u>Sat 8/23</u>	-	-	-	-	-
<u>Sun 8/24</u>	-	-	-	-	-
Total hours clocked for dates 8/18 to 8/24: 29.25					
<u>Mon 8/25</u>	6:30a	→ Missing 8:45am	-	Edit	Add Notes clocked in instead of out
	8:45a 9:15 pm	9:15a 2:00pm	0.50	Edit	Add Notes & out instead of in; forgot to clock out
<u>Tue 8/26</u>	-	-	-	-	-
<u>Wed 8/27</u>	-	-	-	-	-
<u>Thu 8/28</u>	-	-	-	-	-
<u>Fri 8/29</u>	-	-	-	-	-
<u>Sat 8/30</u>	-	-	-	-	-
<u>Sun 8/31</u>	-	-	-	-	-

Total hours clocked for dates 8/25 to 8/31: **0.50**

Totals

29.75

29.75 Regular hours at \$0.00/hr: \$0.00

Total Pay: \$0.00

Total Hours: 29.75

* employee signature

* [Nancy OK'd 08/20/14
Nancy OK'd 08/25/14
(since this is a Site Team Leader)

<https://www.swipeclock.com/sc/client/timecard.asp?BeginDate=8/16/2014&EndDate=8/31/2014> 8/25/2014

Payroll Office Use Only:
Date received by Payroll Dept.:
Signature of Payroll Dept.:

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY
TIME CLOCK DISCREPANCY FORM – Alternate Method – Permanent Employees
 (Employee Request for Payroll Time Clock Hours Adjustment)

Employee Name _____ Today's Date _____
 Work Location _____ Date of Discrepancy _____
 Contracted Work Hours _____

TIME CLOCK DISCREPANCY:

Please check one (A, B, or C) indicating where the discrepancy occurred and then complete the corresponding information for that row (see example below):

- A. ____ Clock-In Time Clocked in at ____ Should be ____ ____ total hours requested (not on time report)
 B. ____ Clock- Out Time Clocked out at ____ Should be ____ ____ total hours requested (not on time report)
 C. ____ Lunch Break** Clocked out at ____ Should be ____
 Clocked in at ____ Should be ____

Approved by: Supervisor's name _____



{Example: A. X Clock-In Time Clocked in at 8:00 am Should be 6:30 am 1.5 hrs total hours requested (not on time report)}

****A missed lunch break MUST be discussed with a supervisor as soon as it is evident that the lunch break will be missed, preferably PRIOR to the break time or at the earliest convenience of the employee depending on the circumstances of the day.**

Reason for Discrepancy:

Employee signature *Your Signature* _____ Date _____

Supervisor signature *Your Immediate Supervisor's Signature* _____ Date _____



Note: form will not be accepted without both signatures

Approved _____ Disapproved _____ Comment _____
 Payroll Office Signature _____

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PART 6

APPENDICES

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APPENDIX A -- FMLA

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 - Revised February 2013

APPENDIX B -- CFRA & PDL



STATE OF CALIFORNIA

DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

"NOTICE B"

FAMILY CARE AND MEDICAL LEAVE AND PREGNANCY DISABILITY LEAVE

- Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with your employer and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to an unpaid family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse.
- Even if you are not eligible for CFRA leave, if disabled by pregnancy, childbirth or related medical conditions, you are entitled to take pregnancy disability leave (PDL) of up to four months, or the working days in one-third of a year or 17½ weeks, depending on your period(s) of actual disability. Time off needed for prenatal or postnatal care; doctor-ordered bed rest; gestational diabetes; pregnancy-induced hypertension; preeclampsia; childbirth; postpartum depression; loss or end of pregnancy; or recovery from childbirth or loss or end of pregnancy would all be covered by your PDL.
- Your employer also has an obligation to reasonably accommodate your medical needs (such as allowing more frequent breaks) and to transfer you to a less strenuous or hazardous position if it is medically advisable because of your pregnancy.
- If you are CFRA-eligible, you have certain rights to take BOTH PDL and a separate CFRA leave for reason of the birth of your child. Both leaves guarantee reinstatement to the same or a comparable position at the end of the leave, subject to any defense allowed under the law. If possible, you must provide at least 30 days advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or a family member). For events that are unforeseeable, you must to notify your employer, at least verbally, as soon as you learn of the need for the leave.
- Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.
- Your employer may require medical certification from your health care provider before allowing you a leave for:
 - your pregnancy;
 - your own serious health condition; or
 - to care for your child, parent, or spouse who has a serious health condition.

