



Colton-Redlands- Yucaipa Regional Occupational Program

Employee Handbook

Section: Introduction

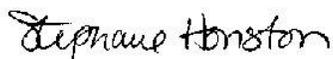
Welcome!

On behalf of the Governing Board and staff, welcome to the Colton-Redlands-Yucaipa Regional Occupational Program (CRY-ROP). You are now part of a team of educational professionals committed to building thriving Career Technical Education programs. We take pride in our culture that doesn't just attract amazing people, but it also helps them do their best work. Our administrative support team provides a network of experts who are available to provide services and support to ensure your success, and in turn ensure student success. We believe that power is gained by sharing knowledge. At CRY-ROP we share knowledge generously. Every employee has open access to anyone in the organization: we all embrace an open door policy.

This handbook describes many of our policies and outlines the programs and benefits available to eligible employees. The handbook will answer many questions you may have about your employment at Colton-Redlands-Yucaipa Regional Occupational Program. We suggest that you become familiar with the handbook as soon as possible. We hope and believe that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

Sincerely,

A handwritten signature in black ink that reads "Stephanie Houston". The signature is written in a cursive, flowing style.

Stephanie Houston, Ed.D.
Superintendent

Introductory Statement

This handbook has been prepared to provide our employees with a general understanding of our personnel policies, work rules and benefits. All employees are responsible for becoming familiar with our policies and procedures. If you have any questions regarding the material in the handbook, please contact your supervisor or any other member of management for clarification. The handbook should not be construed as an employment contract or agreement for employment for any specified period of time. We reserve the right to make changes to these policies at any time. When changes are necessary, we will provide you with amended pages for your handbook.

Section: Employee Notifications/Trainings

All Employees

ADA Policy (Americans with Disabilities Act)

AR 4032

Reasonable Accommodation

Definitions

Disability, with respect to an individual, is defined as any of the following: (Government Code 12926; 29 CFR 1630.2)

1. A physical or mental impairment that limits one or more of the major life activities.
2. A record of such an impairment.
3. Being regarded as having such an impairment.

Limits shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics or reasonable accommodations, unless the mitigating measure itself limits a major life activity. (Government Code 12926)

Essential functions are the fundamental job duties of the position the individual with a disability holds or desires. The term does not include the marginal functions of the position. (29 CFR 1630.2)

Reasonable accommodations that an employer may need to provide in connection with modifications to the work environment or adjustments in how and when a job is performed that enable an individual with a disability to enjoy equal employment opportunities include, but are not limited to: (29 CFR 1630.2)

1. Making existing facilities accessible and usable.
2. Restructuring the job duties.
3. Offering part-time or modified work schedules.
4. Acquiring or modifying equipment or devices.
5. Changing tests, training materials or policies.
6. Providing qualified readers or interpreters.
7. Reassigning the employee to a vacant position.

Qualified individual with a disability means an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position and who, with or without reasonable accommodation, can perform the essential functions of such position. (29 CFR 1630.2)

Undue hardship is a determination based on an individualized assessment of current circumstances that shows that a specific reasonable accommodation would cause significant difficulty or expense. A determination of undue hardship should be based on several factors, including: (29 CFR 1630.2)

1. The nature and net cost of the accommodation needed, taking into consideration the availability of tax credits and deductions and/or outside funding.

2. The overall financial resources of the facility making the reasonable accommodation, the number of persons employed at this facility, the effect on expenses and resources of the facility, or the impact on the operations of the facility.
3. The overall financial resources, size, number of employees, and the number, type and location of facilities of the ROP.
4. The type of operation of the ROP, including the structure and functions of the workforce, the geographic separateness, and the administrative or fiscal relationship of the facility involved in making the accommodation.
5. The impact of the accommodation on the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business.

For more information contact the Coordinator of Human Resources and/or read AR 4032 in its entirety.

Equal Employment Opportunity

BP 4030

Nondiscrimination in Employment

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits ROP employees from discriminating against or harassing any other ROP employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

The following position is designated as Coordinator for Nondiscrimination in Employment:

Coordinator of Human Resources

1214 Indiana Ct.

Redlands, CA 92374

(909) 793-3115

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of ROP policy should, as appropriate, immediately contact his/her supervisor, the Coordinator, or the Superintendent who shall advise the employee or applicant about the ROP's procedures for filing, investigating, and resolving any such complaint. Complaints regarding employment discrimination or harassment shall immediately be investigated. Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Coordinator or Superintendent as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

Training and Notifications

The Superintendent or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the ROP's policies and regulations regarding discrimination.

For more information contact the Coordinator of Human Resources and/or read BP 4032 in its entirety.

Anti-Harassment Policy – Short Version Harassment/Discrimination

All Personnel BP 4030

Per Board Policy 4030, the Governing Board prohibits unlawful discrimination against and/or harassment of CRY-ROP employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation, or any other basis protected by law at any ROP site and/or activity. The Board also prohibits retaliation against any ROP employee or job applicant who complains, testifies, or in any way participates in the ROP's complaint procedures instituted pursuant to this policy.

Any ROP employee who engages or participates in unlawful discrimination, or who aids, abets, incites, compels, or coerces another to discriminate, is in violation of this policy and is subject to disciplinary action, up to and including dismissal. Any ROP employee who observes or has knowledge of an incident of unlawful discrimination or harassment shall report the incident to the program manager, ROP department director, or Superintendent as soon as practical after the incident. Failure of a ROP employee to report discrimination or harassment may result in disciplinary action.

The Board designates the Coordinator of Human Resources as Coordinator for Nondiscrimination in Employment:

Sexual Harassment

Sexual harassment is a violation of several federal and state laws. The ROP strongly condemns, opposes, and prohibits sexual harassment of employees, applicants, students, and others by any person, by any means, whether verbal, physical, environmental, or any other means. The ROP will take all necessary steps to stop any harassment, prevent its recurrence and correct discriminatory effects on the complainant and others, if appropriate. Any employee who violates this policy may be subject to discipline, up to and including termination.

Sexual harassment, per the ROP Board Policy, means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting.

Obligation of All Employees

It is the obligation of all employees to report to their immediate supervisor any conduct on the part of employees or non-employees, such as service vendors or students, who sexually harass or otherwise discriminate on any protected basis against an employee, applicant, or student of the ROP. The employee may be instructed by management to submit in writing, a detailed and specific account of the incident(s), which may be used in investigating the allegation.

Child Abuse and Neglect Mandatory Reporting

Initial training as a mandated reporter is included in the New Employee Orientation. The training is repeated yearly with a completion date of August 31, in compliance with AB 1432 which mandates yearly training for all school personnel to be completed within the first six weeks of school.

Issues and Answers for Mandated Reporters

1. Why Must You Report?

The primary intent of the reporting law is to protect the child. Protecting the identified victim may also provide the opportunity to protect other potential victims. It is equally important to provide help for the suspected abuser. The report of abuse may be a catalyst for bringing about change in the home environment, which in turn may lower the risk of abuse.

