

Employee Handbook



**Pacific Grove Unified School District
435 Hillcrest Ave
Pacific Grove, CA 93950
Phone: (831) 646-6553 Fax: (831) 646-6500**

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BOARD OF EDUCATION

The Pacific Grove Board of Education is an elected body of five trustees. The board works closely with the Superintendent and staff to provide leadership to the district.

Brian Swanson, President
Elliot Hazen, Vice President/Clerk
Carolyn Swanson, Member
Jennifer McNary, Member
Laura Ottmar, Member

Regularly scheduled meetings of the Board of Education are typically held on the first Thursdays of each month. In addition, special meetings are held on Third Thursday of the month as needed. All meetings are open to the public.

Board agenda packets and minutes are posted on the district web site at www.pgusd.org.

The Board welcomes all district employees to attend their meetings. Should you have questions about an agenda item, you may contact the Superintendent's office at (831) 646-6510.

Board Meeting Date 2024-2025

Please note all Board Meeting will be held in person at the Pacific Grove Unified School District Office at 435 Hillcrest Ave, in Pacific Grove. Board Meeting are also available via zoom. Please find the zoom link on the board meeting agenda.

*Please visit board packets and agendas to review meeting details

Thursday, August 8, 2024

Thursday, August 22, 2024 (Special Meeting)

Thursday, September 5, 2024

Thursday, September 19, 2024 (Special Meeting)

Thursday, October 3, 2024

Thursday, October 24, 2024 (Special Meeting)

Thursday, November 7, 2024

Thursday, November 21, 2024 (Special Meeting)

Thursday, December 5, 2024

Thursday, December 12, 2024 (Special Meeting)

Thursday, December 19, 2024

January- June 2025 Dates to be determined in the fall 2024

District Office			
435 Hillcrest Ave. Pacific Grove, CA 93950 p. 831-646-6553 f. 831-646-6500			
Dr Linda Adamson, Superintendent			
9202	831-646-6510	Lucero Villegas	Executive Assistant to Superintendent
Business Services			
9203	831-646-6509	Josh Jorn	Assistant Superintendent for Business Services
9204	831-646-6517	Carly Adams	Administrative Assistant to the Assistant Superintendent
9208	831-646-6516	TBD	Fiscal Officer
9225	831-646-6515	Alyssa Rodriguez	Payroll-Benefits Specialist
9212	831-646-6515	Cristina Olmos	Payroll-Benefits Specialist
9207	831-646-6519	Phyllis Lewis	Account Clerk III
9209	831-646-6521	Robert Silveira	Director of School Nutrition
Human Resources			
9205	831-646-6507	Buck Roggeman	Chief Human Resources Officer
9207	831-646-6593	Angela Lippert	Personnel Specialist
9217	831-646-6537	Kimberly Ortiz	Personnel Specialist/Technician
9226	831-607-8892	Bree Nehring	Personnel Technician
Educational Services			
9215	831-646-6526	Dr Larry Haggquist	Executive Director of Educational Services
9216	831-646-6508	Leslie Ternullo	Administrative Specialist Curriculum
Information Technology			
9222	831-646-6525	Louis Algaze	Director of Technology Systems
9200	831-646-6618	Matthew Binder	Director of Education Technology
9221	831-646-6636	Andrew Bradley	District Technology Teacher
Student Services			
9213	831-646-6523	Yolanda Cork-Anthony	Executive Director of Student Services
9214	831-646-6524	Sara Birkett	Administrative Specialist Student Services
9219	831-275-5396	Katrina Powley	District Nurse
Maintenance, Operations, Transportation & Grounds			
9210	831-646-6511	Jon Anderson	Director of Facilities & Transportation
9211	831-646-6530	TBD	Administrative Assistant

Forest Grove Elementary			Robert Down Elementary		
1065 Congress Ave Pacific Grove, CA 93950 p. 831-646-6560 f. 831-648-8415			482 Pine Ave Pacific Grove, CA 93950 p.831-646-6540 f.831-648-8414		
3200	Abbie Arbrun	Principal	2302	Emily Tsai Brownfield	Principal
3201	Carey O'Sullivan	Office Manager	2300	Amy Riedel	Office Manager
3125	Debbie Pinheiro	Attendance Clerk III	2118	Annie Deis	Attendance Clerk III
3126	Zoe Roach	Counselor	2139	Sonda Frudden	Counselor
3207	Oscar Orozco	Custodian	2114	Edward Overstreet	Custodian
Pacific Grove High School			Pacific Grove Middle School		
615 Sunset Ave Pacific Grove, CA 93950 p.831-646-6590 f.831-646-6660			835 Forest Ave Pacific Grove, CA 93950 p.831-646-6568 f.831-646-6652		
6273	Greg O'Meara	Principal	5309	Sean Roach	Principal
6274	Sean Keller	Principal on Special Assign	5308	Jason Tovani	Assistant Principal
6311	Jill Houston	Office Manger	5300	Apple Atofau	Office Manager
6201	Johanna Biondi	Admin Asst to AP	5306	Melissa Gibson	Clerk
6293	Dan Powers	Athletic Director	5305	Luciana Morgan	Clerk
6211	DiAnna Gamecho	Attendance	5304	Vanessa Gienz	Counselor
6332	James Ehret	Counselor	5301	Jason Cota	Custodian
6279	Michelle Cadigan	Counselor			
6278	Margaret Rice	Counselor			
6209	Felicia Afifi	Student Store/ASB Clerk			
Community High School			Pacific Grove Adult School		
1004 David Ave Bldg A Pacific Grove, CA 93950 p.831-646-6535 f.831-648-8417			1025 lighthouse Ave Pacific Grove, CA 93950 p.831-646-6580 f.831-646-6578		
6273	Greg O'Meara	Principal	8426	Barbara Martinez	Principal
7104	Diana Santos-Dorantes	Office Manager	8422	Michelle Kerkhoff	Admin Asst IV
7102	Sheri Deeter	Teacher in Charge	8441	Kristen Arps	Program Coordinator
7103	Mansour Abdur-Rahim	Teacher	8420	Sandra Dorantes	Clerk III – Main Office
646-6547	Kine Samuels	State Preschool	8441	Diane Cates-Pegis	Clerk III – Parent Ed
7105	Erin Homami	SPED Preschool	8442	Bree Nehring	Clerk III – Parent Ed
7106	TBD	Speech			



Pacific Grove Unified School Board Goals

“Challenging every student with exceptional learning opportunities”

Mission Statement

Pacific Grove Unified School District, in partnership with the community and with a focus on equity, will challenge every student by providing a quality instructional program in a positive, safe and stimulating environment.

The District will meet the diverse needs of all students by ensuring exceptional learning opportunities to acquire and apply the knowledge and skills that develop the insight and character necessary for a productive and rewarding life.

A. PGUSD District Goals

1. **Student Learning and Achievement:** Every student is performing at a minimum at grade level, engaged in his or her learning, and contributing positively to the community.
2. **Health and Safety of Students and Schools:** District students and staff are provided a safe and welcoming environment
3. **Credibility and Communication:** Credibility through effective and transparent communication with the public and stakeholders.
4. **Fiscal Solvency, Accountability and Integrity**

B. Goals Defined

1. **Improve and Enhance Student Learning and Achievement**

- Alignment of District budget with established priorities in Local Control and Accountability Plan (LCAP) and strategic plan so that every student is proficient or above grade level, engaged in his/her learning and contributing positively to the community
- Use data driven, standards-based instruction and curriculum with the goal of all students achieving at proficient or above
- Monitor and utilize multiple measures of assessment and metrics to monitor academic progress
- Monitor and respond to target student populations as identified by the LCAP, as well as other underserved student groups
- Maintain annual LCAP updates and perform regular surveys of service needs, including the social/emotional needs of students and families
- Assess programs and strategies to challenge students performing above grade level

2. **Health and Safety of Students and Schools**

- Provide safe and well-maintained facilities for students and staff
- Address student and staff health, wellness and social-emotional needs
- Support programs that enhance community, staff and student engagement and connectedness

3. **Maintain Credibility Through Effective and Transparent Communication with All Stakeholders**

- Determine strategies to inform the public on a timely basis on District plans and actions
- Board members will report on their community activities and actions impacting the District
- Acknowledge and celebrate stakeholder support in all programs

4. **Fiscal Solvency, Accountability and Integrity**

- Maintain fiduciary responsibilities
- Align budget with LCAP and strategic plan
- Maintain regular State updates and interim reporting, as well as periodic District updates to the Board
- Maintain a current budget handbook available to the public



PGUSD Strategic Plan Implementation Update

2023-2024

In FY 2020-2021, the Pacific Grove Unified School District (PGUSD) Board of Education developed and approved its current strategic plan. The plan will guide PGUSD, via actionable strategies, so that the district can continue to maintain a partnership with the community with a focus on equity, and a mission to challenge every student by providing a quality instructional program in a positive, safe and stimulating environment.

Through this strategic plan, the district will develop actionable items tied to strategies so as to continue to meet the diverse needs of all students by ensuring exceptional learning opportunities to acquire and apply the knowledge and skills that develop the insight and character necessary for a productive and rewarding life.

The strategic plan is a working document that includes actionable initiatives tied to progress indicators to support each of the 3 Goals.

Each year, PGUSD leadership will prepare site SMART Goals that have actionable initiatives that align with the strategic plan strategies and goals.

This report provides an update to the PGUSD Board of Trustees on the 2023-24 PGUSD actionable site initiatives that will be addressed in the 2023-24 school year. Some highlights include:

- Increased communication with our community to maintain transparency and accountability
- Continued focus on valuing our diverse cultures and ensuring access for every single student
- Increase marketing and targeted recruitment strategies
- Continued commitment to increase safe, clean and secure school sites

Pacific Grove Unified School District

Strategic Plan Update

2023-2024

Board Goal 1	
Student Learning and Achievement - Overall Educational Program: every student is proficient or above grade level, engaged in his/her learning and contributing positively to the community	
Forest Grove Elementary School Site Actionable Initiatives	
Strategy #1: Develop & Implement a comprehensive & standards-based educational program (focusing on PLC)	Forest Grove will begin to develop Professional Learning Communities (PLC (based on the Solution Tree model)) at Forest Grove that focus on improving the team’s collaborative practices by providing professional development to increase staff knowledge regarding PLC by completing 3-4 training sessions before May 2024. In improving collaboration practices as a result of these trainings, instructional practices and student achievement will improve as a byproduct long term.
Staff Responsible	Admin/Leadership Team/Teachers
Metrics	<ul style="list-style-type: none"> ● Number of staff meetings focused on PLC ● Number of grade level team meetings on Thursdays
Progress Indicators	<ol style="list-style-type: none"> 1. All teacher grade level teams meet together each Thursday to collaborate 2. 3-4 trainings occur on PLC through May 2024.

Robert H. Down Elementary School Site Actionable Initiatives	
Strategy #1: Intervention Programs Will Be Used to Identify Students Who Are Not Proficient at Grade Level and Require Targeted Instruction to Meet Their Individual Needs	Robert H. Down Elementary students, including targeted student groups, performing at not met or nearly met standards levels in ELA and math as determined by progress monitoring of their academic growth through performance on district interim Measurements of Academic Growth (MAP), Scholastic Reading Inventory (SRI) for 4th and 5th graders enrolled in Read 180, Dynamic Indicators of Basic Early Literacy Skills (DIBELS), curriculum embedded tests (Superkids, Benchmark,, and SWUN Math), as well as state CAASPP assessments will be provided appropriate intervention services and improve at least one level (eg. nearly met to met) on the 2022-2023 and 2023-2024 ELA and math CAASPP assessments.
Staff Responsible	All Classroom Teachers Utilizing Tier I Strategies, Intervention Teachers, MTSS Team Monitoring Intervention and Student Growth
Metrics	<ul style="list-style-type: none"> ● MAP ELA and Math Fall, Winter and Spring Results ● DIBELS Reading Beginning of Year, Mid-Year, and End-of-Year Results ● CAASPP 3rd-5th ELA and Math Results ● Classroom End-of-Unit Assessments

Progress Indicators	<ol style="list-style-type: none"> 1. All students gain one year's growth in RIT in both ELA and Math 2. All students gain one level or maintain Above Proficient in each category 3. All students gain one level in ELA and Math or maintain 4. All students will increase their report card grade in ELA and Math at least one level or maintain a 4.
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Pacific Grove Middle School Site Actionable Initiatives	
Strategy #1 : Parent Engagement	Increase collaboration, outreach and communication among community stakeholders regarding mental health, community support opportunities, and celebrating diversity in our community.
Staff Responsible	Administration, TOSA, Counseling team, Climate Team
Metrics	<ul style="list-style-type: none"> • Proper use of CalHope Funds
Progress Indicators	<ol style="list-style-type: none"> 1. Parent Survey, parent participation logs, parent feedback registering other areas of need (actionable/provide direction for future outreach efforts)

Pacific Grove High and Community High School Site Actionable Initiatives	
Strategy #1: Student learning and achievement	Increase the number of lessons with a focus on diversity, equity and inclusion
Staff Responsible	Administration, Teachers
Metrics	<ul style="list-style-type: none"> • Teacher generated
Progress Indicators	<ol style="list-style-type: none"> 1. 2023/24 Develop lesson plans to address DEI

Pacific Grove Adult School Site Actionable Initiatives	
Strategy #1: Equity/Access	<p>Provide Monterey Transit Bus passes to students who identify lack of transportation as a barrier to attending school</p> <p>Provide technology and support to students as needed to students who identify lack of technology as a barrier to attending school.</p> <p>Provide free or reduced cost to enroll in California Adult Education Program (CAEP) classes to students who identify cost as a barrier to attending school.</p> <p>Provide students with identified barriers to access community college, employment, and community engagement opportunities.</p> <p>Provide Childcare free of cost to students who identify childcare as a barrier to attending CAEP Programs.</p>
Staff Responsible	Admin and Staff
Metrics	<ul style="list-style-type: none"> • Increased enrollment and data analysis through CASAS that examine student barriers to attend school.

	<ul style="list-style-type: none"> ● Increased enrollment in CAEP programs, increased graduation rates measured by test scores, attendance records and technology check out sheets ● Increased enrollment in CAEP programs for students who identify childcare as a barrier to attend adult school. ● Increased number of co-enrolled students in adult education and community college. ● Increased number of students who attain gainful employment through adult education/community college programs
Progress Indicators	<ol style="list-style-type: none"> 1. All students have access to enroll in any adult education program regardless of any identified barriers. 2. Increased enrollment in CAEP and Co-enrollment in Community College Programs

Student Services Actionable Initiatives	
Strategy # 1: The District will develop a comprehensive data/progress monitoring systems for staff across settings	Student Services staff including: teachers, speech pathologists, occupational therapists, mental health therapists, and counselors will use multiple measures of assessments/data points to monitor student progress toward educational goals.
Staff Responsible	Director Cork-Anthony in collaboration with, teachers, speech pathologists, occupational therapists, mental health therapists, and counselors
Metrics	<ul style="list-style-type: none"> ● Attendance of staff at special education meetings, and Job alike meetings focused on data/progress monitoring(sign in sheets, agenda)
Progress Indicators	<ol style="list-style-type: none"> 1. 3-4 meetings between November 2023-May 2024 focused on data and progress towards educational goals(resources, handouts, activities)

Curriculum and Instruction Actionable Initiatives	
Strategy #1: Facilitate articulation across grade levels to provide greater student access to programs	<p>The director of curriculum will collaborate with site leadership to articulate between grade levels within, and between, school sites.</p> <ul style="list-style-type: none"> - Elementary Report Card Committee - alterations made to grade reporting that better serve the needs of our students/families. Elementary Common Grading Practices - Subject area articulation days - ensure at least two math articulation meetings where Middle School math teachers articulate with high school math teachers and fifth grade math teachers to identify areas of need and develop strategies to meet those needs.

	- Cultural Proficiency Team - will hold multiple meetings to review the progress indicators for their site and the district's equity actions based on plans developed for the sites and district.
Staff Responsible	Director Roggeman in conjunction with site leadership and teachers
Metrics	<ul style="list-style-type: none"> ● Report card committee - notes and directives that result from our meetings. ● Increased cohort growth measures on MAP and CAASPP testing. ● Growth on student safety metrics from the CHKS and cohort growth on the district CORE SEL survey.
Progress Indicators	<ol style="list-style-type: none"> 1. 100 percent implementation of the directives among all elementary teachers. 2. 5% cohort growth in math; 3% cohort growth in ELA. 3. 3% growth in CHKS student safety and connectedness data; 5% growth in CORE SEL healthy responses.

Educational Technology and Information Technology Actionable Initiatives	
Strategy/Project #1a: By Jan, Feb 2024	Complete instructional technology hardware upgrades for remaining core and intervention elementary classrooms (FG, RD)
Staff Responsible	Director Binder, Director Algaze
Metrics	<ul style="list-style-type: none"> ● Measure A Expenditure Lists - Jan/Feb 2024, June/July 2024, Long Term ED-Tech Budget
Resources	Ed-Tech Bond/Measure A funds
Progress Indicators	<ol style="list-style-type: none"> 1. Examine and inventory existing core classroom technology at each site and establish an updated database of technology inventory 2. Conduct needs analysis and identify shortages of classroom technology against the standard configuration model 3. Collect input from grade level teams and tech lead teachers on project timelines, design considerations, and technology preferences 4. Develop cost projections and long term budgets aligned with available Measure A/Ed-Tech Bond funds 5. Procure hardware and engage Facilities/Transportation Dept. to coordinate phased installation timelines with A/V contractors 6. Provide appropriate training and ongoing support focused on best practices/strategies around the use of updated classroom technology for teachers, support staff.
Strategy/Project #1b: By Jan, Feb 2024	Replace any existing broken/out-dated/missing student devices - Chromebooks and tablets - in a timely manner in all K-12 core grade level/subject area classrooms district-wide.
Staff Responsible	Director Binder, Director Algaze, Elementary Site IT Techs
Metrics	<ul style="list-style-type: none"> ● Measure A Expenditure Lists - Jan/Feb 2024, June/July 2024, Long Term ED-Tech Budget

Resources	Ed-Tech Bond/Measure A funds
Progress Indicators	<ol style="list-style-type: none"> 1. Update inventory audit documentation 2. Review teacher feedback forms via Genuity helpdesk/timely tech ticketing system 3. Conduct follow-up interviews/check-ins with classroom teachers about student access to classroom technology.

Human Resources Actionable Initiatives	
Strategy #1: Provide professional development and training to support student learning and engagement.	Provide professional development and training to staff at all levels which effectively support student learning and student engagement. (e.g. participation in training of District’s initiatives in cultural proficiency and social emotional tools/resources to learn evidence-based approaches to meet students’ social, emotional, academic and mental health needs).
Staff Responsible	HR/Admin/Leadership Team/All Staff
Metrics	Various
Progress Indicators	<ol style="list-style-type: none"> 1. Listing of trainings/PD completed by staff, number of participants and hours provided.

Forest Grove Elementary School Site Actionable Initiatives	
Board Goal 2	
Credibility, Confidence and Communication Accountability and Integrity: Student, family and community partnerships, relationships and dialog contribute to the success of every student.	
Strategy # 2: Staff Retention	On a bimonthly basis, Forest Grove will provide opportunities for staff to bond during staff meetings, sunshine committee invitations to events, invitations to meet together, and attempt after school opportunities to meet off campus.
Staff Responsible	Admin, Sunshine Adjunct Duty, Site Union Reps
Resources	<ul style="list-style-type: none"> ● Staff survey as we go throughout year providing feedback on feelings of belonging and participation rates at events ● Work with union representatives to elicit feedback
Progress Indicators	<ol style="list-style-type: none"> 1. 4-6 opportunities to meet off campus through May 2024 2. Increase in number of positive staff survey responses 3. Increase in number of meetings with union representatives

Robert H. Down Elementary School Site Actionable Initiatives	
Strategy #2: Professional Development	Provide a professional development plan that includes 3 to 4 opportunities to increase staff knowledge and use of MTSS support practices at all three tiered support levels and continue Cultural Proficiency training at every staff meeting.
Staff Responsible	Administration, Cultural Proficiency Team, Staff Participation

Metrics	<ul style="list-style-type: none"> • Early release Thursday MTSS training provided to staff through May 2024 beginning no later than November 2023. Emphasis on Tier I pre-referral academic and SEL strategies for staff to implement after each training. • Pre-referral Tier I practices and outcomes collected to be included in the 2024-2025 RHD SPSA, including classroom end-of-unit assessments in ELA and math.
Progress Indicators	<ol style="list-style-type: none"> 1. MTSS trainer hired by November 2023 to provide three to four trainings through April 2024. 2. Three to four trainings occur on early release Thursdays through May 2024. Participation rates collected throughout the year with 90% teacher participation met by May 2024. 3. RHD SPSA includes TIER I strategies and assessment results from each grade level K-5 (TK could include SEL strategies).

Pacific Grove Middle School Site Actionable Initiatives	
Strategy #2:	Over the course of the 2023-24 school year we will increase the frequency and use of rubrics school wide by mandating the professional development and quarterly implementation by teaching staff. We will continue to use Universal Design for Learning (UDL) to allow for student choice in method of demonstrating mastery
Staff Responsible	Administration, TOSA, all teaching staff, county office of education
Metrics	<ul style="list-style-type: none"> • Monthly collaboration time dedicated to studying best practice in writing and employing powerful rubrics. TOSA staff training (3) and pull out time. Artifacts to be shared site wide, and student achievement data monitoring impact of effort.
Progress Indicators	<ol style="list-style-type: none"> 1. Teacher provided artifacts to administration on a quarterly basis, staff sign in sheet to track attendance of TOSA trainings 2. Student achievement data

Pacific Grove High and Community High School Site Actionable Initiatives	
Strategy #2: Credibility and Communication	PGHS and PGCHS will use the Western Association of Schools and Colleges (WASC) accreditation process to increase the credibility, confidence, and integrity within the high school communities by fostering accountability.
Staff Responsible	Site administration, educators, site support staff, district staff
Metrics	<ul style="list-style-type: none"> • Various meetings to seek input from staff, students, and families
Progress Indicators	<ol style="list-style-type: none"> 1. PGHS will have its accreditation visit in March of 2023. PGCHS will have its accreditation visit in April of 2024.

Pacific Grove Adult School Site Actionable Initiatives	
Strategy #3: Effective Communications	Increase messaging on several social media platforms to promote course offerings

	<ul style="list-style-type: none"> · Collaborate with MPAEC Partners to advertise programs at each site · Bimonthly Adult Education Newsletter/Update to staff · Bimonthly certificated and classified staff meetings through ZOOM or In Person · Monthly “All Hands” meeting through ZOOM or In Person · Sharing Admin Google Calendar with Staff
Staff Responsible	Admin and staff
Metrics	<ul style="list-style-type: none"> ● Increase enrollment in Adult Education classes ● Increase opportunities for community feedback to administration ● Increase opportunities to provide community pathway programs from Adult Education to Community College ● Increased collaboration and communication with community members will be measured by responses to surveys/phone logs/email correspondence and attendance rosters ● Higher understanding of programming for staff and how their role effects our program as a whole ● Increased awareness of admin schedule and planned activities throughout the month ● Increased collaboration and communication with community partners
Progress Indicators	
Progress Indicators	<ol style="list-style-type: none"> 1. Measured by increase in attendance every 10 weeks via ASAP (student information systems) 2. Measured by referrals to Community Colleges and MPAEC 3. Increased participation and feedback from staff

Student Services Actionable Initiatives	
Strategy #2: The District will conduct Parent Education workshops and provide professional development to staff on various topics for students with disabilities, foster youth, and students experiencing homelessness	<p>Parent workshops will be offered on a variety of topics which may include: IEP timelines, IEP process, IEP goals and accommodations, parent participation in IEP/504 meetings, 504 accommodations, IEP and 504 transition meetings, least restrictive environment, foster youth, students experiencing homelessness.</p> <p>Training will be provided on a monthly basis to special education staff and site leadership on a variety of topics which may include: Administration designee training, IEP timelines, IEP goals and accommodations, parent participation in IEP/504 meetings, 504 accommodations, IEP and 504 transition meetings, least restrictive environment, foster youth, students experiencing homelessness</p>
Staff Responsible	Director Yolanda Cork-Anthony , Special education staff
Progress Indicators	<ol style="list-style-type: none"> 1. Parent workshops- 2-3 meetings for 2023-24 (agenda, presentations, sign in sheets)

	<ol style="list-style-type: none"> 2. Site leadership/management meetings- 2-3 meetings for 2023-24 (agenda, presentations, sign in sheets) 3. Training for special education staff- monthly meetings- 2023-24 (agenda, presentations, sign in sheets)
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Curriculum and Instruction Actionable Initiatives	
Strategy #2: The district will implement a professional development plan that is data driven	<ul style="list-style-type: none"> - The district will use data from the Cultural Proficiency Human Relations needs assessment to identify professional development priorities related to cultural proficiency. - The district will use local and state assessment data to identify professional development priorities related to math and English Language Arts.
Staff Responsible	Director Roggeman in collaboration with staff.
Metrics	<ul style="list-style-type: none"> ● The district will use the CP Human Relations Needs Survey to chart our growth in areas identified as needs for professional development ● The district will show improvement in our CHKS student safety measures and the CORE SEL survey. ● The district will show cohort growth in math and English Language Arts across all grade levels
Progress Indicators	<ol style="list-style-type: none"> 1. Increase the percentage of “often” or “usually” responses by 10% in areas where professional development occurs. 2. 3% growth in CHKS student safety and connectedness data; 5% growth in CORE SEL healthy responses. 3. 5% cohort growth in math; 3% cohort growth in ELA.

