

A person's hands are shown writing on a document with a pen. A large teal circle is overlaid on the center, containing the text 'New Employee Orientation for 2021-2022'. The circle is surrounded by several smaller circles in various colors (orange, red, yellow, white) and icons: a puzzle piece, a lightbulb, and a thumbs up. The background is a blurred image of a person writing on a document.

# New Employee Orientation for 2021-2022

## Welcome and Introductions

- Thank you for saying yes to Long Beach
- Honored to welcome you to LBUSD
- Excited for the new school year and the energy you will bring to our schools.

**Today's Goal:** Begin providing you the support and resources needed to be at your best.



# Superintendent Greeting

Dr. Jill Baker



# School Board President's Greeting

Dr. Juan Benitez

***#ProudtobeLBUSD***

***LBUSD Snapshot***





# Payroll

Shawn Bartschi

Greg Parra

# Overview of Payroll

- **District website (Payroll)**
  - Payroll calendar
  - Other resources
- **District Portal**
  - **Self Service**
    - Pay stubs, W-2, Direct Deposit, W-4, Address Changes

# Daily Time Capture

- Hourly time reporting from computer or phone
- Must be done day of or next day
- Report shows what was input by you and approved to be paid

# Salary Schedule

SCHEDULE A4  
 Elementary and Secondary Teacher, Librarians and Nurses  
 (Holding a Valid California Credential)  
 TRADITIONAL Calendar (10.50) 182 Days  
 2020 – 2021

Effective: 07/01/2020

Step	911		912		913		914		916	
	Bachelor's Degree or Less		Bachelor's Degree (BA+28 Units)		BA+56 Units or Master's Degree		Master's Degree (BA+56 Units+MA or MA+28 Units)		Master's Degree (BA+75 Units+MA or MA+45 Units)	
	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly
A	\$5,831.82	\$61,234	\$5,831.97	\$61,236	\$5,832.12	\$61,237	\$5,832.29	\$61,239	\$6,284.31	\$65,985
B	\$5,831.97	\$61,236	\$5,832.12	\$61,237	\$5,832.29	\$61,239	\$5,978.73	\$62,777	\$6,543.02	\$68,702
C	\$5,832.12	\$61,237	\$5,832.29	\$61,239	\$5,931.38	\$62,279	\$6,241.15	\$65,532	\$6,801.71	\$71,418
D	\$5,832.29	\$61,239	\$5,883.96	\$61,782	\$6,193.76	\$65,034	\$6,503.53	\$68,287	\$7,060.43	\$74,135
E	\$5,836.60	\$61,284	\$6,146.38	\$64,537	\$6,456.17	\$67,790	\$6,765.90	\$71,042	\$7,319.09	\$76,850
F	\$6,099.02	\$64,040	\$6,408.76	\$67,292	\$6,718.54	\$70,545	\$7,028.30	\$73,797	\$7,577.79	\$79,567
G	\$6,361.42	\$66,795	\$6,671.19	\$70,047	\$6,980.94	\$73,300	\$7,290.71	\$76,552	\$7,836.48	\$82,283
H	\$6,623.78	\$69,550	\$6,933.57	\$72,802	\$7,243.37	\$76,055	\$7,553.08	\$79,307	\$8,095.14	\$84,999
I	\$6,886.21	\$72,305	\$7,195.94	\$75,557	\$7,505.76	\$78,810	\$7,815.48	\$82,063	\$8,353.83	\$87,715
J	\$7,148.61	\$75,060	\$7,458.34	\$78,313	\$7,768.15	\$81,566	\$8,077.84	\$84,817	\$8,612.53	\$90,432
K	\$7,410.96	\$77,815	\$7,720.73	\$81,068	\$8,030.54	\$84,321	\$8,340.26	\$87,573	\$8,871.19	\$93,147
L	\$7,740.84	\$81,279	\$7,983.13	\$83,823	\$8,292.93	\$87,076	\$8,602.64	\$90,328	\$9,129.88	\$95,864
M			\$8,312.99	\$87,286	\$8,555.28	\$89,830	\$8,865.08	\$93,083	\$9,388.54	\$98,580
N					\$8,885.13	\$93,294	\$9,127.46	\$95,838	\$9,647.23	\$101,296
O							\$9,457.33	\$99,302	\$9,905.94	\$104,012
P									\$10,164.59	\$106,728
<b>Example of Career Increment at Highest Step and Column</b>										
20th Year	\$8,025.01	\$84,263	\$8,597.16	\$90,270	\$9,169.30	\$96,278	\$9,741.50	\$102,286	\$10,448.76	\$109,712
25th Year	\$8,252.34	\$86,650	\$8,824.49	\$92,657	\$9,396.63	\$98,665	\$9,968.83	\$104,673	\$10,676.09	\$112,099
30th Year	\$8,536.51	\$89,633	\$9,108.66	\$95,641	\$9,680.80	\$101,648	\$10,253.00	\$107,656	\$10,960.26	\$115,083

