

Tri-Cities Regional Occupational Program

Whittier, California

Prepares Students for College AND Careers



EMPLOYEE HANDBOOK

2017/2018

TriCitiesROP.org

Revised 3/1/18

Index

Organization

1. Philosophy
2. Mission
3. Governing Board
4. Website Resources
5. Administration
6. College and Career Pathways Advisors
7. Support Staff
8. Certificated Staff

General Information

9. Nondiscrimination/Harassment
10. Code of Ethics
11. Professional Attire
12. Tuberculin Skin Test or Assessment
13. Teaching Credential *
14. Child Abuse and Neglect Mandated Reporting
15. Offer of Employment *
16. Teacher Work Schedule *
17. Salary Placement
18. Non-Teaching Time *
19. Pay Checks and Pay Periods
20. Teacher Time Cards *
21. Personnel Evaluations
22. Program Review *
23. Substitute Teacher Binder *
24. Professional Development
25. Employee Training
26. Health Benefits
27. Employee Leave of Absence

Procedures and Forms

28. Employee Absent Request
29. Employee Injury
30. Mileage Reimbursement
31. Ordering Classroom Supplies and Equipment
32. Request for Work Orders
33. Conference and Workshop Attendance
34. Duplication of Class Materials
35. Outside Speakers
36. Field Trip Request, Busing and Use of Private Transportation
37. Student Accidents and Reports
38. Unusual Occurrence Report

Certificated Teacher Information *

39. General Rules
40. Embedded Support
41. Teacher Meetings
42. Evening of Excellence Student Awards Program
43. Safety Instruction
44. Fee Collection From Students

* applies to Teachers only

EMPLOYEE HANDBOOK

Revised March 1, 2018

The Tri-Cities ROP Employee Handbook is a summary of some of the employment policies, procedures, rules and regulations of the Tri-Cities ROP. However, this handbook should not be considered all inclusive. It has been prepared to acquaint employees with the general and specific information about the ROP and to answer procedural questions for the orderly and efficient operation of the ROP. Most of the employee questions will be answered in this handbook. However, if there are questions regarding the handbook, or matters that are not covered, they should be directed to the Human Resource Coordinator or your Supervisor. Employees are also responsible for adhering to the Tri-Cities ROP Board Policies. We have included responsibilities and expectations related to your role as a professional. We hope this will be a useful tool for you and makes your experience an enjoyable one at Tri-Cities ROP.

This Employee Handbook has been prepared for informational purposes only. The Tri-Cities ROP reserves the right to add, delete or otherwise modify any or all of the below policies and procedures of employment in whole or in part, at any time with or without notice for the good of the ROP. This handbook supersedes all previous handbooks, statements, procedures, rules, regulations, or any other documents governing the terms and conditions of employment addressed in this handbook given to staff whether verbal or written.

ORGANIZATION

1. Philosophy

Tri-Cities Regional Occupational Program is committed to serve equally all members of a diverse student population which includes the broadest range of ethnic, cultural, and educational backgrounds. Our mission is accomplished through partnerships with local high schools and businesses in the cities of Pico Rivera, Santa Fe Springs, and Whittier. We also serve portions of Norwalk, Downey, La Puente, La Mirada, and La Habra Heights. The ROP is open to high school students and adults who can benefit from the instruction. Each student should have the opportunity to learn the skills, knowledge, and attitudes which will make him/her a productive and contributing member of our community. Tri-Cities Regional Occupational Program is designed to prepare an individual to assume the role of a productive employee.

2. Mission

Tri-Cities ROP prepares students for college AND careers by offering excellent career technical education leading to employment, industry certification, or post-secondary education

3. Governing Board

The Governing Board is the governing body of the ROP. Members are appointed for a term of two years by their participating districts - two from the Whittier Union High School District and two from the El Rancho Unified School District. The Whittier Superintendent appoints one Board member who is a district staff member. The Board meets monthly in the Tri-Cities ROP multipurpose room, and the agendas are posted in the ROP Office five days in advance of each meeting.

Mr. Jeff Baird, President (WUHSD)
Dr. Teresa Merino, Vice President (ERUSD)
Mr. Loring Davies, Clerk (WUHSD)
Dr. Aurora Villon, Member (ERUSD)
Dr. Ralph Pacheco, Member (WUHSD)

Board revised 12/2017

4. **Website Resources**

www.tricitiesrop.org

Staff Email
Login
Event Calendar
Work Orders
Safe Schools
Pluralsight
Evening of Excellence Rubric
ClassMate Login

5. **Administration**

Tracie Zerpoli, Superintendent
Daniel Barajas, Director of Business and Operations
Therese Kennedy, Director of Educational Services
Ruth Sudick, Human Resource Coordinator
Maria Tejada, Instructional Support Specialist

6. **College and Career Pathways Advisors** (Classified Staff)

Adele Cuevas, College and Career Pathways Advisor (CHS and ERHS)
Jasmin Gonzalez, College and Career Pathways Advisor (WHS)
Cody Hill, College and Career Pathways Advisor (LSHS and PHS)
Jeremy Hunter, College and Career Pathways Advisor (SFHS)

7. **Support Staff** (Classified Staff)