Educational Technology and Information Technology Actionable Initiatives	
Strategy #2: March/April 2024	Expand 2023-24 district Technology Committee membership to include additional non-district employee parent representation.
Staff Responsible	Director Binder, Director Algaze
Metrics	<ul style="list-style-type: none"> ● District and site newsletters, website communication tools, social media posts
Progress Indicators	<ol style="list-style-type: none"> 1. Tech committee documentation (agendas, minutes) reflecting member input and participation, 2. Newsletter articles, contributions from PGTech. 3. PGTech-distributed parent survey results.

Human Resources Actionable Initiatives	
Strategy #2: Provide an annual report of the department’s accomplishments/activities.	Provide an annual update of the departments’ activities and how these are supporting the District’s mission and vision.
Staff Responsible	HR Dept/Admin

Metrics	<ul style="list-style-type: none"> • Various
Progress Indicators	1. Listing of activities/updates and services provided.

Board Goal 3 Credibility, Confidence, Communication Fiscal Solvency, Program, Services and Budget Alignment	
Forest Grove Elementary School Site Actionable Initiatives	
Strategy #4: Maintain a safe, clean and secure school environment	Forest Grove’s cultural proficiency team will work together to create professional development for staff to be shared at staff meetings in which challenges regarding diversifying curriculum & communication is the focus. Challenges for classroom teachers to implement that address our site cultural proficiency focus will be held.
Staff Responsible	Admin, Cultural Proficiency Team, All Staff
Metrics	<ul style="list-style-type: none"> • Increased collaboration and communication with cultural proficiency team and all staff
Progress Indicators	<ol style="list-style-type: none"> 1. Number of staff meetings: Cultural proficiency team will work with the district and site teams to develop 4 or more staff meetings where challenges regarding diversifying our curriculum/communication are addressed. 2. 5-6 cultural proficiency classroom challenges will be held in 90% of classrooms

Robert H. Down Elementary School Site Actionable Initiatives	
Strategy #4: Maintain a safe, clean, and secure school environment	RHD will strive to provide a safe environment for staff, students, and parents by meeting the goals set in the RHD Safe School Plan, update the plan each year, and add behavior data and response professional development for staff and parents.
Staff Responsible	Administration, Site Council, 5th grade teachers proctoring the SEL CORE and Healthy Kids surveys, 3rd & 4th grade teachers proctoring the SEL CORE surveys.
Metrics	<ul style="list-style-type: none"> • CA Healthy Kids Survey • CORE SEL Survey • RHD Parent Safety Meeting Participation rate • Circles of Caring Occuring in Each Classroom • Toolbox Tuesday Lessons Each Week in PE
Progress Indicators	<ol style="list-style-type: none"> 1. CA Healthy Kids results will reflect a 5% reduction in bullying behaviors and that RHD is perceived as a safe school to attend, work at, and to send a student. 2. CORE SEL Surveys will reflect a 5% increase from 2022-2023 results in students’ overall healthy perceptions. 3. Grades Kindergarten-5 will have continuing anti-bullying messages provided throughout the year with Circle of Caring meetings in classrooms, Toolbox Tuesday lessons in PE, and classroom discussions with the principal. CA Healthy Kids bullying questions will have 10% reduction in School Plan for

	Student Achievement (SPSA) Page 44 of 70 Robert Down Elementary School Metric/Indicator Baseline/Actual Outcome Expected Outcome Stop, Walk, and Talk posters provided throughout RHD building. CA Healthy kids responses provided 11-22% reduction in bullying questions. responses of bullying.occurrences.
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Pacific Grove Middle School Site Actionable Initiatives	
Strategy # 3: Social Emotional	Through several staff training opportunities on Restorative Practices, Open Parachute SEL curriculum, and the Advisory School Climate Committee, we will focus on improving our School Connectedness by 10% as measured on the California Healthy Kids Survey comparing the 2022/23 scores with the 2023/24 school year.
Staff Responsible	Administration, staff, Tosa, counseling department, Advisory Committee
Metrics	<ul style="list-style-type: none"> CalHope Funding for Open Parachute curriculum, Advisory School Climate committee no funds necessary (adjunct duty)
Progress Indicators	<ol style="list-style-type: none"> California Healthy Kids Survey, CoreSEL survey results, Olweus Survey Results, PGMS Student Inclusivity survey results, counseling referrals, disciplinary referrals and attendance rates

Pacific Grove High and Community High School Site Actionable Initiatives	
Strategy #3: Fiscal Solvency	Develop a master schedule that takes into consideration the needs of various stakeholders, including students, teachers, administrators, and the budget (FTE). A balanced and fiscally responsible master schedule is important to ensure efficient use of resources, provide equal opportunities for students, and maintain financial stability within the school/district.
Staff Responsible	Site administration in collaboration with the Director of Human Resources, site counselors, and teachers.
Metrics	<ul style="list-style-type: none"> Course requests. FTE allotment.
Progress Indicators	<ol style="list-style-type: none"> Balanced master schedule that maximizes FTE

Pacific Grove Adult School Site Actionable Initiatives	
Strategy #4: Safety	<ul style="list-style-type: none"> Provide Big 5 training to site personnel Develop, submit and maintain school site safety plan relevant to CSSP guidelines Conduct site safety survey and walkthrough with Kimball and Associates to ensure campus safety, and inform staff of current protocols Maintain close partnership with local law enforcement and district School Resource Officer in order to provide for a safe environment.
Staff Responsible	Barbara Martinez

Metrics	<ul style="list-style-type: none"> Site safety plans approved (by District Admin) and sent to the Monterey County Office of Education March 01, 2024 By August 30, 2023 all school site staff to be trained in BIG FIVE Emergency Response Protocols. Provide site specific Big 5 training and participate in school site safety drills
Progress Indicators	1. Attendance verified for safety professional development

Student Services Actionable Initiatives	
Strategy #3: Fiscal Solvency	Ensure that Special Education expenditures for staffing, materials and supplies do not exceed allocations for the 2023-24 school year .
Staff Responsible	Director Cork- Anthony working in collaboration with the Fiscal Department
Metrix	<ul style="list-style-type: none"> Student Services budget spreadsheets
Progress Indicators	<ol style="list-style-type: none"> Director Cork- Anthony to use Escape and spreadsheet to track monthly expenditures. Monthly meeting with the Fiscal Department to align the Student Services spreadsheet with fiscal information(expenditures, resource/object codes)

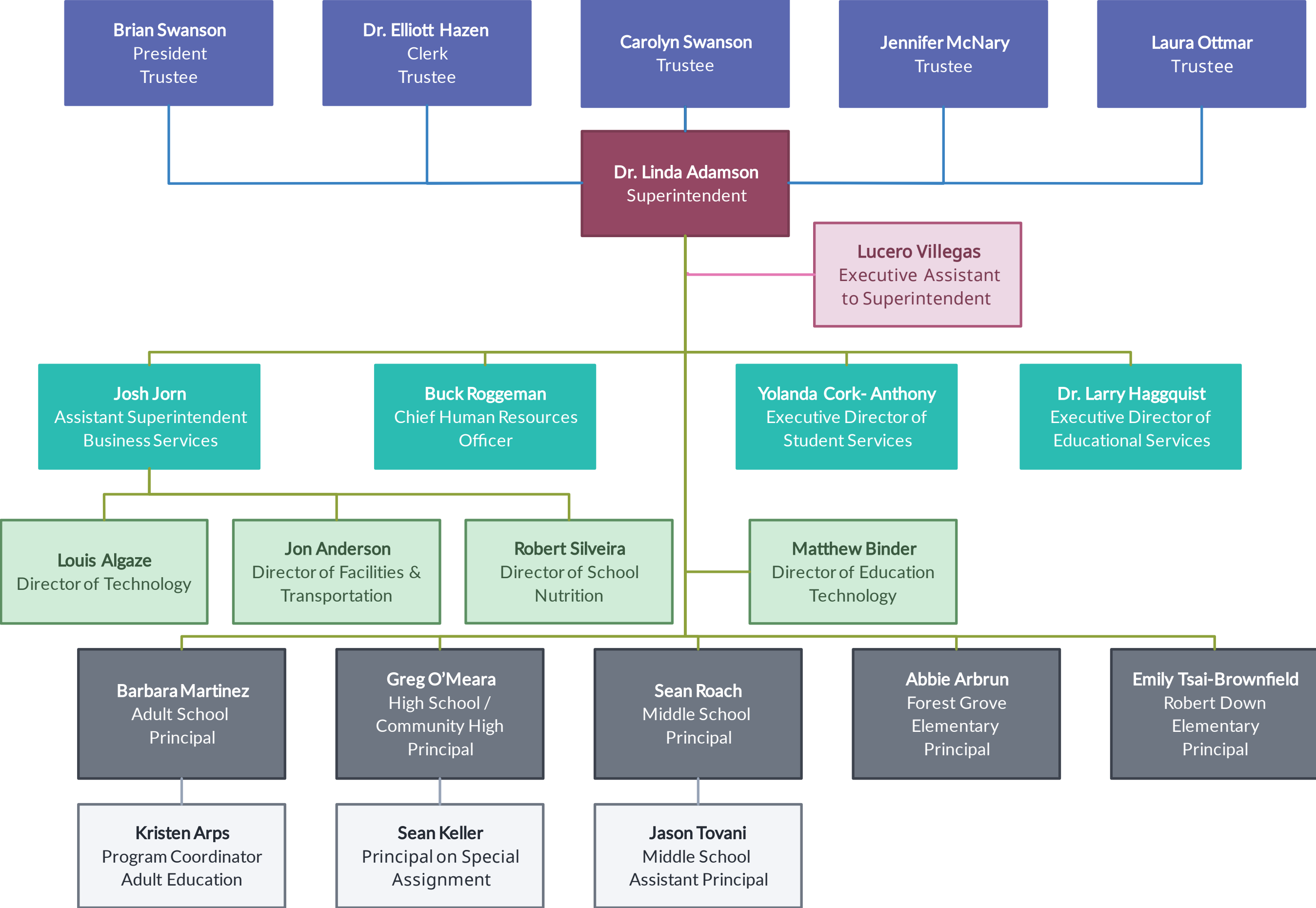
Curriculum and Instruction Actionable Initiatives	
Strategy #3: The curriculum website will be employed to deliver timely, relevant, and accurate information.	<ul style="list-style-type: none"> The curriculum department will regularly add resources to deliver timely, relevant, and accurate cultural proficiency information. The curriculum department will redesign its website to make information easily accessible for the public to maintain transparency and inform the public.
Staff Responsible	Director Roggeman working in collaboration with district staff
Metrics	<ul style="list-style-type: none"> We will measure the number of views that our video and podcast content receive. We will complete the redesign of our website by the end of November, 2023.
Progress Indicators	<ol style="list-style-type: none"> Video and podcast content will receive 100 views/listens. 100% of the redesign will be complete.

Educational Technology and Information Technology Actionable Initiatives	
Strategy #3: Measure A	Ensure technology expenditures do not exceed biannual Measure A spending allocation and are aligned with the district's long term technology budget development process.
Staff Responsible	Director Binder, Director Algaze
Metrics	<ul style="list-style-type: none"> Measure A Expenditure Lists June/July 2024, \$100k Remaining ESSR funds. Measure D
Progress Indicators	1. Spreadsheet tracking expenditures including purpose category and location

	<ol style="list-style-type: none"> 2. Regular meetings with business office staff to confirm spending is not exceeding allocated funds 3. Obtaining feedback from Technology Committee to ensure expenditures are meeting the goals of the organization and sites 4. Provide status/progress reports to the Board and school community at regularly scheduled public meetings and staff meetings.
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Human Resources Actionable Initiatives	
<p>Strategy #3:</p> <p>Collaborate with all internal stakeholders to identify issues early on and maintain District fiscal health</p>	<p>Work with the Business office team to identify potential risks of insolvency or fiscal issues early on and address these timely (impacts and effects of collective bargaining agreements).</p> <p>Work with site administrators early on to accurately identify staffing needs.</p>
Staff Responsible	HR/Leadership Team/Business Team
Metrics	
Progress Indicators	<ol style="list-style-type: none"> 1. Regular meetings with the Business Team and admin to monitor and analyze enrollment and determine staffing needs. 2. Compliance with public disclosures of collective bargaining agreements prior to board approval.

Pacific Grove Administration Organizational Chart



District Leadership Responsibilities

Superintendent	Assistant Superintendent	Chief Human Resources Officer	Executive Director of Educational Services	Executive Director of Student Services
Dr. Linda Adamson	Josh Jorn	Buck Roggeman	Dr. Larry Haggquist	Yolanda Cork-Anthony
<ul style="list-style-type: none"> • Chief Executive Officer • District Community Representative • Board Policy and Administrative Regulation • Advisor to the Board of Education • District Staff and Instructional Leader • Community Human Services District Representative • Liaison with County Services and Programs • Liaison to the Board on Employer/Employee Relations • Personnel 	<ul style="list-style-type: none"> • Acting Superintendent – Business • Budget • Payroll/Accounting/Insurance/Accounts Payable/Accounts Receivable • Mandated Costs • Attendance Accounting • MCSIG Board Representative • Risk Management – Workers’ Comp • Surplus Disposal 	<ul style="list-style-type: none"> • Certificated and Classified Personnel • Recruitment • Certificated credentials, salary placement, and transcripts • Orientation Programs • Legal Compliance (employment/credentialing laws) • Peer Assistance and Review Committee Member • Classified Professional Growth Committee • STRS/PERS Retirement • Classification Studies • Evaluation Compliance and Tracking • Classified/Certificated Contract Management • Complaint Management • Classified/Certificated Negotiations • Teacher Induction 	<ul style="list-style-type: none"> • K-12 Curriculum: including Textbook Adoption and Staff Development Coordinator • Categorical Program Director • School Accountability Report Cards • Peer Assistance Review Committee Member • Induction Program Coordinator • District GATE Coordinator • District English Language Learner Coordinator • District Testing Coordinator • After School Enrichment Program • Local Control Accountability Plan • Intervention Programs 	<ul style="list-style-type: none"> • Special Education • Student Services • Health • 504 Meetings and Compliance • Home Hospital • Speech Therapy & Occupational Therapy • Mental Health Therapists • Students Experiencing Homelessness • Foster Youth Liaison

Director of Technology Systems	Director of Education Technology	Director of Facilities & Transportation	Director of School Nutrition
Louis Algaze	Matthew Binder	Jon Anderson	Robert Silveira
<ul style="list-style-type: none"> • Technology Leadership • District Technology Plan • District Technology Committee 	<ul style="list-style-type: none"> • Technology Ninja's • District Educational Technology Plan • Classroom Technology Curriculum • Digital Tool's Training • District Technology Committee • Synergy 	<ul style="list-style-type: none"> • Construction Management • Deferred Maintenance Plan • Integrated Pest Management • Hazardous Materials • Asbestos and Lead Management Plan • Storm Water Pollution Prevention Plan 	<ul style="list-style-type: none"> • Directs the district Child Nutrition Program • Supervises and trains food service personnel

Forest Grove Elementary Principal	Robert Down Elementary Principal	PG Middle School Principal	PG Middle School Assistant Principal
Abbie Arburn	Emily Tsai-Brownfield	Sean Roach	Jason Tovani
<ul style="list-style-type: none"> • Staff Supervision, Evaluation, Leadership • Instructional Leadership of School • Site Budget Development and Oversight • School Improvement Plan • Special Education, Title I, GATE Committee • English Language Learner Programs (Title III, R-30 Language Assessment, ELAP) 	<ul style="list-style-type: none"> • Staff Supervision, Evaluation, Leadership • Instructional Leadership of School • Site Budget Development and Oversight • Before & After School Recreational Program Administrator (BASRP) • School Improvement Plan • Special Education, Title I, GATE Committee, English Language Learner Programs 	<ul style="list-style-type: none"> • Staff Supervision, Evaluation, Leadership • Instructional Leadership of School • Site Budget Development and Oversight • Special Education, GATE, English Language Learner Programs • Facilities Use • School Site Council 	<ul style="list-style-type: none"> • Student Discipline • Emergency Procedures and Site Safety Committee • Individual Education Plans (IEP's) • Site Testing Coordinator • Guest Teachers • Sexual Harassment Prevention Training • Classified Professional Growth Committee

PG High School / Community Principal	Principal on Special Assignment	PG Adult School Principal	PG Adult School Program Coordinator
Greg O'Meara	Sean Keller	Barbara Martinez	Kristen Arps
<ul style="list-style-type: none"> • Staff Supervision, Evaluation, Leadership • Instructional Leadership of School • Site Budget Development and Oversight • Western Association Schools and Colleges (WASC) • Community High School • Special Education • Parent/booster clubs • District Negotiation Representative 	<ul style="list-style-type: none"> • Site Testing Coordinator • Student Discipline • Central Coast Section (CCS) / California Interscholastic Federation (CIF) District Representative • Community High School • Wellness Committee • Athletics • Career Technical Education (CTE) 	<ul style="list-style-type: none"> • Staff Supervision, Evaluation, Leadership • Instructional Leadership • Site Budget • Western Association Schools and Colleges Advisory Committee • High School Diploma Counseling & Schedule Development • Coordinated Compliance Review • Parent Education, Older Adults with Disabilities • Coordinate Programs Preschool through Adult • Emergency Procedures • Preschools 	<ul style="list-style-type: none"> • Coordinate Programs Preschool through Adult • Staff Development • Western Association Schools and Colleges Coordinator • GED/CAHSEE Testing Coordinator • ABE/ESL/HS Diploma/Distance Learning • Budget Development • Community Partnerships

Superintendent	Human Resources			Student Services	
Executive Assistant, Superintendent	Personnel Specialist	Personnel Specialist	Personnel Technician	Admin Specialist, Student Services	District Nurse
Lucero Villegas	Angela Lippert	Kimberly Ortiz	Bree Nehring	Sara Birkett	Katrina Powley
<ul style="list-style-type: none"> • Appointments with the Superintendent • Board Packet Agenda and backup items • Board Policy questions • Student expulsion documentation preparation • Meeting Agendas for Cabinet • District activities calendar • Administrator Notifications • Annual Notice to Parents 	<ul style="list-style-type: none"> • Support to Director of Human Resources • Recruitment • Interview Coordination • Employee Orientation • Position Control • HR Event Coordination • Professional Growth • Escape Maintenance • New Hire Handbook • Negotiation Research • Recruitment Fair Coordinator 	<ul style="list-style-type: none"> • Support to Director of Human Resources • D.O. Reception • Employee Orientation • DOJ Processing • HR Event Coordination • Guest Teacher Coordination • Employee/Guest Teacher Handbooks • Frontline System Management • Negotiations Handbook • Bargaining Agreement Updates • Credential Monitoring 	<ul style="list-style-type: none"> • Support to Director of Human Resources • D.O. Reception • DOJ Processing • Volunteer Database • Classified Employee Testing • Process and Maintain Electronic Files • Records Maintenance • HR/Staff Website Maintenance 	<ul style="list-style-type: none"> • Support for Special Education Services • Support for Speech, Occupational, Mental Health Therapist • Students Experiencing Homelessness • Foster Youth 	<ul style="list-style-type: none"> • Student Wellness • Site Health Clerks

Curriculum	Business Office				Facilities & Transportation
Admin Specialist, Curriculum	Admin Asst to the Asst Superintendent	Payroll & Benefits Specialist	Fiscal Officer	Account Clerk III	Admin Assistant
Leslie Ternullo	Carly Adams	Alyssa Rodriguez & Cristina Olmos	TBD	Phyllis Lewis	TBD
<ul style="list-style-type: none"> • Appointments and Calendar for the Director of Curriculum • Curriculum Textbook and material orders • Data input and assessment tracking (GATE and English Learner) • Testing materials and distribution • Support for Curriculum Programs • Support for After-school Enrichment Program (ASE) 	<ul style="list-style-type: none"> • Business Office Operations • District Forms • Accounts Receivable/Billing/ Cash Deposits • Purchase Order Processing • Inventory Control Tagging • Retiree Benefits 	<ul style="list-style-type: none"> • Certificated and Classified Payroll • Health Insurance/ Benefits • Worker Compensation • Voluntary Deductions/ Tax Sheltered Annuities • Employee Attendance Tracking • Paycheck Distribution 	<ul style="list-style-type: none"> • Budget • State Reports • Mandated Cost Logs • District Attendance 	<ul style="list-style-type: none"> • Accounts payable processing and questions • Employee Reimbursements • Purchase Orders 	<ul style="list-style-type: none"> • Dispatching (Maintenance, Grounds, Transportation) • Facility Use Request (Facilitron) • School Bus Transportation • Field Trip Scheduling and billing • Work Order (Facilitron works) • Measure D

Pacific Grove Unified School District - 2024-2025

180 Day School Calendar						Date	Event
July 2024	29	30	31	1	2	7/31	New Hire Orientation
Aug 2024	5	6	7	8	9	8/1	Welcome
	12	13	14	15	16	8/2	Professional Development Day (Non Student Day)
	19	20	21	22	23	8/5	Teacher Prep Day (Non Student Day)
	26	27	28	29	30	8/6	First day of School
Sept 2024	2	3	4	5	6	9/2	Labor Day Holiday
	9	10	11	12	13		
	16	17	18	19	20		
	23	24	25	26	27		
Oct 2024	30	1	2	3	4	10/5	Butterfly Parade
	7	8	9	10	11	10/11	End of 1st Quarter (48 Days)
	14	15	16	17	18	10/14-10/18	Fall Break
	21	22	23	24	25		
Nov 2024	28	29	30	31	1		
	4	5	6	7	8		
	11	12	13	14	15	11/11	Veterans Day Holiday
	18	19	20	21	22	11/27	Minimum Day for Students and Classified Staff
Dec 2024	25	26	27	28	29	11/28-11/29	Thanksgiving Holiday
	2	3	4	5	6	12/20	End of 2nd Quarter (42 Days)
	9	10	11	12	13	12/20	End of 1st Semester (90 Days)
	16	17	18	19	20	12/20	Minimum Day for Students and Classified Staff
Jan 2025	23	24	25	26	27	12/23-1/3	Winter Break
	30	31	1	2	3	1/1	New Year's Holiday
	6	7	8	9	10	1/6	Teacher Prep Day (Non Student Day)
	13	14	15	16	17		
Feb 2025	20	21	22	23	24	1/20	Martin Luther King Jr. Holiday
	27	28	29	30	31		
	3	4	5	6	7		
	10	11	12	13	14		
March 2025	17	18	19	20	21	2/14-2/21	Presidents' Break
	24	25	26	27	28		
	3	4	5	6	7		
	10	11	12	13	14	3/14	End of 3rd Quarter (42 Days)
April 2025	17	18	19	20	21	3/17	Professional Development Day (Non Student Day)
	24	25	26	27	28		
	31	1	2	3	4		
	7	8	9	10	11	4/11	Minimum Day for Students and Classified Staff
May 2025	14	15	16	17	18	4/14-4/18	Spring Break
	21	22	23	24	25		
	28	29	30	1	2	5/26	Memorial Day
	5	6	7	8	9	5/30	End of 4nd Quarter (48 days)
May 2025	12	13	14	15	16	5/30	End of 2nd Semester (90 days)
	19	20	21	22	23	5/30	Last Day of School
	26	27	28	29	30	5/30	Minimum Day for Students /180-190 Classified Staff
	<div style="display: flex; justify-content: space-between;"> First Day/Last Day of School Breaks </div> <div style="display: flex; justify-content: space-between;"> Professional Development Day/Teacher Prep Day Holiday (8 total) </div> <div style="display: flex; justify-content: space-between;"> Welcome Local Holiday (5 total) </div> <div style="display: flex; justify-content: space-between;"> Minimum Day for Students and Classified Staff (4 total) </div>						
185 Work Days - Current Teachers			186 Work Days - New Teachers			Instructional Days 180	
Board Approved 1/11/24							

PACIFIC GROVE UNIFIED SCHOOL DISTRICT	
Classified Computation of Work Days for 2024-2025	
365 = days in one year	
104 = weekend days	
365 - 104 = 261 work days per year (wd/y)	
261 work days/12 months = 21.75 work days per month (wd/m)	
12 Month Classified Employee	
261 work days per year - 15 holidays = 246 work days	Maintenance, Grounds, Custodian, Utility
· Vacation time can be used during all Breaks	Admin Assist. V (MOT)
· Pay Schedule = 12 checks	Confidential (DO)
	Acct Clerk III (DO)
11.5 Month Classified Employee	
251 work days per year - 15 holidays = 236 work days	Admin Assist. (AE)
· October Break = non-working days	Clerks (AE)
· Spring Break = non-working days	IT Technician (AE)
· Pay Schedule = 12 checks	
11 Month Classified Employee	
11 months x 21.75 wd/m = 239 wd/y - 13 holidays = 226 work days	Admin Assist. IV (HS)
· Vacation time can be used during October, Winter & Spring Breaks	Admin Assist. III (HS)
· Pay Schedule = 12 equal checks July through June	Admin Assist. II (HS)
· Start July 15, 2024 - Last day June 12, 2025	Library Media Tech III (HS)
	Clerk III (HS) Account Clerk I (HS)
10.75 Month Classified Employee	
10.75 months x 21.67 wd/m = 233 wd/y - 13 holidays = 221 work days	Office Manager (FG) & (RD)
· Vacation time can be used during Winter & Spring Breaks	Admin Assist. IV (MS)
· October Break = non-working days	
· Pay Schedule = 12 equal checks July through June	
· Start July 15, 2024 - Last day June 12, 2025	
10.5 Month Classified Employee	
10.5 months x 21.67 wd/m = 228 wd/y - 13 holidays = 215 work days	Personnel Specialist/Tech (HR)
· Vacation time can be used during Winter & Spring Breaks	Admin Specialist (DO)
· October Break = non-working days	Admin Assist. II (CHS)
· Pay Schedule = 12 equal checks July through June	Admin. Assist. II (HS)
· Start July 17, 2024 - Last day June 6, 2025	Clerk III (MS)
	Career Tech (HS)
10 Month Classified Employee	
10 months x 21.67 wd/m = 217 wd/y - 13 holidays = 204 work days	Bus Drivers
· Vacation time can be used during Winter & Spring Breaks	BASRP Recreation Coord.
· October Break = non-working days	BASRP Recreation Leader
· Pay Schedule = 12 equal checks July through June	IT Technicians (MS, RHD, FGE)
· Start July 31, 2024 - Last day June 6, 2025	
190 Day Classified Employee	
· All Breaks Off - Work student days + 5 days before school + 5 after school	Clerk III (RHD,FGE)
· Pay Schedule = 12 equal checks July through June	
· Start July 30, 2024 - Last day June 6, 2025	
185 Day Classified Employee	
· All Breaks Off - Work student days + 5 days before school or after school	Library Tech II (MS,RHD,FGE)
· Pay Schedule = 11 equal checks August through June (see payroll to sign up for 12 month deferred Pay)	
· Start August 1, 2024 - Last day June 3, 2025	
180 Day Classified Employee	
· All Breaks Off - Work student days ONLY	Instructional Assist., Food Service, Noon Duty
· Pay Schedule = 10 equal checks August through May (see payroll to sign up for 12 month deferred Pay)	Campus Super., Para
· Start August 6, 2024 - Last day May 30, 2025	BASRP Rec. Attend., Healthcare Assist.
	Crossing Guard

HUMAN RESOURCES INFORMATION

Oath or Affirmation

All district employees are declared by law to be disaster service workers and thus shall take the oath or affirmation required by disaster service workers before beginning employment with the district. In the event of natural, human-caused, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all District employees are subject to disaster service activities as assigned by them by their supervisors or by law. ([AR 4112.3,4212.3,4312.3](#)) (Govt Code [3100-3102](#))

Hiring

All potential candidates for positions are subject to an application and an interview process. Openings are emailed District wide, posted at each school and department, and/or on [EdJoin.org](#). District employees are encouraged to apply for advanced level jobs within the district as positions become available.

