



Employee Handbook

Office of Human Resources

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Empowering every child, every day to create a better world

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Employee Dress Code

The District believes that since employees serve as role models, they should maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to productive learning environment, so do appropriate dress and grooming.

During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

District Office Personnel:

District Office employees are expected to wear professional dress. On Fridays, non-student days or other days designated by the Superintendent or designee, employees may dress casual professional. Casual professional attire may include jeans accompanied with a professional shirt/top/blouse and may include tennis shoes. District t-shirt/polo shirt is encouraged on casual professional Fridays.

Personnel with designated uniforms:

Employees are expected to wear the provided department/site uniform shirt and appropriate bottoms (pants, skirt, etc.) for their position.

Please remember, when you report to work you are representing Enterprise Elementary School District.

Employee Badges

All District employees must wear a District issued identification (ID) badge while carrying out his/her employment duties. The ID Badge must be worn so that it is visible on the employee's person.

ID Badges are issued through the Human Resources Office. Lost, stolen, altered or damaged ID Badges must be reported to your direct supervisor/principal. Please contact Human Resources at (530) 224-4100 for a replacement badge.

Employee Conduct and Work Rules

To assure orderly operations and provide the best possible work environment, Enterprise Elementary School District expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Excessive absenteeism, tardiness and/or any absence without notice.
- Unauthorized absence from workstation/worksites during the workday.

For a more detailed list that is classification specific you can refer to the following Board Policies:

- ❖ Administrative Regulation 4218 - Classified Discipline
- ❖ Board Policy 4218.7 - Classified Employee Discipline: Unrepresented Employees



Timecard and Payday Information

Regular employees are paid on the last working day of each month for the current month (i.e. a check you receive September 30th is for the month of September). Substitute employees will be paid on the 10th of the following month. The complete list of monthly pay schedule dates can be found on the Payroll and Benefits tab on the District webpage

Each employee is required to complete and sign a monthly timecard and submit it to their immediate supervisor for approval by the 25th of each month.

IT IS EXTREMELY IMPORTANT THAT TIMECARDS ARE:

- ACCURATE
- COMPLETE
- LEGIBLE

Timecards will be provided to you at your school/work site. If needed, you can also pick one up in the Payroll Department at the District Office.

Your monthly paycheck will also show your payroll deductions, federal and state withholding, as well as your vacation and sick leave balances as they apply. It is your responsibility to ensure all deduction information provided to payroll for processing is accurately reflected on your paystub.

Please note, accurate time is required to be reported monthly. Any correction must occur in the following month for correction. Late submissions will not be processed for payment.

Transfer of Sick Leave

If you were an employee who worked at another California public school district and still maintains a sick leave balance, you may be able to transfer those sick leave hours to EESD. An employee must inform the Human Resources Department at the time of hire, so appropriate forms can be sent to the previous employer. Proof of transfer must be received from the former employee on the EESD sick leave transfer form.

Direct Deposit (ACH)

Direct deposit is available to all regular employees. A direct deposit form and voided check must be completed and submitted to the Payroll Department. All direct deposits will have a test month prior to regular direct deposits of monthly paychecks. Direct deposit forms will be provided at hire and are available on the District forms bank.

If you have any payroll questions, please contact our payroll department at 224-4100 or at payroll@eesd.net



Leave Time

It's important to notify your office or site supervisor as soon as possible if you're going to be absent from work for any reason within the requirements of your collective bargaining agreement. Certificated employee reporting shall be done by use of the automated substitute management system. Assistance is provided by the school site secretary.