2. What is Child Abuse?

Child abuse and neglect, as defined in CAN RA, includes: physical abuse, sexual abuse (including both sexual assault and sexual exploitation), willful cruelty or unjustified punishment, unlawful corporal punishment or injury, and neglect (including both acts and omissions). Under current law, child abuse does not include:

- "A mutual affray between minors." (PC 11165.6)
- "Reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment as a peace officer." (PC 11165.4)
- "An amount of force that is reasonable and necessary for a person employed by or engaged in a public school to quell a disturbance threatening physical injury to person or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil." (PC 11164.5)

In addition, "A child receiving treatment by spiritual means ... or not receiving specified medical treatment for religious reasons, shall not for that reason alone be considered a neglected child. An informed and appropriate medical decision made by parent or guardian after consultation with a physician or physicians who have examined the minor does not constitute neglect." (PC 11165.2[b])

3. What to Report

The California Child Abuse and Neglect Reporting ACT (CAN RA) can be found in California Penal Code Sections 11164 -11174.3. The following is a partial description of the statute. Mandated reporters should become familiar with the detailed requirements as they are set forth in CAN RA. Under the law, when the victim is a child (a person under the age of 18) and the perpetrator is any person (including a child), the following types of abuse must be reported by all legally mandated reporters:

Physical abuse (PC 11165.6) is defined as physical injury inflicted by other than accidental means on a child, or intentionally injuring a child.

Child sexual abuse (PC 11165.1) includes sexual assault or sexual exploitation of anyone under the age of 18. Sexual assault includes sex acts with children, intentional masturbation in the presence of children, and child molestation. Sexual exploitation includes preparing, selling, or distributing pornographic materials involving children; performances involving obscene sexual conduct; and child prostitution.

Willful cruelty or unjustified punishment (PC 11165.3) includes inflicting or permitting unjustifiable physical pain or mental suffering, or the endangerment of the child's person or health. "Mental

suffering" in and of itself is not required to be reported; however, it may be reported. Penal Code 11166.05 states: "Any mandated reporter who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon a child or that his or her emotional well-being is endangered in any other way may report the known or suspected instance of child abuse or neglect to an agency specified in Section 11165.9". (The specified agencies include any police department, sheriff's department, county probation department, if designated by the county to receive mandated reports, or the county welfare department.

Unlawful corporal punishment or injury (PC 11165.4), willfully inflicted, resulting in a traumatic condition.

Neglect (PC 11165.2) of a child, whether "severe" or "general," must also be reported if the perpetrator is a person responsible for the child's welfare. It includes both acts and omissions that harm or threaten to harm the child's health or welfare.

General neglect means the failure of a caregiver of a child to provide adequate food, clothing, shelter, medical care, or supervision, where no physical injury to the child has occurred.

Severe neglect means the intentional failure of a caregiver to provide adequate food, clothing, shelter, or medical care where injury has occurred or is likely to occur.

Severe neglect also includes those situations of neglect where any person having the care or custody of a child willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered.

Any of the above types of abuse or neglect occurring in out-of-home care must also be reported (PC 11165.5).

Reference: <http://mandatedreporter.ca.com/images/Pub132.pdf>

HIPPA

Colton-Redlands-Yucaipa Regional Occupational Program is not covered by the requirements of the Health Insurance Portability and Accountability Act (HIPAA). However, since we do have health care plan(s) which are subject to HIPAA regulations, we have determined that we will follow the HIPAA privacy and security provisions which apply to Protected Health Information (PHI) maintained by the organization.

Protected Health Information (PHI) is individually identifiable health information including demographic data that relates to:

- the individual's past, present or future physical or mental health or condition,
- the provision of health care to the individual, or
- the past, present, or future payment for the provision of health care to the individual.

Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

All employees who have access to PHI will receive the appropriate training relating to the HIPAA regulations. Any breach of privacy or confidentiality will be subject to disciplinary action.

The Coordinator of Human Resources is designated as the HIPAA Compliance Officer (HCO). Any questions or concerns regarding the HIPAA regulations should be referred to the HCO.

All records governed by the HIPAA policy will be maintained for a period of six years unless a state law requires a longer period of retention. After the required retention period, the records will be destroyed according to the organization's record destruction policy.

Bloodborne Pathogens Policy

BP 4119.42, 4219.42; 4319.42

As part of its commitment to provide a safe and healthful work environment, the Governing Board recognizes the importance of developing an exposure control plan. The Superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace to protect employees from possible infection due to contact with bloodborne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV).

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with CRY-ROP's exposure control plan, employees having occupational exposure shall be offered the hepatitis B vaccination. The Superintendent or designee shall ensure that all employees participate in a training program upon employment. The training program will contain the elements required by state regulations. All employees with occupational exposure will repeat the training annually thereafter. This training will take place during working hours and at no cost to the employee.

CRY-ROP employees assigned to or visiting high school campuses must follow the Bloodborne Pathogens Policy/Plan implements by the partner district.

Definitions

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193(b))

Exposure incident means a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties. (8 CCR 5193 (b))

Parenteral contact means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions. (8 CCR 5193(b))

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

A sharps injury is any injury caused by a sharp, including but not limited to cuts, abrasions or needlesticks. (8 CCR 5193(b))

Work practice controls are controls that reduce the likelihood of exposure by defining the manner in which a task is performed. (8 CCR 5193(b))

Engineering controls are controls, such as sharps disposal containers, needleless systems, and sharps with engineered sharps injury protection, that isolate or remove the bloodborne pathogens hazard from the workplace. (8 CCR 5193(b))

Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))

Exposure Control Plan

CRY-ROP's exposure control plan shall contain at least the following components: (8 CCR 5193(c))

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials. The ROP's exposure determination shall be made without regard to the use of personal protective equipment and shall include a list of:
 - a. All job classifications in which all employees have occupational exposure.
 - b. Job classifications in which some employees have occupational exposure.
 - c. All tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure occurs and which are performed by employees listed in item #b above.
2. The schedule and method of implementing:
 - a. Methods of compliance required by 8 CCR 5193(d), such as universal precautions, general and specific engineering and work practice controls, and personal protective equipment.
 - b. Hepatitis B vaccination. d. Communication of hazards to employees, including labels, signs, information and training. i.e. Recordkeeping
 - c. Bloodborne pathogen post-exposure evaluation and follow-up.
3. The ROP's procedure for evaluating circumstances surrounding exposure incidents.
4. An effective procedure for gathering information about each exposure incident involving a sharp, as required for the log of sharps injuries.
5. An effective procedure for periodically determining the frequency of use of the types and brands of sharps involved in exposure incidents documented in the sharps injury log.
6. An effective procedure for identifying currently available engineering controls and selecting such controls as appropriate for the procedures performed by employees in their work areas or departments.
7. An effective procedure for documenting instances when a licensed healthcare professional directly involved in a patient's care determines, in the reasonable exercise of clinical judgment, that the use of an engineering control would jeopardize an individual's safety or the success of a medical, dental or nursing procedure involving the individual.
8. An effective procedure for obtaining the active involvement of employees in reviewing and updating the exposure control plan with respect to the procedures performed by employees in their respective work areas or departments.
 - a. Reflect new or modified tasks and procedures affecting occupational exposure.
 - b. Include new or revised employee positions with occupational exposure.
 - c. Review and respond to information indicating that the exposure control plan is deficient in any area.
 - d. Review and evaluate the exposure incidents which occurred since the previous update.
9. To the extent that sharps are used in the ROP, reflect progress in implementing the use of needleless systems and sharps with engineered sharps injury protection.

