

# EMPLOYEE COMPLIANCE HANDBOOK v5.0

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## Equal Employment Opportunity

The Santa Clara County Office of Education (SCCOE) prohibits discrimination, harassment, intimidation and bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions) sexual orientation, religion, color, national origin, ancestry, immigration status, physical or mental status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (not union related), association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

Equal employment opportunity applies to all employees, applicants, contractors, interns, and volunteers and to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

The SCCOE expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated. Our commitment to equal employment opportunity prohibits unlawful discrimination and harassment by any employee (including supervisors and co-workers), agent, client, customer, or vendor.

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

1. shunning and avoiding an individual who reports harassment, discrimination or retaliation;
2. express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
3. denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the complaint procedure.

[Nondiscrimination in Employment \(4030 AR\)](#)

## Disability Inclusion and Reasonable Accommodation

The SCCOE is committed to maintaining an inclusive environment where all applicants and employees can readily and efficiently ask for reasonable accommodations necessary to reach their full potential. Reasonable accommodations are any changes in the workplace or the way job duties are usually performed that provide an equal employment opportunity to someone with a disability. This process does not cover requests that would pose an undue hardship or fundamentally change the essential functions of a job.

A reasonable accommodation is provided when:

- an applicant with a disability needs an accommodation to have an equal opportunity to compete for a job;
- an employee with a disability needs an accommodation to perform the essential functions of the job or to gain access to the workplace; or
- an employee with a disability needs an accommodation to enjoy equal access to benefits and privileges of employment (e.g., tools, training, SCCOE sponsored events).

An applicant, candidate, or employee can request an accommodation by contacting the [Workers' Compensation Supervisor](#).

[Reasonable Accommodation \(4032 AR\)](#)  
[Employees with Infectious Disease \(4119.41 SP\)](#)

## Harassment

It is SCCOE policy to provide a work environment free of harassment. To that end, harassment of SCCOE employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is also unlawful and will not be tolerated. The SCCOE will take all steps necessary to prevent and eliminate unlawful harassment.

### Definition of Unlawful Harassment

“Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

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

### Definition of Sexual Harassment

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

- submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; *or*
- such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the circumstances, including the severity of the conduct and its pervasiveness:

- unwanted sexual advances, whether they involve physical touching or not;
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
- displaying sexually suggestive objects, pictures, or cartoons;
- unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- inquiries into one’s sexual experiences; *and*
- discussion of one’s sexual activities.

All employees should take special note that retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at the SCCOE.

[Sexual Harassment \(4119.11 AR\)](#)

# Complaint Procedure

## Employees

If an employee believes they are being subjected to discrimination, harassment, or other inappropriate behavior, they may immediately inform the offending party that the conduct is unwelcome and needs to stop. If the conduct does not cease, or if the employee is unable to or uncomfortable with addressing the alleged offender directly, they should report the incident to their own supervisor, a member of the Leadership Team, or to the Assistant Superintendent - Personnel Services or designee. It is recommended, but not required, that the employee provide a written record of the date, time and nature of the incident(s) and the names of any witnesses.

It is important to report all concerns of harassment, discrimination, or inappropriate behavior to the Assistant Superintendent - Personnel Services or designee or a supervisor/manager as soon as possible. Leaders must be made aware of the situation so an immediate and impartial investigation can be conducted and appropriate action can be taken to remediate or prevent the prohibited conduct from continuing.

## Managers and Supervisors

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

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

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

## Human Resources

The Assistant Superintendent - Personnel Services or designee is responsible for:

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

Employees filing a complaint may request that an investigation into their complaint be conducted by an external third party if they believe there is a conflict of interest. The Assistant Superintendent - Personnel Services or designee will consult with the County Superintendent regarding the employees request and determine if an in-house investigation will be conducted or if a third party will be contracted to complete the investigation. The Assistant Superintendent - Personnel Services or designee must provide a rationale for the decision. The in-house investigator shall not be within the administrative control or authority of the respondent.

## Complaint Resolution Procedures

Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The Assistant Superintendent - Personnel Services or designee may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the Assistant Superintendent - Personnel Services or designee will dictate the verbal complaint.

To ensure the prompt and thorough investigation of a complaint, the complainant should provide as much of the following information as is possible:

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

## Discipline

Employees who violate SCCOE harassment and discrimination policies or otherwise participate in inappropriate behavior in violation of SCCOE policies are subject to appropriate discipline. If an investigation results in a finding, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of employment and/or may also be subject to civil damages or criminal penalties.

## Confidentiality

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

## Time Limits on Reporting

Complaints should be brought forward as soon as possible after the conduct occurs. While there is no stated timeframe for making a complaint, prompt reporting will better enable the SCCOE to respond, determine the relevant issues, and provide an appropriate resolution and/or action. Although delaying a report or complaint may impede the ability to conduct an investigation or take appropriate remedial actions, all incidents should be reported even if a significant amount of time has passed.

