

# **Paramount Unified School District Personnel Services Division**

## **Employee Handbook 2024 - 2025**



15110 California Ave. Paramount, CA 90723  
(562) 602-6000 Fax: (562) 602-8111



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# Board of Education

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**Eddie Cruz**  
President



**Alicia Anderson**  
Vice President/Clerk



**Yesenia Cuarenta**  
Member



**Sonia De Leon**  
Member



**Diane J. Martinez**  
Member

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## **District Administration**



**Joshua L. Lightle, Ed.D.**  
Superintendent



**Linsey Gotanda, Ed.D.**  
Deputy Superintendent  
*Pupil & Personnel Services*



**Patricia Tu**  
Assistant Superintendent  
*Business Services*



**William Nelson, Ed.D.**  
Assistant Superintendent  
*Educational Services*



# Welcome

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Dear Paramount Unified School District Employee,

As we begin this new school year together, I want to extend a heartfelt welcome to each of you—both new and returning staff members. Your dedication and passion are the heartbeat of our district, and I am grateful for the opportunity to work alongside such a talented and committed team.

Our shared District mission is to provide an exceptional educational experience for our students, and it is your hard work and enthusiasm that make this mission possible. This employee handbook is a resource to help guide you through our policies, procedures, and the values that underpin our district's culture. It is designed to support you in your roles and to ensure we all work together harmoniously and effectively, in the best interest of our students and community.

As we move forward, let us embrace the challenges and opportunities that lie ahead with optimism and a collaborative spirit. Our strength lies in our diversity and our collective commitment to excellence. Together, we will continue to create a nurturing and innovative learning environment where every student can thrive.

Thank you for being a vital part of our special district. I look forward to a year filled with growth, learning, and success.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Lightle".

Dr. Joshua L. Lightle

Superintendent





# Strategic Plan



## Foundation

Our vision is guided by the mission, vision, goals and priorities of the District's strategic plan.

## District Mission

The mission of Paramount Unified School District is to empower every student to achieve their full potential by providing innovative, high-quality educational programs tailored to their individual needs and goals. We are committed to fostering a life-long love of learning in a safe and supportive environment where students from diverse backgrounds feel valued and inspired.

## District Vision

The vision of Paramount Unified School District is to create a district where quality education, equity, diversity, and inclusivity are at the core of everything we do. We aim to provide a safe and supportive environment with exemplary, highly qualified staff. Through strong partnerships and open communication, we will work collaboratively to empower our students to become successful, resilient, well-rounded individuals ready to make a positive impact on the world.

## Strategic Priorities

- Elevate deeper learning and college, career, and life readiness.
- Implement comprehensive professional learning, leading to effective change.
- Cultivate a nurturing and emotionally safe environment to strengthen well-being, belonging, and a sense of safety.
- Enhance family and community engagement.
- Build an inclusive and equitable school district.

The work of our Instructional Vision is in the service of supporting each learner in our District to achieve great heights and to have the skills and knowledge articulated in our Learner Profile.



# LEARNER PROFILE



## Effective Collaborator

Learners understand how to contribute, navigate, and work well with others in different settings.



## Universal Advocate (Self & Others)

Learners advocate for inclusion, equity, and justice. Learners are not limited by their circumstance by demonstrating grit and persisting through obstacles.



## Empowered Learner

Learners understand the complex responsibility of the



## Responsible and Empathetic Citizen

Learners are empathetic to the feelings and circumstances of others. Learners reflect on how they support diversity



## Competent thinker

Learner access their knowledge with a critical, creative, innovative, and academic mindset to interact with the global community.





# General Information

## School Sites

Site	Grade	Address	Telephone	Principal	Hours of Operation
Alondra	6-8	16200 Downey Ave Paramount, CA 90723	(562) 602-8004	Andrea Aguilar-Nuno	7:30 AM - 4:30 PM
Buena Vista High School	10-12	3717 Michelson St. Lakewood, CA 90712	(562) 602-8090	Morrie Kosareff	7:30 AM - 4:30 PM
Captain Raymond Collins	K-5	6125 Coke Ave. Long Beach, CA 90805	(562) 602-8008	Margie Domino	7:30 AM - 4:30 PM
Wesley Gaines	K-5	7340 E. Jackson St. Paramount, CA 90723	(562) 602-8012	Karen Sullivan	7:30 AM - 4:30 PM
Hollydale	K-8	5511 Century Blvd. South Gate, CA 90280	(562) 602-8016	Hilda Mapp	7:30 AM - 4:30 PM
Leona Jackson	6-8	7220 E. Jackson St. Paramount, CA 90723	(562) 602-8020	Kelly Anderson	7:30 AM - 4:30 PM
Jefferson	K-5	8600 Jefferson St. Paramount, CA 90723	(562) 602-8024	Kelly Williams	7:30 AM - 4:30 PM
Mark Keppel	K-5	6630 Mark Keppel St. Paramount, CA 90723	(562) 602-8028	Michael Naruko	7:30 AM - 4:30 PM
Abraham Lincoln	K-5	15324 California Ave. Paramount, CA 90723	(562) 602-8036	Anastasia Ferrarer-Bias	7:30 AM - 4:30 PM
Los Cerritos	K-5	14626 Gundry Ave. Paramount, CA 90723	(562) 602-8040	Linh Roberts	7:30 AM - 4:30 PM
Major Lynn Mokler	K-5	8571 E. Flower St. Paramount, CA 90723	(562) 602-8044	Holly Hennessy	7:30 AM - 4:30 PM
Odyssey STEM Academy	9-12	3701 Michelson St. Lakewood, CA 90712	(562) 602-8032	Alicia Megofna	7:30 AM - 4:30 PM
Paramount High -Senior	10-12	14429 Downey Ave. Paramount, CA 90723	(562) 602-6067	Elizabeth Salcido	7:30 AM - 4:30 PM
Paramount High -West	9	14708 Paramount Blvd. Paramount, CA 90723	(562) 602-8073	Ebony Jordan	7:30 AM - 4:30 PM





Site	Grade	Address	Telephone	Principal	Hours of Operation
Paramount Park	6-8	14608 Paramount Blvd. Paramount, CA 90723	(562) 602-8052	Peter Loaiza	7:30 AM - 4:30 PM
Theodore Roosevelt	K-5	13451 Merkel Ave. Paramount, CA 90723	(562) 602-8056	Michelle Soto	7:30 AM - 4:30 PM
Howard Tanner	K-5	7210 Rosecrans Blvd. Paramount, CA 90723	(562) 602-8060	Belki McConnell	7:30 AM - 4:30 PM
Harry Wirtz	K-5	8535 Contreras St. Paramount, CA 90723	(562) 602-8068	Lisa Nunley-Macon	7:30 AM - 4:30 PM
Frank J. Zamboni	6-8	15733 Orange Ave. Paramount, CA 90723	(562) 602-8048	Lisa Kirk	7:30 AM - 4:30 PM
Adult School & Community Day School		14507 Paramount Blvd. Paramount, CA 90723	(562) 602-8080 (562) 602-8084	Yvonne Rodriguez	7:30 AM - 4:30 PM
Wesley Gaines ECE	PK	7340 E. Jackson St. Paramount, CA 90723	(562) 602-6900	Karen Sullivan / Rita Cruz-Wahl	7:30 AM - 4:30 PM
Major Lynn Mokler ECE	PK	8571 E. Flower St. Paramount, CA 90723	(562) 602-6903	Holly Hennessy / Rita Cruz-Wahl	7:30 AM - 4:30 PM
Harry Wirtz ECE	PK	8535 Contreras St. Paramount, CA 90723	(562) 602-6908	Lisa Nunley - Macon/ Rita Cruz-Wahl	7:30 AM - 4:30 PM



## District Offices

District Administrative Offices - (562) 602-6000 15110 California Ave. Paramount, CA 90723		
Department	Phone Number	Hours of Operation
Benefits	(562) 602-6029	7:30 AM - 4:30 PM
Educational Services	(562) 602-6017	7:30 AM - 4:30 PM
Fiscal Services	(562) 602-6021	7:30 AM - 4:30 PM
Personnel Services - Certificated	(562) 602-6006	7:30 AM - 4:30 PM
Personnel Services - Classified	(562) 602-6008	7:30 AM - 4:30 PM
Payroll	(562) 602-6023	7:30 AM - 4:30 PM
Risk Management	(562) 602-6027	7:30 AM - 4:30 PM
Pupil Services	(562) 602-6035	7:30 AM - 4:30 PM

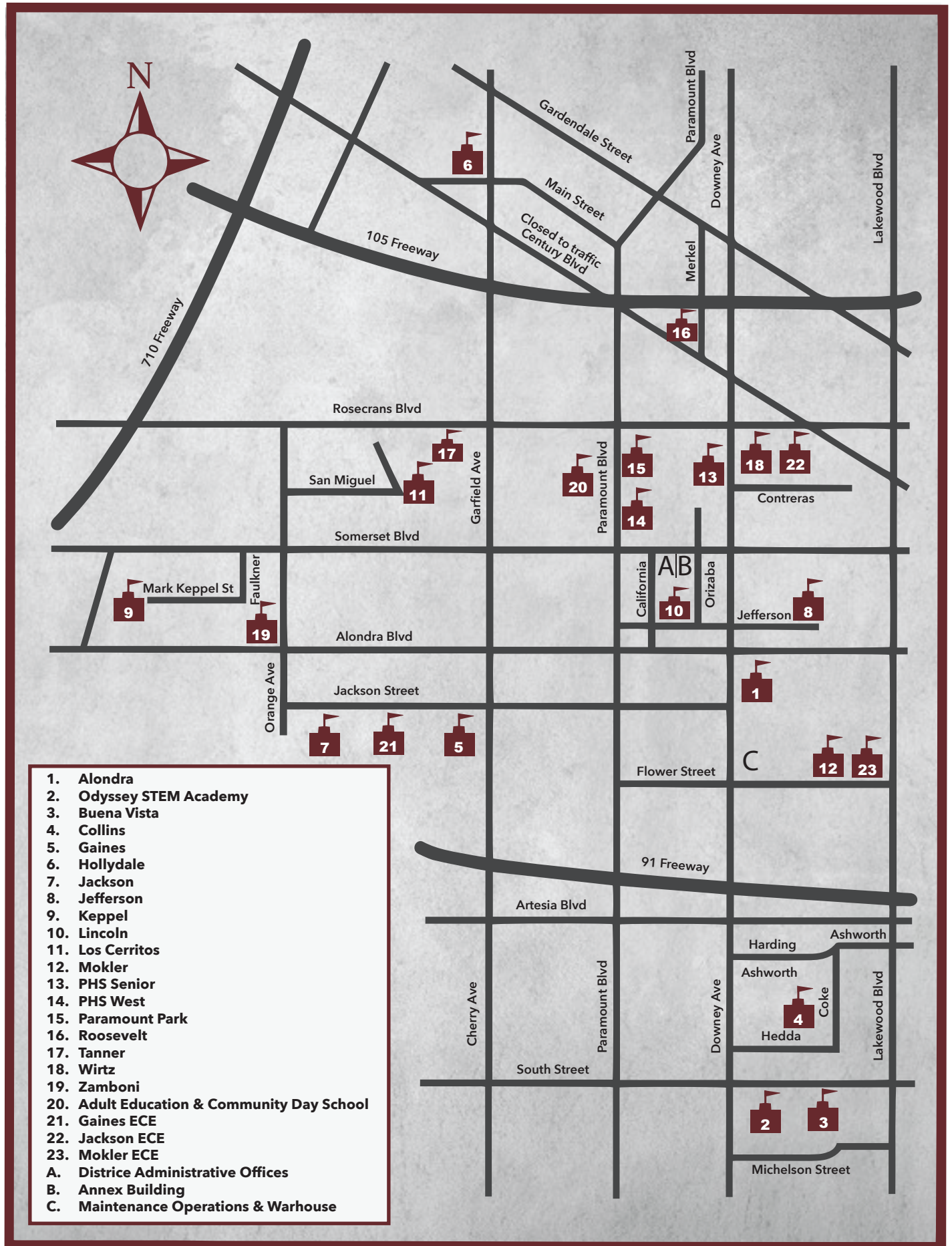
## Annex Building

15110 California Ave. Paramount, CA 90723		
Department	Phone Number	Hours of Operation
Special Education	(562) 602-6033	7:30 AM - 4:30 PM
Technology	(562) 602-6017	7:30 AM - 4:30 PM
Instructional Materials Center (IMC)	(562) 602-6021	7:30 AM - 4:30 PM

## Maintenance & Operations

Maintenance & Operation - (562) 602-8088 15111 California Ave. Paramount, CA 90723		
Department	Phone Number	Hours of Operation
Purchasing/ Warehouse	(562) 602-8098	7:30 AM - 4:30 PM
Print Shop	(562) 602-6045	7:30 AM - 4:30 PM
Nutrition Services	(562) 602-6031	7:30 AM - 4:30 PM

# MAP OF THE PARAMOUNT UNIFIED SCHOOL DISTRICT





# District Division/ Roles & Responsibilities

The District is comprised of three Divisions; Business Services, Educational Services, and Personnel and Pupil Services. All departments work for the betterment of the school community. Attached are roles and responsibilities to assist you with who to contact.

