



# **BALDY VIEW ROP**





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# WELCOME

Welcome to Baldy View Regional Occupational Program (ROP). We want to make your association with Baldy View ROP a rewarding and mutually beneficial relationship.

Established in 1972, Baldy View ROP is dedicated to provide career-technical training and serves the students of Chaffey Joint Union High, Chino Valley Unified, Claremont Unified, and Upland Unified School Districts. In this effort, Baldy View ROP employees are guided by the following principles:

- The students are our first priority. Baldy View ROP was created to serve them and without them, Baldy View ROP would not exist;
- Baldy View ROP's clients, which includes district personnel, parents, students, and citizens of the community, are to be treated with courtesy and respect;
- The keys to Baldy View ROP's success are the talent, honesty and professionalism of its employees; and
- Every Baldy View ROP job is important and everyone is responsible for the success of Baldy View ROP.

## **PURPOSE OF THIS EMPLOYEE HANDBOOK**

We are providing you with this Employee Handbook to help you become familiar with basic policies, procedures and standards that Baldy View ROP has established and to help make it easier for you to begin your new job. Not all details are contained in this handbook. This handbook offers a general overview and is intended to be used in conjunction with Baldy View ROP Policies and Administrative Regulations and Education Code. We may modify, add to, delete, or revise any portion of this handbook as we deem necessary or appropriate.

This handbook should also help you understand what you can expect from Baldy View ROP and what Baldy View ROP will expect from you. If there are any items that are unclear to you, please discuss them with your supervisor or with Human Resources.

## **MISSION**

The Mission of Baldy View ROP, the leader and premier provider of career-technical education, is to develop an educated and skilled work force through the delivery of exemplary programs.

## **PROGRAM OPERATION**

Classes offered may either be ROP operated or District Operated ROP programs. In the classes that are ROP operated, the teachers are hired through the ROP while the District Operated ROP programs are taught by teachers who have been hired by the district.

The ROP receives apportionment funds based on student average daily attendance (ADA) from the State to finance its operations.

## **GOVERNANCE**

Baldy View ROP is governed by a Commission consisting of one elected member from each of the four participating school districts who has been appointed to represent their district on the Baldy View ROP Commission. The Commission meets the Second Wednesday of every month at 6:00 p.m. in the Board Room at Baldy View ROP.

There is also a District Representatives Council that consists of ROP management staff and a designated representative from each of the four participating school districts. The District Representatives Council meets on a monthly basis on all matters related to instructional program development and other matters requiring close coordination among the participating districts.

## **ACCREDITATION**

Baldy View ROP is fully accredited through the Western Association of Schools and Colleges (WASC).

An essential part of the accreditation is the development of Student Outcomes that state knowledge, skills and understandings that students should possess upon completion of their ROP course.

The following are the Student Outcomes for Baldy View ROP:

***DEMONSTRATE OCCUPATIONAL SPECIFIC ,  
COMMUNICATION AND CRITICAL THINKING SKILLS***

- Perform skills necessary to advance in the occupation
- Apply reading, writing and math skills
- Use effective workplace conversation
- Anticipate, recognize, identify/assess and work through problems

***DEMONSTRATE RESPONSIBLE WORK ETHICS***

- Apply appropriate workplace behavior and standards
- Produce and complete quality work on time
- Communicate and work together effectively with diverse groups