The ROP's exposure control plan shall be accessible to employees upon request. (8 CCR 3204(e))

CRY-ROP employees assigned to or visiting high school campuses must follow the Bloodborne Pathogens Policy/Plan implements by the partner district.

All employees are trained at the time of hire, those in high risk positions will participate in yearly trainings.

For more information contact the Coordinator of Human Resources and/or read BPs 4119.42; 4219.42; and 4319.42 in their entirety.

Communications

Communication Expectations and Responsibilities

- All employees are required to know and use our email system.
- Upon arrival at work, or as soon thereafter as work duties allow, all employees are required to check their CRY-ROP voicemail, email and mailbox, if at work site.
- Before leaving at the end of the day, all employees are required to check their voicemail, email, and mailbox. Note: If the nature of your responsibilities does not allow you to do items, 2 and 3 above, you must check your voicemail, email, and mailbox once per day.
- When leaving voicemail or email messages, do not expect them to be heard or read until the next "check" time, i.e., the beginning or end of the day.
- Unless otherwise indicated, all e-mail communication is intended for review and response during regular business hours. Please disregard until then. Failure to comply with this instruction will result in performance issues.

Appropriate Use of School Communications

The Colton Redlands Yucaipa Regional Occupational Program (CRY-ROP or ROP) is pleased to offer access to ROP computers, communications systems (email, web sites, smart phones, blogging, podcasting and/or other emerging technologies), the Internet and an array of technology resources to promote educational excellence and innovation. While using CRY- ROP and personal technology resources on or near ROP property, in ROP vehicles, at ROP-sponsored activities, as well as using ROP technology resources via off-campus remote access, each user must act in an appropriate manner consistent with site, ROP, and legal guidelines. Education regarding responsibilities and expectations when using technology is the joint responsibility of CRY-ROP and each individual user.

Access to CRY-ROP technology resources is provided to employees who agree to act in a considerate and responsible manner. Prior to being allowed access to the Internet through technology resources provided through CRY-ROP, employees must sign the CRY-ROP Acceptable Use Consent Form acknowledging their responsibilities. E m p l o y e e s must comply with CRY-ROP standards and honor this agreement to be permitted the use of CRY-ROP technology. [\(Click Here\)](#)

CRY-ROP technology resources are provided to conduct research, access curriculum resources, enhance parent and stakeholder involvement, complete assignments, and communicate with others in furtherance of their education. Access is a privilege, not a right; as such, general rules of behavior apply. Users are responsible for appropriate behavior when using ROP computer networks or personal technologies.

Personal use of CRY-ROP technology resources should be limited to emergency situations and break or lunch periods.

Crisis Communication and Steps to Support and Ensure Safe Schools

Communication

CRY-ROP identified the following as necessary tools to effectively communicate information relating to organizational safety and disaster related plans:

- Emergency Quick cards were created as a tool to provide staff with the necessary steps needed to respond to a variety of emergencies and campus incidents.
- An intercom feature is available in the new POLYCOM VOIP telephone network.

This allows staff to make announcements throughout the CRY-ROP campus.

- The CRY-ROP website, cryrop.org. is the electronic method in which emergency information and resources are available. This site offers a number of valuable resources that benefit both internal and external visitors. The site also includes information on the Safety Committee, Emergency notifications, safety notices and related matters.
- Portable radios are assigned to every classroom and department. This allows teachers and staff to communicate effectively within the organization.
- The management team are issued radios and composed of eleven managers who are committed as leaders in responding to campus incidents, emergencies, and supporting the goal of providing a safe learning environment.
- CRY-ROP adopted an Incident Command System (ICS) to coordinate the structure of managing incidents and emergencies. The Incident Command Team is composed of members from management team.
- Cell phones are utilized by the management team to communicate effectively in the event of an incident or emergency. [\(Emergency Response Quick Reference\)](#)

The ICT team recently created and implemented the CRY-ROP notification system. This new safety feature allows staff to be notified, using several forms of communication, and technology, during an emergency by sending information through electronic mail, text messaging, and telephone.

The CRY-ROP notification system is mutually beneficial in keeping our organization connected and informed during emergencies, disasters, and incidents involving our campus and district schools. This system is also used to send out school safety alerts.

CRISIS RESPONSE BOX

A Crisis Response Box is located in every department of the adult campus. The purpose of the box is to guide CRY-ROP staff in the event of an emergency, natural disaster or campus incident. The box contains important current documentation along with critical items needed to maintain the safety and welfare of our staff and students during an incident or crisis.

The items listed below are in the Crisis Response Box at all times:

1. Neighborhood map

2. Aerial photo of campus
3. Campus map/diagram
4. Staff roster
5. School schedule
6. Master key (1)
7. Incident Command Team sheet
8. Emergency resources list
9. Evacuation sites
10. Information of staff resources
11. Location and inventory of the emergency supplies
12. A list of Special Needs students listed by class that may require assistance
13. Teachers at their designated sites will provide current Student attendance lists and emergency cards.

CRY-ROP employees assigned to or visiting school campuses must follow the emergency plan implemented by the sites' administrator.

Colton-Redlands-Yucaipa Safety Plan

Fire Drills

Fire Alarm Drills

1. The Facilities Coordinator is responsible for the organizations' safety and security by ensuring that the Emergency Preparedness Plan is adhered to and the proper application of crisis management. The related duties of the Facilities Coordinator include the planning, conducting and training of staff and students on Emergency Preparedness.
2. The Incident Commander, Safety Officer and Safety Officer (II) will activate all the fire alarms from each of the buildings' electrical room. The fire alarms consist of an audible alarm and strobe lights.
3. The Operations Officer, with the assistance of the Information Technology Specialist, will assure that all rooms are checked, all persons evacuated and all exits are clear. Both persons will be equipped with a portable radio.
4. A designated staff will make an announcement over the intercom that a fire alarm is in effect and for all persons to immediately evacuate the buildings.
5. The managers from each department will ensure a safe and orderly evacuation of all personnel from the buildings. This includes assisting persons with disabilities.
6. Teachers will gather their classroom disaster packs and safely evacuate students to the south parking lot.
7. Selected medical students will be assigned to fill the ranks of the "First Aid Team" and will be oriented on serving as first responders.
8. Managers and teachers will conduct roll calls in the south parking lot, assuring all staff and students are accounted for.
The fire alarm is concluded once the Incident Commander or designee sound an all clear using the bullhorn and/or portable radio.
9. Fire alarm drills are held at random at the adult campus, usually on a quarterly basis.