## Superintendent - Administrative Roles & Responsibilities

Superintendent
Superintendent Dr. Joshua L. Lightle <a href="mailto:jlightle@paramount.k12.ca.us">jlightle@paramount.k12.ca.us</a> (562) 602-6011
Senior Executive Assistant Isela Preciado <a href="mailto:ipreciado@paramount.k12.ca.us">ipreciado@paramount.k12.ca.us</a> (562) 602-6011
Administrative Assistant Viviana Venegas <a href="mailto:vvenegas@paramount.k12.ca.us">vvenegas@paramount.k12.ca.us</a> (562) 602-6011





## Personnel Services Division - Administrative Roles & Responsibilities

<p align="center"><b>Deputy Superintendent Pupil and Personnel Services</b>  <b>Dr. Linsey Gotanda</b>  (562) 602-6006  <a href="mailto:lgotanda@paramount.k12.ca.us">lgotanda@paramount.k12.ca.us</a></p>	
<ul style="list-style-type: none"> <li>• Administrative/Management Recruitment</li> <li>• Board Agenda Items</li> <li>• Board Policies and Board Relations</li> <li>• Budget Oversight</li> <li>• Collective Bargaining Agreement - CSEA</li> </ul>	<ul style="list-style-type: none"> <li>• Collective Bargaining Agreement - TAP</li> <li>• Employee Relations</li> <li>• Grievances Level III</li> <li>• Operations Management and Oversight</li> </ul>
<p align="center"><b>Director of Personnel</b>  <b>Dr. Karina Gerger</b>  (562) 602-6006  <a href="mailto:kgerger@paramount.k12.ca.us">kgerger@paramount.k12.ca.us</a></p> <p align="center"><b>SCHOOL SITES AND DEPARTMENTS</b>  Adult Education, Buena Vista, Business Services, Community Day School, ECE, Gaines, Personnel Services, Keppel, Lincoln, Los Cerritos, Mokler, Odyssey, PHS-Senior, Safety, Student Nutrition Services, Superintendent Office, Technology, Zamboni</p>	<p align="center"><b>Director of Personnel</b>  <b>Dr. Beatriz Spelker-Levi</b>  (562) 602-6006  <a href="mailto:bspelker@paramount.k12.ca.us">bspelker@paramount.k12.ca.us</a></p> <p align="center"><b>SCHOOL SITES AND DEPARTMENTS</b>  Alondra, Collins, Educational Services, Hollydale, Jackson, Jefferson, Operations, PHS-West, Paramount Park, RASI, Roosevelt, Pupil Services, Special Education, Tanner, Wirtz</p>
<ul style="list-style-type: none"> <li>• Certificated Collective Bargaining Team Member</li> <li>• Certificated Temporary Release</li> <li>• Certificated Non-Reelection</li> <li>• Certificated Reassignment</li> <li>• Complaints(Including Title IX and Uniform Complaint Process</li> <li>• Employee Discipline</li> <li>• Employee Leaves</li> <li>• Grievances Level II</li> <li>• Interactive Accommodation Meetings</li> <li>• Investigations</li> <li>• Master Schedule Oversight for Secondary Sites</li> <li>• Recruitment and Selection- Certificated</li> <li>• Risk Management Liaison</li> <li>• Salary Schedules (Certificated)</li> <li>• Staffing Allocations/Position Control</li> <li>• Substitute Oversight (Certificated)</li> <li>• Unemployment Claims</li> </ul>	<ul style="list-style-type: none"> <li>• Classified Collective Bargaining Team Member</li> <li>• Classified Position Control</li> <li>• Classified Probationary Release</li> <li>• Classified Reassignment</li> <li>• Classified Reclassification</li> <li>• Complaints (Including Title IX and Uniform Complaint Process</li> <li>• Employee Discipline</li> <li>• Employee Leaves</li> <li>• Grievances Level II</li> <li>• Interactive Accommodation Meetings</li> <li>• Investigations</li> <li>• Recruitment and Selection- Classified</li> <li>• Risk Management Liaison</li> <li>• Salary Schedules (Classified)</li> <li>• Substitute oversight (Classified)</li> <li>• Unemployment claims</li> </ul>
<b>Administrative Assistants</b>	
<p align="center"><b>Executive Administrative Assistant</b>  <b>Ofelia Larios</b>  (562) 602-6006  <a href="mailto:olarios@paramount.k12.ca.us">olarios@paramount.k12.ca.us</a></p>	<p align="center"><b>Administrative Assistant</b>  <b>Andrea Ramirez</b>  (562) 602-6008  <a href="mailto:airamirez@paramount.k12.ca.us">airamirez@paramount.k12.ca.us</a></p>
<p align="center"><b>Certificated Credentialing Analyst</b>  <b>Daisy Clemente</b>  (562) 602-6007  <a href="mailto:dclemente@paramount.k12.ca.us">dclemente@paramount.k12.ca.us</a></p>	<p align="center"><b>Leaves and Compliance Specialist</b>  <b>Patricia Barajas</b>  (562) 602-6006  <a href="mailto:pbarajas@paramount.k12.ca.us">pbarajas@paramount.k12.ca.us</a></p>



### **SCHOOL SITES AND DEPARTMENTS**

Alondra, Collins, Ed Services (Including: Instructional Support and Secondary), Hollydale, Jackson, Jefferson, Operations, PHS-West, Paramount Park, RASI, Roosevelt, Pupil Services, Special Education, Tanner, Wirtz

Classified	Certificated
Human Resources Technician Elizabeth Garcia (562) 602-6008 <a href="mailto:egarcia@paramount.k12.ca.us">egarcia@paramount.k12.ca.us</a>	Human Resources Technician Rita Aguilar (562) 602-6006 <a href="mailto:raguilar@paramount.k12.ca.us">raguilar@paramount.k12.ca.us</a>
<ul style="list-style-type: none"> <li>• Annual Status Notices</li> <li>• Communication of Information to Community and Employees</li> <li>• Confidential Personnel Files</li> <li>• Fingerprinting</li> <li>• Employee Onboarding</li> <li>• Employee Database</li> <li>• Job Postings and Recruitments, Testing, and Interviews</li> <li>• Name Changes</li> <li>• Public Relations</li> <li>• Substitutes</li> <li>• Summer School Employees</li> <li>• Unemployment Claims</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Status Notices</li> <li>• Communication of Information to Community and Employees</li> <li>• Confidential Personnel Files</li> <li>• Fingerprinting</li> <li>• Employee Onboarding</li> <li>• Employee Database</li> <li>• Job Postings and Recruitments, Testing, and Interviews</li> <li>• Name Changes</li> <li>• Public Relations</li> <li>• Substitutes</li> <li>• Summer School Employees</li> <li>• Unemployment Claims</li> </ul>

### **SCHOOL SITES AND DEPARTMENTS**

Adult Education, Buena Vista, Business Services, Community Day School, ECE, Gaines, Personnel Services, Keppel, Lincoln, Los Cerritos, Mokler, Odyssey, PHS-Senior, Safety, Student Nutrition Services, Sups Office, Technology, Zamboni

Classified	Certificated
Human Resources Technician Emma Bautista (562) 602-6008 <a href="mailto:ebautistazapien@paramount.k12.ca.us">ebautistazapien@paramount.k12.ca.us</a>	Human Resources Technician Alma Contreras (562) 602-6006 <a href="mailto:acontreras@paramount.k12.ca.us">acontreras@paramount.k12.ca.us</a>
<ul style="list-style-type: none"> <li>• Annual Status Notices</li> <li>• Communication of Information to Community and Employees</li> <li>• Confidential Personnel Files</li> <li>• Fingerprinting</li> <li>• Employee Onboarding</li> <li>• Employee Database</li> <li>• Job Postings and Recruitments, Testing, and Interviews</li> <li>• Name Changes</li> <li>• Public Relations</li> <li>• Substitutes</li> <li>• Summer School Employees</li> <li>• Unemployment Claims</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Status Notices</li> <li>• Communication of Information to Community and Employees</li> <li>• Confidential Personnel Files</li> <li>• Fingerprinting</li> <li>• Employee Onboarding</li> <li>• Employee Database</li> <li>• Job Postings and Recruitments, Testing, and Interviews</li> <li>• Name Changes</li> <li>• Public Relations</li> <li>• Substitutes</li> <li>• Summer School Employees</li> <li>• Unemployment Claims</li> </ul>



## Pupil Services Department - Administrative Roles & Responsibilities

<p>Deputy Superintendent Pupil and Personnel Services  Dr. Linsey Gotanda  (562) 602-6006  <a href="mailto:lgotanda@paramount.k12.ca.us">lgotanda@paramount.k12.ca.us</a></p>		
<ul style="list-style-type: none"> <li>• Board Agenda Items</li> <li>• Board Communication</li> <li>• Board Policies and Board Relations</li> <li>• Board Presentations</li> <li>• Budget Oversight</li> <li>• Closed Session Items</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Cabinet</li> <li>• Operations Management and Oversight</li> <li>• Parent Complaint Appeals</li> <li>• Title IX Complaints</li> <li>• Uniform Complaint Oversight</li> </ul>	
<p>Director, Pupil Services  Dr. Robin Padget  <a href="mailto:rpadget@paramount.k12.ca.us">rpadget@paramount.k12.ca.us</a>  (562) 602-6035</p> <ul style="list-style-type: none"> <li>• Attendance (Including SARB)</li> <li>• Crisis Response</li> <li>• Comprehensive Health</li> <li>• Complaints (General, Title IX, UCP)</li> <li>• Enrollment</li> <li>• Discipline</li> <li>• District Emergency Drills</li> <li>• Homeless Foster Youth</li> <li>• Permits</li> <li>• Safety Plans</li> <li>• School Social Workers</li> <li>• Student Records</li> </ul>	<p>Administrative Assistant  Cecilia Ortega  <a href="mailto:cortega@paramount.k12.ca.us">cortega@paramount.k12.ca.us</a>  (562) 602-6035</p> <ul style="list-style-type: none"> <li>• Board Agenda Items</li> <li>• Board Policies</li> <li>• Payroll</li> <li>• Department Budget</li> <li>• Annual Notifications</li> <li>• Health Mandates</li> <li>• Office Management</li> </ul>	
<p>Child Welfare Attendance Technician  Myra McGinnis  <a href="mailto:mmcginnis@paramount.k12.ca.us">mmcginnis@paramount.k12.ca.us</a>  (562) 602-6035</p> <ul style="list-style-type: none"> <li>• Registration and Re-Enrollment</li> <li>• Permits</li> <li>• Caregivers/ Guardianship</li> <li>• Emergency Plan and Procedures</li> <li>• Conduct Home Visits</li> <li>• Student Work Permits</li> <li>• SchoolMint</li> <li>• Lions Club Eyeglass Referrals</li> </ul>	<p>Child Welfare Attendance Technician  Vanessa Nava  <a href="mailto:vnava@paramount.k12.ca.us">vnava@paramount.k12.ca.us</a>  (562) 602-6035</p> <ul style="list-style-type: none"> <li>• Attendance -SART/SARB</li> <li>• Conduct Home Visits</li> <li>• SARB Chairperson Meetings</li> <li>• SARB District Representative</li> <li>• Monitor and Analyze Data</li> </ul>	<p>Child Welfare Attendance Technician  Nancy Pulido  <a href="mailto:npulido@paramount.k12.ca.us">npulido@paramount.k12.ca.us</a>  (562) 602-6035</p> <ul style="list-style-type: none"> <li>• Administrative Hearings</li> <li>• Monitor and Analyze Data</li> <li>• LACOE Reporting</li> <li>• 504 Plan Management</li> <li>• Inter-District Permits</li> <li>• Conduct Home Visits</li> </ul>
<p>Foster Youth Services/Homeless Education  Julie White  <a href="mailto:jwhite@paramount.k12.ca.us">jwhite@paramount.k12.ca.us</a>  (562) 602-6035</p> <ul style="list-style-type: none"> <li>• Community Closets at Sites</li> <li>• Direct Service Programs (Including Tutoring, Mentoring, Transition Services, Case Management, College to Career, and LGBTQ</li> </ul>	<p>Records Technician  Cyndi Sedano  <a href="mailto:csedano@paramount.k12.ca.us">csedano@paramount.k12.ca.us</a>  (562) 602-6040</p> <ul style="list-style-type: none"> <li>• Student Records</li> <li>• Requests for Alumni</li> <li>• Records for Graduating and Inactive students</li> </ul>	