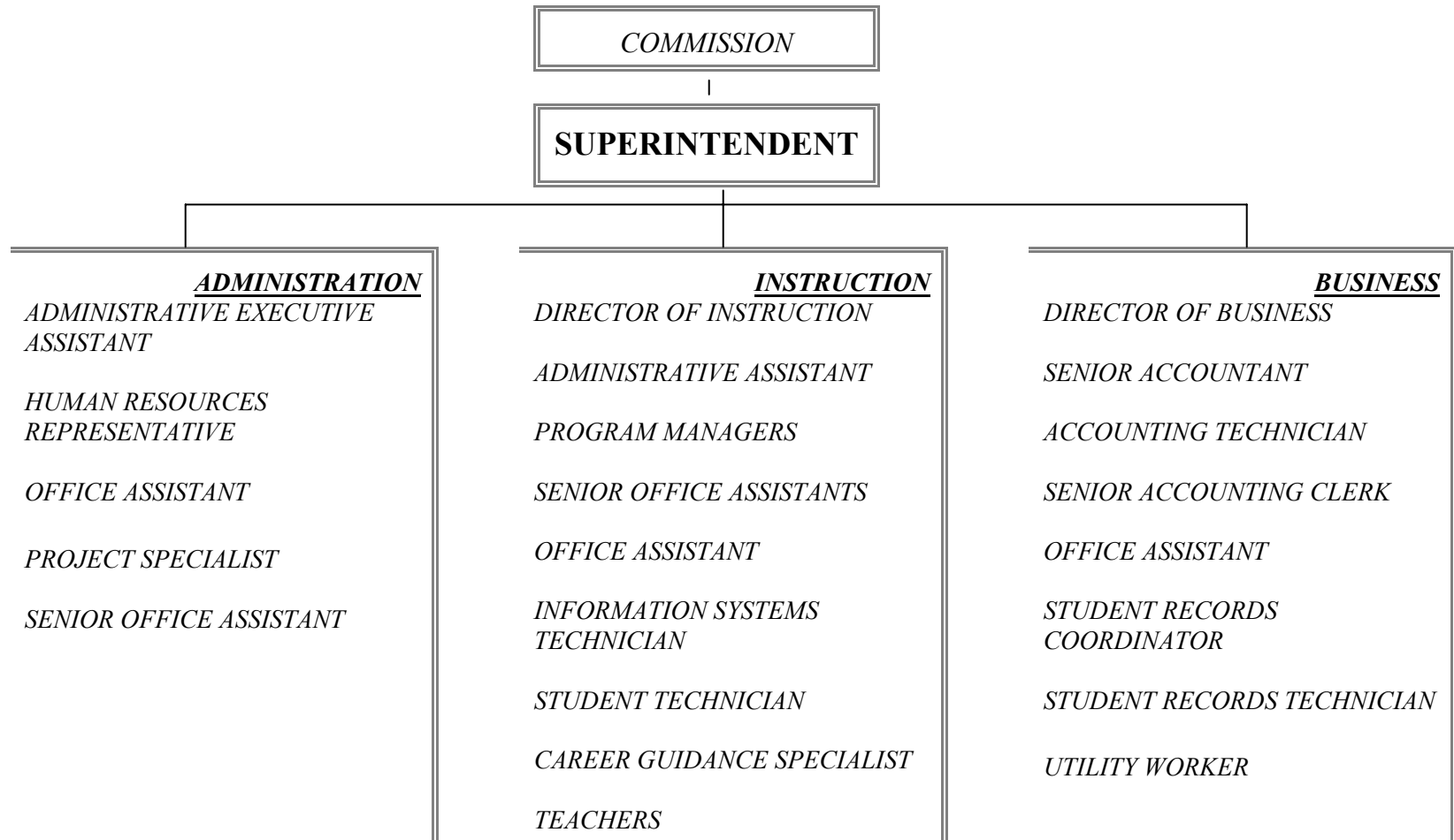
***DEMONSTRATE CAREER/EMPLOYMENT LITERACY***

- Demonstrate career awareness by choosing and designing an educational/career plan
- Investigate, analyze and document requirements for careers from entry to professional level
- Demonstrate employability through written and verbal communication skills

***DEMONSTRATE EFFECTIVE USE OF TECHNOLOGY***

- Identify and investigate emerging technologies related to occupational areas
- Select and use appropriate technologies/tools/materials for successful completion of job task

**BALDY VIEW ROP ORGANIZATION**



# YOUR EMPLOYMENT - GENERALLY

## YOUR EMPLOYMENT CLASSIFICATION

For purposes of payroll administration and benefit entitlements under federal and state laws and otherwise, employees are identified under the following classifications:

Classified/  
Classified-  
Confidential: Employees who are not required to hold a document authorizing specific kinds of service to students.

Classified employees are subject to a probationary period of not less than six months that can be extended to nine months if the immediate supervisor feels it is necessary. This probationary period gives the supervisor the opportunity to closely observe the new employee's work and fit into the position and organization. During this time, new employees are given the opportunity to learn policies and regulations, meet fellow employees and develop skills on the job. It is hoped that the performance of one's duties will always be at a satisfactory level. If a probationary employee's performance is not satisfactory, he or she may be terminated at any time without cause and without the right to appeal. Permanency is attained at the end of the probationary period after the supervisor completes an evaluation in writing wherein he or she recommends that permanent status be granted.

Certificated, Teachers:

Employees who are required to hold a Designated Subjects Teaching Credential authorizing specific kinds of service to students as provided by regulation or statute. Certificated employees are not designated as probationary or permanent and continuation of employment is contingent upon an offer of employment.

Certificated employees are required to keep their credential current.

Classified Management:

Employees who have significant responsibilities for formulating policy and/or the administering of approved programs but are not required to hold a Administrative/Supervision Credential. Classified Management employees are not designated as probationary or permanent and continuation of employment is contingent upon an offer of employment.

Certificated Management:

Employees who have significant responsibilities for formulating policy and/or the administering of approved programs, and who must have an Administrative/Supervision Credential. Certificated Management employees are not designated as probationary or permanent and continuation of employment is contingent upon an offer of employment.

Certificated Management employees are required to keep their credential current.

**EQUAL EMPLOYMENT OPPORTUNITY**

Baldy View ROP is an equal employment opportunity employer. Our employment decisions are made based on ability to perform the job, including factors such as merit, performance, qualifications, skills, dependability, and reliability. We do not discriminate on the basis of a person's race, color, religion, gender, medical status, disability, pregnancy, national origin, ancestry, age, marital status, veteran status, or other status protected by law. If you have concerns or questions about the application of our equal employment opportunity policy, please contact your supervisor or Human Resources.

**PERSONNEL RECORDS**

Baldy View ROP maintains personnel records for payroll administration and other important purposes. It is important to keep your records up to date. Please notify Human Resources of any change in address, emergency contacts or other applicable family or beneficiary information.

You have the right to review your personnel file in the presence of the Superintendent or an appropriate designee during your off-duty time but during regular ROP office hours. If you wish to do so, contact Human Resources.

