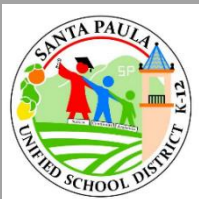


March 2022



**CLASSIFIED
HUMAN RESOURCES
MONTHLY NEWSLETTER**

HR FOCUS

DID YOU KNOW...

SPUSD employs approximately 300 regular classified employees.

Each week there are approximately 100 classified absences. Due a shortage of substitutes, we have been able to fill approximately 50% of all absences.

CLASSIFIED HR STAFF

Cynthia Carrillo
Executive Director, HR Class.

Sonia Bautista
HR Analyst-Classified

Renee Vasquez
HR Assistant-Classified

Amparo Lopez
Substitute Placement Clerk

PERSONNEL COMMISSION

Karen Harrison,
Joint Appointee
Chair

Jeff Steiger,
District Appointee
Vice-Chair

Tommie Sanchez-Reyes,
CSEA Appointee
Member

Santa Paula Unified School
District
Classified HR
Personnel Commission
500 E. Santa Barbara St.
Santa Paula, Ca 93060



this issue

COVID PROTOCOLS **P.1**

ABSENCE MANAGEMENT **P.2**

EMPLOYEE LEAVES **P.2**

Following District COVID Protocols

As you are aware, the face mask requirement was lifted on March 14, and we are all free to choose whether or not to wear a mask. However, there are some individuals who are still concerned about possible exposure to COVID and how they can remain safe in the work environment. The Classified HR office wants to remind employees to follow the appropriate protocol for COVID. For more information visit the SPUSD website. Although positive cases have declined considerably over the past couple of months, our office continues to track absences related to COVID and reviews COVID leave eligibility for each employee. That information is then reported to payroll to ensure you are paid appropriately.

If you are fully vaccinated, and haven't already done so, you must submit a copy of your vaccination record to the Classified HR office. These records are kept in a confidential file. Fully vaccinated employees are not required to test weekly.

If you are sick or have COVID-19 symptoms, such as fever, sore throat, runny nose, cough, headache, or fatigue, help stop the spread of the flu and/or COVID and stay home.

Remember to contact your supervisor and put your absences in the absence management system.

NON-VACCINATED

Any classified employee who has not submitted proof of vaccination for COVID-19 is required to submit weekly negative COVID test results as a condition of employment.

If an employee does not submit the required weekly testing, they are not eligible to work and will remain on unpaid leave status until they submit their COVID test results to Classified HR.

As a reminder, any employee who continuously fails to submit their results in a timely manner may be subject to disciplinary action.

POSITIVE CASES

Until March 28, positive cases should be reported to Jeff Argend, District Safety Manager at 805-914-3163 or jargend@santapaulausd.org.

After March 28, positive cases should be reported to Dr. Letitia Bradley, Director, Student Support Services at lbradley@santapaulausd.org.

Mr. Argend and/or Dr. Bradley will coordinate with Classified HR to confirm your leave status and return to work date.

UPCOMING EVENTS

**PERSONNEL
COMMISSION MEETING**
April 7, 2022

SPRING RECESS
APRIL 11 – 22, 2022

APRIL 15 – HOLIDAY
(Friday of spring recess)

**FRONTLINE TRAINING –
DATES – APRIL 7, 28, 29**
(more information to follow)

CURRENT AND UPCOMING RECRUITMENTS

Child Nutrition Services Asst 2

IA-After School Program

IA-Bilingual

IA-SD

Specialized Health Care
Technician – LVN

ADDITIONAL INFORMATION

classifiedhr@santapaulausd.org

**We are hiring substitutes
in the areas of
Instructional Assistant,
Food Service, Clerical,
Campus Supervision
Assistants, and
Custodial! \$16.10 -
\$20.81 – depending on
position.**

Visit our website to
apply:
www.santapaulausd.org

frontline education... Absence Management



The District has been working with the Ventura County Office of Education (VCOE) to implement a new absence management system. The goal is to move from our current absence management system to a new system called Frontline. We expect this to be rolled out in May 2022. Although the new absence management system is similar to our current system, the new system will eventually eliminate the need for paper time cards for all employees.

Once the system is up and running, ALL employees will be required to use the absence management system – no exceptions. Prior to implementation, employees will receive notification, instructions, and training videos to assist with setting up an account. Additionally, training dates for classified employees are scheduled April 7, April 28, and April 29, for those who would like additional training. More information will be sent out in the near future.

The Frontline absence management system is connected to our current business system, Escape, which will eventually allow us to utilize a paperless timesheet process. Please work with us as we make this transition. The Classified HR Team is available to support all classified Frontline Users. Please contact us with any questions.



Employee Leaves – Bereavement Leave

Employee leave usages protocols are outlined in Article 9 of the District/CSEA Collective Bargaining Agreement. Because our office receives so many inquiries regarding the use of leaves, this newsletter will focus on a different leave each month. This month we will address bereavement leave, Article 9.6 – Article 9.6.7.

Bargaining unit members are entitled to 5 days of bereavement leave due to the death of an immediate family member. A question frequently asked is, ***“Can I use bereavement leave for the aunt or uncle of my spouse?”*** The answer is ***“No.”*** *Your spouse’s aunt or uncle are not listed as a qualifying relative in the collective bargaining agreement, page 47.* When an employee requires a leave due to the death of a friend or non-qualifying relative, they may use personal necessity or vacation leave to cover the absence, as long as they have available leave. For more information regarding leaves, please contact Sonia Bautista, at sbautista@santapaulausd.org

REMINDER: 5 DAYS ILLNESS REQUIRES DOCTOR NOTE

All classified employees who are absent for five (5) consecutive days due to illness are required to **submit a doctor’s note to the Classified HR Office** to verify the personal illness or injury and/or medical authorization to return to work, per Article 9.1.1.3.1.

The Classified HR Department wants to hear from you!

If you have a topic or a question that you would like to have addressed in this newsletter, please contact Cynthia Carrillo, Executive Director-HR Classified at ccarrillo@santapaulausd.org.