Supports, Family Communication & Community Resource Matching <ul style="list-style-type: none"> <li>• Homeless/Foster Youth Enrollment, Best Interest Determination Meetings, Youth Monitoring and Youth Mentors</li> <li>• Family Communication &amp; Community Resource Matching</li> <li>• Paramount Family Resource Center</li> <li>• Probation Student and Unaccompanied Minors</li> <li>• Coordination (Including Community Agencies, The Court, Student's Counsel, Advocates, Mentors, Court Appointed Special Advocates, Caregivers, Law Enforcement, and Schools)</li> </ul>	<ul style="list-style-type: none"> <li>• Digital Archiving</li> <li>• DACA</li> <li>• Subpoenas/Due Process Requests</li> <li>• Home/Hospital for General Education Students</li> </ul>
<p style="text-align: center;">Nurses</p> <p style="text-align: center;">Emily Galeotti  <a href="mailto:egaleotti@paramount.k12.ca.us">egaleotti@paramount.k12.ca.us</a></p> <p style="text-align: center;">Joni Knapp  <a href="mailto:jknapp@paramount.k12.ca.us">jknapp@paramount.k12.ca.us</a></p> <p style="text-align: center;">Joelle Merrill  <a href="mailto:jmerrill@paramount.k12.ca.us">jmerrill@paramount.k12.ca.us</a></p> <p style="text-align: center;">Jill Rueda  <a href="mailto:jrueda@paramount.k12.ca.us">jrueda@paramount.k12.ca.us</a></p> <p style="text-align: center;">Danielle Berry  <a href="mailto:dberry@paramount.k12.ca.us">dberry@paramount.k12.ca.us</a></p> <p style="text-align: center;">(562) 602-6034</p>	

### Communications Department - Administrative Roles & Responsibilities

Coordinator, Communications Durrell Jackson <a href="mailto:djackson@paramount.k12.ca.us">djackson@paramount.k12.ca.us</a> (562) 808-2020	Multimedia Technician Henry Villalta <a href="mailto:hvillalta@paramount.k12.ca.us">hvillalta@paramount.k12.ca.us</a> (562) 808-2020
<ul style="list-style-type: none"> <li>• Assistance and guidance to administrators and managers in communications matters</li> <li>• District communications, including Schoology messages to community</li> <li>• District Social Media</li> <li>• District event photography</li> <li>• Press Releases and Community Updates</li> <li>• Site Website Assistance and Training</li> <li>• School News articles</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with Districtwide social media</li> <li>• District department webpages</li> <li>• District displays and District wide publications</li> <li>• District marketing for flyers, enrollment and events</li> <li>• District website, including photos</li> <li>• District videos for marketing</li> <li>• Employee of the Year - photos and program</li> <li>• School Site videos for marketing</li> </ul>





## Educational Services Division - Administrative Roles & Responsibilities

Educational Services K-12	
<p>Assistant Superintendent Educational Services Dr. William Nelson <a href="mailto:wnelson@paramount.k12.ca.us">wnelson@paramount.k12.ca.us</a> (562) 602-6017</p>	<p>Director, Climate, Culture, Equity Dr. Topekia Jones <a href="mailto:tjones@paramount.k12.ca.us">tjones@paramount.k12.ca.us</a> (562) 602-6013</p> <p>Oversight of district culture and climate programs to ensure optimal educational and growth experiences for all students, including:</p> <ul style="list-style-type: none"> <li>• Diversity, Equity, and Inclusion Programs &amp; Activities (Cultural Proficiency)</li> <li>• Extended Learning (ELOP)</li> <li>• SPSA Support</li> <li>• Budget Development, Monitoring and Support (LCAP and Grants)</li> <li>• Social Emotional/Wellness (Capturing Kids Hearts, Safe and Civil Schools, and counseling)</li> <li>• Parental Advisory &amp; PTA</li> </ul>
<p>Director, Elementary Education Dr. Renée Jeffrey <a href="mailto:rjeffrey@paramount.k12.ca.us">rjeffrey@paramount.k12.ca.us</a> (562) 602-6047</p> <p>Supervision, monitoring, support, and evaluation of all PK-5th grade Elementary School programs including:</p> <ul style="list-style-type: none"> <li>• Curriculum, Instruction, and Professional Development</li> <li>• Master Schedule (Including ELD)</li> <li>• Elementary Summer School</li> <li>• SPSA Support</li> <li>• Budget Development, Monitoring and Support (LCAP)</li> <li>• Visual and Performing Arts (VAPA)</li> <li>• AVID PK-5</li> <li>• Early Childhood Education</li> </ul>	<p>Director, Secondary Education Dr. Cherylin Lew <a href="mailto:clew@paramount.k12.ca.us">clew@paramount.k12.ca.us</a> (562) 602-6014</p> <p>Supervision, monitoring, support, and evaluation of all Middle, High, and Adult School programs, including:</p> <ul style="list-style-type: none"> <li>• Curriculum, Instruction, and Professional Development</li> <li>• Master Schedule (Dual Enrollment, AP, ELD, and CTE)</li> <li>• Secondary Summer School</li> <li>• SPSA Support</li> <li>• Budget Development, Monitoring and Support (LCAP, CTEIG, Perkins)</li> <li>• Visual and Performing Arts (VAPA)</li> <li>• AVID 6-12</li> <li>• Athletics &amp; Activities</li> <li>• College and Career Preparation</li> </ul>
<p>Coordinator, Career Technical Education Jason Ito <a href="mailto:jito@paramount.k12.ca.us">jito@paramount.k12.ca.us</a> (562) 602-6014</p>	<p>Coordinator, Early Childhood Education Rita Cruz-Wahl <a href="mailto:rcruz@paramount.k12.ca.us">rcruz@paramount.k12.ca.us</a> (562) 602-6900</p>
<p>Coordinator, Elementary Academic Multi-Tiered System Supports Kelly Biby Morales <a href="mailto:kmorales@paramount.k12.ca.us">kmorales@paramount.k12.ca.us</a> (562) 602-6048</p>	<p>Coordinator, Expanding Learning Opportunity Joyce Taylor <a href="mailto:jtaylor@paramount.k12.ca.us">jtaylor@paramount.k12.ca.us</a> (562) 602-6020</p>



Instructional Technology Coach Joy Go-Ng <a href="mailto:jgo-ng@paramount.k12.ca.us">jgo-ng@paramount.k12.ca.us</a> (562) 808-2020	Executive Assistant-Educational Services Ana Galvan <a href="mailto:agalvan@paramount.k12.ca.us">agalvan@paramount.k12.ca.us</a> (562) 602-6017
Executive Assistant - Climate, Culture, and Equity Ana Rodríguez <a href="mailto:arrodriguez@paramount.k12.ca.us">arrodriguez@paramount.k12.ca.us</a> (562) 602-6013	Administrative Assistant - Elementary Education Esmeralda Morales <a href="mailto:esmorales@paramount.k12.ca.us">esmorales@paramount.k12.ca.us</a> (562) 602-6047
Administrative Assistant - Secondary Education Ana Sanchez-Castillo <a href="mailto:@paramount.k12.ca.us">@paramount.k12.ca.us</a> (562) 602-6014	Senior Accounting Assistant Frank Rocha <a href="mailto:frocha@paramount.k12.ca.us">frocha@paramount.k12.ca.us</a> (562) 602-6047
Senior Office Assistant Claudia Diaz <a href="mailto:cdiaz@paramount.k12.ca.us">cdiaz@paramount.k12.ca.us</a> (562) 602-6047	Senior Office Assistant Bricia Victoria <a href="mailto:bvictoria@paramount.k12.ca.us">bvictoria@paramount.k12.ca.us</a> (562) 602-6017
Office Assistant Diana Mendoza <a href="mailto:dmendoza@paramount.k12.ca.us">dmendoza@paramount.k12.ca.us</a> (562) 602-6020	



Special Education	
<p>Director Rochelle Yatomi <a href="mailto:ryatomi@paramount.k12.ca.us">ryatomi@paramount.k12.ca.us</a> (562) 602-6033</p> <p>Provides supervision, coordination, and monitoring of the district Special Education program and programs for Special Education students, including:</p> <ul style="list-style-type: none"><li>• PK-Adult Curriculum, Instruction, &amp; Professional Development</li><li>• Special Education Certificated &amp; Classified Staff</li><li>• Development and Implementation of the Mid-Cities SELPA plan</li><li>• Budget Development, Monitoring &amp; Support</li><li>• PK-Adult Master Schedule - Student Placement and Supports (Including Instructional Programs and ESY)</li><li>• Home Hospital</li></ul>	<p>Program Administrators David Daley <a href="mailto:ddaley@paramount.k12.ca.us">ddaley@paramount.k12.ca.us</a> Gina Kasper <a href="mailto:gkasper@paramount.k12.ca.us">gkasper@paramount.k12.ca.us</a> Rhonda Knox <a href="mailto:rknox@paramount.k12.ca.us">rknox@paramount.k12.ca.us</a> Cathy Miller <a href="mailto:cmiller@paramount.k12.ca.us">cmiller@paramount.k12.ca.us</a> Courtney Smith <a href="mailto:csmith@paramount.k12.ca.us">csmith@paramount.k12.ca.us</a> Joseph Gonzalez <a href="mailto:jgonzalez@paramount.k12.ca.us">jgonzalez@paramount.k12.ca.us</a></p>
<p>Administrative Assistant Felisa Anguiano <a href="mailto:fanguiano@paramount.k12.ca.us">fanguiano@paramount.k12.ca.us</a> (562) 602-6033</p>	<p>Special Education Technician Azusena Andrade <a href="mailto:azandrade@paramount.k12.ca.us">azandrade@paramount.k12.ca.us</a> (562) 602-6033</p>
<p>Senior Accounting Assistant Iveth Moreno <a href="mailto:imoreno@paramount.k12.ca.us">imoreno@paramount.k12.ca.us</a> (562) 602-6033</p>	<p>Data Specialist Analilia Melendez <a href="mailto:amelendez@paramount.k12.ca.us">amelendez@paramount.k12.ca.us</a> (562) 602-6033</p>
<p>Senior Office Assistant Roxana Bonilla <a href="mailto:rbonilla@paramount.k12.ca.us">rbonilla@paramount.k12.ca.us</a> (562) 602-6033</p>	<p>Translation Services Assistant TBD <a href="mailto:@paramount.k12.ca.us">@paramount.k12.ca.us</a> (562) 602-6033</p>