DFEH-100-21 (11/12)

NOTICE B
FAMILY CARE AND MEDICAL LEAVE AND PREGNANCY DISABILITY LEAVE
Page 2

- See your employer for a copy of a medical certification form to give to your health care provider to complete.
- When medically necessary, leave may be taken on an intermittent or a reduced work schedule. If you are taking a leave for the birth, adoption or foster care placement of a child, the basic minimum duration of the leave is two weeks and you must conclude the leave within one year of the birth or placement for adoption or foster care.
- Taking a family care or pregnancy disability leave may impact certain of your benefits and your seniority date. Contact your employer for more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits.

This notice is a summary of your rights and obligations under the Fair Employment and Housing Act (FEHA). The FEHA prohibits employers from denying, interfering with, or restraining your exercise of these rights. For more information about your rights and obligations, contact your employer, visit the Department of Fair Employment and Housing's Web site at www.dfeh.ca.gov, or contact the Department at (800) 884-1684. The text of the FEHA and the regulations interpreting it are available on the Department's Web site.

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DFEH-100-21 (11/12)

APPENDIX C -- SCVSFSA CODE OF SAFE PRACTICES

Signed employee copy of this Acknowledgment on file

It is the School FSA policy that everything possible will be done to protect Employees, Students and visitors from injuries and illnesses. Safety is a cooperative undertaking requiring participation by every Employee. Failure by any Employee to comply with the safety rules will be grounds for corrective discipline up to and including termination. Supervisors shall insure that Employees observe all applicable School FSA and State safety rules and practices and take action as is necessary to insure total compliance.

To carry out this policy, Employees shall:

1. Report all unsafe conditions and equipment to your Supervisor immediately.
2. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
3. Being under the influence, or in possession, of any controlled substances or alcohol while on duty is strictly prohibited.
4. Report all injuries and illnesses to your Supervisor immediately.
5. Cleaning supplies should be stored away from edible items on kitchen shelves.
6. Cleaning solvents and flammable liquids should be stored in appropriate containers.
7. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.
8. When working with a VDT (Video Display Terminal), have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
9. Never leave lower desk or cabinet drawers open that presents a tripping hazard. Use extreme care when opening and closing drawers to avoid pinching fingers.
10. Do not open more than one upper drawer at a time, particularly the top two drawers on tall filing cabinets.
11. Portable electric tools shall not be lifted or lowered by means of the power cord.
12. Horseplay, scuffling, and any other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
13. Means of egress shall be kept un-locked and well lighted during normal work hours.
14. In the event of fire, sound the alarm, follow the company emergency action plan.
15. All work areas shall be maintained in a neat, orderly manner. Trash and refuse are to be disposed of in designated waste containers.
16. Upon hearing the fire alarm, stop work and proceed in an orderly manner to the nearest clear exit and gather at the prearranged designated location.
17. Never stack material precariously on top of lockers, file cabinets or other elevated locations.
18. Only trained and designated Employees shall attempt to respond to a fire or other emergency.
19. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
20. Inspect motorized vehicles and other mechanized equipment daily or prior use.
21. All exit doors must comply with the fire safety regulations during normal business hours.
22. Shut off engine, set brakes and block wheels prior to leaving vehicle unattended.
23. Inspect pallets and their loads for integrity and stability before loading or moving.
24. Stairways shall be maintained free of any material that can be tripped over, and all areas under stairways that are egress routes shall not be used to store materials.
25. Do not use compressed air for cleaning clothing unless the pressure is less than 10 psi.
26. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places deemed to be "confined spaces" unless authorized to do so.
27. When carrying material, caution shall be exercised in watching for and avoiding obstructions, loose materials, etc.
28. Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs or high temperature lines.
29. Appliances such as coffeepots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
30. Do not stack material in an unstable manner.
31. Report any exposed wiring and cords that is in disrepair or has deteriorated insulation so they can be repaired or replaced promptly.

32. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
33. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
34. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
35. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the guard.
36. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
37. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
38. All tools and equipment shall be maintained in good condition.
39. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
40. All designated aisles must be kept clear at all times.
41. Only appropriate tools shall be used for a specific task.
42. All spills shall be wiped up immediately.
43. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
44. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
45. Wear hearing protection in all areas identified as having high noise exposure.
46. Only authorized persons shall operate machinery or equipment.
47. Goggles or face shields must be worn when grinding.
48. Do not use any faulty or worn hand tools.
49. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy for one person to lift. Use the team concept to move heavy objects.
50. Guard all floor openings with a cover, guardrail, or equivalent.
51. Do not enter into a confined space unless tests for toxic substances, explosive concentrations and oxygen deficiency have been monitored.
52. Always keep flammable or toxic chemicals in closed containers when not in use.
53. Do not eat in areas where hazardous chemicals are present.
54. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
55. Loose or frayed clothing, long hair, dangling ties, finger rings shall not be worn around moving parts of machinery or other areas where they may become entangled in the moving parts.