If at a middle school or high school site, you are required to follow the fire drill plan of that campus. **Colton-Redlands-Yucaipa Safety Plan**

Fire Safety

Fires

1. In case of fire, the Fire alarm lever is pulled and a designated staff contacts the Emergency Rescue Services (911).
2. There are five Fire alarm boxes in Building A, nine Fire alarm boxes in Building B and three Fire alarm boxes in Building C.
3. There are ten Fire extinguishers located in Building A, five Fire extinguishers in Building B, and two Fire Extinguishers in Building C.
4. The Executive Administration Assistant, or assigned alternate, will make two (2) emergency evacuation announcements using the telephone intercom system.
5. The department managers, or assigned alternates, will gather the Employee Roster and evacuate the building in a safe and orderly manner.
6. The Incident Command Team will gather their disaster packs, safety clothing (helmet and vest) and portable radio before evacuating the building.

Colton-Redlands-Yucaipa Safety Plan

Safety

All Employees BP 0450

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

For complete information contact the Coordinator of Human Resources, and/or read AR 4161.8 in its entirety.

Section: Employment Policies & Procedures

Complaint Policy

All Personnel BP 4344

The Governing Board recognizes the need to establish a process to allow employees and job applicants to have their concerns heard in an expeditious and unbiased manner. The Board expects that employees will make every effort to resolve complaints and disagreements informally before filing a formal complaint.

The Board prohibits retaliation against complainants. The Superintendent or designee may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint.

All matters related to a complaint shall be kept confidential and any document, communication, or record regarding the complaint shall be placed in a separate file and shall not be placed in an employee's personnel file.

Compliance Officers

The Board designates the following compliance officer(s) to receive and investigate complaints and to ensure compliance with law:

Assistant Superintendent -Education Services
1214 Indiana Ct.
Redlands, CA 92374
(909) 793-3115

Coordinator of Human Resources
1214 Indiana Ct.
Redlands, CA 92374
(909) 793-3115

The ROP hereby adopts the Uniform Complaint Procedures set forth in 5 CCR 4600, as they now exist, or as a copy amended, as its Uniform Complaint Procedure. Please refer to BP 1312.3.

For more information contact the Coordinator of Human Resources and/or read BP 1312.3 in its entirety.

Employment at Will

This handbook is not a contract of employment. Any individual may voluntarily leave the employment of the Colton-Redlands-Yucaipa Regional Occupational Program upon proper notice or may be terminated at any time and for any reason as long as there is not violation of federal, state or local law. The handbook is an overview of our policies and benefits. Its content is subject to change at any time at the discretion of Superintendent or designee.

Certificated Personnel

BP 4116; 4316

At Will Status

No certificated person shall gain permanent status or receive tenure in CRY-ROP. Certificated service by an employee with the ROP is not counted toward the attainment of, or eligibility for, classification as a permanent ROP employee. Unless otherwise stated in writing from the Superintendent or designee, certificated personnel serve at the will of the Governing Board at all times.

Instructors

An ROP certificated employee who has been assigned to teach a particular course during one semester and/or school year does not, by way of such assignment, attain any right to teach the same course in the following semester and/or school year. Assignment of an instructor to teach a certain course shall be entirely within the discretion of the Superintendent or designee.

Service by a person as an instructor in classes conducted by the ROP is not counted toward the attainment of, or eligibility for, classification as a permanent ROP employee.

This policy is not applicable to any certificated employee of a participating school district on assignment as an instructor of the ROP. However, the ROP may still manage, control, and otherwise impose discipline on such persons working for the ROP in any capacity.

Management Personnel

The Program Manager who has been assigned to a participating service area during one school year does not, by way of such assignment, attain any right to the same assignment the following school year. Assignment of a Program Manager to a participating service area shall be entirely within the discretion of the Superintendent.

Service by a person as the Assistant Superintendent - Education Services and/or a Program Manager for classes conducted by the ROP is not counted toward the attainment of, or eligibility for, classification as a permanent ROP employee.

For more information contact the Coordinator of Human Resources and/or read BPs 4116 and/or 4316 in its entirety.

Lactation Policy

All Personnel

BP 4033

The Governing Board recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any district employee to express milk for her infant child upon her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee who chooses to express breast milk for her infant child while at work.

The ROP shall provide a reasonable amount of break time to accommodate an employee each time she has a need to express breast milk for her infant child. (Labor Code 1030)

To the extent possible, such break time shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 207)

The employee shall be provided a private location, other than a restroom, which is in close proximity to her work area and meets the requirements of Labor Code 1031 and 29 USC 207, as applicable.

Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the accommodations offered for employees who are nursing mothers. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time.

For more information contact the Coordinator of Human Resources and/or read BP 4033 in its entirety.

Introductory Period Probationary/Permanent Status

All Personnel BP 4216

Employees newly hired for regular positions in the classified service shall be considered probationary employees until they have satisfactorily completed one year of probationary service. Upon satisfactorily completing this period, they shall become permanent classified employees of CRY-ROP.

Probationary employees shall receive written performance evaluations by their supervisor during the probationary period. These evaluations shall indicate whether the evaluator is satisfied or not satisfied with the employee's ability, performance, and compatibility with the job. Probationary employees will be evaluated within ninety (90) days, again at six (6) months, and during the twelfth (12th) month of employment before the end of the probationary period.

The Superintendent or designee may dismiss an employee during the initial probationary period. The Superintendent or designee may extend the initial probationary period for any classified employee, during which time one (1) additional evaluation will be given.

All permanent classified employees will be evaluated using the formal CRY-ROP evaluation document at least once per year, to be completed no later than the anniversary of the date of their employment. Ongoing evaluative communications concerning performance appraisals and annual evaluations are permissible at any time.

Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed one year of service in that position.

A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position shall be employed in the classification from which he/she was promoted. (Education Code 45113)

This policy shall be made available to classified employees and the public. (Education Code 45113)

For more information contact the Coordinator of Human Resources and/or read BP 4216 in its entirety.

Professional Standards

All Personnel

BP 4119.21; 4219.21; 4319.21

The Governing Board expects CRY-ROP employees to maintain the highest ethical standards, to follow ROP policies and regulations, and to abide by state and national laws. Employee conduct should enhance the integrity of the ROP and the goals of the career training program.

The Board encourages ROP employees to accept as guiding principles the code of ethics published by Commission on Teachers Credentialing.

The Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that all employees will not cheat, lie, plagiarize, or commit other acts of academic dishonesty.

All staff shall be responsible for creating and maintaining a positive school climate that encourages honesty. Employees found to have committed an act of academic dishonesty shall be subject to ROP discipline rules.

For more information contact the Coordinator of Human Resources and/or read BPs 4119.21; 4219.21; and 4319.21 in their entirety.