Research, Assessment, & Student Information	
<p>Director, Research/Evaluation Margarita Rodriguez <a href="mailto:mfrodriguez@paramount.k12.ca.us">mfrodriguez@paramount.k12.ca.us</a> (562) 602-6003</p> <p>Provides supervision, monitoring, support, and evaluation of PK-Adult data collection and management systems, including:</p> <ul style="list-style-type: none"><li>• PK-Adult Testing &amp; Assessment</li><li>• Certificated and Classified Professional Development</li><li>• Budget Development, Monitoring, &amp; Support (State, Federal, &amp; Grants)</li><li>• Data Collection, Evaluation &amp; Research (Including Statistical Analysis, Presentations, and Reports)</li></ul>	<p>Student Information System Manager Elena Rocha <a href="mailto:erocha@paramount.k12.ca.us">erocha@paramount.k12.ca.us</a> (562) 602-6036</p>
<p>Research Analyst Bobby Keo <a href="mailto:mkeo@paramount.k12.ca.us">mkeo@paramount.k12.ca.us</a> (562) 602-6003</p>	<p>Data Base Specialist Juan Carpio <a href="mailto:jcarpio@paramount.k12.ca.us">jcarpio@paramount.k12.ca.us</a> (562) 602-6036</p>
<p>Research Specialist Stephanie Tafoya <a href="mailto:stafoya@paramount.k12.ca.us">stafoya@paramount.k12.ca.us</a> (562) 602-6003</p>	<p>Student Information System Specialist Juan Arellano <a href="mailto:jarellano@paramount.k12.ca.us">jarellano@paramount.k12.ca.us</a> (562) 602-6036</p>





## Business Services Division - Administrative Roles & Responsibilities

Assistant Superintendent Patricia Tu (562) 602-6025 <a href="mailto:ptu@paramount.k12.ca.us">ptu@paramount.k12.ca.us</a>		Executive Administrative Assistant Amelia Nunez (562) 602-6025 <a href="mailto:amnunez@paramount.k12.ca.us">amnunez@paramount.k12.ca.us</a>	
<ul style="list-style-type: none"><li>• Board Agenda Items</li><li>• Board Communication</li><li>• Board Policies and Board Relations</li><li>• Budget Oversight</li><li>• Operations Management and Oversight</li><li>• Risk Management</li><li>• District Insurance Committee</li><li>• District Safety Committee</li></ul>		<ul style="list-style-type: none"><li>• Board Meeting Agenda Items</li><li>• Legal Documentation Preparation</li><li>• Business Budget (Including Purchase Orders, Petty Cash, Invoices)</li><li>• Business Operations Management</li><li>• Facility Use Requests</li><li>• Developers Fees</li><li>• Property &amp; Liability Claims</li><li>• Time Reports</li><li>• Travel and Conferences</li></ul>	
Risk Management/Employee Benefits			
Risk Mgmt/Benefits/Medi-Cal Prog Specialist Trish Rodriguez (562) 602-6027 <a href="mailto:prodiguez@paramount.k12.ca.us">prodiguez@paramount.k12.ca.us</a>		Risk Mgmt/Benefits Technician Yesica Alejandre (562) 602-6029 <a href="mailto:yalejandre@paramount.k12.ca.us">yalejandre@paramount.k12.ca.us</a>	
<ul style="list-style-type: none"><li>• Worker Compensation</li><li>• Ergonomic Evaluations</li><li>• Voluntary Deductions/Tax Sheltered Annuities</li><li>• The Standard</li><li>• American Fidelity</li><li>• Medi-Cal Billing</li><li>• District Safety Committee</li><li>• Risk Management</li></ul>		<ul style="list-style-type: none"><li>• Health Insurance/Benefits</li><li>• Kaiser/Blue Cross</li><li>• Dependent Verification</li><li>• Insurance Committee</li></ul>	
Business Departments			
FMO & Transportation		Fiscal Services	
Executive Director Scott Law (562) 602-8088 <a href="mailto:slaw@paramount.k12.ca.us">slaw@paramount.k12.ca.us</a>  Assistant Director Sergio Espinoza (562) 602-6088 <a href="mailto:srespinoza@paramount.k12.ca.us">srespinoza@paramount.k12.ca.us</a>		Director Christina Choi (562) 602-6021 <a href="mailto:cchoi@paramount.k12.ca.us">cchoi@paramount.k12.ca.us</a>  Assistant Director Yolanda Calderon (562) 602-6021 <a href="mailto:ycalderon@paramount.k12.ca.us">ycalderon@paramount.k12.ca.us</a>	
<ul style="list-style-type: none"><li>• Construction and Construction Management</li></ul>		<ul style="list-style-type: none"><li>• Accounts Payable (Vendor payment): Call or email ext. 6022 or</li></ul>	



<ul style="list-style-type: none"> <li>• Deferred Maintenance</li> <li>• Facilities (Bond Management)</li> <li>• Integrated Pest Management</li> <li>• Hazardous Materials Management</li> <li>• Compliance and Inspections (i.e. Fire, Life, Safety)</li> <li>• Custodial and Grounds</li> <li>• Furniture</li> <li>• Student Transportation</li> <li>• Warehouse</li> <li>• Auto Mechanics</li> <li>• Skilled Trades</li> </ul>	<p><a href="mailto:budacct@paramount.k12.ca.us">budacct@paramount.k12.ca.us</a></p> <ul style="list-style-type: none"> <li>• Invoices can be submitted to <a href="mailto:accounts payable@paramount.k12.ca.us">accounts payable@paramount.k12.ca.us</a> (Invoices Only, No Inquiries)</li> <li>• Budget: Call or Email ext. 6021 or <a href="mailto:budget@paramount.k12.ca.us">budget@paramount.k12.ca.us</a></li> <li>• Payroll - Call or Email ext. 6023 or <a href="mailto:group-payroll@paramount.k12.ca.us">group-payroll@paramount.k12.ca.us</a></li> <li>• Attendance Reports: <a href="mailto:ada@paramount.k12.ca.us">ada@paramount.k12.ca.us</a></li> </ul>
Purchasing & Print Shop	Student Nutrition Services (SNS)
<p>Assistant Director Julian Solis (562) 602-8098 <a href="mailto:jsolis@paramount.k12.ca.us">jsolis@paramount.k12.ca.us</a></p>	<p>Director Lucy Albera (562) 602-6031 <a href="mailto:lalbera@paramount.k12.ca.us">lalbera@paramount.k12.ca.us</a></p>
<ul style="list-style-type: none"> <li>• Purchase Requisitions/Purchase Orders</li> <li>• Bids &amp; RFP's</li> <li>• Reprographics &amp; Print Shop/Online Print Orders</li> <li>• Management of Ricoh Copier Fleet Districtwide</li> <li>• Asset Management</li> </ul>	<ul style="list-style-type: none"> <li>• District-wide Child Nutrition Program</li> <li>• Community Eligibility Provision (CEP) Universal Meal Program</li> <li>• Breakfast, Lunch, Supper and Snack Programs</li> <li>• K-12 Menu &amp; Special Diet Planning</li> <li>• Cafe Staff &amp; Budget Management</li> <li>• District Wellness Committee</li> <li>• Catering Services</li> </ul>
Safety & Security	Technology
<p>Director of Safety and Security Jessie Flores (562) 602-6024 <a href="mailto:jeflores@paramount.k12.ca.us">jeflores@paramount.k12.ca.us</a></p>	<p>Director of Technology Jim Wolff (562) 808-2000 <a href="mailto:jwolff@paramount.k12.ca.us">jwolff@paramount.k12.ca.us</a></p> <p>Assistant Director Arturo Castaneda (562) 808-2000 <a href="mailto:ac@paramount.k12.ca.us">ac@paramount.k12.ca.us</a></p>
<ul style="list-style-type: none"> <li>• Incident Management</li> <li>• Visitor Management System</li> <li>• Emergency Management System</li> <li>• City &amp; LA Sheriff's Safety Liaison</li> <li>• District Safety Committee</li> <li>• Campus Security</li> <li>• We-Tip</li> </ul>	<ul style="list-style-type: none"> <li>• District Technology Plan</li> <li>• Student, Classroom, &amp; Staff Technology</li> <li>• Network Infrastructure</li> <li>• Digital Safety &amp; Privacy</li> <li>• Cybersecurity</li> </ul>



# Employee Resources

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## Paramount Unified School District Commitments

### Commitment to the Students' Parents and Families

The learning of our students extends outside the classroom to the student's home. It is essential for the school and home to interact frequently for the benefit of students. A partnership of responsibility with parents is a pact that acknowledges, respects, and appreciates the role that each has in the education of all students. Collaboration with parents on student academic progress, curriculum, and classroom and school practices optimizes the chances of all students for success in school and life.

- Develop understanding and respect of community cultures in order to relate the student's home environment to their school environment.
- Maintain regular communication with parents regarding student progress or problems and respond in a timely manner to any special request from parents for information or communication.
- The District curriculum will be taught in a manner that shows respect and consideration for the values of our students and their families.
- Treat all students equitably and free from bias and defensiveness in cases of negative parental involvement or conflict.
- Keep relationships with parents positive and refrain from any relationship with parents which are or may be perceived to be for personal advantage.

### Commitment to the Profession

The quality of the education profession directly influences our nation and all of its citizens. Therefore, every effort to raise professional standards, improve service and promote a climate in which the exercise of professional judgment is encouraged. All education professionals have a personal obligation to act and speak in a way that exemplifies personal integrity, dignity and respect.

Interact positively with others, including students, staff, parents, and representatives of the community. Keep in mind that your words and actions reflect on your school, the District and the education profession.

- Conduct business of the school and/or District through the proper channels.



- Strive to align your actions with professional values and beliefs to enhance personal and organizational effectiveness.
- Adhere to established professional standards.
- Work and share collaboratively with colleagues to improve the quality of teaching and learning.
- Refrain from accepting or offering gifts or favors that might impair or appear to impair professional judgment or gain special advantage.

### **Commitment to Certificated and Classified Colleagues**

Work relationships with colleagues should exemplify respect and professionalism. Accord equitable treatment to all District personnel; carry out your responsibilities in a professional manner; expect and respect the same of your colleagues.

- Act in a spirit of collaboration and protect fellow employees from intentional embarrassment or disparagement.
- Treat all staff equitable and free from bias and/or a defensive retaliatory manner.
- Maintain confidentiality regarding information obtained about colleagues in the course of professional service unless disclosure serves a required professional purpose or is compelled by law.
- Present perspectives and opinions on work related issues in ways that are professional and do not undermine the integrity and decisions of colleagues and supervisors.
- Refrain from making false or malicious statements about a colleague.
- Maintain work relationships that are not in any way unfairly influenced by race, ethnicity, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, sexual orientation or disability.

### **Reporting Ethics Violations**

Reporting ethics violations is required when you suspect the decisions and/or actions of another employee are contrary to the spirit or intent of the District's professional standards policy. Violators should be reported to your immediate supervisors or Administrator. When this is not possible, the school department or division Administrator should be contacted. The same process should be followed for reporting fraud or other violations of law. The District also encourages the use of WeTip, a 24 hour a day, 365 days a year, anonymous hotline service that employees can use for reporting (800) 581-1400 or [www.wetip.com](http://www.wetip.com).





# Associations Contracts

Paramount Unified School District partners with two associations in the District. For classified employees, it is the California School Employees Association - Paramount Chapter (447) (CSEA). For certificated staff it is the Teachers Association of Paramount/CTA/NEA (TAP). See the link below for each associations specific contract.

[CSEA Contract](#)

[TAP Contract](#)

## Salary Schedule

Classified Placement	All new hires will be placed on Step 1 on the appropriate salary schedule at the time of hire. Advanced placement on the salary schedule, up to step III, may be approved at the time of employment. Persons who have previous work experience in the same or similar type(s) of work will be expected to submit written verification of such prior experience at the time of employment if such credit is to be considered. The written verification must specifically state the position held, the type of duties performed, and the length of time employed, and MUST be on official stationery with appropriate signature of the prior employer(s) to be considered for approval.	<a href="#">Salary Schedules</a>
Certificated Placement	Placement on the salary schedule depends upon previous, full-time contractual public and/or private school experience. Credit will be allowed on a year-for-year basis. Column placement will be determined based on the number of units beyond the BA degree or the MA degree.	<a href="#">Salary Schedules</a>



## Updating Employee Information

Helios is in process of becoming the district employee management system.

