



June 28, 2017

To: Substitute/Temporary workers and STRS/CalPers Retirees
From: Craig Wells, Assistant Superintendent, Human Resources
Subject: Paid Sick Leave for All Individuals Employed by SUSD

You are receiving this notice because you have been identified as having been a substitute employee for Stockton Unified School District on or after July 1, 2015 and you may be entitled to sick leave/paid time off policy in accordance to the law.

Rights under the Law:

Assembly Bill 1522 and Assembly Bill 304(amendment) established The Healthy Workplaces, Healthy Families Act of 2014 which became effective July 1, 2015. This law requires employers to offer paid sick leave to individuals employed but not covered by a collective bargaining agreement or other sick leave/paid time off policy.

Upon the oral or written request of an employee, an employer shall provide paid sick days for the following purposes:

- (1) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
- (2) For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1.

For the purposes of this policy "Family member" means any of the following:

- (1) A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
- (2) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- (3) A spouse.
- (4) A registered domestic partner.
- (5) A grandparent.
- (6) A grandchild.
- (7) A sibling.



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Eligibility Requirements:

- (1) An employee who, on or after July 1, 2015, works in California for the same employer for 30 or more days within a year from the commencement of employment.
- (2) An individual covered by this policy shall be entitled to use accrued sick days beginning on the 90th day of employment. After this date the employee may use paid sick leave as they are accrued.

Accrual Rate:

Beginning July 1, 2015, or at the commencement of employment, whichever is later, paid sick hours will be accrued at the rate of not less than one (1) hour per every 30 hours worked.

Accrual Limit:

Accrued sick leave is limited to 24 hours in a 12-month period.

Unused accrued sick hours shall carry over to the following year of employment, but shall not exceed 48 hours in total at any time.

If you worked in the district during the period of July 1, 2015 through June 30, 2017 this will apply to you:

1. All current substitute employees who have been actively employed with Stockton Unified since July 1, 2015 will be allowed to carry over all accrued sick leave through June 30, 2018.
2. Substitute employees who separated from the Stockton Unified prior to the implementation of the law will be notified of accrued substitute sick time balance will remain available for usage in SUSD for up to one year in accordance to the law (June 30, 2018).
3. Substitute employees who have become probationary employees after July 1, 2015 with Stockton Unified will be allowed to carry over accrued substitute sick leave but will be required to utilize that time first in an event of illness. **Accrued substitute sick leave is not transferrable, payable or subject to credit under STRS or CalPers in the event of separation or retirement from the district.**
4. Any claim made by a survivor, estate executor or beneficiary of a substitute employee who was employed after July 1, 2015 and who is deceased will be compensated at the applicable substitute rate upon providing the appropriate documentation.



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As of July 1, 2017 the following will be in effect:

Posting of available sick time:

Employee Online system will maintain the sick time accrual for all substitute employees which will be available for view on or before May 19, 2017.

Usage Procedures:

To use accrued sick time an individual covered by this policy must be scheduled in advance to report to work on the day the use of sick time is requested. Please refer to the attached instructions provided regarding how to report a sick time eligible absence through **Absence Management**.

Payment of Used Sick Leave:

An individual will be paid no later than the payday for the next payroll period after the sick day is requested and taken provide the absence has been logged in Absence Management and the time requested meets the minimum usage increment of two (2) hours. The rate of pay will be at the same rate of pay for the assignment the individual was scheduled to work on the day of utilized sick leave.

Accrued sick leave balance and usage transactions are viewable through **Employee Online**.

Employment Separation:

Stockton Unified School District will not provide compensation to an employee for unused earned paid sick days accrued under The Healthy Workplaces, Healthy Families Act of 2014 upon termination, resignation, retirement or other separation of employment.

If an employee separates from Stockton Unified School District and is rehired within one year form the date of separation, previously accrued and unused sick days shall be reinstated.

Should you have any questions please contact the Human Resources Department at 933-7069 or 209-933-7065 ext.2105.



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The next few pages provide instructions on how to log on to Employee Online as well as Absence Management Systems.

Substitute Sick Leave Quick Start Guide

Viewing balance information:

1. Accessing Employee Online
2. Navigating to leave balance information

Requesting payment:

1. Assignment that has NOT started.
2. Assignment that has started.
3. A day within a scheduled multi day assignment.

Where to get assistance:

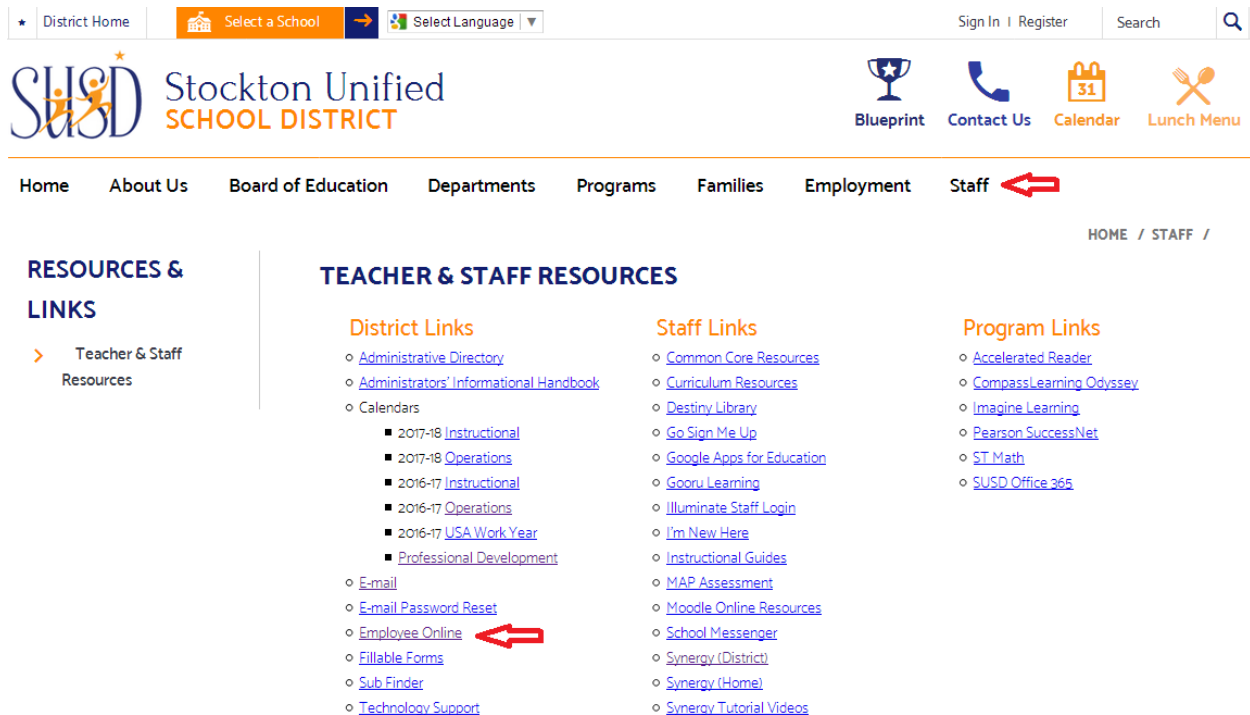
If you experience a problem while requesting cancelation of an accepted job in order to initiate Substitute Sick Payment, please contact the sub desk at 209-933-7069. Substitute teachers may also call 933-7065, Ext. 2105.

For questions or concerns regarding payment of Substitute Sick Leave time, please contact the Payroll Helpdesk at 209-933-7001, Ext 1. You may also dial Ext. 2000 from an in-District phone.

Viewing balance information:

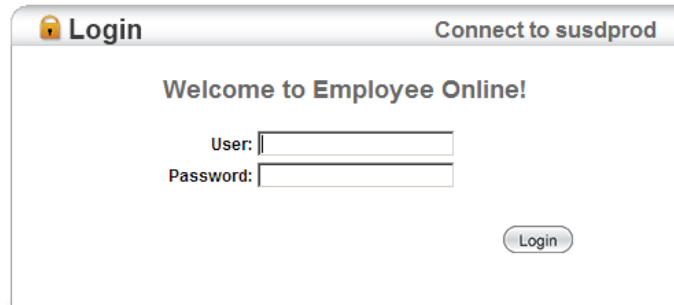
1. Accessing Employee Online:

- A. Open a web browser and navigate to the Stockton Unified School District **webpage: www.stocktonusd.net**
- B. From the home page, click on the “**Staff**” link. Select the “**Employee Online**” link from the Teacher & Staff Resources page.



- C. You will be prompted to input a user “**User**” and “**Password**”.
 - i. **User #:** This will always be your personal District Employee ID #.
 - ii. **Password:** Your password is your entire social security # with no hyphens.

*If you have logged in already, your password is one that you have created. Please proceed to section 2.



The screenshot shows a web browser window titled "Login" with a "Connect to susdprod" button in the top right. The main content area says "Welcome to Employee Online!" and contains two input fields: "User:" and "Password:". A "Login" button is located at the bottom right of the form area.

