Columbia Union School District
Employee Handbook
2022-2023

Columbia Union School District
Employee Handbook

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PURCHASING

Classroom Supply Orders/Budget

Each classroom/teacher will receive $350 to spend during the school year on classroom supplies. Any supplies within the $350 budget do **not** need pre-approval. Just submitted an Office Depot, Amazon Business, Requisition Form or Reimbursement request for items needed.

Your purchases will be tracked on a Classroom Supply Budget Tracker that will be shared with everyone at the beginning of the year. If your classroom receives donations, you will be notified of the amount and the tracker updated to show the increase

2022-2023 Classroom Supply & Field Trip Budget Tracker

Purchasing from Office Depot

1. Log in to the Office Depot web site www.business.officedepot.com
   Login- **Columbia Teachers**
   Password- **password**
2. Select the items you need.
3. Once your order is complete, proceed to check-out
4. Review your order on the check-out screen (items selected, price).
   Add your name in the comments.
5. Submit your order and it will notify the purchasing agent for approval.
6. If you are within your classroom budget, the order will be approved and processed.
7. Purchases over budget will be declined.

Purchasing from Amazon Business

1. Log into Amazon Business with your cusd49 email address.
2. Select the items you need and go to your cart to checkout
3. Checkout:
   a. Select Group: Columbia Teachers
   b. Location: Classroom
   c. Name: Your name and grade
   d. Comment Optional
   e. Deliver To: Your name and classroom
   f. Payment: Amazon Business Line of Credit
4. Submit your order and it will notify the purchasing agent for approval.
5. If you are within your classroom budget, the order will be approved and processed.
6. Purchases over budget will be declined.

Ordering from other vendors/Outside Requisition Forms:

To place an order from a vendor other than Office Depot or Amazon Business, please fill out an *Outside Requisition Form.* Complete the information on the form for the vendor and the items you would like to order.

The form must be approved and signed by the principal before it is given to the district office to place the order.

Purchasing Purchase Order

- A purchase order (PO) should be used for larger purchases, with **pre-approval**.
- To request a PO complete an *Outside Requisition form*.
- If you would like to purchase items from a company that does not accept POs, we can get a quote from the company and send a check.
  (Checks can take as much as 2 weeks to process.)
- The district credit card is **not** an option for most purchases. Plan ahead!!!
- Return packing slips, itemized receipts, and invoices to DO.
- Questions about purchasing can be directed to Arianna Canida acanida@cusd49.com 4475

Reimbursements

- You may wish to purchase items from your classroom on your own and seek reimbursement. This is generally acceptable, but please keep the following in mind:
  - In some instances, purchases may need to be made by the individual and reimbursed by the district. Reimbursements over $25 will need **pre-approval.**
  - The reimbursement is from your classroom budget. If you are overdrawn in your budget, you will not be reimbursed. Review the Classroom Budget Tracker to confirm your budget balance
  - 2022-2023 Classroom Supply & Field Trip Budget Tracker
  - Reimbursement requests must have the *Reimbursement Claim Form* completed as well as **original itemized receipts attached**.
  - If your order needs to be delivered, please make sure the item is delivered to the school's address. Items delivered to home addresses raise issues with our auditor.
  - If you are requesting reimbursement for mileage for travel associated with work, please complete the *Mileage Report Form,* and attach a printout showing the mileage from the school to your destination. (Always make your starting point Columbia Elementary School)
  - Mileage for professional development will only be approved with an approved *Conference Request Form.*

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COLUMBIA UNION SCHOOL DISTRICT

22540 Parrotts Ferry Rd.
Columbia, CA 95310
(209) 533-7700

OUTSIDE REQUISITION

Please fill out, print, have it signed for approval and send to the District Office

Requesting Department/Program or Person: _____

Requesting Department/Program or Person Account Number_____

Vendor Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Vendor Phone #: _____ **Email Address (is available):** _____

Date Requested:_____ **Date Needed:**_____ **PO # Assigned:**_____

Quan.	Unit	Description	Unit Price	Total Price

Sub Total	
***Estimated* Tax**	
***Estimated* Shipping**	
***Estimated* Total**	

_____

Signature of Approver **Date**

Account Code: _____

(completed by Business Office)

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REIMBURSEMENT CLAIM FORM

Pre-approval is required to present a reimbursement claim.

Payee: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Estimated Expense: _____

Vendor: _____

Pre-Approval Signature: _____ **Date:**_____

ITEM DESCRIPTION	REASON	EXPENSE
	TOTAL REIMBURSEMENT REQUESTED	

Itemized receipts are REQUIRED for ALL reimbursable costs.

_____

Signature of Claimant **Date** **Signature of Approver** **Date**

Account Code: _____
(completed by Business Office)

DonorsChoose.org Materials Ownership Policy

Materials funded through DonorsChoose.org are the property of the public school or Head Start center at which the teacher is employed when resources are shipped. The teacher who created the project is the sole steward of the donation while employed at the school, carrying out the project for which the materials were donated.