I have read, understand, and agree to comply with all the elements in the School FSA Health and Safety Program.

Print Name

Signature

Worksite or Substitute

Date

This information is contained in the 2014/15 Employee Handbook accessible at the Agency website on the "Agency Employee Page".

- *Part 1 -- SCVSFSA Code of Safe Practices*
- *Appendix C -- Santa Clarita Valley School Food Services Agency Code of Safe Practices 2014/15*

APPENDIX D -- Acceptable Use Policy (AUP) of Agency Computer Systems (BP & AR 4040)

All Personnel

BP 4040(a)

EMPLOYEE USE OF TECHNOLOGY

The Board of Directors 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 Santa Clarita Valley School Food Services Agency (SCVSFSA) 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.

(cf. 0440 - District Technology Plan)
(cf. 1113 - District and School Web Sites)
(cf. 4032 - Reasonable Accommodation)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 6163.4 - Student Use of Technology)

Employees shall be responsible for the appropriate use of technology and shall use SCVSFSA's technological resources primarily for purposes related to their employment.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or SCVSFSA operations without authority.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

Online/Internet Services

The Chief Executive Officer (CEO) or designee shall ensure that all SCVSFSA computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The CEO or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

To ensure proper use, the CEO or designee may monitor employee usage of technological resources, including the accessing of email and stored files. Monitoring may occur at any time without advance notice or consent. When passwords are used, they must be known to the CEO or designee so that he/she may have system access.

BP 4040(b)

EMPLOYEE USE OF TECHNOLOGY (continued)

The CEO or designee shall establish administrative regulations and an Acceptable Use Agreement, to be signed annually by ALL employees that use the Agency computers, which outline employee obligations and responsibilities related to the use of SCVSFSA technology. He/she also may establish guidelines and limits on the use of technological resources.

Inappropriate use 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.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

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

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Use of Cellular Phone or Mobile Communications Device

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

(cf. 3513.1 - Cellular Phone Reimbursement)
(cf. 3542 - School Bus Drivers)
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Legal Reference: (see next page)

BP 4040(c)

EMPLOYEE USE OF TECHNOLOGY (continued)

Legal Reference:

EDUCATION CODE

51870-51874 Education technology

52270-52272 Education technology and professional development grants

52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

VEHICLE CODE

23123 Wireless telephones in vehicles

23123.5 Mobile communication devices; text messaging while driving

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

California Department of Education: <http://www.cde.ca.gov>

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

Policy **SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY**
adopted: May 15, 2012 Valencia, California

EMPLOYEE USE OF TECHNOLOGY**Online/Internet Services: User Obligations and Responsibilities**

Employees are authorized to use Santa Clarita Valley School Food Services Agency (SCVSFSA) equipment to access the Internet or other online services in accordance with Board policy, SCVSFSA's Acceptable Use Agreement, and the user obligations and responsibilities specified below.

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses, and telephone numbers private. They shall use the system only under the account number to which they have been assigned.
2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.
3. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Chief Executive Officer (CEO) or designee.

6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

(cf. 6162.6 - Use of Copyrighted Materials)

7. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.

AR 4040(b)

EMPLOYEE USE OF TECHNOLOGY (continued)

8. Employees shall not develop any work-related web sites, blogs, forums, or similar online communications representing SCVSFSA or using SCVSFSA equipment or resources without permission of the CEO or designee. Such sites shall be subject to rules and guidelines established for SCVSFSA online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that SCVSFSA is not responsible for the content of the messages. SCVSFSA retains the right to delete material on any such online communications.

(cf. 1113 - District and School Web Sites)

9. Users shall report any security problem or misuse of the services to the CEO or designee.

Regulation **SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY**
approved: May 15, 2012 Valencia, California

APPENDIX E -- SEXUAL HARASSMENT POLICY (BP & AR 4119.11)

All Personnel

BP 4119.11(a)

SEXUAL HARASSMENT

4219.11

4319.11

The Board of Directors prohibits sexual harassment of Santa Clarita Valley School Food Services Agency (SCVSFSA) employees and job applicants. The Board also prohibits retaliatory behavior or action against SCVSFSA employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

The Chief Executive Officer (CEO) or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating SCVSFSA's sexual harassment policy to staff

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

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

Any SCVSFSA 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 report the incident to his/her supervisor or the CEO.