- **Long Term Leave** - The Human Resources Department tries whenever possible to provide a pre-leave meeting at the beginning or prior to any long term leave. This meeting is an information meeting for the employee to discuss leave options, documentation, available paid/un-paid time off and answer any questions regarding pay, disability coordination, return to work coordination and required paperwork, etc. If you need a pre-leave meeting please call the Human Resources Department to set up a meeting date/time that is convenient for you at 224-4100.
- **Family Medical Leave (FMLA)** – According to the United States Department of Labor, FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. A doctor's note is required verification when any employee is on a Family Medical Leave per Board Policy. You will need to contact Human Resources to determine eligibility for FMLA.
- **California Family Rights Act (CFRA)** - According to the California Department of Fair Employment and Housing, CFRA entitles eligible employees to an unpaid leave for the birth of a child for purposes of bonding, for placement of a child in the employee's family for adoption or foster care, for the serious health condition of the employee's child, parent, or spouse, and for the employee's own serious health condition. This leave includes continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Certification for leave may be required. You will need to contact Human Resources to determine eligibility for CFRA.
- **Differential Pay while on Maternity/Paternity/Adoption/Foster Placement Leave** – Employees that have worked for the District for at least one year are provided an additional differential pay benefit for up to 12 weeks if the employee is absent on account of maternity or paternity leave. The Ed Code provides that the 12-week

period shall be reduced by any period of sick leave, including accumulated sick leave, during a period of maternity or paternity leave.

- **Absence Without Pay (AWOP)** – In order to take a leave outside the parameters allowed by the collective bargaining agreement, you must submit a written request to the Human Resources Department and it must be approved prior to the time off. If a leave is taken outside the parameters of the collective bargaining agreement without prior approval, you may be subject to disciplinary action.

Union Collective Bargaining Agreements

Collective bargaining agreements are available on the District webpage at www.eesd.net
Paper copies are available upon request.

Cell Phone Usage

Personal Cell Phones

While at work employees are expected to limit their usage of personal cell phones. Employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of District phones. Excessive personal calls during the work day, regardless of phone used, can interfere with the employee productivity and be distracting to others. Employees should limit calls and texting to breaks and/or lunches to the maximum extent possible. If it is necessary to make a personal call or text during work time, it must be done so in a manner that is not disruptive or distracting and not long in duration. Flexibility will be provided in circumstances demanding immediate attention.

Confidential matters, student information, personal information of other individuals or business/financial information of the District should not be discussed via a personal cell phone.

The District will not be liable for the loss or damage of personal cell phones brought into the workplace.

General Cell Phone Use

Any cell phone use (calls, texts, pictures etc.) must never include language that is obscene, discriminatory, offensive, prejudicial, or defamatory in any way such as jokes, slurs and/or inappropriate remarks regarding a person's race, ethnicity, sex, sexual orientation, religion, color, age or disability.

Employees should turn off ringers or change ringers to "mute" or "vibrate" during trainings, meetings or any other time specified by their supervisor.

Employees may need or be asked to use the camera on their phone for work related reasons. An employee must ensure that parents of students have given their permission prior to taking any pictures of students. Any non-work related use of a camera on a cell phone is prohibited.

Employees who are driving for work purposes are expected to refrain from using their phones while driving. Regardless of the circumstances, an employee needs to pull off to the side of the road before calling or texting if they do not have a hands free option available. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result in such actions.

Computer Use Policy

A Quick Guide to the Enterprise Elementary School District Computer Use Policy

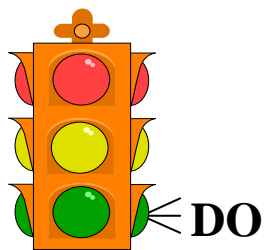
This is a summary; please refer to the full text in Board Policy

Does This Policy Apply to You?

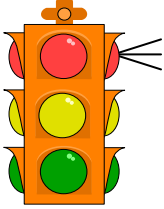
Enterprise Elementary School District provides computing facilities to students, and staff. All persons, employees, independent contractors, consultants, etc., who use these facilities shall at all times be governed by established policy and guidelines. This policy applies to all devices including but not limited to desktop/laptop computers, chromebooks, iPhones and iPads owned, leased, or in the possession of the Enterprise Elementary School District and shall also govern all use independent of the location from which these facilities are utilized. This policy also applies to use of any Enterprise Elementary School District network system via a personally owned or used device.