Who gets to use the materials?

Materials are sent to the school where the teacher is registered on our site when materials are ordered. When they arrive, materials should be given to the teacher who submitted the project request, to be used in his/her classroom. This does not apply to projects where the teacher explicitly describes the intent for materials to be given to the students to use and own.

If the teacher moves schools after posting a project (but before materials arrive in the classroom):

As long as the new school is public, the teacher remains eligible, and the project can be carried out with the same anticipated outcomes in the new school, teachers can update the school information in their account and continue with the project. This also applies to projects that are fully funded during the summer break, when teachers are most likely to move schools. At any point before project implementation, the teacher can have their materials shipped to the school at which they work. (Note: teachers are required to keep their school information up-to-date in their account, and should never post a project for a school at which they are no longer teaching.)

If the teacher moves within the school:

Donated materials should remain at the school and continue to be used by the teacher's current and future students, even if the teacher moves grade levels or subject areas. (This does not apply to consumables or other single-use items.) If the materials are no longer of use to the teacher who requested them, they can be given to another teacher in the school to use with his/her students, and that teacher becomes the steward.

If the teacher moves schools after their project is implemented:

- The teacher will continue to teach in a **public school** and in a position that **meets our eligibility criteria**.
- The principal gives consent for the teacher to take funded materials to use in his/her new classroom.

Working within school policy:

Schools and districts often have their own policies for documenting or tracking donated items, and we encourage teachers to learn about these policies before submitting requests for funding on our site. In moments when a school's policy may make it challenging for a teacher to have regular access to funded materials, our team is happy to provide support in seeking a solution.

Need more information?

You can contact us to request a full list of materials that were funded for your classroom, or any other information specific to your projects. We'd love to hear from you!

Was this article helpful?

✓ Yes × No

Have more questions? **Contact us**.

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Related articles

- Is my role or position eligible for DonorsChoose.org?
- Information for school principals & administrators
- What to do when moving to a new school

MONEY COLLECTIONS

Collecting Money

- Remember, all monies collected for field trips or other reasons must be properly accounted for.
- Cash received for field trips or other donations should have a receipt or log of who paid and how much.
- At the end of each day, you should ensure any money collected is securely locked up in your classroom or taken to the District Office to be placed in the safe.
- At the end of each week, money collected should be turned in to the District Office along with a copy of any checks, copy of receipts/log showing payment, and the *Receipt for Funds Received form*.
- Do NOT leave any collected money in your classroom over the weekend.
- You will need to count the money with DO staff present, so plan for a few minutes.
- Questions about money collections can be directed to Arianna Canida acanida@cusd49.com

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COLUMBIA UNION SCHOOL DISTRICT

22540 Parrotts Ferry Rd.
Columbia, CA 95310
(209) 533-7700

RECEIPT FOR FUNDS RECEIVED

Collector Name: _____ **Date:** _____

Department/Group: _____
(Grade; Fundraiser; PTO; ASB; etc.)

Money received for: _____
(Activity – cafeteria; student store; dances; candy sales; etc.)

Currency Received	Coin Received	Checks Received
x =	x $ 0.25 =	Chk #
x $ 10 =	x $ 0.10 =	Chk #
x $ 5 =	x $ 0.05 =	Chk #
x $ 1 =	x $ 0.01 =	Chk #
x $ =	x $ =	Chk #
x $ =	x $ =	Chk #
Sub Total:	Sub Total:	Sub Total:

Totals	
Currency:	_____
Coins:	_____
Checks:	_____
	(copies required to be attached)
Total Funds Received	

COLLECTED BY:

_____
Advisor / Teacher Signature

APPROVED BY:

_____
Superintendent/Principal Signature

VERIFIED BY:

_____
Business Office Personnel Signature

PROFESSIONAL DEVELOPMENT

Professional Development / Conference Requests

- Select professional development opportunities which align with our school goals and your goals as a professional.
- Complete the *Conference Request Form*.
- Submit the form for approval to the principal with all conference information attached.
- Arianna Canida will register you for the conference once it has been approved.
  (Be sure to include estimates of all expenses including mileage, tolls, hotel, and meals in addition to the registration costs)
- The Business Office can make hotel reservations and prepay the stay if enough advanced notice is given. Otherwise, the cost of the hotel will be reimbursed to the employee if approved.
- Questions about the conference request process can be directed to the Business Office.

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CONFERENCE REQUEST AND EXPENSE FORM

INSTRUCTIONS: The employee shall receive approval from the Superintendent/Principal or designee. Obtain this approval by completing Section I. Complete Section II upon return from the conference with itemized receipts. Travel and conference expenses shall be in accordance with California Educational Codes, Sections 44016-44033. Reimbursement for conference expenses are to be in accordance with Board Policy Number 3350.