A supervisor or other SCVSFSA administrator who receives a harassment complaint shall promptly notify the CEO or designee.

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.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

BP 4119.11(b)

4219.11

4319.11

SEXUAL HARASSMENT (continued)

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

(cf. 4117.4 - Dismissal)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference: (see next page)

BP 4119.11(c)
4219.11
4319.11

SEXUAL HARASSMENT (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/index.html>

Policy **SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY**
adopted: May 15, 2012

Valencia, California

SEXUAL HARASSMENT**Definitions**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; 5 CCR 4916)

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

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

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

AR 4119.11(b)

4219.11

4319.11

SEXUAL HARASSMENT (continued)

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

Training

Every two years, the Chief Executive Officer (CEO) or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

The SCVSFSA's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1; 2 CCR 7288.0)

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

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the SCVSFSA office or other areas where notices of SCVSFSA rules, regulations, procedures, and standards of conduct are posted
2. Appear in any SCVSFSA publication that sets SCVSFSA's comprehensive rules, regulations, procedures, and standards of conduct

AR 4119.11(c)
4219.11
4319.11

SEXUAL HARASSMENT (continued)

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of SCVSFSA information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. SCVSFSA's complaint process available to the employee

(cf. 4031 - Complaints Concerning Discrimination in Employment)

5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, SCVSFSA shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)

Regulation **SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY**
approved: May 15, 2012 Valencia, California

APPENDIX F -- Accessing Important Agency & Employee Information at our Website

Signed employee copy of this Acknowledgment on file

Visit our Agency website to access, view, download and print important Agency and employee information and documents**:

- <http://scvsschoolnutrition.org>
- Click “Contact Us” button in blue ribbon
- Access the following documents:

BOARD POLICIES (BP)

- Click “Board Policies” toward bottom center of webpage to access the Agency’s Board Policies (BP), including Administrative Regulations (AR).

AGENCY EMPLOYEE PAGE

- Click “Agency Employee Page” toward bottom left of webpage to access the following documents. Scroll down to the desired section (*subject to change*). Some documents may be available in both English and Spanish. **NOTE:** *There may additional business documents accessible on our website that are not referenced below:*

Agency Employee Page

- MOU (2014)
- Tentative Agreement (*includes 2013/14 Salary Grid for Bargaining Unit Members*)
- Job Descriptions
- Agency Calendar 2014/15
- 2014/15 Employee Handbook
- FMLA (Employee Rights & Responsibilities Under the Family & Medical Leave Act)
- CFRA/PDL (“Notice B” Family Care & Medical Leave & Pregnancy Disability Leave)

Fringe Benefits (For Benefit Eligible Employees)

- 2014/15 School Year Benefits
- Explanation of Coverage (EOC) plan documents for: Kaiser & UHC; DeltaCare USA & Delta Dental PPO; and VSP
- DeltaCare USA participating dentist directory
- VSP Summary of Benefits
- Kaiser 14-15 Guidebook (*for Kern County, Valleys, and western Ventura County*)
- “Simply Engaged” Program for UHC plan participants
- Summary of Benefits & Coverage (SBCs) for Kaiser & UHC
- Glossary of Health Coverage & Medical Terms
- VOYA Life EOC, Enrollment at a Glance, Supplemental Life Evidence of Insurability instructions & form
- VOYA Non-insurance Benefits: Estate Guidance, Funeral Planning Services, & Travel Assistance
- CalPERS “Your Benefits / Your Future” brochure

Workers’ Compensation (Brochures & Forms)

- The Facts about Workers’ Compensation
- WellComp MPN (Medical Provider Network) pamphlet
- Predesignation of Personal Physician (DWC 9783)
- Notice of Personal Chiropractor or Personal Acupuncturist (DWC 9783.1)

Taxes (Forms and Information)

- 2014 IRS W-4 Withholding Allowance Certificate & Worksheet
- 2014 EDD California DE-4 Employee’s Withholding Allowance Certificate & Worksheet
- 2014 Tax Rates & Other Employee Deductions (Federal & State)
- Clarification of Payroll Deduction Terms

Board Packets (*posted monthly 48 hours prior to Board Meeting*)

DISCLAIMER: While endeavoring to provide the most up-to-date documents for your ease of use, occasionally posted documents are out-of-date as laws, policies, procedures, and benefits are subject to update at any time. If you have any questions, please contact the Agency Human Resources Office at 661-295-1574, ext. 120.