No Expectation of Privacy

Employees do not have any right to privacy in anything on the device or in anything they create, store, send or receive on the computer (or software or data thereon) which is owned by the Enterprise Elementary School District or used by the employee in the performance of the employee's duties for the Enterprise Elementary School District. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District's Acceptable Use Policy, state or federal law.



- Comply with Enterprise Elementary School District policies and state and federal laws
- Use personal and professional courtesy and consideration in email
- Respect the privacy of others email
- Follow precautions recommended to protect system passwords
- Ask if you are unsure about policy or procedures



DO NOT

- Use a system account or password you are not authorized to use
- Use the Enterprise Elementary School District network to gain unauthorized access to any computer system, server, network or device
- Knowingly or negligently perform an act which will interfere with the normal operation of computers, servers, peripherals or networks.
- Run or install on any computer system or network a program intended to damage or place excessive load on the system
- Attempt to circumvent data protection schemes or uncover security loopholes
- Use email to harass others
- Violate software license agreements, copyright laws, or provisions of this policy

For further details, please refer to the full text of the [Acceptable Use Standards](#) policy.



Sexual Harassment Is Forbidden By Law

Sexual harassment in employment violates the provisions of the *Fair Employment and Housing Act*, specifically *Government Code sections 12940(a), (j), and (k)*.

Definition of Sexual Harassment

The *Fair Employment and Housing Act* defines harassment because of sex as including sexual harassment, gender harassment and harassment based on pregnancy, childbirth, or related medical conditions. The Fair Employment and Housing Commission regulations define sexual harassment as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct, e.g., leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct, e.g., making or using derogatory comments, epithets, slurs and jokes.
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct, e.g. touching, assault, impeding or blocking movements.

Employers' Obligations

All employers have certain obligations under the law. Employers must:

- Take all reasonable steps to prevent discrimination and harassment from occurring.
- Develop and implement a sexual harassment prevention policy.
- Post in the workplace a poster made available by the Department of Fair Employment and Housing.
- Distribute to all employees an information sheet on sexual harassment. An employer may either distribute this pamphlet (DFEH-185) or develop an equivalent document that meets the requirements of *Government Code section 12950(b)*. This pamphlet may be duplicated in any quantity. ***However, this pamphlet is not to be used in place of a sexual harassment prevention policy which all employers are required to have.***

Employer Liability

All employers are covered by the harassment section of the *Fair Employment and Housing Act*. If harassment occurs, an employer may be liable even if management was not aware of the harassment. An employer might avoid liability if the harasser is a rank and file employee and if the employer had no knowledge of the harassment and if there was a program to prevent harassment. If the harasser is a rank and file employee and the employer was aware of the harassment, liability may be avoided if the employer took immediate and appropriate corrective action to stop the harassment. Employers are strictly liable for harassment by their supervisors or agents. Harassers, including both supervisory and non-supervisory personnel may be held personally liable for harassing an employee or coworker or for aiding and abetting harassment. Additionally, *Government Code section 12940(j)* requires an entity to take "all reasonable steps

to prevent harassment from occurring.” If an employer has failed to take such preventive measures, that employer can be held liable for the harassment.

A victim may be entitled to damages even though no employment opportunity has been denied and there is no actual loss of pay or benefits.

Typical Sexual Harassment Cases

The three most common types of sexual harassment complaints filed with the Department are those in which:

- An employee is fired or denied a job or an employment benefit because he/she refused to grant sexual favors or because he/she complained about harassment. Retaliation for complaining about harassment is illegal, even if it cannot be demonstrated that the harassment actually occurred.
- An employee quits because he/she can no longer tolerate an offensive work environment, referred to as a “constructive discharge.” If it is proven that a reasonable person in the victim’s position, under like conditions, would resign to escape the harassment, the employer may be held responsible for the resignation as if the employee had been discharged.
- An employee is exposed to an offensive work environment. Exposure to various kinds of behavior or to unwanted sexual advances alone may constitute harassment.