## **WORKING AT Baldy View ROP**

### **HOURS/SCHEDULES/OVERTIME**

The normal office hours for Baldy View ROP will be established based on the needs of our clients and of our classes. Your immediate supervisor will let you know what times you are expected to be present for work. You are responsible for accurately recording and reporting time worked to assist us in complying with federal and state laws, which require such record keeping for calculating pay and benefits.

Full-time Classified and Classified Confidential employees may be asked by their immediate supervisor to work overtime to accommodate the needs of the organization. Overtime must be authorized or approved by your supervisor in advance. This overtime may be compensated at the rate of one and one-half (1.5) times your current rate of pay or taken as compensatory time off at one and one-half (1.5) times the total time actually worked. Overtime shall be considered any time worked over an 8-hour day or a 40-hour week unless the organization has established a flexible workweek schedule such as the 9-80 or 4-10 work schedule. With the flexible workweek schedule, overtime would be considered any time worked over the scheduled workday, not to exceed 80 hours in the two-week period under the 9-80 schedule and not to exceed 40 hours per week under the 4-10 schedule

### **ATTENDANCE AND TIMELINESS**

Your attendance and punctuality are essential job functions for which you are responsible. If you are unable to work because of illness or other personal reasons, you must notify Human Resources at (909) 980-6490 ext. 228 with as much notice as practicable in the circumstances prior to your starting time on each day of your absence. Teachers also need to let Human Resources know if a substitute teacher is needed. If you do not provide proper notice on a timely basis, your absence or tardiness will be considered unexcused. Unexcused or excessive absences or tardiness may result in disciplinary action up to and including discharge. In any case, if you are absent for three (3) workdays in a row without timely notice to Human Resources, you will be considered to have voluntarily resigned.

An absence of more than five (5) consecutive workdays due to injury or illness requires a statement from a physician before you will be permitted to return to work. The Superintendent or designee may require additional written verification by your physician or practitioner whenever your absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays. Baldy View ROP also reserves the right, at ROP expense, to have you submit to an examination by a physician of Baldy View ROP's choice.

You are required to complete a Request/Verification of Leave form immediately upon your return to work if the verification is for sick leave, personal necessity or other requests that cannot be anticipated.

### **ATTIRE**

As role models for our students and the business community that we serve, it's important that Baldy View ROP employees maintain a positive image of dress and grooming consistent with their job assignment. Guidelines to assist in determining what is appropriate are that clothing should reflect the professional position of the employee and be appropriate to the assignment or circumstance; clothing and/or accessories should not constitute safety hazards; and appropriate and safe footwear should be worn. Employees may be sent home to change inappropriate appearance. Such time away from the office will not count as time worked. Consult your supervisor if you need further details regarding appropriate appearance for your position.

### **MEAL TIME AND BREAKS**

Unless otherwise scheduled by Baldy View ROP, the timing of meals and other permitted breaks should be coordinated by employees with their supervisors and co-workers. These breaks are not to exceed the amount of time that Baldy View ROP has designated.

### **WORK RULES**

Baldy View ROP is committed to providing a workplace atmosphere that is conducive to accomplishing our goals. Baldy View ROP seeks to treat its clients and employees with respect and courtesy.

Baldy View ROP has established employee rules of conduct that serve as guidelines for employee behavior applicable to all employees. It is not the intent of the ROP Commission that these rules be exclusive, but that they supplement the school laws of the state, regulations prescribed for the governance of the public schools by the State Board of Education and other regulations adopted by Baldy View ROP Commission. Violation of these rules shall be grounds for disciplinary action.

**EMPLOYEE OBLIGATIONS AND RESPONSIBILITIES**

- A. *All employees shall keep accurate records. Certificated employees' record keeping shall include but not be limited to student attendance, student progress, student discipline, etc.*
- B. *All employees shall complete and submit timely projects, reports and forms as directed by their supervisor.*
- C. *Employees with responsibility for student supervision are responsible for students in their charge and shall not leave the students unsupervised.*
- D. *No employee shall administer corporal punishment to any student.*
- E. *No employee shall release any information or records designated by law or Baldy View ROP as confidential to any person or organization except as provided for by ROP Commission Policy governing the release of confidential information and records.*
- F. *All employees are required to report all industrial accidents involving the employee or students to their supervisor immediately. The ROP office must notify the insurance carrier within 24 hours of the accident.*
- G. *All employees shall comply with all policies and procedures of Baldy View ROP Commission.*

**EMPLOYEE ATTENDANCE AND WORKING HOURS**

- H. *All employees shall report for work as designated by the Superintendent.*
- I. *All employees shall remain at work until the completion of the workday as designated by the Superintendent.*
- J. *Employees shall use sick leave for authorized purposes only.*
- K. *Employees shall report for work at the expiration of any leave of absence.*

**INSUBORDINATION**

- L. *Employees shall follow orders and directives given by their supervisor.*

M. *No employee shall use abusive or obscene language directed toward any employee of Baldy View ROP. This shall include any derogatory, sexual, racial, or ethnic remark.*

### **MISCONDUCT**

N. *No employee shall possess, use or be under the influence of marijuana or any illegal drug or narcotic as defined under state or federal law while on duty or on school premises.*

O. *No employee shall possess, use or be under the influence of any alcoholic beverage while on duty or on school premises.*

P. *Employees shall not falsify any work records or employment forms.*

Q. *Employees shall not sleep while on duty.*

R. *Employees shall not use abusive or obscene language in the performance of their duties and assignments. This shall include derogatory, racial or ethnic remarks.*

### **MILEAGE AND EXPENSE REIMBURSEMENT**

#### **Mileage**

Baldy View ROP will reimburse employees for only those actual and necessary mileage expenses incurred in the course of performing authorized services for the ROP. Employees must certify that each vehicle being used is covered by the amount of insurance required by law. Consult your supervisor for details.