Employee Name _____

Employee Signature _____

Date Signed _____

Worksite or Substitute _____

This information is contained in the 2014/15 Employee Handbook accessible at the Agency website on the “Agency Employee Page”:

- *Employment Information – Part 1 – Accessing Important Agency & Employee Information at our Website (overview)*
- *Appendices – Part 5 – Appendix F -- Accessing Important Agency & Employee Information at our Website (detailed)*

****NOTE:** Some files at our Agency website require that you have Adobe Reader installed on your computer. If you need to download Adobe Reader, click on the “Adobe Reader” icon at the bottom left of our Agency website “Home” page and follow the directions. You may also go directly to the Adobe website at <http://www.adobe.com/go/getreader/>.

APPENDIX G -- California Child Abuse & Neglect Reporting Act - Selected Provisions

CANRA § 11165.7, 11166, and 11167

Note: The complete text of CANRA §11164-11174.3 may be found online at:

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=11001-12000&file=11164-11174.3>

11165.7

(a) As used in this article, **"mandated reporter"** is defined as any of the following:

- (1) A teacher.
- (2) An instructional aide.
- (3) A teacher's aide or teacher's assistant employed by a public or private school.
- (4) **A classified employee of a public school.**
- (5) An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of a public or private school.
- (6) An administrator of a public or private day camp.
- (7) An administrator or employee of a public or private youth center, youth recreation program, or youth organization.
- (8) An administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
- (9) An employee of a county office of education or the State Department of Education whose duties bring the employee into contact with children on a regular basis.
- (10) A licensee, an administrator, or an employee of a licensed community care or child day care facility.
- (11) A Head Start program teacher.
- (12) A licensing worker or licensing evaluator employed by a licensing agency, as defined in Section 11165.11.
- (13) A public assistance worker.
- (14) An employee of a child care institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.
- (15) A social worker, probation officer, or parole officer.
- (16) An employee of a school district police or security department.
- (17) A person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in a public or private school.
- (18) A district attorney investigator, inspector, or local child support agency caseworker, unless the investigator, inspector, or caseworker is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor.
- (19) A peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, who is not otherwise described in this section.
- (20) A firefighter, except for volunteer firefighters.
- (21) A physician and surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage and family therapist, clinical social worker, professional clinical counselor, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.
- (22) An emergency medical technician I or II, paramedic, or other person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code.
- (23) A psychological assistant registered pursuant to Section 2913 of the Business and Professions Code.
- (24) A marriage and family therapist trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code.
- (25) An unlicensed marriage and family therapist intern registered under Section 4980.44 of the Business and Professions Code.
- (26) A state or county public health employee who treats a minor for venereal disease or any other condition.
- (27) A coroner.
- (28) A medical examiner or other person who performs autopsies.
- (29) A commercial film and photographic print or image processor as specified in subdivision (e) of Section 11166. As used in this article, "commercial film and photographic print or image processor" means a person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, or who prepares, publishes, produces, develops, duplicates, or prints any representation of information, data, or an image, including, but not limited to, any film, filmstrip, photograph, negative, slide, photocopy, videotape, video laser disc, computer hardware, computer software, computer floppy disk, data storage medium, CD-ROM, computer-generated equipment, or computer-generated image, for compensation. The term includes any employee of that person; it does not include a person who develops film or makes prints or images for a public agency.
- (30) A child visitation monitor. As used in this article, "child visitation monitor" means a person who, for financial compensation, acts as a monitor of a visit between a child and another person when the monitoring of that visit has been ordered by a court of law.
- (31) An animal control officer or humane society officer. For the purposes of this article, the following terms have the following meanings:

(A) "Animal control officer" means a person employed by a city, county, or city and county for the purpose of enforcing animal control laws or regulations.

(B) "Humane society officer" means a person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Section 14502 or 14503 of the Corporations Code.

(32) A clergy member, as specified in subdivision (d) of Section 11166. As used in this article, "clergy member" means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.

(33) Any custodian of records of a clergy member, as specified in this section and subdivision (d) of Section 11166.

(34) An employee of any police department, county sheriff's department, county probation department, or county welfare department.

(35) An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 5.655 of the California Rules of Court.

(36) A custodial officer, as defined in Section 831.5.

(37) A person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institutions Code.

(38) An alcohol and drug counselor. As used in this article, an "alcohol and drug counselor" is a person providing counseling, therapy, or other clinical services for a state licensed or certified drug, alcohol, or drug and alcohol treatment program. However, alcohol or drug abuse, or both alcohol and drug abuse, is not, in and of itself, a sufficient basis for reporting child abuse or neglect.

(39) A clinical counselor trainee, as defined in subdivision (g) of Section 4999.12 of the Business and Professions Code.

