

**DISTRICT EMPLOYEE HANDBOOK
2018-2019**

Berkeley Unified School District Mission, Vision, and Values and Beliefs

District Goals

W
E
C
A
R
E

Personnel Commission

Administrative Regulations and Procedures

Equal Employment Opportunity

Americans with Disabilities Act (ADA)

Anti-Bullying Policy

Conduct

Confidentiality

Absence Reporting

Holidays

Food Policy

Non-Smoking Policy



Personal Calls, Email and Text Messages

Technology - Acceptable Use Agreement (AUA)

Employee Acceptable Use Agreement for Electronic Resources and the Internet

recognizes the value of computers, personal electronic devices and other electronic resources, as well as, to improve student learning and enhance the administration and operation of its schools. To this end, the District encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the District and its schools.

District staff and contractors are reminded that the District e-mail system, email accounts, computer accounts and all other user accounts are owned by the District. All electronic mail activity utilizing the District server is monitored and logged. To provide for access to computer data when an employee is absent, account login and passwords shall be provided to a supervisor or the Technology Director when requested. Computer use is provided for educational purposes and district activities; use of computers for personal use shall be minimal and comply with the restrictions listed below.

As used in this Agr

devices, and portable laptop computers, or any other device with wireless capabilities. This Agreement

e. Making copies of any district software is prohibited except as permitted by the Technology

from Technology Services is prohibited. All computers connected to the network must have virus protection software meeting district standards.

7. Downloading of files and software from the internet, flash drives, CDs, or DVDs:
 - a. The unauthorized installation of any software, including shareware and freeware, for use on Berkeley Unified School District computers is prohibited. Contact the Technology Department in

SUSPECTED CHILD ABUSE REPORT

Receipt of Sexual Harassment Prevention Policy

SEXUAL HARASSMENT POLICY ACKNOWLEDGEMENT

I have read the provisions and conditions of the Berkeley Unified School District's Sexual Harassment Policy. By signing this document, I acknowledge that if I violate the provisions of the Policy, I may be subject to disciplinary action or referral to the legal authorities.

Print Name: _____

Signature: _____

Date: _____

Department/Site: _____

Request For Leave Form

Bankston Unified School District
INSTRUCTIONS

HUMAN RESOURCES DEPARTMENT
2314 Martin Luther King Jr. Way, Reno, NV 89502
Phone: 775.784.9420

Caution: Incomplete

Last Name: _____ First Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Current Employer: _____
Classified: Yes No
Key Number: _____ Social Security Number: _____
Home Phone Number: _____ Work Phone Number: _____
Home E-mail: _____ Work E-mail: _____
Year: _____

Request for Leave

Employee's Signature

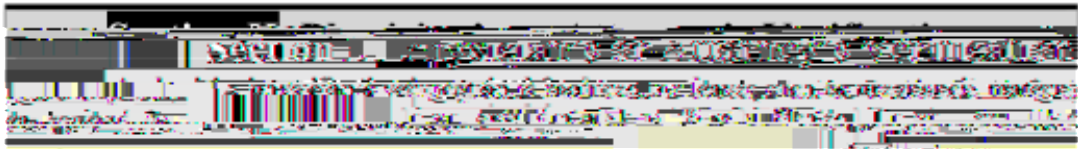
Supervisor's Signature

Human Resources Department

I certify that the reason(s) specified above are true and correct.

Date

Signature



Employee will be able to		Name of Physician or Attorney:	Anticipated date employee return to full duty:	
Date:		Physician or Attorney's Signature:		
<input type="checkbox"/> Leave Not Recommended		<input type="checkbox"/> Leave Recommended		
Personnel Services	Date	Director, Classified Personnel	Date	Director, Personnel
Communication:	HR Staff:	HR Staff replied to employee and employee's supervisor:	Date	Method of Communication:

Form 31 Revised: January 21, 2011 v1 MB

Telephone Directory

SCHOOL OFFICES

Berkeley Adult School..... 644-6130

Berkeley Arts Magnet Elementary Schoo 0 0 1 72.024 598.42 Tm0 g0 (B)-2(er)-5(kel)-10(ey)-3(A)-4(rts M)-0(h36W6sA8.4s M