

CALIFORNIA INTERSCHOLASTIC FEDERATION NORTHERN SECTION

Introduction

The purpose of this Employee Handbook is to provide clarity and definition to employees' benefits and policies in the CIF Northern Section office.

Note that this handbook is a source of general information and is subject to modification. Clarification and/or interpretation will be the sole responsibility of the CIF Northern Section Commissioner and Executive Committee.

Elizabeth Kyle
Commissioner of Northern Section CIF

Approved by the Executive Committee-

Section 1

Personnel

I. Employee Category – Administrative (Certificated)

- A. Commissioner of Northern Section CIF
- B. Administrative Assistant 4/5 time

II. Administrative Procedures

1. Absence – Every employee is to call in as soon as possible and report to his/her immediate supervisor that he/she will be absent, possible length of absence and general reason for the absence.
2. Medical Appointments – With the prior approval of the immediate supervisor, the employee may be granted appropriate time to meet a medical appointment.
3. Hours of Work – The workday is arranged with and assigned by the Commissioner and the Section President.
4. Attendance at Funerals – Special consideration will be given for the obligation to attend funerals of relatives or close associates other than those of the immediate family per approval of the Section President.
5. Expenses – Each CIF Northern Section office credit expenditure must be documented on the monthly pay receipt form.
6. Hiring Procedures – After identification of an open position for Commissioner, the Commissioner shall post the position and notify potential candidates through all appropriate means. Applications will be accepted and screened by a committee. The Commissioner will extend the opportunity for Executive Committee members to participate in paper screening.
 - A. After identification of a pool of candidates, the Commissioner shall conduct screening interviews using panels which will have Executive Committee members.
 - B. A final interview will identify the candidate who will receive an offer of employment.
 - C. Prior to signing a contract, the Section President will review the available benefits package and determine placement on the salary schedule.

Considerations for placement are:

- i. Years of previous service in the areas of education, educational administration or athletic administration.
- ii. Academic degrees or equivalent in the area of sports, sports management or officiating.
- iii. Prior service to the Section in any capacity.**

** *The CIF Northern Section shall hire, recruit and promote staff without regard to gender, race, color, national origin, religion, age and disability, in accordance with applicable provisions of the Civil Rights Act of 1964, as amended, The Americans with Disabilities Act of 1991 and all other applicable laws, regulations and ordinances.*

III. Holidays

Employees shall be entitled to the following paid holidays, provided they are in a paid status the working days immediately preceding and following the holiday(????):

Columbus Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day
New Year's Day
Martin Luther King Day
Lincoln's Birthday
Washington's Birthday
Memorial Day

If the above falls on a Saturday or Sunday, a designated day immediately preceding or following the date will be observed.

IV. Leaves of Absence

1. Full-time administrative personnel shall receive full pay for the first 12 working days after all sick days have been used due to extended illness or serious injury, one time during a fiscal year, August 1-July31. However, the ability of the CIF Northern Section to fulfill this commitment is predicated on the ability of the office to draw from reserves without encumbering unreasonable amounts that would place the Section in financial jeopardy.

Sick leave is earned at the rate of one (1) sick day per month worked for a total of 12 sick days per year.

Sick leave not used during any one calendar year shall be carried forward to the succeeding calendar year in the form of accumulated sick leave. However, unused sick leave may not be awarded to the employee upon termination or retirement; it may only be converted to service time for retirees. (????)

Documentation for sick leave absences beyond four (4) days may be requested from a licensed physician or practitioner.

If absence for sickness exceeds the number of earned sick leave, the employee shall receive 50% of his/her current salary up to the total of 150 working days per school year. (????)

2. Bereavement Leave – Each employee shall be allowed a leave of absence of three (3) days with full pay by reason of death in the immediate family. If additional days are required, they may be taken with the approval of the Section President.
3. Pregnancy Leave – A leave of absence may be granted to an employee, without pay, because of pregnancy, miscarriage, childbirth and recovery. The employee's absence, including the date on which the leave will begin and the date of return to work, shall be determined by the employee and the employee's physician. The Section President may require documentation.
4. Jury Duty – Employees shall be entitled to a leave of absence, with full pay, to serve on a jury for the required time as set forth by the county. Full pay will continue only if the employee is on

a jury trial when the tenth day occurs and no verdict has been reached. Paid status will continue until a verdict is reached and the trial is completed.