Salary Credit

# Salary Credit



## Salary Schedule Placement

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- Initial placement
  - Based on submission of official transcripts and Verification of Previous Work Experience
  - Granted year for year credit for previous credentialed teaching experience to maximum step
  - 5 years of credit toward career increment (longevity stipend)
  - Official verification may be submitted until 11/1
- Move along the salary schedule
  - Important dates
    - Course completed by 9/15
    - Transcripts submitted by 11/1



# Salary Credit

## Additional Information

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Salary Schedules are available on the Human Resource Service page of the District's website

([https://www.lbschools.net/Departments/Human\\_Resource\\_Services/salary\\_and\\_benefits.cfm](https://www.lbschools.net/Departments/Human_Resource_Services/salary_and_benefits.cfm))

Additional Service:

- Any additional service which involves teaching students (such as summer School, Teaching before or after school, etc.) is paid at the P-rate
  - The P-Rate salary schedule can also be found on our website
- Other services before your calendar may be paid at your true hourly rate.
- A Notice of Assignment can be found on the District's portal page in the "Self-Service" tile.

## Benefits Overview

- [www.lbusdbenefits.com](http://www.lbusdbenefits.com)
- 866-844-9744, option 4
  - Monday-Friday, 5am-5pm Pacific
  - LifeWorks, Morneau Shepell, Employee Service Center
- 30-day window to make elections
  - Next opportunity May ANL for 7/1/22, unless marriage, birth, etc.
- Effective date of hire, but takes up to 2 weeks post elections to be at vendors
- Risk Management - 562-997-8234

# Benefits Overview

- **Default Coverages:**
  - Medical - Aetna Choice POS II (PPO)
  - Dental - Delta Dental PPO Plus Premier
  - Vision - Medical Eye Services (MES)
  - Life/AD&D - 1 x salary up to \$50,000
- **Employee Only**
- **Premium cost fully covered by LBUSD for full-time employees**

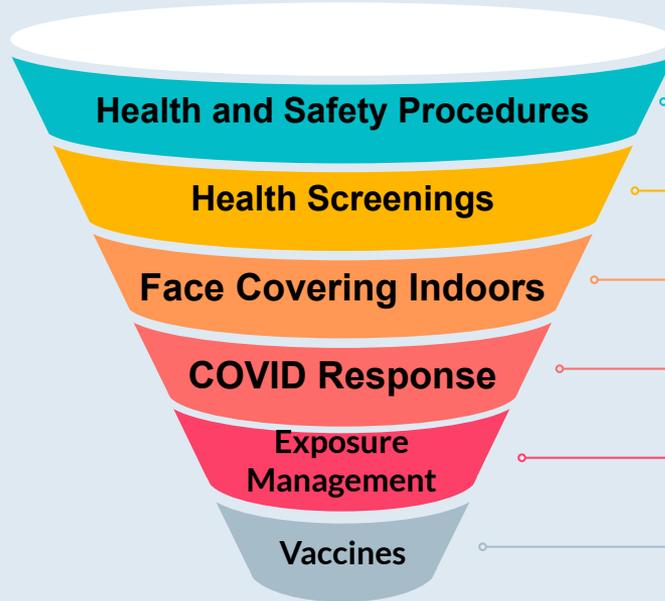
# Benefits Overview

- **Things you may want to do:**
  - **Add dependents (docs required):**
    - Spouse, registered domestic partner, children
  - **Change plans:**
    - **Medical: Kaiser HMO, Aetna HMO**
    - **Dental: DeltaCare HMO**
  - **Add beneficiary info**
  - **Add FSA**