Preventing Sexual Harassment

A program to eliminate sexual harassment from the workplace is not only required by law, but is the most practical way to avoid or limit liability if harassment should occur despite preventive efforts.

Training of All Individuals in the Workplace

All employees should be made aware of the seriousness of violations of the sexual harassment policy. Supervisory personnel should be educated about their specific responsibilities. Rank and file employees must be cautioned against using peer pressure to discourage harassment victims from using the internal grievance procedure.

Complaint Procedure

An employer should take immediate and appropriate action when he/she knows, or should have known, that sexual harassment has occurred. An employer must take effective action to stop any further harassment and to ameliorate any effects of the harassment. To those ends, the employer’s policy should include provisions to:

- Fully inform the complainant of his/her rights and any obligations to secure those rights.
- Fully and effectively investigate. The investigation must be immediate, thorough, objective and complete. All persons with information regarding the matter should be interviewed. A determination must be made and the results communicated to the complainant, to the alleged harasser, and, as appropriate, to all others directly concerned.
- If proven, there must be prompt and effective remedial action. First, appropriate action must be taken against the harasser and communicated to the complainant. Second, steps must be taken to prevent any further harassment. Third, appropriate action must be taken to remedy the complainant’s loss, if any.

How the Law is Enforced

Employees or job applicants who believe that they have been sexually harassed may, within one year of the harassment, file a complaint of discrimination with the California Department of Fair Employment and Housing. The Department serves as a neutral fact-finder and attempts to help

the parties voluntarily resolve disputes. If the Department finds evidence of sexual harassment and settlement efforts fail, the Department may file a formal accusation against the employer and the harasser. The accusation will lead to either a public hearing before the Fair Employment and Housing Commission or a lawsuit filed on the complainant's behalf by the Department. If the Commission finds that the harassment occurred, it can order remedies, not to exceed \$150,000 in fines or damages for emotional distress from each employer or harasser charged. In addition, the Commission may order hiring or reinstatement, back pay, promotion and changes in the policies or practices of the involved employer.

State of California
Department of Fair Employment & Housing
2014 T Street, Suite 210
Sacramento, CA 95814
DFEH-185 (4/01)



Blood Borne Pathogen

Infectious Diseases in the School Setting... What you must know and do to protect yourself

What Infectious Diseases Could You Be Exposed To In The School Setting?

The most common infectious diseases in the United States are frequently found in schools: the common cold, influenza (flu), impetigo, ringworm, head-lice, streptococcal sore throat, measles and sexually transmitted diseases. Many of these are passed from person to person in schools and other places where people share air, space, furniture, equipment and tools.

Some infectious diseases can be passed from an infected person to another person—from saliva and nasal discharges, for example, or can be spread by insects and other animals. Some disease-causing organisms are found in soil, air and water.

Infectious diseases are caused by many kinds of germs, including bacteria, fungi, protozoa and viruses. These tiny organisms cause disease by attacking living tissue.

Two serious infectious diseases deserve particular attention: AIDS/HIV infection and hepatitis B. Both AIDS/HIV infection and hepatitis B are blood-borne diseases which can be spread by the blood and body fluids containing the blood of infected persons (who may not be ill).

How Can AIDS/HIV Infection, Hepatitis B and Other Infections Be Prevented Or Avoided?

There is no vaccine to prevent AIDS/HIV infection. There is a safe and effective vaccine to combat hepatitis B. AIDS/HIV infection and hepatitis B are most commonly spread through sexual intercourse and by sharing needles with others to inject drugs. By abstaining from these activities, the major risk of exposure to these viruses is eliminated. Sexual relations are safe if both partners are uninfected and mutually monogamous. The proper use of condoms with water-based lubricants containing spermicides can greatly reduce the risk of getting AIDS/HIV infection or hepatitis B from a partner who is infected. If needles are shared to inject drugs, cleaning all equipment with household bleach and rinsing with water can reduce the risk of infection.