Irene Barrasa, Purchasing Specialist
Andrea Burrola, Receptionist/Office Assistant to Human Resource Coordinator
Mia Burrola, Secretary to Superintendent
Luis Cervantes, Instructional Assistant (Construction Technology, CHS)
Scott Freeman, Instructional Assistant (Automotive Technology, WHS)
Lupe Guerra, Budget Analyst
Richard Alvarez, Utility Worker
Barry Hardy, Part-Time Utility Worker
Darla Johnson, Administrative Aide to Director of Educational Services
Steven Katawetheesakun, Data Specialist
Mitch McDonald, Technology Support Specialist
Tammi Simmons, Accounting Technician

8. Certificated Staff

Teacher	Courses	School
Arlene Bumgarner	Home Health Aide Adult	ROP Ctr
Dee Cotton	Dental Assistant Adult	ROP Ctr
Ronnel Farol	Nurse Assistant Adult, NA Continuing Ed Units	ROP Ctr
Bill Buttinelli	Automotive Technology, Advanced Auto Tech, ASE Certification af sch	CHS
Keith Candelaria	Emergency Medical Responder, Sports Medicine I	CHS
Kathryn Gould Demerjian	Medical Core	CHS
Michael Hinson	Administration of Justice, Forensic Science, Constitutional Law	CHS
Peter Krause	Construction Technology I, Construction Technology II	CHS
Maria Moreno	Foods and Hospitality	CHS
Elizabeth Tabb	Nurse Assistant Pre-Certification	CHS
Justin Urquiza	Nurse Assistant Pre-Certification Clinical	CHS
Jeff Whetstone	Digital Photography I, Digital Photography II	CHS
David Luna	Introduction to Culinary Arts, Advanced Culinary Arts, International Cuisine	ERHS
Patricia McCaw	Medical Core, Emergency Medical Responder	ERHS
Jesse Ortiz	Introduction to Construction	ERHS
Kristen Ross	Medical Core, Sports Medicine I & II	ERHS
Betty Brooks	Nurse Assistant Pre-Certification	ERHS, ER Ed Ctr
Nicholas Guerra	Career Internship	ERHS af sch
Sal Senar	Career Internship, Career Readiness	Frontier
Kathryn Abell (contract)	Sports Medicine I	LSHS
Kim Fitzgerald (contract)	Computer Careers, Virtual Enterprise	LSHS
Amber Fox (contract)	Digital Photography I	LSHS
Steve Hemenway (contract)	Sports Management	LSHS
Sam Knaak (contract)	Video Production I, Video Production II	LSHS
Sal Senar	Career Internship	LSHS
Elena Solis	Introduction to Teaching	LSHS
Chuck Drylie	Administration of Justice, Forensic Science	LSHS
Christine Avila	Professional Dance, Advanced Dance/Choreography, FAST	PHS
Rosie Bedolla	Emergency Medical Responder, Medical Core	PHS
Garrett Carr (contract)	Sports Medicine I and II	PHS
Dee Cotton	Dental Assistant	PHS
Arnie Esquivel	Administration of Justice, Forensic Science	PHS
Louis Garcia	Construction Technology I	PHS
Diana Mendoza	Digital Publishing, Digital Design I	PHS
Valerie Lopez	Dental Assistant	PHS af sch
Stephanie Vallejo	Administration of Justice, Forensic Science, FAST	SFHS
Michael Griffie (contract)	Architectural Drafting I	SFHS
Larry Hansen	Medical Core, Sports Medicine I	SFHS
Evonne Cauette	Medical Core, Sports Medicine I	WHS
Jason Ceballos	Graphic Design I, Graphic Design II	WHS
Marcos Meza	Automotive Technology, Advanced Auto Technology	WHS
Elena Solis	Career Internship, Introduction to Teaching	WHS
Steven Swanson (contract)	Principles of Engineering	WHS
Mike Davis	Administration of Justice Academy	WHS af sch
Chuck Drylie	Administration of Justice Academy	WHS af sch
Mike Hinson	Administration of Justice Academy	WHS af sch
Ryan Todd	Administration of Justice Academy	WHS af sch
Pia Ribbe	Computer Coding	Ochoa

GENERAL INFORMATION

9. Nondiscrimination/Harassment

Tri-Cities Regional Occupational Program shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, physical or mental disability, age, or sexual orientation. ROP staff and volunteers shall carefully guard against discrimination, segregation, bias, and stereotyping in instruction, guidance, and supervision.

The Governing Board prohibits intimidation or harassment of any student by any employee, student, or other person in the ROP. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from ROP service, activities, or privileges. Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint. Any school employee who witnesses an incident of unlawful discrimination shall immediately intervene to stop the incident when it is safe to do so. The coordinator/compliance may be contacted at (562) 698-9571, rsudick@tricitierop.org.

10. Code of Ethics

The Governing Board expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the district's educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students. The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong. Each employee receives the Tri-Cities ROP [Code of Ethics](#) upon hire.

11. Professional Attire

Appropriate dress and grooming by employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. ROP has [Professional Guidelines](#) for teachers and for Classified Staff.

12. Tuberculin Skin Test or Assessment

A person shall not be initially employed by a school district, or employed under contract, in a certificated or classified position (or volunteer) unless the person has submitted to a tuberculosis risk assessment administered by a licensed health care provider within the past 60 days. If tuberculosis risk factors are identified, the person must be administered a TB test. If the TB test is positive, it must be followed by a chest x-ray. All employees must furnish evidence of a skin Tuberculin test or assessment certificate of completion. Screening is required every 4 years. The ROP will pay for the follow up screenings if completed by the ROP authorized medical group. Please contact the Human Resource Coordinator for authorization form. If completed with the school district, please ask personnel to email a copy to Human Resources at the ROP Office.