- A. CIF Northern Section office will only monetarily compensate employees for a period of ten (10) days of jury service once every three years. (???)
 - B. Any monies received from serving jury duty will be turned over to the CIF Northern Section office. This money will be used to offset the cost of temporary employees and/or overtime brought about by jury duty.
5. Personal Leave – An employee, because of personal necessity, may be granted leave with pay under the following conditions:
- A. A total of up to four (4) days in any school year may be taken as a personal necessity leave. These days will be charged to accumulated sick leave. The leave is not cumulative from year to year.
 - B. The days of leave taken under this provision are deducted from the number of sick days to which the employee is entitled and may not exceed that number.
 - C. The Section President reserves the right to make all decisions relative to compensation for personal leave that will be reasonable and fair to the Northern Section office.
6. Personal Emergency Leave – An employee, because of personal emergency, may be granted leave with pay for a maximum of four (4) days under the following conditions:
- A. A serious accident involving the employee's person or property which requires the employee's immediate attention during working hours, such as earthquake, flood, fire, etc.
 - B. An accident involving the person or property of a member of the employee's immediate family.
 - C. Personal business imperatives, which must be conducted in order to conform to legal procedures or to resolve threats to one's personal assets.
 - D. The Section President reserves the right to make all decisions relative to compensation for personal leave that will be reasonable and fair to the Northern Section office.

V. Wages

The salary schedule is approved by the Executive Committee and incorporated into the yearly budget.

Payday is the last day of the month. When the last day of the month falls on a Saturday or Sunday the previous Friday will be the payday.

VI. Mileage

The Section Staff will be reimbursed the IRS rate for miles travel in performing the duties of the office.

VII. Compensation Plan

The Commissioner has a 225 day work year.

The Administrative Assistant has a 185 day work year.

The Commissioner's and Administrative Assistant's salary is based on the salary schedule developed and approved by the Executive Committee.

VIII. Evaluation

Every employee of the Northern Section office shall be evaluated annually. The employee shall have the opportunity to review the evaluation and may request a conference with the immediate supervisor. Supervisors are encouraged to meet with staff prior to September of the year of the evaluation to discuss the criteria for evaluation and to determine any areas for improvement.

1. The Executive Committee will evaluate the Commissioner annually.
2. The Commissioner shall evaluate the following positions in writing:
Executive Secretary

IX. Benefits

The following benefits are provided for each full-time employee:

1. Health insurance stipend is provided.
2. Retirement – Retirement Plan under PERS with employee and employer contributing on scale arranged by PERS.
3. Retirement/Medical – Upon retirement from the CIF Northern Section office, the employee will receive, as part of the retirement benefits stipulated in the PERS contract, benefits on the medical coverage up to approved limit, provided they are a full-status, medically covered employee at the time of retirement. *Employees must have 10 years of full-time service in order to be eligible for supplemental coverage until age 65.* Supplemental coverage medical care beyond age 64 is discontinued effective July 1, 2004 for all new hires after this date. (????)*

X. Employee Occupational Safety and Health Policy

The personal safety and health of each employee is a primary concern of CIF Northern Section and is a high priority.

To the greatest degree possible, CIF Northern Section will provide and maintain safe working conditions and equipment at all times, comply with standards prescribed by applicable state and local laws and regulations affecting employee safety and health and conduct employee education and training in development of safe attitudes and practices.

The objective is a safety and health program that will reduce the number of disabling injuries and illnesses to a minimum.

A safety and health program conforming to the best practices of the California Occupational Safety and Health Act of 1973 will be maintained. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of the administrators and classified employees.

It also requires cooperation in all safety and health matters not only between supervisor and employee but also between each employee and fellow worker.