## Benefits Overview

- **FSA - Flexible Spending Account**
  - Pay eligible expenses pre-tax
  - Health Care (\$2,750 limit)
    - Out of pocket expenses like deductibles, co-pays, glasses
  - Dependent Care (\$10,500 limit)
    - Expenses for children that allow you to work - day care, nursery schools
  - 'Use it or lose it'
  - IRS requires annual election

# Health and Safety





# Daily Pre-Screening for Symptoms at Home

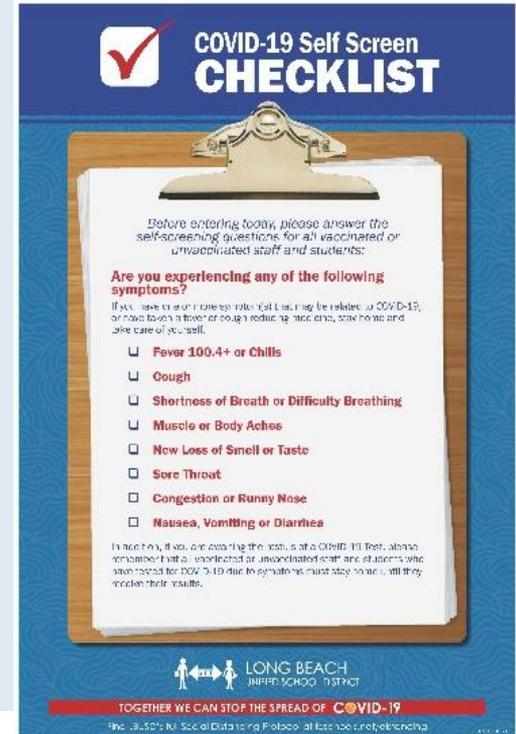


Staff and parents will monitor temperatures and symptoms daily before going to a school site.

Daily check include the following symptoms:

- Fever of 100.4°F or higher
- Cough, sore throat, congestion or runny nose
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Chills or muscle or body aches
- Nausea, vomiting or diarrhea

**Students and adults experiencing symptoms listed  
MUST not attend school.**



# Face Covering Indoors

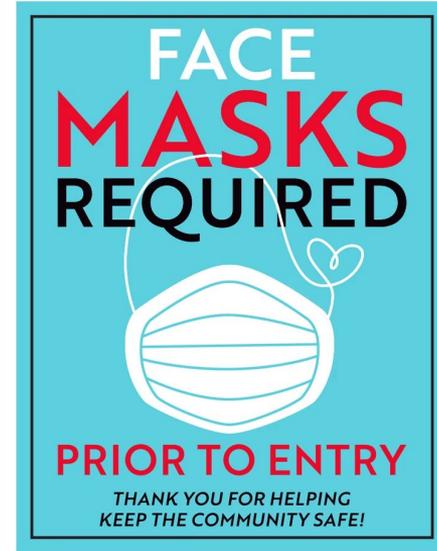
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- In accordance with the California Department of Public Health's (CDPH) Guidance, vaccinated and unvaccinated students and staff are expected to wear face coverings.

Students must use face coverings:

- While in the classroom
- While indoors at school
- While on the bus, as tolerable by student

Face coverings will be made available to staff and students, but it is highly encouraged for staff and students to bring their own face covering. Personal face coverings will be allowed in compliance with dress code policies.



# COVID Assessment, Response and Evaluation (CARE) Room

- The CARE Room with designated trained staff will wear appropriate PPE such as a gown, medical grade mask, face shield or goggles and disposable gloves.
- If a student is found to have COVID-19 symptoms when entering campus or during the school day, he/she will be sent to the CARE Room. A staff member will contact the parent/guardian to come pick-up the student right away.



# Cleaning Protocols

- Classrooms stocked with paper towels, soap, hand sanitizer
- Restroom inspection 3x a day will continue
- Handwashing stations in the classroom will remain in place
- Continue to apply nanotechnology strategy for disinfection of surfaces



# Indoor Air Quality

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- LBUSD is ensuring that proper preventive maintenance is being performed on all heating and air conditioning units and is changing filters on a regular basis.
  - The Center for Disease Control recommends increasing air filtration as high as possible (target MERV 13) without diminishing air flow and enforcing the existing or revised indoor air quality plan.
  - All new heating and air conditioning systems have been designed with MERV-16 (Minimum Efficiency Reporting Value) filters. These are the most efficient filters commonly available for institutional systems.