## Other Available Procedures

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available under local, state or federal law. Anyone may file complaints of discrimination, harassment, or retaliation with the California Civil Rights Department (CRD), the Equal Employment Opportunity Commission (EEOC), and the Office of Federal Contract Compliance Program (OFCCP) whether or not complainants choose to use the SCCOE complaint procedure.

*California Civil Rights Department (CRD)*

*2218 Kausen Drive, Suite 100*

*Elk Grove, CA 95758*

*Phone: 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711*

Email: [contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov)

Equal Employment Opportunity Commission (EEOC), San Jose Office  
96 North Third Street, #250  
San Jose, California 95112  
Phone: (800) 669-4000

U.S. Department of Labor San Jose District Office, Office of Federal Contract Compliance Programs (OFCCP)  
96 North 3rd Street, #400  
San Jose, CA 95112  
Phone: (408) 291-7730 or 1-866-487-9243

Time limits for filing complaints with State and Federal agencies vary. Contact the agency directly for specific information.

[Complaint Process for Conduct in Violation of SCCOE Policies \(4144.1\)](#)

## California Public Records Act

The California Public Records Act requires the publication of public employee names and salary information. Decisions from the California Supreme Court have determined that local agency employees do not have a reasonable expectation of privacy in their name, salary information, and dates of employment. All information on Transparent California comes directly from public records request and is public information. More information on the Act can be found their [website](#).

## Cell Phone Use

Your personal cell phone may be used during work hours if it has been approved by the Office. If you are working from home and require technology equipment and peripherals to perform your duties, you can make a request using the SCCOE Service Portal. Your cell phone may be used as a primary contact number unless you have provided an alternate contact number.

If your job requires you to drive on SCCOE time and/or in SCCOE vehicles, you must obey the law. As of January 1, 2018, California law made it unlawful for a motorist to hold and operate any wireless device while at the wheel, even to check GPS. Your safety and the safety of others is our greatest concern, and we encourage you to be alert and responsible while driving.

## Child and Dependent Adult Abuse Reporting Requirement

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

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

Mandated reporters play a critical role in identifying and reporting concerns of child abuse or neglect that may otherwise go unreported. The responsibility to report suspected abuse or neglect:

- can protect the child in the short-term;
- can prevent further abuse or neglect; and
- may allow families to receive needed resources or services that may eliminate the underlying cause of abuse or neglect.

## Who are mandated reporters?

A mandated reporter is an employee required by law to report suspicion of child abuse or neglect. Specific professionals are identified by the State of California as mandated reporters including teachers, childcare providers, medical and mental health professionals, and coaches.

Employees who are defined by law as mandated are obligated to immediately report situations in which knowledge of or reasonable suspicion exists that a child has been a victim of abuse or neglect.

## How to report suspected child abuse or neglect:

1. CALL 9-1-1 if you believe a child is in imminent danger, needs medical attention, or it would not be safe for them to return or remain at home. Or CALL DFCS (Department of Family & Children's Services):
  - Santa Clara County Child Abuse / Neglect Hotline (408) 299-2071 or (833) SCC-KIDS (722-5437)
2. After the initial call and within 36 hours, all mandated reports MUST then submit a [Suspected Child Abuse Report \(form SS 8572\)](#) by mail to the Department of Family & Children's Services, Attn: Child Abuse & Neglect Center (CANC), 373 West Julian Street, San Jose, CA 95110 or fax to (408) 975-5851 or email to [SSA\\_CANC\\_eFAX@ssa.sccgov.org](mailto:SSA_CANC_eFAX@ssa.sccgov.org).

## Cautionary Note:

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

## How to report suspected dependent adult abuse or neglect:

1. CALL 9-1-1 for immediate danger or CALL APS in Santa Clara County (408) 975-4900 or 1-800-414-2002
2. After the initial call, all mandated reports *MUST* then submit [Suspected Dependent Adult Abuse Report \(SOC 341\)](#) within two working days by mail to the County of Santa Clara Adult Protective Services, 353 West Julian St., San Jose, CA 95110 or fax to (408) 975-4910.

## Incidents Involving SCCOE Employees:

Santa Clara County Office of Education employees must make the initial call and report to the proper authority then follow the [SCCOE Policy \(4141.4 AR\)](#) for internal reporting procedures if a SCCOE employee has knowledge of or reasonably suspects that another SCCOE employee or other individual who works with or has contact with students on campus has in the past, or is currently engaged in conduct that may be an indication of suspected abuse or neglect.

## Reporting to a licensing agency:

When the SCCOE receives a report that contains either of the following, it shall make a report to the Department of Social Services (DSS) by telephone or fax within the DSS's next working day and during its normal business hours:

1. A report of abuse alleged to have occurred in facilities licensed to care for children by the State Department of Social Services.
2. A report of the death of a child who was, at the time of death, living at, enrolled in, or regularly attending a facility licensed to care for children by the State Department of Social Services, unless the circumstances of the child's death are clearly unrelated to the child's care at the facility.