(40) A clinical counselor intern registered under Section 4999.42 of the Business and Professions Code.

(41) An employee or administrator of a public or private postsecondary institution, whose duties bring the administrator or employee into contact with children on a regular basis, or who supervises those whose duties bring the administrator or employee into contact with children on a regular basis, as to child abuse or neglect occurring on that institution's premises or at an official activity of, or program conducted by, the institution. Nothing in this paragraph shall be construed as altering the lawyer-client privilege as set forth in Article 3 (commencing with Section 950) of Chapter 4 of Division 8 of the Evidence Code.

(42) An athletic coach, athletic administrator, or athletic director employed by any public or private school that provides any combination of instruction for kindergarten, or grades 1 to 12, inclusive.

(43)

(A) A commercial computer technician as specified in subdivision (e) of Section 11166. As used in this article, "commercial computer technician" means a person who works for a company that is in the business of repairing, installing, or otherwise servicing a computer or computer component, including, but not limited to, a computer part, device, memory storage or recording mechanism, auxiliary storage recording or memory capacity, or any other material relating to the operation and maintenance of a computer or computer network system, for a fee. An employer who provides an electronic communications service or a remote computing service to the public shall be deemed to comply with this article if that employer complies with Section 2258A of Title 18 of the United States Code.

(B) An employer of a commercial computer technician may implement internal procedures for facilitating reporting consistent with this article. These procedures may direct employees who are mandated reporters under this paragraph to report materials described in subdivision (e) of Section 11166 to an employee who is designated by the employer to receive the reports. An employee who is designated to receive reports under this subparagraph shall be a commercial computer technician for purposes of this article. A commercial computer technician who makes a report to the designated employee pursuant to this subparagraph shall be deemed to have complied with the requirements of this article and shall be subject to the protections afforded to mandated reporters, including, but not limited to, those protections afforded by Section 11172.

(44) Any athletic coach, including, but not limited to, an assistant coach or a graduate assistant involved in coaching, at public or private postsecondary institutions.

(b) Except as provided in paragraph (35) of subdivision (a), volunteers of public or private organizations whose duties require direct contact with and supervision of children are not mandated reporters but are encouraged to obtain training in the identification and reporting of child abuse and neglect and are further encouraged to report known or suspected instances of child abuse or neglect to an agency specified in Section 11165.9.

(c) Employers are strongly encouraged to provide their employees who are mandated reporters with training in the duties imposed by this article. This training shall include training in child abuse and neglect identification and training in child abuse and neglect reporting. Whether or not employers provide their employees with training in child abuse and neglect identification and reporting, the employers shall provide their employees who are mandated reporters with the statement required pursuant to subdivision (a) of Section 11166.5.

(d) School districts that do not train their employees specified in subdivision (a) in the duties of mandated reporters under the child abuse reporting laws shall report to the State Department of Education the reasons why this training is not provided.

(e) Unless otherwise specifically provided, the absence of training shall not excuse a mandated reporter from the duties imposed by this article.

(f) Public and private organizations are encouraged to provide their volunteers whose duties require direct contact with and supervision of children with training in the identification and reporting of child abuse and neglect.

11166.

(a) Except as provided in subdivision (d), and in Section 11166.05, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report by telephone to the agency immediately or as soon as is practicably possible, and shall prepare and send, fax, or electronically transmit a written followup report within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any nonprivileged documentary evidence the mandated reporter possesses relating to the incident.

(1) For purposes of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. "Reasonable suspicion" does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect; any "reasonable suspicion" is sufficient. For purposes of this article, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.

(2) The agency shall be notified and a report shall be prepared and sent, faxed, or electronically transmitted even if the child has expired, regardless of whether or not the possible abuse was a factor contributing to the death, and even if suspected child abuse was discovered during an autopsy.

(3) A report made by a mandated reporter pursuant to this section shall be known as a mandated report.

(b) If, after reasonable efforts, a mandated reporter is unable to submit an initial report by telephone, he or she shall immediately or as soon as is practicably possible, by fax or electronic transmission, make a one-time automated written report on the form prescribed by the Department of Justice, and shall also be available to respond to a telephone followup call by the agency with which he or she filed the report. A mandated reporter who files a one-time automated written report because he or she was unable to submit an initial report by telephone is not required to submit a written followup report.