Conference Attendance and Other Expenses Consult your supervisor for details.

### **PERFORMANCE EVALUATION**

Your performance will be evaluated at least once a year with your immediate supervisor. Your performance is an important factor in the decisions we make on an ongoing basis. We encourage you to do the best you can in the performance of your job functions. Evaluations are reviewed by the Superintendent and kept as part of your permanent personnel file. Evaluations are reviewed if you are considered for promotion or disciplinary action.

All Baldy View ROP employees are encouraged to continue to grow professionally through attendance at conferences/workshops, by serving on committees and/or by furthering their education. Professional Growth plans are a part of an employee's performance evaluation.

Please see Human Resources for the Professional Growth Plan and/or Staff Development for your employment classification.

### **DISCIPLINARY AND CORRECTIVE ACTION**

Employees may be disciplined for inappropriate conduct in connection with their employment. Discipline can include warnings/reprimand, suspension, demotion, or dismissal. Disciplinary procedures are explained in the Policy and Administrative Regulations that may be reviewed in your supervisor's office or in Human Resources.

In accordance with Baldy View ROP Policy, the following are examples of the type of behavior that could result in corrective action. This list is not exhaustive, but rather illustrates examples of the behavior for which employees can be disciplined, up to and including discharge:

- A. Falsifying any information supplied to the ROP.
- B. Inefficiency.
- C. Neglect of duty; inattention to or dereliction of duty.
- D. Insubordination.
- E. Dishonesty.
- F. Drinking alcoholic beverages while on duty or in such close time proximity thereto as to cause any detrimental effect upon your performance, or upon employees associated with yourself, or the ROP.
- G. Possessing or being under the influence of a controlled substance or any alcoholic beverage at work or during work time, or furnishing a controlled substance or alcoholic beverage to a minor at any time.
- H. Conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect your ability to perform the duties and responsibilities of your position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, is deemed to be a conviction for this purpose.
- I. Absence without leave, including abandonment of position (absence of three or more consecutive workdays without contacting the immediate supervisor or the ROP).
- J. Excessive absenteeism or lateness.
- K. Abuse of any leave privileges.

- L. Immoral conduct.
- M. Discourteous treatment of the public, students or other employees.
- N. Improper political activity.
- O. Willful disobedience.
- P. Misuse or unauthorized use of ROP property.
- Q. Theft or other misappropriation of property or funds belonging to the ROP, any employee of the ROP to any member of the public on ROP grounds or at a ROP activity.
- R. Violation of federal or state law, or ROP Commission or departmental rule, policy or procedure.
- S. Failure to possess or keep in effect any license, certificate or other similar requirement specified in your class specification or otherwise necessary for you to perform the duties of the position.
- T. Refusal to take and subscribe any oath or affirmation, which is required by law in connection with your employment.
- U. A physical or mental disability which precludes you from the proper performance of your duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law regulating the retirement of employees.
- V. Discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, age, or any other legally protected classification against the public or other employees while acting in the capacity of an ROP employee.
- W. Retaliation against any other ROP officer or employee or member of the public who, in good faith reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on the job or directly related thereto.
- X. Any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the ROP or your employment.

### **GRIEVANCE PROCEDURES**

Baldy View ROP has grievance procedures to resolve matters in which an employee feels there has been a violation of the specific provisions of ROP Policy or Administrative Regulations.

You should contact Human Resources or your supervisor if you have questions about the specific procedures.

### **TERMINATION OF EMPLOYMENT**

Employees should provide written notice of resignation to the Superintendent. The Superintendent shall establish the date of resignation upon receipt of a specific written resignation. The last date of paid service shall be the effective date of the resignation.

Employees must return all ROP property in their possession, along with any keys to ROP facilities to their supervisor prior to their final day. Contact Human Resources to sign required paperwork and arrange for your final paycheck.

### **RETIREMENT**

#### **Certificated Retirement**

Baldy View ROP offers enrollment in the State Teachers Retirement System (STRS) for certificated employees. To qualify for membership, you must work sixty (60) hours per month. Once you become a member, you will continue to be a member until you terminate your employment with the ROP. As a member of STRS, you will contribute 8% of your salary into STRS. The ROP will contribute 8.15% into the fund in your name. You are vested in STRS after five (5) years of paid service. Contact Human Resources for further information.

#### **Classified Retirement**

Baldy View ROP offers enrollment in the Public Employees Retirement System (PERS) for classified employees. To qualify for membership, you must work half-time or more. Once you become a member, you will continue to be a member until you terminate your employment with Baldy View ROP. As a member of PERS, you will contribute 7% of your salary into PERS. Baldy View ROP will contribute the employer's share into the fund; an amount specified by law. An employee is vested in PERS after five (5) years of paid service. Contact Human Resources for further information.