13. Teaching Credential (applies to Teachers only)

It is the teacher's responsibility to keep informed of the necessary requirements and deadlines of his/her teaching credential.

Holders of preliminary teaching credentials are personally responsible to complete the required classes at least 4 months prior to the expiration date on the credential. Once you request and receive your transcript, submit your completed credential packet including fees to the Human Resource Coordinator for review. The packet along with the required supervisor and mentor evaluation forms and logs and your

candidate evaluation form will be submitted by the ROP to the program sponsor. Credential packets are available in the Human Resource Office.

Clear credential holders must submit their renewal online to the Commission at least one month prior to their credential expiration date. Renewals are required every 5 years, and the current nonrefundable application fee is \$100.

It is the teacher's responsibility to notify the Commission on Teacher Credentialing should you have a change of postal or email address. You can view your credential status and add or change personal information or change address at www.ctc.ca.gov. Click on Credential Information, then scroll down and click on Educator Login and enter your username and password. You will be prompted accordingly if you forgot your username or password. Click on Create User ID and Password if you need to set up your login.

14. Child Abuse and Neglect Mandated Reporting

All employees are required to complete a Mandated Reporter online course within 6 weeks of the start of the school year every year.

As a public school employee, it is part of your professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom you have professional contact.

You must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

Reporting duties are individual and no supervisor or administrator may impede or inhibit your reporting duties.

Once you submit a report, you are not required to disclose your identity to your employer.

Your failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars (\$1,000), or by both that imprisonment and fine.

15. Offer of Employment (applies to Teachers only)

The Governing Board and Superintendent will employ teachers by issuing individual teacher offers of employment to each teacher before the start of the following school year. ROP teachers are employed "at will" and employment is not for any definite period. No permanent employee status is granted by the offer.

A teaching contract cannot be issued to any person not legally authorized to teach. All teaching contracts shall terminate if and when the authority to teach terminates and/or if a teacher credential expires. Failure of the teacher to maintain an updated credential will result in termination of the individual teacher contract. Evidence of such authorization to teach must be on file with the California Commission on Teacher Credentialing (CTC) or the issuance of a Temporary County Certificate is approved and on file with the Los Angeles County Office of Education before the effective date of the teaching contract.

16. Teacher Work Schedule (applies to Teachers only)

The Tri-Cities ROP will establish a **Teacher Calendar** each year reflecting contracted days to include teacher preparation days and student contact days. The teacher will receive their calendar when they receive their offer of employment.

Teachers do not receive compensation when class is not in session, including holidays and for winter and spring recess, unless it is otherwise listed on the Teacher Calendar.

Refer to [page 2 of the Teacher Calendar](#) for items that are additional paid time outside of regular teaching time. Additional paid time must be pre-approved by your supervisor.

17. [Salary Placement](#)

Teachers –

Teachers are placed on the Teacher salary schedule upon hire according to prior education and experience and with Governing Board approval. Teachers receive individual notice on their offer of employment as to their current hourly teaching salary prior to the beginning of each school year. Teachers who have an assignment of 12 or more hours per week, and are present 75% of the time, will automatically move to the next step on July 1 of the following year if they have completed 20 hours of professional development during the current school year and have a satisfactory evaluation on file, until the maximum step is met. Part-time teachers will advance one step after two years of service. If salaries are frozen by the Governing Board, there are no salary step increases.

Future Level Placement. In years subsequent to initial salary placement (i.e. education received after hire date), movement to the next Level requires evidence of the completion of a relevant degree from an accredited post-secondary institution plus a relevant teaching credential issued by the California Commission on Teacher Credentialing that are approved by the Superintendent. Contact the Human Resource if you obtain a bachelor's degree or master's degree or a clear CTE credential after your hire date. Original transcripts are required for degrees and the CTE credential must be on file at the Commission on Teacher Credentialing.

Classified Staff –

Salary placement on the Classified salary schedule is based on the classified position held and related years of experience. In general, classified employees receive an annual step increase until the final step is reached on the salary schedule.

18. [Non-Teaching Time](#) (applies to Teachers only)

Teachers may be paid for attending meetings, working on curriculum, or other authorized professional activities. The rate for non-teaching time is the same as the teaching rate except as noted in paragraph below. Non-teaching time must be approved in advance by your supervisor for all time other than mandatory teacher meetings.

Teachers are paid at their hourly teaching rate for all required meetings, inservice activities, and field trips for events totaling less than 4 hours. For events that are 4 or more hours in duration, the rate is the daily rate of \$200. Teachers are paid their regular hourly rate for attending meetings, conferences, and workshops if held during regularly scheduled teaching time.

19. [Pay Checks and Pay Periods](#)

Paychecks are either direct deposit into one designated bank account or available for pickup from the Accounting Technician after 11 a.m. on the issue date. To make other arrangements, please contact the Accounting Technician. If you are unable to pick up your paycheck, it will be placed in U.S. Mail the same day. Direct deposit pay stubs will be placed in your mailbox at the ROP Office in a sealed envelope. If you have direct deposit and your bank/account # or your address information changes at any time, you must notify the Human Resource Coordinator immediately. The incorrect information may not allow you to get paid.