(1) The one-time automated written report form prescribed by the Department of Justice shall be clearly identifiable so that it is not mistaken for a standard written followup report. In addition, the automated one-time report shall contain a section that allows the mandated reporter to state the reason the initial telephone call was not able to be completed. The reason for the submission of the one-time automated written report in lieu of the procedure prescribed in subdivision (a) shall be captured in the Child Welfare Services/Case Management System (CWS/CMS). The department shall work with stakeholders to modify reporting forms and the CWS/CMS as is necessary to accommodate the changes enacted by these provisions.

(2) This subdivision shall not become operative until the CWS/CMS is updated to capture the information prescribed in this subdivision.

(3) This subdivision shall become inoperative three years after this subdivision becomes operative or on January 1, 2009, whichever occurs first.

(4) On the inoperative date of these provisions, a report shall be submitted to the counties and the Legislature by the State Department of Social Services that reflects the data collected from automated one-time reports indicating the reasons stated as to why the automated one-time report was filed in lieu of the initial telephone report.

(5) Nothing in this section shall supersede the requirement that a mandated reporter first attempt to make a report via telephone, or that agencies specified in Section 11165.9 accept reports from mandated reporters and other persons as required.

(c) A mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that imprisonment and fine. If a mandated reporter intentionally conceals his or her failure to report an incident known by the mandated reporter to be abuse or severe neglect under this section, the failure to report is a continuing offense until an agency specified in Section 11165.9 discovers the offense.

(d)

(1) A clergy member who acquires knowledge or a reasonable suspicion of child abuse or neglect during a penitential communication is not subject to subdivision (a). For the purposes of this subdivision, "penitential communication" means a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of his or her church, denomination, or organization, is authorized or accustomed to hear those communications, and under the discipline, tenets, customs, or practices of his or her church, denomination, or organization, has a duty to keep those communications secret.

(2) Nothing in this subdivision shall be construed to modify or limit a clergy member's duty to report known or suspected child abuse or neglect when the clergy member is acting in some other capacity that would otherwise make the clergy member a mandated reporter.

(3)

(A) On or before January 1, 2004, a clergy member or any custodian of records for the clergy member may report to an agency specified in Section 11165.9 that the clergy member or any custodian of records for the clergy member, prior to January 1, 1997, in his or her professional capacity or within the scope of his or her employment, other than during a penitential communication, acquired knowledge or had a reasonable suspicion that a child had been the victim of sexual abuse and that the clergy member or any custodian of records for the clergy member did not previously report the abuse to an agency specified in Section 11165.9. The provisions of Section 11172 shall apply to all reports made pursuant to this paragraph.

(B) This paragraph shall apply even if the victim of the known or suspected abuse has reached the age of majority by the time the required report is made.

(C) The local law enforcement agency shall have jurisdiction to investigate any report of child abuse made pursuant to this paragraph even if the report is made after the victim has reached the age of majority.

(e)

(1) A commercial film, photographic print, or image processor who has knowledge of or observes, within the scope of his or her professional capacity or employment, any film, photograph, videotape, negative, slide, or any representation of information, data, or an image, including, but not limited to, any film, filmstrip, photograph, negative, slide, photocopy, videotape, video laser disc, computer hardware, computer software, computer floppy disk, data storage medium, CD-ROM, computer-generated equipment, or computer-generated image depicting a child under 16 years of age engaged in an act of sexual conduct, shall, immediately or as soon as practicably possible, telephonically report the instance of suspected abuse to the law enforcement agency located in the county in which the images are seen. Within 36 hours of receiving the information concerning the incident, the reporter shall prepare and send, fax, or electronically transmit a written followup report of the incident with a copy of the image or material attached.

(2) A commercial computer technician who has knowledge of or observes, within the scope of his or her professional capacity or employment, any representation of information, data, or an image, including, but not limited to, any computer hardware, computer software, computer file, computer floppy disk, data storage medium, CD-ROM, computer-generated equipment, or computer-generated image that is retrievable in perceivable form and that is intentionally saved, transmitted, or organized on an electronic medium, depicting a child under 16 years of age engaged in an act of sexual conduct, shall immediately, or as soon as practicably possible, telephonically report the instance of suspected abuse to the law enforcement agency located in the county in which the images or material are seen. As soon as practicably possible after receiving the information concerning the incident, the reporter shall prepare and send, fax, or electronically transmit a written followup report of the incident with a brief description of the images or materials.

(3) For purposes of this article, "commercial computer technician" includes an employee designated by an employer to receive reports pursuant to an established reporting process authorized by subparagraph (B) of paragraph (43) of subdivision (a) of Section 11165.7.

(4) As used in this subdivision, "electronic medium" includes, but is not limited to, a recording, CD-ROM, magnetic disk memory, magnetic tape memory, CD, DVD, thumbdrive, or any other computer hardware or media.