Code of Ethics

Classified Employees

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach and who sincerely believe in the advancement of education and the betterment of working conditions; therefore, the California School Employees' Association proposes this Code of Ethics as a standard for its members.

AS A SCHOOL EMPLOYEE I WILL:

Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service -- to the end that others may emulate my example.

1. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
2. Be just in my criticism and be generous in my praise; to improve and not destroy.
3. At all times be courteous in my relations with students, parents, teachers and others.
4. Be a resourceful person who readily adapts himself to different kinds of work and changed conditions and finds better ways to do things.
5. Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.
6. Associate myself with employees of other ROPs for the purpose of discussing school problems and cooperating in the improvement of public school conditions.

7. Always uphold my obligations as a citizen to my nation, my state, my school ROP and my community, and give them unswerving loyalty.

Source: California School Employees' Association

Section: Employee Conduct/Responsibilities

All Employees

Drug Free Workplace

You are hereby notified that it is a violation of Board Policy for any employee at the workplace to unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or other controlled substance, as defined in the Drug-Free Workplace Act of 1988.

"Workplace" is defined as any place where ROP work is performed, including a ROP building or other school premises or community based programs; any ROP-owned or ROP-approved vehicle used to transport students to and from ROP or ROP activities; and any off-ROP sites when accommodating a school sponsored or school-approved activity or function, such as a field trip, where students are under ROP jurisdiction.

As a condition of your continued employment with the ROP, you will comply with CRY-RO P's policy on Drug-Free Workplace and will, notify CRY-ROP any time you are convicted of any criminal drug statute violation occurring no later than five (5) days after such conviction.

Pursuant to California Education Code 45123, the Governing Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code Section 44011. If any such conviction is reversed and the person acquitted in a new trial or the charged dismissed, his/her employment is no longer prohibited.

The ROP may employ a person convicted of a controlled substance offense only if it determines, from evidence presented, that the person has been rehabilitated for at least five years. Pursuant to Education Code 45123, the Board shall determine the type and manner of presentation of the evidence, and the Board's determination as to whether or not the person has been rehabilitated is final.

Pursuant to Education Code 44425, whenever the holder of any credential issued by the California Commission for Teacher Credentialing (CCTC) has been convicted of a controlled substance offense as defined in Education Code 44011, the Commission shall revoke the credential. Pursuant to Education Code 44065, the ROP may not employ non-certificated persons in positions requiring a credential.

Dress Code/Casual Days

Professional Appearance Guidelines

As educational professionals serving as role models for students and the business community, it is important that CRY-ROP employees maintain a positive image of appearance and grooming. The guidelines are intended to

balance the need to present an appropriate image to the public and employment related contacts, while promoting respect for each employee's individual expression.

To assist in defining the expected standard during normal work hours, when school is in session, or while participating in a CRY-ROP, partner district, or community events, the following guidelines are provided:

Normal Work Hours – Professional Appearance

1. Clothing should reflect the professional position of the employee and be appropriate to the assignment or circumstances. Certain employees are provided uniforms to better support the nature of their jobs.
2. Jewelry and accessories must not detract from a professional appearance, and should not constitute a safety hazard.
3. Footwear is expected to be professional and appropriate to the employee's position. Safety should be considered when heels are worn. In support of safety, flip-flops having a rubber sole held on the foot by a strap fitted between the first two toes are unacceptable.
4. Tattoos that depict nudity, violence, drug use, vulgar, lewd, gang or prison affiliation create a distraction in the work environment, and must be covered.

A supervisor may modify the guidelines as stated above for work projects or special events such as theme days, school spirit days, festivals and holidays.

If an individual feels that informal clothing would be appropriate to his/her unique assignment, or would enable him/her to carry out the assignment duties more effectively, such requests must be approved by a supervisor.

Casual Dress Days

Currently, CRY-ROP recognizes three different, but regular situations where "casual dress" is appropriate.

1. CRY-ROP Spirit Days: Every Friday is set aside for CRY-ROP spirit day. Employees may wear any style or color of the CRY-ROP logo shirts. Jeans, twill, or casual pants are acceptable on spirit days. Each high school campus has specific preferences regarding spirit days. Check with high school administration for clarification of campus specifics.
2. Summer Session: During the summer session, because of the hot weather, employees may dress more casually every day of the week.

Acceptable Attire:

- Shirts with no ties
- Jeans, twill or casual pants
- Capris
- Walking shorts – usually tailored, and knee length or just above the knee

A good tip: If you're not sure if the outfit is too casual, check your reflection in the mirror before you head out the door. If you appear dressed for a weekend away or a picnic in the park, you're dressed too casually for work.

3. Theme Days: From time to time CRY-ROP supports special team building events where casual dress in support of the theme is suggested for the day. Written notices will be distributed for any "theme day" prior to the event.

If an employee needs a reasonable accommodation of the standards of appearance based upon medical needs, physical disability, religious or ethnic/cultural requirements, a request must be made through the supervisor or Human Resources.

Personal Data Changes

It is important that Colton-Redlands-Yucaipa Regional Occupational Program maintain certain personal information about you in our records. You are responsible to inform us whenever there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information.

We also need to have information about who to contact in case of an emergency. If you need to change your personal information please fill out the Employee Information Change Form. If you have any questions please contact the HR Department.

Strategic Action Plan

The Governing Board shall adopt long-term goals for achieving CRY-ROP's overall vision for its programs as well as clear performance standards and benchmarks which can be used to determine if the ROP is meeting these goals. Goals shall be limited in number so as to be reasonably achievable within established timelines.

The Superintendent or designee may establish short-term, interim objectives and comprehensive plans to ensure adequate, regular progress toward the ROP's long-term goals. All employees contribute to the Strategic Action Plan.

[CRY-ROP Strategic Priorities](#)

Section: Hours of Work, Pay and Compensation

Pay Days

Annual Employees

1. Classified Annual employees are paid on the last **working** day of the month.
2. Certificated Annual employees are paid on the first **working** day of the month.

Hourly/Substitute Employees

1. Classified Hourly Substituted are paid on the 9th of the month. If the 9th falls on a weekend or holiday, pay day will be the **next working** day of the month.
2. Certificated Hourly Substitutes are paid on the 9th of the month. If the 9th falls on a weekend or holiday, pay day will be the **next working** day of the month.

Time Cards

1. Classified Annual time cards on due on the 15th of the month.
2. Certificated Annual time cards are due on the 15th of the month.
3. Classified Hourly/Substitute time cards are due on the 20th of the month.
4. Certificated Hourly/Substitute time cards are due on the 20th of the month.

Contact the Payroll Specialist if you have specific questions regarding payroll.

Absence Procedures for Staff

We have the pleasure of notifying you that Colton-Redlands-Yucaipa ROP is using a service from Frontline Education that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. The Frontline Absence & Time (Formerly known as Aesop) solution will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.