SECTION 1: CONFERENCE REQUEST

Requested by: _____ Date: _____

Name of Conference: _____

Location: _____

Description of Conference: _____

Means of Travel: ☐ Private Car ☐ District Van ☐ Other: _____

Estimated Costs:

Registration: _____ ☐ Purchase Order Needed

Lodging: _____ ☐ Lodging Arrangements Needed

Transportation: _____ ☐ District Fuel Card Needed (1-day prior to conference)

Other: _____

Total Estimated: _____

Attendance to the above conference is: ☐ APPROVED ☐ DENIED

Superintendent/Principal or designee signature: _____ Date: _____

SECTION II: REIMBURSEMENT REQUEST (ACTUAL EXPENSES)

Itemized receipts must accompany this reimbursement claims section in order to receive reimbursement (the district will not reimburse for receipts that are not itemized, alcohol or personal items)

Lodging _____

***Breakfast ($10 per diem)** _____

***Lunch ($15 per diem)** _____

***Dinner ($20 per diem)** _____

Miscellaneous (i.e. parking) _____ **Total Reimbursement:** _____

**Per diem is limited to $45.00 for meals for any 24-hour period (breakfast $10, lunch $15, dinner $20).*

I certify that the above claim is a true and accurate account of expenditure for the period indicated.
ALL SIGNATURES ARE REQUIRED BEFORE PAYMENT WILL BE MADE

Claimant Signature: _____ **Date:** _____

APPROVED FOR PAYMENT: DISTRICT OFFICE USE ONLY

Superintendent/Principal or Designee Signature: _____ **Date:** _____

Funding Source/Account: _____

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COLUMBIA UNION SCHOOL DISTRICT

22540 Parrotts Ferry Rd.
Columbia, CA 95310
(209) 533-7700

MILEAGE REPORT AND REIMBURSEMENT FORM

Pre-approval is required to present a reimbursement claim.

Payee: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Estimated Mileage: _____ **Reason:**_____

Destination Address: _____

City: _____ **State:** _____ **Zip:** _____

Pre-Approval Signature: _____ **Date:**_____

DATE	REASON	STARTING LOCATION	ENDING LOCATION	MILEAGE

Please attach back-up to show your mileage.

TOTAL MILEAGE _____

IRS Rate _____

TOTAL REIMBURSEMENT _____

_____

Signature of Claimant **Date** **Signature of Approver** **Date**

Account Code: _____
(completed by Business Office)

ADDITIONAL UNIT PAY

CERTIFICATED

BARRGAINING UNIT MASTER AGREEMENT

Article 18

Salaries

18.2 Units

18.2.1 Unit members shall be paid for additional units when transcripts, grade cards, and / or degrees have been examined and approved by the District with prior approval by the Superintendent. Unit members requesting pay for additional semester units must:

- Submit all relevant degrees, grade cards, or transcripts to the Superintendent no later than August 30th.
- Any relevant degrees, grade cards, or transcripts submitted after August 30th will be considered for additional pay the following contracted school year.

18.2.2 Pay for additional units shall commence on the first contracted day of the school year, upon the proper and timely notification as described hereinabove by the requesting unit member.

18.2.3 It is completely understood and agreed that all semester units and degrees obtained by the unit member shall only be approved by the District when they have been achieved at a college or university.

18.2.4 If transcripts, grade cards, or lack of degree indicate that the requesting unit member has failed to achieve the units or degree, the unit member shall immediately restore to the District any and all overpayments made to said unit member .

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COLUMBIA UNION SCHOOL DISTRICT

22540 Parrotts Ferry Road, Columbia, CA 95310

COURSE APPROVAL REQUEST FOR UPPER/LOWER DMSION COURSES

Please submit two (2) weeks prior to registration in the course.

ONLY ACCREDITED courses shall be used for additional pay for units. The District Superintendent may approve all upper and lower division and graduate courses related to education.

Please fill out, print and send original to District Office for approval.

NAME:_____ DATE:_____

PROPOSED COLLEGE OR UNIVERSITY: _____

DATES OF ATTENDNACE:_____
(Fall, Winter, Spring, Summer)

ARE ANY OF THE FOLLOWING REPEAT COURSES? ☐ YES (If so, please justify below)

☐ NO

CHECK ONE: ☐ QUARTER UNITS ☐ SEMESTER UNITS

DESCRIPTION: (Course #, name, exact catalogue description and semester or quarter units per course):

JUSTIFICATION: (Please describe how each course will improve your effectiveness)

APPROVAL:_____ DATE:_____
(Superintendent's Signature)

FOR DISTRICT OFFICE USE ONLY:

DATE OFFICIAL TRANSCRIPTS RECEIVED: _____

NUMBER OF UNITS EARNED: _____ ☐ QUARTER UNITS ☐ SEMESTER UNITS

☐ PAYROLL NOTIFIED ☐ PERSONNELL FILE UPDATD

ADDITIONAL UNIT PAY

CLASSIFIED

BARGAINING UNIT MASTER AGREEMENT

Article 7

Professional Growth Benefits

Section 1(a): Professional Growth Increments can be earned at the end of three (3) years of service. Nine (9) semester units must be approved and completed to receive the professional growth benefit.