In addition, a written report containing the following information shall be submitted to DSS within seven (7) days following the occurrence of such event:

- Child's name, age, sex, and date of admission



- Date and nature of event
- Attending physician's name, findings, and treatment if any
- Disposition of the case

The SCCOE shall send the licensing agency a copy of its investigation and any other pertinent materials. ([Penal Code 11166](#))

Employees shall keep a copy of the complete written report that is filed.

### Failure to Report:

Any person mandated by Penal Code who fails to report any instance of child abuse or neglect that he/she knows or reasonably suspects to exist may incur criminal, civil, and/or professional liability. Failure to report is a misdemeanor and punishable by confinement in county jail for a term not to exceed six months or by a fine of not more than one thousand dollars (\$1,000) or by both. However, if "death or great bodily injury" happens to the child as a result of the abuse, the mandated reporter is guilty of a misdemeanor punishable by not more than one year in a county jail, by a fine of not to exceed five thousand dollars (\$5,000) or by both. ([Penal Code 11166](#)).

For more information, contact SCCOE Human Resources.

[Child and Dependent Adult Abuse Prevention and Reporting \(4141.4 AR\)](#)

[Professional Standards \(4219.21 SP\)](#)

[Civil and Legal Rights \(4219.1 SP\)](#)

## Confidentiality

The protection of confidential information is vital to the mission and interests of the SCCOE. Confidential information is any and all information disclosed to or known by you because of employment with the SCCOE that is not generally known to people outside the organization.

An employee who improperly uses or discloses confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the Public Information Supervisor.

[Unauthorized Release of Confidential/Privileged Information \(4119.23 SP\)](#)

## Conflicts of Interest

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

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. The SCCOE recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the organization.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior or unacceptable ethics:

1. Carrying on SCCOE business with a company in which the employee, or a close relative of the employee, has a substantial ownership or interest.
2. Holding a substantial interest in or participating in the management of a business to which the organization makes sales or from which it makes purchases.
3. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
4. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the organization.



5. Participating in civic or professional organization activities in a manner that divulges confidential work-related information.
6. Misusing privileged information or revealing confidential data to outsiders.
7. Using one's position at the SCCOE or knowledge of its affairs for personal gains.
8. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the company business.

## Correspondence

The SCCOE will deliver correspondence to employees at their assigned SCCOE email address. Employees are encouraged to regularly check their SCCOE email for the Superintendent's Monday Memo, Impact Weekly, and other important information and updates.

## Data Governance Program

The SCCOE recognizes data as an institutional resource which must be protected and used appropriately. The SCCOE strives to achieve the overall management of the integrity, availability, and security of data used in the organization through the design and implementation of a data governance program.

The purpose of the SCCOE Data Governance Program is to create a system of management and a culture of responsibility that ensures SCCOE data is collected, used, and shared responsibly, securely, and ethically with internal and external educational partners. SCCOE data are institutional assets and the Data Governance Program provides a common vision for using data that is aligned with the goals of the SCCOE.

## Data Governance Policy

The policy establishes the framework for standards and guidelines in the collection, creation, storage, and management of both SCCOE data and warehoused data, especially as related to data quality, privacy, security, architecture and integration, and literacy. Specific processes related to data governance such as access, data usage, data security, and data privacy are addressed in the Data Governance Manual and in the appropriate administrative regulations. The Data Governance Program in each of its program areas requires ongoing monitoring and maintenance to support continuous improvement. This policy applies to all institutional data, including but not limited to machine-readable data and printed data on all media, principal copies, backup copies, and archival copies. The policies and procedures of the SCCOE Data Governance Program are applicable to and binding for all SCCOE employees, including but not limited to all staff, contractors, vendors, and students. To the maximum degree possible, provisions of the SCCOE Data Governance policies and procedures must be made part of the contract with outside providers who host SCCOE data in their off-site systems.

All SCCOE staff are responsible for understanding and complying with all applicable SCCOE policies, regulations, procedures, standards, and guidelines for working with SCCOE data or data stored on behalf of other agencies in SCCOE systems. Staff will complete mandated trainings based on their job duties and access to certain systems.

[Data Governance Policy \(0441 SP\)](#)

[Data Governance Program \(0441 AR\)](#)

## Data Governance Materials

The SCCOE Data Governance Program is comprised of five key program areas which provide guidelines and expectations for how employees must interact with data. This guidance is documented in the [Data Governance Manual](#) and on the Data Governance Program [website](#).

## Dress and Grooming

The SCCOE is a professional work environment. During school and business hours and at SCCOE activities, employees shall maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being

performed. It is important to project a professional image to our students, families, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and professionalism.

Employees shall be allowed to appear in dress in a manner consistent with their gender identity, gender expression, or religious creed. In addition, the SCCOE shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices.

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

[Dress and Grooming \(4119.22 SP\)](#)

## Drug-Free and Alcohol-Free Workplace

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

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the SCCOE is strictly prohibited. The SCCOE also prohibits reporting to work or performing services under the influence of alcohol or marijuana, consuming alcohol, or using marijuana while on duty or during work hours.