The following links can support employees in updating current information

## Personnel Services Forms

Personnel Services forms can be accessed on the [Personnel Services Website](#).

- [Certificated Personnel Transfer Request form](#)
- [Certificated Request for Salary Advance form](#)
- [Direct Deposit form](#)
- [Employee Resignation form](#)
- [Certificated Jury Duty Service Verification form](#)
- [Name/Address Change form](#)
- [Classified Professional Growth Program form](#)
- [Classified Transfer Request form](#)
- [Warrant Designation form](#)

## Payroll Forms

Payroll forms can be accessed on the [Payroll Website](#).

- [Income Tax Updates](#)
- [W-4 form](#)
- [California State Withholdings form](#)
- [Direct Deposit Authorization form](#)
- [Payroll Information Request form](#)



# Workplace Injury

## Worker's Compensation

Paramount Unified School District is committed to providing workers' compensation to all employees if an occupational injury or illness arises while performing their assigned duties for the district.

The following are the steps to be followed when an injury occurs:

1. Employee Reports the Injury to Principal/Supervisor. If principal/supervisor not available, report injury to risk management at (562) 602-6025.
2. Immediately Call Company Nurse
  - Phone number is 1(888) 770-0929.
3. Fill out Workers Compensation Information Packet
  - Administrative Assistants have all the paperwork that employees need to complete and turn into the Risk Management Specialist.
4. Risk Management files the claim if medical treatment is administered.
  - Risk Management will follow up with employees and assist with guidance.
5. Employee Receives Medical Attention
  - Risk Management will continue to follow up with employees.
6. Return To Work Authorization Form must be submitted to Risk Management prior to returning to work.
7. Risk Management will notify site administration when the Return-to-work authorization form is approved.

Interactive Process: There will be a conversation between the employee, Risk Management and Principal/Supervisor regarding the physician's recommendation of the employee's work status and the needs of the employee.

In the event of an injury, if you would like to be seen by your own physician, the Pre-designation form must be filled out by your physician before an injury happens and must be completed annually.

[Pre-designation Form](#)

[Predesignation Form Spanish](#)



# Safety & Security

## Employee Badges

### New Employees

New employees will be photographed for their employee badge as part of the onboarding process. Please contact Personnel Services with any questions about this process. It is not necessary to make your own arrangements.

### Current Employees

#### Change of Access

If you require changes made to the programming of your employee badge (building or door access), please contact the Security Office via email by clicking the button below:

[Contact Security Office](#)

#### Replacement ID Badge

If your badge is lost, stolen, or damaged, you may request a replacement card from the Security Office by clicking the button below.

The Security Office will contact you when the card is ready for pick-up at the Business Office. *Cards will not be delivered via inter-office mail for security reasons.*

[Replacement Badge Request Form](#)

[Lost Key Form](#) - Form for staff to report LOST or STOLEN key(s).

Before completing this form:

- (1) Contact the local police department where the key(s) were lost/stolen. You will need to obtain a service or tag number for this call.
- (2) Contact the Safety & Security Department at (562) 602-8088 and verbally report lost/stolen key(s).

[Security Incident Report](#) - Form used to report an incident.

Incidents include theft, vandalism, trespassing, etc. that occurred on District property. Please contact the Safety & Security Department (562) 602-8088 if you have any questions.

[Staff ID/Badge Request Form](#) - Form for request of Staff ID/Badge.

This form to be used for ID requests for new staff or for the replacement of an ID that has been lost, damaged or simply to update information for changes in name, title, job site, etc. Please contact the Safety & Security Department (562) 602-8088 if you have any questions.

[Workplace Violence Prevention Plan](#)

WeTip is the District's anonymous tip hotline. Click on the image to submit an anonymous tip.





## Credential & Certificates

Employees are responsible for keeping their credentials or certificates current and valid.

Once a credential or certificate has been renewed, please notify Daisy Clemente, Credentials Analyst, at [dclemente@paramount.k12.ca.us](mailto:dclemente@paramount.k12.ca.us)

If a credential/certificate is not renewed on time it will affect your pay status. Per Education Code 45034, a paycheck warrant cannot be issued if you do not have a valid credential.

Common Credentials and certificates with expiration dates include:

- Teaching Credentials
- CPR/ First Aid Certificates

Please use [this link](#) to access the CTC website for information on teaching credentials.

## Substitute System



### Smart find SmartFind Express (SFE) Absence Management System Information

The SmartFind Express Absence Management System allows you to create, review, and cancel absences. You can access the system using your touchtone phone or online by using the information below. Personal absences must be reported promptly to receive coverage. You will need to have the following information ready to report your absence

If you are calling the SFE system, you will need:

- Your Access ID (Your current phone number w/o the area code and your 6 six-digit PIN #)

If you are using the website, you will need:

- Your Access ID and the Online password

For any questions, contact the Sub Help Desk for assistance.

SmartFind Express #: (424) 529-4733

Website: <https://paramount.eschoolsolutions.com/logOnInitAction.do>

Mobile App Code: PPZL

Sub Help Desk # (562) 602-6010





# Benefits

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## Employee Benefits

### Health & Welfare Benefits

Paramount Unified School District provides a comprehensive Health & Welfare program to help you improve your health and well-being. To be eligible for benefits, regular employees must work a minimum of 4 hours per day if they are classified employees or at least 50% of their assignment if they are certificated employees. Eligible employees and their families can choose from two medical plan options: Anthem Blue Cross (PPO) and Kaiser Permanente (HMO). Employees can select the plan that best fits their needs. The district and the employee share the cost of the medical plan. A dental plan through Delta Dental PPO and a life insurance plan are also offered to employees at no cost. Vision benefits are included in the medical plan of choice. Employees eligible for benefits have 30 days from their hire date to enroll in Health & Welfare benefits.

### Flexible Spending/ Dependent Care Accounts

Paramount Unified School District offers employees Flexible Spending and Dependent Care Accounts. These plans allow employees to deduct a designated amount from their paycheck before taxes for eligible medical and dependent care expenses. Enrollment for these plans is within 30 days from the hire date or during open enrollment for current employees for a January 1st effective date.

### Supplemental Benefits

Paramount Unified School District employees have access to additional plans offered by American Fidelity and The Standard, which cater to their individual lifestyles and needs. These plans, such as disability/income protection and supplemental life insurance, are available for purchase by employees via payroll deduction. It is important to note that these plans are not included in the district's contribution.

### Supplemental Retirement Plans/ Tax Sheltered Annuities (TSA)

Paramount Unified School District offers employees an opportunity to increase their retirement savings through Tax Sheltered Annuities (TSA). You can choose from three different retirement savings accounts: 403(b), Roth 403(b), or 457(b). Employees make the entire contribution; there is no employer match. For any questions or to enroll in any of these accounts, please contact SchoolsFirst Federal Credit Union (800) 462-8328.

[BenTek | Paramount Unified School District \(mybentek.com\)](https://mybentek.com)

[2024 Benefits Information Guide](#)



# Employee Assistance Service for Education (EASE)



**Los Angeles County  
Office of Education**

Serving Students ■ Supporting Communities ■ Leading Educators



## **E**mployee **A**ssistance **S**ervice for **E**ducation

9525 Imperial Highway, Suite 800 • Downey, CA 90242 • 562/922-6683

***"Strength is the courage... to reach out!"***



Personal or job stress getting you down? Interfering with your job performance?

**THERE IS HELP AVAILABLE**

As an employee of your district, you have access to the EASE program, a specialized counseling service...

- ✓ paid for by your district
- ✓ endorsed by labor and management
- ✓ staffed by professional counselors
- ✓ voluntary and CONFIDENTIAL



EASE provides face-to-face counseling, phone consultations and community referrals. Immediate family members are included.

**1-800-882-1341**

EASE counselors specialize in:

- family troubles
- emotional distress
- drug/alcohol problems
- job anxieties and stress
- grief, loss, transitions



EASE is primarily an assessment and brief counseling service and is best defined as a pre-treatment service. The emphasis is on early identification of problems affecting work performance, consultation with managers, labor representatives, employees and pro-active intervention. EASE is not a substitute for a district's health-care plan. It is, however, a beneficial and effective extension of the provider plan.

Los Angeles County Office of Education  
9300 Imperial Highway, Downey, California 90242-2890  
Phone (562) 922-6683 Fax (562) 922-6690  
<https://laoe.edu/services/staff-support/ease>

Debra Duardo, M.S.W., Ed.D., Superintendent  
Alicia Garoupa, LCSW, Chief of Wellbeing and Support Services

To enhance the health and well-being of all school-based employees, and their families, EASE offers professional and confidential counseling in matters relating to personal and family difficulties; job-related stress; substance abuse; grief, loss, and traumatic incidents. For assistance call (800) 882-1341 or visit us on the [website](#).



# Payroll

## Payroll General Information

Attached you will find the fiscal webpage that provides information on W-4 and provides a breakdown of how to read your pay stub. One can also locate access to retirement websites.

[Fiscal Webpage](#)

Payroll Contacts		
<b>Abrahan Lopez</b> Senior Payroll Technician	<a href="#">Email Abrahan Lopez</a> (562) 602-6023	Classified Overtime and Additional Hours
<b>Jesus Chavez</b> Payroll Technician	<a href="#">Email Jesus Chavez</a> (562) 602-6023	Certificated Monthly and Certificated Substitutes
<b>Marina Silvas Lopez</b> Payroll Technician	<a href="#">Email Marina Silvas Lopez</a> (562) 602-6023	Classified Monthly
<b>Sandra Vaquerano</b> Payroll Technician	<a href="#">Email Sandra Vaquerano</a> (562) 602-6023	Certificated Hourly and Classified Hourly

If you are using a District email, please send inquiries to the Group-Payroll address:  
[Group-Payroll@paramount.k12.ca.us](mailto:Group-Payroll@paramount.k12.ca.us)

## Certificated Payroll

Certificated Permanent Personnel	
<b>Prime Pay</b>	Paid on the 1 <sup>st</sup> workday of the month
<b>Extra Hours</b>	Paid on the 5 <sup>th</sup> of the month*
Certificated Subs & Hourly Personnel	
<b>Prime Pay</b>	Paid on the 5 <sup>th</sup> of the month *

\*If pay day lands on holiday/weekend, issue date will be workday before that holiday/weekend

## Classified Payroll

Classified Permanent Personnel	
<b>ESA (Earned Salary Advance) *</b>	Paid on the 25 <sup>th</sup> of the month**
<b>Prime Pay</b>	Paid on the 10 <sup>th</sup> of the month**
<b>Extra Hours</b>	Paid on the 10 <sup>th</sup> of the month**
Classified Short-Term & Hourly Personnel	
<b>First Half from 1<sup>st</sup> to 15<sup>th</sup></b>	Paid on the 25 <sup>th</sup> of the month**
<b>Second Half from 16<sup>th</sup> to end on month</b>	Paid on the 10 <sup>th</sup> of the month**

\*ESA is an advance of a portion of the monthly amount paid on the 25<sup>th</sup> of the month. The ESA gets collected/reduced from the pay issued on the 10<sup>th</sup> of the following month.