Section 1(b): Professional Growth Increments will be awarded after the employee has completed nine (9) units of approved study. Three (3) years must elapse from that date before he/she is eligible for the next increment during which time the employee must complete an additional nine (9) units.

Section 1(c): Professional Growth Increments may be earned by employees who work ten, eleven or twelve months each year for a minimum of five (5) hours per day.

Section 1(d): Professional Growth Increments may be earned by completing nine (9) units of work in a junior college, university or state college. Unit members must earn a minimum grade of "C" to receive professional growth credit.

Section 1(e): Professional Growth Increments based on approval and completion of the above requirements will be $200.00 per year. This amount will be added to the annual salary of the employee beginning with the next succeeding fiscal year after completion of a professional growth increment.

Section 2(a): Of the nine (9) units for a Professional Growth Increment, seven (7) units must relate directly to the employee's specific classification or area of employment in the district, or all nine (9) units may be in the area of their classification.

Section 2(b): Credit may be granted only for courses completed after July 1, 1981, or the date of beginning employment with the Columbia Union School District, whichever is later.

Section 2(c): It is the responsibility of the classified employee to apply for Professional Growth Credit and verify completion of course work with the Superintendent.

Section 2(d): An official transcript, verified grade card, or instructor's signed statement covering work completed must be submitted and on file in the Superintendent's office not later than June 30th of each year.

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COLUMBIA UNION SCHOOL DISTRICT

22540 Parrotts Ferry Road, Columbia, CA 95310

CLASSIFIED EMPLOYEES

COURSE APPROVAL REQUEST FOR PROFESSIOPNAL GROWTH BENEFIT.

Please submit two (2) weeks prior to registration in the course.

ONLY ACCREDITED courses shall be used for Professional Growth Increments. The District Superintendent may approve all course work related to the employee's assignment.\

Please fill out, print and send original to District Office for approval.

NAME:_____ DATE:_____

PROPOSED COLLEGE OR UNIVERSITY: _____

DATES OF ATTENDNACE:_____
(Fall, Winter, Spring, Summer)

JOB ASSIGNMENT/CLASSIFICATION:_____

ARE ANY OF THE FOLLOWING REPEAT COURSES? ☐ YES (If so, please justify below)

☐ NO

CHECK ONE: ☐ QUARTER UNITS ☐ SEMESTER UNITS

DESCRIPTION: (Course #, name, exact catalogue description and semester or quarter units per course)

JUSTIFICATION: (Please describe how each course will improve your effectiveness)

APPROVAL:_____ DATE:_____
(Superintendent's Signature)

FOR DISTRICT OFFICE USE ONLY: **CLASSIFIED EMPLOYEE**

DATE OFFICIAL TRANSCRIPTS RECEIVED: _____

NUMBER OF UNITS EARNED: _____ ☐ QUARTER UNITS ☐ SEMESTER UNITS

☐ PAYROLL NOTIFIED ☐ PERSONNELL FILE UPDATD

FIELD TRIPS

The 2022-2023 LCAP approved $700 for field trips for each classroom.

General Guidelines

- One in-county and one out-of-county field trip per grade level, per calendar year that requires transportation
    - Walking Field Trips are on a case-by-case basis
- Field Trips require a 30-days notice, especially for those requiring transportation
    - As soon as you know, fill out the Field Trip Request Form
    - Walking Field Trips 2-weeks notice

Field Trip Requests Process

- Each teacher has $700 to spend on Field Trips for the 2022-2023 school year
    - Includes: transportation costs, tickets, etc.
- Complete a Field Trip Request Packet & get approval from the Principal
    - Request for Field Trip Form
    - Field Trip Itinerary
    - Field Trip Cost Calculation Form
    - Field Trip Lunch Request Form
- Approved requests than go to MOT to get Transportation approval and a driver assigned
- From there is goes back to the Front Office to be added to our school calendar
    - Permission slips and day of emergency kits will be provided by the Front Office
- Remember to submit at least 5-days in advance the Field Trip Lunch Request Form with first and last names for school lunches
- Field Trip costs are processed through the Business Office in advance with District Funds
    - If costs must be day of and in-person, reimbursements can be requested
- Reimbursements can be requested from the district office by using the Reimbursement Request Form and must be approved and signed in advance
    - Reimbursements will only be provided up to the available Field Trip fund balance
    - Check with the Business Office to confirm your available fund balance
    - Original Receipts are REQUIRED

Field Trip Donations

- Parents and Businesses are welcome to donate to funds or tickets for Field Trips
- How to Donate
    - Submit payment to the Business Office by providing a written and signed documentation of the purpose of funds
        - Checks made out to "Columbia Union School District"
    - Example: I am donation $200 for the 6th Grade Field Trip (General Fund or Specific Trip)
        - Please be as specific as possible
- When the Business Office receives donations, the teachers receiving the funds will be notified and expenses will be tracked to provide an accurate fund balance
- We will than send a letter with our Tax ID # for the donor's tax records

Field Trip Fund Balance can be request by through the Business Office at any time.