What Is AIDS/HIV Infection?

AIDS (Acquired Immune Deficiency Syndrome) is the advanced stage of HIV (Human Immunodeficiency Virus) infection. The virus attacks the body's natural defense (immune) system, leaving it vulnerable to life-threatening infections from other diseases and allowing rare

cancers to develop. The virus may also attack the brain and nervous system. Persons infected with HIV frequently have no apparent symptoms and usually appear in good health. More than half the people in the United States who have been diagnosed to have AIDS have died.

How Is AIDS/HIV Infection Spread?

The possibility that the AIDS/HIV virus will be transmitted in schools, the workplace and other public gatherings is remote. AIDS/HIV infection is not transmitted from one person to another through everyday activities. You will **not** get AIDS by being around or working with a person who is infected or by having ordinary daily contact with an HIV infected person.

AIDS/HIV infection may be spread by:

1. Sharing intravenous (IV) needles and/or syringes with someone who is infected.
2. Penetrating the skin with needles that have been used to inject an infected person.
3. Sharing unsterile instruments used to penetrate the skin with someone who is infected, such as those used for tattooing, acupuncture and ear piercing.
4. Any sexual activity involving direct genital contact with semen, blood, or vaginal secretions with someone who is infected.
5. Direct contact of infected blood on broken skin (for example cuts and scratches).
6. Direct contact of mucous membrane of the eye with the blood of an infected person.
7. Receiving a blood transfusion or blood product from someone who is infected (since 1985 the risk is extremely low – approximately 1 chance in 68,000).
8. Being born to an infected mother.

What Is Hepatitis B?

Hepatitis B is an infection of the liver caused by a virus found in blood and other body fluids of infected persons. The symptoms, which are the same as those of hepatitis A, may be mild to severe. The symptoms may be fatigue, mild fever, muscle or joint aches, loss of appetite, nausea, and vomiting, abdominal pain and, in some cases, jaundice (yellow color of the skin and whites of the eyes) and darkened urine. Onset of symptoms may appear 1 to 6 months after exposure to the virus. Death, while uncommon, may result from permanent damage to the liver.

How Is Hepatitis B Spread?

Because of the much higher concentration of hepatitis B virus in blood, transmission of hepatitis B virus is more likely to occur than transmission of AIDS/HIV. Some specific school populations have hepatitis B more often than other school children. An infected person can transmit hepatitis B as long as the virus remains in the blood. Transmission may occur as early as 4 weeks before any symptoms occur. Carriers of the virus often have no symptoms.

Hepatitis B infection may be spread by:

1. Sharing intravenous (IV) needles and/or syringes with someone who is infected.
2. Penetrating the skin with needles that have been used to inject an infected person.
3. Sharing unsterile instruments used to penetrate the skin with someone who is infected, such as those used in tattooing, acupuncture and ear piercing or razors.
4. Sexual activity involving direct genital contact with semen, blood, or vaginal secretions.
5. Direct contact of infected blood with broken skin (such as cuts or scratches).
6. Direct contact of mucous membrane of the eye and mouth (the moist lubrication tissue of these body parts) with the blood of an infected person.
7. Sharing toothbrushes.
8. Being born to an infected mother.

What Universal Precautions Can You Take To Protect Yourself From All Infections In The School Setting?