All timecards are due on the 23rd of the month, unless otherwise noted on the Monthly Activities Calendar. This is required in order to allow time to process payroll and issue your paycheck by the pay date.

Teachers –

Teachers are paid on a monthly pay period. Payday is on the 5th of the following month time was earned. If the 5th falls on a holiday or weekend, payday is the prior work day. If a teacher's credential expires, the paycheck cannot be released by the Los Angeles County Office of Education until the credential information is updated.

Classified Staff Hourly –

Hourly Classified Staff are paid on a monthly pay period. Payday is on the 5th of the following month time was earned. If the 5th falls on a holiday or weekend, payday is the prior work day.

Classified Staff Monthly –

Monthly Classified Staff are paid on a twice monthly pay period. Payday is on the 20th of the month time was earned and on the 5th of the following month time was earned. If the 20th or 5th falls on a holiday or weekend, payday is the prior work day.

Administrators –

Administrators are paid on a monthly pay period. Payday is on the 1st of the following month time was earned. If the 1st falls on a holiday or weekend, payday is the prior work day.

20. Teacher Time Cards (applies to Teachers only)

Teachers are issued pre-printed monthly **Time Cards** for 5 months at a time (one semester). Your time card is to be reviewed by you for accuracy, include days and hours absent and the reason code, your signature, and **submit to your supervisor by the 23rd of each month** (unless noted otherwise on the Monthly Activities Calendar). Your time card will not be processed if it is not completely filled out and signed by you. If there are errors requiring additions or deletions to your time card once submitted, you will receive an email from your supervisor or the Human Resource Coordinator noting the changes for your information. All changes to your time card are initialed by your supervisor.

Teacher pay is calculated on teaching days, class sections, and hours. This information is pre-printed on your time card. You are paid based on the total periods or hours you teach and an additional 15% prep time based on total hours taught for the month. Time card hours should not exceed the hours listed for the class being taught. If you feel your time card does not have the correct pre-printed data, please contact the Human Resource Coordinator immediately.

If you have been approved for program development or curriculum writing or attending additional meetings, you are to note these hours in the 'Additional Time' hours column of your time card along with an explanation. Any other time you spend on behalf of the ROP for which you feel you should be compensated must also receive prior approval from your supervisor.

When filling out your time card, use black ink only. If you make an error, cross it off and initial it. Do not use whiteout.

If you are out ill, on personal necessity, on personal business, or bereavement, you must indicate this on your time card as SL, PN, PB, or B, and write in the hours absent under the 'Absences' column. Typically, all day absence hours are based on the periods you teach including prep (i.e. 5 periods plus prep is 5.75 hours absent).

Adding additional teaching assignments on your time card: If you teach an additional after school class (a class not held on the high school campus during the regular school day), you will add these hours to your time card in the 'Additional Time' hours column along with the name of the class.

21. Personnel Evaluations

Teachers –

All new teachers are observed and evaluated their first and second year of employment by their supervisor. After the second year, the teacher is evaluated every other year. Your supervisor will complete a **Certificated Performance Evaluation**. The process will include a minimum of one classroom observation and one follow up meeting to review the evaluation.

Administrators and Classified Staff –

Administrators and Classified staff are evaluated every year by their supervisor. Probationary employees are evaluated at 3 and/or 6 months and again before one year of employment. Your supervisor will complete a **Classified Employees Performance Evaluation**. The process will include a meeting to review the evaluation.

22. **Program Review** (applies to Teachers only)
At least once every other year, the Instructional Support Specialist will visit your classroom and complete a **Program Review** form. Please be sure to review the form prior to the visitation and gather the required information for review by the administrator. This is a formal visit but will also allow for an exchange of ideas and concerns to improve your course and classroom environment.
23. **Substitute Teacher Binder** (applies to Teachers only)
Each teacher must keep their **Substitute Teacher Binder** on their classroom desk. This binder is to provide a substitute teacher with instruction on the lesson(s) that should be taught in the teacher's absence. Teachers shall prepare lesson plans determining the courses of study for each subject he/she teaches stating what is expected to be accomplished during each period and day's work.
24. **Professional Development**
Professional development proposals must be submitted on the **Professional Development** form to your supervisor by September 30. The employee is responsible for providing the form and back up documentation by April 30 for step advancement approval for salary step increase the following school year.

Teachers –

To qualify for annual step advancement, teachers must have completed 20 hours of professional development during the current school year and have a current satisfactory evaluation on file.

Classified Staff –

To qualify for annual step advancement, classified employees must have completed 10 hours of professional development during the current school year and have a current satisfactory evaluation on file.