In accordance with law and the SCCOE's collective bargaining agreements, the County Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of the drug- and alcohol-free workplace policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by an appropriate agency.

Employees' health plans have provisions for drug counseling and rehabilitation and offer counseling and referrals to help resolve problems effectively and confidentially. The cost of these services will depend on your plan. For more information, please contact your insurance provider or your Employee Benefits Specialist.

[Drug and Alcohol-Free Workplace \(4020 SP\)](#)

[Employee Drug Testing \(4112.41 AR\)](#)

[Drug and Alcohol Testing for School Bus Drivers \(4212.42 SP\)](#)

## Employee Benefits (Regular SCCOE Employees only)

SCCOE provides a variety of health and welfare benefits to their employees. Please visit [SCCOE Employee Benefits](#) for a complete detailed list of available plans. For questions, contact the Employee Benefits Specialist assigned to you.

### Medical Insurance

Employees have a choice of six medical insurance plans: three (3) Kaiser plan options and three (3) Anthem plan options. During the open enrollment period, employees may change their medical plan. The plan year runs from October 1st – September 30th.

### Continuation of Benefits upon Termination (COBRA)

If employees terminate their employment, they may continue their health care coverage by paying the full premium. Dependents may also continue their health care coverage if they are no longer eligible under the employee plan (as in the situation of divorce or an over-age dependent).

### Dental Insurance

Delta Dental offers two dental plan options for our employees to choose from. The Economy plan provides employees and their eligible dependents up to \$2,000 each in basic coverage per year in addition to \$1,000 lifetime maximum in orthodontia. The Core plan provides employees and their eligible dependents up to \$4,000 each in basic coverage per

year in addition to \$5,000 lifetime maximum in orthodontia. Both plans are at no cost to employees working six or more hours per day.

### Vision Insurance

VSP provides employees and their eligible dependents with one eye exam in a twelve-month period and two pairs of lenses and frames within a twenty-four-month period.

### Life Insurance

All full-time employees are covered by a term life insurance policy through The Standard. Part-time employees may elect coverage for a nominal fee.

### Long-term Disability

Long-term disability is available to eligible employees who are ill and unable to work. They may receive 66 2/3% of their wages up to a specified maximum amount per month after certain conditions have been met.

### Retirement Planning

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

Retirement health care benefits are available as described in bargaining unit contracts. It is recommended that employees ask about eligibility at least one year prior to retirement date.

### Employee Assistance Program (EAP)

EAP is a service available to you and members of your household at no extra cost. It is designed to help you with everyday problems and questions, big or small. No need to fill out paperwork or make an appointment to speak with an Anthem EAP staff member. Call 800-999-7222 or visit [anthemEAP.com](http://anthemEAP.com). You will be connected to EAP staff who are available 24 hours a day, every day.

[Employee Assistance Program \(4159 SP\)](#)

### Employment Opportunities

Employees are encouraged to consider opportunities within the SCCOE. Information on open positions is available from the sources below:

EdJoin: <https://www.edjoin.org/sccoe>

SCCOE Website: <https://www.sccoe.org/jobopps/Pages/default.aspx>

### Emergency Contact Information

It is your responsibility to keep up-to-date emergency contact information on file with the SCCOE. This information will be accessed by the Human Resources staff in the event of an emergency or crisis situation. We ask that you please take the time to review and, if necessary, [update your emergency contact\(s\)](#) on a regular basis.

### Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave

Employees who have completed one year (twelve months) of service at the County Office, and at least 1,250 hours of service during the previous one-year (twelve months) period, have the right to an unpaid leave of absence under the Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"). 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, spouse, grandparent, grandchild or sibling or a qualifying military exigency related to the covered active duty or call to covered active duty of an employee's covered family member. While the law

provides only unpaid leave, employees may choose or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances.

Any employee who is disabled by pregnancy, childbirth, or a related medical condition is eligible for a Pregnancy Disability Leave of Absence for up to four months, depending on their period(s) of actual disability as determined by a healthcare provider. There is no length of service requirement for this leave.

Employees 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 of a family member). For events that are unforeseeable, please notify your supervisor and Human Resources specialist, 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.

The SCCOE may require certification from your health care provider before allowing you a leave for pregnancy disability or for your own serious health condition. A medical certification may also be required from the health care provider of your child, parent, or spouse who has a serious health condition, before granting a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or 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 benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact your Human Resources Specialist.

## Pay Procedures

### Regular, Temporary, and Limited-Term Monthly Employees

Regular employees are paid on the last working day of each month. Paychecks are distributed to each department by noon on pay day. Employees have the option of picking up their paycheck or having it mailed to their home address. Alternately, employees may make arrangements through the Payroll Department in Business Services to have their checks deposited directly in their personal bank account on pay day. Contact your Payroll Specialist to make arrangements.