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Columbia Union School District

2240 Parrotts Ferry Rd. Columbia, CA 95310
209-533-7700 – FAX 209-533-7709

FIELD TRIP REQUEST FORM

SUBMIT COMPELTED FORM TO THE PRINCIPAL *NO LESS THAN 30 CALENDAR DAYS PRIOR TO TRIP*

A COMPLETE ITINERARY MUST BE ATTACHED

TO BE COMPLETED BY REQUESTING TEACHER: Substitute Needed: ☐ Yes ☐ No Length of Time:_____

Date: _____ Name of Teacher(s) Making Request:_____

Date of Trip:_____ Destination / Purpose of Trip:_____

Departure Time:_____ Return Time:_____ Special Education Inclusion Alternative Education

Request for Transportation: ☐ Yes ☐ No If yes, what type of transportation needed:_____

Grade(s):_____ Number of Students:_____ Number of Adults:_____Total Transported:_____

(Infants are not to be transported on Columbia Union School District buses)

Trip Cost Calculation - $700 per year for Field Trip costs per teacher/classroom including transportation.

Trip Cost (tickets or other expenses): _____

Transportation Mileage Cost: _____ miles x $2 per mile = _____

Transportation Driver Cost: _____ hours x $26 per hour = _____

Total Cost: _____ Donation(s): _____ (if applicable)

TO BE COMPLETED BY PRINCIPAL: ☐ Approved ☐ Declined ☐ Other:_____

Date Received from Requesting Teacher(s):_____ Signature:_____

TO BE COMPLETED BY TRANSPORTAION: ☐ Approved ☐ Declined ☐ Other:_____

Date Received from Principal:_____ Signature:_____

FOR TRANSPORTATION USE ONLY:

Driver(s) Assigned:_____ Bus #(s):_____ # of Students: _____ a.m.

# of Students: _____ p.m.

Beginning Mileage: _____ Ending Mileage: _____ Total: _____

Beginning Time: _____ Ending Time: _____ Total: _____

Beginning Mileage: _____ Ending Mileage: _____ Total: _____

Beginning Time: _____ Ending Time: _____ Total: _____

Educational Code Section 39831.5(a)(3) requires that prior to departure on any school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction which includes, but not limited to , location of emergency exits, and locations and use of emergency equipment. Instruction may include responsibilities of passengers next to an emergency exit.

I, _____, driver for Columbia Union School District spent _____ minutes on _____, providing emergency evacuation instructions.

DISTRIBUTION: ☐ Principal ☐ Teacher ☐ Transportation ☐ Kitchen ☐ District Office

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Columbia Union School District
2240 Parrotts Ferry Rd. Columbia, CA 95310
209-533-7700 – FAX 209-533-7709

FIELD TRIP ITINERARY FORM

MUST BE SUBMITTED WITH FIELD TRIP REQUEST FORM

Teacher(s):_____ Date:_____

Destination(s):_____

Departure Time:_____ Return to School Site:_____

Locations and Time for Stops (i.e. lunch stop):

1. _____ Arrive: _____ Depart: _____
2. _____ Arrive: _____ Depart: _____
3. _____ Arrive: _____ Depart: _____
4. _____ Arrive: _____ Depart: _____
5. _____ Arrive: _____ Depart: _____

Special Instructions or Considerations:

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Columbia Union School District
2240 Parrotts Ferry Rd. Columbia, CA 95310
209-533-7700 – FAX 209-533-7709

FIELD TRIP LUNCH REQUESTS

MUST BE SUBMITTED WITHIN 5-DAYS OF THE TRIP

Teacher:_____ Field Trip Date:_____ Departure Time:_____

List of students requesting a school lunch for Field Trip (first & last name):	POS: Check box when Student receives lunch
1. _____	☐
2. _____	☐
3. _____	☐
4. _____	☐
5. _____	☐
6. _____	☐
7. _____	☐
8. _____	☐
9. _____	☐
10. _____	☐
11. _____	☐
12. _____	☐
13. _____	☐
14. _____	☐
15. _____	☐
16. _____	☐
17. _____	☐
18. _____	☐
19. _____	☐
20. _____	☐

Requests must be turned in to the cafeteria 5-days prior to trip. If a student requests a lunch and it absent the day of the field trip, call or email Laurie <u>before</u> you depart so that their account does not get charged.
Have the principal sign this request upon your <u>return.</u>

Principal's Signature:_____

Tuolumne JPA
Serving Schools Since 1980
Alpine - Amador - Calaveras - Tuolumne

District Field Trip and Event Guidelines

REVIEWED BY THE JPA COMMITTEE/APPROVED BY THE JPA BOARD

- Alpine County Office of Education/Alpine County Unified School District
- Amador County Office of Education/Amador County Unified School District
- Belleview Elementary School
- Big Oak Flat/Groveland Unified School District
- Bret Harte Union High School District
- Calaveras County Office of Education
- Calaveras Unified School District
- Columbia Union School District
- Curtis Creek School District
- Jamestown School District
- Mark Twain Union Elementary School District
- Sonora Elementary School
- Sonora Union High School District
- Soulsbyville Elementary School District
- Summerville Elementary School District
- Summerville Union High School District
- Tuolumne County Superintendent of Schools
- Twain Harte School District
- Vallecito Union School District

