A decorative graphic featuring various colored circles and dashed lines. In the top left, there is a large teal ring and a smaller teal circle. In the top right, there is a large lime green circle and a smaller green circle. In the bottom left, there is a large green circle with a white dot, a smaller lime green circle, and a small orange circle. In the bottom right, there is a large yellow ring, a large orange circle, and a small pink circle. A large, light blue dashed circle encircles the central text.

Welcome to Irvine Unified School District

**New Employee Orientation
Classified Staff**



Welcome and Introductions

Janelle Cranch, CSEA President





Support Staff

- ◎ **IUSD**
- ◎ Team Approach
- ◎ You are Critical to Student Success



Core Values of IUSD

◎ I**USD**


- Integrity
- Trustworthiness
- **Collaboration**
- Empowerment
- Learning



Core Values of IUSD

◎ IUSD

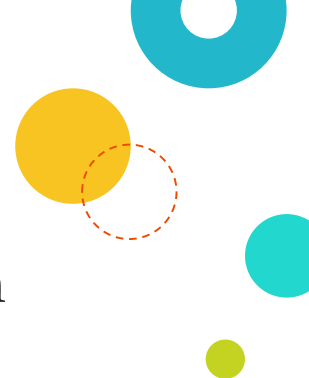
- Integrity
- Trustworthiness
- **Collaboration**
- Empowerment
- Learning



Keep work hours
Do your job
Work with others
Treat others with respect
Work with integrity



Professionalism

- ◎ IUSD is a professional organization
 - ◎ Professional Appearance
 - ◎ Personal Conduct
 - ◎ Respect Boundaries
 - ◎ The Community- Confidentiality
- 



Working with Students

◎ Report Concerns

- ◎ Student Safety
- ◎ Mandated Reporter- training

◎ Observe Boundaries

- ◎ Physical
 - ◎ Virtual
- 



Technology

- ◎ Opportunity and Caution
- ◎ Keep your school and private life separate when interacting with students
 - ◎ Definitions (Facebook, Instagram, LinkedIn, Texting, etc)
 - ◎ Pitfalls
 - ◎ Protect your reputation- Protect your job
 - ◎ Check you settings



Social Media

- ⦿ Do you need to communicate directly with students via technology as part of your job?
- ⦿ Would your parent/grandparent; his/her grandparent; your boss; or police have concerns with the communication?



Professionalism

Attendance

- Keep regular attendance
- 10 Sick Days for Self or Family Illness
Personal Necessity (PN)
- Vacation Days- Programmed for you by District
- Record Absences on Absent Management Program
- One day before absence and contact supervisor and site to notify of absence

Illness/ Vacation balances can be found in Absence Management System.

Entering an Absence

1. Select a date/dates
2. Enter Reason
3. Put in time to be absent
4. Provide details for absence if it is for PN, AB109 or Bereavement

<https://iusd.aesoponline.com>

The screenshot shows the 'Create Absence' interface. At the top, there are tabs for 'Absences', 'Closed Day', and 'In-Service Day'. Below that are three main sections: 'Create Absence', '7 Scheduled Absences', '4 Past Absences', and '0 Denied Absences'. The 'Create Absence' section is active and contains the following fields:

- Please select a date:** A calendar for February 2017. A red arrow labeled '1.' points to the date '3' (Friday, Feb 3rd).
- Substitute Required:** A dropdown menu set to 'No'.
- Absence Reason:** A dropdown menu with a red arrow labeled '2.' pointing to it.
- Time:** A field for time range. A dropdown is set to 'Full Day'. Below it, a time range is shown as '08:00 AM' to '04:00 PM'. A red arrow labeled '3.' points to this time range.
- Notes to Administrator:** A text area with a 'Helpful Hint' that says: 'You can select multiple days individually or click-and-drag to select a range of dates.' The character count is '255 character(s) left'.
- FILE ATTACHMENTS:** A section with a 'Choose File' button (labeled 'No file chosen') and a 'Shared Attachments' section.

At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

Most Common Absence Reasons

illness-illness

This for when the employee is sick themselves. If they are out more than 3 days, you could ask for a doctor's note for your absence.

illness-PN

10 days of allowable sick leave. Make effort to secure before

Compelling personal reason if need cannot be attended to at a time outside of work day

Not for vacation/recreation/personal convenience

illness-AB109

For the care of a child, spouse or parent.

Employees may use half of their annual allocation.

Typically this is 5 days

Bereavement

For immediate family members can use 3 days for in state or 5 days for out of state-out of country.

Not taken out of accumulated sick leave.