### Hourly/Daily and Temporary Employees, and Substitutes

Employees paid on an hourly or daily basis, temporary or substitute employees, are paid on the 10<sup>th</sup> day of the month. All temporary or substitute employees' checks are mailed if they choose not to pick up their checks in person.

Regular employees who work overtime or extra time will have this time added to their end of the month checks. Checks are distributed to their appropriate department by noon on pay day.

## Performance Evaluations (Regular SCCOE Employees only)

SCCOE employees are evaluated in accordance with procedures outlined in [California Education Code 44660 – 44665](#), the Leadership Team Handbook, and [collective bargaining agreements](#). Formal performance reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

Communication between SCCOE employees and their supervisors is very important. Discussions regarding job performance should be ongoing and employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed. Information regarding evaluation procedures may be obtained from Human Resources at (408) 453-6841.

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

[Evaluation/Supervision \(4215 SP\)](#)

## Political Activity/Contributions

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

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

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

Employees are free to make personal campaign contributions; however, SCCOE funds or resources cannot be used, directly or indirectly, for contribution to political parties, candidates, or for the preparation or reproduction of political campaign materials.

[Political Activities of Employees \(4119.25 AR\)](#)

## Smoke-Free Workplace

Smoking and the use of tobacco products are prohibited at all sites operated by the SCCOE, on all SCCOE property, and in all SCCOE vehicles. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes. No exceptions are permitted.

[Tobacco Free Schools \(3513.3 BP\)](#)

[Vehicle Use for SCCOE Business \(3540 AR\)](#)

## Social Media

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

We follow the community standards established by various social media platforms, and ask our users do the same. SCCOE reserves the right to remove any content deemed as bullying, intimidation, or harassment; content deemed hateful, libelous, slanderous, or hostile.

We will immediately remove material which is obscene, pornographic, contains nudity or graphic or gratuitous violence. Any content which contains proprietary or unauthorized self-promotion and/or solicitations whether for profit or not, such as spam or comments which include links to other sites which are not community partners will be removed. Repeat contact or engagement to drive traffic to a non-partner account, product, service or initiative will be removed. If a user has multiple infractions, the individual will be blocked from the social media platform.

## Soliciting and Selling

The SCCOE prohibits the solicitation, distribution, and posting of materials on SCCOE property by any employee or non-employee.

- Non-employees may not solicit employees or distribute materials of any kind on SCCOE property at any time.
- Employees may not solicit other employees or distribute literature during work times, except in connection with an SCCOE-approved or sponsored event.
- The posting of materials or electronic announcements are permitted with approval from Human Resources.

Violation of this policy should be reported to Human Resources.

[Soliciting and Selling \(4135 SP\)](#)

## Technology Use

The SCCOE recognizes and supports advances in technology. While these technologies provide a valuable resource to the SCCOE, it is important that the use of technology be appropriate for SCCOE purposes. Inappropriate use may result in loss of employee productivity, service, compromised security, lost data, and other negative consequences.

Office technology includes the SCCOE's electronic mail system, the phone system including voice mail, cellular phones, faxes, computers, the computer network including Internet access through the network, and office equipment.

Use of SCCOE technology by each employee, student, volunteer, contractor, or other individual shall constitute that person's acknowledgment of agreement to abide by the Employee Use of Technology policy. Office technology, including the data and products of its use, is the property of the SCCOE.

[Employee Use of Technology \(4040 AR\)](#)

## Uniform Complaint Procedures (UCP)

The uniform complaint policy is for use by parents and students for complaints related to specific activities and programs.

The Santa Clara County Office of Education annually notifies our students, employees, parents, or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

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

## Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education, Career Technical, Technical Training (state)
- Child Care and Development
- Compensatory Education
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group
- Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court

- Pupils now enrolled in a school district and Children of Military Families
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School Site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

## Pupil Fees

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

A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.

A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

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

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

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

## Additional Information

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in *Education Code* Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

We shall post a notice to identify appropriate subjects of state preschool health and safety issues in each California state preschool program classroom in each school notifying parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the *California Code of Regulations* that apply to California state preschool programs pursuant to *HSC* section 1596.7925 and (2) where to get a form for a state preschool health and safety issues complaint.

## Contact Information

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



### **School Related Complaints**

Jessica Bonduris, Ed.D.  
Assistant Superintendent – Educational Services  
1290 Ridder Park Drive  
San Jose, CA 95131  
408-453-6560  
[jbonduris@sccoe.org](mailto:jbonduris@sccoe.org)

### **Staff Related Complaints**

Larry Oshodi  
Assistant Superintendent - Personnel Services  
1290 Ridder Park Drive, MC264-A  
San Jose, CA 95131-2304  
(408) 453-6841  
[loshodi@sccoe.org](mailto:loshodi@sccoe.org)

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

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

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

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

[Uniform Complaint Procedures \(1312.3 AR\)](#)

## **Wellness Program**

The health of our staff and the health of our organization are interdependent. SCCOE's Staff Wellness Program, coordinated by Workforce and Organizational Development in the Human Resources Division, supports the success of our staff at work and at home. Our program offers a variety tools and educational opportunities for staff to restore and enhance physical and emotional well-being. For more information, visit the [SCCOE Health & Wellness website](#) or call the Coordinator of Employee Assistance Programs at (408) 453-3616.