Certificated: Current certificated employees are encouraged to refer to Article VIII of their [collective bargaining agreement](#) regarding assignment/reassignment and transfers.

Classified: Current classified employees are encouraged to refer to Article VI of their [collective bargaining agreement](#) regarding employee promotions and/or transfers.

Change of Name or Address

Employees must inform Human Resources immediately of any change of name, address, or telephone number, so that employee records are current and accurate. Failure to do so may cause pay warrants and income tax statements to be delayed. Prior to turning in a name change, you must obtain a new Social Security card showing the new name. You should also keep your emergency contact and beneficiary designation information up to date. Forms are available on the staff page forms tab at [www.pgusd.org](#).

Certificated Staff: In addition to immediately informing Human Resources of any change of name, you will also need to change your name on your credential. You may do this either by submitting a name change at the time you change your name, or by waiting and changing your name at the time you renew your credential online. If you choose to change your name on your credential before you renew your credential, please visit [www.ctc.ca.gov](#), to change your name online or complete form 41-C and mail it to CTC; at this time, CTC is not charging to process a name change form.

Attendance/Reporting Absences

The district stresses regular attendance and requests that employees miss work only on those days when it is absolutely necessary. Certificated staff members and all classified employees (with the exception of maintenance, custodians, bus drivers, BASRP and food service positions) are required to input their absence to Frontline before the start of the schedule shift.

[Frontline](#)

Maintenance, custodians, bus drivers, BASRP and food service are to call their immediate supervisor and/or leave a voicemail message at their supervisor's extension to report an absence or tardiness prior to the beginning of the workday along with putting the absence in Frontline.

If an absence is for one or more weeks, or if Human Resources deems it necessary, a medical release may be requested to return to work.

Completion of an Absence Request Form is required the following day after an illness-related absence. The form is available from the site office manager or on the district [website](#).

Name Badge

Upon hire you will receive a name badge they will need to wear at all times when on campus. If you lose or need a replacement notify HR and they will print a new one and either pony it to you or you can pick it up at HR. If HR has a photo on file, then we can print one up otherwise you will need to make an appointment to get a new photo taken.

District Email

HR will email you your district email address and password to your personal email address.

We use the Google system for our PGUSD domain.

You can use the Google mail website and/or download the Google Mail app for your phone.

website: mail.google.com username: First initial Last name@pgusd.org

District Forms

District forms can be found on District webpage www.pgusd.org under the staff tab/ staff forms

Master Contracts

Both PGTA and CSEA contracts can be found on the district webpage www.pgusd.org under the Human Resources Tab/ Bargaining Agreement

Keenan SafeSchool

Every Fall you will need to complete the assigned Keenan trainings. They can be found on the district webpage under Staff/ Human Resources/ Keenan [Keenan Safe Schools – Required Safety Training on-line Courses](#) Login will be your district email address. No Password is needed

Emergency Forms

In Fall you will need to fill out or update your current Emergency Form. You will see an email from InformedK-12 that HR will send out. Please complete it at your earliest convenience.

Tuberculosis

California state law requires all employees to have a current tuberculosis (TB) test result on file. Those who have a history of a positive skin test must present a certificate from a health provider stating that they are free of communicable disease. The TB skin test or risk assessment questionnaire must be repeated every four years and proof must be submitted to Human Resources.

Attendance Sheets

Certificated Leave Form and Classified Leave Form can be found in the PGTA or CSEA contract and Staff tab of the district webpage. Complete this form and submit it to your supervisor for approval before leave.

Upon return the Certificated Absence Report or Classified Absence Report will need to filled out and approved by your supervisor. Your office manager can help answer questions with these two forms.

Please remember to also put your absence into Frontline even if you do not need a substitute. In put this as soon as possible.

Frontline/Absence Management

You will be provided a Frontline account from HR upon hire. You will get an email to your district email from Frontline follow link to set up your account. You will be able to log in with your district email and do Single Sign On (SSO) or you can create username and password. This is the absence management system that we use. If you cannot remember your username or forgot you password please call or email Kimberly Ortiz (kortiz@pgusd.org).

Frontline/Evaluation Platform

We also use Frontline for our Evaluation platform. It will be the same username and password as Frontline Absence Management.

Employee Quick start Guide Frontline Absence Management



Absence Management

SIGNING IN

Go to app.frontlineeducation.com. Enter your username and password and click **Sign In**. Or, if applicable, use the Organization SSO link.

LOGIN SUPPORT

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for additional troubleshooting details.

Sign in with a Frontline ID

Frontline Username

Frontline Password

Sign In with Frontline ID

[Forgot Username](#) | [Forgot Password](#)

Having trouble signing in?
[Click here for more information](#)

[Or Sign In with Organization SSO](#)

CREATING AN ABSENCE

You can enter a new absence from your Absence Management home page under the **Create Absence** tab. Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.

The screenshot shows the 'Absence Management' interface for 'Victoria County School District'. At the top, it displays the user's name 'Amy Pond' and role 'Employee'. Below this are three calendar views for June, July, and August 2023. The 'Create Absence' tab is active, showing a sub-tab for 'Scheduled Absences'. The form includes a date selector (June 13, 2023), a 'Substitute Required' dropdown set to 'Yes', an 'Absence Reason' dropdown set to 'Select One', and a 'Time' dropdown set to 'Full Day' with a time range of 07:00 AM to 03:00 PM. There are also text areas for 'Notes to Administrator' and 'Notes to Substitute'. On the right, there is a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. Below that, 'Shared Attachments' includes a file named 'Seating Chart.docx'. At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

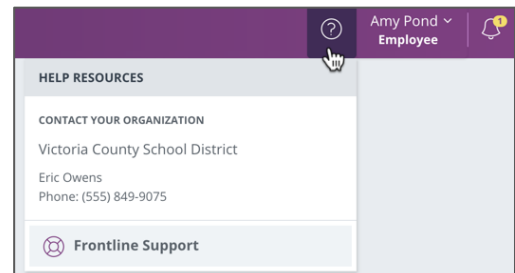
MANAGING YOUR PIN AND PERSONAL INFORMATION

Use the “Account” option in the side navigation to manage personal information, change your PIN, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

Personal Info	Personal Info
Phone Credentials	General Information
Shared Attachments	Name: Amy Pond
Preferred Substitutes	Phone: <input type="text" value="6735553747"/>
	Email Address: <input type="text" value="apond@edu.com"/>

GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin’s contact details or select **Frontline Support** to access learning resources.



MOBILE OPTIONS

Mobile App

You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to absence creation, Leave Balance recognition, and multiple absence tracking tools. Search “Frontline Education” via the app store to download it and use your system username and password to sign in.

To call the Absence Management system, dial **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign).

<p>Over the phone you can:</p> <ul style="list-style-type: none"> • Create an absence (within the next 30 days) – Press 1 • Review upcoming absences – Press 3 • Review a specific absence – Press 4 • Review or change your personal information – Press 5

ADDITIONAL RESOURCES

Sign in and search for the following topics in the Learning Center for next steps:

• Getting Started	• Popular Questions	• Frontline Mobile App
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PAYROLL INFORMATION / FORMS

FORMS:

All forms referred to in this section are available on the staff tab of our website at pgusd.org.

PAYDAY:

Certificated and Classified are paid once a month on the last working day of the month. If you have direct deposit, you will get an email from donotreply@montereycoe.org on the payday to the email address listed on the direct deposit form. You will need your employee ID to access the paystub. Non direct deposit checks will be mailed on last working day of the month unless written notice to payroll@pgusd.org to arrange picking up of check. Checks will not be released to anyone other than you without your written permission.

Any extra time earned, or stipend will be paid on the 10th of each month know as supplemental Pay. Direct Deposit will be email and all other will be mailed on the 10th unless arrangements are made with payroll@pgusd.org to pick up check.

Please see payday schedule for dates.

DIRECT DEPOSIT:

Automatic payroll deposit is available to all employees. Employees enrolled in direct deposit, will receive all paystubs at their personal email address on file with PGUSD. Employees without a personal email address on file, will receive their paperless pay stub to the employer-issued email address. Paystubs will be delivered in PDF format using a secure password-protected PDF. To view the PDF, employees will be asked to input a password, which is your Employee ID number. If you wish to enroll in direct deposit, complete the ACH form available on our website. All direct deposit forms must be accompanied with a voided check or the direct deposit form from your bank or they will not be processed.

STIPENDS:

Stipends for extra duty assignments are paid as listed on the Special Assignment Salary Schedule. The assignments are paid either on a monthly schedule or in the case of coaching when a special assignment time sheet is turned into your site office for signature and payment. It is important to keep track of your paperwork for submission. Contracts for extra duty are common and they will also be tracked by timesheet. Timesheet periods start on the 1st of the month and end on the 31st. Timesheets MUST be turned in monthly and not held for any reason. When your contracted duty has been fulfilled a timesheet is turned into the manager in charge of that contract. When it has been appropriately signed, it will be forwarded to the payroll department for payment. Stipends and extra duty timesheets are paid on Supplemental payrolls on or about the 10th day of the month, and in some cases, at the end of the month.

*****NOTE:** All stipends require a Special Assignment Timesheet to be turned in by the employee to be processed.

DEFERRED PAY:

Employees may elect deferred pay so that they are paid equally over 12 months. During the months worked, either 10 or 11, a portion of your after-tax earnings are withheld to be paid on the month or months that you do not work. Deferred pay will remain in effect until payroll is informed in writing of your request to cancel. Once cancelled, you may not elect deferred pay again until the start of the new school year. Forms are on our website, PGUSD.org.

JURY DUTY:

Jury duty is the obligation of all citizens. When you are called to jury duty you must inform your supervisor and keep them informed as to whether you will be required to report. Because we are a state entity, there is no payment from the courts for your jury service. You do, however, get mileage and you do not have to give that to the district. You will be paid for all days you are required to serve. At the end of your jury service please attach the paperwork given to you by the court, to your absence form.

STATE DISABILITY INSURANCE:

Pacific Grove Unified does not participate in the state disability insurance program. Your sick leave is cumulative for that reason and there are provisions for differential pay, if needed. CTA does offer disability insurance through Standard Insurance Company, for members of CTA, at the employee's cost. Please email payroll if you would like more information on that program.

WORKERS COMPENSATION INSURANCE:

All employees of the Pacific Grove Unified School District are covered by Workers Compensation Insurance. It is imperative that you notify your principal or site office manager in the event that you are injured in any way during working hours within 24 hours of the injury occurring. No injury is too small. We must be notified so that you may be covered. Worker's Comp required paperwork can be found on the PGUSD website. If you have any questions, please call the payroll office at 646-6515 (A-K) or 607-8891 (L- Z).

HEALTH BENEFITS:

Pacific Grove Unified is a member of the Monterey County Schools Insurance Group or MCSIG. This is a joint powers agency made up of school districts within Monterey County. The office for that agency is at 76 Stephanie Drive, Salinas, CA 93901, the phone number is 831-755-0161. Benefits are offered to qualifying new employees upon hiring. Benefits can be added for a qualifying event (birth of a child, marriage, adoption, loss of coverage) within 30 days of that qualifying event. Benefits can be dropped at any time due to a qualifying event. Open enrollment occurs in November, with an effective date of January 1 of the following year, every year.

APPOINTMENTS:

Due to many deadlines in the payroll office, we ask that you make an appointment for any payroll/benefit needs you may have.

If your last name starts with the letter **A-K**, please email Cristina Olmos at colmos@pgusd.org or call 831-646-6515 to request an appointment.

If your last name starts with the letter **L-Z**, please email Alyssa Rodriguez at alyszarodriguez@pgusd.org or call 831- 607-8891 to request an appointment.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
PAY DAY SCHEDULE
2024/2025**

Supplemental Payroll	Wednesday, July 10, 2024
Manual Payroll	Monday, July 15, 2024
Regular Payroll	Wednesday, July 31, 2024
Supplemental Payroll	Friday, August 9, 2024
Regular Payroll	Friday, August 30, 2024
Supplemental Payroll	Tuesday, September 10, 2024
Regular Payroll	Monday, September 30, 2024
Supplemental Payroll	Thursday, October 10, 2024
Regular Payroll	Thursday, October 31, 2024
Supplemental Payroll	Friday, November 8, 2024
Regular Payroll	Wednesday, November 27, 2024
Supplemental Payroll	Tuesday, December 10, 2024
Regular Payroll	Friday, December 20, 2024
Supplemental Payroll	Friday, January 10, 2025
Regular Payroll	Friday, January 31, 2025
Supplemental Payroll	Monday, February 10, 2025
Regular Payroll	Friday, February 28, 2025
Supplemental Payroll	Monday, March 10, 2025
Regular Payroll	Monday, March 31, 2025
Supplemental Payroll	Thursday, April 10, 2025
Regular Payroll	Wednesday, April 30, 2025
Supplemental Payroll	Friday, May 9, 2025
Regular Payroll	Friday, May 30, 2025
Supplemental Payroll	Tuesday, June 10, 2025
Regular Payroll	Monday, June 30, 2025

NOTE: Regular payroll includes employees with regular positions and sometimes overtime, extra hours and stipends.

Supplemental checks include timesheet pay for substitutes, overtime or extra hours for regular employees, with the pay period being from the 1st through the last day of the month and are paid on the 10th of the following month.

Employees enrolled in direct deposit will have payments for regular and supplemental payrolls posted on payday. ACH pay advices will be delivered to the personal email address on file.



MONTEREY COUNTY

OFFICE of EDUCATION

2024-25 PAYROLL SCHEDULE

DATA ENTRY DEADLINE: REGULAR & MANUAL PAYROLL 6:00 A.M.
(Includes clearing labor errors) SUPPLEMENTAL PAYROLL 3:00 P.M.

WARRANT PICK UP: REGULAR & SUPPLEMENTAL PAYROLL 8:00 A.M.-NOON
 MANUAL PAYROLL 10:30 A.M.-1:00 P.M.

JULY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 5	Fri. 5	Fri. 5
Sup.	Fri. 5	Tue. 9	Wed. 10
Man.	Mon. 15	Mon. 15	Mon. 15
Reg.	Thur. 25	Tue. 30	Wed. 31
5, 10, 15 - LIABILITY PAYROLLS			

AUGUST			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Mon. 5	Mon. 5	Mon. 5
Sup.	Tue. 6	Thur. 8	Fri. 9
Man.	Thur. 15	Thur. 15	Thur. 15
Reg.	Mon. 26	Thur. 29	Fri. 30

SEPTEMBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Thur. 5	Thur. 5	Thur. 5
Sup.	Thur. 5	Mon. 9	Tue. 10
Man.	Fri. 13	Fri. 13	Fri. 13
Reg.	Tue. 24	Fri. 27	Mon. 30

OCTOBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 4	Fri. 4	Fri. 4
Sup.	Mon. 7	Wed. 9	Thur. 10
Man.	Tue. 15	Tue. 15	Tue. 15
Reg.	Fri. 25	Wed. 30	Thur. 31

NOVEMBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Tue. 5	Tue. 5	Tue. 5
Sup.	Tue. 5	Thur. 7	Fri. 8
Man.	Fri. 15	Fri. 15	Fri. 15
Reg.	Thur. 21	Tue. 26	Wed. 27

DECEMBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Thur. 5	Thur. 5	Thur. 5
Sup.	Thur. 5	Mon. 9	Tue. 10
Man.	Fri. 13	Fri. 13	Fri. 13
Reg.	Mon. 16	Thur. 19	Fri. 20
MCOE CLOSED 12/24-12/27 & 12/31-1/1			

JANUARY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 3	Fri. 3	Fri. 3
Sup.	Tue. 7	Thur. 9	Fri. 10
Man.	Wed. 15	Wed. 15	Wed. 15
Reg.	Mon. 27	Thur. 30	Fri. 31

FEBRUARY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Wed. 5	Wed. 5	Wed. 5
Sup.	Wed. 5	Fri. 7	Mon. 10
Man.	Fri. 14	Fri. 14	Fri. 14
Reg.	Mon. 24	Thur. 27	Fri. 28

MARCH			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Wed. 5	Wed. 5	Wed. 5
Sup.	Wed. 5	Fri. 7	Mon. 10
Man.	Fri. 14	Fri. 14	Fri. 14
Reg.	Tue. 25	Fri. 28	Mon. 31

APRIL			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 4	Fri. 4	Fri. 4
Sup.	Mon. 7	Wed. 9	Thur. 10
Man.	Tue. 15	Tue. 15	Tue. 15
Reg.	Thur. 24	Tue. 29	Wed. 30

MAY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Mon. 5	Mon. 5	Mon. 5
Sup.	Tue. 6	Thur. 8	Fri. 9
Man.	Thur. 15	Thur. 15	Thur. 15
Reg.	Fri. 23	Thur. 29	Fri. 30

JUNE			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Thur. 5	Thur. 5	Thur. 5
Sup.	Thur. 5	Mon. 9	Tue. 10
Man.	Fri. 13	Fri. 13	Fri. 13
Reg.	Tue. 24	Fri. 27	Mon. 30

Man=Manual ♦ Reg=Regular ♦ Sup=Supplemental

Please make sure that your signed Pay01 and Pay22 reports are submitted prior to payroll pick-up, which can be emailed to payroll-submit@montereycoe.org or faxed to (831) 753-1616.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 HILLCREST AVENUE
PACIFIC GROVE, CA 93950

**AUTHORIZATION OF AUTOMATIC DEPOSIT OF PAYROLL
WARRANTS**

The Monterey County Office of Education has the ability to deposit your paycheck/payroll warrant directly into your checking account. In order to do this; the Payroll Department must have the information contained on a personal check including name of the institution, address and account number (You **must** attach a voided check or a copy of a voided check to this form). This form must be submitted to Payroll no later than the 15th of the month. The automatic deposit becomes effective with the 2nd payroll warrant after this form is implemented, to allow for bank account verification.

Paperless Pay Stub: PGUSD requires employees who elect direct deposit to receive paperless pay stubs at the personal email address provided. The employer-issued email address will be used as default if a personal email is not provided. Paperless pay stubs will be delivered in a secured, password-protected PDF.

It is extremely important that you notify the Payroll Department if you change banks or change bank account numbers at your current bank.

If you have any questions please contact the Payroll Department at 831-646-6515 or via email Payroll@pgusd.org.

ATTACH YOUR CHECK HERE

In signing this form, the employee shall hold harmless the school district; its employees and agents, for the entire automatic deposit process of any and all payroll warrants. It is the responsibility of the employee to submit the correct information, which will result in the automatic deposit of funds to the proper account.

The authority granted by the execution of this form is to remain in full force and effect until the employee revokes it in writing. Revocation must occur at least 10 working days prior to the end of the month by notifying the Payroll Department in writing to allow the Office of Education a reasonable opportunity to act on it, or upon termination of my employment from the District.

I have read and understand the above information concerning automatic deposit authorization and I hereby authorize the Pacific Grove Unified School District and the Monterey County Office of Education to deposit my entire payroll warrant (and/or corrections to the previous credits) to the institution indicated on the attached personal check. The institution is authorized to credit and/or correct the amounts to my account.

Type of Account: Checking Savings
Financial Institution Name: _____
Account Number: _____
Routing Transit Number: _____

Print Name

Employee Email Address

Authorizing Signature

Date

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 HILLCREST AVENUE
PACIFIC GROVE, CA 93950

DEFERRED PAY ELECTION FORM

EMPLOYEE NAME: _____

SCHOOL SITE: _____ WORK YEAR (10 OR 11 MONTHS) _____

SOCIAL SECURITY NUMBER: _____

How Deferred Pay works:

A portion of your net pay (after taxes) is withheld each month that you are paid. This shows up as "Deferred Pay" on your paystub. IF every month your net pay (after taxes) is exactly the same, the amount that was withheld for 10 months is divided in half and paid to you in June and again in July. For 11 months, the amount withheld will be paid to you in July. The amount paid out in June and July, or just July, is approximately the amount of net pay that you were paid each of the ten months.

If during the 10/11 months, your pay changes for any reason, the amount withheld for deferred comp changes, so therefore the amount to be paid out in June and July will differ from the previous months' net pay. The amount you are paid out on your non work month(s) is EXACTLY the amount that you had deferred (withheld) during the 10/11 months of pay.

Payout(s) of deferred pay are net pay only, no gross pay, no deductions, and no taxes.

I understand that if I decide to stop participation in the Deferred Pay Program during the work year, I must submit a written request to Payroll to do so. It is further understood that I would not be able to reinstate the Deferred Pay Program until the beginning of the next school year. I understand that during the next payroll cycle after cancellation, I will be paid out the amount withheld in full.

REGARDING YOUR _____ **(School Year)** SALARY (CHECK ONE):

_____ I prefer to register for the Deferred Pay Program, and hereby request that a portion of my monthly, after tax earnings, are set aside for the month or months that I do not work.

_____ I prefer to **not** register for the Deferred Pay Program, I understand I will not receive a check in the months I do not work.

