

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, CA

NEW HIRE EMPLOYMENT NOTICE – EXEMPT EMPLOYEE

NAME: _____ DATE: _____

SCHOOL/DEPARTMENT: _____

ASSIGNMENT/POSITION: _____

I understand that before paperwork can be processed and payment subsequently made to me, the following must be received by Personnel Services, in addition to the standard employment documents being accepted by Personnel Services today. _____ (initial)

- Fingerprint Clearance from DOJ and FBI

I DO NOT HAVE AUTHORIZATION TO WORK ON A SCHOOL CAMPUS, IN ANY CAPACITY, UNTIL I AM NOTIFIED BY A REPRESENTATIVE FROM PERSONNEL SERVICES. _____ (initial)

I understand submitting paperwork does not authorize me to work or volunteer for Capistrano Unified School District (CUSD). I must wait for notification from Personnel Services of receipt of clearance from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) to begin work. _____ (initial)

Furthermore, and under penalty of perjury, I certify that my responses in this application are true, correct and complete and acknowledge that these responses will be the basis for considering me for employment with CUSD. I understand that omissions or false responses will be sufficient grounds to disqualify my application or for dismissal should I become employed with the District. _____ (initial)

I agree that it is my responsibility to know the content of and abide by all policies listed below which are included in the New Employee Information Guide accessible on the Personnel webpage on the CUSD Public website at www.capousd.org. Hard copies of the various policies are available upon request.

1. *Employee/Student Non-Fraternalization* – The relationship between the school employee and the student shall be one of professional cooperation and respect. All employees, whether certificated or classified, have a responsibility to conduct themselves in a manner that will maintain an atmosphere that is conducive to learning. (BP 4010)
2. *Sexual Harassment Policy* – The Capistrano Unified School is committed to maintaining an employment, educational and business environment free from harassment, on the basis of an individual’s sex. The District will not tolerate sexual harassment of or by any employee or other adults or students and will take immediate action to investigate any allegations of sexual harassment. Verified instances of sexual harassment will subject employees, adults and students to appropriate disciplinary action, up to and including termination. (BP 4119.11)
3. *Drug Free Workplace Policy* – Use of drugs or alcohol in connection with the District is prohibited; arrests for drug or alcohol abuse off-site will result in District sanctions. (BP 4020)
4. *Employee Use of Employee Technology* – The Board of Trustees recognizes that technological resources can enhance employee performance. The use of these technologies by employees during the performance of their duties including prohibited behavior may result in termination. It is very important to know what you can and cannot do with the District’s computers and that everything within them is District property. (BP 4040/AR4.21)
5. *Tobacco Free Schools Policy* – Use of tobacco products on District property is prohibited for everyone. (BP 3513.3)

6. *Uniform Complaint Policy* – The Capistrano Unified School District is committed to ensuring compliance with state and federal laws and regulations governing educational programs and maintaining an employment and academic environment free from discrimination on the basis of ethnic group identification, race, ancestry, national origin, religion, age, sexual orientation, gender identity/expression, sex, color, or physical or mental disability in any program or activity conducted by the District. This document explains how to file a complaint if a problem exists. (BP 1312.3)
7. *Williams Uniform Complaint* – This document includes the District’s procedures to resolve complaints of any of the following: 1. Charging fee for school activities; 2. Instructional materials; 3. Teacher vacancy or misassignment; 4. High School Exit Examination; and 5. Facilities. (BP 1312.4)
8. *Customer Services Policy* – The Capistrano Unified School District expects its employees to be civil, courteous and helpful in all exchanges. (BP 1170)
9. *Civility Policy* – This policy establishes protections for all employees and community members from un-civil behavior including email. (BP 1313)
10. *Workers’ Compensation Policy* – If you get hurt during work or as a result of working for Capistrano Unified School District you will receive appropriate medical care. (AR 4.6)
11. *Blood Borne Pathogen Annual Notification* – All new employees must take this training before starting work for Capistrano Unified School District. All employees are encouraged at any time during or after receiving training to discuss blood borne concerns or questions with any of the District nurses. (BP 4119.42)
12. *Family and Medical Leave Act (FMLA)* – FMLA (Federal) Under the Federal Family and Medical Leave Act, if you have more than 12 months of service with Capistrano Unified School District and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to an unpaid family care or medical leave (FMLA leave). This leave may be up to 12 work weeks in a 12 month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse.
13. *California Family Rights Act (CFRA)* – CFRA (State) Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with Capistrano Unified School District and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to an unpaid family care or medical leave (CFRA leave). This leave may be up to 12 work weeks in a 12 month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent, spouse or domestic partner.
14. *District Code of Safe Practices – District Code of Safe Practices* – The Capistrano Unified School District is committed to maintaining a safe employment, educational, and business environment. To that end, an Illness and Injury Prevention Program (IIPP) was developed in accordance with applicable laws. The District Code of Safe Practices is a component of the IIPP that outlines specific practices that are deemed essential to the daily operation of the District. Complete copies of the IIPP and the District Code of Safe Practices are available under the “General” link on the Personnel Website. All employees are required to adhere to the Injury and Illness Prevention Program and follow the District Code of Safe Practices as directed by management.
15. *Student Fees* – The District shall not charge a student/pupil fee for participation in an educational activity, except as permitted by state law. This policy outlines definitions within the law and defines permissible fees. (BP 3260(a))

Should you have any questions, please call Personnel at (949) 234-9380.

Signature

Date

Original – Personnel File
Copy – Employee