Effective Date: April 1, 2004
Updated: February 2015
Updated: August 2017
Updated: August 2018
Updated: August 2019
Updated: August 2020
Updated: August 2021
Updated: August 2022

In conjunction with:
SISC II

Link to full JPA Guideline Packet - please visit your Staff Resource Page

LEAVE REQUESTS

Requests for Leave

- *Request for Leave Forms* are due on the 10th of each month to the School Secretary for approval by the Principal.
- Payroll must be submitted to the county quickly so meeting this deadline is essential.
- Consult your Master Bargaining Agreement for information on the types of leaves and to what situations they apply.
- If you believe you will be taking leave without having the available leave accruals, please contact Arianna Canida acanida@cusd49.com to check your leave balances.
  This will help avoid a dock in pay situation.

Supplemental Paid Sick Leave – COVID-19

- Effective February 19, 2022, every employee was granted two banks of supplemental paid sick leave due to COVID-19 related sickness.

- A full-time covered employee may take up to **40 hours of leave** if the employee is unable to work or telework for any of the following reasons:
  - **Vaccine-Related:** The covered employee is attending a vaccine or booster appointment for themselves or a family member or cannot work or telework because they have vaccine—related symptoms or are caring for a family member with vaccine-related symptoms. An employer may limit an employee to 24 hours or 3 days of leave for each vaccination or booster appointment and any consequent side effects, unless a health care provider verifies that more recovery time is needed.
  - **Caring for Yourself:** The employee is subject to quarantine or isolation period related to COVID19 as defined by an order or guidance of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local public health officer with jurisdiction over the workplace; has been advised by a healthcare provider to quarantine; or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
  - **Caring for a Family Member :** The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises

- A full-time covered employee may take up to an **additional 40 hours of leave** if the employee is unable to work or telework for either of the following reasons:
  - The covered employee tests positive for COVID-19
  - The covered employee is caring for a family member* who tested positive for COVID-19.
    * A family member includes a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.

- Part-Time covered Employees: Part-time covered employees may take leave up to the amount of hours they work over two we weeks, with half of those hours available only when they or a family member test positive for COVID-19.

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COLUMBIA UNION SCHOOL DISTRICT

22540 Parrotts Ferry Rd.
Columbia, CA 95310
(209) 533-7700

REQUEST FOR LEAVE

Name:_____ **Today's Date:**_____

I request leave on the following date(s)

			Total # Days / or Hours
From	_____	to _____	_____/_____
	_____	to _____	_____/_____
	_____	to _____	_____/_____
	_____	to _____	_____/_____
	_____	to _____	_____/_____
	_____	to _____	_____/_____

Substitute Requested: ☐ YES ☐ NO ☐ Preferred Sub: _____

Type of Leave:

- ☐ Personal Necessity (reason): _____
- ☐ Sick Leave
- ☐ COVID-19 Supplemental Paid Sick Leave: ☐ Bank 1: Symptoms ☐ Bank 2: Positive (proof)
- ☐ Jury Duty
- ☐ Bereavement (relationship): _____
- ☐ School Business (type): _____

CLASSIFIED ONLY

☐ Vacation ☐ Comp Time ☐ Floating Holiday

The above is true to the best of my knowledge.

Employee's Signature: _____ **Date:** _____

OFFICE USE ONLY

☐ Approved ☐ Denied: _____

Supervisor's Signature: _____ Date: _____

Distribution: ☐ Personnel ☐ File ☐ Employee Copy

GUESTS VISITORS & ACTIVITIES

Guest Visitors & Assemblies

- Must be approved through admin.
- Please email the Principal and Office Secretary
- Complete Facilities use form if your visitors will be anywhere other than your own classroom.
    - Turn in the Facilities Permit to the District Office
    - This will get it calendared and alert others
    - It allows maintenance to be ready and set up for your visitors
- The more notice the better for the gym, this is the classroom for P.E.

Facilities Use Permits

- Must be completed for all meetings, clubs, and activities taking place on campus.
- Once completed, turn in to the School Secretary.
- Needs to be approved by the Principal/Superintendent and MOT Director
- From there it gets calendared and distributed to the front office and MOT

USE OF FACILITIES APPLICATION AND PERMIT
COLUMBIA UNION SCHOOL DISTRICT

22540 Parrotts Ferry Road, Columbia CA 95310 ~ (209) 532-0202 – Fax (209)533-7709

~*~*~*~PLEASE PRINT~*~*~*~

USER GROUP NAME: PHONE

ADDRESS:

REQUESTED BY (OFFICER)

ROOMS AND/OR EQUIPMENT REQUESTED (BE SPECIFIC):