25. **Employee Training**

- 25.1 **Defensive Driver Training** (20 minutes): Staff who drive on company business are required to complete this online course. You will be contacted by email if you are to take this course. Once completed, print the Certificate of Completion and submit to the Human Resource Coordinator. Teachers are to complete this training outside of class hours and can add one-half hour to their time card. Classified staff are to complete the training during work hours. If this online course is required, you must also submit a current copy of your California driver license, vehicle liability insurance, and vehicle registration at the start of each school year.
- 25.2 **Mandated Reporter: Child Abuse and Neglect** (39 minutes): **REQUIRED EVERY YEAR:** All employees are required to complete this online course within 6 weeks of the start of the school year every year. You will be emailed the link at the start of the school year to take this course. This course is alternated each year so employees have a different version every other year to keep the information fresh. Once completed, print the Certificate of Completion and submit to the Human Resource Coordinator. Teachers are to complete this training outside of class hours and can add one hour to their time card. Classified staff are to complete the training during work hours.
- 25.3 **Early Online Orientation** (20 hours): This is required of all new CTE credential holders and is the first requirement of the credential program. Once completed, download link and print a Certificate of Completion. Scan and email a copy to your program sponsor (i.e. LACOE), and a copy to the Human Resource Coordinator at the ROP Office. ROP does not pay teachers for their time to complete this orientation. www.cteonline.org

26. **Health Benefits**

Tri-Cities ROP offers health benefits for all eligible employees. All regular full-time and part-time employees who are regularly scheduled to work 15 or more hours per week are eligible to participate in the group benefit plans. The following benefit plans are offered: Medical, Dental, Vision, Basic Life Insurance, and Supplemental Life Insurance.

The compensation program for all regularly employed full-time personnel shall include one of the CalPERS major medical health plans of his/her choice, with a Board-approved maximum contribution

amount paid for by Tri-Cities ROP. Also offered are Delta Dental, Vision Service Plan, and VOYA Life Insurance plans for the employee and dependents with total cost of premiums paid for by Tri-Cities ROP. The major medical plan is effective with the first working day of employment if employed on the first day of the month. Otherwise, coverage begins the first day of the month following the employment date. Employees must have their required forms to the Human Resource at least 2 weeks in advance.

For teachers working less than a 5 period day or classified staff working less than 30 hours per week, the ROP will pay for each employee that prorated portion of the costs of insurance in the same ratio as the regular work hours per day, days per week, weeks per month or months per year of such hourly employees bear to six hours per day, 30 hours per week, weeks per month or months during the fiscal year.

Note: Temporary classified employees are not entitled to health benefit coverage.

While on approved leave of absence, employees will be permitted to continue with health, dental, and vision benefits at the employee's expense in the manner prescribed by the Business Services Division.

27. Employee Leave of Absence

27.1 Vacation Leave Teachers –

Vacation leave is not accrued or granted for teachers.

27.2 Vacation Leave Classified Staff –

Full-time classified employees earn one day's vacation for each month worked. Part-time employees who are a part of the classified service shall be entitled to a prorated vacation allowance in the same ratio to regular monthly personnel as their work hours per day, days per week, weeks per month, or months per year bear to eight hours per day, 40 hours per week, weeks per month, or 12 months per year. Regular monthly personnel must complete 75 percent of the working days in a month in order to be credited with one day's vacation for that month. Regular part-time hourly personnel must also complete 75 percent of their scheduled work days in a month in order to earn vacation for that month. Vacations should not be accumulated from year to year. If the employee is not permitted by administration to use his or her full annual vacation, the amount not taken may be carried over only as far as the next school year.

27.3 Sick Leave Teachers –

Teachers employed five school days a week are entitled to 10 days' leave of absence with full pay for personal illness or injury (sick leave), per school year of service. Employees who work less than five school days per week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employee who is entitled to less than three days of paid sick leave due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if he/she is eligible. In no case shall sick leave be used for extended vacations or time off for personal business.

An eligible employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination. Unused days of sick leave shall be accumulated from year to year without limitation. The ROP is not required to provide compensation to an employee for accrued, unused paid sick days upon termination, resignation, retirement, or other separation from employment.

During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or injury, continues to be absent from his/her duties for an additional period up to five school months, the employee shall receive his/her regular salary minus the actual cost of a substitute or the amount that would have been paid a substitute to fill the position. An employee shall not be provided more than one five-month period per illness or injury. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year.

27.4 **Sick Leave Classified Staff –**

Classified employees employed five days a week are entitled to 12 days leave of absence with full pay for personal illness or injury (sick leave) per fiscal year. Employees who work less than a full fiscal year or fewer than 5 days a week or less than 8 hours per day (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employee whose work hours are so few as to entitle him/her to less than 24 hours of paid sick leave per fiscal year shall be granted sick leave pursuant to Labor Code 246, if he/she is eligible. In no case shall sick leave be used for extended vacations or time off for personal business.

An eligible employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave until he/she has completed six months of active service with the district. Unused days of sick leave shall be accumulated from year to year without limitation. An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination. The ROP is not required to provide compensation to an employee for accrued, unused paid sick days upon termination, resignation, retirement, or other separation from employment.

27.5 **Personal Necessity Leave –**

An employee may use accumulated sick leave for a maximum of 7 days in any school year in cases of personal necessity. Proof of personal necessity shall be a written declaration by the employee that his/her absence from duty is due to personal necessity within the meaning of this policy.

Specific circumstances an employee may use Personal Necessity leave: (1) Death, or serious illness, of a member of the immediate family; (2) Accident, involving his/her person or property, or the person or property of a member of the immediate family; (3) Appearance in court as a litigant or as a witness under an official order; (4) Accompany family member for medical appointment/treatment (if cannot be arranged for after working hours); (5) Attendance at funeral/memorial services not covered by bereavement leave; (6) Emergency child care and/or arrangements for such; (7) Personal legal matters (if cannot be arranged for after working hours); (8) Parent-school conference or enrollment; school graduation ceremonies of employee's children, spouse or members of the employee's household; (9) Arrangements for emergency repair of home appliances, plumbing, public utility or automobile (if cannot be arranged for after working hours); (10) Attending religious ceremonies such as Baptisms, Bar Mitzvahs, weddings, and Confirmations for the employee's children or members of the employee's household (if cannot be arranged for after working hours); (11) Major religious holidays not observed by ROP.