#### **Social Security**

Baldy View ROP employees do not pay into Social Security.

# **PAYROLL ADMINISTRATION**

## **PAYDAYS**

### Classified/Classified Confidential/Classified Management

Paid on the last day of the month in which duties were performed. In the event the last day of the month falls on Saturday, Sunday or a holiday, warrants may be distributed after 3:00 p.m. on the preceding workday.

### Certificated Teachers and Classified Hourly

Paid on the tenth day of the month following duties performed. In the event the 10<sup>th</sup> of the month falls on Saturday, Sunday or a holiday, warrants may be distributed after 3:00 p.m. on the preceding workday.

### Certificated Management

Paid on the first day of the month following duties performed. In the event the first day of the month falls on Saturday, Sunday or a holiday, warrants may be distributed after 3:00 p.m. on the preceding workday.

## **AMOUNT OF PAY**

Salary ranges for each classification are established based on a variety of factors including external comprehensive wage and benefit surveys of comparable ROPs, internal classification relationships, labor market conditions, and the financial condition of the ROP. Each assigned salary range has established steps and regulations for opportunities to advance within the range. You should have received a copy of your Job Description and related Salary Schedule at Hiring; if you cannot find your copy, please see Human Resources.

## **PAYROLL DEDUCTIONS**

Baldy View ROP is required to withhold applicable federal, state, and local income and payroll taxes from your pay. Also withheld are retirement deductions (either State Teachers Retirement System [STRS] or Public Employee Retirement System [PERS]), Medicare deductions for employees hired after April 1, 1986, and State Disability Insurance.

When required by court orders in garnishment proceedings, we are required to withhold other applicable amounts.

From time to time, you may elect to authorize other withholdings from your pay such as Health Insurance, CAROCP membership fees, Tax Shelter Annuities, etc.

### **DIRECT DEPOSIT**

Direct Deposit of your paycheck is available through Payroll.

### **ADMINISTRATIVE PAY CORRECTIONS**

Baldy View ROP reserves the right to correct any payroll mistakes or inaccuracies. Report any inaccuracies to your supervisor. If the result of the error is an overpayment to you, you are responsible for reimbursing Baldy View ROP. If the result is an underpayment, Baldy View ROP will pay you the shortfall.

### **FINAL PAY**

When your employment ends, your final pay will be paid on the next regularly scheduled pay date, unless otherwise required by law.

## **FRINGE BENEFITS/HEALTH INSURANCE/OTHER BENEFITS**

### **ANNUAL HEALTH AND WELFARE BENEFIT PACKAGE**

Each year, an annual health and welfare benefit package for all full-time employees is approved by the ROP Commission. Regular part-time employees who work more than 50% of a regular full-time assignment will accrue benefits in the proportion that their assigned time is to full time. Employees who work less than 50% of full time or who are classified as substitute or short-term employees will not earn health and welfare benefits. A regular full-time assignment for certificated staff, teachers, is 30 hours a week; for classified, classified-confidential, classified management and certificated management staff, a full-time assignment is 40 hours per week.

Each employee employed 50% or more of a regular full-time assignment must enroll in a Baldy View ROP health insurance policy unless the employee certifies in writing that they are covered under another group health insurance plan.

With the annual health and welfare benefit package, employees may choose from:

1. Health plans
2. Dental plans
3. Life insurance plans
4. Tax shelter annuities
5. Credit union
6. Taxed Deferred Health, Dental and/or Child Care Expenses (IRC 125)
7. Salary Protection Program
8. Legal Assistance Program
9. Cash option

**Specific information regarding the different plans available to employees is available through Human Resources.**

**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The Employee Assistance Program is an employer-sponsored program designed to help employees who have personal problems which can have a detrimental effect upon job performance and student safety. Employees receive confidential access to information about community resources that addresses personal problems and that information is available, on a voluntary basis, to all employees, spouses and dependents.

## **TIME OFF/LEAVES OF ABSENCE**

### **BEREAVEMENT LEAVE**

Employees shall be granted a leave with full pay in the event of the death of any member of the employee's immediate family. The leave shall be for a period of not more than three (3) days or five (5) days if out-of-state travel is required. No deductions shall be made from the salary of such employee, nor shall such leave be deducted from leave granted by other policies or regulations.

Define immediate family for purposes of administering this section as mother, father, mother-in-law, father-in-law, husband, wife, son, daughter, brother, sister, grandfather, grandmother, son-in-law, daughter-in-law, grandchild, foster parent, step parent, step son, step daughter, foster son, foster daughter, brother-in-law, sister-in-law, or any relative living in the immediate household of the employee.

### **JURY DUTY**

Grant paid leave for jury duty as provided for in statute.

Require employees to reimburse Baldy View ROP compensation received from the courts for jury duty participation exclusive of out-of-pocket expenses and mileage.

### **FAMILY CARE AND MEDICAL LEAVE**

Baldy View ROP employees are covered under the Family Care and Medical Leave Act. This grants unpaid family care and medical leave of a minimum of 12 workweeks during any 12-month period, to eligible employees, for the following reasons:

1. Birth of a child of the employee or placement of a child with the employee in connection with the adoption or foster care of the child by the employee.
2. To care for the employee's child, parent or spouse with a serious health condition.
3. Employee's own serious health condition that makes him/her unable to perform the functions of his/her position, except for leave taken for disability of pregnancy, childbirth or related medical conditions.

