

2024-2025 CNCA (and PNEEDG) Handbook Edit Summary:

Page 6 – CNCA History

- Last paragraph updated to reflect years in operation and other changes.

Page 14 – Payroll

A. Working Hours & Schedules

- Updated to clarify all classifications of employees should be at their workstation/office/classroom at the start of their working hours.

C. Timekeeping Procedures

- “Paychex Flex” replaced with “CNCA’s Payroll/Attendance Reporting Platform” to account for change from Paychex Flex to Paycom and any future changes

E. Payment of Wages

- Section updated to reflect changes to payroll/attendance reporting platform.

Page 24 – Standards of Conduct

- Updates addressing impact of conduct and other minor changes.
- Addition of sexual conduct on campus as a prohibited activity

Page 26 – Staff/Student Interaction Policy

- Section modernized/rewritten to include practical application and addressing recent violations of this policy.

Page 39 – Parking Lot Liability

- Language added to address recent concerns and claims from employees who have parked on neighboring streets due to lack of on-campus parking.

Page 42 – (New) Artificial Intelligence

- Policy guiding the use of open-source AI and AI Chatbots in the workplace

Page 46 – Benefits

A. Holidays

- Day before Thanksgiving added to the handbook holiday list. This day was added to the 23-24 school year calendar; however, the handbook list of holidays was not updated previously to reflect this change.

E. Sick Leave

- Sick leave donation language updated to mirror changes in the CBA

Page 56 – (New) Reproductive Loss Leave

- Policy aligning to SB848, a five (5) day leave of absence for reproductive loss events to employees who have worked at least 30 days with CNCA. If the employee experiences more than one qualifying event, we are not obligated to grant more than 20 days of leave within a 12-month period. This LOA is separate from CFRA and the five (5) days of bereavement we currently offer.

Page 59 – Personal Leave of Absence

- Language is added to clarify use of this provision.

Exhibit A – (New) PNEDG/CNCA Staff/Student Interaction Permission Slip

- In support of our modernized staff/student interaction policy, a permission slip for written approval for a staff member to participate in off-campus activities with students and/or their families