The following examples are not reason for the use of Personal Necessity Leave: (1) Extension of vacation; (2) Extension of holidays; (3) Recreational activities; (4) Joining a family member or friend who is attending a business meeting, convention, award ceremony, etc.; (5) Attending graduation of friends or relatives other than the employee's children or members of the employee's household; (6) Routine child care or recreation activities with children; (7) Driving relative or friend to business appointment, airport, recreational activities, shopping, etc.; (8) Interviewing for a position with another organization; (9) Waiting for delivery of furniture or other products; (10) Routine automobile repair; (11) Attending religious ceremonies such as Baptisms, Bar Mitzvahs, weddings, and Confirmations of friends or relatives other than the employee's children or members of the employee's household.

27.6 **Bereavement Leave –**

Any regular employee shall be allowed a leave of absence on full pay not to exceed 5 working days of current assignment in each case when such absence is occasioned by reason of death in the immediate family of said employee. Immediate family shall be deemed to include mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee. Such leave does not have to be taken consecutively but shall be taken within a two-week period of the date of death.

27.7 **Jury Duty Teachers –**

Jury Duty and Witness Leave is granted to personnel to serve as a juror or to appear as a witness if he/she receives an official notification calling for such duty. Teachers called for jury duty are asked to request a postponement so that the service can be performed during a period which does not interrupt the instructional program provided to students of the ROP. Following this effort, if a teacher must serve at a time when he/she is providing contractual services to the Tri-Cities Regional Occupational Program, the teacher will be granted one day paid leave of absence for judicial duty for the first day only. To be eligible, the teacher must be employed on a regular basis. The teacher must also receive an official summons to appear as a juror, or a subpoena to appear as a witness, and not as a litigant in a case, to be eligible for such leave. The jury duty summons or subpoena must be copied and turned into your supervisor prior to the date of appearance along with your absence request. It is unlawful to encourage, solicit, or suggest that any employee seek exemption from such duty.

27.8 **Jury Duty Classified Staff –**

The Classified employee is to submit an official summons to appear as a juror, or a subpoena to appear as a witness, and not as a litigant in a case to be eligible for such leave. Submit to your supervisor with an absence request before the absence. Call the absence line each day you will be absent. Upon return to work, submit another absence request listing additional days you were absent. Also submit paperwork certified daily by the jury clerk showing that you served each day. The employee shall receive his/her regular pay for all working days spent on jury duty or as a witness. The employee shall be allowed to serve for the period of time as directed by the courts, and shall return to work during any day or portion of a day equal to or greater than one-half of the work shift in which appearance in court is not required. Endorse any jury duty fees, excluding mileage received, and forward them to the Accounting Technician.

27.9 **Unpaid Personal Business Leave of Absence –** Teachers are expected to be in the classroom during student contact days and are to arrange personal time outside of the teaching days listed on the Teacher Calendar. When requesting an unpaid personal leave of absence, Teachers and Classified Staff are to submit a written request to the Superintendent in advance. Personal Business will be approved by the Superintendent on rare occasions.

PROCEDURES AND FORMS

28. **Employee Absent Request**

Any planned absences by you must be noted on the **Request for Absence** form and submitted to and approved by your supervisor at least one week in advance. The ROP Office is responsible for scheduling all substitute teachers.

An employee unable to report for duty due to unexpected illness or other emergency reasons must call **the Absence Line (562) 698-9571 x150 by 6:00am** the day of the absence, and state your name and explain briefly why you will be absent. Teachers, please state periods you will be out, room #, and special bell schedule (if any). Speak clearly and loudly. Unplanned absences also require the employee complete an absence form and submit to the supervisor the day the employee returns to work.

A Classified employee must also leave a message with their supervisor if it is an unplanned absence.

Teachers, please note:

- ✓ Never allow your class to meet without a credentialed person present.
- ✓ In an emergency situation where you need to leave your class, call the ROP Office and ask for an Administrator (a credentialed staff member) to come to your classroom.

29. **Employee Injury**

All accidents and medical emergencies while at work no matter how slight must be reported within 24 hours of injury to the Human Resource Coordinator at the ROP Office. An **Employee's Report of Work Injury/Illness** form is to be completed by the employee within 72 hours, but preferably on day it is given to employee, and submitted to the Human Resource Coordinator. If the employee is requesting doctor

fees be paid by Workers' Compensation, all required forms must be filled out and it must go through an approval process with the insurance carrier.

If extreme emergency, employee is to go the nearest hospital. If there is no immediate threat to life and medical treatment is required, the employee is to obtain a **Treatment Authorization** form from the ROP Office and then proceed to the authorized medical clinic **OR** the employee can go to their own physician if their Predesignation of Personal Physician form is already on file at the ROP Office. At the ROP Office, the employee will be asked to fill out required paperwork and will receive informational materials regarding Workers' Compensation.

If you have any questions regarding procedures or forms, contact the Human Resource Coordinator.