\*\*If pay day lands on holiday/weekend, issue date will be workday before that holiday/weekend

## How To Read Your Paycheck and Direct Deposit Stub

**(D) EARNINGS TYPE**  
 Regular  
 Over Time  
 Dock-Time  
 Retro  
 Longevity (CSEA)  
 Extended Minutes  
 ESA = Earned Salary Advance

**(E) RATE & UNITS**  
 Rate=Rate of pay see pay basis.  
 Units=Number of hours/units/days paid or deducted.

**(F) TAX WITHHOLDING STATUS**  
 M=Married  
 S=Single

**(G) REDUCTIONS FROM EMPLOYEE PAY**  
Pre-Tax Deductions  
 STRS RED=State Teacher Retirement System  
 PERS RED=Public Employee Retirement System  
 TSA XXXX=Tax Shelter Annuity 403b/457  
 125 MEDRMB=Section 125 Plan Benefits  
 125DEPCARE= Section 125 Plan Benefits  
 Medical/Dental Premium=Fringe Benefits  
 \*ESA=Earned Salary Advance

**(H) PAYROLL TAX DEDUCTIONS**  
 FWT=Federal Withholding Taxes  
 SWT=State Withholding Taxes  
 OASDI DED=Social Security (if applicable)  
 MEDICARE DED=Medicare (if applicable)

**(I) OTHER DEDUCTIONS FROM EMPLOYEE PAY**  
After-Tax Deductions  
 Deductions include items such as union dues, credit unions, voluntary insurance coverage, wage levies and garnishments, etc.  
 ROTH 403b

**(J) TAXABLE YEAR TO DATE BALANCE**  
 Calendar year-to-date accumulations for gross earnings and taxable earnings.

**(A) C/N**  
 C=Certificated Employee  
 N=Classified Employee

**(B) BASIS**  
 M=Monthly Pay Rate  
 H=Hourly Pay Rate  
 D=Daily Pay Rate  
 L=Lump Sum Pay

**(C) END DATE EARNING PERIOD**  
 07-31-XX = JUL  
 08-31-XX = AUG  
 09-30-XX = SEP  
 10-31-XX = OCT  
 Etc.

**(K) OFFICE CONTRIBUTIONS**  
DISTRICT PAID FRINGE BENEFITS  
 STRS CON=State Teachers Retirement System  
 PERS CON=Public Employee Retirement System  
 OASDI CON=Social Security (if applicable)  
 MEDICARE CON=Medicare (if applicable)  
 SUI=State Unemployment Insurance  
 WORK COMP=Workers Compensation  
 OPEN=Other Post-Employment Benefits

## How to read your Paycheck

## Payroll Information Request

Employees can request information. Payroll fulfills requests every Friday.

[Payroll Request Form Link](#)

## 2024 Form W-4

## Employee's Withholding Allowance Certificate (DE 4) (State Withholdings)

Employee's Withholding Allowance Certificate DE 4/S (State Withholdings) (12-23) Spanish

# Direct Deposit Form

## Direct Deposit Authorization Form

1. Please complete top portion of form and attach a voided check.
2. Submit Direct Deposit form to Payroll.

<div>Payroll Unit</div> <div>Direct Deposit Authorization</div>	
<div>PLEASE CHECK</div> <div> <input type="checkbox"/> New           <input type="checkbox"/> Change           <input type="checkbox"/> Cancel         </div>	
PRINT LAST NAME, FIRST NAME, MIDDLE INITIAL	SOCIAL SECURITY NUMBER
NAME OF SCHOOL DISTRICT (IF EMPLOYED WITHIN THE OFFICE, PUT YOUR ROOM NUMBER HERE)	WORK TELEPHONE NUMBER (       )
NAME OF BANK,CREDIT UNION/SAVINGS & LOAN	BRANCH TELEPHONE NUMBER (       )
<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
ACCOUNT NUMBER	ADDRESS OF BANK,CREDIT UNION/SAVINGS & LOAN (NUMBER,STREET,CITY AND ZIP CODE)



## Online Paystubs

**Beginning on April 1, 2024**, direct deposit paystubs will be available online through the Los Angeles County Office of Education (LACOE)'s District Applications Portal. Paper paystubs will no longer be available for direct deposits. See below on how to enroll or view a step-by-step video by [clicking here](#).

This new feature, housed under the "My Documents" application tile, will provide a safe and secure self-service platform for immediate online access to your direct deposit paystubs. The electronic version will mirror the format of the printed copies, retaining all essential information you are accustomed to seeing.

Here are some key details about the online paystub service:

- **Accessibility:** The online paystubs can be conveniently viewed from the comfort of your home or on-the-go through your mobile devices.
- **Data Storage:** Paystubs will be available for online viewing for a period of 12 months, allowing you to access historical information if needed.
- **Transition from Physical Copies:** To streamline processes and reduce environmental impact, physical copies of direct deposit paystubs will no longer be printed and mailed out after April 1, 2024.
- **Eligibility:** Only active employees enrolled in direct deposit will have access to the online paystubs. Inactive employees, unfortunately, will not be able to view online data.

Employees who do not utilize direct deposit and receive a physical pay warrant will continue to receive hard copies as usual. Please note that, at this time, electronic copies of physical pay warrants or supplemental warrants will not be available online.

This transition will enhance your overall payroll experience and contribute to the district's collective efforts towards sustainability.

If you have any questions or concerns regarding this change, feel free to reach out to our payroll team for assistance at (562)-602-6023 or [Group-Payroll@paramount.k12.ca.us](mailto:Group-Payroll@paramount.k12.ca.us).



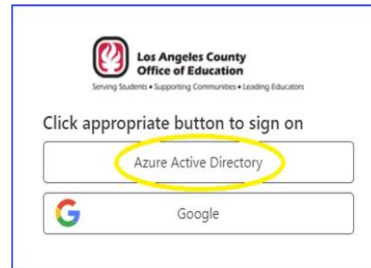
## To Access Online Paystubs

### 1. Log on to

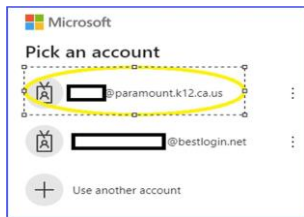
<https://districtbusinessportal.lacoe.edu/>



### 2. Click on Azure Active Directory



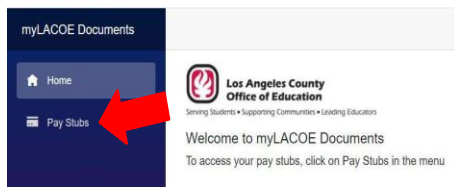
### 3. Click on your @paramount.k12.ca.us account.



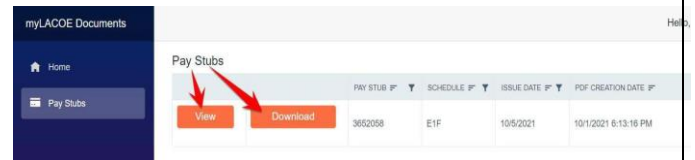
### 4. Click on my Documents.



### 5. Select "Pay Stubs"



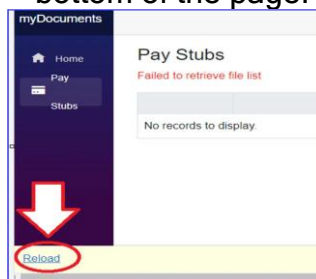
### 6. Select "View" or "Download" on the paystub you'd like to view.



### 7. If you see "Failed to retrieve file list" when you clicked on Pay Stubs as below



#### a. Please click on Reload at the bottom of the page.



If you are accessing the Portal from home or on your mobile device that is not connected to the district server, it may prompt you to sign into your Single Sign-On (SSO) at Step 3. Your Single Sign-On (SSO) is the same email and password as the one used to log in into your work computer. If you need assistance with your Single Sign-On (SSO), please contact IT at (562) 808-2000.



# Absences, Leaves, Resignations, Retirement

## Leaves Certificated

Type	Description
<b>Illness Leave</b> <b>Article XIII</b> <b>Section B</b>	For personal illness or injury, see TAP Contract for specific details. See link below.
<b>Personal Necessity Leave</b> <b>Article XIII</b> <b>Section E</b>	For personal necessity, which is limited to: Bereavement matters not covered by bereavement leave, Accident, Serious Illness of a Member of the Immediate Family, Imminent Danger to the Home of the Employee, Appearance in Court, Religious Activities, Meetings, Activities or Observances, Discretionary Leave. See District Leave Request Form.
<b>Bereavement Leave</b> <b>Article XIII</b> <b>Section H</b> <b>Government Code</b> <b>Section 12945.7</b>	<p>For bereavement for immediate family as defined as: mother (step-mother), mother-in-law, father (step-father), father-in-law, husband, wife, son (stepson), brother-in-law, sister-in-law, aunt, uncle, brother, sister, grandfather (or of spouse), grandmother (or of spouse), son-in-law, daughter-in-law, daughter (stepdaughter), grandchild (or of spouse), foster children, niece, nephew, or any person living in the immediate household of the employee.</p> <p>Employees may take up to 5 days of bereavement leave regardless of distance traveled. Full compensation will be accorded consistent with the following terms:</p> <p>For travel in state of 200 miles or less; 3 of the 5 days will be paid in full. Employees may use Personal Necessity Leave to receive full pay for the balance. Otherwise, the two days are without pay.</p> <p>For travel of 201 miles or more; up to 4 of the 5 days will be paid in full. Employees may use Personal Necessity Leave to receive full pay for the balance. Otherwise, the one day is without pay.</p> <p>For travel out of state: all 5 days will be paid in full.</p> <p>Bereavement Leave days need not be consecutive, and the leave must be completed within three months of the death of the family member. See District Leave Request Form.</p>
<b>Jury Duty Certificated</b>	Due to the disruption of instruction for students and the increasing difficulty of finding qualified substitute employees to cover for the absence of classroom teachers, it is the policy of the District not to compensate unit members required to serve jury duty if said service is during the unit member's work year. Should the unit member defer service to times when he or she is not contracted to provide service to the District, (i.e. off-track, winter or spring break, summer), then the District will pay the unit member up to 10 days substitute pay for jury duty service. A paid leave of absence shall be granted to any employee for the reasons below when not brought about through the connivance or misconduct of the employee: a. When



	<p>subpoenaed as a witness (other than a litigant) to appear in court; or b. To respond to an official order from another governmental jurisdiction.</p> <p>In any case, on a unit member's workday, in which a jury or witness fee is payable, such fee shall be collected by the employee and remitted to the District. Such remittance shall not exceed the cost of the teacher's substitute.</p> <p>The Payroll Office shall require verification of daily jury or witness duty service. A copy of the court order shall be provided when the absence is due to a court appearance. Each date of necessary appearance under such order, other than the date specified in the subpoena, shall be certified by the clerk or other authorized officer of a court or other governmental jurisdiction.</p>
<b>Unpaid Leave of Absence</b> <b>Article XIII</b> <b>Section M</b>	For Unpaid Leave of Absence, which is not covered by other leaves, employee must receive approval prior to commencing uncompensated leave.
<b>Industrial Accident Leave</b> <b>Article XIII</b> <b>Section C</b>	<p>For Industrial Accident Leave, the leave may be up to sixty days leave due to an injury or illness arising out of and in the course and scope of employment. If an employee is injured on the job, they must complete the Employee Report of Injury form (DWC1).</p> <p>Report injury to Supervisor/Administrator, they will provide the documents needed.</p>
<b>Parental Leave/ Pregnancy Disability</b> <b>Article XIII</b> <b>Section D</b>	For Parental Leave/Pregnancy Disability, see the TAP contract for eligibility criteria. See New Baby Packet for available leave options.
<b>Reproductive Loss Event</b> <b>SB 848 1-2024</b>	For failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction, the leave can be up to 30 days annually and the days do not have to be consecutive for permanent staff. Employees must be employed more than 30 days to qualify for the leave.
<b>Family Medical Leave Act (FMLA)</b> <b>California Family Rights Act (CFRA)</b>	The District shall comply with all state and federal laws and regulations. FMLA can be taken for employee's personal illness with a doctor's note. Provides up to 12 work weeks of unpaid leave. See TAP Contract for eligibility and entitlement
<b>Military Leave</b> <b>Article XIII</b> <b>Section G</b>	Leave opportunities for employees currently in the military.
<b>Catastrophic Leave</b> <b>Article XIII</b> <b>Section O</b>	Please see Article XIII of the TAP Contract for more information.