1. You can interact with Frontline on the internet at [Http://www.aesoponline.com](http://www.aesoponline.com). Here, you will be able to enter absences, check you absence schedule, update personal information and exercise other features such as uploading your lesson plans for substitutes to view online.
2. You can also call Frontline toll free at 1-200-942-3767. Simply follow the voice menu to enter and manage absences and access other features.

Important Notes:

In the event of an emergency, the automated absence systems will be critical in our incidence response. Reporting to work late due to unforeseen/unapproved circumstances must be documented by contacting Human Resources either through Aesop or a phone call. Human Resources will forward all messages to the appropriate supervisor. Any specific questions or concerns regarding attendance should be directed to Human Resources.

Attendance Procedures

This information serves as a summary and reminder of the CRY-ROP attendance procedures. The consistent adherence to the procedures allows for maximum safety and efficiency. In the event of an emergency, the automated absence systems will be critical in our incidence response. The information outlined is not exhaustive and is intended to provide an overview and clarification of terms. Any specific questions or concerns regarding attendance should be directed to Human Resources.

- Unless otherwise stipulated, the work day begins at 7:30 am and ends at 4:30 pm, and includes a one hour lunch period.
- Changes to the 7:30am-4:30pm schedule **must be pre-approved** by a supervisor.
- Use the departmental sign-in sheets to document arrival time, breaks, lunch time and any other occasion that involves leaving the premises, including end of day departure.
- Reporting to work late due to unforeseen/unapproved circumstances must be documented by contacting HR either through Aesop or a phone call. HR will forward all messages to the appropriate supervisor.
- Use the Aesop absence management system to report and document all absences.
- Requests for overtime must be approved by the direct supervisor in advance and must be entered into Aesop. Overtime is strongly discouraged and very rarely approved. Unauthorized overtime will result in negative documentation on employee evaluation.

Definitions:

Aesop- CRY-ROP purchased cloud-based software for absence management, substitute placement, and reporting.

Overtime (OT)- time worked beyond 8 hours in a day and/or 40 hours in a week. OT is reconciled at time and a half.

Flex Time-for exempt employees, not eligible for OT, flex time is used to reconcile time worked beyond 8 hours in a day and/or 40 hours in a week. Exempt employees include Senior Management, Management, Computer Network Specialist, Data and Software Analyst, and Technology Support Assistant. Requests for Flex Time must be entered into Aesop and approved by a supervisor prior to use.

Adjusted Schedule- any change to the 7:30am-4:30pm workday schedule that does not result in OT. Requests for Adjusted Schedule must be entered into Aesop and approved by a supervisor prior to use.

Cash compensation-OT may be reconciled with cash compensation calculated at an hourly rate. All requests for cash compensation must be accompanied by a supervisor signed timecard.

Compensatory Time Off (CTO)- in lieu of cash compensation to reconcile OT, an employee may opt to take CTO. The employee may take CTO anytime within 12 calendar months following the month in which the OT was accrued. Maximum CTO accrual per year is 60 hours for 40 hours of OT worked. Requests for CTO must be entered into Aesop* and approved by a supervisor prior to use. *Aesop will be updated to reflect CTO as an absence option effective July 1.

Non-Contract Time (NCT)- for employees whose work schedule is fewer than 12 months, NCT is the documentation for non-work days. NCT days are reflected on employee calendars in the Employee Position Information Collaborative System (EPICS). HR enters NCT into Aesop for all applicable employees.

Employee Position Information Collaborative System (EPICS)- the HR and Business Services software used for checks and balances related to calendars, wage, payroll and absence management.

Employee Leave Tracking System (ELTS)- HR software used to ensure OT, Flex Time, and CTO are documented for the purpose of calculating the financial liability implications as reported in budget documents.

Substitute /Hourly Paid Time Off (PTO)

Healthy Workplace Healthy Family Act of 2014 (AB 1522)

Effective July 1, 2015, the Healthy Workplace Healthy Family Act of 2014 (AB 1522) goes into effect. Please view the [Notice to Employees - Healthy Workplace Healthy Family Act](#). The notice provides information regarding details about the entitlement and usage of paid sick leave.

If you have any questions regarding this act, please contact the Coordinator of Human Resources.

Final Paycheck

Labor Code and Industrial Welfare Commission Wage Orders Provisions that Expressly EXEMPT Public Employees:

Labor Code Section 220(b)

Sections 200 to 211, inclusive, and Sections 215 to 219, inclusive, do not apply to the payment of wages of employees directly employed by any county, incorporated city, or town or other municipal corporation. All other employments are subject to these provisions.

Provisions that Expressly EXEMPT Public Employees:

Labor Code Sections:

- 201 - Immediate payment of wages upon discharge
- 202 - Immediate payment of wages upon resignation
- 293 - Penalties for failure to timely pay final wages

An employee's final paycheck will be processed as usual.

Lunch Period

All Employees

The lunch period is a time for the employee to take care of personal issues and to relax and catch their breath from the toils of the business. Employees are not permitted to forgo the lunch period to shorten the work day without the permission of their supervisor. Employees needing extra time on their lunch period must also receive prior approval from their supervisor.

No employee should work more than five hours without having a meal period of at least 30 minutes, except that when a work period of not more than six hours will complete the day's work the meal period may be waived by mutual consent of the employer and the employee. Unless the employee is relieved of all duty during a 30 minute meal period, the meal period shall be considered an "on duty" meal period and counted as time worked. An "on duty" meal period shall be permitted only when the nature of the work prevents an employee from being relieved of all duty and when by written agreement between the parties an on-the-job paid meal period is agreed to. The written agreement shall state that the employee may, in writing, revoke the agreement at any time.

Breaks

All Employees

In compliance with State of California, Department of Industrial Relations, CRY-ROP provides each employee at least a ten (10) minute paid break for each four (4) hours worked (or major fraction of four (4) hours). If an employee works three and one-half (3 ½) hours or less, it is not required that a break be given to that employee. Breaks should be given to employees as near to the middle of the four (4) hours segment of time as is practical.

According to California law, employers need only to provide, but not ensure, that rest breaks are taken. Every employer must authorize and permit nonexempt employees to take rest breaks, which if practicable should be in the middle of each work period. The rest break must be based on the total hours worked daily at the rate of 10 minutes rest time per four hours of work. Rest breaks need not be allowed for employees whose total work time is less than 3 1/2 hours per day.

Travel Expenses

All Personnel

BP 3350

The Governing Board shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for CRY-ROP.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

For more information contact the Business Services and/or read BP 3350 in its entirety.

Section: Employee Leaves and Benefits

All Annual Employees

Family Medical Leave Act (FMLA)

BP 4161, 4261, and 4361

We are covered by the federal Family and Medical Leave Act (the "FMLA") and will comply with the requirements of the Act. Under the provisions of the FMLA, eligible employees are entitled to take a leave for the following reasons:

- Parental Leave:
 - a. Birth of a child or in order to care for a child (must be taken within twelve months of the birth);
 - b. The adoption or foster care of a child (must be taken within twelve months of the adoption or placement in foster care).

