

TABLE OF CONTENTS

Welcome
Board of Education
Pacific Grove Unified School Board Goals
PGUSD 2019-2020 Strategic Plan
Division of Responsibilities
2020-2021 Instructional Calendar
2020-2021 Computation of days
2020-2021 District Wide Office Telephone Directory
2020-2021 Calendar of Board Meetings
District Organizational Chart

Human Resource Information

Name Badge
District Email
District Forms
Keenan Safe Schools
Emergency Forms
Attendance Sheets
Frontline/Aesop

Payroll Information/Forms (Most forms are available on our website www.pgusd.org/staff_forms)

Payroll Information
Payday Schedule
Automatic Deposit Form
Ten-Twelve Pay Option Form
Insurance Rates Sheet 2019-2020
Salary Schedules
Stipends
Attendance Sheets
Special Assignment Time Sheet
Payroll Time Sheet
Certificated Absence Report Form
Certificated Request for Personal Necessity Leave Form (refer to Reg. #4061.2)
Classified Absence Report
Classified Request for Personal Necessity Form
Request for Flex time
Personal Information Change Form
Workers' Compensation Information

Curriculum Forms

Textbook Order Form
Testing Calendar (will be sent out when dates are available)

District Forms, Samples and Instructions

Food Service Field Trip Form
Request for Use of School Facilities Form
Request for Off-Campus Activity
Request to Attend Conference/Convention/Meeting
Purchase Requisition – Pre-Authorization Form
Request for Reimbursement Form

TABLE OF CONTENTS CONTINUED ON NEXT PAGE

TABLE OF CONTENTS CONTINUED

Coronavirus Covid-19 Flyers

Symptoms of Coronavirus (COVID-19)

Cover Coughs and Sneezes

Stop the spread of germs that can make you and other sick!

How to Safely Wear and Take Off a Cloth Face Covering

Students: Let's work together to stop the spread of COVID-19

Wash Your Hands

Board Policy and/or Regulation:

Student Wellness Policy

Non-discrimination in District Programs and Activities (#0410)

Employee Use of Technology (#4040)

Sexual Harassment (#4019.11)

Exposure Control Plan For Bloodborne Pathogens (#4019.42)

Universal Precautions (#4019.43)

Drug and Alcohol-Free Workplace (#4020)

Tobacco Free Schools/Smoking (#3513.3)

Personnel Leaves, Personal Necessity (#4061.2)

Travel Expenses (#4033)

Professional Growth (#4131.5)

Classified Professional Growth

Fragrance Free Policy

Campus Security (#3515)

Emergency and Disaster Preparedness (#3516)

The Big Five (School Emergency Guidelines Immediate Action Response)

Bargaining Agreement

(Updated as needed on district web site/www.pgusd.org under the staff tab - master contracts)

Acknowledgement of Receipt Form (please sign and return to the HR Office)

Acknowledgement of Receipt Form

I acknowledge that I have received the following items through New Staff Orientation:

Board Policy/and or Regulation:

- ADA Notice: Non-discrimination*
- Student Wellness Policy*
- Employee Use of Technology (Reg. #4040)*
- Sexual Harassment (Policy #4019.11)*
- Exposure Control Plan For Bloodborne Pathogens (Reg. #4019.42)*
- Universal Precautions (Policy #4019.43)*
- Drug and Alcohol-Free Workplace (Policy #4020)*
- Tobacco Free Schools/Smoking (Reg. #3513.3)*
- Personnel Leaves, Personal Necessity (Reg. #4061.2)*
- Travel Expenses (Policy #4033)*
- Professional Growth (Policy #4131.5)*
- Photo Identification Badges (Reg. #3515)*
- Emergency and Disaster Preparedness Plan (Reg. #3516)*
- New Staff Orientation Handbook*
- Bargaining Agreement (N/A Professional Expert)*

Print Name

Employee Signature

Date

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