In your school setting it is not possible for you to know who may be a carrier of an infectious disease and what germs may be present. *Carriers do not always show outward signs of infection and often are not aware of being infected.* **The way you are most likely to be exposed to AIDS/HIV infection and hepatitis B in the school setting is when your broken skin comes directly in contact with the blood or body fluids containing the blood of an infected person.** But you can take “*universal precautions*” while you are in the school setting and in all other situations that will help protect you from *all* infectious diseases:

- ❖ Get in the habit of washing your hands with soap and running water at regular times during your workday. Common infectious diseases (excluding AIDS/HIV infection and hepatitis B) may be contracted from dirt and waste encountered in the workplace.
- ❖ Avoid punctures with objects that may contain blood of other persons.
- ❖ Handle discharges from another person’s body (particularly body fluids containing blood) with gloves and wash hands thoroughly with soap and running water when you are finished.
- ❖ Carefully dispose of trash that contains body wastes and sharp objects. For disposal of sharp objects, use containers that cannot be broken or penetrated. Do not bend, break or recap needles.
- ❖ Promptly remove all other person’s blood from your skin by washing with soap and running water. Follow Shasta County Office of Education Blood Borne Pathogen Exposure Control Plan.
- ❖ Clean surfaces that have blood or body wastes containing blood on them with an Environmental Protection Agency (EPA) approved disinfectant that has been approved for use by the Shasta County Office of Education.

Universal precautions will help protect you from AIDS/HIV infection, hepatitis B and many other infectious diseases. You may not know which people around you are infected or which diseases they may be carrying. Always practicing universal precautions will result in fewer illnesses for you and others around you.

And...

- ❖ Know your school district’s policy regarding proper disposal of waste that is contaminated with body discharges. This means know your office’s Exposure Control Plan for Blood Borne Pathogens.
- ❖ **Have a vaccination for protection from hepatitis B if you are in a potential Blood Borne Pathogen Exposure occupation.** The cost of having a vaccination may be covered by your employee health insurance benefits.
- ❖ If you are responsible for administering first-aid to others or may be placed in a position where you may give first aid to others, obtain current instruction and certification in first aid and CPR (cardiopulmonary resuscitation). Always use Universal Precautions.
- ❖ **Maintain confidentiality** of all medical information concerning students and coworkers, especially one who has AIDS/HIV infection. Sharing information about someone who has AIDS/HIV infection is prohibited by law and punishable by fine in California, unless specific written permission for release of information has been given by the infected party.

What Other Precautions Can You Take To Protect Yourself At All Times?

- ❖ Do not share needles or inject illegal drugs.
- ❖ Do not have acupuncture, get a tattoo or have your ears pierced with needles that have not been sterilized.
- ❖ When having sexual intercourse with any person not known to be free of infection, use a condom properly and also use a spermicide. (This precaution may provide the maximum protection possible, however, it is not 100% effective.)
- ❖ Do not engage in blood rituals (where your skin is purposely broken to mix your blood with the blood of others).

The way you are most likely to be exposed to AIDS/HIV infection and hepatitis B in the school setting is when your broken skin comes directly in contact with the blood of an infected person.

At school and in other public settings it is unlikely that you will know who is infected with the viruses that cause AIDS/HIV, hepatitis B or many other diseases. These basic and simple measures can protect you and prevent the spread of AIDS/HIV infection, hepatitis B and many other infectious diseases.

If you should experience a Blood Borne Pathogen exposure, please inform your site secretary workers' compensation representative and call Schools Insurance Authority (SIA) at 1-877-742-346.



All Enterprise Elementary School District employees are eligible to receive the Hepatitis B vaccine free of charge. We highly encourage those at risk to participate in the vaccination program.

If you should decide after your new employee orientation to have the hepatitis B vaccine at a later date, please call Human Resources at 224-4100 to request the consent form.



How To Handle An On-The-Job Injury

Safety should always be foremost in everyone's mind. The Enterprise Elementary School District strives to promote a safe work environment and encourages all employees to report any dangerous areas or unsafe work practices to their immediate supervisor.