The requirements under the Family Care and Medical Leave Act should be discussed with Human Resources.

### **LEAVES OF ABSENCE – SHORT TERM AND LONG TERM**

The Superintendent is authorized to approve a leave of absence without pay or benefits up to thirty (30) calendar days. Leaves of absence without pay or benefits for more than thirty (30) days must have the approval of the Commission.

Any unexcused absence of a purely personal nature will be considered an absence without pay.

### **MATERNITY LEAVE**

Baldy View ROP grants maternity leave on account of pregnancy/childbirth for a reasonable period of time provided such period shall not exceed four (4) calendar months. Employees may use accrued vacation time for approved maternity leave and may use sick leave (up to six weeks) for any incapacity resulting from pregnancy or childbirth. Any incapacity beyond six weeks shall be verified by a physician/doctor if sick leave is to be granted.

### **MILITARY LEAVE**

Military leave is granted in accordance with State and Federal laws. It is expected that the employee will give his/her immediate supervisor as much notice as possible. Sick leave and vacation will continue to accrue during the time an employee is on military leave.

### **SICK LEAVE**

Sick leave is earned at the rate of one day per month for a full-time employee. Part-time employees earn sick leave on a pro-rata basis. Baldy View ROP credits employees with sick leave at the beginning of their employment prorated through the end of Baldy View ROP's fiscal year, June 30<sup>th</sup>, and thereafter on July 1 for the new year even though the sick time has not been earned.

New Classified and Classified Confidential Probationary full-time employees can only take up to six (6) days of sick leave or the proportionate amount for a part-time employee during the first six months of employment.

Sick leave may be used for cases of temporary inability to perform duties because of illness, accident or quarantine; absences due to pregnancy, miscarriage, childbirth, and recovery; cases of personal necessity; and medical and dental appointments.

Unused sick leave can be carried over from year to year.

Any unearned sick leave taken by a terminating employee will be deducted from the employee's last paycheck or will need to be reimbursed by the terminating employee.

#### **PERSONAL NECESSITY**

All full-time employees may elect to use seven (7) days of their sick leave in any one fiscal year for personal necessity which fall in or are limited to the following categories: death of a member of the immediate family or household beyond 3 or 5 days; accident or illness involving the employee's person or property or the person or property of the employee's immediate family; appearance in any court or before any administrative tribunal as a litigant, party, or witness (must be approved in advance); inability to reach assigned duties because of circumstances beyond the employee's control (explanation required); medical or dental emergency which impaired the employee's effectiveness to perform his or her duties and which required immediate attention; other reasons of personal necessity [maximum of one (1) day] for reasons noted above which were not for the purpose of extending a holiday, vacation, or for matters of purely personal convenience (explanation required).

Part-time employees accrue personal necessity on a pro-rata basis.

**EXTENDED SICK LEAVE**

When an employee has exhausted all earned sick leave and all other available leave and continues to be absent on account of the same illness or accident, such employee shall be granted additional non-accumulated leave. The conditions for this leave should be discussed with Human Resources.

**HOLIDAYS**

**Classified, Classified-Confidential**

Provide fifteen (15) 8-hour paid holidays for classified and classified-confidential employees assigned on a full time basis. Regularly scheduled classified and classified-confidential employees assigned to less than a full time basis are provided paid holidays on a proportionate basis utilizing scheduled hours. The classified and classified-confidential employees must be in a paid status during any portion of the working day immediately preceding and succeeding the holiday.

**Classified and Certificated Management**

Provide fifteen (15) paid holidays to classified and certificated management assigned on a full-time basis provided they are in a paid status during any portion of the working day immediately preceding and succeeding the holiday. Regularly scheduled classified and certificated management employees assigned to less than a full time basis are provided paid holidays on a proportionate basis utilizing scheduled hours.

The fifteen provided holidays are:

Fourth of July	1 day
Labor Day	1 day
Veteran’s Day	1 day
Thanksgiving Thursday	1 day
Friday after Thanksgiving	1 day
Winter Break	4 days
New Year’s Day	1 day
Martin Luther King’s Day	1 day
Lincoln’s (President’s) Day	1 day
Washington’s (President’s) Day	1 day
Spring Break	1 day
Memorial Day	1 day

Exempt temporary or short-term employees from holiday pay.

Certificated Teaching

Certificated teaching staff do not earn paid holidays

**VACATION**

Classified

Full time classified personnel earn vacation at the following rate:

Years 1 – 5	One (1) 8-hour day per month
Years 6 – 8	1.25 8-hour days per month
Years 9-13	1.5 8-hour days per month
Year 14	1.75 8-hour days per month
Year 15+	22 8-hour days per year

Regularly scheduled classified employees assigned to less than a full time basis accrue vacation on a proportionate basis utilizing scheduled hours.

Probationary classified employees cannot take paid vacation leave until completion of the initial six (6) months of employment; however, vacation time does accrue during this probationary period.

Classified Confidential, Classified Management and Certificated Management

Grant twenty-two 8-hour vacation days on an annual basis to designated twelve-month full time classified-confidential, classified management and certificated management. All other classified-confidential, classified management and certificated management employees will receive vacation time on a proportionate basis.

Probationary classified-confidential employees cannot take paid vacation leave until completion of the initial six (6) months of employment; however, vacation time does accrue during this probationary period.

No employee will be permitted to carry over more than one year of accumulated vacation time.

### Certificated Teaching

Certificated teaching staff do not earn vacation days.

### **LEAVE REPORTING**

Employees who are absent or on a leave are required to complete a Request/Verification of Leave form which can be obtained in Human Resources. The form must be completed at least one week in advance when the request is for a leave or vacation, and immediately upon the employee's return if the verification is for sick leave, personal necessity, or other requests that cannot be anticipated.

### **TRANSFER OF SICK LEAVE**

Employees who have been employed with Baldy View ROP for a period of one year or more may have their accumulated sick leave transferred to the school district where they have accepted a new position.

## **SAFETY/EMPLOYEE INJURIES**

### **SAFETY**

Baldy View ROP provides hazard-free work spaces and required safety equipment in order to minimize the number and severity of accidents involving employees and students. ROP employees are primarily responsible for ensuring their personal safety as well as the safety of co-workers and the public. Employees are to use provided safety equipment, comply with safety procedures and regulations, and be alert at all times to safety hazards. If an employee sees a situation which may be a hazard, the employee should immediately report it to his/her supervisor.

### **EMPLOYEE INJURIES**

Employees who are injured while on duty are covered under Workers Compensation.

Employees sustaining an injury must notify his/her supervisor and Human Resources within 24 hours so that appropriate paperwork may be completed.

# POLICIES

## COMPLIANCE WITH LAWS AND ETHICAL CONDUCT

It is Baldy View ROP's policy to conduct business honestly and ethically and in compliance with all laws and regulations applicable to our business. Employees are responsible for being honest and truthful in their business dealings, including with customers, management, supervisors, other employees, vendors, and governmental agencies. If you suspect or become aware of unethical conduct or violations of laws or regulations in the conduct of our business, you must notify your supervisor or management.

## COMPUTER AND SOFTWARE POLICY

Computers, software, and other information technology provided by Baldy View ROP are to be used only for job related or other approved activities. Computers, software, and other information technology are to be procured in accordance with authorized procedures through appropriate personnel.

- I. Employee Use:
  - A. Employees are authorized to use Baldy View ROP equipment to access the Internet or on-line services in accordance with user obligations and responsibilities in accordance with Baldy View ROP policy and the *ROP Computer/Internet User Agreement*.
  - B. The employee, in whose name an on-line services account is issued, is responsible for its proper use at all times. Employees shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
  - C. Employees shall use Baldy View ROP's system responsibly and primarily for educational purposes.
  - D. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion, or political beliefs.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and

which lacks serious literary, artistic, political, or scientific value for students and staff.

- E. Employees shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail, chat rooms or other forms of direct electronic communication. Employees are also cautioned not to disclose such information by other means to individuals located through the Internet.
  - F. Employees shall not transmit confidential information about students, employees or Baldy View ROP affairs without express permission of the Superintendent or designee.
  - G. Employees shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or ROP policy.
  - H. Copyrighted material shall not be placed on the system without the author's permission. Employees may download copyrighted material for their own use only.
  - I. Employees shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking".
  - J. Employees shall not read other users electronic mail or files unless prior permission has been obtained. They shall not attempt to interfere with other users ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify, or forge other users mail.
  - K. Employees shall, within 3 working days, report any security problem or misuse of the services to their immediate supervisor.
- II. The ROP reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by the Superintendent or designee to ensure proper use of the system.
  - III. The Superintendent or designee shall make all decisions regarding whether or not an employee has violated ROP policy or the *ROP Computer/Internet User Agreement*. The decision of the Superintendent or designee shall be final.
  - IV. Inappropriate use of electronic information resources and/or technology shall result in denied access to the information service and employee may be subject to disciplinary action and/or legal action in accordance with law and ROP policy.

## **CONFIDENTIAL INFORMATION**

During your employment, you may receive or have access to confidential information. Baldy View ROP places a high value on its confidential information. Confidential information means information not generally known to the public that is valuable and which, if disclosed inappropriately, could cause harm, damage, or other adverse consequences to the ROP. This may include information about Baldy View ROP, its customers, and other third parties with whom we deal.

It is Baldy View ROP's policy to make confidential information available only to those persons who have a need for such information, who have been authorized to receive it and who have been advised of and will protect its confidential nature. Baldy View ROP prohibits disclosure or distribution of its confidential information to unauthorized individuals. We may adopt security procedures from time to time to help protect our confidential information. It is important that you abide by our policies and procedures concerning confidential information. It is also important that you report actual and potential violations of these policies to your supervisor or to Human Resources.

## **CONFLICTS OF INTEREST**

As an employee of Baldy View ROP, it is important that you do not put yourself in a situation or engage in conduct which conflicts with the interests of Baldy View ROP. A conflict of interest occurs when your personal or private interests may have an adverse effect on your motivation or proper performance of your job or may otherwise injure Baldy View ROP.

For example, situations in which you can influence a transaction, which may not be in the best interests of Baldy View ROP, but in which you may gain a financial benefit, constitute a conflict of interest. Other examples include you or a family member having a financial interest in a company doing business with Baldy View ROP, being offered money or other things of value directly from an individual or company doing or seeking to do business with Baldy View ROP and working for or having a financial interest in a competitor of Baldy View ROP.

## **DRUGS AND ALCOHOL**

Baldy View ROP's policy prohibits the unlawful use, possession, distribution, and sale of controlled substances and the misuse of alcohol while on the job or conducting Baldy View ROP business. If you know or suspect that a co-worker is not complying with this policy, you must inform your supervisor or Human Resources as soon as reasonably possible.

## **HARASSMENT**

It is our policy to maintain a workplace that is free from sexual and other unlawful harassment. In general, harassment includes unwelcome conduct that is based on a person's protected status, such as race, color, religion, gender, medical status, disability, pregnancy, national origin, ancestry, age, marital status, veteran status, or other status protected by law. We do not tolerate harassment that affects tangible job benefits, that interferes unreasonably with work performance or that creates an intimidating, hostile or offensive working environment.

Job related sexual harassment is strictly prohibited. Sexual harassment includes unwelcome sexual advances, requests or solicitations for sexual favors and other unwelcome verbal or physical conduct of a sexual nature when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment can take many forms including jokes, e-mail messages, flirtations, foul or obscene language, displays of printed or other visual materials, and physical contact.

If you witness harassment or believe that you have been harassed, you should advise the harasser, if practical in the circumstances, that such behavior is offensive and unwelcome and will be reported if continued. If you are uncomfortable confronting the harasser directly or if the harassment continues, report the concerns to your supervisor or Human Resources. We recommend that you not otherwise discuss the incident with other fellow employees.

An officer, supervisor or manager who has been advised or has knowledge that this policy against harassment has been violated must promptly report the relevant information to his or her supervisor. Failure to do so may result in disciplinary action.

Employees can raise concerns and make reports without fear of reprisal. We will investigate complaints of harassment promptly. We will, to the extent practical, maintain the privacy and confidentiality of the party's interests. Employees found to have engaged in harassment are subject to discipline, including warnings, suspensions and immediate termination of employment. If our investigation is inconclusive, we will take such action as deemed necessary in the circumstances to remind appropriate personnel of our policy to avoid possible harassment in the future.

#### **PRIVACY/SEARCHES**

Baldy View ROP reserves the right to conduct searches when there is reasonable suspicion or belief that controlled substances may be present or that wrong-doing has occurred. Searches may include all areas of Baldy View ROP. Employees should not have an expectation of privacy in such areas.

#### **USE OF COMPANY PROPERTY**

Baldy View ROP property is to be used for ROP activities only. Any damage or loss shall be reported immediately to your immediate supervisor.

## **ONGOING HANDBOOK COMPLIANCE**

It is our desire to promote a safe and satisfying work environment. The guidelines and policies in this handbook are meant to promote a work atmosphere that is conducive to allowing all employees to perform their duties to the best of their abilities. Continued compliance with these guidelines and policies benefits all employees and helps us reach our goals and objectives. We need your help. We cannot address compliance issues unless we are made aware of them. Therefore, employees must be responsible for reporting violations of this handbook. If you observe inappropriate conduct or conduct not otherwise in accordance with the provisions of this handbook, report the facts to your supervisor or a member of management.

### **CONCLUSION**

Baldy View ROP operates in a competitive and changing environment. As a result, Baldy View ROP must have the right to modify and adapt its policies and benefits on an ongoing basis. Baldy View ROP intends to use reasonable attempts to notify you of changes to this handbook or benefits, however, it may make changes without notice to you depending on the circumstances.

This handbook does not constitute an employment contract and, unless there is a valid signed written employment contract in place, your employment is not guaranteed and is not for a defined term.

There may be circumstances when particular federal, state, or local laws change or conflict with the provisions of this handbook. The provisions of such laws as are applicable shall apply when interpreting this handbook. Baldy View ROP may adapt its policies and practices to conform to such laws.

# RECEIPT AND ACKNOWLEDGMENT

By signing below, I acknowledge and understand the following:

- I have received and understand that it is my responsibility to become familiar with the contents of this employee handbook.
- I understand that if I have any questions regarding this handbook, I may ask my supervisor or Human Resources for an explanation.
- This handbook is for informational purposes only and that nothing in this handbook is meant to constitute conditions of employment.
- This handbook does not create an express or implied contract of employment for me or for anyone else.
- Any statements or understandings that are inconsistent or contrary to this handbook will not be effective unless they are in writing signed on behalf of Baldy View ROP by a person authorized to do so.
- An employment contract with Baldy View ROP may only be entered into if it is in writing and signed on behalf of Baldy View ROP by a person authorized to do so.
- I have not relied on any statements or understandings that are different to or inconsistent with the statements made above or any of the provisions of this handbook.
- The contents of this handbook may change from time to time and Baldy View ROP will use reasonable efforts to communicate the changes. Baldy View ROP, in its sole discretion, reserves the right to make any changes to this handbook, or terminate it in whole or in part at any time, with or without notice to me.
- This handbook replaces and supercedes all prior handbooks and understandings.

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Employee

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Date