## **Whistleblower Protections**

The Whistleblower Protection Act gives employees and applicants a way to report dangerous conditions or illegal activities, including fraud, waste, or abuse, to a State agency, the Bureau of State Audits (BSA). The Whistleblower Protection Act protects employees that disclose information about improper government activity or about any condition that may significantly threaten the health or safety of students, employees, or the public. The identity of the employees or applicants reporting is protected.

Complaints can be submitted in the following ways:

- Call the Whistleblower Hotline at (800) 952-5665.
- Mail information to:  
Investigations  
California State Auditor  
P.O. Box 1019  
Sacramento, CA 95812
- Submit a complaint online to [The California State Auditor](#).

Concerns about SCCOE practices may also be reported to the Internal Audit hotline at (408) 453-3613 or [internalaudit\\_hotline@sccoe.org](mailto:internalaudit_hotline@sccoe.org).

[Civil and Legal Rights \(4119.1 SP\)](#)

## Workers' Compensation

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

1. Notify your supervisor immediately.
2. Your supervisor will provide you with a copy of the Workers' Compensation Packet, which contains fillable forms for completion and important information about your potential benefits. Complete the employee sections of the Notification of Workers' Compensation Injury/Illness Form and the Claim Form in the Workers' Compensation Packet. Return the completed forms to your supervisor.

You can also obtain a copy of the Workers' Compensation Packet on the SCCOE Employee Intranet under the Forms & Templates tab.

3. If you need medical treatment, select a medical provider from the list of Pre-Approved Medical Providers in the Workers' Compensation Packet. Contact the medical provider directly to schedule an appointment. Certain medical providers on the list may allow walk-in appointments.
4. After your medical appointment, you will receive a Work Status Report from your medical provider. Return the Work Status Report to your supervisor or Risk Management within one business day of your appointment.
5. If your physician determines that you have temporary work restrictions, a temporary modified or alternate position will be provided, if available.

For additional information contact [Risk Management](#) at (408) 453-6708.

## Workplace Violence Prevention

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

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

## Vacation & Holidays

For specific information and exceptions, refer to your bargaining unit contract. Leadership Team information can be found in the Leadership Team Handbook.

## Injury & Illness Prevention Program (8 CCR § 3203)

The policy of the Santa Clara County Office of Education (SCCOE) is to provide its employees with a safe and healthy workplace. The SCCOE has a safety program, to inform all employees; and to involve, to the greatest extent possible, all employees in the program. The Injury and Illness Prevention Program (IIPP) is the official Safety Program for SCCOE.

### Purpose

This program has been designed to:

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

### **The three fundamental objectives are:**

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

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

## 1. Responsibilities (IIPP – 8 CCR 3203 (a)(1))

### **Superintendent:**

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

### **IIPP Program Administrator, Risk and Liability Manager, or authorized Risk Management staff are required to:**

- Review the IIPP annually.
- Oversee the development of all government safety requirements.
- Provide guidance on new or proposed requirements.
- Summarize safety performance statistics.
- Advise management on safety policy and procedures.
- Assist in the identification of resources for the correction of safety deficiencies.

### **Chief Officers/Assistant Superintendents are required to:**

- Participate in the review of safety programs and policies affecting their division.
- Allocate resources to improve the IIPP and other safety programs.

### **Directors, Principals and Managers are required to:**

- Ensure their departments are following the IIPP and other safety programs.
- Provide leadership and locate resources necessary for the correction of safety deficiencies.
- Evaluate the effectiveness of safety programs and provide recommendations for improvement to Risk Management.
- Provide appropriate safety training to employees.
- Assist supervisors in taking appropriate actions against an employee who knowingly or consistently violates safety rules and guidelines.

### **Supervisors, Coordinators and Lead Personnel are required to:**

- Ensure their work groups are following the IIPP and other safety programs.
- Assist employees in identifying and correcting safety concerns.
- Notify their manager when safety resources are necessary.
- Provide appropriate safety training and personal protective equipment (PPE) to employees.
- Recommend disciplinary action when employees knowingly or consistently violate safety rules and guidelines.

### **Employee Responsibilities:**

- All employees should take appropriate action to correct hazardous situations that may lead to injury or illness.
- Follow all safety rules and guidelines of the IIPP and other safety programs.
- Always use assigned personal protective equipment (PPE) as instructed.
- Take proper action to protect yourself from hazards.
- Do not remove, displace, damage, or destroy any safety device, safeguard, notice, or warning.

- Do not interfere in any way with safety devices used by any other person.
- Immediately take appropriate action to correct any potentially hazardous conditions that may lead to injury, illness, or death.
- Employees injured at work shall seek immediate medical attention as needed.
- Correct safety problems under your control.
- Keep work areas free of hazards.
- Notifying supervisors of safety hazards and concerns.

