



COASTLINE

REGIONAL OCCUPATIONAL PROGRAM

*Innovate · Educate · Inspire*

# Employee Manual

Coastline Regional Occupational Program  
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## TABLE OF CONTENTS

### WELCOME

Introduction.....	1
Governance .....	2
Organizational Chart .....	2
Mission Statement .....	3
Student Learning Outcomes .....	3
Core Values.....	4

### EMPLOYMENT /CLASSIFICATION

Classified.....	5
Classified Management .....	5
Cerificated, Teachers.....	5
Certificated, Management .....	5
Equal Employment Opportunity.....	6
Personnel Records.....	6

### PROFESSIONAL STANDARDS OF CONDUCT

Professional Standards.....	7
Use of Technology and Internet Access .....	11
Drug and Alcohol - Free Workplace .....	12
Sexual Harassment.....	12
Child Abuse Reporting.....	12
Safe Work Enviroment .....	13
Employee Accidents or Injuries .....	13

### WORKING AT COASTLINE ROP

Hours/Schedules/Overtime.....	14
Attendance .....	14
Meal Time and Breaks .....	15
Work Rules .....	15
Dress and Grooming.....	16
Evaluation/Supervision .....	16
Disciplinary and Corrective Action .....	16

---

Grievance Procedures .....	18
Separation of Employment.....	18
Classified Retirement .....	18
Certificated Retirement.....	19
Social Security .....	19

**PAYROLL ADMINISTRATION**

Compensation System.....	20
Paydays.....	20
Payroll Deductions.....	20
Direct Deposit.....	21
Administrative Pay Corrections.....	21
Final Pay .....	21
Travel Expenses .....	21
Mileage Reimbursement.....	21
Conference/Workshops/Meeting Reimbursement .....	22
Advance of Funds .....	23
Approvals.....	24

**HEALTH AND WELFARE BENEFITS**

Annual Health and Welfare Benefits.....	25
Eligibility Requirements.....	25
Medical Coverage for Retirees .....	26
State Unemployment Insurance.....	27
Workers Compensation Insurance.....	27
Credit Union .....	27

**LEAVES/VACATION/HOLIDAYS**

Sick Leave .....	28
Extendend Sick Leave .....	28
Catastrophic Leave .....	29
Family Medical Leave Act (FMLA) .....	29
Personal Necessity Leave .....	29
Personal Leave for Child's School Activities .....	30
Leave for Legal and Civic Duties .....	30

---

Bereavement Leave.....	30
Military Leave .....	30
Industrial Accident or Illness Leave .....	31
Vacation.....	31
Vacation Schedule .....	32
Holidays .....	33

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*COASTLINE REGIONAL OCCUPATIONAL PROGRAM*

*EMPLOYEE MANUAL*

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**INTRODUCTION**

Welcome to Coastline Regional Occupational Program (ROP). You are joining a terrific team of educators who provide the highest quality service to our students and to the educational and business communities. We want to make your association with Coastline ROP rewarding for you and beneficial to the organization.

We are providing you with this Employee Manual outlining policies, procedures and practices of the ROP in order to help you in your new job. The ROP also values you and all employees and strives to provide attractive compensation and benefit packages.

Please take time to read the manual and become familiar with its contents. Not all details are contained in the manual, but it should help you to understand what you can expect from Coastline ROP and what Coastline ROP will expect from you. Further information about any topic covered can be obtained from Human Resources.

The Employee Manual is used in conjunction with the Board Policy Manual, the Education Code, and state and federal laws governing employment. As there is constant change in our business, we reserve the right to change policies and procedures at any time. The ROP will use reasonable attempts to notify you of any revisions in the manual; however, changes will be effective on dates determined by the ROP.

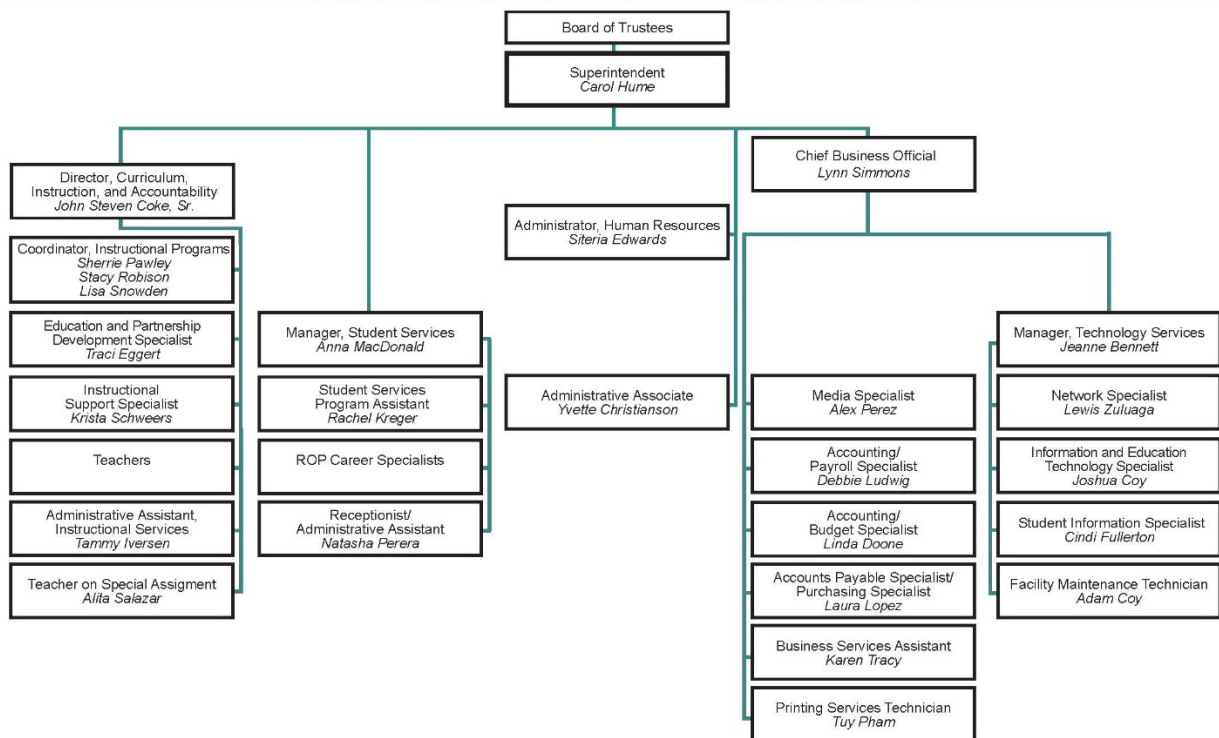
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## GOVERNANCE

Coastline ROP is governed by the Board of Trustees consisting of one elected member from each of the five participating school districts (Huntington Beach Union, Newport-Mesa, Irvine, Saddleback Valley and Tustin Unified) who has been appointed to represent their district on the Coastline ROP Board.

There is also a Steering Committee that consists of a designated representative from each of the five participating school districts. The Steering Committee meets on all matters related to instructional program development and other matters requiring close coordination among the participating districts.

## ORGANIZATIONAL CHART



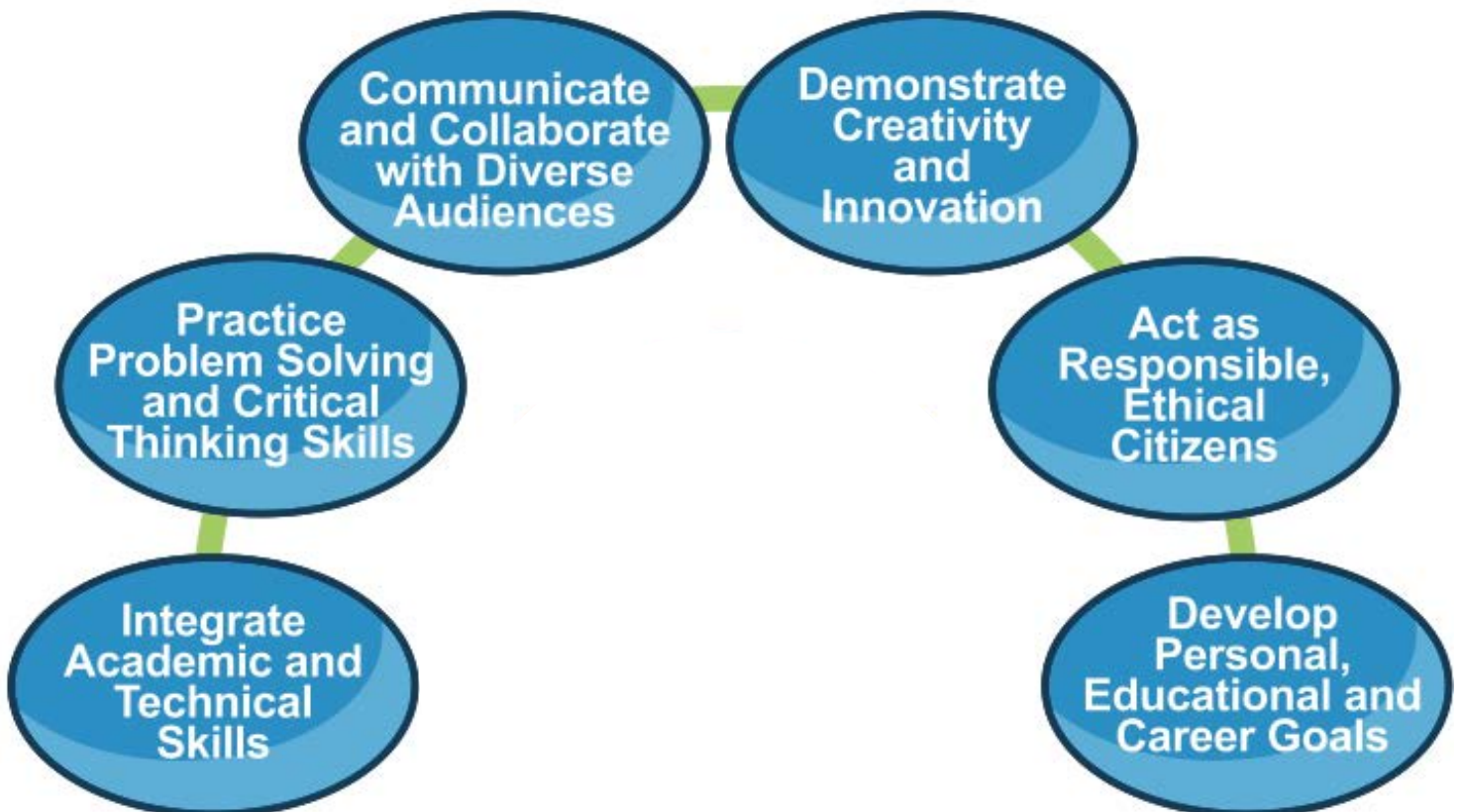
## MISSION STATEMENT

Coastline ROP is an exemplary, innovative career technical education program that prepares students for college and career success and contributes to the economic development of the communities we serve.

## STUDENT LEARNING OUTCOMES

Student learning outcomes identify broad, global goals for all students.

Upon successful completion, Coastline ROP students will:



## **ROP CORE VALUES**

Core values represent the organization's highest priorities, deeply held beliefs, and fundamental driving forces. They represent the organization's culture.

### **INTEGRITY**

- Interact with others in a respectful, transparent, and ethical manner
- Maintain a conviction to excellence regardless of circumstances
- Adhere to high moral principles and professional standards
- Demonstrate honesty and fairness in every action
- Honor commitments

### **RESPECT**

- Treat others with courtesy and dignity
- Honor the ethical and moral values of staff
- Regard others with esteem
- Invite and appreciate diverse perspectives
- Promote constructive communication

### **COLLABORATION**

- Create a safe environment where ideas can be explored
- Value and seek the contributions of others
- Serve partner districts and the educational community
- Share ideas, information, and resources
- Work with all stakeholders to achieve common goals

### **PROFESSIONALISM**

- Maintain high standards of personal performance and accountability
- Recognize that student success is our ultimate goal
- Display exemplary attitude and enthusiasm
- Work to improve performance and results
- Model commitment and lifelong learning

### **DEDICATION**

- Show steady, continual effort in the completion of tasks
- Commit to achieving personal and organizational goals
- Strive to improve systems and the organization
- Devote necessary time and resources in the pursuit of excellence
- Demonstrate a passion for helping students achieve



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## *EMPLOYMENT CLASSIFICATION*

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

### **CLASSIFIED**

Employees 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 one year. This probationary period gives the supervisor the opportunity to closely observe the new employee's performance. 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 permanent status is recommended.

### **CLASSIFIED, MANAGEMENT**

Employees who have significant responsibilities for implementing policy and/or administering approved programs but are not required to hold an Administrative or Supervision and Coordination Credential.

### **CERTIFICATED, TEACHERS**

Employees are required to hold a Designated Subjects or a Career Technical Education 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 annual offer of employment. Certificated employees are required to keep their credential current.

### **CERTIFICATED, MANAGEMENT**

Employees who have significant responsibilities for implementing policy and/or administering approved programs, and who *must* have an Administrative or Supervision/Coordination Credential. Certificated Management employees are not designated as probationary or

permanent and continuation of employment is contingent upon an annual offer of employment. Certificated Management employees are required to keep their credential current.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Coastline ROP is an equal opportunity employer. Employment decisions are based on such factors as ability to perform the job, qualifications, skills, dependability and reliability. The ROP does not discriminate on the basis of sex, race, color, religious beliefs, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, or sexual orientation.

### **PERSONNEL RECORDS**

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

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

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## *PROFESSIONAL STANDARDS OF CONDUCT*

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### **PROFESSIONAL STANDARDS**

The Board of Trustees expects Coastline Regional Occupational Program (CROP) employees to maintain the highest ethical standards, exhibit professional behavior, follow CROP policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the CROP and advance the goals of the CROP's educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of CROP students.

BP 4119.21(b)  
4219.21  
4319.21

*(cf. 0200 - Goals for the CROP)*

*(cf. 4112.2 - Certification)*

*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

The Board encourages CROP employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

*(cf. 2111 - Superintendent Governance Standards)*

*(cf. 9005 - Governance Standards)*

### **Staff Conduct with Students**

The Board expects all employees to exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property. Inappropriate employee conduct shall include, but not be limited to, engaging in harassing or discriminatory behavior; engaging in inappropriate socialization or fraternization with a student; soliciting, encouraging, or establishing an inappropriate written, verbal, or physical relationship with a student; furnishing tobacco, alcohol, or other illegal or unauthorized substances to a student; or engaging in child abuse.

*(cf. 0410 - Nondiscrimination in CROP Programs and Activities)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 5131 - Conduct)*  
*(cf. 6163.4 - Student Use of Technology)*

An employee who observes or has evidence of inappropriate conduct between another employee and a student shall immediately report such conduct to the program administrator or Superintendent or designee. An employee who has knowledge of or suspects child abuse shall file a report pursuant to the CROP's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

Any employee who is found to have engaged in inappropriate conduct with a student in violation of the law or this policy shall be subject to disciplinary action.

*(cf. 4118 - Suspension/Disciplinary Action)*  
*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*Legal Reference:*

EDUCATION CODE  
200-262.4 *Prohibition of discrimination on the basis of sex*  
PENAL CODE  
11164-11174.4 *Child Abuse and Neglect Reporting Act*  
CODE OF REGULATIONS, TITLE 5  
80331-80338 *Rules of conduct for professional educators*

*Management Resources:*

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS  
*Standards for School Leaders, 1996*  
NATIONAL EDUCATION ASSOCIATION PUBLICATIONS  
*Code of Ethics of the Education Profession, 1975*  
WEB SITES  
CSBA: <http://www.csba.org>  
Association of California School Administrators: <http://www.acsa.org>  
California Department of Education: <http://www.cde.ca.gov>  
California Federation of Teachers: <http://www.cft.org>  
California School Employees Association: <http://www.csea.com>  
California Teachers Association: <http://www.cta.org>  
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>  
Council of Chief State School Officers: <http://www.ccsso.org>

**CODE OF ETHICS OF THE EDUCATION PROFESSION****Preamble**

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

**Principle I. Commitment to the Student**

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:
  - a. Exclude any student from participation in any program

- b. Deny benefits to any student E(1) 4119.21(b)
- c. Grant any advantage to any student
- 7. Shall not use professional relationships with students for private advantage
- 8. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

**Principle II. Commitment to the Profession**

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation of the profession, the educator:

- 1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications
- 2. Shall not misrepresent his/her professional qualifications
- 3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute
- 4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position
- 5. Shall not assist a non-educator in the unauthorized practice of teaching
- 6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
- 7. Shall not knowingly make false or malicious statements about a colleague
- 8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

*Source: National Education Association, 1975*

**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:**

1. 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.
2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
3. Be just in my criticism and be generous in my praise; to improve and not destroy.
4. At all times be courteous in my relations with students, parents, teachers and others.
5. Be a resourceful person who readily adapts himself to different kinds of work and changed conditions and finds better ways to do things.
6. 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.
7. Associate myself with employees of other Coastline Regional Occupational Program (CROP)s for the purpose of discussing school problems and cooperating in the improvement of public school conditions.
8. Always uphold my obligations as a citizen to my nation, my state, my school CROP and my community, and give them unswerving loyalty.

*Source: California School Employees' Association*

**USE OF TECHNOLOGY AND INTERNET ACCESS**

Computers, software, and any other information technology provided to eligible employees by the ROP are for job-related or other approved use only. The specific guidelines regarding use and the agreement to comply with these guidelines are provided in the New Hire Packet.

## **DRUG AND ALCOHOL-FREE WORKPLACE**

It is a violation of Governing Board policy for any employee at an ROP workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance. A notice concerning the ROP's status as a drug and alcohol-free workplace is included in the New Hire Packet.

## **SEXUAL HARASSMENT**

The Governing Board prohibits sexual harassment in the working environment of ROP employees or applicants by any person in any form. Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

Any employee or applicant who feels that he/she or another individual at the ROP is being sexually harassed should immediately contact his/her supervisor or the Superintendent or his/her designee in order to obtain procedures for reporting a complaint. Any supervisor who receives a harassment complaint shall notify the Superintendent or his/her designee, who shall ensure that the complaint is appropriately investigated. The ROP prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. A notice concerning what constitutes sexual harassment is included in the New Hire Packet.

## **CHILD ABUSE REPORTING**

Section 11166 of the Penal Code requires any child care custodian, health practitioner, employee of a child protective agency or child visitation monitor who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.



## **SAFE WORK ENVIRONMENT**

Safety is each employee's responsibility. The ROP provides hazard-free work spaces and required safety equipment in order to minimize any accidents involving employees or students. Any unsafe conditions should be reported to your supervisor. Through education, training, and enforcement, safe work practices are continuously promoted.

Specific information regarding Coastline ROP's safety programs is included in the New Hire Packet.

## **EMPLOYEE ACCIDENTS OR INJURIES**

You are covered by Workers' Compensation insurance while on duty. No matter how insignificant an on-the-job injury may seem when it occurs, notify your supervisor immediately. Additional information on procedures regarding reporting and dealing with injuries is provided in the New Hire Packet.

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*WORKING AT COASTLINE ROP*

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**HOURS/SCHEDULE/OVERTIME**

The normal office hours for Coastline ROP are based on the needs of our students and our classes. Your immediate supervisor will let you know what times you are expected to be present for work.

Full-time Classified employees may be asked by their supervisor to work overtime to accommodate the needs of the ROP. Overtime must be authorized 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 ROP is on a flexible workweek schedule such as the 4-10 workweek schedule. In this case, overtime would be considered any time worked over the scheduled workday, or over 40 hours for the week.

**ATTENDANCE**

Your attendance and punctuality are essential job functions for which you are responsible. Non-teaching staff unable to work because of illness or other personal reasons, must notify their supervisor with as much notice as practical in the circumstances prior to starting time on each day of absence. Teachers should follow specific directions provided by the instructional division. If you do not provide proper notice on a timely basis, your absence will be considered unexcused. Unexcused or excessive absences may result in disciplinary action up to and including discharge.

If an absence is anticipated, a Request for Time Off should be submitted to your supervisor for approval with as much lead time as possible. You will be asked to complete this form immediately upon your return to work if the sick leave, personal necessity or other reason for your absence was not anticipated. Before returning to work, if you have been absent for surgery, hospitalization or extended medical treatment, you may be asked to submit a letter from your physician stating that you are able to return to work and list any work restrictions.

The Superintendent or his/her designee may require additional written verification by your physician or practitioner whenever your absence record shows chronic absenteeism or a pattern of absences before or after weekends and/or holidays. Coastline ROP also reserves the right, at ROP expense, to have you submit to an examination by a physician of Coastline ROP's choice.

### **MEAL TIME AND BREAKS**

Unless otherwise scheduled by Coastline 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 the ROP has designated.

### **WORK RULES**

Coastline ROP has established some work rules applicable to all employees that supplement the school laws of the state, regulations of the State Board of Education and Coastline ROP Governing Board policies. These rules include but are not limited to the following employee obligations and responsibilities.

1. All employees shall keep accurate records. Certificated employees' record keeping shall include but not be limited to student attendance, student progress, student discipline, etc.
2. All employees shall complete and submit timely projects, reports and forms as directed by their supervisor.
3. No employee shall release any information or records designated by law or Coastline ROP as confidential to any person or organization except as provided for in ROP policy governing the release of such material.
4. All employees are required to report all accidents involving the employee or students to their supervisor immediately.
5. No employee shall administer corporal punishment to any student.
6. All employees shall comply with all policies and procedures of the Coastline ROP Governing Board.

## **DRESS AND GROOMING**

Appropriate dress and grooming by Coastline Regional Occupational Program employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. Employees may be sent home if their appearance is deemed inappropriate. You are encouraged to discuss this issue with your supervisor if you need further guidelines.

## **EVALUATION/SUPERVISION**

Your job performance will be evaluated by your supervisor. Regular, comprehensive evaluations can help employees to continually improve the performance of their responsibilities. Evaluations shall be made in accordance with procedures based on job specific standards of performance. Performance will be judged in relation to established job requirements and success in meeting established goals and objectives. Salary increases and merit raises will be based on satisfactory evaluations and approval from the Board of Trustees. Evaluations are kept as part of your permanent personnel file.

## **DISCIPLINARY AND CORRECTIVE ACTION**

Employees may be disciplined for inappropriate conduct in connection with their employment. Discipline can include warnings, suspension, demotion, or dismissal. Disciplinary procedures are explained in the Board Policy Manual available in Human Resources. In accordance with Coastline 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.

1. Falsifying any information supplied to the ROP.
2. Inefficiency.
3. Neglect of duty: inattention to or dereliction of duty.
4. Insubordination.
5. Dishonesty.
6. Drinking alcoholic beverages while on duty or in such close proximity to your work site as to cause any detrimental effect upon your performance, or upon employees associated with you, or the ROP.
7. 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.
8. Conviction or a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of 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.
9. Absence without leave, including abandonment of position (absence of three or more consecutive workdays without contacting the ROP).
10. Excessive absenteeism.
11. Abuse of any leave privileges.
12. Immoral conduct.
13. Discourteous treatment of the public, students or other employees.
14. Improper political activity.
15. Willful disobedience.
16. Misuse of ROP property.
17. Violation of ROP, Board or departmental rule, policy, or procedure.
18. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position.

19. Refusal to take and subscribe any oath or affirmation which is required by law in connection with his/her employment.
20. A physical or mental disability which precludes the employee from the proper performance of his/her duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law regulating the retirement of employees.
21. Unlawful 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.
22. Any other failure of good behavior either during or outside duty hours which is of such nature that it causes discredit to the ROP or his/her employment.
23. Theft or other misappropriation of property or funds belonging to the ROP, any employee of the ROP, any member of the public on ROP grounds or at an ROP activity.
24. 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 students, the public, or other employees while acting in the capacity of an ROP employee.

## **GRIEVANCE PROCEDURES**

Coastline ROP has grievance procedures to resolve matters in which an employee feels there has been a violation of the specific provisions of ROP Board Policy of Administrative Regulations. Contact Human Resources if you have questions about specific procedures.

## **SEPARATION OF EMPLOYMENT**

Employees should provide written notice of resignation to the Superintendent. The last date of paid service shall be the effective date of the resignation. Employees must return all ROP property in their possession, prior to the last date worked.

## **CLASSIFIED RETIREMENT**

Coastline ROP offers enrollment in the Public Employees Retirement System (PERS) for classified employees. To qualify for membership, you must work half-time or more. You will continue to

be a member until you end your PERS membership. As a member of PERS, you and the ROP each contribute a specific percentage into the fund in your name. You are vested in PERS after five (5) years of paid service. See Human Resources for more information.

### **CERTIFICATED RETIREMENT**

Coastline ROP offers enrollment in the State Teachers Retirement System (STRS) for certificated employees. You automatically qualify for membership if you work 60 or more hours per month. You have the option to enroll even if you don't qualify by hours worked. You will continue to be a member until you end your STRS membership. As a member of STRS, you and the ROP each contribute a specific percentage into the fund in your name. You are vested in STRS after five (5) years of paid service. See Human Resources for more information.

### **SOCIAL SECURITY**

Coastline ROP employees do not pay into Social Security if they are enrolled in either PERS or STRS. Employees who are not covered by these retirement systems do pay into Social Security, with the ROP and the employee each contributing the percentage required by federal law.

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## *PAYROLL ADMINISTRATION*

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### **COMPENSATION SYSTEM**

The compensation system pertains to all job classifications, both certificated and classified. The Salary Schedules include appropriate job titles and salary range assignments. The Classified Salary Schedule displays entry-level hourly and monthly pay rates as well as maximum hourly and monthly rates based on 260 days of service. The Instructor Salary Schedule sets forth minimum and maximum hourly rates. The Certificated Support Staff and Classified Management Salary Schedules set forth minimum and maximum annual salaries plus the appropriate scheduled days of service for each classification.

Upon employment by Coastline ROP, initial salary placement in all categories of service is based on training, education and related experience. The Superintendent determines the initial placement in the appropriate classification. Salary Schedules are subject to review and revision by the Governing Board. The current Salary Schedules are available in Human Resources and are located on the ROP's website.

### **PAYDAYS**

Paydays are different for different classifications of employees.

Certificated: Paid on the last working day of the month in which duties were performed.

Classified: Paid on the tenth of the month (or the working day closest to the tenth) following the month in which duties were performed.

### **PAYROLL DEDUCTIONS**

The ROP is required to withhold applicable federal, state, and local income and payroll taxes from your pay, including Medicare. Also withheld are retirement deductions for STRS, PERS, or Social Security, depending on your enrollment. You may elect to authorize other withholdings from



your pay for optional benefits, professional organization membership dues, tax-deferred savings, etc. When required by court orders in garnishment proceedings, the ROP is required to withhold other applicable amounts.

### **DIRECT DEPOSIT**

Direct deposit of your paycheck into your credit union or financial institution is available through payroll. You are highly encouraged to take advantage of this option to eliminate any mail-related delays in receiving your pay.

### **ADMINISTRATIVE PAY CORRECTIONS**

Coastline 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 the ROP. If the result is an underpayment, Coastline 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.

### **TRAVEL EXPENSES**

It is Coastline Regional Occupational Program (CROP) policy to reimburse employees for authorized and reasonable expenses incurred on CROP business. This procedure applies to all CROP personnel with specific advance authorization.

All employees are responsible for compliance with this procedure. Each employee is expected to assume responsibility for limiting expenditures to the minimum amount required for the satisfactory accomplishment of CROP objectives.

### **MILEAGE REIMBURSEMENT**

Employees whose positions, by nature of their responsibilities, must use personal cars to travel outside the CROP area to carry out their function and/or assigned by the Superintendent or

his/her designee to attend conferences/workshops/meetings, shall be reimbursed at the CROP rate approved by the Board of Trustees.

*(cf. 4151.1 - Mileage Expense Reimbursement)*

1. Mileage will be allowed for travel outside the CROP area only with prior approval. When the trip outside the CROP area is to a point serviced by a regularly scheduled airline, mileage will be allowed not to exceed the amount of tourist class plane fare.
2. Mileage for travel during regularly scheduled work hours to a conference, workshop or meeting commencing at the employee's place of residence, will be allowed for the shorter distance from his residence or his regular work location.
3. Mileage for travel outside regularly scheduled work hours to a conference, workshop or meeting will be allowed from the employee's place of residence.
4. Total daily mileage shall be reported on the Mileage Claim form indicating mileage between points. When mileage is claimed for more than one trip in a day, each work location shall be listed in the sequence of the travel schedule.

#### **CONFERENCE/WORKSHOPS/MEETING REIMBURSEMENT**

Employees will be reimbursed for required authorized legal expenses at conferences and workshops if their attendance has the prior authorization of the Superintendent or his/her designee.

1. Reimbursable authorized legal expenses are:
  - a. Meals (per diem schedule, Exhibit 3350)
  - b. Transportation
  - c. Lodging
  - d. Telephone
  - e. Parking (the ROP will reimburse for self-parking expense; if valet parking is used, the employee will be responsible for paying the difference between valet and self-parking)
  - f. Taxi or shuttle
  - g. Registration Fees
  - h. Tips (up to 15 percent); must be referenced on applicable receipt, i.e. restaurant receipt

- i. Tolls (California toll roads); use of toll roads must be pre-approved in advance by employee's supervisor/coordinator.

Receipts are required for meals, transportation, lodging, parking, and registration fees. If receipts are not submitted, the expense will not be reimbursed. Additionally, every effort should be made to obtain and submit receipts for taxi and/or shuttle services.

2. Nonreimbursable personal expenses are:

- a. Entertainment
- b. Room Service
- c. Laundry/Dry Cleaning
- d. Valet Service
- e. Baby Sitting
- f. Spouse Expenses
- g. Alcoholic Beverages

3. Conference, Workshop and Meeting expense reports must be submitted promptly upon return to CROP. Receipts should be attached to the back of the expense report in chronological sequence by type of expense.

### **ADVANCE OF FUNDS**

Employees authorized to attend a conference, workshop or meeting may obtain an advance of funds to cover estimated expenses.

1. Requests should be submitted on Advance of Funds Line of Conference Approval form.
2. Advances must be cleared promptly upon return to CROP by submission of a completed expense report form. If the amount of the advance exceeds the actual expenses, the excess must be refunded promptly. Attach check, made payable to CROP, to the front of the expense report.

## **APPROVALS**

Conference requests and requests for advances require the approval of, and should be submitted through, the employee's immediate supervisor. Final approval is required by the Superintendent or his/her designee.

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## *HEALTH AND WELFARE BENEFITS*

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### **ANNUAL HEALTH AND WELFARE BENEFITS**

Coastline ROP provides an excellent package of employee benefit programs for its eligible employees and their dependents. Complete details of insurance plans are contained in materials provided to eligible employees upon employment, and also to all eligible employees annually at the ROP's enrollment period. Employees who work less than 50%, or who are hired as substitutes, temporary or short-term employees are not eligible for health and welfare benefits.

Federal law requires that all employees employed 50% or more enroll in a health insurance program offered for employee coverage unless the employee certifies in writing that they are covered under another group health insurance plan.

### **ELIGIBILITY REQUIREMENTS**

- Full-time classified employees, certificated support staff, and management staff who work 40 hours per week shall be considered eligible for health and welfare benefits for themselves and their dependents.
- Instructors and Career Specialists, who work 30 or more hours per week shall be considered eligible for health and welfare benefits for themselves and their dependents.
- Classified employees who work less than full time, but 20 or more hours per week, shall receive prorated health and welfare benefits for themselves and their dependents.
- Instructors and Career Specialists who work less than full time but 15 or more hours per week, shall receive prorated health and welfare benefits for themselves and their dependents.
- Classified employees who work less than 20 hours per week and Career Specialists who work less than 15 hours per week shall not be eligible for any health and welfare benefits.

- Health and welfare benefits are effective from July 1 through June 30. Eligible employees who terminate their employment at the close of the school year shall have their benefits continued through the last day of the month in which their termination occurs.
- Employees eligible for health and welfare benefits shall be covered from the first day of the calendar month following the date of employment.

The ROP provides medical, dental, vision, and life insurance, plus an employee assistance plan, for eligible employees. There is also pay-in-lieu benefit option for employees covered by a spouse's plan or individual plan. See Human Resources for details.

Our group health plans may be continued if you leave the ROP under circumstances covered by federal COBRA legislation. You and your dependents will receive a detailed explanation of this privilege upon termination.

In addition to the ROP-paid plans, employees may choose from the following optional plans at their own expense:

- Supplemental Life Insurance
- Section 125 Tax Deferred Health, Dental and Child Care Expenses
- Legal Assistance
- Tax-Deferred Retirement Savings

The list of these optional plans may be reduced or increased each year. Specific information regarding these plans can be acquired in Human Resources.

### **MEDICAL COVERAGE FOR RETIREES**

Coastline ROP provides medical, dental and vision coverage for employees after retirement if certain eligibility conditions are met. The retiree must be at least sixty (60) years old with twenty (20) years of service with the ROP. Service in our joint powers districts, the Orange County Department of Education, and the other Orange County ROPs may be included in the service

years required. This benefit is for the employee only, and is available until the employee turns 65. Contact Human Resources for complete details.

### **STATE UNEMPLOYMENT INSURANCE**

This program is entirely funded by employers in California. The program provides weekly benefits if you become unemployed through no fault of your own or due to circumstances described in the law.

### **WORKERS' COMPENSATION INSURANCE**

The ROP carries insurance to cover the cost of work-related injury or illness. Benefits help pay for your medical treatment and part of any income you may lose while recovering. Specific benefits are covered by law. To be assured of maximum coverage, you must report any work-related accident to your supervisor immediately so a timely claim can be filed.

### **CREDIT UNION**

Employees and their families may become members of the Schools First Federal Credit Union. This credit union is specifically for the educational community and their employees are involved in many activities in school districts. The credit union works closely with the ROP's Accounting/Payroll Specialist and Human Resources. A list of branches and information about joining can be found in either area.

The credit union also acts as program administrator for the ROP's **Tax Sheltered Retirement Savings** plans which are listed in the optional benefits the ROP offers. As a school employee you are eligible for several different plans to save for retirement with pre-tax dollars. Both 457 and 403b plans are available to you. See Human Resources for Schools First Federal Credit Union contacts who can help you enroll in these plans.

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## *LEAVES/VACATION/HOLIDAYS*

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### **SICK LEAVE**

Sick leave is provided for absences which are medically necessary and caused by illness, injury, pregnancy/childbirth, or quarantine. It can also be used for medical and dental appointments and for personal necessity. Sick leave allowance is 12 days per year for those in 12 month positions and is proportionately less for employees working less than 12 months, or part time. An employee's "day" is the number of hours regularly worked in a week divided by five; for teachers this includes prep time.

Sick leave is advanced at the beginning of the fiscal year and may be used before it is earned, except in the case of probationary employees who can use only six days during the first six months of employment. Sick leave not used in any year is credited to the employee and is accumulated without limit. Upon retirement, unused sick leave will count as additional service credit in STRS or PERS.

No sick leave is earned for summer semester offers of employment, but less than twelve-month employees who have accumulated sick leave through employment with the ROP may use this sick leave during the summer semester.

### **EXTENDED SICK LEAVE**

When an employee has exhausted all sick leave and all other available paid leave, and continues to be absent due to the same accident or illness, the employee shall be granted extended sick leave at 50%, or one-half pay, for up to five months. The sick leave, including all other paid leave, and the five-month period at the 50% differential, shall run consecutively. Differential pay is applicable to long-term illness only; daily or short-term illness will result in non-paid medical leave.



## **CATASTROPHIC LEAVE**

Employees may receive Catastrophic Leave in the event of a catastrophic illness or injury that incapacitates the employee or a member of the employee's family for an extended period of time and causes a financial hardship because the employee has exhausted all paid leave. This leave provides for the voluntary donation of sick leave by co-workers. There are specific procedures for accessing this leave. See Human Resources for details.

## **FAMILY CARE AND MEDICAL LEAVE**

Under both state and federal law, up to twelve weeks of unpaid leave per year are available to eligible employees for family care and medical needs. This leave may be requested for:

- The birth or adoption of an employee's child
- The placement of a foster child with an employee
- The serious health condition of an employee or an employee's child, spouse, or parent

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

## **PERSONAL NECESSITY LEAVE**

Employees may use up to seven days of their accrued sick leave each school year for reasons of personal necessity. Acceptable reasons for use of Personal Necessity Leave include: death of a member of the immediate family when the number of the days of absence exceed the Bereavement Leave provisions; accidents involving the employee's person or property or the person or property of an immediate family member; a serious illness of a member of the employee's family; a required court appearance; fire, flood or other immediate danger to the home of the employee; and personal business of a serious nature which the employee cannot disregard.

At the discretion of the Superintendent or his/her designee, leave for personal necessity may be granted for other reasons. However, no such leave shall be granted for purposes of personal

convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours.

### **PERSONAL LEAVE FOR CHILD'S SCHOOL ACTIVITIES**

Any employee who is a parent, guardian, or grandparent having custody of children in grades K-12 or in licensed day care, may use up to 40 hours of personal leave, vacation, compensatory time, or unpaid leave each school year to participate in school or day care activities. Such leave shall not exceed eight hours in any month of the school year and the employee shall give reasonable notice of the absence.

### **LEAVE FOR LEGAL AND CIVIC DUTIES**

Employees shall be granted leave with pay to appear in court as jurors and may be granted leave to appear in court as witnesses other than litigants. Notices, summons and subpoenas for court appearances shall be submitted to the ROP when requesting leave. There are additional provisions for paid leave to serve on state boards authorized by the Education Code. See Human Resources for details.

### **BEREAVEMENT LEAVE**

Upon the death of any member of the employee's immediate family, employees are entitled to a leave up to three days, or five days if out-of-state travel is required. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled.

Members of the immediate family shall include: the mother, father, grandmother, grandfather, or grandchild of the employee or the employee's spouse; the employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister; or any relative living in the employee's immediate household.

### **MILITARY LEAVE**

Military leave will be granted to employees called to active service in accordance with state and federal laws.

## **INDUSTRIAL ACCIDENT OR ILLNESS LEAVE**

When a workplace accident or illness causes an employee to be absent from his or her job, the employee is eligible for a maximum of sixty days of paid leave in a school year. Requirements for medical verification, eligibility and temporary disability status are coordinated with the insurance carrier. See Human Resources for details regarding this type of leave.

## **VACATION**

Eligible employees shall earn vacation credit at the prescribed credit and the prescribed rate as part of his/her compensation.

Vacations are to be arranged so as to provide for maximum efficiency of operations at all times, and are to be taken in the year earned or during the subsequent 12 months. Upon termination, employees are entitled to payment for maximum allowable carryover of unused vacation at the same rate of pay at which it was earned.

Vacation benefits vary for different classes of employees as follows:

- Contract Administrators are entitled to annual vacation per contract.
- Certificated employees are paid for each duty day worked and **do not** have paid vacation.
- Classified Management employees earn 22 days of vacation annually.
- Classified employees earn vacation at the rate of one working day per each full month of service as a new 40-hour per week employee during the first two years of employment. Employees who work less than full time shall receive prorated vacation benefits.

## VACATION SCHEDULE

<u>Years of Service</u>	<u>Number of Days</u>
1-2	12
3	13
4	14
5-7	15
8-10	16
11-12	17
13-14	18
15-16	19
17-18	20
19-20	21
21+	22

**Note: Employees who work less than full time shall receive prorated vacation days.**

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## *HOLIDAYS*

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Coastline ROP provides 15 paid holidays each year for eligible employees. Full-time employees earn 8 hours of holiday pay, and part-time employees earn hours on a pro-rated basis. The Governing Board adopts a calendar each year specifically setting the dates of the holidays.

The 15 holidays are:

1. Independence Day
2. Labor Day
3. Veterans' Day
4. Thanksgiving
5. Friday after Thanksgiving
6. Christmas Eve
7. Christmas Day
8. Admission Day (or a day in lieu of)
9. New Year's Eve
10. New Year's Day
11. Martin Luther King Day
12. Lincoln's Birthday
13. Presidents' Day
14. Spring Break (one day of the school break week)
15. Memorial Day

Employees must be in a paid status during any portion of the working day immediately preceding and succeeding the holiday.