[TAP Contract](#)  
[District Leave Form](#)  
[Certificated Jury Duty Service Verification form](#)  
[Maternity Leave Information Packet](#)  
[Civil Rights Department](#)



## Leaves Classified

Type	Description
<b>Illness Leave Article 5.02</b>	For personal illness or injury, full-time unit members shall be entitled to one day of leave per month of employment with full pay for each fiscal year. Employees who work less than full-time shall be entitled to that portion of the twelve (12) days leave as the number of hours worked per week of scheduled duty relates to the number of hours for a full-time employee.
<b>Vacation Article 15.01</b>	For the purposes of vacation, depending on length of District employment, a regular classified employee earns vacation based on years of service to the District. Time earned is also based on number of months worked, either 10, 10.5, 11, or 12-month employees. Vacation must be requested in advance on the District Leave form in advance of taking vacation time. Supervisors have five (5) days to respond to a request of vacation.
<b>Personal Necessity Leave Article 5.06</b>	For personal necessity, which is limited to: Bereavement-matters not covered by bereavement leave, Accident, Serious illness of a member of the Immediate Family, Imminent Danger to the Home of the Employee, Appearance in Court, Religious Activities, Meetings, Activities or Observances. See District Leave Request Form.
<b>Bereavement Leave Article 5.09 Government Code Section 12945.7</b>	<p>For the purpose of bereavement for immediate family as defined as: mother (step-mother), mother-in-law, father (step-father), father-in-law, husband, wife, son (stepson), brother-in-law, sister-in-law, aunt, uncle, brother, sister, grandfather (or of spouse), grandmother (or of spouse), son-in-law, daughter-in-law, daughter (stepdaughter), grandchild (or of spouse), foster children, niece, nephew, or any person living in the immediate household of the employee.</p> <p>Employees may take up to 5 days of bereavement leave regardless of distance traveled. Full compensation will be accorded consistent with the following terms:</p> <p>For travel in state of 200 miles or less; 3 of the 5 days will be paid in full. Employees may use Personal Necessity leave to receive full pay for the balance. Otherwise, the two days are without pay.</p> <p>For travel of 201 miles or more; up to 4 of the 5 days will be paid in full. Employees may use Personal Necessity leave to receive full pay for the balance. Otherwise, the one day is without pay.</p> <p>For travel out of state: all 5 days will be paid in full.</p> <p>Bereavement leave days need not be consecutive and the leave must be completed within three months of the death of the family member. See District Leave Request Form.</p>
<b>Jury Duty Classified Article 5.10</b>	The District shall grant an employee regularly called in for jury duty in the manner provided for by law a leave of absence with pay in the amount of the difference between the employee's regular rate of pay and the amount he/she receives from the court for performing jury duty. To qualify for payment under this Section, an employee must notify the Payroll Office of service date(s) upon receiving



	notice from the court. The District shall pay the employee the difference, if any, between the employee's regular rate of pay and the amount received for jury duty, less meals, travel, and parking allowances. Employees on jury duty leave shall, if feasible, return to work during any day or portion thereof in which jury duty services are not required. The Payroll Office shall require verification of daily jury duty time.
<b>Unpaid Leave of Absence Article 5.07</b>	For Unpaid Leave of Absence, which is not covered by other leaves, employee must receive approval prior to commencing uncompensated leave.
<b>Industrial Accident Leave Article 5.03</b>	<p>For Industrial Accident Leave, the leave may be up to sixty days leave due to an injury or illness arising out of and in the course and scope of employment. If an employee is injured on the job, they must complete the Employee Report of Injury form (DWC1).</p> <p>Report injury to Supervisor/Administrator, they will provide the documents needed.</p>
<b>Parental Leave/ Pregnancy Disability Article 5.05</b>	For bonding with a newborn child, the District shall comply with all state and federal laws and regulations. See Maternity Leave Information Packet for available leave options.
<b>Reproductive Loss Event SB 848 1-2024</b>	For failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. The leave can be up to 30 days annually and the days do not have to be consecutive for permanent staff. Employees must be employed more than 30 days to qualify for the leave.
<b>Family Medical Leave Act (FMLA) California Family Rights Act (CFRA)</b>	The District shall comply with all state and federal laws and regulations. FMLA can be taken for employee's personal illness with a doctor's note. Provides up to 12 work weeks of unpaid leave.
<b>Military Leave Article 5.08</b>	Leave opportunities for employees currently in the military.
<b>Sick Leave Bank Appendix A</b>	See Appendix A of the CSEA Contract for the sick leave bank qualifications which is for bargaining unit members only.

[CSEA Contract](#)  
[District Leave Form](#)  
[Maternity Leave Information Packet](#)  
[Civil Rights Department](#)





## Leaves For Short Term and Substitute Employees

For purposes of personal illness all short-term/ substitute employees will be entitled to five (5) (maximum of 40 hours but proportionate to the hours you work) ill/sick days per year.

Additionally, below are important items to remember:

1. Paramount Unified School District will limit the use of paid ILL leave to 5 days (maximum of 40 hours but proportionate to the hours you work) per year. A short-term/substitute employee may use paid ILL leave beginning the 90th day of employment.
2. You will not accrue more than 5 days or 40 hours of ILL leave in one year.
3. You may request use of your accrued ILL time by notifying the department head at the site you are working at prior to using the time. This should be followed up by submitting an online District Leave Request. See link: [District Leave Form](#)
4. Once the District Leave Request for Confirmation of ILL Time has been digitally approved by the site administrator, an electronic copy will be sent to the Payroll Department for processing. An electronic copy will also be sent to you for your files.
5. If you submit a request for Confirmation of ILL Time online but do NOT have any time accrued, the absence will not be paid.
6. ILL-pay will be paid at the employee's current regular rate of the position worked during the period that ILL time is used. Overtime or double time rates will NOT be used in calculating ILL pay.
7. If you become separated (resign, retire or released/terminated) from the District, there will NOT be a payout of accrued ILL leave.



# Instructions for Substitute Teachers/Classified Substitute/Short-Term Employees to Request Paid Absence

Required Information:

**Date of cancellation:** 00/00/00   **Canceled Site:**   **Job#** 000000

**Name of Teacher/Employee you are covering:**

Please read the instructions carefully first before clicking on the link.

You must submit the Confirmation of Ill Time online with the following link [DISTRICT LEAVE FORM.](https://pforms.paramount.k12.ca.us)

You will need your district username (email) and password to log on to the form.

Sign in  
https://pforms.paramount.k12.ca.us

Username **JSmith**  
Password **\*\*\*\*\***

Sign in Cancel

Type your District user name and password. Once signed in, the form will appear and you can proceed to complete & submit.

Follow the instructions for entering your request:

- Employee Type: Substitute
- Type of Request: Confirmation of Ill Time
- Enter your Name: Legal Name
- Email: Enter your District Email (@paramount.k12.ca.us)
- Site/Department: Select the school site you canceled the assignment (do not select Human Resources)
- Enter the date(s) of cancellation: Enter the date or dates.
  - Click on Add if you are requesting multiple dates for the same site. You will need to enter a new request if you are requesting sick pay for multiple school sites.
- # Days: Enter the total number of days relating to one job number.

\*Floating Holiday: Does not apply to your classification.

- Additional Comments: (**VERY IMPORTANT- MUST INCLUDE** or request will not be processed)
  - Type in: Job #, School site, Employee/Teacher's Name you are covering & Grade (this is the only way the site can locate your cancellation and verify that you canceled due to PERSONAL ILLNESS).

If you have any questions, feel free to contact Human Resources at (562) 602-6010.



## Resignations/ Retirement

### PERS

California Public Employee's Retirement System (CalPERS) is typically the retirement system for employees working 4 hours or more per day. Classic members contribute 7% and PEPRAs members contribute 8% of gross monthly salary. The district contributes 26.68% for both Classic and PEPRAs members (7/1/23). [California Public Employees' Retirement System - CalPERS Link](#)

### STRS

California State Teachers' Retirement System (CalSTRS) is typically the retirement plan for certificated employees. 2% at 60 members contribute 10.25% and 2% at 62 members contribute 10.205%. The district contributes 19.10%. (7/1/23). [CalSTRS - Link](#)

### Resignations

Typically, employees provide at least two (2) weeks' notice when staff notifies the District that they will be resigning from the District. The form will be routed to their supervisor, once the supervisor signs off as an acknowledgment of the resignation, the form is routed to Personnel Services for acceptance and approval.

The employee will turn in all district property on the last day of service to the District such as laptops, badges/keys, and any other district property.

### Retirement

Any employee wishing to retire from their position should submit a letter of resignation through District forms. The retirement form will be routed to their supervisor, once the supervisor signs off as an acknowledgment of the retirement, the form will be routed to Human Resources for acceptance and approval.

The employee will turn in all district property on the last day of service to the district.

[Resignation Form](#)



# Complaints

## General Complaints

Type of Complaint	Descriptors	Link to Form
<b>General Complaint (Employees)</b> BP 1312.1	To best serve the needs of our employees, concerns about work-related issues should first be addressed to a department supervisor, who will attempt to resolve the matter. If you have already made a good faith effort to resolve your concern with the supervisor or your concern is not related specifically to your employment, the "Complaints Concerning Employees" form is the appropriate form to complete for a general complaint.	<a href="#">General Complaint Form</a>
<b>General Complaints (Parents or Community Members)</b>	<p>Our goal is always to ensure that all complaints, as the first step, have been initiated for resolution with the school site principal and/or department supervisor.</p> <p>Per Board Policy, concerns at the school site must be addressed at the site with either the student's teacher or an administrator. Because there are other concerns that are most appropriately resolved at the site level and because site-level personnel can best guide parents as to whom to contact, the school should be the first point of contact of a complaint that should be addressed at the site level is initiated at the district-level, it will be redirected to the site. The following are examples of items that should be initiated at the site-level:</p> <ul style="list-style-type: none"><li>▪ Class placement/schedules</li><li>▪ Grading questions/concerns</li><li>▪ Discipline issues</li><li>▪ Teacher-related issues</li><li>▪ Activity/Athletic issues</li><li>▪ Transportation issues</li></ul> <p>If you have already made a good faith effort to resolve your concern with your school principal or your concern is not school related, the "Complaints Concerning Employees" form is typically the appropriate form to complete for a general complaint. There are other forms for other types of complaints. These forms or policies are linked below. The use of the wrong form will not prevent the District from reviewing and responding to your concern, but it may delay the process of resolution.</p>	<a href="#">General Complaint Form</a>



## Discrimination Complaints

There are several types of discrimination complaints that can be filed including: Uniform Complaint Procedures (UCP), Williams Complaints, and Title IX Complaints.

Type of Complaint	Descriptors	Link to Form
Uniform Complaint BP 1312.3	<p>Complaint regarding unlawful discrimination, such as discriminatory harassment, intimidation, or bullying, or sexual harassment) in District programs and activities. A UCP complaint can be filed related to allegations involving impermissible student fees.</p> <p>A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individual has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. This complaint may be filed no later than one year from the date of the alleged violation.</p>	<a href="#">Uniform Complaint Form</a>
Williams Uniform Complaints	<p>This type of complaint is used in one of four situations. It is used for complaints regarding:</p> <ul style="list-style-type: none"><li>▪ Insufficiency of textbooks and instructional materials</li><li>▪ Teacher vacancy and misassignment</li><li>▪ Conditions of school facilities; or</li><li>▪ Noncompliance of a license-exempt California State Preschool Program with a health and safety standard specific in Health and Safety Code 1596.7925 (Education code 35186).</li></ul>	<a href="#">Williams Preschool Complaint Form</a>  <a href="#">Williams K-12 Complaint Form</a>
Discrimination or Harassment BP/AR 4030	<p>Discrimination or harassment is governed by Board Policy 4030 and the Administrative Regulation. If an Employee submits a UCP related to discrimination in employment as the "written complaint," it will be handled in accordance with the process in Administrative Regulation 4030. Any employee or job applicant who believe that he/she has been or is being discriminated against or harassed in violation of district policy should, as appropriate, immediately contact his/her supervisor, and/or the Superintendent's designee shall advise the employee or applicant about the District's procedures for filing, investigating, and resolving any such complaint. Any supervisor or management employee who observes or has knowledge of an incident of prohibited discrimination, harassment, or intimidation shall report the incident to the Superintendent's designee as soon as practical after the incident. All other employees are to report such incidents to the supervisor immediately.</p>	<a href="#">Boad Policy 4030</a>  <a href="#">Administrative Regulation 4030</a>



## Title IX Complaints

Type of Complaint	Descriptors	Contact
Title IX Complaints	<p>A Title IX violation, as outlines in 34 C.F.R 106.30 includes,</p> <ul style="list-style-type: none"><li>▪ A District employee conditioning the provision of an aide, benefit, or service on a person's participation in unwelcome sexual conduct;</li><li>▪ Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or</li><li>▪ Sexual assault, dating violence, domestic violence, or stalking.</li></ul> <p>Pursuant to Title 34 of the Code of Federal Regulations, section 106.30, a "formal complaint" for the purposes of Title IX is, a "document" filed by a:</p> <ul style="list-style-type: none"><li>▪ <b>Complainant</b> - person alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment in accordance with the Title IX process.</li><li>▪ <b>Respondent</b> - the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.</li></ul> <p>The Title IX investigation procedures provide specific rights to Complainants and Respondents. Contact the Title IX coordinator so that the investigation process can be explained to you and supportive measures can be discussed. Title IX Coordinator, Dr. Linsey Gotanda, Deputy Superintendent.</p>	<p>Linsey Gotanda, Ed.D. 15110 California Avenue Paramount, CA 90723 (562)602-6006 <a href="mailto:lgotanda@paramount.k12.ca.us">lgotanda@paramount.k12.ca.us</a></p>





# Policies

## Board Policies

Board Policies and Regulations are maintained by the Governing Board and are updated upon changes in law. These policies and regulations support managers and staff in how to proceed in directed areas. Many Board Policies follow Education Code, Government Code, or Labor Law.