30. Mileage Reimbursement

To receive compensation for work-related driving on company business, you must fill out a **Mileage Report and Reimbursement** form. Compensation for mileage expenses is provided when traveling to a location other than your regular work site. Mileage is paid on a reimbursement basis. The rate paid follows the current federal rate. Mileage should be calculated from your work site location to the location of the conference and/or meeting. Should your work day start at a location other than your normal work site, mileage should be calculated from the lesser of your home or work site to the conference and/or meeting site.

The Mileage Report and Reimbursement form should be submitted to your supervisor no later than the 5th day of the following month in which the miles were accrued. The form must be for one month only. Please allow 2 weeks for processing.

In order to receive mileage reimbursement for each fiscal year, the Human Resource Office will need verification of current California driver license, proof of current vehicle liability insurance, and proof of vehicle registration. This information must be submitted each fiscal year or upon insurance coverage change or renewal.

A typed form is requested.

31. Ordering Classroom Supplies and Equipment

Use a **Requisition Form** to order instructional materials and classroom office supplies for your program, and submit this form to your supervisor for approval. The approval will be based upon teacher rationale and available monies in the program budget (budget availability to be verified by the Director of Business Services). Classroom office supplies such as pencils, paper, tape, glue, rulers, etc. are ordered once a year during the annual teacher check out process at the end of the school year. Instructional materials can be ordered at any time during the school year until the deadline date, usually the end of January. Please contact the Purchasing Specialist if you would like to refer to a list of vendors that have been previously used.

After approval is obtained, make a copy of the Requisition Form for your files and then turn it in to the Purchasing Specialist. Office supplies will be available for you before the start of the school year. Allow 4 to 6 weeks for delivery of instructional materials.

Do not purchase any items without following the proper ordering procedure. If you do order or purchase an item on your own, you will need to pay for it out of your own pocket!

To request items over \$5000, you must submit a **Special Purchase of Capital Equipment Request** form to your supervisor. This request will be reviewed by your supervisor and, if approved, submitted to the Governing Board for final approval. Once approved, you must complete a Requisition Form and submit it to the Purchasing Specialist for processing.

Purchasing equipment can be a lengthy process from the submission of the Requisition Form to delivery by the vendor, so plan ahead.

A typed form is requested. If your requested purchases are online, print the 'shopping cart' and attach to the Requisition Form.

32. [Request for Work Orders](#)

This form is online. Log in at www.tricityrop.org - Resources - Work Orders

Enter your Tri-Cities ROP email address and password to access **New Support Ticket** request. All requests for work orders should be done online. No phone or in person work orders will be accepted. Submit a work order for Maintenance or Technology requests including: Computer repair or software assistance, classroom or equipment repair, and equipment transfer.

When inputting the information online, you must include a subject, location, whether you are requesting a Maintenance or Technology request, and if it is a request for repair, set up, pick up, delivery, or other.

Include specific details of the request you are submitting under the Description tab. Indicate the item(s) to be repaired and the type of repair needed including serial number(s), model number(s), and ROP number(s). Mark the equipment so it will be easily identifiable for pick up. Allow six to eight weeks for repair work being done by outside vendors.

To have equipment moved from one classroom or office to another, obtain approval from your supervisor before submitting an online work order. On the work order, describe in detail the item(s) to be moved including ROP number(s), destination, and when the move needs to be accomplished.

33. [Conference and Workshop Attendance](#)

Throughout the year professional organizations offer conferences and workshops to provide growth opportunities. All employees are encouraged to attend the workshops or conferences related to their field. Registration fees, meals, and travel expenses may be reimbursed by the ROP if the teacher has received prior approval. The procedure for receiving approval to attend a conference is as follows:

- (1) Submit a **Conference/Workshop Attendance Request** form to your supervisor at least four (4) weeks prior to the activity. Overnight conferences require Board approval and must be submitted eight (8) weeks in advance.
- (2) The supervisor will notify the teacher if the request has been approved.
- (3) The teacher should complete the registration process after receiving approval. Contact the Purchasing Specialist for travel/boarding arrangements, if necessary.
- (4) The teacher must complete the necessary forms for reimbursement and reporting as soon as possible but no longer than one month after attending the conference/workshop. The **Request for Reimbursement of Conference/Workshop Expenses** and the **Conference Summary Report** are to be submitted together to your supervisor.
- (5) The teacher may be asked to share information from the conference with staff.

The forms must be typed.

34. [Duplication of Class Materials](#)

Teachers are responsible for duplication of their class materials. For large duplication needs, contact your supervisor to arrange for the ROP Office to duplicate materials.

NOTE: Copyrighted material may not be duplicated unless permission is granted by the publisher.

35. [Outside Speakers](#)

Visitors, speakers, and presenters are welcome and beneficial in the classrooms. High school districts have a separate policy and procedure regarding classroom guest speakers. If the speaker is visiting a high school campus, you must follow campus procedures in addition to Tri-Cities ROP procedures. Complete a **Request for an Outside Speaker** form at least two weeks prior to the presentation, and submit form to your supervisor for approval. The speaker is to check in with the principal's office prior to going to the classroom.

A typed form is requested.

36. Field Trip Request, Busing and Use of Private Transportation

Field trips related to the subject being taught are encouraged. Submit a completed **Field Trip Request** to your supervisor at least 4 weeks in advance, as well as campus/district required paperwork.

ROP will arrange busing if requested on form. The Purchasing Specialist will arrange busing.