Employee Signature

Date

Municipalities, Colleges, Schools Insurance Group
MCSIG 2024 RATES - MONTHLY

MEDICAL	PPO \$25	PPO \$30	PPO \$40	PPO \$50	PPO \$60	PPO SELECT	CompleteCare	TRIO HMO	Kaiser		
ACTIVE EMPLOYEES							Medical Expense		Low	Med	High
(25K life insurance)							Reimbursement Plan		Plan	Plan	Plan
Employee Only	\$ 1,326	\$ 1,232	\$ 1,006	\$ 1,042	\$ 850	\$ 727	\$ 457	\$ 1,003	\$ 752	\$ 832	\$ 965
Employee + 1	\$ 2,645	\$ 2,457	\$ 2,008	\$ 2,083	\$ 1,689	\$ 1,447	\$ 457	\$ 2,156	\$ 1,496	\$ 1,655	\$ 1,922
Family	\$ 3,435	\$ 3,193	\$ 2,607	\$ 2,705	\$ 2,196	\$ 1,880	\$ 457	\$ 2,663	\$ 2,113	\$ 2,339	\$ 2,716
EARLY RETIREES									Low	Med	High
(5K life insurance)									Plan	Plan	Plan
Retiree Only	\$ 1,323	\$ 1,229	\$ 1,003	\$ 1,039	\$ 847	\$ 724		\$ 999	\$ 749	\$ 829	\$ 962
Retiree + 1	\$ 2,642	\$ 2,454	\$ 2,005	\$ 2,080	\$ 1,686	\$ 1,444		\$ 2,153	\$ 1,493	\$ 1,652	\$ 1,919
Family	\$ 3,432	\$ 3,190	\$ 2,604	\$ 2,702	\$ 2,193	\$ 1,877		\$ 2,660	\$ 2,110	\$ 2,336	\$ 2,713
M/C RETIREES											
Retiree w/Medicare	\$ 901										
Retiree & Spouse, both w/MC	\$ 1,373										

DENTAL (with Ortho)	HIGH
Employee Only	\$ 60
Employee + 1	\$ 111
Family	\$ 192

VISION	C
Employee Only	\$ 12
Employee + 1	\$ 20
Family	\$ 35

Effective January 1, 2024 through December 31, 2024

Board Adopted: September 28, 2023 (rounded to whole dollar)

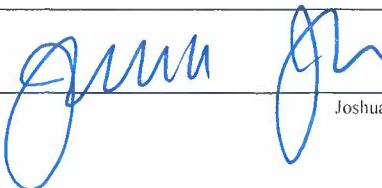


MCSIG
municipalities • colleges • schools
insurance group

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2023/2024

173.33 hours month

RANGE	A	B	C	D	E	F	G	H	I	J	HR.EQUIV
20	3170	3348	3532	3704	3884	4068	4271	4485	4709	4945	18.29
21	3260	3432	3610	3791	3983	4171	4380	4599	4829	5070	18.81
22	3348	3531	3704	3884	4069	4271	4485	4709	4945	5192	19.32
23	3432	3610	3791	3983	4171	4381	4600	4830	5071	5325	19.80
24	3531	3704	3884	4069	4271	4512	4738	4975	5223	5484	20.37
25	3610	3791	3983	4171	4381	4611	4842	5084	5338	5605	20.83
26	3704	3884	4068	4271	4512	4720	4956	5203	5463	5737	21.37
27	3791	3983	4171	4381	4611	4846	5088	5342	5609	5890	21.87
28	3884	4068	4271	4512	4721	4968	5217	5478	5752	6039	22.41
29	3983	4170	4381	4611	4846	5101	5356	5623	5905	6200	22.98
30	4068	4271	4514	4720	4968	5201	5461	5734	6020	6321	23.47
31	4170	4381	4612	4846	5101	5349	5617	5898	6193	6502	24.06
32	4271	4512	4721	4968	5201	5487	5761	6049	6352	6669	24.64
33	4380	4611	4846	5101	5349	5629	5911	6206	6516	6842	25.27
34	4512	4720	4969	5201	5487	5768	6056	6359	6677	7010	26.03
35	4609	4844	5102	5349	5630	5900	6195	6504	6830	7171	26.59
36	4720	4967	5203	5487	5768	6062	6365	6683	7017	7368	27.23
37	4844	5101	5350	5629	5900	6193	6503	6828	7169	7528	27.95
38	4967	5200	5488	5768	6062	6352	6670	7003	7353	7721	28.66
39	5101	5349	5631	5900	6193	6516	6842	7184	7543	7920	29.43
40	5200	5486	5769	6062	6352	6683	7018	7368	7737	8124	30.00
41	5349	5629	5901	6193	6516	6844	7187	7546	7923	8319	30.86
42	5486	5768	6063	6352	6683	7029	7381	7750	8137	8544	31.65
43	5629	5900	6194	6516	6844	7202	7562	7940	8337	8754	32.48
44	5767	6061	6353	6683	7029	7379	7748	8136	8542	8970	33.27
45	5900	6192	6517	6844	7202	7541	7918	8314	8730	9167	34.04
46	6061	6350	6684	7029	7379	7750	8137	8544	8972	9420	34.97
47	6192	6514	6847	7202	7541	7948	8346	8763	9201	9661	35.72
48	6350	6682	7030	7379	7750	8141	8548	8976	9425	9896	36.63
49	6514	6844	7204	7541	7948	8347	8764	9202	9662	10146	37.58
50	6682	7028	7381	7750	8141	8558	8986	9436	9907	10403	38.55
51	6843	7202	7542	7948	8347	8764	9202	9662	10145	10653	39.48
52	7028	7378	7753	8141	8558	8993	9443	9915	10411	10931	40.55
53	7201	7540	7950	8347	8765	9202	9662	10145	10652	11185	41.54
54	7378	7749	8144	8558	8993	9450	9923	10419	10940	11487	42.57
55	7540	7947	8349	8764	9202	9691	10176	10684	11219	11780	43.50
56	7749	8140	8560	8993	9452	9925	10422	10943	11490	12064	44.71
57	7947	8346	8766	9202	9691	10157	10665	11198	11758	12346	45.85
58	8140	8558	8995	9452	9926	10409	10929	11476	12049	12652	46.96
59	8346	8764	9206	9691	10159	10669	11202	11762	12350	12968	48.15
Long. inc. of 3% for 10, 15, 20 & 25 years, granted on anniver of initial date of employment											
Inc. 2% eff. 7-1-2002, 3.13% inc. eff. 7-1-2003, 04/05 inc. added to employee benefits.											
Inc. of 5.36% eff. 7-1-2005. Inc. of 5% eff. 7-1-2006, Inc. of 3.69% eff. 7-1-2007											
Inc. of 2.0% eff. 7-1-2008, Inc. 1.4% eff. 7-1-2010, Inc. of 0.7% eff. 7-1-2011											
Inc. of 1.45% eff. 7-1-12, 2.5% eff. 7-1-13, 2.5% eff. 7-1-14, 3.5% eff. 7-1-15, 3.5% eff. 7-1-16											
Eff. July 1, 2013 salaries increased 7% and employees will pay their own PERS contribution											
3% Eff. July 1, 2017 - 02/01/2018 .5% added= 3.5% eff 07/01/2017, eff 07/01/2018 3.2%											
2.21% Base Salary inc. eff 7/1/19, 3% Base Salary inc. eff 7/1/2020											
Eff 7/1/2021 5% Base Salary inc. and \$1200/yr. H&W inc. 5% Base Salary inc eff 7/1/2022											
and \$1000/yr. H&W inc. eff 7/1/22											
Eff 7/1/2023 3.25% salary inc. Eff 7/1/23 H&W increase of \$3718.78 for a total of \$12223.78.											
CLASS_23_24											



 Date _____ Joshua Jorn, Assistant Superintendent

7-8-24

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
LICENSED PROFESSIONALS SALARY SCHEDULE
2023/2024**

POSITION	WK YEAR	1	2	3	4	5	6	7	8
Mental Health Therapist	185 Days	93556	97280	101004	104728	108454	119623	124885	128658
Occupational Therapist	185 Days	93556	97280	101004	104728	108454	119623	124885	128658

Mental Health Therapist and Occupational Therapist Salary Schedules Combined/Changed for 2022-2023 School Year New Salary Schedule Name - LICENSED PROFESSIONALS SALARY SCHEDULE - see prior individual salary schedules for history

Eff 7/1/22 5% Sal Inc.

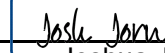
Eff 7/1/22 \$1000/yr. H&W Inc.

Eff 7/1/23 3.25% Sal Inc., \$3718.78 H&W Increase eff 7/1/23 (\$12,223.78 per year total)

6/3/2024

Date

DocuSigned by:



Joshua Lorn, Assistant Superintendent

Lic Prof 23_24

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE**

2024/2025

185 Work Days

	BA	BA+15	BA+30	BA+45 or MA	BA+60 or MA +15	BA+75 prof credits or MS + 30 or Doctorate
STEP	I	II	III	IV	V	VI
1	69,029	74,974	79,614	82,944	84,912	85,683
2	70,462	76,823	81,886	85,636	88,075	89,208
3	71,894	78,675	84,155	88,324	91,183	92,735
4	73,328	80,527	86,424	91,015	94,292	96,262
5	74,759	82,379	88,696	93,702	97,399	99,789
6	76,194	84,231	90,965	96,390	100,508	103,315
7	77,627	86,084	93,236	99,082	103,614	106,842
8	79,061	87,937	95,507	101,770	106,724	110,369
9	79,061	89,785	97,779	104,459	109,831	113,895
10	79,917	90,642	101,815	108,915	114,389	118,879
11				111,672	117,883	122,450
12					120,991	126,312
13					124,236	129,840
15					126,304	132,010
17					128,373	134,180
19						135,915
21						137,650
23						140,016
25						143,015
27						147,031

NOTE: The additional units must be obtained following the completion of a degree.

a.) Longevity Stipends

\$600 stipend after year 10 (This is already included in the salary schedule and subject to COLA)

\$750 additional stipend at years 20-24, years 25-29 and year 30 and above (Not subject to COLA)

Stipends are based on initial salary placement plus accumulated years of satisfactory service thereafter.

b.) Masters/Doctorate Stipend \$1500.00 stipend for Masters or Doctorate Degree beginning 7/1/2006, Effective 15/16 Master Stipend increase to \$2,000.

c.) Health Allowance Payment-\$10361.00 changed to \$3000 eff. 4/1/2015. Changed to \$3350 eff 7/1/2019. Changed to \$4700 eff 7/1/2020

Changed to \$5900 eff 7/1/2021. Eff 7/1/2022 \$5900 health allowance is changed to DISTRICT CONTRIBUTION.

In addition to other compensation, each certificated, full time employee, who is enrolled in the Dist./Assoc. medical, dental and vision

insurance plans, shall have their annual compensation increased by the amount of this payment. The payment shall be made in equal

installments over the normal monthly payroll. Eligible part-time employees shall receive a share of the "Health allowance" per contract

subject to enrollment in the insurance plans. \$4624 per year for dependent coverage as a district contribution Eff 7/1/2019

(See Article III.2)

d.) Speech Pathologist Stipend effective 15/16 \$1,000

Increase 2.53% effective 7/1/2003, Increase 2.41% effective 7/1/2004, VI-25 added in 2004, added V-17 in 2005

Increase 4% effective 7-1-2005, increase o 5.43% effective 7/1/2006

Increase 3.42% effective 7-1-2007, increase 0.7% effective 7-1-2008, increase in lieu to \$10361.00 as of 7-1-2010

Increase 0.7% effective 7/1/2011, Increase 2% effective 7/1/2012, increase 2.25% eff. 7/1/2013

Increase 2.25% eff 7/1/2014, \$7361 added each cell from Health Allowance eff.4/1/2015, Inc 3.25% eff. 7/1/15, Inc 3.5% eff. 7/1/2016, Inc 3.5% eff. 7/1/2017

Increase 3.2% salary .55% for value of addtl training day .25% premium to additional trainin day eff. 7/1/2018

Increase 2% Base Salary effective 7/1/2019; Increase 2.27% Base Salary effective 7/1/2020, Incr 5% Base Salary Effective 7/1/2021

Increase 5% Base Salary effective 7/1/22 and \$1000/yr H&W inc.

Effective 7/1/2022, per 21-22 T.A., newly hired certificated employees may transfer up to 11 years of prior teaching experience, with maximum salary schedule placement being step 12 on the PGTA Salary Schedule.

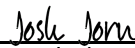
*Step VI-27 Effective 7-1-2005

Effective 7/1/23, 3.25% increase to salary schedule. \$3300 increase to benefits. Removal of step 22 in 24/25 school year.

6/3/2024

Date

DocuSigned by:



Joshua Jern, Assistant Superintendent

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
PSYCHOLOGIST SALARY SCHEDULE 2023/2024**

STEP	203 Work Days		
	BA +45 or MA	BA+60 or MA+15	MA+30
	I	II	III
1	117,386	121,513	125,052
2	121,513	125,052	129,181
3	125,052	129,181	133,310
4	129,181	133,310	136,847
5	133,310	136,847	140,975
6	136,847	140,974	144,513
7	140,974	144,513	148,643
8	144,512	148,643	152,770
9	148,643	152,770	156,308
10	149,498	153,628	157,164
11	149,498	153,628	157,164
12	149,498	153,628	157,164
13	149,498	153,628	157,164
17	149,498	153,628	157,164

NOTE: The additional units must be obtained following the completion of a degree. The base salary of the psychologist is the first column and first step of the teacher's salary schedule. The base salary multiplied by the appropriate ratio will equal the total salary for the psychologist. The ratio provides for the responsibility assumed by the psychologist and an extended work year of 18 days beyond that expected of teachers. Ratio included in the salary calculations above. An employee within the district who assumes the position of school psychologist will be placed on the next highest level of the schedule above his current annual salary.

a.) Longevity Stipends

\$600 stipend after year 10 (This is already included in the salary schedule and subject to COLA)
 \$750 additional stipend at years 20-24, years 25-29 and year 30 and above (Not subject to COLA)
 Stipends are based on initial salary placement plus accumulated years of satisfactory service thereafter.

b.) Masters/Doctorate Stipend \$1,500.00 stipend for Masters or Doctorate Degree eff. 15/16 Masters Stipend increase to \$2,000

c.) Health Allowance PAYMENT - \$3,350.00 eff 7/1/2019, Health allowance inc. to \$4,700 eff 7/1/2020


Health Allowance increased to \$5900 eff 7/1/2021, Eff 7/1/2022 \$5900 health allowance is changed to DISTRICT

In addition to other compensation, each certificated, full time employee, who is enrolled in the Dist./Assoc. medical, dental and vision insurance plans, shall have their annual compensation increased by the amount of this payment. The payment shall be made in equal installments over the normal monthly payroll. Eligible part-time employees shall receive a proportional share of the Health Allowance subject to enrollment in the insurance plans. Eff 7/1/19 \$4,624.00 per year for dependent coverage as a district contribution.(See Art. Increase of 2.53% effective 7/1/2003, Increase of 2.41% effective 7/1/2004 _ VI-25 added in 2004, added V-17 in 2005 Increase of 4% effective 7-1-2005, increase of 5.43% effective 7/1/2006 Increase of 3.42% effective 7-1-2007, Increase .7% effective 7-1-2008, increase 1.14% effective 7-1-2010 Inc. of 0.7% eff. 7-1-2011, Inc. of 2% eff. 7-1-2-12, 13/14 inc. 2.25%, 14/15 inc. 2.25%, 3.25% inc. eff 7/1/15, 3.5% eff. 7/1/16 Added \$ 7361 to each cell from HA eff. 4/1/2015 3.5% increase eff 07/01/2017, eff. 7/1/2018 Inc 3.2% salary .55% for value of addtl training day .25% premium to additional trainin 2% Base Salary inc. eff 7/1/19, 2.27% Base Salary inc. eff 7/1/2020, 5.0% Base Salary Increase Eff 7/1/2021. 5.0% Base Salary

**COVID-19 20/21 Calendar to include 205 days vs. 203 Days
 7/1/2023 3.25% salary increase, H&W \$3300 increase eff 7/1/23.

6/3/2024

Date

DocuSigned by:

 Joshua Jern, Asst Superintendent/CBO

PACIFIC GROVE UNIFIED SCHOOL DISTRICT COUNSELOR SALARY SCHEDULE 2024/25 195 WORK DAYS						
	BA	BA+15	BA+30	BA+45 or MA	BA+60 or MA +15	BA+75 prof credits or MS + 30
STEP	I	II	III	IV	V	VI
1	74,578	81,002	86,016	89,612	91,800	92,571
2	76,127	83,002	88,470	92,520	95,159	96,381
3	77,674	85,001	90,923	95,425	98,516	100,192
4	79,224	87,002	93,372	98,332	101,872	104,003
5	80,770	89,002	95,827	101,236	105,231	107,812
6	82,321	91,002	98,280	104,142	108,588	111,621
7	83,868	93,003	100,734	107,048	111,949	115,433
8	85,417	95,007	103,185	109,954	115,305	119,242
9	85,417	97,004	105,639	112,858	118,663	123,053
10	86,343	97,932	110,001	117,673	123,586	128,436
11				120,653	127,359	132,297
12					130,720	136,469
13					134,224	140,281
15					136,908	142,525
17					138,694	144,971
19						145,845
21						148,719
23						152,085
25						154,513
27						158,852
NOTE: The additional units must be obtained following the completion of a degree.						
a.) Longevity Stipends						
\$600 stipend after year 10 (This is already included in the salary schedule and subject to COLA)						
\$750 additional stipend at years 20-24, \$1,500 years 25-29 and \$2,250 year 30 and above (Not subject to COLA)						
Stipends are based on initial salary placement plus accumulated years of satisfactory service thereafter.						
b.) Masters/Doctorate Stipend \$1500.00 stipend for Masters or Doctorate Degree beginning 7/1/2006, Effective 15/16 Master Stipend increase to \$2,000.						
c.) Health Allowance Payment-\$10361.00/changed to \$3000 eff. 4/1/2015. Changed to \$3350 eff 7/1/2019. Changed to \$4700 eff 7/1/2020. Changed to \$5900 eff 7/1/2021. Eff 7/1/2022 \$5900 health allowance is changed to DISTRICT CONTRIBUTION.						
In addition to other compensation, each certificated, full time employee, who is enrolled in the Dist./Assoc. medical, dental and vision insurance plans, shall have their annual compensation increased by the amount of this payment. The payment shall be made in equal installments over the normal monthly payroll. Eligible part-time employees shall receive a share of the "Health allowance" per contract subject to enrollment in the insurance plans. \$4624.00 per year for dependent coverage as a district contribution.						
(See Article III.2)						
d.) Speech Pathologist Stipend effective 15/16 \$1,000						
Increase 2.53% effective 7/1/2003, Increase 2.41% effective 7/1/2004, VI-25 added in 2004, added V-17 in 2005						
Increase 4% effective 7-1-2005, increase o 5.43% effective 7/1/2006						
Increase 3.42% effective 7-1-2007.increase 0.7% effective 7-1-2008, increase in lieu to \$10361.00 as of 7-1-2010						
Increase 0.7% effective 7/1/2011, Increase 2% effective 7/1/2012, increase 2.25% eff. 7/1/2013						
Increase 2.25% eff 7/1/2014, \$7361 added each cell from Health Allowance eff.4/1/2015, Inc 3.25% eff. 7/1/15, Inc 3.5% eff. 7/1/2016, Inc 3.5% eff. Inc 3.2% salary .55% for value of addtl training day .25% premium to additional trainin day eff. 7/1/2018						
Inc 2% Base Salary effective 7/1/2019, Inc 2.27% Base Salary Effective 7/1/2020, Inc 5.0% Base Salary Effective 7/1/2021. Inc 5.0% Base Salary Effective 7/1/2022. Inc to H&W of \$1000/yr., eff 7/1/22.						
*Step VI-27 Effective 7-1-2005						
**Counselors Salary Schedule effective 7/1/2020						
**Due to COVID-19, 20/21 Calendar to include 197 working days vs. 195 working days. Salary increased by 2 days for 20/21 only.						
2023-24 - Increase 3.25% salary and \$3300 H&W Increase, effective 7/1/23						
				DocuSigned by:		
				6/3/2024		
				Joshua Jern		
				Joshua Jern, Assistant Superintendent/CBO		

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CONFIDENTIAL SALARY SCHEDULE
2024/2025**

	A	B	C	D	E	F	G 10YR	H 15YR	I 20YR	J 25YR
Executive Assistant (Superintendent)	87563	91577	95780	100190	104813	109661	115144	120627	126110	131593
Hourly Rate	42.10	44.03	46.05	48.17	50.39	52.72	55.36	57.99	60.63	63.27
Admin Secretary I (Asst. Superintendent)	80975	84671	88136	92609	96868	101328	106394	111461	116527	121594
Hourly Rate	38.93	40.71	42.37	44.52	46.57	48.72	51.15	53.59	56.02	58.46
Fiscal Officer	101486	106024	110346	115563	120779	125995	132295	138595	144894	151194
Hourly Rate	48.79	50.97	53.05	55.56	58.07	60.57	63.60	66.63	69.66	72.69
Payroll-Benefits Specialist	77881	81430	85146	89046	93130	97413	102284	107154	112025	116896
Hourly Rate	37.44	39.15	40.94	42.81	44.77	46.83	49.18	51.52	53.86	56.20
Personnel Technician	71070	74292	77666	81203	84913	88801	93241	97681	102121	106561
Hourly Rate	34.17	35.72	37.34	39.04	40.82	42.69	44.83	46.96	49.10	51.23
Personnel Specialist	75130	78542	82115	85858	89783	93896	98591	103286	107980	112675
Hourly Rate	36.12	37.76	39.48	41.28	43.17	45.14	47.40	49.66	51.91	54.17

*position created 12/10/2009, revised to 12 month 12/13

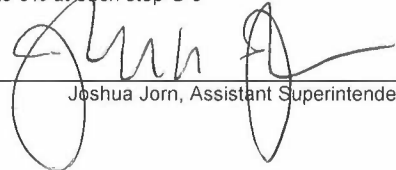
Health Allowance PAYMENT \$3,000 Note: In addition
to other compensation each full time confidential employee who is enrolled in the district medical, dental, and vision plans shall have their annual compensation increased by the amount of this payment. The payment shall be made in installments over the normal monthly payroll. Eligible part-time employees shall receive a proportional share of the allowance subject to enrollment in the insurance plans.

Eff. 7/1/2021 health allowance payment increased to \$4200.00. Eff 7/1/2022 Health Allowance of \$4200.00 changed to district contribution. No compensation will be made for enrollment in district medical, dental and vision plans.

3.13% increase effective 7-1-2003
 4.46% increase effective 7-1-2004
 2.5% increase effective 7-1-2005
 5.68% increase effective 7-1-2006
 3.49% increase effective 7-1-2007
 2.0% increase effective 7-1-2008 No increase Effective 7-1-2009
 1.4% increase effective 7-1-2010
 0.7% increase effective 7-1-2011
 1.45% increase effective 7/1/2012
 2013-14 Effective July1, 2013 salaries were increased 7.00% & employees pay own PERS contributions
 2.5% increase effective 7/1/2013
 2.5% increase effective 7/1/2014; 3.5% increase eff 07/01/2015
 Added each cell \$ 2936 from HA eff. 7/1/15, added 10,15,20,25 longevity Columns eff. 7/1/15
 1/1/2016 Business Services changed to reflect Personnel Technician (180 day employee)
 3.5% increase eff 07/01/2016 Column name changed 7/1/2016 1=A/ 2=B/ 3=C/ 4=D/ 5=E/ 6=F
 Percentage of increase at Step 3 in accordance with research that showed each position (not Business Services) and the % difference to make them at least 3rd on the grid. From that point each salary step is figured at the median % of 4.81 to make a uniform grid. Steps 1 and 2 are also 4.81% below Step 3 and 2. Calculate col 1 and 3 with % of increase beginning in 06/07
 3% increase eff. 7/1/2017 - 02/01/2018 .5% eff 07/01/2017 = 3.5% eff 07/01/2017 ; 3.2% inc. eff 07/01/2018
 2.21% Base Salary inc. eff. 7/01/2019; 3.0% inc. eff. 7/01/2020. 5% Base Salary inc. eff. 7/1/2021. 5.5% Base Salary inc. eff. 7/1/22
 2023-2024 4.65% Salary Inc. Eff 7/1/2023 plus \$1000 to H&W, Longevity increase to 5% at each step G-J

CONF_23_24

7-16-24
Date



Joshua Jorn, Assistant Superintendent, Business Services


PACIFIC GROVE UNIFIED SCHOOL DISTRICT
MANAGEMENT SALARY
2024/2025

POSITION	WK YEAR	1	2	3	4	5	6	7	8
High School Principal	220	179,456	183,918	188,369	192,835	197,285	201,743	206,200	212,351
**Adult School Principal	220	168,010	172,182	176,355	180,521	184,696	188,867	193,034	198,791
Middle School Principal	215	166,282	170,409	174,541	178,666	182,796	186,921	191,050	196,747
Elementary Principal	215	164,874	168,984	173,064	177,154	181,318	185,342	189,592	195,984
Principal on Special Assignment	215	164,874	168,984	173,064	177,154	181,318	185,342	189,592	195,984
High/ Middle Asst. Principal	210	158,107	162,028	165,950	169,878	173,802	177,722	181,641	187,055
**Summer/ESY Principal	24	10,635	10,635	10,635	10,635	10,635	10,635	10,635	10,635
Executive Director Education Services	220	165,581	169,687	173,798	177,912	182,023	186,134	190,236	195,910
	Daily Rate	753	771	790	809	827	846	865	890
Executive Director Student Services	220	168,010	172,182	176,355	180,521	184,696	188,867	193,034	198,791
	Daily Rate	764	783	802	821	840	858	877	904
Director Educational Technology	215	155,100	156,667	158,250	159,849	161,464	163,096	164,744	168,967
	Daily Rate	721	729	736	743	751	759	766	786
Chief Human Resources Officer	Annual 225	177,548	181,953	186,360	190,775	195,181	199,587	203,989	210,072
	Daily Rate	789	809	828	848	867	887	907	934
Nutrition Director	Annual 220	111,059	115,563	120,065	124,570	129,073	133,577	138,079	142,584
	Daily Rate	505	525	546	566	587	607	628	648
Director of Technology	Annual 222	145,448	147,159	148,890	150,632	152,397	154,179	155,978	157,796
	Daily Rate	655	663	671	679	686	695	703	711
Director Facilities & Transportation	Annual 225	146,238	149,957	153,774	157,688	161,601	165,610	169,723	173,936
	Daily Rate	650	666	683	701	718	736	754	773
Adult School Program Coordinator	Annual 220	104,345	107,737	111,238	114,853	118,586	122,440	126,418	130,528
	Daily Rate	474	490	506	522	538	554	570	593
Assistant Superintendent Business Services	Annual 225	198,756	214,760	225,498	231,135	236,914	242,837	248,908	255,130
	Daily Rate	883	954	1,002	1,015	1,065	1,065	1,065	1,065

Health Allowance payment \$3000 eff. 7/1/2016~\$872 to each cell. Eff 7/1/2021 Health Allowance increased to \$4200. Eff 7/1/2022 Health Allowance of \$4200 changed to District Contribution.