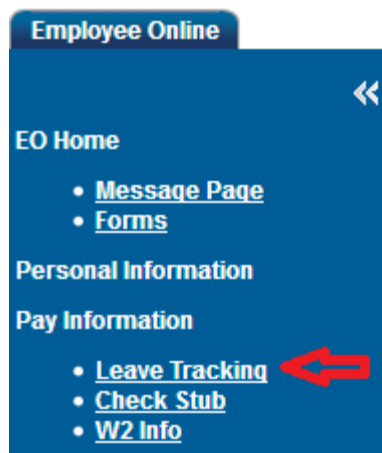
© 1990-2015 SunGard Public Sector Inc. All Rights Reserved. This program is PROPRIETARY and CONFIDENTIAL information of SunGard Public Sector Inc., and may not be disclosed or used except as expressly authorized in a license agreement controlling such use and disclosure. Unauthorized use of this program will result in legal proceedings, civil damages and possible criminal prosecution.

D. You will be prompted to change your password and create one of your choice.

- i. **Login:** District Employee ID #
- ii. **Old Password:** Your entire social security # with no hyphens
- iii. **New Password:** Create one of your choice. It can be numerical or alpha or both. It is not upper or lower case sensitive and up to 16 characters are permitted.
- iv. **Confirm New Password:** Re-enter your new password.

2. Navigating to leave balance information

- a. Welcome Page: Select “**Leave Tracking**” from the blue menu bar on the left of the screen.



- b. Select “**Substitute Sick**” from the Leave Type dropdown menu and Click Submit.

ID: XXXXXXXX Leave Type:

Name: JANE DOE Years of Detail:

- Vacation
- Sick Leave
- Floating Holiday
- Substitute Sick**
- Dependent Leave
- DISCRETIONAR

ID: XXXXXXXX Leave Type:

Name: JANE DOE Years of Detail:

[Submit](#) 

- c. The screen will display recent transactions and your current accrued balance of Substitute Sick leave. Substitute sick leave balances are displayed in hours.

ID: Leave Type:

Name: Years of Detail:

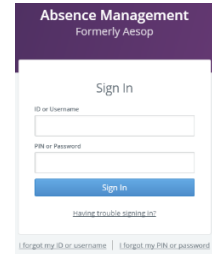
[Submit](#)

Current Balance: 48.00000

Date	Period	Trans Amt	Hour	Code	End Balance
12/31/2016	1701029	24.00000	3365	SUB ACR	48.00000
12/31/2015	1701029	24.00000	3365	SUB ACR	24.00000

To request Substitute Sick Payment for an accepted job that has NOT commenced:

1. Login to Absence Management.



Absence Management
Formerly Aesop

Sign In

ID or Username

PN or Password

Sign In

[Having trouble signing in?](#)

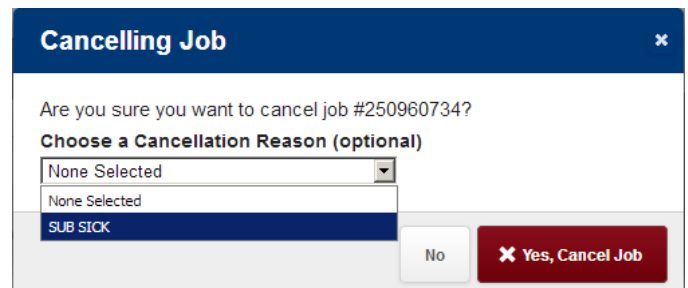
Forgot my ID or username | Forgot my PN or password

2. Select “Scheduled Jobs” tab and identify the job you wish to cancel. Select the red “Cancel” box.

0 Available Jobs		2 Scheduled Jobs		0 Past Jobs		0 Non Work Days	
Date	Time	Duration	Location				
00 SUPER HERO Report to: Main Office CONFIRMATION #250960548 Leave Feedback							
Tue, 3/28/2017	7:30 AM - 4:30 PM	Full Day	HUMAN RESOURCES DEPT				
00 SUPER HERO Report to: Main Office CONFIRMATION #250970953 See Details Cancel							
Thu, 3/30/2017 - Tue, 4/4/2017	7:30 AM - 4:30 PM	Full Day	HUMAN RESOURCES DEPT				

3. Select “Sub Sick” from the dropdown list and click the red box “Yes, Cancel Job”

Necessary information will then be extracted from Absences Management to facilitate payment on the next regular payroll cycle.



Cancelling Job

Are you sure you want to cancel job #250960734?

Choose a Cancellation Reason (optional)

None Selected

None Selected

SUB SICK

No Yes, Cancel Job

4. If you need to leave a substitute job once it has commenced and would like to request Substitute Sick Payment for the remaining portion of the job, contact the site/department staff to log the partial absence into Absence Management. Please note that the minimum time usage request for Substitute Sick Payment is 2 hours. Substitute Sick Payment request under 2 hours will not be processed.
5. To request Substitute Sick Payment for an absence in the middle of a multiday substitute job, contact the site/department staff to split the substitute job and log the cancellation reason for the appropriate day.
6. Please be aware that you will not be able to utilize the sub sick cancellation using the telephone.

Should you have any questions please contact the Human Resources Department at 933-7069 or 209-933-7065 ext.2105.