# COVID Response



LBUSD has a number of employees who have been identified to support COVID protocols and management.

- COVID Task Force
- COVID Coordinators
- COVID Site Response Teams with Lead Captains
  - If you have questions regarding protocols or procedures, please see your site COVID Captain
- COVID Compliance Hotline



# COVID Compliance Hotline

The district has established a hotline where employees can share a potential hazard or report COVID compliance concerns at any time. Employees may also report potential hazards to site administrators.



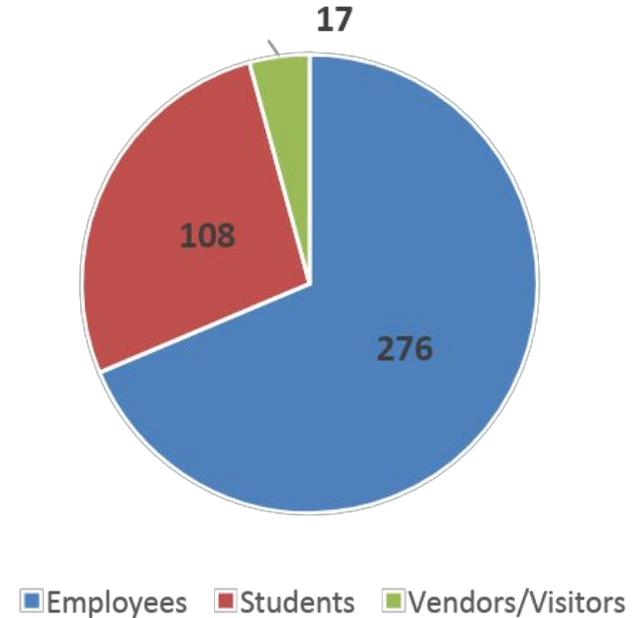
**COVID-19 Hotline – (562) 204-6075**

# COVID-19 Dashboard

The LBUSD dashboard shows positive cases confirmed at sites.

Each positive case is followed up with site notifications, including parent notifications when applicable.

2020-21 Total Confirmed Cases



# Exposure Management

Complete contact tracing of all in close contacts. ALL close contacts must be notified of possible exposure to a COVID+ within 24 hours. Complete COVID + Case report for students or staff.

COVID-19  
positive  
test result

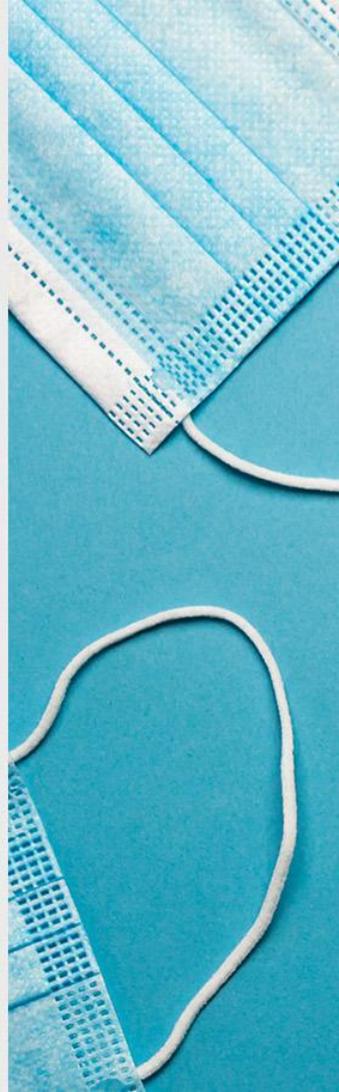
Notify the site  
COVID  
Response Team

Investigate

Notification  
Process

Person is sent home and instructed to stay home and begin self-isolation (10 days).

SEND appropriate Exposure Notifications and/or General Notifications to students & staff.