## 2. Compliance with Safe & Healthy Work Practices (IIPP – 8 CCR 3203 (a)(2))

### **Safe Work Practices:**

- Immediately report all work-related injuries or illnesses to your supervisor or responsible person.
- If you go to the doctor for a work-related injury, you must first report to your supervisor, alternate responsible person, or Workers' Compensation representative to receive treatment authorization.
- Report all hazards to your supervisor.
- Obey all warning signs and tags, check labels, and follow instructions carefully.
- Never damage labels and instructions on equipment or containers.
- Only perform authorized work.
- Do not attempt any work unless you understand the safety procedures and hazards involved.
- Only qualified and authorized persons shall attempt electrical repairs.
- Do not endanger the safety of yourself, co-workers, students, or the public.
- Machinery must be operated with safety guards in place at all times.
- Exits, aisles, stairways, and emergency equipment must be kept clear of obstructions.
- Only tools in safe condition are to be used. If you provide your own tools, you are responsible for their care and condition. Tools must be stored properly when not in use.
- Do not attempt to operate a forklift or other similar vehicle without appropriate training, authorization, and licensing.
- Frayed electrical cords must not be used.
- No horseplay is allowed on the job.
- Use proper lifting techniques and use lifting devices to avoid back injuries.
- Attend all mandatory safety meetings and activities.
- Do not ride as a passenger on any vehicle not designed for passengers.
- Lock out the power (or disconnect cord-connected machinery) before removing guards or doors.
- Make sure all movement is stopped before removing doors, guards, or other machinery covers.
- Before removing a padlock used to lock out machinery, all guards and access doors must be in place.
- Use appropriate hand tools around sprockets, pulleys, or dangerous moving machinery parts. Never reach into a running machine.
- Always use a ladder to access elevated locations. Never use chairs, boxes, desks, etc.
- Do not smoke or use other sources of ignition where flammable liquids are stored or used.

### **Employee Evaluations**

Directors, Managers, Principals, and Supervisors are required to record employee's safety performance on an annual basis. Recognize employees who enhance the SCCOE Safety Program. Employees should receive an improvement plan if they receive an unsatisfactory safety performance review. Retraining is

the first step to correct any unsafe work practices.

### **Disciplinary Action Procedure**

The supervisor shall document and recommend disciplinary action when an employee knowingly or consistently violates safety rules. Disciplinary action, up to and including termination, may be pursued depending on the type or frequency of the violations.

Examples of safety violations:

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

## 3. Communication (IIPP – 8 CCR 3203 (a)(3)).

### **Bulletin Boards**

SCCOE posts safety information on bulletin boards located throughout the SCCOE. Employees are encouraged to review this information frequently.

### **Anonymous Hazard Notification by Employees**

Open communication between employees and supervisors is encouraged. Employees should address safety concerns with their immediate supervisor. If communication with the supervisor has failed, notify Risk Management through internal SCCOE mail at Mail Code 262 or by phone at 408-453-6862.

Employee notification should include:

- The nature of the concern.
- The location of concern or hazard.
- Time of issue.
- What you have done to correct the hazard.
- When you reported to your supervisor.
- When appropriate, the names of individuals involved.
- May be anonymous without fear of reprisal.

## 4. Health and Safety Inspections (IIPP – 8 CCR 3203 (a)(4)).

### **Inspection**

SCCOE requires periodic departmental inspections to provide a safe and healthy environment.

### **Risk Management Inspections**

The goal is to improve the effectiveness of the SCCOE Safety Program through:

- Identifying safety deficiencies, to correct hazardous conditions or regulatory violations.
- Evaluating the level of compliance with environmental health and safety training requirements.

- Evaluating the accuracy of health and safety record keeping.
- Documenting the effectiveness of each department’s safety efforts by completing a written report that identifies areas needing improvement and provides suggestions on corrective actions.

**Risk Management Inspection Procedure**

- Notify the Department, prior to the time and date of the inspection, if possible.
- Conduct a physical inspection of the area and report deficiencies, with recommended actions.
- Affected managers will receive a copy of the inspection report for corrective actions.
- Follow up, if necessary.

5. Accident/Illness Investigations (IIPP – 8 CCR 3203 (a)(5))

**Injury and Illness Investigation**

For each injury or illness, the supervisor (or designee, in their absence) shall investigate and complete a “Report of Incident or Accident” (Accident Report) within 24 hours from the time of the incident and send to SCCOE Risk Management. When the nature or cause of the injury or illness is unknown, submit the report as complete as possible. A completed copy of the initial report must be turned in when all details are known. Risk Management can assist in conducting an injury or illness investigation.

Risk Management may also elect to conduct an independent incident investigation.

6. Correction of Unsafe or Unhealthy Conditions (IIPP – 8 CCR 3203 (a)(6))

The protocol for correcting safety hazards is as follows:

1. If you see a hazard or defect, attempt to correct it immediately (wipe it up, repair it, move it, etc.).
2. If unable to correct, place the hazardous or defective item out of service.
3. Report all work related injuries or illnesses to your supervisor or manager.
4. Communicate recommendation for correction.
5. **Supervisors:** Create a record of when the hazard was corrected.

