



2024-25 Employee Handbook Changes

- + Updates to the “Acceptable Use Policy” (page 9)
 - + Updated to include staff and scholars
- + Updates to “Criminal Background Checks” language (page 16)
- + Updates to “Employment Qualifications” (page 17)
 - + Clarifies requirements for certificated positions.
- + Added “In-Person/In-Home Visit” (page 24)
- + Added Promotion and Position Creation” (page 28)
- + Updates to the “Technology” (page 37)
 - + Includes updated practices as suggested by the Director of IT
- + Updates to “Phone/Voicemail” (page 40)
 - + Updated information for the current online platform, Zoom
- + Updates to “Internet Access” (page 41)
 - + Outlines general information on reimbursement for staff working remotely
- + Updated “Professional Learning” (page 43)
 - + Updated to disclude length of committed time post professional learning
- + Update to “Expenses” (page 48)
 - + Updated process in alignment with the finance department's policy and procedures for processing expenses for:
 - + Updated the policy for classroom materials
 - + Added Travel Policies
- + Update to “Mileage Reimbursement” (page 49)
 - + Updated submission window based on current practices
 - + Added Required Work Locations and Events
- + Update to Employee Reviews and Evaluations (page 54)
 - + Language includes growth and development plans

- + Update to “Holidays” (page 55)
 - + Updated holidays
- + Update to “Sick Leave” (page 56)
 - + Revised language for “family member” to align with California state requirements and changes
 - + Updated certification requirements based on changes to state requirements for the minimum number of days provided to staff. This changed from three (3) to five (5) days.
 - + Revised the accrual cap for full-time employees from 120 hours to 160 hours.
- + Updated “Employment During Leave” (page 59)
 - + Added additional language prohibiting regular work duties while on a leave of absence.
- + Removed “Leave Interactions”
 - + Removed at the suggestion of legal partners
- + Updates to “Bereavement” (page 68)
 - + Updated language to reflect the legal definition of covered family under updated law.
- + Added “Reproductive Loss Leave” (page 69)
- + Added “Employee Improvement Opportunities and Progressive Disciplinary Process” (page 75)
 - + Added Coaching and Mentoring, descriptions of Coaching Support Plans and Performance Improvement Plans
 - + Added Progressive Discipline Procedures
 - + Added Misconduct
 - + Added Administrative Leave with Pay