IF YOU ARE INJURED AT WORK:

1. Notify your supervisor and/or site secretary immediately of your injury, how it happened and call the SIA (School's Insurance Authority) Nurse at 1-877-742-3467 to discuss treatment options. ***Please note – this is just to report. This does not mean you are filing a claim***
2. You will need to meet with your supervisor to complete the Accident Report.
3. If you need to seek medical attention, the SIA nurse will direct you as to what clinic.
4. You must follow all doctors' orders and attend all scheduled appointments which should be scheduled outside of your work time.
5. It is your responsibility to get all doctors' notes to Human Resources (confidential fax 224-4125). If placed on modified duty, you will have to meet with Human Resources and your supervisor to discuss if reasonable accommodations are possible prior to returning to work.
6. Human Resources must have a release from your doctor prior to you returning to work

Remember, you may only charge absences for work-related injuries to Worker's Compensation leave if you are taken off of work by the doctor or if you are attending an appointment regarding your job injury. If the absence is not covered by a doctor's note, it will be charged to your sick leave.

IF YOU ARE INJURED AFTER HOURS

ANY INJURY THAT IS LIFE THREATENING, CALL 911

If your injury is not life threatening and occurs after 5:00 pm, please do the following:

1. Contact your supervisor
2. Contact the Early Intervention Nurse at 1-877-742-3467 Leave a message with the following:
 - a. Your full name
 - b. The district's name
 - c. That you wish to report an injury
 - d. Best number for the nurse to use to call you back
3. If you need to seek non-emergency medical attention go to

Prestige Urgent Care
3689 Eureka Way
Redding, CA 96003
(530) 244-4577

Prestige is open until 9 p.m. If Prestige is unavailable please go to the ER.

4. Contact HR (notify of injury and follow up on work status report)
 - a. Email
 - i. [Meagan Hawley-Stone mstone@eesd.net](mailto:mstone@eesd.net)
 - ii. [Raina Cable rcable@eesd.net](mailto:rcable@eesd.net)
 - iii. [Sheri Estrada sestrada@eesd.net](mailto:sestrada@eesd.net)
 - b. **Confidential Fax 224-4125 (Prestige can fax your work status report to us)**
 - c. Call 224-4100
 - i. Ext 8301 Meagan
 - ii. Ext 8306 Raina
 - iii. Ext 8303 Sheri
5. Follow up with Supervisor and/or Site Secretary to complete required paperwork if not completed during step one

Employees, who have notified Human Resources in writing prior to the date of the injury, that they wish to be treated by a personal physician and their physician has agreed to see them regarding a job injury, may be immediately treated by their own physician. If you wish to pre-designate a physician for work related injuries, please contact Raina Cable, Human Resources at (530) 224-4100 and request a Pre-Designated Doctor Form.

Labor Code Section 4600 defines personal physician as "...the employee's regular *physician and surgeon*...who has previously directed the medical treatment of the employee, and who retains the employee's medical records, including his or her medical history." This personal *physician* must also be licensed pursuant to Chapter 5, of division 2, of the Business and Professions Code.

Safety Program and Injury and Illness Prevention Program

The Enterprise Elementary School District's Safety and Injury/Illness Prevention Program is the "umbrella" safety plan for the Enterprise Elementary School District. The objective of our safety program is to prevent accidental injuries, provide a safe and healthy work environment and produce an increased awareness towards safety. All Enterprise Elementary School District staff share equally in the responsibility of working safely, following safety procedures, and eliminating safety hazards.

