

2020-2021 CNCA Handbook Edit Summary:

- Page 12. – Temporary Employees
 - *CNCA will now offer benefits to full-time temporary employees who accept an interim assignment for a period of three (3) or more months.*
- Page 13. – Introductory Period
 - *The introductory period for all employees, classified or certificated, will be the first thirty (30) days of continuous employment.*
- Page 14. – Working Hours & Schedule
 - *Meal and rest period language updated to align with California law.*
 - *Pandemics, social unrest, or local & state official orders have been added to reasons which may cause a temporary shutdown.*
- Page 16. – Timekeeping Procedures
 - *Language adjusted due to procedure change for recording time worked.*
- Page 17. – Payment of Wages
 - *Language adjusted due to procedure change for obtaining a paystub.*
- Page 25. – Standards of Conduct
 - *Dishonesty explicitly listed as a violation of the standards of conduct.*
- Page 46. – Holidays
 - *Christmas Eve added as a recognized holiday for observance.*
- Page 47. – Shut Down Period
 - *December 24th listed as the first day of winter shutdown.*
- Page 47. – Vacations
 - *Amended to reflect changes to introductory period wait time to accrue benefit.*
- Page 50. – Sick Leave
 - *Amended to reflect changes to introductory period wait time to accrue benefit.*
 - *Reasons for requesting a medical note expanded to include absences before or after a holiday, furlough day, student break, or shut down.*
- Page 52. – Personal Discretionary Leave (*new article*)
 - *Employees may now use two (2) days of their existing sick leave allotment in any school year for personal business or circumstances demanding the attention of an employee. Reasons for this leave may include, but is not limited to, a court appearance, car accident or mechanical failure, getting married or attending a wedding, attending a funeral for a friend or non-immediate family member, etc.*
- Page 52. – Leaves of Absence
 - *Employees granted a medical leave of absence must exhaust all available sick leave, up to a maximum of two (2) weeks, prior to unpaid time off.*
 - *Reason for FMLA expanded in accordance with CFRA changes effective 1/1/21 to include grandparent, grandchild and sibling.*
- Page 55. – Pregnancy Disability Leave
 - *Employees granted a medical leave of absence must exhaust all available sick leave, up to a maximum of two (2) weeks, prior to unpaid time off.*
- Page 61. – Lactation Accommodation
 - *Language updated to reflect current practice and California law.*