Note: In addition to other compensation each full time management employee who is enrolled in the district medical, dental and vision plans, shall have their annual compensation increased by the amount of this payment. The payment shall be made in installments over the normal monthly payroll. Eligible part-time employees shall receive a proportional share of the Health Allowance subject to enrollment in the insurance plans. Eff 7/1/2022 Health Allowance changed to district contribution. No compensation will be made for enrollment in district medical, dental and vision plans.

Earned doctorate stipend=3.02% of Step 1 of Assist Principal's salary
Paid ACSA Dues.eff 7/1/16 ~ Dir. ET add/ Dir. Ed.Inf.Tech inc. to comps
Longevity to be instituted in the 2006-07 school year, requires years to be served in Management capacity in PGUSD.
completion of 10 years of service 2.5% of salary (effective 7-1-2006)
completion of 12 years of service 2.5% of salary (effective 7-1-2006)
completion of 15 years of service 2.5% of salary (effective 7-1-2006)
completion of 20 years of service 2.5% of salary (effective 7-1-2006)
** Eligibility for these steps require 10 or more years of service with the Pacific Grove Unified School District
Dir Ed Tech added 2010/11 * not eligible for increase 10/11
Nutrition Director added 2006/2007 Dir. Fac. & Trans added 10/30/2014
Increase of 7.0% effective 7-1-2005, Increase of 6.87% effective 7-1-2006, Increase of 4.0% effective 7-1-2007
Increase of 2.0% effective 7-1-2008, increase 1.4% effective 7-1-2010, increase of 0.7% effective 7-1-2011
** Revision incorporates Adult School Administrators into the Management Salary Schedule. Previously separated as
Increase of 1.45% effective 7-1-2012, Increase of 2.25% effective 7-1-2013
2013-2014 Eff July 1, 2013 Classified Mangement salaries increase 7% and employees will pay their own PERS contributions.
Increase of 2.25% effective 7-1-2014, Increase 3.5% eff 7/1/15, Increase 3.5% eff. 7/1/2016
Add 5 days to elem prin. Rate change eff. 7-1-2015, Add 10 days to Curr/Sp. Proj.Dir eff.7/1/2015; 3.5% increase eff 07/01/2017; 3.2% inc eff 07/01/2018
eff 02/13/2019 add Adult School Program Coordinator 220 work days
eff 06/20/2019 for 2019/2020 remove Director of Educational and Informational Technology replace with Technology Systems Coordinator
2.21% Base Salary inc. eff. 7/1/19, 3.0% Base Salary inc. eff. 7/1/20, 5% Base Salary Inc.
7/1/22 5% Base Salary Increase, \$1000 increase to H&W
7/1/23 3.25% Base Salary Increase, \$3300 increase to H&W

7/10/24 
Date Joshua Jom, Assistant Superintendent, Business Services

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
ADULT EDUCATION SALARY SCHEDULE
2023/2024

STEP	A	B	C	D
	PRELIMINARY CREDENTIAL	CLEAR CREDENTIAL	CLEAR CREDENTIAL PLUS B.A.	CLEAR CREDENTIAL PLUS MASTERS DEGREE
1	37.47	38.01	38.61	39.17
2	38.80	39.40	39.99	40.58
3	39.40	39.99	40.58	41.19
4	39.99	40.58	41.19	41.82
5	40.58	41.19	41.82	42.44
6	41.19	41.82	42.44	43.07
7	41.82	42.44	43.07	43.70
8	42.44	43.07	43.73	44.39
9		43.73	44.39	45.04
10		44.39	45.04	45.72
11		45.04	45.72	46.41
12		45.72	46.41	47.10
13		46.41	47.10	47.82

Steps and columns, Between all steps 1.5%, Between all Columns 1.5%

Step movement is based on length of service

One step = 600 hours of service

Column movement is based on credential then degree

Step movement effective July 1st each year based on length of service (hours)

Column movement shall occur for any specific pay period only for teacher providing evidence by at least 30 days prior to the closing date of said pay period of changes in credential or advanced degree status.

Maximum on step movement and one column movement per year.

Adult School Annual computation for STRS rate x 1560 = Annual

Increase of 2% Effective 7/1/2007, increase of 4% effective 7/1/2011

Increase of 5% effective 7/1/2014, Increase of 7% effective 7/01/2016

Increase of 3% effective 7/01/2017- 02/01/2018 additional .5% retro eff 07/01/2017 = 3.5% eff 07/01/2017

Increase of 3.2% effective 7/1/2018, Increase of 2.21% effective 7/1/2019

Increase of 3.0% effect 7/1/2020, Increase of 5.0% effect 7/1/2021

Increase of 5.0% effect 7/1/2021, Increase of 5.0% effect 7/1/2022. Increase to H&W of \$1000 per year, eff 7/1/22.

Increase of 3.25.% effect 7/1/2023, Increase to H&@ of \$3300 per year, eff 7/1/23

6/3/2024

Date

DocuSigned by:

Joshua Jern

Joshua Jern, Asst Superintendent/ Business Mgr

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
STIPEND/EXTRA DUTY PAY LIST**

Position	Number of positions	1st/2nd Year	3rd/4th Year	5+ Years
HS Assistant Athletics Director	Assistant = 1	\$6694	\$7159	\$7658

HIGH SCHOOL ATHLETICS TIER I

Sport	Number of positions	1st/2nd Year	3rd/4th Year	5+ Years
Football	Varsity Coach = 1	\$4917	\$5195	\$5495
	JV Coach = 1	\$3684	\$3886	\$4102
	Assistant Coach = 3	\$3684	\$3886	\$4102
Volleyball	Varsity Coach = 1	\$4917	\$5195	\$5495
	JV Coach = 1	\$3684	\$3886	\$4102
	Frosh Coach = 1	\$3684	\$3886	\$4102
Boys Basketball	Varsity Coach = 1	\$4917	\$5195	\$5495
	JV Coach = 1	\$3684	\$3886	\$4102
	Frosh Coach = 1	\$3684	\$3886	\$4102
Girls Basketball	Varsity Coach = 1	\$4917	\$5195	\$5495
	JV Coach = 1	\$3684	\$3886	\$4102
Wrestling	Varsity Coach = 1	\$4917	\$5195	\$5495
	Assistant Coach = 1	\$3684	\$3886	\$4102
Boys Soccer	Varsity Coach = 1	\$4917	\$5195	\$5495
	JV Coach = 1	\$3684	\$3886	\$4102
Girls Soccer	Varsity Coach = 1	\$4917	\$5195	\$5495
	JV Coach = 1	\$3684	\$3886	\$4102
Baseball	Varsity Coach = 1	\$4917	\$5195	\$5495
	JV Coach = 1	\$3684	\$3886	\$4102
Softball	Varsity Coach = 1	\$4917	\$5195	\$5495
	JV Coach = 1	\$3684	\$3886	\$4102
Track	Varsity Coach = 1	\$4917	\$5195	\$5495
	Assistant Coach = 2	\$3684	\$3886	\$4102
Lacrosse	Varsity Coach = 1	\$4917	\$5195	\$5495
	Assistant Coach = 1	\$3684	\$3886	\$4102
Cheer	Coach = 1	\$4917	\$5195	\$5495
Dance	Coach = 1	\$4917	\$5195	\$5495

HIGH SCHOOL ATHLETICS TIER II

Sport	Number of positions	1st/2nd Year	3rd/4th Year	5+ Years
Cross Country	Varsity Coach = 1	\$4191	\$4408	\$4641
	Assistant Coach = 1	\$3084	\$3286	\$3502
Golf	Varsity Coach (Boys) = 1	\$4191	\$4408	\$4641
	Varsity Coach (Girls) = 1	\$4191	\$4408	\$4641
Swimming	Varsity Coach = 1	\$4191	\$4408	\$4641
	Assistant Coach = 1	\$3084	\$3286	\$3502
Water Polo	Varsity Coach (Boys) = 1	\$4191	\$4408	\$4641
	Varsity Coach (Girls) = 1	\$4191	\$4408	\$4641
	JV Coach (Coed) = 1	\$3084	\$3286	\$3502
Tennis	Varsity Coach (Boys) = 1	\$4191	\$4408	\$4641
	Varsity Coach (Girls) = 1	\$4191	\$4408	\$4641

MIDDLE SCHOOL ATHLETICS

Sport	Number of positions	1st/2nd Year	3rd/4th Year	5+ Years
MS Athletics Director	Director = 1	\$3643	\$3841	\$4054
Girls Volleyball	Coach = 1 (6th grade)	\$2156	\$2243	\$2336
	Coach = 1 (7th grade)	\$2156	\$2243	\$2336
	Coach = 1 (8th grade)	\$2156	\$2243	\$2336
Boys Volleyball	Coach = 1 (6th grade)	\$2156	\$2243	\$2336
	Coach = 1 (7th grade)	\$2156	\$2243	\$2336
	Coach = 1 (8th grade)	\$2156	\$2243	\$2336
Girls Basketball	Coach = 1 (6th grade)	\$2156	\$2243	\$2336
	Coach = 1 (7th grade)	\$2156	\$2243	\$2336
	Coach = 1 (8th grade)	\$2156	\$2243	\$2336
Boys Basketball	Coach = 1 (6th grade)	\$2156	\$2243	\$2336
	Coach = 1 (7th grade)	\$2156	\$2243	\$2336
	Coach = 1 (8th grade)	\$2156	\$2243	\$2336
Wrestling	Coach = 1	\$2156	\$2243	\$2336
Girls Soccer	Coach = 1	\$2156	\$2243	\$2336
Boys Soccer	Coach = 1	\$2156	\$2243	\$2336

Track	Coach = 1	\$2156	\$2243	\$2336
Cross Country	Coach = 1	\$2156	\$2243	\$2336
Golf	Coach = 1	\$2156	\$2243	\$2336
Tennis	Coach = 1	\$2156	\$2243	\$2336
Spirit Squad	Coach = 0	\$2156	\$2243	\$2336

EXTRA-CURRICULAR STIPEND POSITIONS

Activity	Number of positions	1st/2nd Year Compensation	3rd/4th Year Compensation	5+ Years Compensation
HS Musical	Advisor = 1 Assistant = 1	\$4191 \$3084	\$4408 \$3286	\$4641 \$3502
HS Drama	Coach = 1	\$4191	\$4408	\$4641
HS Newspaper	Advisor = 1	\$4191	\$4408	\$4641
HS Yearbook	Advisor = 1	\$4191	\$4408	\$4641
HS Robotics	Coach = 1 Assistant Coach = 1	\$4191 \$3084	\$4408 \$3286	\$4641 \$3502
PGMS Robotics/ ROV Coach	Coach = 1	\$2156	\$2243	\$2336
HS Choral Club	Coach = 1	\$4191	\$4408	\$4641
HS Mock Trial	Coach = 1 Assistant Coach = 1	\$4191 \$3084	\$4408 \$3286	\$4641 \$3502
MS Yearbook	Advisor = 1	\$1952	\$2076	\$2209
MS Musical	Advisor = 0	\$1952	\$2076	\$2209
Robotics/ROV Advisor	FG = 1 RHD = 1	\$1500 \$1500	\$1500 \$1500	\$1500 \$1500
Drama Advisor	RHD = 1	\$1500	\$1500	\$1500

OTHER STIPEND POSITIONS

Activity	Number of positions	1st/2nd Year Compensation	3rd/4th Year Compensation	5+ Years Compensation
Lead Teacher, Community High	Lead Teacher = 1	\$8177		
HS Band/Orchestra	Director, Fall = 1 Director, Spring = 1	\$2610 \$2610	\$2806 \$2806	\$3016 \$3016
MS/ES Music Performance Coach	Instrumental = 2 Vocal = 2	\$2552 \$1020	\$2743 \$1097	\$2949 \$1179
HS Leadership Teacher	Leadership teacher = 1	\$7658; see notes		
GATE Coordinator	Coordinator = 1	\$5000		
HS WASC Report	Lead Writer = 1	Hourly instructional rate, not to exceed \$2500		
Teacher Tech Lead	HS = 1 MS = 1 FG = 1 RHD = 1	\$1000		
HS 8th Grade Writing Assessment Evaluator	Evaluators = 0	\$400		
Garden Coordinator	FG = 1 RHD = 1	\$3300 \$3300		
Overnight Camp Trips	MS Science Camp	\$150.00 daily		
After School Intervention Classes	As needed	Hourly instructional rate		
GATE Teacher	As needed	Hourly instructional rate		
PAR Mentor	As needed	\$1500 per semester		
Induction Mentor	As needed	\$1200 per semester		
Hourly Instructional Rate	As needed	\$51.30 per hour		
Teacher-In-Charge	As needed, see notes	\$90.85 per day		
Dual Enrollment	Based on enrollment	See notes		
Curriculum Coordinator/ Department Chair	See notes			

Notes:

High School Leadership Teacher: Based on staffing needs, the High School site administrator may assign the Leadership teacher position as a teaching section or sections with a stipend of \$7,658 or as teaching section(s) with one additional prep period. If multiple teachers are assigned the Leadership class with a stipend, the stipend will be split between them.

Teacher-In-Charge: Any bargaining unit member acting as principal will be paid the daily factor if the principal leaves the school site. A Teacher-In-Charge shall be paid for a half-day assignment on a prorated basis. A substitute will be provided for the class of a Teacher-In-Charge if the principal expects to be off site for two (2) days.

Dual Enrollment: In order to encourage teachers to teach one or more Dual Enrollment classes through MPC or another qualified community college with whom PGUSD has an agreement, the following compensation will be paid:

- a. For teachers who meet the college's hiring requirements, stipends will be issued based on the amount paid to PGUSD from MPC per course, with 80% of the amount identified in the MPC/PGUSD Instructional Services Agreement paid as a stipend. The District will retain the California Department of Education (CDE) Indirect Cost Rate, and the remainder of the MPC reimbursement will be retained for classroom supplies specific to the course of study. For fully funded courses, stipends shall not be less than \$1,800 for one (1) dual enrolled course; \$2,600 for two (2) dual enrolled courses; \$3,400 for three (3) dual enrolled courses; \$4,200 for four (4) dual enrolled courses; and \$5,000 for five (5) or more dual enrolled courses per year.
- b. Courses must maintain a minimum of 15 students to seek full reimbursement from MPC. In the event of a course not maintaining the minimum number of students, the course can be canceled, resulting in no payment. The course may continue based on MPC's recommendation and in consultation with PGUSD, and the PGUSD teacher will be reimbursed 15% of the original agreed upon amount as stipulated above.
- c. All stipend amounts are subject to MPC rate adjustment in accordance with the most current MPC salary schedule.

Curriculum Coordinator/Department Chairs: The stipend for all secondary department chairs shall be a base of \$700 with an additional \$20 increment per section. At the elementary level, the hourly instructional rate will be paid to designated curriculum coordinators up to \$700 per assignment.


Joshua Jorn, Assistant Superintendent

1-30-2024
Date

InformedK-12 Form

PACIFIC GROVE UNIFIED SCHOOL DISTRICT SPECIAL ASSIGNMENT TIME SHEET

This Special Assignment time sheet should be completed by the individual appointed to that position at the conclusion of the assignment. Upon approval by the site principal, the time sheet should be forwarded to Human Resources for signature.

Completed Assignment: _____
(Coaching, Advisor, Director, etc)

School: _____ Season: Fall___ Winter___ Spring___

Employee: _____ SS# _____

- All uniforms have been returned, inventoried, and stored properly.
- All equipment has been collected and stored in the appropriate storage area.
- District key has been returned.
- Athletic Director has allowed Coach/Advisor to keep site key until _____.

Employees Signature _____ Date _____

Approved by Athletic Director _____ Date _____

Approved by Principal _____ Date _____

ATTENTION SITE PRINCIPALS:

Prior to receiving payment for a Special Assignment, an employee must have filed employment paperwork with the Human Resource office for the assignment. Current and "Walk On" employees must have had the assignment approved by the School Board on an Assignment Order. The principal is responsible for submission of the Assignment Order to the Human Resources office for School Board approval prior to the start of the Special Assignment.

- **If the paperwork and process is incomplete, the stipend will not be paid.**

Approved by HR Director _____ Date _____

Budget Code: _____

To be completed by the Payroll Office:

Stipend for the position per the current contract \$ _____

Number of years at this same assignment: _____

Date Paid _____

Pacific Grove Unified School District

WORK PERFORMED:

Name of Employee: _____

Sub for Emp: _____ (name of employee that is out)

Month: _____

Year: _____

School or Department:										
Date	IN	OUT	TOTAL	Work Performed	Date	IN	OUT	TOTAL	Work Performed	
1					16					
2					17					
3					18					
4					19					
5					20					
6					21					
7					22					
8					23					
9					24					
10					25					
11					26					
12					27					
13					28					
14					29					
15					30					
					31					
COLUMN TOTAL					COLUMN TOTAL					
					FINAL TOTAL					

Pay cycle: 16th of the month to the 15th of the following month. **SITE/DEPT DEADLINE: 16-31 DUE ON THE FIRST, BY 10 A.M., 1-15 DUE ON THE 16TH BY 10 AM.** All hourly, daily, or Other Work Pay must be approved by the District Payroll Office before payment can be made.

Fund	Resource	Year	Goal	Funct.	Object	Sub-Obj	Site	Program	Mgmt	Straight OT HRS	Payroll USE

CLASSIFIED TIMESHEET

Pacific Grove Unified School District

WORK PERFORMED

Name of Employee: _____

Sub for Emp _____ (name of employee that is out)

Month: _____ Year: _____

Regular Hours Extra Hours (< 8 hrs) OT (> 8 hrs)

School or Department:									
Date	IN	OUT	TOTAL	Work Performed	Date	IN	OUT	TOTAL	Work Performed
1					16				
2					17				
3					18				
4					19				
5					20				
6					21				
7					22				
8					23				
9					24				
10					25				
11					26				
12					27				
13					28				
14					29				
15					30				
					31				
COLUMN TOTAL					COLUMN TOTAL				
					FINAL TOTAL				

Pay cycle: 16th of the month to the 15th of the following month. **SITE/DEPT DEADLINE: 16-31 DUE ON THE FIRST, BY 10 A.M., 1-15 DUE ON THE 16TH BY 10 AM.** All hourly, daily, or Other Work Pay must be approved by the District Payroll Office before payment can be made.

Fund	Resource	Year	Goal	Funct.	Object	Sub-Obj	Site	Program	Mgmt	Straight	OT HRS	Payroll USE

EMPLOYEE SIGNATURE DATE

SUPERVISOR SIGNATURE DATE

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CERTIFICATED ABSENCE REPORT

Employee _____ Date(s) Absent _____

School or Work Location _____

REASON FOR ABSENCE (check one)

- Bereavement
- Industrial illness or accident
- Inservice release time *¹
- Jury Duty
- Leave with differential pay, when authorized
- Leave without pay
- Other _____
- Personal illness
- Witness Leave

*¹ Note: HR keeps records of inservice release time. Use of inservice release time must be coordinated with HR prior to use.

PERSONAL NECESSITY LEAVE (not more than seven days per school year)*²

- Serious illness or death in family (beyond Bereavement Leave)
- Accident to person and/or property of immediate family
- Leave with prior authorization (Use "Request for Personal Necessity Leave" form)
- Three days leave with prior notification to Principal but without explanation

*² Note: Personal necessity leave will be charged to sick leave unless you prefer they be charged to an Inservice Release Day instead.

Employee's Signature

Date

_____ Approved _____ Not approved

Supervisor's Signature

Date

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST FOR PERSONAL NECESSITY LEAVE

To: Immediate Supervisor (normally site principal or designee:

Personal necessity leave is requested on _____
date/dates

for the following reason or purpose: (seven days per school year limit

It is not possible for me to accomplish the above during non-working hours. I understand that approval of this request will result in an equivalent reduction of my accumulated sick leave benefits.

Signature

To: _____

From: Immediate Supervisor

Response: _____

Signature

Note: contract language states that "In the event of a denial by the immediate supervisor, the employee shall have the right to meet with the Superintendent to appeal the decision. The Superintendent's decision shall be presented to the employee in writing in a timely fashion."

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

CLASSIFIED ABSENCE REPORT

Employee: _____ Date(s) Absent: _____

School or Work Center: _____

CHECK REASON FOR ABSENCE AND EXPLAIN IN SPACE PROVIDED:

- | | |
|--|--------------------------------|
| _____ Sick Leave | _____ Personal Necessity Leave |
| _____ Industrial Accident or Illness Leave | _____ Childbirth Leave |
| _____ Bereavement Leave | _____ Child Rearing Leave |
| _____ Jury Duty or Witness Leave | _____ Vacation Leave |
| _____ Absence for Promotional Examination | _____ Military Leave |
| _____ Leave of Absence without Pay | _____ Voting Leave |
| _____ Leave of Absence for Study or Retraining | _____ Other _____ |

	I certify that during my absence I was ill or injured and unable to work.
	Attached is a doctor's verification of illness.
	I certify that I have not consulted a physician but was treated by someone in a religious sect.

Approved Disapproved

Employee's Signature Date

Supervisor's Signature Date

**REQUEST FOR
PERSONAL NECESSITY LEAVE
or
VACATION LEAVE**

To: Superintendent (site principal) or designee.

From: _____ (Employee)

PERSONAL NECESSITY LEAVE is requested on _____ (date/dates)
for the following reason or purpose: (Seven days per school year limit)

A. _____

B. _____ I have contacted the Superintendent or his/her designee for confidential reasons.

It is not possible for me to accomplish the above during non-working hours. I understand that approval of this request will result in an equivalent reduction of my accumulated sick leave benefits.

Signature of Employee

VACATION LEAVE is requested on _____ (date/dates)

Signature of Employee

To: _____

From: Immediate Supervisor

Your request is: Approved Disapproved

Signature of Superintendent or Designee

REQUEST FOR COMP TIME

I _____ hereby request compensatory time off in lieu of overtime pay, in accordance with Article IV E of the CSEA contract. I understand that the number of overtime hours worked will be converted to 1.5 times the total hours worked to the number of hours to be used as comp time. (4 hours overtime worked = 6 hours comp time)

No overtime or compensatory time shall be granted without specific approval in advance by the immediate supervisor.

The time I worked overtime and request comp time instead is as follows:

Identify Date(s)

Identify Time(s)

The time I request to take off through use of the above noted time is as follows:

Identify Date(s)

Identify Time(s)

Employee Please Print

Employee Signature Date

- Approved
- Not approved

Supervisor

Date

Ref: Compensatory Time Off Request



Pacific Grove Unified School District

Personal Information Change Form

Please submit ALL name/address/phone changes on this form to Human Resources

Date: _____
Name: _____ Last First

Name Change: (Must include copy of new Social Security Card)

New Name: _____
Last First

Address Change:

New Physical Address

New Mailing Address:

_____	_____
_____	_____
_____	_____

Telephone Number Change:

New Phone Number: _____

If you have district insurance you will ALSO need to fill out a change form for MCSIG (the form is located in the staff forms on our web site)

Please let your union president know so they can update your information with your union.

Employee Signature

Office Use Only			
<input type="checkbox"/> Payroll	<input type="checkbox"/> MCSIG	<input type="checkbox"/> STRS	<input type="checkbox"/> Additional Benefits
<input type="checkbox"/> Personnel/Escape	<input type="checkbox"/> CSEA/CTA	<input type="checkbox"/> PERS	



www.pgusd.org

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue Pacific Grove, CA 93950

Ralph Gomez Porras
Superintendent
(831) 646-6520
Fax (831) 646-6500
rporras@pgusd.org

Song Chin-Bendib
Assistant Superintendent
Business Services
(831) 646-6509 Fax (831) 646-6582
schinbendib@pgusd.org

Pacific Grove Unified School District

Accident/Injury Protocol

1. If the injured person is unresponsive or unable to communicate-CALL 911
2. If the injured person is responsive and able to communicate, the injured person should follow these steps:
 - a. Obtain and complete an accident/injury packet from the front office at their designated site.
 - b. Complete the MERMA Incident Report and give to the principal or manager to complete the bottom portion
 - c. Call the Company Nurse@ 1-855-602-5266
 - d. Complete the top portion of the Industrial Medical Service Order, and leave the accident/injury packet with the front office staff to send via inter-district mail to Payroll/Benefits Department.
 - e. **IF** you are seeking medical treatment, take a copy of the Industrial Medical Service Order with you to Doctors On Duty, 389 Lighthouse Ave. in Monterey.
 - f. **Within 24 hours of incident**, complete the 2 pages Workers' Compensation Claim Forms send via inter-district mail to Payroll/Benefits Department.

IN CASE OF WORKPLACE INJURY:
ACCION a seguir en caso de un accidente en el trabajo



1-855-602-5266

AVAILABLE 24 HOURS A DAY

- 1** Injured worker notifies supervisor.
Empleado lesionado notifica a su supervisor.
- 2** Supervisor / Injured worker immediately calls injury hotline.
Supervisor / Empleado lesionado llama inmediatamente a la línea de enfermeros/as.
- 3** Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.
Profesional Médico obtiene información por teléfono y asiste al empleado lesionado en localizar el tratamiento médico adecuado.

EMPLOYER NAME
(NOMBRE DE COMPANIA)

SEARCH CODE
(CÓDIGO DEL BÚSQUEDA)

Pacific Grove Unified School District	QI84
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Notice to Employer/Supervisor:

Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site when possible.