The responsible person the Enterprise Elementary School District Injury and Illness Prevention Program is:

- Meagan Hawley-Stone, Assistant Director, Human Resources
1155 Mistletoe Lane, Redding, CA (530) 224-4100 ext. 8301
OR
- Raina Cable, Benefits Specialist
1155 Mistletoe Lane, Redding, CA (530) 224-4100 ext. 8306

Enterprise Elementary School District General Safety Rules

1. Report immediately all work-related injuries or illnesses to your supervisor and/or responsible person, whether or not you feel it necessary to go to the doctor.
2. If the first doctor's visit for an industrial accident is delayed until after you have left work, you must phone your supervisor or responsible person for treatment authorization and direction.
3. Report all hazards to your supervisor.
4. Obey all warning signs and tags. Check labels and follow instructions carefully.
5. Never deface labels and instructions on equipment or containers.
6. Only perform authorized work and do not attempt to do any work unless you understand the safe procedures and hazards involved. Only qualified and authorized persons shall attempt electrical repairs.
7. Do not endanger the safety of co-employees.
8. Machinery must be operated with safeguards in place.
9. Exits, aisles, stairways and emergency equipment must be kept clear of obstructions.

10. Clothing must be kept neat, clean, and worn safely. Shirrtails must be tucked in at all times. Avoid wearing jewelry and rings around moving machinery.
11. 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.
12. Do not attempt to operate a forklift or other similar vehicle without first being trained and authorized.
13. Frayed electrical cords must not be used.
14. No horseplay is allowed on the job.
15. Lift properly and use lifting devices to avoid back injuries.
16. Attendance at all safety meetings and activities to which you are invited is required.
17. Do not ride as a passenger on any vehicle not designed for passengers.
18. Lock out the power (or disconnect cord-connected machinery) before removing guards or doors.
19. Make sure that all movement is stopped before removing doors, guards, or other machinery covers.
20. Before removing a padlock used to lock out machinery, all guards and access doors must be in place.
21. Do not use your hand to reach into a running machine, around sprockets, pulleys, or dangerous moving machinery parts. Use hand tools.
22. Do not use makeshift means, such as chairs, boxes, etc. instead of using a safe ladder to properly access elevated locations.
23. Do not smoke or cause other sources of ignition near responsible areas or where flammable liquids are stored or used.

PERSONAL PROTECTIVE EQUIPMENT:

1. Eye protection must be worn during chip-producing work such as grinding, cleaning with compressed air, etc., in proximity to arc welding and when handling hazardous chemicals and liquids.
2. Make certain that the personal protective equipment is in safe condition prior to use. Properly wear all required personal protective equipment.

JOB SPECIFIC SAFETY TRAINING

Whenever school employees engage in job-specific work practices (for example, construction, building or ground maintenance, transportation), an additional set of safety program regulations may come into effect. These specific work practices and safety training will be provided more in detail at the employee's work site/department.

SAFETY COMMITTEE

Enterprise Elementary School District has an active Safety Committee which focuses on preventing or reducing the number of workplace injuries and illnesses. The Committee of approximately sixteen members is comprised of representatives from CSEA, Transportation, Maintenance and Operations, Food Services and District Office Staff. The Committee meets once a month, during the school year. The Committee reviews all accident reports, safety suggestions, inspection reports and safety training/drill reports and makes recommendations for correcting any unsafe conditions. Through the efforts of the Safety Committee, we have seen a reduction in the number of injuries. The committee welcomes and encourages all employees to participate in practicing safe work habits and bringing any unsafe conditions to the attention of the Safety Committee.

Who to Contact

Human Resources Department (ext. 8302).....	224-4100
• General Information	
• Employee relations	
• Salary placements	
• Name/address/changes	
• Health/medical insurance	
• Workers' Compensation	
• Employee Leaves	
Substitute Services (Secretarial Assistant) (ext. 8201).....	224-4100
• Employee questions regarding the substitute calling system	
Payroll Department (ext. 8305).....	224-4100
• Paycheck questions/Paycheck distribution	
• Direct Deposit	
• Federal or State taxes withholding	
• Timecards	
• Mandatory Deductions	
Maintenance and Facilities Operations (ext. 8216)	224-4100
• Safety Issues	
• Custodial Services	
• Work Orders	
Business Services (ext. 8208)	224-4100
• Purchase Orders/Travel Claims	
Superintendent's Office (ext. 8204).....	224-4100

EESD Web Site: www.eesd.net