

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

CLASSIFIED CONNECTIONS

Planning Ahead Spares Vacation Headaches

Best Practices for Requesting Vacation

Your employment benefits include generous vacation provisions that carry responsibilities on your part because vacation needs advance approval. Here are the quick tips. You can look up your own vacation balance in Digital Schools Access.

Vacation is earned in days. However, the time is added to your vacation bank as hours advanced/earned. When you take vacation, it is deducted as hours used, and the balance is kept in hours. You can take whole days, or shorter periods of time. Your accrual rate goes up as you work more years:

Annual Vacation Accrual Rate Schedule in Days (Bargaining Unit)

Months/Year	0-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21+ yrs
12	12	15	18	21	24
11.5	12	15	18	21	24
11	11	13.5	16.5	19.25	22
ST+10	11	13.5	16.5	19.25	22
ST+5	10	12.5	15	17.5	20
School Term	10	12.5	15	17.5	20

Table is from CSEA Contract Article 15.0.

Your responsibility is to coordinate in advance with your administrator the days you would like to take vacation. This means, for example, you **would not** purchase those non-refundable airline tickets and vacation package specials until **after** you receive approval to take the time off.

There is an additional requirement that employees who work less than 12 months per year must take their vacation during Fall, Winter, and Spring school vacation breaks. This approach does give you the time away from work vacation is intended to achieve, but also ensures maximum number of staff to be present while students are in school. If you still have vacation hours left over at the end of the year, you can let it roll over to the next year or ask that it be paid off in July.

Pssst! Have You Heard About the Jury Duty "Bonus"?

The San Dieguito Union High School District is a good citizen employer. If you are called for service, your pay with us remains the same while you're on jury duty (contract Article 19.G.). If you are an employee in a position assigned to less than 12 months and you are called to jury duty for dates that are part of your work days, you have the option to *postpone* your jury duty to non-work days. If you exercise this option to postpone and keep your proof of postponement, the district will pay you at the rate of \$70 per day of jury duty (\$35 per day if your job is 3.9 hours or less daily). You are rewarded for performing your civic duty; more importantly you help your site which very much needs you at work when students are in attendance.



OPEN ENROLLMENT FOR HEALTH & DENTAL

from Wed., October 28th
thru Tues., November 3rd

MORE DETAILS COMING SOON

NEED HR INFO? PLEASE CONTACT:

Classified Personnel & Human Resources

- Terry King x5566
Associate Superintendent–HR
- Rick Labib-Wood x5543
Director of Classified Personnel
- Sue Koehnen x5511
Director of Human Resources
- Mary Hernandez x5510
Executive Assistant
- Kathy Potter x5519
Human Resources Technician
- Donna Crosby x5515
Human Resources Assistant
- Kathleen Margiotta x5626
HR Benefits Analyst

Payroll

- Dawn Pearson (A-C) x5522
- Courtney Rock (D-M) x5524
- Donna Corder (N-Z) & x5513
Transportation

Risk Management

- Sue Barnes x5525
leaves, disability, long-term illness and worker's compensation.

Upcoming Classified Training Opportunities

Job-Alike Meetings

- October 18: [Assistant Principal Secretaries](#)
DO 102, 2:00 – 3:30
- October 22: [Principal Secretaries](#)
DO 102, 2:00 – 3:30
- October 26: [ASB Accounting Assistants](#)
DO 101, 2:00 – 3:30
- November 4: [Facilities Use Secretaries](#)
DO 101, 2:00 – 3:30
- November 13: [Health Technicians](#)
DO 102, 1:30 – 3:30
- November 16: [Counseling Secretaries
and Registrars](#)
DO 101, 1:30 – 3:30
- November 17: [Attendance Secretaries](#)
DO 101, 1:00 – 3:00

2009 Back to School Days at CCA



Word 2007: Mini-Training Session

- October 28: Oak Crest Lab, 2:00 – 3:30 **or**
- November 2: Oak Crest Lab, 2:00 – 3:30

Session Topic: “Building Blocks”

“Building blocks” are preformatted elements such as cover pages, pull notes, headers, footers, text boxes, Quick Parts and other items you can quickly insert into a document. Building blocks are stored in galleries on tabs in the Building Block Organizer.

This training opportunity is for classified employee who will be using Word 2007 in their job assignments.

To enroll for this class, please email Sue Koehnen **by October 16th** indicating which date you would like to attend. Space is limited to 20 employees per session, so first come, first serve.

You must have your supervisor’s approval to take this course. Please indicate this in your email.

PERS Sessions Come to SDUHSD

Representatives from the California Public Employees Retirement System (Cal-PERS) will be at the District Office on Tuesday, October 27, 2009 to meet with employees who are enrolled in this retirement plan to which the District and the employees jointly contribute.

Two one-hour sessions are scheduled so you don’t have to miss work. The first session, for employees who work evenings or half-day mornings hours, is from 1 - 2 p.m. The second session for those who work am/pm day hours is from 4 - 5 p.m. Both will take place in the District Office Board Room, Room 101 across the hall from Classified Personnel.

The session provides an excellent opportunity to become acquainted with the basics of PERS retirement in preparation for you own, more detailed individual consultation with PERS and with your own retirement planning consultant.

RSVP your intention to attend by calling Mary Hernandez, x5510, by October 16th.