Visit us online: www.CompanyNurse.com

MERMA

Monterey Educational
Risk Management Authority
P.O. Box 3320
Salinas, CA 93912

Incident Report: Employee Injury or Illness

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
(DISTRICT)

SECTION A: TO BE COMPLETED BY EMPLOYEE

- a. School _____ Department _____ Accident Date _____ Hour _____
- b. Employee's Name _____ Soc. Sec. No. (Last 4) _____
- c. Occupation _____ Location of Accident (be specific) _____
- d. To whom reported and title _____ Date Reported _____ Hour _____
- e. Description of Accident (*include task being performed; step by step detail of incident, and tool, or object involved*) _____

_____ Regular work when injured: Yes No
- f. Specific body part injured _____ Name(s) of witness(s) _____
- g. Employee's Signature _____ Home Phone _____ Date _____

SECTION B: TO BE COMPLETED BY SUPERVISOR

1. What has been or will be done to prevent future similar injuries? _____

2. Does the employee have any input on how this type of injury can be avoided in the future? _____

3. Any inservice/training necessary for staff: Yes No If so, when will this be done? _____

4. Any physical deficiencies need correcting: Yes No If so, what steps have been taken: _____

5. Any procedural/operational changes necessary? _____

6. Check Medical Aid given:
First Aid? () Describe: _____
Visit Doctor? () Name/Location _____
Hospital? () Name/Location _____

**If more than first aid given, be sure to fill out Form 5020 - Employer's Report of Occupational Injury or Illness.*

7. Supervisor's Signature: _____ Phone #: _____ Date: **68**



Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility Formulario de Reclamo de Compensación de Trabajadores (DWC 1) y Notificación de Posible Elegibilidad

If you are injured or become ill, either physically or mentally, because of your job, including injuries resulting from a workplace crime, you may be entitled to workers' compensation benefits. Use the attached form to file a workers' compensation claim with your employer. **You should read all of the information below.** Keep this sheet and all other papers for your records. You may be eligible for some or all of the benefits listed depending on the nature of your claim. If you file a claim, the claims administrator, who is responsible for handling your claim, must notify you within 14 days whether your claim is accepted or whether additional investigation is needed.

To file a claim, complete the "Employee" section of the form, keep one copy and give the rest to your employer. Do this right away to avoid problems with your claim. In some cases, benefits will not start until you inform your employer about your injury by filing a claim form. Describe your injury completely. Include every part of your body affected by the injury. If you mail the form to your employer, use first-class or certified mail. If you buy a return receipt, you will be able to prove that the claim form was mailed and when it was delivered. Within one working day after you file the claim form, your employer must complete the "Employer" section, give you a dated copy, keep one copy, and send one to the claims administrator.

Medical Care: Your claims administrator will pay for all reasonable and necessary medical care for your work injury or illness. Medical benefits are subject to approval and may include treatment by a doctor, hospital services, physical therapy, lab tests, x-rays, medicines, equipment and travel costs. Your claims administrator will pay the costs of approved medical services directly so you should never see a bill. There are limits on chiropractic, physical therapy, and other occupational therapy visits.

The Primary Treating Physician (PTP) is the doctor with the overall responsibility for treatment of your injury or illness.

- If you previously designated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured.
- If your employer is using a medical provider network (MPN) or Health Care Organization (HCO), in most cases, you will be treated in the MPN or HCO unless you predesignated your personal physician or a medical group. An MPN is a group of health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information.
- If your employer is not using an MPN or HCO, in most cases, the claims administrator can choose the doctor who first treats you unless you predesignated your personal physician or a medical group.
- If your employer has not put up a poster describing your rights to workers' compensation, you may be able to be treated by your personal physician right after you are injured.

Within one working day after you file a claim form, your employer or the claims administrator must authorize up to \$10,000 in treatment for your injury, consistent with the applicable treating guidelines until the claim is accepted or rejected. If the employer or claims administrator does not authorize treatment right away, talk to your supervisor, someone else in management, or the claims administrator. Ask for treatment to be authorized right now, while waiting for a decision on your claim. If the employer or claims administrator will not authorize treatment, use your own health insurance to get medical care. Your health insurer will seek reimbursement from the claims administrator. If you do not have health insurance, there are doctors, clinics or hospitals that will treat you without immediate payment. They will seek reimbursement from the claims administrator.

Switching to a Different Doctor as Your PTP:

- If you are being treated in a Medical Provider Network (MPN), you may switch to other doctors within the MPN after the first visit.
- If you are being treated in a Health Care Organization (HCO), you may switch at least one time to another doctor within the HCO. You may switch to a doctor outside the HCO 90 or 180 days after your injury is reported to your employer (depending on whether you are covered by employer-provided health insurance).
- If you are not being treated in an MPN or HCO and did not predesignate, you may switch to a new doctor one time during the first 30 days after your injury is reported to your employer. Contact the claims administrator to switch doctors. After 30 days, you may switch to a doctor of your choice if

Si Ud. se lesiona o se enferma, ya sea físicamente o mentalmente, debido a su trabajo, incluyendo lesiones que resulten de un crimen en el lugar de trabajo, es posible que Ud. tenga derecho a beneficios de compensación de trabajadores. Utilice el formulario adjunto para presentar un reclamo de compensación de trabajadores con su empleador. **Ud. debe leer toda la información a continuación.** Guarde esta hoja y todos los demás documentos para sus archivos. Es posible que usted reúna los requisitos para todos los beneficios, o parte de éstos, que se enumeran dependiendo de la índole de su reclamo. Si usted presenta un reclamo, el administrador de reclamos, quien es responsable por el manejo de su reclamo, debe notificarle dentro de 14 días si se acepta su reclamo o si se necesita investigación adicional.

Para presentar un reclamo, llene la sección del formulario designada para el "Empleado," guarde una copia, y déle el resto a su empleador. Haga esto de inmediato para evitar problemas con su reclamo. En algunos casos, los beneficios no se iniciarán hasta que usted le informe a su empleador acerca de su lesión mediante la presentación de un formulario de reclamo. Describa su lesión por completo. Incluya cada parte de su cuerpo afectada por la lesión. Si usted le envía por correo el formulario a su empleador, utilice primera clase o correo certificado. Si usted compra un acuse de recibo, usted podrá demostrar que el formulario de reclamo fue enviado por correo y cuando fue entregado. Dentro de un día laboral después de presentar el formulario de reclamo, su empleador debe completar la sección designada para el "Empleador," le dará a Ud. una copia fechada, guardará una copia, y enviará una al administrador de reclamos.

Atención Médica: Su administrador de reclamos pagará por toda la atención médica razonable y necesaria para su lesión o enfermedad relacionada con el trabajo. Los beneficios médicos están sujetos a la aprobación y pueden incluir tratamiento por parte de un médico, los servicios de hospital, la terapia física, los análisis de laboratorio, las medicinas, equipos y gastos de viaje. Su administrador de reclamos pagará directamente los costos de los servicios médicos aprobados de manera que usted nunca verá una factura. Hay límites en terapia quiropráctica, física y otras visitas de terapia ocupacional.

El Médico Primario que le Atiende (Primary Treating Physician- PTP) es el médico con la responsabilidad total para tratar su lesión o enfermedad.

- Si usted designó previamente a su médico personal o a un grupo médico, usted podrá ver a su médico personal o grupo médico después de lesionarse.
- Si su empleador está utilizando una red de proveedores médicos (*Medical Provider Network- MPN*) o una Organización de Cuidado Médico (*Health Care Organization- HCO*), en la mayoría de los casos, usted será tratado en la *MPN* o *HCO* a menos que usted hizo una designación previa de su médico personal o grupo médico. Una *MPN* es un grupo de proveedores de asistencia médica quien da tratamiento a los trabajadores lesionados en el trabajo. Usted debe recibir información de su empleador si su tratamiento es cubierto por una *HCO* o una *MPN*. Hable con su empleador para más información.
- Si su empleador no está utilizando una *MPN* o *HCO*, en la mayoría de los casos, el administrador de reclamos puede elegir el médico que lo atiende primero a menos de que usted hizo una designación previa de su médico personal o grupo médico.
- Si su empleador no ha colocado un cartel describiendo sus derechos para la compensación de trabajadores, Ud. puede ser tratado por su médico personal inmediatamente después de lesionarse.

Dentro de un día laboral después de que Ud. Presente un formulario de reclamo, su empleador o el administrador de reclamos debe autorizar hasta \$10000 en tratamiento para su lesión, de acuerdo con las pautas de tratamiento aplicables, hasta que el reclamo sea aceptado o rechazado. Si el empleador o administrador de reclamos no autoriza el tratamiento de inmediato, hable con su supervisor, alguien más en la gerencia, o con el administrador de reclamos. Pida que el tratamiento sea autorizado ya mismo, mientras espera una decisión sobre su reclamo. Si el empleador o administrador de reclamos no autoriza el tratamiento, utilice su propio seguro médico para recibir atención médica. Su compañía de seguro médico buscará reembolso del administrador de reclamos. Si usted no tiene seguro médico, hay médicos, clínicas u hospitales que lo tratarán sin pago inmediato. Ellos buscarán reembolso del administrador de reclamos.

Cambiando a otro Médico Primario o PTP:

- Si usted está recibiendo tratamiento en una Red de Proveedores Médicos

your employer or the claims administrator has not created or selected an MPN.

Disclosure of Medical Records: After you make a claim for workers' compensation benefits, your medical records will not have the same level of privacy that you usually expect. If you don't agree to voluntarily release medical records, a workers' compensation judge may decide what records will be released. If you request privacy, the judge may "seal" (keep private) certain medical records.

Problems with Medical Care and Medical Reports: At some point during your claim, you might disagree with your PTP about what treatment is necessary. If this happens, you can switch to other doctors as described above. If you cannot reach agreement with another doctor, the steps to take depend on whether you are receiving care in an MPN, HCO, or neither. For more information, see "Learn More About Workers' Compensation," below.

If the claims administrator denies treatment recommended by your PTP, you may request independent medical review (IMR) using the request form included with the claims administrator's written decision to deny treatment. The IMR process is similar to the group health IMR process, and takes approximately 40 (or fewer) days to arrive at a determination so that appropriate treatment can be given. Your attorney or your physician may assist you in the IMR process. IMR is not available to resolve disputes over matters other than the medical necessity of a particular treatment requested by your physician.

If you disagree with your PTP on matters other than treatment, such as the cause of your injury or how severe the injury is, you can switch to other doctors as described above. If you cannot reach agreement with another doctor, notify the claims administrator in writing as soon as possible. In some cases, you risk losing the right to challenge your PTP's opinion unless you do this promptly. If you do not have an attorney, the claims administrator must send you instructions on how to be seen by a doctor called a qualified medical evaluator (QME) to help resolve the dispute. If you have an attorney, the claims administrator may try to reach agreement with your attorney on a doctor called an agreed medical evaluator (AME). If the claims administrator disagrees with your PTP on matters other than treatment, the claims administrator can require you to be seen by a QME or AME.

Payment for Temporary Disability (Lost Wages): If you can't work while you are recovering from a job injury or illness, you may receive temporary disability payments for a limited period. These payments may change or stop when your doctor says you are able to return to work. These benefits are tax-free. Temporary disability payments are two-thirds of your average weekly pay, within minimums and maximums set by state law. Payments are not made for the first three days you are off the job unless you are hospitalized overnight or cannot work for more than 14 days.

Stay at Work or Return to Work: Being injured does not mean you must stop working. If you can continue working, you should. If not, it is important to go back to work with your current employer as soon as you are medically able. Studies show that the longer you are off work, the harder it is to get back to your original job and wages. While you are recovering, your PTP, your employer (supervisors or others in management), the claims administrator, and your attorney (if you have one) will work with you to decide how you will stay at work or return to work and what work you will do. Actively communicate with your PTP, your employer, and the claims administrator about the work you did before you were injured, your medical condition and the kinds of work you can do now, and the kinds of work that your employer could make available to you.

Payment for Permanent Disability: If a doctor says you have not recovered completely from your injury and you will always be limited in the work you can do, you may receive additional payments. The amount will depend on the type of injury, extent of impairment, your age, occupation, date of injury, and your wages before you were injured.

Supplemental Job Displacement Benefit (SJDB): If you were injured on or after 1/1/04, and your injury results in a permanent disability and your employer does not offer regular, modified, or alternative work, you may qualify for a nontransferable voucher payable for retraining and/or skill enhancement. If you qualify, the claims administrator will pay the costs up to the maximum set by state law.

Death Benefits: If the injury or illness causes death, payments may be made to a

(Medical Provider Network- MPN), usted puede cambiar a otros médicos dentro de la MPN después de la primera visita.

- Si usted está recibiendo tratamiento en un Organización de Cuidado Médico (Healthcare Organization- HCO), es posible cambiar al menos una vez a otro médico dentro de la HCO. Usted puede cambiar a un médico fuera de la HCO 90 o 180 días después de que su lesión es reportada a su empleador (dependiendo de si usted está cubierto por un seguro médico proporcionado por su empleador).
- Si usted no está recibiendo tratamiento en una MPN o HCO y no hizo una designación previa, usted puede cambiar a un nuevo médico una vez durante los primeros 30 días después de que su lesión es reportada a su empleador. Póngase en contacto con el administrador de reclamos para cambiar de médico. Después de 30 días, puede cambiar a un médico de su elección si su empleador o el administrador de reclamos no ha creado o seleccionado una MPN.

Divulgación de Expedientes Médicos: Después de que Ud. presente un reclamo para beneficios de compensación de trabajadores, sus expedientes médicos no tendrán el mismo nivel de privacidad que usted normalmente espera. Si Ud. no está de acuerdo en divulgar voluntariamente los expedientes médicos, un juez de compensación de trabajadores posiblemente decida qué expedientes serán revelados. Si usted solicita privacidad, es posible que el juez "selle" (mantenga privados) ciertos expedientes médicos.

Problemas con la Atención Médica y los Informes Médicos: En algún momento durante su reclamo, podría estar en desacuerdo con su PTP sobre qué tratamiento es necesario. Si esto sucede, usted puede cambiar a otros médicos como se describe anteriormente. Si no puede llegar a un acuerdo con otro médico, los pasos a seguir dependen de si usted está recibiendo atención en una MPN, HCO o ninguna de las dos. Para más información, consulte la sección "Aprenda Más Sobre la Compensación de Trabajadores," a continuación.

Si el administrador de reclamos niega el tratamiento recomendado por su PTP, puede solicitar una revisión médica independiente (*Independent Medical Review-IMR*), utilizando el formulario de solicitud que se incluye con la decisión por escrito del administrador de reclamos negando el tratamiento. El proceso de la IMR es parecido al proceso de la IMR de un seguro médico colectivo, y tarda aproximadamente 40 (o menos) días para llegar a una determinación de manera que se pueda dar un tratamiento apropiado. Su abogado o su médico le pueden ayudar en el proceso de la IMR. La IMR no está disponible para resolver disputas sobre cuestiones aparte de la necesidad médica de un tratamiento particular solicitado por su médico.

Si no está de acuerdo con su PTP en cuestiones aparte del tratamiento, como la causa de su lesión o la gravedad de la lesión, usted puede cambiar a otros médicos como se describe anteriormente. Si no puede llegar a un acuerdo con otro médico, notifique al administrador de reclamos por escrito tan pronto como sea posible. En algunos casos, usted arriesga perder el derecho a objetar a la opinión de su PTP a menos que hace esto de inmediato. Si usted no tiene un abogado, el administrador de reclamos debe enviarle instrucciones para ser evaluado por un médico llamado un evaluador médico calificado (*Qualified Medical Evaluator-QME*) para ayudar a resolver la disputa. Si usted tiene un abogado, el administrador de reclamos puede tratar de llegar a un acuerdo con su abogado sobre un médico llamado un evaluador médico acordado (*Agreed Medical Evaluator- AME*). Si el administrador de reclamos no está de acuerdo con su PTP sobre asuntos aparte del tratamiento, el administrador de reclamos puede exigirle que sea atendido por un QME o AME.

Pago por Incapacidad Temporal (Sueldos Perdidos): Si Ud. no puede trabajar, mientras se está recuperando de una lesión o enfermedad relacionada con el trabajo, Ud. puede recibir pagos por incapacidad temporal por un periodo limitado. Estos pagos pueden cambiar o parar cuando su médico diga que Ud. está en condiciones de regresar a trabajar. Estos beneficios son libres de impuestos. Los pagos por incapacidad temporal son dos tercios de su pago semanal promedio, con cantidades mínimas y máximas establecidas por las leyes estatales. Los pagos no se hacen durante los primeros tres días en que Ud. no trabaje, a menos que Ud. sea hospitalizado una noche o no puede trabajar durante más de 14 días.

Permanezca en el Trabajo o Regreso al Trabajo: Estar lesionado no significa que usted debe dejar de trabajar. Si usted puede seguir trabajando, usted debe hacerlo. Si no es así, es importante regresar a trabajar con su empleador actual tan

spouse and other relatives or household members who were financially dependent on the deceased worker.

It is illegal for your employer to punish or fire you for having a job injury or illness, for filing a claim, or testifying in another person's workers' compensation case (Labor Code 132a). If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state.

Resolving Problems or Disputes: You have the right to disagree with decisions affecting your claim. If you have a disagreement, contact your employer or claims administrator first to see if you can resolve it. If you are not receiving benefits, you may be able to get State Disability Insurance (SDI) or unemployment insurance (UI) benefits. Call the state Employment Development Department at (800) 480-3287 or (866) 333-4606, or go to their website at www.edd.ca.gov.

You Can Contact an Information & Assistance (I&A) Officer: State I&A officers answer questions, help injured workers, provide forms, and help resolve problems. Some I&A officers hold workshops for injured workers. To obtain important information about the workers' compensation claims process and your rights and obligations, go to www.dwc.ca.gov or contact an I&A officer of the state Division of Workers' Compensation. You can also hear recorded information and a list of local I&A offices by calling (800) 736-7401.

You can consult with an attorney. Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fee will be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at (415) 538-2120 or go to their website at www.californiaspecialist.org.

Learn More About Workers' Compensation: For more information about the workers' compensation claims process, go to www.dwc.ca.gov. At the website, you can access a useful booklet, "Workers' Compensation in California: A Guidebook for Injured Workers." You can also contact an Information & Assistance Officer (above), or hear recorded information by calling 1-800-736-7401.

pronto como usted pueda medicamente hacerlo. Los estudios demuestran que entre más tiempo esté fuera del trabajo, más difícil es regresar a su trabajo original y a sus salarios. Mientras se está recuperando, su *PTP*, su empleador (supervisores u otras personas en la gerencia), el administrador de reclamos, y su abogado (si tiene uno) trabajarán con usted para decidir cómo va a permanecer en el trabajo o regresar al trabajo y qué trabajo hará. Comuníquese de manera activa con su *PTP*, su empleador y el administrador de reclamos sobre el trabajo que hizo antes de lesionarse, su condición médica y los tipos de trabajo que usted puede hacer ahora y los tipos de trabajo que su empleador podría poner a su disposición.

Pago por Incapacidad Permanente: Si un médico dice que no se ha recuperado completamente de su lesión y siempre será limitado en el trabajo que puede hacer, es posible que Ud. reciba pagos adicionales. La cantidad dependerá de la clase de lesión, grado de deterioro, su edad, ocupación, fecha de la lesión y sus salarios antes de lesionarse.

Beneficio Suplementario por Desplazamiento de Trabajo (Supplemental Job Displacement Benefit- SJDDB): Si Ud. se lesionó en o después del 1/1/04, y su lesión resulta en una incapacidad permanente y su empleador no ofrece un trabajo regular, modificado, o alternativo, usted podría cumplir los requisitos para recibir un vale no-transferible pagadero a una escuela para recibir un nuevo curso de reentrenamiento y/o mejorar su habilidad. Si Ud. cumple los requisitos, el administrador de reclamos pagará los gastos hasta un máximo establecido por las leyes estatales.

Beneficios por Muerte: Si la lesión o enfermedad causa la muerte, es posible que los pagos se hagan a un cónyuge y otros parientes o a las personas que viven en el hogar que dependían económicamente del trabajador difunto.

Es ilegal que su empleador le castigue o despida por sufrir una lesión o enfermedad laboral, por presentar un reclamo o por testificar en el caso de compensación de trabajadores de otra persona. (Código Laboral, sección 132a.) De ser probado, usted puede recibir pagos por pérdida de sueldos, reposición del trabajo, aumento de beneficios y gastos hasta los límites establecidos por el estado.

Resolviendo problemas o disputas: Ud. tiene derecho a no estar de acuerdo con las decisiones que afecten su reclamo. Si Ud. tiene un desacuerdo, primero comuníquese con su empleador o administrador de reclamos para ver si usted puede resolverlo. Si usted no está recibiendo beneficios, es posible que Ud. pueda obtener beneficios del Seguro Estatal de Incapacidad (*State Disability Insurance-SDI*) o beneficios del desempleo (*Unemployment Insurance- UI*). Llame al Departamento del Desarrollo del Empleo estatal al (800) 480-3287 o (866) 333-4606, o visite su página Web en www.edd.ca.gov.

Puede Contactar a un Oficial de Información y Asistencia (Information & Assistance- I&A): Los Oficiales de Información y Asistencia (*I&A*) estatal contestan preguntas, ayudan a los trabajadores lesionados, proporcionan formularios y ayudan a resolver problemas. Algunos oficiales de *I&A* tienen talleres para trabajadores lesionados. Para obtener información importante sobre el proceso de la compensación de trabajadores y sus derechos y obligaciones, vaya a www.dwc.ca.gov o comuníquese con un oficial de información y asistencia de la División Estatal de Compensación de Trabajadores. También puede escuchar información grabada y una lista de las oficinas de *I&A* locales llamando al (800) 736-7401.

Ud. puede consultar con un abogado. La mayoría de los abogados ofrecen una consulta gratis. Si Ud. decide contratar a un abogado, los honorarios serán tomados de algunos de sus beneficios. Para obtener nombres de abogados de compensación de trabajadores, llame a la Asociación Estatal de Abogados de California (*State Bar*) al (415) 538-2120, o consulte su página Web en www.californiaspecialist.org.

Aprenda Más Sobre la Compensación de Trabajadores: Para obtener más información sobre el proceso de reclamos del programa de compensación de trabajadores, vaya a www.dwc.ca.gov. En la página Web, podrá acceder a un folleto útil, "Compensación del Trabajador de California: Una Guía para Trabajadores Lesionados." También puede contactar a un oficial de Información y Asistencia (arriba), o escuchar información grabada llamando al 1-800-736-7401.



WORKERS' COMPENSATION CLAIM FORM (DWC 1)

**PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL
TRABAJADOR (DWC 1)**

Employee: Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at (800) 736-7401. An explanation of workers' compensation benefits is included in the Notice of Potential Eligibility, which is the cover sheet of this form. Detach and save this notice for future reference.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them. You may receive written notices from your employer or its claims administrator about your claim. If your claims administrator offers to send you notices electronically, and you agree to receive these notices only by email, please provide your email address below and check the appropriate box. If you later decide you want to receive the notices by mail, you must inform your employer in writing.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Empleado: Complete la sección "Empleado" y entregue la forma a su empleador. *Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la División de Compensación al Trabajador al (800) 736-7401 para oír información gravada. Una explicación de los beneficios de compensación de trabajadores está incluido en la Notificación de Posible Elegibilidad, que es la hoja de portada de esta forma. Separe y guarde esta notificación como referencia para el futuro.*

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos. Es posible que reciba notificaciones escritas de su empleador o de su administrador de reclamos sobre su reclamo. Si su administrador de reclamos ofrece enviarle notificaciones electrónicamente, y usted acepta recibir estas notificaciones solo por correo electrónico, por favor proporcione su dirección de correo electrónico abajo y marque la caja apropiada. Si usted decide después que quiere recibir las notificaciones por correo, usted debe de informar a su empleador por escrito.

Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonia".

Employee—complete this section and see note above **Empleado—complete esta sección y note la notación arriba.**

1. Name. *Nombre.* _____ Today's Date. *Fecha de Hoy.* _____

2. Home Address. *Dirección Residencial.* _____

3. City. *Ciudad.* _____ State. *Estado.* _____ Zip. *Código Postal.* _____

4. Date of Injury. *Fecha de la lesión (accidente).* _____ Time of Injury. *Hora en que ocurrió.* _____ a.m. _____ p.m.

5. Address and description of where injury happened. *Dirección/lugar dónde ocurrió el accidente.* _____

6. Describe injury and part of body affected. *Describe la lesión y parte del cuerpo afectada.* _____

7. Social Security Number. *Número de Seguro Social del Empleado.* _____

8. Check if you agree to receive notices about your claim by email only. *Marque si usted acepta recibir notificaciones sobre su reclamo solo por correo electrónico.* Employee's e-mail. _____ *Correo electrónico del empleado.* _____

You will receive benefit notices by regular mail if you do not choose, or your claims administrator does not offer, an electronic service option. *Usted recibirá notificaciones de beneficios por correo ordinario si usted no escoge, o su administrador de reclamos no le ofrece, una opción de servicio electrónico.*

9. Signature of employee. *Firma del empleado.* _____

Employer—complete this section and see note below. Empleador—complete esta sección y note la notación abajo.