[Access Board Policies](#)

[Board of Education](#)

### Most Frequently Used Policies

Policy	Description
<a href="#">Policy 1313: Civility</a>	The District seeks to promote mutual respect, civility, and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of speech but only to maintaining, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of the District, as well as in the community, the District encourages positive communication and will not condone volatile, hostile, or aggressive actions. The District seeks public cooperation with this endeavor.
<a href="#">Policy 4020: Drug And Alcohol-Free Workplace</a>	Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and noninstructional time in the classroom or workplace, at extracurricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.
<a href="#">Policy 4030: Nondiscrimination In Employment</a>	The Board of Trustees is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, and bullying against an individual or group based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital, family, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.



<a href="#">Policy 4033: Lactation Accommodation</a>	The Board prohibits discrimination, harassment, and/or retaliation against any district employee who chooses to express breast milk for her infant child while at work. The District shall provide a reasonable amount of break time to accommodate an employee each time she has a need to express breast milk for her infant child.
<a href="#">Policy 4040: Employee Use Of Technology</a>	<p>Employees shall be responsible for the appropriate use of technology and shall use the District's electronic resources only for purposes related to their employment in conducting District business.</p> <p>Cell phones - Employees shall adhere to California Vehicle Code when using electronic communication devices for District business while driving. An employee shall not use a cell phone or mobile communication device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.</p>
<a href="#">Regulation 4112.3: Oath Of Affirmation</a> <a href="#">Regulation 4212.3: Oath Of Affirmation</a>	All district employees are declared by law to be disaster service workers and thus shall take the oath or affirmation required for disaster service workers before beginning with the district. In the event of natural, manmade 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 to them by their supervisors or by law. (Government code 3100-3102)
<a href="#">Policy 4119.11: Sexual Harassment</a>	The Board of Education is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of the policy.
<a href="#">Regulation 4119.11: Sexual Harassment</a>	Prohibited sexual harassment includes but is not limited to, unwelcome advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire. Conduct is considered to be sexual harassment when made against another person of the same or opposite sex in the work or educational setting under any of the following conditions: (Education Code 212.5; Government Code 12940). Training for staff is required every two years.
<a href="#">Policy 4119.21: Professional Standards</a>	The Board of Education expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgement when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.



<a href="#">Policy 4119.22: Dress And Grooming</a>	<p>The Board of Education recognizes that employees are role models for the students and should maintain professional standards of dress and grooming during school hours and at school activities. To this end, it is strongly suggested and encourages that teachers dress and groom themselves in a manner appropriate to a productive learning environment. Employees shall adhere to the following: 1. All clothes must be neat, clean, wrinkle free, not frayed, in good repair and be an appropriate size, 2. Appropriate footwear must be worn at all times. Shoes such as flip flops or extravagant sandals that create a safety or health hazard are not permitted. 3. Employees' hair must be neat and clean, 4. Clothes shall conceal undergarments at all times. See-through fabrics, spaghetti straps, low-cut tops, bare midriffs or sagging pants are not appropriate.</p>
<a href="#">Policy 4119.24: Maintaining Appropriate Adult-Student Interactions</a>	<p>The Board of Education desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationships and lead to the appearance of impropriety.</p>



# Student Supports

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## Mandating Reporting and Calling DCFS

### **SUSPECTED CHILD ABUSE REPORTING PROCEDURES**

In California, the term mandated reporter refers to categories of professionals who are required by the Child Abuse and Neglect Reporting Act (CANRA) to report instances of actual or suspected child abuse or child neglect.

Child abuse must be reported when one who is a legally mandated reporter “has knowledge of or observes a child in their professional capacity, or within the scope of their employment whom they know or reasonably suspects has been the victim of child abuse or neglect,” (PC 11166[a]).

“Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion based upon facts that could cause a reasonable person in a like position, drawing when appropriate on their training and experience, to suspect child abuse,” (PC 11166[a][1]).

Reports must be made immediately, or as soon as practically possible, by phone to the Child Protection Hotline at 1-800-540-4000. A written report must be forwarded within 36 hours of receiving the information regarding the incident, either by mail or online, instructions below (PC 11166[a]).

To protect mandated reporters from repercussions for reporting as required, CANRA includes specific safeguards as follows:

§ Those persons legally mandated to report suspected child abuse have immunity from criminal or civil liability for reporting as required, even if the knowledge or reasonable suspicion of the abuse or neglect was acquired outside of their professional capacity or scope of employment. Mandated reporters and others acting at their direction are not liable civilly or criminally for photographing the victim and disseminating the photograph with the report (P.C. 11172[a]).

§ No supervisor or administrator may impede or inhibit a report or subject the reporting person to any sanction (PC 11166[f]).

§ The identity of the reporting party and the contents of the child abuse report are confidential and may only be disclosed to specified persons and agencies (PC11167[d][1]; PC 11167).


§ In the event a civil action is brought against a mandated reporter as a result of a required or authorized report, he or she may present a claim to the State Board of Control for reasonable attorney’s fees incurred in the action if they prevail in the action or the court dismisses the action (PC 11172 [c]).

California Child Abuse and Neglect Reporting Act [Penal Code 11164 - 11174.3]




## Suspected Child Abuse Report Online Referral

### Instructions when submitting an online referral (after you have called the Hotline):

- A. Print out the student's Synergy profile.
- B. Call the Child Protection Hotline at 1-800-540-4000.
- C. Prior to ending the call, note the operator's full name and the 18-digit Referral #.
- D. Within 24 hours of making the call, you will use the Referral # to file the Suspected Child Abuse Report online at: <https://mandreptla.org/cars.web/>
  -  1. Once on the website, you will choose the option: "Submit Follow-Up Suspected Child Abuse Report (SS8572)"
  - 2. Click on "Non-LA County Employee"
  - 3. Click on "Continue" (Gray area)
  - 4. Click on "Referral" under call type, then enter the Referral # that was provided
  - 5. After this, follow the prompts to provide all necessary information o known information about the student and family
- E. Inform site administrator that a report has been made.

### Send the following information:

-  1) SCAR Date & Reference Number, Type of Abuse, Reporting School  
Student's Ethnicity
- 2) Mail to Department of Student Services in sealed envelope marked  
"Confidential" *Attn: Nancy Pulido*



## Suspected Child Abuse Report Written Referral

### Instructions when submitting a written referral and submitting via mail:

- A. Form SS8572 Suspected Child Abuse Report can be obtained with this link:  
[https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss\\_8572.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf)

This is a pdf writeable form. Print a copy after it is complete. Complete the form prior to calling the Child Protection Hotline.



Complete sections A, C, D, and E

Fill in section B after you have called the Child Protection Hotline.

- B. Call the Child Protection Hotline at 1-800-540-4000.

An operator will ask you for the information in the above sections.

Before ending the call make sure you get the operator's full name and the 18-digi referral #.  
Verify address to submit referral via mail and fill in Section B.

- C. Inform site administrator that a report has been made.

### **Mail a copy to:**



Child Protective Services Hotline 3075 Wilshire Blvd 5th  
Los Angeles, CA 90010

### **Send the following information:**



- 1) SCAR Date & Reference Number, Type of Abuse, Reporting School  
Student's Ethnicity
- 2) Mail to Department of Student Services in sealed envelope marked  
**"Confidential"** *Attn: Nancy Pulido*

California Child Abuse and Neglect Reporting Act [Penal Code 11164 - 11174.3]





# Foster Youth Services and Homeless Education

## Program Mission and Goal

The mission and goal of the PUSD Foster and Homeless Youth Education Program is to provide Foster Youth and homeless students with support services such as educational planning, personal mentoring, academic goal setting, and community networking. Our program works in collaboration with school personnel and community service agencies to maximize access to various educational, social, and enrichment programs that promote academic success and student achievement. Our mission is to support foster and homeless youth to pursue their educational endeavors.

## Laws

- Immediate enrollment in the school they last attended (school of origin) or the local school where the students are currently staying, even if they do not have all the documents normally required at the time of enrollment.
- Continue to attend their school of origin, if requested by the parent/guardian, and it is in their best interest.
- Receive transportation to and from their school of origin, the same special programs, and services, if needed, as provided to all other children, including free meals and Title I.
- Receive the full protections and services provided under all federal and state laws, as it relates to homeless children, youth, and their families.

## Contact Information

To access Foster Youth and McKinney Vento assistance, refer the parent/guardian to contact the District's Foster Youth and Homeless Liaison, Julie White.

[Email Julie White](#) or call (562) 602-6035

Resources are located on the Student Services webpage Homeless/Foster Youth section:

[PUSD Foster Youth/ Homeless Program Resources](#)



# Technology

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## Technology Resources for Staff

For Technology support, please visit the Technology page with the hyperlink below or submit a trouble ticket using the Trouble Ticket hyperlink.

[Technology Webpage](#)

[Submit Trouble Ticket](#)

If you need to reset your password for your district credentials, please use the password reset tool using the hyperlink below.

[Password Reset Tool](#)

### Chromebook Support

Phone: (562) 602-6088 or [REQUEST PHONE SUPPORT](#)

Location: District Office “ROP” room  
15110 California Ave (Parking entrance from Orizaba Ave)  
Paramount, CA 90723



# Instructional Technology

Instructional Technology provides technology planning, implementation, support, and integration for administrative and instructional sites.

You can access additional information from the Technology Implementation Handbook which lists all the digital systems by grade level. Click on hyperlink to access the Technology Implementation Handbook. [Technology Implementation Handbook](#)

## Digital Systems

CLASSLINK			
<p>After employee network request forms are processed by their work site, all staff members will be able to access district provided applications by going to Classlink.</p> <p>Staff members can expect to receive their username and password from their school site. Staff devices will be issued from the district office.</p>		<a href="http://classlink.pusdschools.net">http://classlink.pusdschools.net</a>	
	SCHOOLOGY	SYNERGY	PARENT VUE
Purpose	Learning management system where teachers will have their courses created automatically using attendance rosters from Synergy.	Student information system housing official information pertaining to students (contact information, allergies, etc.). Also used for official attendance and grade reporting (at selected intervals).	Districtwide communication system that hosts informational posts, forms, sign-ups, events and individual or group messaging. Content automatically translates content to the preferred language set by parents.
How is it used	Schoology is used to assign work to students, keep track of day-to-day grades and more. Help documents and tutorials can be found in the Technology Integration Handbook. <a href="http://bit.ly/PUSDTIH">http://bit.ly/PUSDTIH</a>	Parents can log into Synergy through ParentVue, while students can log in through StudentVue.	Help documents and tutorials can be found in the Technology Integration Handbook. <a href="http://bit.ly/PUSDTIH">http://bit.ly/PUSDTIH</a>
Support	For support, contact Instructional Technology (Joy Go-Ng) by email or phone at Ext. 2020.	For support, contact your site Data Technician or Student Information Systems at Ext. 6036.	For support, contact Instructional Technology (Joy Go-Ng) by email or phone at Ext. 2020.