Absence Things to Know

10 PN and 5 AB109 are only available if time in sick balance.

Absences are based on total hours worked. An employee who works 15 hours per week in our system will be averaged at 3 hours per day. They will have 10 days at 3 hours or 30 hours of time available. This is important to know for those who work different hours on different days.

Vacation and illness must be entered in Aesop correctly, ex. only work 3 hours on Wednesday but Aesop shows 5 hours. Use custom time.

How To Check Your Absence Balance

1. Click on Account
2. Click on Absence Reason Balance

<https://iusd.aesoponline.com>

2.



1.

Aesop Irvine Unified School District

Home Absences Feedback Account Directory Help

Personal Info	Absence Reason Balances				Last Calculated: Tuesday, April 18, 2017
Change Pin	Absence Reason	Initial	Used	Pending	Balance
Shared Attachments	01. Vacation	None as of Thursday, June 30, 2016	None	None	0.00 Hours
Preferred Substitutes	02. Illness	50.00 Hours as of Thursday, June 30, 2016	15.00 Hours	None	35.00 Hours
Absence Reason Balances	05.Mandatory VAC	50.00 Hours as of Thursday, June 30, 2016	45.00 Hours	None	5.00 Hours

frontline education

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3, , 15341

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Vacation Time—How It works

All employees accrue 1 vacation day for every month they work.

In your first 4 years as an employee, if you are a 10 month employee, you do not chose vacation dates.

Mandatory Vacation is automatically assigned and deducted by fiscal for 10 month employees. See-work calendar. Typically winter and spring break (10 days)

Vacation time is adjusted if start later in the year, may not have enough to cover Spring Break

Vacation needs to be used in the fiscal year it is earned. It should be rare circumstances that you have forward vacation hours (which must be used by Dec 31st). Vacation needs to be pre-approved by Administrator or Supervisor

Vacation may be adjusted on last paycheck if resignation/separation during school year since it is posted for entire year



Support for Employees

⦿ Supervisor Role

- Training
- Direction
- Evaluation

⦿ Where can I find my job description?

<https://iusd.org/about/departments/human-resources/employment-opportunities/job-descriptions>

⦿ HR Support- Sick days, PN, Vacation

⦿ New Employee Website Link

<https://intranet.iusd.org/hr/>



Professional Mandated Reporter Training Requirement

- Required on-line training taken prior to first day of work for new hires.
- If hired prior to July 1, 2017 then you need to take the training on-line and give completion certificate to the coordinator at your site.
- Something you take annually
- Your Assistant Principal or TOSA monitors compliance



Opportunities for Professional Growth

Who Is Eligible

Permanent employees are eligible to apply for Professional Growth

When to Turn It In

Per agreement between IUSD and CSEA, the form must be submitted to Human Resources ten (10) work days prior to the first day of the class. One course/class per form.

Where Do I find the Forms?

On the Intranet

<https://intranet.iusd.org/forms/#humanresources>

What to Turn In

Professional Growth Form

Syllabus or Course Description

Supervisors Input

Reimbursement/ Increment Award

Reimbursement: \$ 1250.00 per fiscal year

Increment Award: \$225.00 (9 units by July 1)

After I finish

Turn in certificate or transcript and receipt of payment within 6 months after last day of class.



Welcome to IUSD! We Are Glad
You Are Here!

Any questions/Comments?

Contacts

- Ⓞ **Supervisor**
- Ⓞ **Principal**
- Ⓞ **CSEA**
- Ⓞ **HR**

Human Resources Staff

Kathy Baum x5132

**Confidential HR
Technician**

Classified Employees:
Secondary/D.O.

Classified leave of
absences

Classified Retirements

Classified Edjoin
Summer School Hiring.

Kim Doan x5138

Classified Employees: ECLC,
Special Education

Classified Edjoin

Special Ed sub assignments

Karen Watts x5144

Classified Employees: Guidance,
Career Link, Nutrition Services, M & O

Classified Edjoin

EDD Claims

Marian Parish x5141

Classified Employees: Walk On Coaches

Classified Edjoin

Lennette Buckland x5129

Classified testing/typing

IUSD Badges

Classified Evaluations

Payroll/Insurance

Donna Florendo x5181

Supervisor: Payroll

Linda Garcia x5044

Specialist: Insurance

Guadalupe Quintino x5186

Payroll Technician A-E
K

Johnny Kao x5182

Payroll Technician F-

**Shelton Bass x5191
x5184**

Payroll Technician L-Q
R-Z

Deborah Kizziar

Payroll Technician