10. Name of employer. *Nombre del empleador.* **PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

11. Address. *Dirección.* **435 HILLCREST AVE. PACIFIC GROVE, CA 93950**

12. Date employer first knew of injury. *Fecha en que el empleador supo por primera vez de la lesión o accidente.* _____

13. Date claim form was provided to employee. *Fecha en que se le entregó al empleado la petición.* _____

14. Date employer received claim form. *Fecha en que el empleado devolvió la petición al empleador.* _____

15. Name and address of insurance carrier or adjusting agency. *Nombre y dirección de la compañía de seguros o agencia administradora de seguros.*
INTERCARE HOLDINGS INSURANCE SERVICES INC P.O. Box 579 Roseville, CA 95661

16. Insurance Policy Number. *El número de la póliza de Seguro.* _____

17. Signature of employer representative. *Firma del representante del empleador.* _____

18. Title. *Título.* _____ 19. Telephone. *Teléfono.* _____

Employer: You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within **one working day** of receipt of the form from the employee.

Empleador: Se requiere que Ud. feche esta forma y que provéa copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de **un día hábil** desde el momento de haber sido recibida la forma del empleado.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

Employer copy/Copia del Empleador Employee copy/Copia del Empleado Claims Administrator/Administrador de Reclamos Temporary Receipt/Recibo del Empleado

First Fill Temporary Pharmacy Card

Making it easy to get your workers' compensation prescriptions filled.

Employer:

Immediately upon receiving notice of injury, fill in the information below and give it to your employee.

Injured Employee:

1. If you need a prescription filled for a work-related injury or illness, go to a Tmesys network pharmacy.
2. Give this page to the pharmacist.
3. The pharmacist will fill your prescription at no cost.

**Questions?
Call 1.866.599.5426**

**¿Necesitas ayuda en español? Llame al
1.866.599.5426**

Prescription Card		Attention Pharmacists: Call 800.964.2531 to establish First Fill benefit eligibility and obtain the ID# for online adjudication of approved benefits for the injured worker.										
CARRIER / TPA	EMPLOYER	Tmesys is the designated PBM for this patient.										
PACIFIC GROVE UNIFIED SCHOOL DISTRICT		Tmesys Pharmacy Help Desk 800.964.2531										
INJURED WORKER NAME												
SOCIAL SECURITY NUMBER	DATE OF INJURY	<table border="1"> <tr> <td></td> <td>NDC</td> <td>Envoy</td> </tr> <tr> <td>RxBin</td> <td>004261</td> <td>or 002538</td> </tr> <tr> <td>RxPCN</td> <td>CAL</td> <td>or Envoy Acct. #</td> </tr> </table>			NDC	Envoy	RxBin	004261	or 002538	RxPCN	CAL	or Envoy Acct. #
	NDC			Envoy								
RxBin	004261	or 002538										
RxPCN	CAL	or Envoy Acct. #										
Notice to Cardholder: This card should be presented to your pharmacy to receive medication for your work-related injury. It is only valid within 30 days of your date of injury. For information regarding the program or to find nearby pharmacies call 866.599.5426 .												

(To create a card for your wallet, cut along outer line and fold in half.)

Pharmacist:

1. Call the Tmesys Pharmacy Help Desk at **800.964.2531**.
2. Provide the information from the card.
3. The Help Desk will provide an ID number for adjudication.

Finding a Network Pharmacy

Use one of these easy methods to find a network pharmacy:

- Visit your local **Walgreens** or **Rite Aid Pharmacy**
- Call us: **866.599.5426**
- Use our pharmacy locator online: www.tmesys.com.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers compensation benefits or payments is guilty of a felony.

California law requires employers to report within five days of knowledge every occupational injury or illness which results in lost time beyond the date of the incident OR requires medical treatment beyond first aid. If an employee subsequently dies as a result of a previously reported injury or illness, the employer must file within five days of knowledge an amended report indicating death. In addition, every serious injury, illness, or death must be reported immediately by telephone or telegraph to the nearest office of the California Division of Occupational Safety and Health.

EMPLOYEE	1. FIRM NAME PACIFIC GROVE UNIFIED SCHOOL DISTRICT	1a. Policy Number	Please do not use this column	
	2. MAILING ADDRESS: (Number, Street, City, Zip) 435 HILLCREST AVE. PACIFIC GROVE, CA 93950	2a. Phone Number 831-646-6515		CASE NUMBER
	3. LOCATION if different from Mailing Address (Number, Street, City and Zip)	3a. Location Code		OWNERSHIP
	4. NATURE OF BUSINESS; e.g., Painting contractor, wholesale grocer, sawmill, hotel, etc. SCHOOL	5. State unemployment insurance acct.no		

6. TYPE OF EMPLOYER: <input type="checkbox"/> Private <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input checked="" type="checkbox"/> School District <input type="checkbox"/> Other Gov't, Specify: _____				INDUSTRY
7. DATE OF INJURY / ONSET OF ILLNESS (mm/dd/yy)	8. TIME INJURY/ILLNESS OCCURRED _____ AM _____ PM	9. TIME EMPLOYEE BEGAN WORK _____ AM _____ PM	10. IF EMPLOYEE DIED, DATE OF DEATH (mm/dd/yy)	OCCUPATION
11. UNABLE TO WORK FOR AT LEAST ONE FULL DAY AFTER DATE OF INJURY? <input type="checkbox"/> Yes <input type="checkbox"/> No	12. DATE LAST WORKED (mm/dd/yy)	13. DATE RETURNED TO WORK (mm/dd/yy)	14. IF STILL OFF WORK, CHECK THIS BOX: <input type="checkbox"/>	SEX
15. PAID FULL DAYS WAGES FOR DATE OF INJURY OR LAST DAY WORKED? <input type="checkbox"/> Yes <input type="checkbox"/> No	16. SALARY BEING CONTINUED? <input type="checkbox"/> Yes <input type="checkbox"/> No	17. DATE OF EMPLOYER'S KNOWLEDGE /NOTICE OF INJURY/ILLNESS (mm/dd/yy)	18. DATE EMPLOYEE WAS PROVIDED CLAIM FORM (mm/dd/yy)	AGE

19. SPECIFIC INJURY/ILLNESS AND PART OF BODY AFFECTED, MEDICAL DIAGNOSIS if available, e.g., Second degree burns on right arm, tendonitis on left elbow, lead poisoning				AGE
20. LOCATION WHERE EVENT OR EXPOSURE OCCURRED (Number, Street, City, Zip)		20a. COUNTY	21. ON EMPLOYER'S PREMISES? <input type="checkbox"/> Yes <input type="checkbox"/> No	

22. DEPARTMENT WHERE EVENT OR EXPOSURE OCCURRED, e.g., Shipping department, machine shop.		23. Other Workers injured or ill in this event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
24. EQUIPMENT, MATERIALS AND CHEMICALS THE EMPLOYEE WAS USING WHEN EVENT OR EXPOSURE OCCURRED, e.g., Acetylene, welding torch, farm tractor, scaffold				DAILY HOURS
25. SPECIFIC ACTIVITY THE EMPLOYEE WAS PERFORMING WHEN EVENT OR EXPOSURE OCCURRED, e.g., Welding seams of metal forms, loading boxes onto truck.				DAYS PER WEEK

26. HOW INJURY/ILLNESS OCCURRED. DESCRIBE SEQUENCE OF EVENTS. SPECIFY OBJECT OR EXPOSURE WHICH DIRECTLY PRODUCED THE INJURY/ILLNESS, e.g., Worker stepped back to inspect work and slipped on scrap material. As he fell, he brushed against fresh weld, and burned right hand. USE SEPARATE SHEET IF NECESSARY				WEEKLY HOURS
27. Name and address of physician (number, street, city, zip)				WEEKLY WAGE
28. Hospitalized as an inpatient overnight? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes then, name and address of hospital (number, street, city, zip)				COUNTY

27. Name and address of physician (number, street, city, zip)		27a. Phone Number		NATURE OF INJURY
28. Hospitalized as an inpatient overnight? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes then, name and address of hospital (number, street, city, zip)		28a. Phone Number		PART OF BODY
				29. Employee treated in emergency room? <input type="checkbox"/> <input type="checkbox"/>

ATTENTION This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes. See CCR Title 8 14300.29 (b)(6)-(10) & 14300.35(b)(2)(E)2.
 Note: Shaded boxes indicate confidential employee information as listed in CCR Title 8 14300.35(b)(2)(E)2.

30. EMPLOYEE NAME		31. SOCIAL SECURITY NUMBER		32. DATE OF BIRTH (mm/dd/yy)		SOURCE
33. HOME ADDRESS (Number, Street, City, Zip)		33a. PHONE NUMBER				EVENT
34. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female		35. OCCUPATION (Regular job title, NO initials, abbreviations or numbers)		36. DATE OF HIRE (mm/dd/yy)		SECONDARY SOURCE
37. EMPLOYEE USUALLY WORKS _____ hours per day, _____ days per week, _____ total weekly hours		37a. EMPLOYMENT STATUS <input type="checkbox"/> regular, full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary <input type="checkbox"/> seasonal		37b. UNDER WHAT CLASS CODE OF YOUR POLICY WHERE WAGES ASSIGNED		EXTENT OF INJURY
38. GROSS WAGES/SALARY \$ _____ per _____		39. OTHER PAYMENTS NOT REPORTED AS WAGES/SALARY (e.g. tips, meals, overtime, bonuses, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Completed By (type or print)	Signature & Title	Date (mm/dd/yy)
------------------------------	-------------------	-----------------

CURRICULUM FORMS

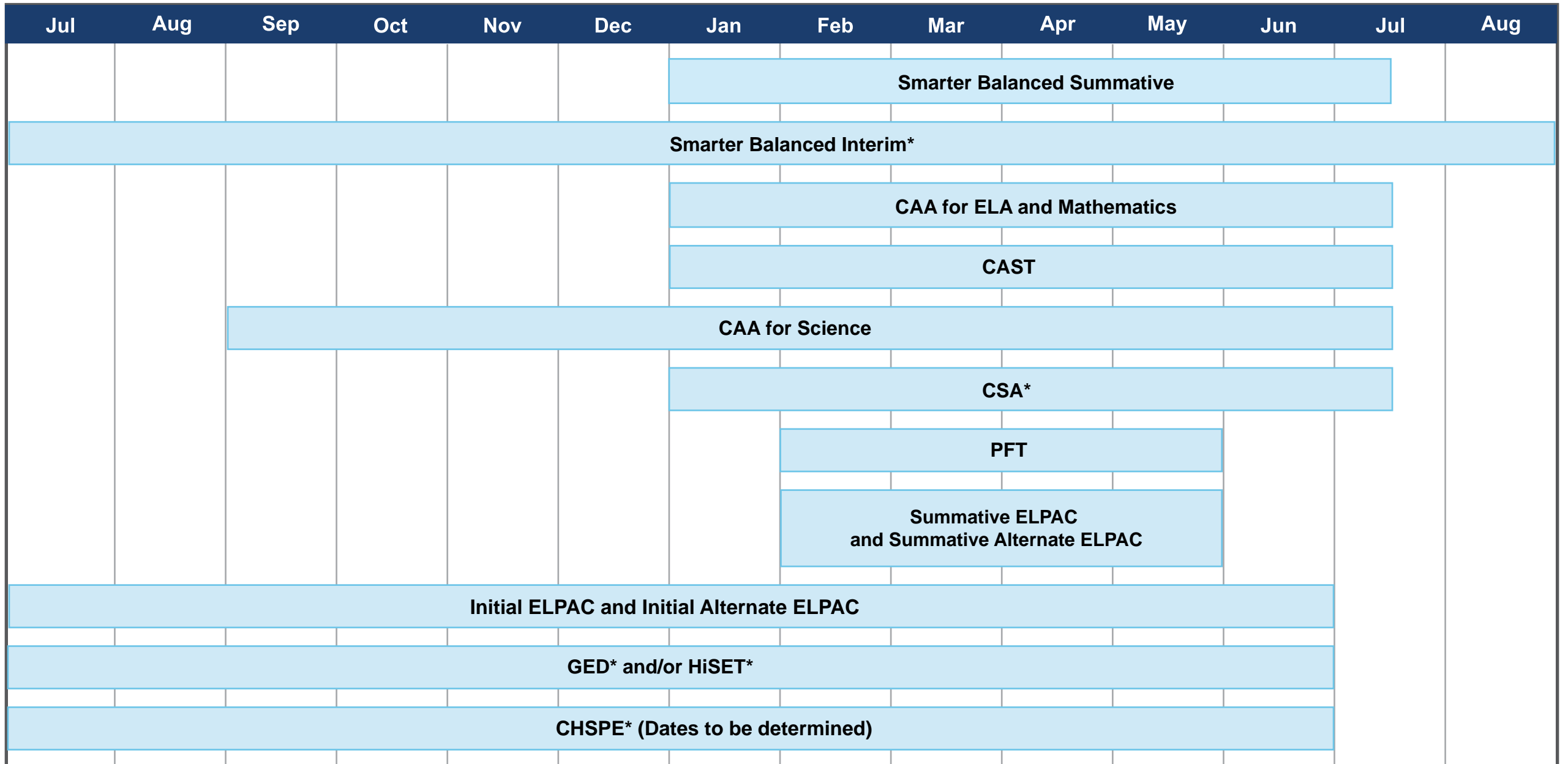
2024/2025 Textbook Order Form	School:	Grade:	Subject:
--------------------------------------	----------------	---------------	-----------------

<ul style="list-style-type: none"> • <i>Please fill out COMPLETELY</i> • <i>Return to LESLIE TERNULLO: Curriculum Office or SARA BIRKETT: SPED Office at the DO.</i> • <i>Attach additional pages as needed</i> 	Date:
	Publisher:
	Publisher Address:
	Publisher Phone:
	Publisher Fax:
Publisher Rep/Any other info:	

Name of Text/Workbook	Grade Level	Date Published	ISBN or Item Number	Quantity	Price	Total Cost

Person Submitting Order (please print):	Subtotal:	
Department Chair Signature:	Tax (8.25%):	
Principal's Signature:	Shipping (10%):	
Curriculum Signature:	TOTAL:	

California Assessment Timeline



CAA – California Alternate Assessments
CAST – California Science Test
CHSPE – California High School Proficiency Exam
CSA – California Spanish Assessment
ELA – English Language Arts/Literacy

ELPAC – English Language Proficiency Assessments for California
GED – General Educational Development
HiSET – High School Equivalency Test
PFT – Physical Fitness Test

All tests are operational.

***Optional test**

**DISTRICT FORMS /
SAMPLES AND
INSTRUCTIONS**

Food Service Field Trip/ Sports Trip Form

Please complete, scan and email
no later than

7 SCHOOL DAYS BEFORE THE TRIP

Teacher's Name

School Site

Day and Date of Trip

Destination

Time of Meals Pickup

Number of students requesting a Breakfast _____ Lunch _____

**Please attach student roster/ list with names and student IDs
Every meal requires a student ID attached to it**

Applicable to Trips Leaving Before 11:30 AM

Please scan and email to:

Robert Silveira, School Nutrition Director

Email: rsilveira@pgusd.org

Phone: 646-6521

Fax: 646-6500



www.pgusd.org

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

Dr. Linda Adamson
Superintendent
(831) 646-6510
Fax (831) 646-6500
ladamson@pgusd.org

Joshua Jorn
Assistant Superintendent
(831) 646-6509
Fax (831) 646-6582
josh.jorn@pgusd.org

District Forms that are submitted electronically

- [Special Assignment Time Sheet](#)
 - This form is to be submitted electronically and can be found at the pgusd.org under staff – staff forms – District Forms. Paper submission are no longer accepted.
- [Request for off campus activity](#)
 - This form is to be submitted electronically and can be found at pgusd.org under staff – staff forms – district forms. Paper submission are no longer accepted.
- [Request to attend Conference/Training/Meeting](#)
 - This form is to be submitted electronically and can be found at pgusd.org under staff – staff forms – district forms. Paper submission are no longer accepted.
- [Request for Use of School Facilities Form](#)

Inform K-12 Form

PACIFIC GROVE UNIFIED SCHOOL DISTRICT REQUEST FOR OFF CAMPUS ACTIVITY

Board Approval is required for all out-of-county, out-of-state, or overnight activities. The request must be approved by the Board prior to the event, therefore the request must be submitted **AT FOUR (4) WEEKS PRIOR TO THE EVENT**. For ALL other activities, submit a request two weeks in advance of activity.

Date of Activity: _____ Day of Activity: _____

Activity Name/ Location: _____ Address: _____

City: _____ County: _____

School: _____ Teacher/ Class or Club: _____ Grade: _____

School Departure Time: _____ Pickup Time from Place of Activity: _____

Name(s) of Employee(s) Accompanying Students: _____

Number of Adults: _____ Number of Students: _____

Description of Activity/ Educational Objective: _____

List All Stops: _____

I understand that per Board Policy 6153, I am responsible for sending and having returned prior to departure written permission from parents for this trip. _____ (Teacher/Coach/Advisors Initials)

Means of Transportation:
(Board Regulation 3541.1 requirements will be complied with when using private autos: _____ (Teacher/ Coach/Advisors Initials)

Name(s) of Auto Drivers (subject to change): _____
 Form-OCA-1 Release of Driver Record Information is on file with the District _____
 Form-OCA-2 Personal Automobile Information is on file with the District _____
 Fingerprint clearance is on file with the District _____

Requested By: _____ Date: _____
Employee Signature (accompanying students) *(Printed Name)*

Administrative Approval/Principal: _____ Date: _____

Substitute Required: # of Days _____ Account Code (for sub): _____

Cost of Activity: \$ _____ + Cost of Transportation: \$ _____ + Cost of Substitute: \$ _____ = Total Cost (Est): \$ _____

Funds to be charged for all activity expenses: Students Club PG Pride Other _____

Account Code: _____

TRANSPORTATION DEPARTMENT/ DISTRICT OFFICE USE

Date Received: _____ Transportation Available: _____

Transportation Type: School Bus Charter

Approved by Transportation Supervisor: _____ Date: _____

Approved by Assistant Superintendent: _____ Date: _____

Board Approval: _____ Date of Board Approval: _____

Informed K-12 Form

OFF CAMPUS ACTIVITY FORM OCA-1 RELEASE OF DRIVER RECORD INFORMATION

This form is required and must be completed and returned to PGUSD Business Office.
The information below will be submitted to the Department of Motor Vehicle (DMV) in accordance with Title 8, California Code of Regulations.

I _____ authorize Pacific Grove Unified School District to review driving, motor vehicle related information periodically for the duration of being a volunteer driver. I understand that my driving privileges for the District and District related trips are contingent upon the Pacific Grove Unified School District's review of such information.

I understand my signature is confirmation that I have read and understand the above information.
Should any information change, expire or need to be updated, I will notify the District Office and provide updated information that is required to be on file.

Organization: Pacific Grove Unified School District

Signature: _____ Date: _____
Printed Name (as it appears on driver license): _____
Driver License Number: _____ State: _____ Gender: _____
Birth Date (Month/Day/Year): _____ Contact Phone: _____

Volunteer/Parent: _____ District Employee: _____
Fingerprint Clearance Completed by Human Resources: _____

Please submit a clear copy of the driver license with this form. Be aware of timelines and plan for the necessary preparation time prior to submitting this form.

****This form must be submitted (6) weeks in advance for all trips requiring drivers. The sole purpose of the information is to verify driver license validity. All other information is not relevant to driving privileges. This form is confidential and may be privileged. The information is intended solely for Pacific Grove Unified School District use or entity outlined for audit purposes and review or disclosure by anyone else is unauthorized.***

Student(s) Name:

OFF CAMPUS ACTIVITY FORM - OCA-2
VOLUNTEER PERSONAL AUTOMOBILE USE FORM
[One Form Required for Each Driver to be Approved]

Thank you for volunteering your time and your automobile to help transport our students to off-site events or activities. In order to protect the health and safety of our students, our District requires that anyone (employee or volunteer) using their personal automobile to transport students to and from sanctioned activities must receive prior approval. Before we can issue such approval, certain information must be obtained at least 6 weeks before you transport our students. You must also agree to abide by certain rules regarding the operation of the vehicle as set forth below.

REQUIRED INFORMATION:

Name of Driver:	
Drivers License No and Expiration:	
Vehicle(s) Year/Make/Model:	
Vehicle(s) License Plate No:	
Insurance Carrier:	
Insurance Policy # and Expiration Date:	
Liability Coverage Limits:	

The District also requires a photocopy of your driver's license. Should your driver's license expire during the school year, an updated photocopy showing the renewal is required before you will again be eligible to transport students. By signing below, you are also authorizing the District to (a) obtain a copy of your driver record history and status of your driver's license, (b) conduct a criminal background check, and (c) contact your insurance company to confirm your insurance status. Also, please be advised that pursuant to Insurance Code Section 11580.9(d), in the case of an accident, your insurance will provide the primary coverage for any accident resulting in bodily injury or property damage. The District's automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. The District does not cover, nor is the District responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle.

VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS

For the safety of our Students, by signing below, you are also agreeing to the following rules and requirements:

1. I will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind. I will at all times comply with California law regarding proper operation of the vehicle, including compliance with all speed limits and posted signs and placards.
2. I will not transport students in a vehicle I have reason to believe may be mechanically unsafe or that may become unsafe due to weather or other natural conditions. I will not transport students unless I have a working seatbelt for each student. Seatbelts are to be used at all times by myself and all transported students. The vehicle(s) may be inspected by a District representatives.
3. I am over the age of 21 and will be the sole driver of the vehicle for any given activity, event or competition. I will not let anyone other than myself and authorized students ride in the vehicle. However, I may seek written permission from the District to allow another child of mine to ride in the vehicle to a specific activity, event, or competition if the destination involves an activity, event or competition generally available

Printed Name

Signature

Date

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

School: _____
PURCHASE REQUISITION - PRE AUTHORIZATION

Your Name: _____ Date _____

Dept./Fund to Charge _____

Select One Below

OFFICE, PREPARE A PURCHASE ORDER _____	I WILL SELF-PURCHASE AND SUBMIT FOR REIMBURSEMENT _____
---	--

Is this for Curriculum software from Measure A? Yes _____ No _____

If yes, requires Curriculum Director approval prior to purchase

Vendor Name: _____

Address: _____ email: _____

City: _____ State _____ Zip: _____

Telephone: _____ Fax: _____

Page#	Quantity	Unit	Catalog No.	Item Description	Price	Extension

Subtotal: _____
 Sales Tax 8.75% _____
 Shipping 12% min. _____
 Total _____

 Approved by Principal: _____ Date _____

 Director of Curriculum (only required for curriculum software from Measure A) _____ Date _____

Vendor # _____

PACIFIC GROVE UNIFIED SCHOOL DISTRICT REQUEST FOR REIMBURSEMENT

Purchases using the reimbursement procedure are discouraged and are conducted at the employee's own risk. The district is not committed to reimburse an employee unless prior authorization has been obtained. (Board Regulation #3310)

Name: _____

Date: _____

Type of expense: _____

School/Dept. _____

(Specify: conference, travel, instructional supplies, admin. supplies, etc.)

Directions: Be specific. **NOTE THAT FIRST AND LAST DAY MEALS ARE REIMBURSABLE AT 75%.** If expense is for mileage specify from...to... in Location column and attach a mileage map printout from your site to event venue. Each trip should be listed separately. All expenditures must be accompanied by the ORIGINAL ITEMIZED RECEIPT.

Date Incurred	Location	Type of Expense	Purpose of Expense	Receipt Attached	Reimbursable Amount *

Signature of Person Claiming Expense Reimbursement

Total Reimbursement _____

Principal or Supervisor

Accounts to be charged:

Business Office Authorization

* Per Board Policy

NOTE: This form will not be honored unless it is signed by the principal or program administrator.

Technology References

Welcome to PGUSD, below are a few references to help you fully utilize the technology we have here. Follow links to learn more about any topic listed below. If you have any questions, feel free to utilize the PG Tech FAQ page or create a Technology Ticket, see below.

PGUSD Intranet

The PGUSD.org public pages contain information for Parents and the public. Information specific to Staff is contained on the [Staff Site](#) accessible via the link at the top of any of the PGUSD site's public pages. Google Authentication is needed for access to the [Staff Site](#)

Forms

Forms for staff to fill out and submit for various reasons are available on our [Staff Site](#) on the [Forms Page](#).

Synergy

Is our Student Information System. Synergy is used by teachers, staff, and administration to manage all student and parent information including grades, transcripts, attendance, behavior, scheduling, and health records. End-user resources and training materials can be found on the [Staff Site](#) > Assistance > [Synergy Support - Teachers](#) and [Synergy Support - Front Office](#)

Phones

Staff who receive phones can get more information about setting it up and using it by going to the [Staff Site](#) > Assistance > [8x8 Phones](#)

Initial Computer Setup Recommendations

[Make Chrome your default browser](#)

Disable the startup of any Microsoft apps

- In either Windows 10 or 11
 - click the Start menu and select the ⚙ Settings icon.
 - Head to Apps > Startup.
 - Turn off any apps you don't immediately need when your computer boots
- Mac
 - System Settings -> General - > Login Items. then click the minus to remove them from the list.
 - Some applications need to be disabled individually, Right-click on the App you want to stop opening >>> Click Options >>> Uncheck the Open at Login option.

FAQs

Best practices and FAQs are available on a [PG Tech FAQ page](#) available. Access to this page requires Google Authentication.