After receiving approval:

- (1) All student under the age of 18 must have a parent or guardian sign a **Parent Permission** form.
- (2) All students under 18 must have a **Transportation Permission Slip** signed by their parent or guardian if private cars will be used for transportation.
- (3) If the class is located on a high school campus and high school students will be attending the field trip during the school day, approval will also be needed from high school administration. The teacher must follow the procedures for each high school involved.

Approved adults may drive but must file a **Driver Certification Form** for the specific event with the District and ROP. (Staff members may file this form once every school year.)

Approved students may drive but must file a **Driver Certification Form** for the specific event with the District and ROP. This form must be signed by the student driver's parent or guardian. The event must be within the boundaries of the District or not more than six miles from the school.

Send a list of the students scheduled to attend the field trip to your supervisor at the ROP Office prior to the trip. On the day of the trip, give a list of names of those actually attending to the high school attendance office. Be certain that all students have all necessary forms completed and signed. Take a copy of the list of names and emergency information forms along on the field trip to be used in case of emergency. All field trips taken by students must be under the direct supervision of certificated staff. The teacher/student ratio is 1/30. Additional students require additional chaperones, i.e. school counselors, assistant principals, etc. For overnight trips, please contact your supervisor for procedure.

All overnight field trips must have received prior approval of the Governing Board. This request for approval must be submitted far enough in advance so as to allow sufficient time for discussion.

A typed form is requested.

37. Student Accidents and Reports

Students injured in classroom during school day at high school campus: Follow high school policies and reporting procedures for student injury. Notify your high school and your ROP supervisor within 24 hours. Complete a **Student Accident Report** within 24 hours from the date of knowledge of any injury or illness of a student during classroom training and submit to the Human Resource Coordinator.

Students injured in classroom while attending after school classes: Notify your ROP supervisor within 24 hours. Complete a **Student Accident Report** within 24 hours from the date of knowledge of any injury or illness of a student during classroom training and submit to the Human Resource Coordinator.

Students injured at work based learning site: Notify your ROP supervisor within 24 hours. Students training at a work based learning site are covered by Workers' Compensation. A **Student Internship Procedure for Treatment of Student Injury** packet includes the procedures and required forms. Each teacher with students in work based learning is to be familiar with the procedures and forms and have packets available at the site. Included in the packet is the **Student's Report of Work Based Learning Injury/Illness** form and the **Internship Training Site Report of Injury** form. Forms are to be submitted within 3 days to the Human Resource Coordinator. Student is to take **Medical Service Order** form to authorized medical facility. If emergency, direct student to nearest hospital. If student is requesting doctor fees be paid by Workers' Compensation, required forms must be filled out and student must meet with the Human Resource Coordinator to fill out claim form.

38. Unusual Occurrence Report

Use this form to report incidents of vandalism or other damage, fire, theft, or anything else of an unusual nature. Do not use this form to report injuries to pupils or staff. Notify your supervisor and submit this form to the Director of Business Services.

CERTIFICATED TEACHER INFORMATION

The primary responsibility for a successful instructional program rests with the classroom teacher. The development of student achievement is our primary goal. The total teacher responsibility is defined in the [Instructor Job Description](#).

It is important to maintain close supervision of your classroom at all times. Do not leave your students unsupervised. Be sure all activities in and out of the classroom conform to the guidelines set by the Education Code and the ROP's Board Policies. Begin and end class at the designated time. Students are our clients and must be treated with courtesy and respect. All teachers are expected to be in their classroom ½ hour prior to their scheduled start time and after class ends. Any activities outside of the scheduled class time or change of class schedule must have prior approval of your supervisor.

39. [General Rules](#)

- ✓ Never allow your class to meet without a credentialed person present.
- ✓ Teachers are required to be present at all programs to which they are assigned. Under no circumstances shall teachers absent themselves without permission from their supervisor.
- ✓ Teachers are responsible for the order and discipline of students on school property during their regular work day and when on duty for school functions.
- ✓ Each teacher is expected to attend scheduled staff meetings in their entirety unless he/she is excused by an administrator.

40. [Embedded Support](#)

Embedded Support (ES) is not a function of Tri-Cities ROP. ROP teachers are expected to be teaching students during ES.

41. [Teacher Meetings](#)

Teacher meetings are held twice each year. Meeting dates are announced well in advance to allow sufficient time for arranging your personal schedule. It is required that teachers attend these meetings. In addition, other meetings may be held throughout the year as the need arises. Teachers are also expected to attend inservice sessions and professional development workshops.

42. [Evening of Excellence Student Awards Program](#)

"An Evening of Excellence" is the Tri-Cities ROP annual student awards program. Each year, teachers submit the name of at least one, but no more than two students (regardless of how many sections you teach), for recognition. High school students selected should be seniors; however, you may select from other grade levels if you do not have seniors in your classes. You will receive an email in the fall notifying you of the nomination timeline. All teachers are expected to nominate students and adhere to deadlines. An Evening of Excellence is a one hour evening event that is held in the spring. All staff is requested to attend. There is no additional paid time to attend.

43. [Safety Instruction](#)

Each ROP course has specific safety regulations and considerations. All teachers are responsible to provide safety instruction and give each student a safety test. Evidence of safety instruction and/or safety tests must be on file in each classroom and recorded in grade book.

44. [Fee Collection From Students](#)

Teachers should under no circumstances collect money/fees from students. If a situation requires fees to be collected, contact your supervisor for correct procedures.