(5) As used in this subdivision, "sexual conduct" means any of the following:

(A) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex or between humans and animals.

(B) Penetration of the vagina or rectum by any object.

(C) Masturbation for the purpose of sexual stimulation of the viewer.

(D) Sadomasochistic abuse for the purpose of sexual stimulation of the viewer.

(E) Exhibition of the genitals, pubic, or rectal areas of a person for the purpose of sexual stimulation of the viewer.

(f) Any mandated reporter who knows or reasonably suspects that the home or institution in which a child resides is unsuitable for the child because of abuse or neglect of the child shall bring the condition to the attention of the agency to which, and at the same time as, he or she makes a report of the abuse or neglect pursuant to subdivision (a).

(g) Any other person who has knowledge of or observes a child whom he or she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to an agency specified in Section 11165.9. For purposes of this section, "any other person" includes a mandated reporter who acts in his or her private capacity and not in his or her professional capacity or within the scope of his or her employment.

(h) When two or more persons, who are required to report, jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report.

(i)

(1) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any sanction for making the report.

However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with this article.

(2) The internal procedures shall not require any employee required to make reports pursuant to this article to disclose his or her identity to the employer.

(3) Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to an agency specified in Section 11165.9.

(j) A county probation or welfare department shall immediately, or as soon as practicably possible, report by telephone, fax, or electronic transmission to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known or suspected instance of child abuse or neglect, as defined in Section 11165.6, except acts or omissions coming within subdivision (b) of Section 11165.2, or reports made pursuant to Section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare or probation department. A county probation or welfare department also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

(k) A law enforcement agency shall immediately, or as soon as practicably possible, report by telephone, fax, or electronic transmission to the agency given responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code and to the district attorney's office every known or suspected instance of child abuse or neglect reported to it, except acts or omissions coming within subdivision (b) of Section 11165.2, which shall be reported only to the county welfare or probation department. A law enforcement agency shall report to the county welfare or probation department every known or suspected instance of child abuse or neglect reported to it which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or as the result of the failure of a person responsible for the child's welfare to adequately protect the minor from abuse when the person responsible for the child's welfare knew or reasonably should have known that the minor was in danger of abuse. A law enforcement agency also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

11167.

(a) Reports of suspected child abuse or neglect pursuant to Section 11166 or Section 11166.05 shall include the name, business address, and telephone number of the mandated reporter; the capacity that makes the person a mandated reporter; and the information that gave rise to the reasonable suspicion of child abuse or neglect and the source or sources of that information. If a report is made, the following information, if known, shall also be included in the report: the child's name, the child's address, present location, and, if applicable, school, grade, and class; the names, addresses, and telephone numbers of the child's parents or guardians; and the name, address, telephone number, and other relevant personal information about the person or persons who might have abused or neglected the child. The mandated reporter shall make a report even if some of this information is not known or is uncertain to him or her.

(b) Information relevant to the incident of child abuse or neglect and information relevant to a report made pursuant to Section 11166.05 may be given to an investigator from an agency that is investigating the known or suspected case of child abuse or neglect.

(c) Information relevant to the incident of child abuse or neglect, including the investigation report and other pertinent materials, and information relevant to a report made pursuant to Section 11166.05 may be given to the licensing agency when it is investigating a known or suspected case of child abuse or neglect.

(d)

(1) The identity of all persons who report under this article shall be confidential and disclosed only among agencies receiving or investigating mandated reports, to the prosecutor in a criminal prosecution or in an action initiated under Section 602 of the Welfare and Institutions Code arising from alleged child abuse, or to counsel appointed pursuant to subdivision (c) of Section 317 of the Welfare and Institutions Code, or to the county counsel or prosecutor in a proceeding under Part 4 (commencing with Section 7800) of Division 12 of the Family Code or Section 300 of the Welfare and Institutions Code, or to a licensing agency when abuse or neglect in out-of-home care is reasonably suspected, or when those persons waive confidentiality, or by court order.

(2) No agency or person listed in this subdivision shall disclose the identity of any person who reports under this article to that person's employer, except with the employee's consent or by court order.

(e) Notwithstanding the confidentiality requirements of this section, a representative of a child protective services agency performing an investigation that results from a report of suspected child abuse or neglect made pursuant to Section 11166 or Section 11166.05, at the time of the initial contact with the individual who is subject to the investigation, shall advise the individual of the complaints or allegations against him or her, in a manner that is consistent with laws protecting the identity of the reporter under this article.

(f) Persons who may report pursuant to subdivision (g) of Section 11166 are not required to include their names.