The safety and health program will include:

1. Conducting a program of safety and health inspections to locate and correct unsafe working conditions or practice, to control safety and health hazards and to comply fully with safety and health standards for every job.
2. Training all employees in good safety and health practices.
3. Providing necessary personal protective equipment and instructions for its use and care; providing mechanical and physical safeguards to the maximum extent that is possible.
4. Developing and enforcing safety and health rules, requiring that employees cooperate with and obey these rules as a condition of employment.
5. Investigating promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it will not be repeated.
6. Utilizing procedures for prompt attention to injuries and medical controls to ensure that no injured employee returns to work unless he/she is fit to perform his/her duties.
7. In keeping with current Workers' Compensation Laws and claim purposes, any accident and/or injury in the workplace must be reported to the Office Manager promptly within 24 hours of occurrence. Necessary forms for all such claims will be made available to the employee.

The responsibilities for safety and health are shared. The employee is responsible and accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement and for providing the safeguards required to insure safe conditions.

Employees are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations and for continuously practicing safety while performing their duties. Each employee has the additional responsibility of reporting hazardous conditions to his/her supervisor.

The Executive Committee and the Commissioner shall be the Risk Management Safety officer for CIF Northern Section.

Section 2

Financial Policies

I. Monthly Mileage Expenses

Current IRS rate will be reimbursed.

II. Business Related Meal Expenses

1. Meal expenses must be directly business-related to the employee's area of responsibility. Examples are sport advisory committee lunches, meals for workers at championship events or meals associated with Council or Executive Committee members.
2. Meal receipts are required. Guidelines are in effect whether expense is on the CIF credit card or out-of-pocket. Employees should use the following guidelines:

Breakfast - \$15

Lunch - \$20

Dinner - \$45

Plus allowable tips paid at a maximum of 15%.

3. Exception to the above will require approval from the Section President.

III. Conference and Convention Guidelines for Employees and Executive Committee

1. A business conference or convention is a designated meeting of CIF Northern Section employees and/or Executive Committee members conducted to exchange information, instruction or training. Examples would include the annual National Federation summer meeting, annual fall Section 7 & 8 meeting, three annual State Federated Council meetings, the annual Commissioner's workshops, etc.
2. Each conference or convention delegates are expected to provide documentation with receipts attached upon completion of the trip at the end of the month to the office. Legitimate expenses will be reimbursed upon presentation of the proper receipts.
3. Air transportation must be made at the 21-day advance ticket price. In the event that an Executive Committee member's spouse or significant other attends a meeting for the purpose of participating in organized activities that are part of the conference/meeting, he/she may submit for one-way airfare, subject to approval by the Commissioner. Please attach receipt. Auto mileage will be paid at the approved rate.
4. Rental Cars – Reimbursement for rental cars will only be made at the cost of mid-size cars or smaller and require prior approval. Receipts must be attached.
5. No personal expenses will be allowed.
6. If an employee combines personal and business travel, the employee must pay the personal portion of the expense.
7. Exception to the above will require approval from the Commissioner.

IV. Executive Committee Retreat – Guidelines

1. Expense guidelines are per State Federated Council guidelines (see attached). All CIF Northern Section representatives are expected to use reasonable judgment in their expenditures. The office will provide a statement of travel and expense form. For purpose of reimbursement, the form must be completed within ten (10) days with all documentation attached.
2. The CIF Northern Section office will arrange lodging at the number of nights approved by the Executive Committee. Hotel receipts must be attached to the documentation.
3. Out-of-pocket meals will be reimbursed using the business related meal expenses guidelines.
4. Transportation – Coach air transportation must be made at the 21-day advance ticket price. Receipts must be attached. In the event that an Executive Committee member's spouse or significant other attends a meeting for the purpose of participating in organized activities that are part of the conference/meeting, he/she may submit for one-way airfare, subject to approval by the Commissioner.

Auto transportation will be reimbursed at the approved rate.

5. Other Expenses – Miscellaneous expenses such as tips to bellboys, baggage assistants and other personnel will be reimbursed.
6. Exception to the above will require approval from the Section President.