# Quarantine Timeframes

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- Quarantine recommendations for: unvaccinated close contacts or unvaccinated students who have not had any symptoms.
  - Quarantine can end after Day 10 from the date of last exposure without testing OR
  - Quarantine can end after Day 7 if tested after Day 5 from the date of last exposure and tests negative





# Supplemental Paid Sick Leave

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On March 19, 2021, California enacted a law providing a new bank of supplemental paid sick leave for COVID-19 related reasons. The law applies to COVID-19 related absences from January 1, 2021 through September 30, 2021.

An eligible full-time employee may receive up to 80 hours of supplemental paid sick leave (part-time employees get a prorated amount) if they are unable to work for reasons related to COVID-19. The employee will be paid their regular pay rate up to a maximum of \$511 per day.



# Vaccines or Weekly Testing



As you are aware, COVID continues to be a threat to the well-being of our community. While we can be encouraged that the Long Beach vaccination rate is close to 75% (and continues to tick upward), COVID is still spreading. We must be vigilant in our commitment to handwashing, mask wearing and getting vaccinated - all things that we have control over.

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As part of the community wide effort, and in order to do everything that we can to maintain the health and safety of our staff and students, we will be requiring all staff to provide proof of vaccination or participate in weekly COVID testing when school starts this year.

**More Information Will Be Provided in the Upcoming Days**





**KEEP  
CALM**

Because You Are

**THE BEST  
"TEACHER" EVER**



## Leaves and Accrued Time

Leaves	Time	Key Information
<b>Sick Leave</b>	10.2 days per year (182 day employee)	<ul style="list-style-type: none"> <li>• Personal illness</li> <li>• May use up to 6 days to care for sick relative per contract</li> </ul>
<b>PN Time</b>	Comes from your sick leave (up to 7 days may be used a year)	<ul style="list-style-type: none"> <li>• Must fall under a reason listed in the contract.</li> <li>• Compelling PN -24 hr notice to Principal/Manager -48 hr. notice prior to or after a holiday, provide sub job number</li> </ul>

***\*Unused sick leave carries over from year to year.  
View it as a bank of time for illness, maternity, donation, and retirement.***

## Leaves and Accrued Time

Leaves	Time	Key Information
<b>Stat Leave</b>	100 days of 50% pay for illness	<ul style="list-style-type: none"> <li>• Requires a doctor's note and a signed form.</li> <li>• Will affect your retirement</li> </ul>
<b>Pregnancy Disability</b>	Up to 16 weeks of leave. The doctor will determine when you need to begin your leave.	<ul style="list-style-type: none"> <li>• Turn in Request for Absence due to Maternity to the site secretary</li> <li>• Sick leave is used until exhausted</li> <li>• Remainder of time will be stat leave at 50% pay</li> </ul>

*Please feel free to reach out to Physician Services at 997-8425/997-8459 or Kim's office at 997-8108 with questions.*



## Frontline (Absence Management - Substitute System)

- **Welcome Letter - Getting Started Email**
- **Frontline - Absence Management Video**  
[Employee Basic Training Video - Frontline Education](#)
- **Download the mobile app - Frontline Education**
- **Creating an absence with the app, computer or phone**
- **Attaching lesson plans to an absence**

For Assistance with  
Frontline:  
**562-997-8495**



# Employee Relations and Ethics



# Resources and Links



[Video:  
Online Hourly  
Timecards](#)

[Hourly Time  
Capture &  
Review](#)

[2021 - 2022  
PAYROLL  
CALENDAR](#)

[A Year Like  
No Other](#)



# Resources and Links



[EMPLOYEE  
SELF  
SERVICE](#)

[EMPLOYEE  
BENEFITS](#)

[LBUSD  
MAP](#)

[CODE OF  
ETHICS](#)

[2021-22  
TRADITIONAL  
CALENDAR](#)



# TALB Introductions

## TALB Staff

- Chris Callopy - Executive Director
- Veronica Castillo - Asst. Executive Director
- Dr. Christine Kelly - TALB President

# Credits

Special thanks to all the people who made today possible:

- Our presenters
- Marlene Wilkinson
- HRS staff
- TALB
- Our hosts - Cabrillo High School



# Thank you

## Future questions?

Please reach out to the contacts provided or ERS

Phone: 562-997-8220

Email: [mwilkinson@lbschools.net](mailto:mwilkinson@lbschools.net)

[srockenbach@lbschools.net](mailto:srockenbach@lbschools.net)