- Medical Leave:
 - a. The need to care for an employee's child, parent, spouse, registered domestic partner, or child of a registered domestic partner with a serious health condition; or
 - b. The employee's own serious health condition.

Child means a biological, adopted or foster child; a stepchild; a legal ward; or a child of a person standing in loco parentis as long as the child is under 18 years of age or an adult dependent child.

An employee is entitled to a total of twelve weeks of FMLA-covered leave within a rolling twelve month period, measured backward from the date of the most recent request for a covered leave of absence. This means that each time an employee requests a leave under the provisions of this policy, the available time for a leave of absence will be the balance of the total twelve weeks that has not been used during the twelve month period immediately preceding the commencement of leave.

ELIGIBILITY:

An employee who has at least 12 months of service with CRY-ROP and who has at least 1,250 hours of service with the ROP during the previous 12-month period. Full-time teachers are deemed to meet the 1,250 hours of service requirement.

Employees may be eligible for additional leave if he/she is a spouse, son, daughter, parent or next of kin of a current member of the Armed Forces, including members of the National Guard or Reserves, with a serious injury or illness. Employees may take up to twenty-six weeks of leave in a single twelve month period to care for the service member. This leave is not in addition to the twelve weeks available for other FMLA reasons.

SERIOUS HEALTH CONDITION:

Serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider. Please contact your immediate supervisor if you have any questions regarding what qualifies as a serious health condition.

California's family leave law provides up to 12 workweeks of leave in a 12-month period to care for a child, parent, spouse or registered domestic partner of the employee who has a serious health condition. Leave may also be taken for the employee's own serious health condition or for bonding with a newborn child or a child

placed in the employee's care through adoption or foster care. CFRA excludes disability resulting from pregnancy, childbirth, or related medical conditions, as well as excluding qualifying exigency leave or covered service member leave.

An employee disabled by pregnancy, childbirth, or related medical conditions will be entitled up to four months of Pregnancy Disability Leave, which may run concurrently with FMLA leave, but does not run concurrently with CRFA leave.

For complete information contact Coordinator of Human Resources, and/or read AR 4161 in its entirety.

Pregnancy Leave

Pregnancy Disability Leave

In compliance with California's Pregnancy Disability Leave, CRY-ROP provides up to four months disability leave for a woman who is disabled due to pregnancy, childbirth, or a related medical condition. Leave taken for pregnancy disability does not have to be taken at one time. Leave can be taken before or after birth or at any period of time the woman is physically unable to work because of the pregnancy or pregnancy-related condition. Periods of leave may be totaled in computing the four months of leave.

If you have any questions please contact the Coordinator of Human Resources, and/or read AR 4161.8 in its entirety.

Military Leave

Colton-Redlands-Yucaipa Regional Occupational Program will grant military leave in accordance with applicable state and federal law to employees performing military duties on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, examination to determine fitness for duty, and performance of funeral honors duty. You must give your Coordinator of Human Resources advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

An employee shall receive his/her salary or compensation for the first 30 calendar days of absence for military leave during one fiscal year. In the event of an intermittent schedule for such leave, the employee shall be compensated a total of 30 work days during one fiscal year. Certificated employees shall not be entitled to compensation during non-teaching, nonpaying months of the year.

An employee may elect to continue his/her health plan coverage during the military leave. The maximum period of coverage for the employee and his/her dependents shall be either 24 months from the beginning of the leave or until the day after the employee fails to apply for or return to employment, whichever is less. An employee on military leave may be required to pay the employee cost, if any, of any funded benefit to the extent that other employees on leave are so required. An employee absent for 30 days or fewer shall not be required to pay more than the employee share for such coverage. An employee absent for 31 days or more may be required to pay not more than 102 percent of the full premium under the plan.

For complete information contact the Coordinator of Human Resources, and/or read AR 4161.5 in its entirety.

Military Care Giver

Servicemember Family Leave

The ROP shall grant up to a total of 26 work weeks of leave during a single 12-month period to an employee to care for a covered servicemember who is his/her spouse, child, parent, or next of kin. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list.

The employee shall provide reasonable and practicable notice of the need for the leave when the necessity for the leave is foreseeable. The leave can be taken intermittently or on a reduced schedule when medically necessary. An employee taking servicemember leave in combination with other leaves pursuant to this regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the ROP and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. During the period of servicemember leave, the ROP shall require the employee to use his/her accrued vacation leave, other accrued time off, and any other paid or unpaid time off negotiated with the ROP.

For complete information contact the Coordinator of Human Resources, and/or read AR 4161.8 in its entirety.

Bereavement

Any annual or management employee of CRY-ROP is entitled to a leave of absence of up to five days because of the death of any member of the employee's immediate family. No deduction will be made from the salary of the employee, nor will such leave be deducted from any other leave to which the employee is entitled. Bereavement leave must be used within 90 days of the death.

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 of employee or spouse.
8. Daughter-in-law, son-in-law
9. Any relative living in the immediate household of the employee.

If more than 5 days are needed, the employee is permitted to take personal days, vacation days, or leave without pay, with the approval of the Superintendent or designee.

Benefit Continuation - COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) was enacted to ensure that employees and their dependents can continue their health insurance once they are no longer eligible under our health plan.

There are strict rules about when you are eligible for COBRA benefits. COBRA allows an eligible employee and/or dependents to choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your health insurance.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at our group rates plus an administration fee. When you are eligible for our health insurance plan, you will receive a written notice describing your COBRA rights. This notice contains important information about your rights and what to do if you need COBRA so it is important that you read it carefully and maintain it with your insurance documents.

If you have any questions regarding COBRA, please contact the Coordinator of Human Resources.

Long-Term Disability

Colton-Redlands-Yucaipa Regional Occupational Program provides long-term disability (LTD) benefits to eligible employees who have an illness or injury that result in a long-term absence. Our LTD plan is designed to ensure a continuing income in the event an eligible employee becomes disabled and unable to work.

Employees who work more than 20 hours or more per week are eligible to participate in the LTD plan. Eligible employees are required to participate in the LTD plan subject to the terms and conditions of the agreement between Colton-Redlands-Yucaipa Regional Occupational Program and its insurance carrier. Personnel hired on or before the 15th of any given month will be eligible for LTD benefits on the first day of the subsequent month. Personnel hired after the 15th of any given month will become eligible the first month following the subsequent month.

The LTD benefits will be offset by any amounts you receive under Social Security or workers' compensation for the same time period. You will find details about the LTD benefits plan including benefit amounts, limitations, and restrictions in the Summary Plan Description. And if you have questions, the Coordinator of Human Resources can provide more information.

Workers' Compensation Benefits

All Employees

An employee shall report any work-related injury or illness to his/her supervisor or Human Resources as soon as practicable. Upon learning of an injury, an administrator shall promptly report the incident to the Coordinator of Human Resources and the insurance carrier as appropriate. The employee should call Company Nurse (Flyer) for injury assessment unless the emergency services are required then call 911.