☐ CAFETERIA ☐ KITCHEN ☐ GYM/MULTI-USE ☐ AMPHITHEATRE

NUMBER OF TABLES ☐ UPPER FIELD ☐ LOWER FIELD ☐ PA EQUIPMENT

NUMBER OF CHAIRS ☐ PARKING LOT ☐ OTHER:

PURPOSE OF MEETING/EVENT:

DATE(S) & TIME(S) DESIRED: EXPECTED ATTENDANCE: _____ ADULTS _____ KIDS TOTAL: _____

WILL AN ADMISSION CHARGE OR COLLECTION BE MADE? ☐ YES ☐ NO AMOUNT: PROCEEDS USED FOR:

It is district policy that a district employee is on duty while school facilities are being used. If an employee is arranged to cover outside of his/her normal working hours, you will be asked to pay for the employee's time. User group agrees that the district makes no representations or warranties as to the condition or suitability of the facilities and agrees to use the facilities "as is." User group acknowledges it will inspect the facilities before use to determine suitability and note any possible hazards that could lead to bodily injury or property damage.

Any Group using the facilities of the Columbia Union School District shall be required to provide a Certificate of General Liability Insurance with a minimum limit of $1,000,000 per occurrence and name the District an "Additional Insured", by separate endorsement to the liability insurance policy, for the period of the facility use.

HOLD HARMLESS AGREEMENT

The undersigned, on behalf of the user group, agrees to defend, indemnify, and hold harmless the Columbia Union School District, its Board of Trustees, agents, and employees from and against all liability, costs, losses, claims, actions, and judgments arising from bodily injury, personal injuries, property damage or otherwise, however caused, that may arise during use of facilities.

The undersigned agrees to be personally responsible for enforcement of state laws, Board Policy and the rules and regulations of this district including prohibiting the use of tobacco and any possession or use of alcoholic beverages on district property.

SIGNATURE OF AUTHORIZED REPRESENTATIVE FOR USER GROUP:

PRINTED NAME: DATE:

TO BE COMPLETED BY SCHOOL PERSONNEL

☐Approved By Superintendent or Designee: Date:

☐ Calendarized By: Date:

Personnel Assigned:

Duties Required:

COLUMBIA UNION SCHOOL DISTRICT
USE OF SCHOOL FACILITIES REGULATIONS

Application Procedure
Application to use school facilities shall be made through the Columbia Elementary School office at 22540 Parrotts Ferry Road, Columbia CA 95310. Applications shall be filed at least two (2) weeks in advance of the proposed use date and signed by a person, over eighteen (18) years of age, authorized to represent the user group.

A Certificate of General Liability Insurance with a minimum limit of $1,000,000 per occurrence and an Additional Insured Endorsement naming Columbia Union School District as an "Additional Insured" must be provided before the facility will be reserved.

Cancellation
A minimum of three (3) days advance notice to cancel is required from the User Group. If not received in advance, the User Group will be responsible for reimbursement of any expenses incurred by the District. Failure to notify in advance may make the organization subject to deposit requirements for subsequent facility use requests.

The District will make every effort to avoid cancellation of any community event due to date conflicts. Schools may in special circumstances, request the Superintendent to cancel a community event in favor of a school-sponsored event.

Restrictions
School facilities will not be available for outside use during scheduled class hours or at other times where school functions have been scheduled.

Smoking, intoxicants, narcotics, profane language, quarreling, fighting and gambling are prohibited on district property. No food or drink shall be taken into the gymnasium or any classroom.

Parking Restrictions
Parking is prohibited in fire lanes, driveways and restricted areas.

On Duty Employee
A custodian or other district employee (standby person) shall be on duty when school facilities are being used. It shall be their duty to see that rules and regulations are observed. Any custodial or standby charges will depend upon the programs and time use scheduled.

Fee Schedule Authority
All rental charges shall be in conformance with the fee schedule listed below. The Governing Board may change the fee schedule as needed and establish charges for school facilities not previously listed.

Facility Use Charges Per Hour:

Facility	Direct Charges	Fair Rental Value
Upper or Lower Field	$10	$20
Upper or Lower Basketball Courts	$10	$20
Classroom	$15	$30
Cafeteria	$15	$30
Cafeteria with Kitchen	$20	$40
Gym with Bleachers	$60	$120
Gym with Stage, Sound and Lights	$100	$200

EXTRA DUTY ACTIVITIES

Stipends

- Stipends are offered for specific extra duty activities.
- To sign up for an extra duty activity, contact the Principal.
- If you are providing extra duty services (coaching, leadership, etc) and are receiving the extra duty stipend, the activity must occur on time that you are not already contracted. You may use your lunch or before or after the contracted time to lead the activity.
- Music and Drama are exceptions to this expectation as they meet during the school day as well as require significant time outside of school.
- After completion of the extra duty, submit the *Stipend Request Form* to Arianna Canida by the 10th of the month after completion of the extra duty activity.
- Stipends are only paid after the conclusion of the activity.