Technology Tickets

Each site has a Site Technician. Questions can be directed to them by submitting a ticket via the [Staff Site](#) > Assistance > [Timely Tech Ticket](#)

BOARD POLICY AND / OR REGULATIONS

Board Policies, Administrative Regulations & Annual Notifications

Staff are required to be notified of specific board policies and administrative regulations annually.

What are Board Policies (BP)?

Board policies are statements which set forth the purposes and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and staff can discharge their assigned duties with positive direction. They tell what is wanted.

Policy is:

- a guideline adopted by the board to chart a course of action.
- what is wanted or not wanted.
- may also include "why" and "how much".
- broad enough to allow administrative discretion/specific enough to give clear guidance.

Policy is not:

- a detailed direction.
- restatements or paraphrases of state or federal law.
- forms, job descriptions, etc..

What are Administrative Regulations (AR)?

Administrative regulations are detailed directions developed by the superintendent and administrative staff to put policy into practice. They tell how, by whom, where and when things are to be done.

An Administrative Regulation:

- provides the details for carrying out policy and enforcing it.
- sets forth specific requirements.
- may list do's and don'ts.
- may include step by step procedures.
- may assign specific responsibility.



www.pgusd.org

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

Dr. Linda Adamson
Superintendent
(831) 646-6510
Fax (831) 646-6500
ladamson@pgusd.org

Joshua Jorn
Assistant Superintendent
(831) 646-6509
Fax (831) 646-6582
josh.jorn@pgusd.org

Pacific Grove Unified School District Board Policy and/or Regulation

- [Administering Medication and Monitoring Health Conditions \(BP/AR 5141.21\)](#)
- [Drug and Alcohol-Free Workplace \(BP 4020\)](#)
- [Employee Safety \(BP/AR 4157, 4257, 4357\)](#)
- [Universal Precautions \(BP/AR 4119.43\)](#)
- [Health Care and Emergencies \(BP/AR 5141\)](#)
- [Hazardous Substances \(BP/AR 3514.1\)](#)
- [Integrated Pest Management \(AR 3514.2\)](#)
- [Lactation Accommodation \(BP 4033\)](#)
- [Child Abuse Prevention and Reporting \(BP/AR 5141.4\)](#)
- [Employee Use of Technology \(BP/E 4040\)](#)
- [Nondiscrimination in District Programs and Activities \(BP 0410\)](#)
- [Non School Employment \(BP 4136, 4236, 4336\)](#)
- [Professional Standards for Certificated \(BP/E 4119.21\)](#)
- [Professional Standards for Classified \(BP/E 4219.21\)](#)
- [Sexual Harassment \(BP/AR 4119.11\)](#)
- [Exposure Control Plan For Bloodborne Pathogens \(BP/AR/E 4119.42\)](#)
- [Tobacco Free School \(BP/AR 3513.3\)](#)



THE BIG FIVE

Pacific Grove Unified School District

SCHOOL EMERGENCY GUIDELINES
IMMEDIATE ACTION RESPONSE

Immediate Action Response: The Big Five

RESPONSE

Response is the process of implementing appropriate actions while an emergency situation is unfolding. In this phase, schools mobilize the necessary resources to address the emergency at hand.

CALLING 911

When calling 911 be prepared to remain on the phone and answer specific questions. In order to complete an accurate assessment of the situation, the 911 Dispatcher must obtain as much information as possible to best inform emergency responders and engage the appropriate level of medical response.

WHEN REPORTING AN EMERGENCY

- Remain calm and speak slowly and clearly
- Be prepared to provide name, location of the incident, and caller's location, if different from the scene of the emergency
- Although caller ID information may transfer immediately to the 911 Dispatcher, it is **not** available in all locations. The 911 Dispatcher will confirm and verify the phone number and address for EVERY call received
- Answer all questions asked by the 911 Dispatcher, even those that seem repetitious
- Do not hang up until the Dispatcher says to do so

CALLING 911 FROM A CELL PHONE

- 911 calls from cell phones may need to be transferred to another agency because cell phone calls are often sent to a 911 answering point based on cell radio coverage. Cell coverage areas don't always match political boundaries
- Know your cell phone number and be prepared to give the dispatcher an exact address

When calling 911, time is of the essence. Remain calm; speak slowly and clearly. The 911 Dispatcher needs to gather the correct information the first time he/she asks for it.



Immediate Action Response: The Big Five

IMMEDIATE ACTION RESPONSE: THE BIG FIVE

An Immediate Action Response is a protocol that can be implemented in a variety of different emergency situations. When an emergency occurs, it is critical that staff members take **immediate** steps to protect themselves, their students, and other people on campus. With an Immediate Action Response, staff can follow specific directions without having to learn extensive protocols for each of several dozen different emergency situations.

Staff members must become familiar with each Immediate Action Response and be prepared to perform assigned responsibilities. All students must be taught what to do in the event that any of these response actions is implemented.

IMMEDIATE ACTION RESPONSES: THE BIG FIVE

ACTION	DESCRIPTION
SHELTER IN PLACE	Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units
DROP, COVER & HOLD ON	Implement during an earthquake or explosion to protect building occupants from flying and falling debris
SECURE CAMPUS	Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned
LOCKDOWN / BARRICADE	Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement
EVACUATION	Implement when conditions outside the building or off-site are safer than inside or on-site. Requires the orderly movement of students and staff from school buildings to a pre-determined safe location

Immediate Action Response: The Big Five

SHELTER IN PLACE

SHELTER IN PLACE is a short-term measure implemented to isolate students and staff from the outdoor environment and prevent exposure to airborne contaminants or threats posed by wildlife or other hazards. The procedures include closing and sealing doors, windows, and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights.

SHELTER IN PLACE is considered appropriate for, but is not limited to, the following types of emergencies:

- External Chemical Release
- Fire in the Community
- Hazardous Material Spills

During a Shelter-in-Place response as a result of air contamination, the HVAC systems must be shut down to provide protection from outside air. Students and staff may freely move about inside the buildings, but no one should leave the room until directed by fire officials, law enforcement, or site administration.

SHELTER IN PLACE:

- Requires an understanding that all heating, air conditioning, and ventilation systems may be shut down immediately
- Requires an understanding that all pilot lights and sources of flame may need to be extinguished
- Requires an understanding that any gaps around doors and windows may need to be sealed
- Allows for free movement within classrooms or offices



Immediate Action Response: The Big Five

SHELTER IN PLACE

STAFF ACTIONS:

- Immediately clear students from the halls. Stay away from all doors and Windows
- Keep all students in the classroom until further instructions are received. Support those needing special assistance
- Secure individual classrooms: a) close doors and windows; b) shut down the classroom HVAC system; c) turn off fans; d) seal gaps under doors and windows with wet towels, duct tape, or other materials if instructed by School Incident Commander
- Take attendance and call or e-mail status to school secretary, according to site protocol

Wait for another action or, if **ALL CLEAR** announcement is issued, return to normal class routine



Immediate Action Response: The Big Five

DROP, COVER AND HOLD ON

DROP, COVER AND HOLD ON is the immediate action taken during an earthquake to protect students and staff from flying and falling debris. It is an appropriate action for, but is not limited to, the following types of emergencies

- Earthquake
- Explosion

In the event of an explosion, earthquake, or other event causing falling debris, immediately "DROP, COVER, and HOLD ON." Students and staff should drop to the floor, duck under a sturdy desk or table, cover the head with arms and hands, and hold onto furniture. Turn away from windows to stay clear of breaking glass. Individuals in wheelchairs can remain in the chair if mobility is limited. Move wheelchair against an interior wall and lock the wheels. Protect head by covering with arms if possible.

DROP, COVER, AND HOLD ON:

- Must be practiced for immediate and automatic response
- Is the single most useful action to protect oneself in an earthquake
- In the event it is impossible to duck under sturdy furniture, continue to cover face and head with arms and hold onto something sturdy
- Requires an awareness that most injury in earthquakes is the result of breaking glass or falling objects
- Requires an awareness that fire alarms and sprinkler systems may go off in buildings during an earthquake, even if there is no fire
- Requires alert attention to aftershocks
- Requires that staff and students assist those with special needs to ensure safe cover for all

Evacuate only if there is damage to the building, the building is on fire, or location is in a tsunami zone



Immediate Action Response: The Big Five

DROP, COVER AND HOLD ON

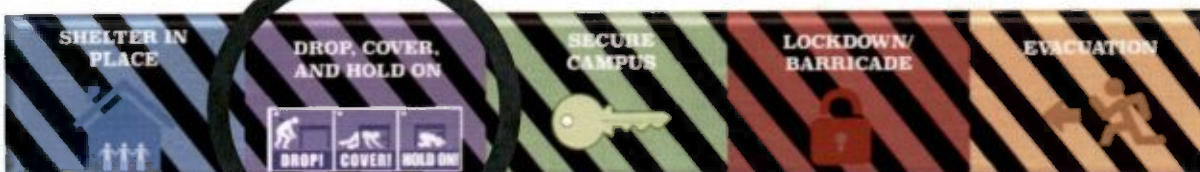
STAFF ACTIONS: INSIDE

- At first recognition of an earthquake, instruct students to move away from Windows
- Initiate **DROP, COVER AND HOLD ON** procedures. Immediately drop to the floor under desks, chairs, or tables. With back to windows, place head between knees, hold on to a table leg with one hand and cover the back of the neck with the other arm
- Move as little as possible. However, if a person is unable to find protection under sturdy furniture, direct them to shelter against an **interior** wall and turn away from windows and other glass
- Any person in a wheelchair should shelter against an **interior** wall. Turn back to the windows, lock the wheels, and if possible, protect head and neck with arms
- Each time an aftershock is felt, **DROP, COVER AND HOLD ON**. Aftershocks frequently occur minutes, days, even weeks following an earthquake
- When it appears safe to release from Cover, assess any injuries and/or damage and report status to Incident Commander according to site communications protocol. Be prepared to call 911 directly if necessary
- Wait for further instructions from School Incident Commander or First Responders or if that seems unlikely and building is compromised, evacuate students to predetermined Evacuation Assembly Area

STAFF ACTIONS: OUTSIDE

- Find a clear spot and drop to the ground. (Stay away from buildings, power lines, trees and streetlights, etc.)
- Commence **DROP AND COVER** in the **DROP, COVER AND HOLD ON** procedures

Place head between the knees; cover back of neck with arms and hands



Immediate Action Response: The Big Five

DROP, COVER AND HOLD ON

STAFF ACTIONS: OUTSIDE

- Any person in a wheelchair should find a clear spot, lock the wheels, and if possible, place head between the knees; cover back of neck with arms and hands
- Remain in place until shaking stops or for at least 20 seconds
- Each time an aftershock is felt, **DROP AND COVER**. Aftershocks frequently occur minutes, days, even weeks following an earthquake
- When it appears safe to move, report location, injuries and/or any damage to School Incident Commander according to site communications protocol

Wait for further instructions from School Incident Commander or First Responders, or if that seems unlikely, evacuate students to predetermined Evacuation Assembly Area



Immediate Action Response: The Big Five

SECURE CAMPUS

SECURE CAMPUS is implemented when the threat of violence or police action in the surrounding community requires precautionary measures to ensure the safety of staff and students. When a campus is in **SECURE CAMPUS** status, classroom instruction and/or activity may continue as long as all classroom and office doors are locked and all students and staff remain inside **through the duration of the event**. Outer gates and other entrance/exit points can be closed (**NOT LOCKED**) to deter a potential perpetrator from entering school grounds.

This response is considered appropriate for, but not limited to, the following types of emergencies:

- Potential threat of violence in the surrounding community
- Law enforcement activity in the surrounding community

A **SECURE CAMPUS** response may be elevated to **LOCKDOWN / BARRICADE** in which case instruction immediately ceases and students and staff follow **LOCKDOWN / BARRICADE** procedures.

Secure Campus is a precautionary measure against the threat of potential violence in the surrounding community. Secure Campus requires locking all classroom/office doors and closing entrance and exit points on the school's perimeter. The objective is to protect against a potential threat at large in the community from coming onto campus. Secure Campus differs from Lockdown/Barricade in that it allows classroom instruction to continue.

SECURE CAMPUS:

- Is intended to prevent a potential community threat from entering campus
- Heightens school safety while honoring instructional time
- Requires that **all** exterior classroom / office doors are locked and remain Locked
- Is intended to prevent intruders from entering occupied areas of the Building
- Requires that students and staff remain in **SECURE CAMPUS** status until **ALL CLEAR** is issued by School Incident Commander



Immediate Action Response: The Big Five

SECURE CAMPUS

STAFF ACTIONS:

- Move to the door and instruct any passing students to return to assigned classroom immediately
- Close and lock the door
- Continue the class instruction or activity as normal
- Enforce the no entrance; no exit protocol. Remain in the classroom or secured area and wait for further instructions
- Be alert to the possibility that the response may elevate to **LOCKDOWN / BARRICADE**
- Do not call the office to ask questions; School Incident Commander will send out periodic updates
- Wait for another action or, if **ALL CLEAR** is issued, return to normal class routine

STAFF ACTIONS: IF STUDENTS ARE ENGAGED IN CLASS ACTIVITY ON AN OUTLYING FIELD (PE OR OTHER ACTIVITY)

- Gather students together and organize into an orderly formation
- Inform students that as part of **SECURE CAMPUS** procedures, the class will move immediately to a pre-determined classroom location
- Proceed to pre-determined classroom location as quickly as possible
- Once inside, take attendance to ensure all students are accounted for
- By classroom phone, cell phone, walkie-talkie, or other means, contact School Incident Commander to report class location and any absent or missing students
- Implement all classroom policies and procedures for **SECURE CAMPUS** status
- Wait for another action or, if **ALL CLEAR** announcement is issued, return to normal class routine



Immediate Action Response: The Big Five

LOCKDOWN / BARRICADE

LOCKDOWN / BARRICADE is implemented when the imminent threat of violence or gunfire is identified on the campus or the school is directed by law enforcement. During **LOCKDOWN / BARRICADE**, students are to remain in designated classrooms or lockdown locations at all times. Do not evacuate until room is cleared by law enforcement or site administration. This response is considered appropriate for, but not limited to, the following types of emergencies:

- Gunfire
- Threat of extreme violence outside the classroom
- Immediate danger in the surrounding community

Lockdown/Barricade is a protective action against human threat while Shelter-in-Place protects against environmental threat. Lockdown/Barricade requires closing and locking doors and barricading with heavy objects. No one is allowed to enter or exit until door-to-door release by Law Enforcement or School Incident Commander. Shelter-in-Place calls for closed, unlocked doors and allows for the free movement of staff and students within the classroom or office.

LOCKDOWN / BARRICADE:

- Is a response to an immediate danger; it is **not** preceded by any warning
- Demands quick action; an active shooter, for example, can fire one round per second
- Requires common sense thinking under duress; do what must be done to best ensure survival of both students and staff
- If it is possible to safely **get off campus** with students, take that action immediately (Run)
- If it is not possible to get off campus, **quickly lockdown** inside a safe room and **barricade** the entrance (Hide)
- Once a room is secured, no one is allowed to enter or exit under any Circumstances
- In the extreme instance that a Violent Intruder is able to enter a room, occupants should be prepared to fight back (Fight)



Immediate Action Response: The Big Five

LOCKDOWN / BARRICADE

“THINK ON YOUR FEET”

In the event of a Violent Intruder on campus, quick thinking is imperative for survival. Especially when an active threat of violence is present, an individual will have to think on his/her feet to quickly determine the best course of action. These choices may include getting off campus, hiding, implementing Lockdown/Barricade or even, in the most extreme of situations, fighting an assailant. Understanding and practicing these options can help an individual respond decisively and in so doing, best ensure the safety and survival of self, students, and other staff. In the event of a Violent Intruder on campus, expect to hear noise from alarms, gunfire, explosions and shouting. It is not uncommon for people confronted with a threat to first deny the possible danger rather than respond. Quality training can help individuals think clearly in the midst of a chaotic scene. Proper training should include helping staff recognize the sounds of danger and teaching them to forcefully communicate and take necessary action. These actions would likely include:

Escape / Get Off Campus

- Only attempt this if you are confident the suspect(s) is not in the immediate vicinity
Safely get off campus; find a position of cover or safe place for assembly
- Guide/instruct others you encounter on the way to follow you to safety
- Call 911 immediately to report location and request emergency services if necessary
- Once in a safe place – stay there

Hide / Lockdown/Barricade

- Clear all hallways; get students and staff inside immediately
- Once locked and barricaded inside a room, follow all protocols for Lockdown/Barricade as practiced
- Direct all those in the room to remain still and quiet; turn off/silence cellphones
- If unable to find cover inside a secure room, quickly seek out a hiding place on campus

Fight

- If confronted by an assailant, as a last resort, consider trying to disrupt or incapacitate through aggressive force or by using items in the environment such as fire extinguishers or chairs
- There are documented instances where aggressive action on the part of the victims resulted in stopping the attacker
- Fighting back is NOT an expectation, merely one option for a last resort response



Immediate Action Response: The Big Five

LOCKDOWN / BARRICADE

STAFF ACTIONS: IF STUDENTS ARE IN CLASS AT TIME OF LOCK DOWN / BARRICADE

- Immediately** move to the door and check for passing students. Divert as many students as possible into the classroom
- Lock and close the door and barricade with heavy objects
- Close blinds and turn off lights. If the door has a window, cover with a pre-cut piece of heavy black construction paper
- Instruct students to stay quiet and out of sight. Relocate against the wall least visible to the outside and most out of the line of harm
- Turn off television, LCD projector, document camera, etc. The room should be dark and quiet
- Silence all cell phones
- DO NOT OPEN THE DOOR FOR ANYONE.** Law enforcement and/or School Incident Commander will use keys to unlock door and clear the room.
- Only If** there is a life-threatening emergency inside the room and there is no other way to request medical assistance, place a red colored item (card, red cross, sweatshirt, etc.) on/in the window or slide under the outside door
- If an active threat is still present at the time Law Enforcement comes on scene, Law Enforcement will ignore the red signal until the active threat has been neutralized
- If safe to do so, locate emergency packet and attendance roster. Remove staff ID placard and put it on
- If safe to do so, take attendance and document on appropriate form
- Remain in the classroom or secured area until further instructions are provided by School Incident Commander or law enforcement
- Do **NOT** call office to ask questions; School Incident Command will send out periodic updates
- In the extreme instance that a Violent Intruder is able to enter a room, occupants should be prepared to fight back (Fight)

Maintain order in all areas of shelter or assembly and await the arrival of law enforcement. Be ready for lengthy stay of 2-4 hours



Immediate Action Response: The Big Five

LOCKDOWN / BARRICADE

STAFF ACTIONS: IF STUDENTS ARE OUT OF CLASS AT THE TIME OF LOCK DOWN / BARRICADE

- Move students to nearest available safe building or location, without drawing attention to self or students. If doors are locked, continue to look for a safe area. Consider moving students off-campus if that seems the safest option
- Do **not** chase students that run. Let them go
- Do **not** go into rooms that cannot be secured and offer no way out
- If secure inside a room, lock all doors, close blinds/curtains, turn off lights, and direct students to relocate against the wall least visible to the outside and most out of the line of harm
- Instruct students to stay quiet and out of sight
- Silence all cell phones
- Turn off television, LCD projector, document camera, etc.
- Remain calm. If safe to do so, attempt to maintain separation between students and the perpetrator
- Only If** there is a life-threatening emergency inside the room and there is no other way to request medical assistance, place a red colored item (card, red cross, sweatshirt, etc.) on/in the window or slide under the outside door
- If an active threat is still present at the time Law Enforcement comes on scene, Law Enforcement will ignore the red signal until the active threat has been neutralized
- If safe to do so, locate emergency packet and remove staff ID placard and put it on
- If safe to do so, take attendance and document on appropriate form
- If safe to do so and according to site communications protocol, contact School Incident Commander or designee to document your whereabouts as well as any students/staff under your supervision
- In the extreme instance that a Violent Intruder is able to enter a room, occupants should be prepared to fight back (Fight)

Maintain order in all areas of shelter or assembly and await the arrival of law enforcement. Be ready for lengthy stay of 2-4 hours



Immediate Action Response: The Big Five

LOCKDOWN / BARRICADE

STAFF ACTIONS: IF STUDENTS ARE ENGAGED IN CLASS ACTIVITY ON AN OUTLYING FIELD (PE OR ACTIVITY CLASSES)

- Gather students together and organize into an orderly formation
- Inform students that as part of **LOCKDOWN / BARRICADE** procedures, the class will evacuate off-campus to a pre-determined Off-Site Evacuation Location
- Follow pre-arranged evacuation route to evacuation location
- Should the group be confronted by the intruder who is intent on doing harm, consider taking defensive measures to run, hide or fight the assailant
- Upon arrival at the pre-arranged location, take attendance
- By radio communication or cell phone, contact School Incident Commander or designee or 911 Dispatcher to report class location and any absent or missing students
- Maintain order in all areas of shelter or assembly. Do not release students to parent/guardian until instructed by School Incident Commander or law enforcement



Immediate Action Response: The Big Five

EVACUATION

EVACUATION is implemented when conditions make it unsafe to remain in the building. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.

EVACUATION is considered appropriate for, but is not limited to, the following types of emergencies:

- Bomb threat
- Chemical accident
- Explosion or threat of explosion
- Fire
- Earthquake

In the event of an explosion, earthquake, or other event causing falling debris, **EVACUATION** will be preceded by a "DROP, COVER and HOLD ON" protocol. Students and staff should drop to the floor, duck under a desk or table, cover the head with arms and hands, and hold onto furniture.

EVACUATION:

- Requires exit from the building to a designated safe site, on-campus or off-site
- May require that students and staff rely on district bus transportation
- May require staff to exit via alternate routes based on circumstances
- Requires that students remain with assigned teachers unless circumstances prohibit that
- Requires that staff and students assist those with special needs to ensure for safe egress of all



Immediate Action Response: The Big Five

EVACUATION

STAFF ACTIONS:

- Prepare students to leave all belongings and calmly exit the building
- Gather emergency supplies/materials (Go Pack) including the student roster for current class and that of "Buddy Teacher"
- Remove staff ID placard from emergency materials and put it on
- Ensure that the door is closed, but **unlocked**
- Check with "Buddy Teacher(s)" to determine each other's health status, need to assist with injuries, need to stay with injured students, responsibility to ICS duty, etc.
- If necessary, one "Buddy Teacher" will evacuate both classrooms
- Take care to ensure the safety and address the unique needs of students or staff with disabilities according to site protocol
- Emphasize that the class stay together en route to the Evacuation Assembly Area
- Appoint a responsible student to lead class while teacher brings up the rear, seeing that everyone has cleared the room. Follow closely with the class, actively monitoring safe egress. Give clear direction for all students to go to designated Evacuation Assembly Area
- Use the designated evacuation routes and reassemble in the assigned Evacuation Assembly Area
- According to site protocol, take attendance once class is safely in assembly location
- According to site protocol, report missing students
- Remain in the Evacuation Assembly Area until further instructions
- Wait for another action or, if **ALL CLEAR** announcement is issued, return to school buildings and normal class routine



Immediate Action Response: The Big Five

EVACUATION

HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, but lifting them may be dangerous. Some non-ambulatory people also have respiratory complications. Oversee their careful evacuation from smoke or vapors if danger is immediate.

To alert visually-impaired individuals:

- Announce the type of emergency
- Offer arm for guidance
- Tell person where you are going, obstacles you encounter
- When you reach safety, ask if further help is needed

To alert individuals with hearing limitations:

- Turn lights on/off to gain person's attention –OR–
- Indicate directions with gestures –OR–
- Write a note with evacuation directions

To evacuate individuals using crutches, canes or walkers:

- Evacuate these individuals as injured persons
- Assist and accompany to evacuation site, if possible –OR–
- Use a sturdy chair (or one with wheels) to move person –OR–
- Help carry individual to safety

To evacuate individuals using wheelchairs

- Give priority assistance to wheelchair users with electrical respirators
- Most wheelchairs are too heavy to take downstairs; consult with the affected individual to determine the best carry options
- Reunite person with the wheelchair as soon as it is safe to do so



Acknowledgement of Receipt Form

I acknowledge that I have received the following items through Employee Handbook:

Board Policy/and or Regulation:

- Administering Medication & Monitoring Health Conditions (BP/AR 5141.21)*
 - Drug & Alcohol Free Workplace (BP 4020)*
 - Employee Safety (BP/AR 4157, 4257, 4357)*
 - Universal Precautions (BP/AR 4119.43, 4219.43, 4319.43)*
 - Health Care and Emergencies (BP/AR 5141)*
 - Integrated Pest Management (AR 3514.2)*
 - Lactation Accommodation (BP 4033)*
 - Child Abuse Prevention and Reporting (BP/AR 5141.4)*
 - Employee Use of Technology (BP/E 4040)*
 - Nondiscrimination in District Programs and Activities (BP 0410)*
 - Non School Employment (BP 4136, 4236, 4336)*
 - Professional Standards for Certificated (BP/E 4119.21)*
 - Professional Standards for Classified (BP/E 4219.21)*
 - Sexual Harassment (BP/AR 4119.11)*
 - Exposure Control Plan for Bloodborne Pathogens (BP/AR/E 4119.42)*
 - Tobacco Free School (BP/AR 3513.3)*
-
- Employee Handbook
 - Bargaining Agreement

Print Name

Employee Signature

Date

Please, sign and date this form and return it to the district Human Resource Department.