The Coordinator of Human Resources or designee shall ensure that every new employee is notified of his/her right to receive workers' compensation if injured at work and that injured employees are given notice of rights in accordance with law.

The Coordinator of Human Resources or designee shall ensure that notifications regarding workers' compensation are posted in accordance with law.

Employee Assistance Program (EAP)

All Employees

Colton-Redlands-Yucaipa Regional Occupational Program's EAP is designed to provide confidential assistance to employees who are having personal problems by providing professional consultation, assessment, and referral. The EAP is available to employees and their families at no charge and can assist with most personal problems affecting the quality of life at home and on the job. Contact your Human Resources Department for further details.

Voting

All Annual Employees

Colton-Redlands-Yucaipa Regional Occupational Program encourages you to fulfill your civic responsibilities by voting in elections. Generally, polls are open from 7am to 8pm. The California Elections Code allows for employees to be paid up to two hours for the purpose of voting only if they do not have sufficient time outside of working hours to vote. We do not expect that any CRY-ROP employees will need to request voting rights paid time off from their jobs to vote, as all staff either start their day and/or end their day with sufficient time to visit the polls outside of the work day. The intent of the law is to provide an opportunity to vote to workers who would not be able to do so because of their jobs, rather than ensuring a convenient time to vote. However, staff may decide to utilize Personal Business paid time off to accommodate convenience. All Personal Business time will need to be entered in Absence Management (Aesop), as is normal practice.

Contact Human Resources if you have any questions regarding voting rights.

Jury Duty

All Annual Employees

Colton-Redlands-Yucaipa Regional Occupational Program encourages you to fulfill your civic responsibilities by serving jury duty when required. Full-time and part-time personnel will be granted leave with pay for court appearances as a juror or witness. Such leave shall not be charged to any employee leave entitlements.

[Click Here](#) to view the Jury Duty Procedures

Vacation Policy/Annual Leave

All Annual Employees

BP 4162, 4262, and 4362

Vacations/Holidays

Instructors

Certificated personnel who have been employed on an annual salary basis, as opposed to an hourly basis, shall receive no paid vacation days. If such employees choose to work on a day which has been established as a

holiday for CRY-ROP personnel, such employees may elect another day to take off with prior approval of the Superintendent. Should the employee fail to take the alternate day off, the employee forfeits the right to that holiday. There shall be no accumulation of holiday leave from year to year if the employee has chosen to work on a holiday.

Classified Staff

Each full-time classified employee is eligible for 12 vacation days per fiscal year through the completion of four years of service. Beginning with the fifth year this increases to 15 days per year through the completion of nine years of service; and, beginning with the 10th year, this increases to 20 days per fiscal year. For those full-time employees who work less than a full fiscal year, they shall be granted a prorated share of vacation time. Part-time employees shall be granted comparable vacation time in proportion to the time employed.

Vacation During the School Year

Vacations for 11 or 12 month classified employees who are eligible for vacation will be granted only at times of the year when they will not interfere with the normal operation of the ROP, but in no case may more than two weeks' vacation be granted while students are in attendance at school. In no case shall vacation time be used one week prior to the start of any semester.

Supervisory/Management Staff

All Supervisory/Management employees are granted 22 days of unpaid Annual Leave per fiscal year.

Application for a Vacation or Annual Leave

Eligible employees must apply for vacation to the Superintendent at least two weeks in advance of the desired date of the proposed vacation. Special consideration shall be given to emergencies. All applications are subject to final approval by the Superintendent.

Accrued Vacation/Annual Leave Credit

All classified and supervisory/management employees are permitted to carry over five days of vacation/annual leave into the next fiscal year, unless otherwise approved by the Superintendent.

In the case of resignation or termination, classified, and supervisory management employees' earned vacation/annual leave time can be taken prior to the date of resignation/termination. Classified employees may request to be paid for the accrued vacation time.

Holidays

All classified employees receive paid holidays as identified in the annual ROP school calendar. Supervisory/management employees receive time off without pay for the holidays.

Sick Leave

Colton-Redlands-Yucaipa Regional Occupational Program provides paid sick leave benefits to eligible employees who are temporarily absent due to illness or injury. Employees in the following employment classifications are eligible for sick leave:

Certificated Personnel

AR 4161.1, 4361.1

Sick Leave Twelve month, eight hour per day employees shall be credited with twelve days of sick leave on July 1 of each year. These employees shall have a pro rata use of sick leave if they work less than twelve months when

terminating employment with CRY-ROP.

All employees working less than eight hours per day, five days per week, 12 months per year shall accumulate sick leave in proportion to the time employed compared with full-time employees on an annual basis. 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. (Education Code 44978; Labor Code 245- 249)

Classified Personnel

AR 4261.1, 4361.1

Classified employees employed five days a week are entitled to 12 days of 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 five days a week (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. (Education Code 45191; Labor Code 2345-249)

Verification Requirements for All Employees

The Superintendent or designee may, at any time, require additional written verification by the employee's physician or medical practitioner. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury.

Sick leave is not paid out on termination of employment

For complete information contact the Coordinator of Human Resources, and/or read AR 4161.1, 4361.1 and/or 4261.1 in entirety.

Personal Necessity Leave

All Annual Personnel

BP 4161.1, 4261.1, and 4361.1

The Superintendent or designee reserves the right to specify within the limits of statute and judicial precedent, the manner of proof of personal necessity, the type of situation in which such leave will be permitted, and the total number of sick days which may be used in any school year for personal necessity leave.

Personal necessity is defined as: A medical appointment, illness or accident to a member of the employee's immediate family requiring the presence of the employee; court appearance under official order of the court to appear as a witness under subpoena where the employee is not appearing as a litigant or a party thereto; death in the immediate family (after bereavement leave expires); participation in child's school or daycare activities. The Superintendent or designee may require a physician's statement at any time to substantiate a Personal Necessity Leave and may require it if the employee is absent for more than three consecutive days.

"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 of employee or spouse.
8. Daughter-in-law, son-in-law
9. Any relative living in the immediate household of the employee.

For complete information contact the Coordinator of Human Resources, and/or read AR 4161.1, 4361.1 and/or 4261.1 in entirety.

Section: Acknowledgement

Acknowledgement of Receipt of Handbook

This handbook has been prepared to provide you with a general understanding of our personnel policies, work rules and benefits. All employees are responsible for becoming familiar with our policies and procedures. If you have any questions regarding the material in the handbook, please contact your supervisor or any other member of management for clarification. The handbook should not be construed as an employment contract or agreement for employment for any specified period of time. We reserve the right to make changes to these policies at any time.

When changes are necessary, we will provide you with amended pages for your handbook.

I acknowledge receipt of the Colton-Redlands-Yucaipa Regional Occupational Program handbook:

Employee Name (Please Print) _____

Employee Signature _____

Date _____