Other Extra Duties

- Other extra duties that are not on stipent require timesheets to be paid.
- These activities include things like after school tutoring and remediation, etc.
- ***Timesheet*** activities must be approved in advance to performing the activity.
- Approved timesheets are due to Arianna Canida by the 10th of the month.

Fillable PDF Link

Columbia Union School District

"Home of the 49ers"

STIPEND REQUEST FORM

NAME: **SIGNATURE:**

Please select one: ☐ Certificatd ☐ Classified ☐ External

All stipends will be paid at the conclusion of services.

Expected last day of services:_____

ATHLETICS		STIPEND	COMMENTS
Girl 's Basketball	☐	$ 1,600.00	
Girl 's Volleyball	☐	$ 1,600.00	
Bov's Basketball	☐	$ 1,600.00	
Wrestling	☐	$ 1,600.00	
Wrestling Assistant	☐	$ 700.00	
Track	☐	$ 1,100.00	
Cross Country	☐	$ 1,100.00	
Athletic Director	☐	$ 3,200.00	

ACTIVITIES		STIPEND	COMMENTS
Speech	☐	$ 310.00	
Drama	☐	$ 1,600.00	
Student Council	☐	$ 1,600.00	
Activities Director	☐	$ 1,600.00	
Yearbook	☐	$ 1,030.00	
Music	☐	$ 1,650.00	
Art	☐	$ 1,600.00	
History Day	☐	$ 360.00	
Science Fair	☐	$ 600.00	

OTHER		STIPEND	COMMENTS
Special Education	☐	$ 2,000.00	
Website	☐	$ 800.00	
Science Night	☐	$ 410.00	
Talent Show	☐	$ 700.00	
Lunch Detention	☐	$ 2,100.00	
6th-8th Grade Coordinator	☐	$ 1,500.00	
Foster Youth Coordinator	☐	$ 1,000.00	

OTHER DUTIES		STIPEND	COMMENTS
available amount		$ 1,800.00	paid at $26 per hour with pre-approval fom admin

Other:

FINAL APPROVAL (required): **Date**

Administration Signature (required): **Date**

Account Code:_____

(Business Office ONLY)

Fillable PDF Link

COLUMBIA UNION SCHOOL DISTRICT
TIME SHEET

Circle One: Regular Substitute Extra Duty
Retired? YES NO

Name: _____ Job Title: _____

Pay Period: _____ Date: _____

Supervisor's Signature: _____ Employee's Signature: _____

A separate time sheet must be filled out for each separate job title. It must be turned in to the District Office, signed by your supervisor, by the 10th to receive pay on that month's paycheck.

MONTH	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS	JOB TITLE	SUBBING FOR
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
				TOTAL			

FOR BUSINESS OFFICE USE ONLY

Hours Worked		Hourly Rate		Amount	Account Code
_____	x	_____	=	_____	| _ _ | _ _ _ _ | _ | _ _ _ _ | _ _ | _ _ _ _ | _ _ _ _ | _ _ _ _ | _ _ _ _ |
_____	x	_____	=	_____	| _ _ | _ _ _ _ | _ | _ _ _ _ | _ _ | _ _ _ _ | _ _ _ _ | _ _ _ _ | _ _ _ _ |
_____	x	_____	=	_____	| _ _ | _ _ _ _ | _ | _ _ _ _ | _ _ | _ _ _ _ | _ _ _ _ | _ _ _ _ | _ _ _ _ |
_____	x	_____	=	_____	| _ _ | _ _ _ _ | _ | _ _ _ _ | _ _ | _ _ _ _ | _ _ _ _ | _ _ _ _ | _ _ _ _ |
_____	x	_____	=	_____	| _ _ | _ _ _ _ | _ | _ _ _ _ | _ _ | _ _ _ _ | _ _ _ _ | _ _ _ _ | _ _ _ _ |

NOTES:

CERTIFICATED POLICIES

Early Release Days

- Early release Fridays will be designated for staff meetings and collaborative time. Schedule personal appointments outside of this time.
- If an employee is absent from an early release day, she/he is expected to turn in a leave request as this is contracted time.

Stored Curriculum Materials

- We have math modules and other support materials for the curriculum in storage on campus.
- Before asking to purchase any items, please check to see if we already have any items that would meet the same need.
- To access stored curriculum materials, please email Colleen Canida at ccanida@cusd49.com.

Prep Time

- You will have prep time while your class is participating in music throughout the week for lower grades, or as scheduled in the master schedule for upper grades.
- Library time is not prep time. If full classes are in attendance in the library, the classroom teacher is to accompany them.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENTAND RECEIPT

I have received my copy of the 2022-2023 employee handbook.

The employee handbook describes important information about Columbia Union School District, and I understand that I should consult my supervisor or the district office regarding any questions not answered in the handbook.

understand that the Columbia Union School District Governing Board, the Superintendent/Principal, and District Management reserve the right to add, amend, change, or eliminate practices or policies referred to in this handbook at their discretion.

I acknowledge that I have received a copy of the Columbia Union School District Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

_____ _____

Employee's Signature Date

_____

Employee's Name (Print)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE