



**COLTON REDLANDS YUCAIPA**  
**REGIONAL OCCUPATIONAL PROGRAM**  
Inspiring Possibilities

# Employee Manual

**JASON ANGLE, Ed. D.**

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**SUPERINTENDENT**

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

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# **WELCOME TO THE CRY-ROP EMPLOYEE MANUAL**

## **INTRODUCTION**

Welcome!

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

This manual describes our policies and outlines the programs and benefits available to eligible employees. The manual will answer many questions about your employment at CRY-ROP. We suggest that you become familiar with the manual. We believe that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

Sincerely,

Jason Angle, Ed. D.

Superintendent

## **ABOUT CRY-ROP**

The Colton-Redlands-Yucaipa Regional Occupational Program (CRY-ROP) is accredited by the Western Association of Schools and Colleges (WASC). CRY-ROP accelerates the skill development and education of high school students and adults in the region to prepare students for high-demand careers by providing exceptional Career Technical Education programs influenced by business and industry. Our broad range of occupational and educational programs, coupled with employment services, offer our students customized options whether pursuing a job or additional education.

CRY-ROP provides quality, hands-on career training programs in more than 19 high-demand career pathways to assist high school students and adults in acquiring marketable job skills. Course content is validated by local business advisory committees, reflecting current industry standards, and approved by the ROP's Governing Board. Click [here](#) to view CRY-ROP's Organization Chart.

## **GOVERNANCE**

The Governing Board of CRY-ROP exists under the Constitution and Acts of the Legislature of the State of California, the procedures of the California State Board of Education, and the Joint Powers Agreement signed by the Colton Joint Unified School District, the Redlands Unified School District, and the Yucaipa-Calimesa Joint Unified School District.

The Governing Board consists of six regular members, two from each of the participating districts. The term of office for members elected in regular elections is two years. Each participating district elects a member to serve a two-year term.

The Governing Board works with the Superintendent to fulfill its major responsibilities, which include:

- Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement.
- Providing support to the Superintendent and staff as they carry out the Board's direction.
- Ensuring accountability to the public for the performance of the ROP programs

- Providing community leadership and advocacy on behalf of students, the ROP's educational program, and public education
- Setting Board Policy

## **OUR MISSION**

Preparing students for high demand careers by providing exceptional Career Technical Education programs influenced by business and industry.

## **OUR VISION**

Inspiring career possibilities for all students.

## **STUDENT LEARNING OUTCOMES**

All CRY-ROP students will:

- Be connected to industry experiences to enhance their learning.
- Be provided the opportunity to earn articulated credit and/or meet a UC/CSU a-g entrance requirement.
- Develop leadership skills through embedded program activities.
- Demonstrate career readiness by preparing students with the essential skills needed to find, acquire, maintain, and grow within a job.
- Prepare students with communication and critical thinking skills.

## **STRATEGIC ACTION PLAN GOALS for 2023-2024**

### **Goal #1: Data**

Develop processes to obtain, identify, and analyze quantitative and qualitative organizational and student data for continuous improvement.

### **Goal #2: Communication**

Require purposeful communication among all stakeholders that is delivered in both directions while maintaining a unified message.

### Goal #3: Curriculum

Establish processes to support uniform curriculum across all districts that align with industry standards and labor market demand.

#### **CRY-ROP MESSAGES (*What we want them to know*):**

**To Students** - Career Technical Education aligns secondary and postsecondary education to labor market demand, and provides technical, academic and employability knowledge and skills. Most importantly, CTE prepares students for careers of their choice.

**To Parents** - Explore traditional and non-traditional career options with your child to understand the steps to take to achieve their career goal by encouraging them to participate in CTE classes, work-based learning, job shadowing, industry tours, college visits, and talking with industry experts.

**To Counselors and Fellow Educators** - Help students understand the connection between college, career, and labor market demand by exploring various CTE classes.

**To Business and Industry** - CRY-ROP values your input and understands your need for skilled employees who have outstanding character traits, work experience and academic skills which are all necessary for employee success.

**It is the responsibility of all staff to share these messages.**

#### **GUIDING PRINCIPLES**

- CTE prepares all students for Career and College
- CTE is NOT only for students who don't plan to go to college
- CTE needs support from parents and counselors
- CTE inspires students with different career possibilities and options
- CTE offers purpose, relevancy and connects learning to the real world

- CTE students are equipped with employability skills
- CTE students experience business and industry while in high school
- CTE students leave high school with a skill
- CTE students can earn industry recognized certificates
- CTE empowers students to study subjects they're passionate about
- CTE students can earn college credit while in high school
- CTE students complete high school with a college AND career plan

## **EMPLOYMENT CLASSIFICATION**

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 six months. Classified employees are considered non-exempt employees.

### **CLASSIFIED MANAGEMENT**

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

### **CERTIFICATED MANAGEMENT**

Employees who have significant responsibilities for implementing policy and/or administering approved programs, and who *must* have an Administrative or Supervision and Coordination Credential. Certificated Management employees are considered exempt employees.

### **CERTIFICATED TEACHERS AND TEACHERS ON ASSIGNMENT**

Employees are required to hold a Designated Subject or a Career Technical Education Teaching



Credential authorizing specific kinds of service to students as provided by regulation or statute. Certificated Teachers and Teachers on Assignment are considered exempt employees.

### **EQUAL EMPLOYMENT OPPORTUNITY**

CRY-ROP does not discriminate in its admissions, or treatment in, its programs and activities including advertising, training, placement, and employment. Non-discrimination applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical, mental conditions or learning disabilities are considered for admission. For more information, [Click Here](#).

### **PERSONNEL RECORDS**

CRY-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.

## **PROFESSIONAL STANDARDS OF CONDUCT**

### **PROFESSIONAL STANDARDS**

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

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

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

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

For more information, contact Human Resources and/or read [BPs 4119.21; 4219.21; and 4319.21](#).

### **STAFF CONDUCT WITH STUDENTS**

All employees are 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.

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. 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.

For more information, contact Human Resources and/or read [BP 4019.1](#).

### **USE OF TECHNOLOGY AND INTERNET ACCESS**

CRY-ROP offers access to technology resources to promote educational excellence and innovation. While using CRY-ROP and personal technology resources on or near ROP property, in ROP vehicles, at ROP sponsored activities, and CRY-ROP technology resources via off-campus remote access, each user must act in an appropriate manner consistent with site, CRY-ROP, and legal guidelines. Education regarding responsibilities and expectations when using technology is the joint responsibility of CRY-ROP and each individual user.

Prior to being allowed access to CRY-ROP technology resources and to the internet through those technology resources, employees must sign the CRY-ROP Acceptable Use Consent Form acknowledging their responsibilities and comply with the standards outlined by it.

CRY-ROP provides technology resources to complete work-related tasks. Users are responsible for appropriate behavior when using CRY-ROP computer networks or personal technologies. Access is a privilege and not a right.

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

The Governing Board recognizes the need to keep the ROP free of drugs and alcohol to create a safe and healthy environment conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in ROP-owned or leased buildings, on ROP property, on ROP partner district sites and in ROP vehicles, unless otherwise permitted by law.

For more information, contact Human Resources and/or read [BP 3513.4](#).

### **SEXUAL HARASSMENT**

The Governing Board prohibits sexual harassment of CRY-ROP employees, interns, volunteers, and job applicants. The Board also prohibits retaliatory behavior or action against ROP employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

For more information, contact Human Resources and/or read [BP 4119.11](#).

### **CHILD ABUSE REPORTING**

The Governing Board recognizes that child abuse has severe consequences, and that the ROP has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

Employees are mandated reporters as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

If training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

For more information, contact Human Resources and/or read [BP 5141.04](#).

## **SAFETY AND EMERGENCY COMMUNICATIONS**

CRY-ROP employs the following tools to effectively communicate information relating to organizational safety and emergency response plans:

- Emergency Quick cards offer steps to respond to a variety of emergencies and campus incidents. They are placed in campus disaster packs, which are located in all departments on the CRY-ROP main campus.
- The SwiftK12 Emergency notification system uses multiple points of contact, such as texts, phone calls, and emails to notify staff members of emergencies and safety related information. The notification system is beneficial in keeping our organization connected and informed during emergencies, disasters, and incidents involving our campus and district schools.
- A paging feature in the POLYCOM VOIP telephone system allows staff to make announcements throughout the CRY-ROP campus.
- [The CRY-ROP website](#) – lists available emergency information and resources that benefit both internal and external visitors. CRY-ROP updates the website with relevant emergency notifications and other safety notices, when necessary

- Many CRY-ROP personnel have been assigned CRY-ROP cell phones or have their personal phones approved for work use. These are convenient communication tools for emergencies.
- Portable radios are assigned to every classroom and department on the CRY-ROP campus, allowing teachers and staff to communicate effectively within the organization when telephone (Cellular and VOIP) systems are non-functional or impractical.
- CRY-ROP adopted the FEMA Incident Command System (ICS) to coordinate the structure of managing incidents and emergencies. The Incident Command Team is composed of members from the management team.

## **EMPLOYEE ACCIDENTS OR INJURIES**

In the event that you experience a work-related injury or illness, contact your supervisor and/or Human Resources immediately. Human Resources can be reached at 909 793-3115, ext. 105 or 108.

The supervisor and/or injured employee should immediately call the Company Nurse at 1-888-375-0280 if 911 emergency services are not needed. Company Nurse is available 24 hours a day.

## **WORKING AT CRY-ROP**

### **ATTENDANCE**

Each member of our team serves an integral part in the seamless services we provide to students and other staff members: therefore, regular attendance is important for our organization's success. Colton-Redlands-Yucaipa ROP is using a service from Frontline Education that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. The Frontline Absence & Time solution will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.

You can interact with Frontline on the internet at <https://login.frontlineeducation.com>. Here, you will be able to enter absences, check your absence schedule, update personal information, and

exercise other features such as uploading your lesson plans for substitutes to view online.

### ATTENDANCE PROCEDURES

Use the Frontline absence management system to report and document all absences. The following attendance procedures are required:

- Frontline absence reporting
- Logging in Frontline upon arrival at work everyday
- Contact your supervisor and Human Resources in the event an employee must leave work due to an emergency or sudden illness.
- **Teachers:** absences are to be taken for the entire duration of the period to minimize disruptions to student learning.

A medical note from a physician will be required after the third consecutive absence when using personal illness or personal necessity leave banks. 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. CRY-ROP also reserves the right, at ROP expense, to have you submit to an examination by a physician of CRY-ROP's choice.

### Overtime/Compensation Time Off

Requests for overtime must be approved by the Superintendent, or his/her designee in advance and must be tracked by the supervisor on the *Compensation Time Earned and Used* form.

Overtime is strongly discouraged and very rarely approved. Unauthorized overtime will result in negative documentation on employee evaluation.

### **MEALTIME AND BREAKS**

CRY-ROP provides each employee, with the exception of the classroom teacher, at least a fifteen (15) minute paid break for each four (4) hours worked (or major fraction of four (4) hours). If an employee works three and one-half (3 ½) hours or less, it is not required that a break be given to that employee. Breaks should be given to employees as near to the middle of

the four (4) hours segment of time as is practical.

The lunch period is a time for the employee to take care of personal issues and to relax and catch their breath. Employees are not permitted to forgo the lunch period to shorten the workday. No employee should work more than five hours without having a meal period of at least 30 minutes, except that when a work period of not more than six hours will complete the day's work, the meal period may be waived by mutual consent of the employer and the employee. Unless the employee is relieved of all duty during a 30-minute meal period, the meal period shall be considered an "on duty" meal period and counted as time worked.

### **LACTATION**

In accordance with the California Education Code, CRY-ROP has a Board Policy regarding lactation. For more information refer to [BP 4033](#) or reach out to [HumanResources@cry-rop.org](mailto:HumanResources@cry-rop.org) if you have any questions.

### **DRESS AND GROOMING**

As Career Technical Education professionals serving as role models for students, it is important that CRY-ROP employees maintain a positive image. The guidelines are intended to balance the need to present a professional image, while promoting respect for each employee's individual expression. To assist in defining the expected standard, the following guidelines are provided:

1. Certain positions are provided with uniforms to better support the nature of their jobs.
2. Jewelry/accessories must not detract from a professional appearance and should not constitute a safety hazard.
3. Flip-flops having a rubber sole held on the foot by a strap fitted between the first two toes are unacceptable.
4. Tattoos that depict nudity, violence, drug use, vulgar, lewd, gang or prison affiliation must be covered.
5. Jeans are only permitted on Fridays.
6. A supervisor may modify the guidelines for work projects, for example if an employee feels that informal clothing would be appropriate to his/her unique assignment, or

would enable him/her to carry out the assignment duties more effectively.

7. CRY-ROP Spirit Days: Every Friday is set aside for CRY-ROP spirit day. Employees may wear any style or color of CRY-ROP logo shirts. Jeans, twill, or casual pants
8. Theme Days: CRY-ROP supports team-building events where business casual dress in support of the theme is suggested for the day. Written notices will be distributed for any "theme day" prior to the event.
9. HR will notify staff about modified summer attire, including the dates.
10. If an employee needs a reasonable accommodation of the standards of appearance based upon medical needs, physical disability, religious or ethnic/cultural requirements, a request must be made through the supervisor or Human Resources

If you have questions about these guidelines, please check with your supervisor or refer to [BPs 4119.22 / 4219.22 / 4319.22](#).

## **EVALUATION/SUPERVISION**

An employee's job performance will be evaluated by their 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. Evaluations are kept as part of your permanent personnel file.

Employees newly hired for regular positions in the classified service shall be considered probationary employees until they have satisfactorily completed six months or 130 days of paid service. Upon satisfactorily completing this period, they shall become permanent classified employees of CRY-ROP.

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



The Superintendent, or designee, may dismiss an employee during the initial probationary period. The Superintendent, or designee, may extend the initial probationary period for any classified employee if an employee is out due to illness.

All permanent classified employees will be evaluated using the formal CRY-ROP evaluation document at least once per year. Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed six months of service in that position. A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position shall be employed in the classification from which he/she was promoted.

For more information, contact Human Resources and/or read [BP 4215](#) / [4216](#) / [4315](#).

#### **TEACHER EVALUATION PROCEDURES**

Each teacher shall be formally evaluated by use of the formal Teacher Performance Appraisal evaluation document.

Observations: Each teacher to be evaluated will be observed at least once during their evaluation year in the classroom by his/her supervising manager. "Evaluation year" is based on the year of hire.

#### Evaluation/Appraisal Procedure for all Teachers:

Frequency:

*(Evaluation/Performance Appraisals for all teachers, including adult program teachers, must be completed no later than May 15.)*

- All teachers will be evaluated their first year working with CRY-ROP.
- All teachers will be formally evaluated by their Program Manager (PM) every other year. Exceptions can be made when necessary, because of the number of teachers being hired in one year. A teacher with 3 positive evaluations in a row with minimal suggestions can be skipped with approval from the Superintendent.

- Teachers on a preliminary credential will be observed by their mentor the first and second year or until they clear their credential. That observation/assessment is placed in the teacher's site file with their Program Manager.
- Teachers will be asked to complete a program review every other year (opposite year of evaluation). This includes a biennial review that is presented to the Board.

Process:

- The evaluation will be completed by the Program Manager based on classroom observations and interactions during the evaluation year.
- A minimum of one formal scheduled observation is required where the teacher provides a written lesson plan in advance. Upon completion, the PM will meet with the teacher to discuss the observation. If the observation did not go well and less than 75% of the competencies are met, a second observation will be scheduled.
- Prior to the end of the school year, the Program Manager will complete an evaluation of the teacher. Prior to sharing with the teacher, the evaluation will be shared with the Superintendent or Director of Educational Services. During the evaluation process, specific goals will be set for the following year.

### **DISCIPLINARY AND CORRECTIVE ACTION**

The Governing Board expects all employees to perform their jobs satisfactorily and to exhibit professional and appropriate conduct. An employee may be disciplined for unprofessional conduct or unsatisfactory performance in accordance with law, Board policy, or administrative regulation.

Disciplinary actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance. The Superintendent, or designee, shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension without pay, reduction of pay step in class, compulsory leave, and dismissal.

For more information, contact Human Resources and/or read [BP 4118](#) / [4218](#).

## **GRIEVANCE PROCEDURES**

CRY-ROP has grievance procedures to resolve matters in which an employee feels there has been a violation of the specific provisions of Board Policy or Administrative Regulations. The Governing Board designates the following compliance officers to receive and investigate complaints and to ensure compliance with law:

Director of Educational Services

1214 Indiana Ct. Redlands, CA 92374

(909) 793-3115

Manager of Human Resources

1214 Indiana Ct. Redlands, CA 92374

(909) 793-3115

## **SEPARATION OF EMPLOYMENT**

Any CRY-ROP employee who desires to resign his/her position shall submit, in writing, a letter of resignation which indicates the date which the employee intends as his/her last day at work. The Governing Board encourages employees to provide at least a two-week notice.

For more information, contact Human Resources and/or read [BP 4117.02](#).

## **CLASSIFIED RETIREMENT**

CRY-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. For more information, visit <https://www.calpers.ca.gov/>

## **CERTIFICATED RETIREMENT**

CRY-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. For more information, visit <https://www.calstrs.com/>

## **SOCIAL SECURITY**

CRY-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.

## **PAYROLL ADMINISTRATION**

### **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. Upon employment by CRY-ROP, initial salary placement in all categories of service is based on training, education, and related experience. 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 [CRY-ROP's website](#).

### **PAYDAYS**

Paydays are different for different classifications of employees.

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

Classified: Paid on the last working day 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 employee's pay, including Medicare. Also withheld are retirement deductions for STRS, PERS, or Social Security, depending on the employee's enrollment. Employees may elect to authorize other withholdings from their 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. Employees are highly encouraged to take advantage of this option to eliminate any mail-related delays in receiving their pay.

## **ADMINISTRATIVE PAY CORRECTIONS**

CRY-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, CRY-ROP will pay the employee 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 and picked up at CRY-ROP's Administration Office.

## **MILEAGE REIMBURSEMENT**

Employees whose positions, by nature of their responsibilities, must use personal cars to travel outside the CRY-ROP 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 approved CRY-ROP rate.

Each year it is required that you provide CRY-ROP with a current statement of liability insurance coverage on your automobile used for CRY-ROP purposes.

Mileage will be allowed for travel outside the CRY-ROP area only with prior approval. When the trip outside the CRY-ROP area is to a point serviced by a regularly scheduled airline, mileage will be allowed not to exceed the amount of coach class plane fare.

Mileage for travel to any conferences, workshops, or meetings is calculated as starting at the CRY-ROP main site, or regular work site.

Total daily mileage shall be reported on the Mileage Reimbursement Claim form indicating mileage between traveling 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. Submit Mileage Reimbursement forms when the total amount exceeds \$50.00. Mileage must minimally be submitted quarterly, September, December, March, and June, although monthly submission is fine when reimbursement exceeds \$50.

## **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.

For more information, read [AR 3350](#).

## **HEALTH AND WELFARE BENEFITS**

### **HEALTH AND WELFARE BENEFITS**

CRY-ROP shall provide health and welfare benefits for certificated and classified employees in accordance with state and federal law.

For more information, contact Human Resources and/or read [BPs 4154 / 4254 / 4354](#).

### **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 or Human Resources immediately so a timely claim can be filed.

For more information, contact Human Resources and/or read [BPs 4157.01 / 4257.2 / 4357.1](#).

## **LEAVES AND VACATION**

### **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 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 be counted as additional service credit in STRS or PERS.

The Board recognizes the following justifiable reasons for employee absence:

1. Personal Illness or injury

2. Industrial accident or illness
3. Family care and medical leave
4. Military service
5. Personal necessity and personal emergencies
6. General leave
7. Disability leaves for classified employees in accordance with Education Code 44986
8. Vacations for classified, teachers on assignment, and management staff.
9. Sabbaticals for purposes of study or training related to the employee's duties
10. Attendance at work-related meetings and staff development opportunities
11. Compulsory leave

For more information, contact Human Resources and/or read [BPs 4161 / 4261 / 4361](#) and [ARs 4161.02 / 4261.2 / 4361.2](#).

#### PERSONAL NECESSITY

Employees may use a maximum of seven days of their accrued personal illness/injury leave (sick leave) during each school year for reasons of personal necessity.

Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207)
2. An accident involving the employee, his/her property, or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)
3. Illness, preventive care, or other need of a member of the employee's family, as defined in Labor Code 245.5 (Education Code 44981; Labor Code 246.5)
4. An employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)
5. Fire, flood, or other immediate danger to the home of the employee
6. Personal business of a serious nature which the employee cannot disregard.



For more information, contact Human Resources and/or read [ARs 4161.02 / 4261.2 / 4361.2](#).

### GENERAL LEAVE

Every employee shall be entitled to use up to two (2) days per year of paid sick leave as general leave for any reason. An employee shall, except in case of emergency, give as much advance notice as is feasible of the intent to use general leave.

For more information, contact Human Resources and/or read [ARs 4161.02 / 4261.2 / 4361.2](#).

### BEREAVEMENT

Employees are entitled to a leave of up to five days upon the death of any member of the employee's immediate family, as defined in Education Code 44985 and 45194. (Government Code 12945.7)

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. (Education Code 44985, 45194; Government Code 12945.7)

*Immediate Family* means a parent, parent-in-law, grandparent, or grandchild of the employee or of the spouse of the employee, and the spouse, domestic partner, child, child-in-law, or sibling of the employee, or any relative living in the immediate household of the employee. (Education Code 44985, 45194)

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

For more information, contact Human Resources and/or read [ARs 4161.02 / 4261.2 / 4361.2](#).

## **LEGAL DUTIES**

An employee may take time off work to: (Labor Code 230)

1. Serve on an inquest jury or trial jury.
2. Comply with a subpoena or other court order to appear as a witness.

A classified or certificated employee who is called for jury duty also shall be granted leave with pay up to the difference between his/her regular earnings and any amount received for jury fees (Education Code 44037). Notices, summons, and subpoenas for court appearances shall be submitted to Human Resources when requesting leave.

For more information, contact Human Resources and/or read [ARs 4161.02 / 4261.2 / 4361.2](#).

## **VACATION**

Eligible employees shall earn vacation credit as part of their compensation schedule. Teachers *do not* accrue and/or earn vacation time. Vacations are to be arranged ahead of time to provide for maximum efficiency of operations at all times and are to be taken in the year earned. All classified, teachers on assignment, and supervisory/management staff are permitted to carry over five days of vacation into the next fiscal year, unless otherwise approved by the Superintendent. All employees must enter their requests two weeks prior to their vacation and with approval from their supervisor.

For more information, contact Human Resources and/or read [BPs 4162 / 4262 / 4362](#).

## CONTACT INFORMATION

### Superintendent's Office

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### Human Resources

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### Student Services

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## ACKNOWLEDGEMENT

I have received the Employee Manual through Target Solutions and can request the printed document from the Human Resources Department.