Safety hazards that pose a threat of injury, illness or death will be resolved immediately. Non-serious hazards will be corrected in a timely manner.

7. Training (IIPP – 8 CCR 3203 (a)(7))

**New Employee Training Requirements**

New employees shall review this Injury and Illness Prevention Program and Emergency Evacuation training before beginning work at the SCCOE.

**Employees Training Requirements**

Supervisors are responsible for ensuring that their employees receive available training.

Employees shall not engage in work related duties exposing them to hazardous conditions for which they have not been trained, including hazardous materials.

**Tailgate Safety Meeting (General Services only)**

- Tailgate Safety Meetings are 10-15 minutes in length and are designed to keep employees alert to work-related accidents and illnesses.
- Supervisors will identify subjects for discussion.



- Topics should be kept relevant to the work hazards.
- Tailgate Safety Meetings shall be documented.
- Documentation shall include the date, time, location, names of those employees in attendance and the topic(s) covered.
- Records of Tailgate Safety Meetings shall be maintained for a minimum of three years.

## 8. Recordkeeping (IIPP – 8 CCR 3203 (b)(1) & (2))

### Records

- Training records are maintained in the files of each department.
- Copies of safety training records shall be maintained for no fewer than three years.
- The Risk Management Department shall maintain Accident Reports for seven years.

### Inspection Reports

Risk Management will be responsible for maintaining annual inspection reports for a minimum of three years. Risk Management will keep any REPORT OF INCIDENT OR ACCIDENT for seven years.

[Employees with Infectious Disease \(4119.41 SP\)](#)

[Exposure Control Plan for Bloodborne Pathogens \(4119.42 SP\)](#)

[Work-Related Injuries \(4157.1 SP\)](#)

## Bloodborne Pathogens

Bloodborne Pathogens are viruses found in blood and bodily fluids that can be passed to others. Most notable and contagious are Hepatitis B, Human Immunodeficiency Virus (HIV) and Hepatitis C.

### Who is Potentially at Risk at a School District?

Employees whose job duty it is to attend to injured or sick students or co-workers, and students with special needs. This includes Nurses, Health Clerks, Paraprofessionals, Special Education Staff, Custodians, or Designated Responders, or those who have other contact with blood or bodily fluids (including vomit).

### How Do I know if My New Position is at Risk?

You will receive a “Hepatitis B Vaccine Notice” from HR with your onboarding documents. It will inform you of your rights, ask if you have had the vaccination, consent to vaccination at no cost, or decline vaccination, and assume the risk of acquiring this serious disease.

### How Can You Protect Yourself?

Following Universal Precautions will keep you safe from Bloodborne Pathogens. Universal Precautions are to treat all blood and bodily fluids as if they contained an infectious virus.

- Handwashing for 30 seconds with a mild soap and water whenever coming into contact with blood or bodily fluids and after glove removal.
- Use of Gloves whenever handling blood or bodily fluids or attending injured students where blood is present. Use watertight gloves, to ensure protection from viruses. Wear other Personal Protective Equipment (PPE), as necessary, to prevent splashes in the eye or blood on clothing.
- Use Eye Protection anytime there is a risk of splashing or vaporization of contaminated fluids. Goggles or other eye protection will protect your eyes while cleaning up a spill or providing first aid or medical assistance.
- Use Personal Protective Equipment (PPE) as directed.

- Use of Disinfectants on areas where there was a blood or bodily fluid spill. It takes time for a disinfectant to work, most take 10 minutes. Use correctly, as indicated on label, to ensure all viruses have been killed.
- Practice proper Trash Disposal to protect others by using biohazard bags or double lined trash bags. Use Sharps Containers for all potentially infected instruments such as syringes, lancets, or epi-pens.
- Use a mask or barrier device when assisting with CPR.
- Keep any open wound covered, even small cuts. If it bleeds, put a bandage on it.

#### What if you are exposed?

- Tell your supervisor and Risk Management immediately.
- Seek first aid provided at all SCCOE locations for prompt medical treatment.
- Contact emergency medical services (911) immediately for any life-threatening incident.

#### For More Information

- California Code of Regulations, Title 8, Section 5193, Bloodborne Pathogens
- Occupational Safety and Health Administration, Bloodborne Pathogens (29 CFR 1910.1030)
- Santa Clara County Office of Education, Exposure Control Plan for Bloodborne Pathogens (4319.42 SP)

## Employee Signature Page

I have read, understand, and agree to abide by the SCCOE Employee Compliance Handbook.

***This agreement will be kept in the employee's personnel file.***

### Employment Status

Employee       Volunteer       Contractor       Other

### Employee ID Number

(This is the six-digit number located on your payroll stub)

Last Name(s)

First Name(s)

Middle Name

(Full legal name is required as stated on your payroll stub)

Email

Signature

Date