

# Imperial Valley Regional Occupational Program



## Classified Employee Handbook

January 2011

Mary N. Camacho  
Superintendent

*Preparing Students For Work: It's Our Business*

# Imperial Valley Regional Occupational Program

## Classified Employee Handbook

### Introduction:

Welcome to the Imperial Valley Regional Occupational Program!

We are pleased you were selected to join the Imperial Valley Regional Occupational Program (IVROP). The role of a classified employee is a vital one. Without the important support services you render, it would not be possible to provide the high quality educational and training programs currently offered at IVROP.

This handbook was designed to provide you with basic information to assist you during your employment with IVROP.

We want you to be successful in your assignment. In the event you have questions and/or concerns which are not answered in this handbook, please bring them to the attention of your immediate supervisor or the Personnel Department.

### Vision Statement

The Imperial Valley Regional Occupational Program is dedicated to developing and providing quality training, career and educational services. These programs will meet the needs of all students empowering them to become successful members of a global society.

### About IVROP:

The Imperial Valley Regional Occupational Program is a public education service which provides free, practical hands-on training, career guidance, job placement assistance and other supportive services to youth and adults. IVROP, one of 74 ROPs in California, is a joint powers entity formed by the Brawley Union, Calexico Unified, Calipatria Unified, Central Union, Holtville Unified, Imperial Unified and San Pasqual Valley Unified School Districts, and the Imperial County Office of Education.

IVROP provides training to acquire entry-level jobs, update/improve job skills, prepare for advanced training and education, prepare for a college major, earn credits towards high school graduation, and earn a certificate of demonstrated competencies. There are no fees or tuition for instruction. All IVROP classes are open to any Imperial County resident regardless of race, sex, religion, national origin, handicap, or income level. IVROP provides community and cooperative classroom training in local businesses and industries for a limited number of classes. IVROP provides additional academic and supportive services to youth and adults. The IVROP brochure and website [www.ivrop.org](http://www.ivrop.org) lists our classes and programs that are available to the public.

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## CAROCP Membership

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The mission of the California Association of Regional Occupational Centers and Programs (CAROCP) is to support ROCPs in providing exemplary career development and workforce preparation, which contribute to student success and to the economic development of California.

Visit the website [www.carocp.org](http://www.carocp.org) for information on Association activities, curriculum, credentialing, and more.

*Top 10 reasons for joining CAROCP:*

- #10. CAROCP works closely with the California Department of Education.*
- # 9. CAROCP gives input on Education Code, credentialing, and attendance accounting issues.*
- # 8. CAROCP explores cutting edge technology.*
- # 7. CAROCP supports academic content standards.*
- # 6. CAROCP provides model curricula and curricula templates.*
- # 5. CAROCP supports accountability.*
- # 4. CAROCP provides staff development opportunities.*
- # 3. CAROCP sponsors student achievement and recognition programs.*
- # 2. CAROCP provides legislative advocacy.*
- # 1. CAROCP is the only statewide association focused purely on issues and concerns of ROCPs.*

Membership is an annual fee of only \$15.00 for classified employees and \$90.00 for management. It can be deducted through payroll in payments. CAROCP applications are available at [www.ivrop.org](http://www.ivrop.org) or with the Program Assistant. Return form to the Program Assistant.

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## Health and Welfare Benefits

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In accordance with Board Policy 4254 & 4354, IVROP provides health and welfare benefits to its full-time employees. Open enrollment for medical, dental, vision and the employee assistance program is at the time of hire and during open enrollment in September of every year. For new employees the policy becomes effective on the first day of the month following the date of hire. During open enrollment, policy changes become effective on October 1<sup>st</sup>. Open enrollment is the only time an employee may add existing dependents and/or change plans (see *Your Benefits* handbook for coverage information) with the following exceptions:

- Newborn/adoption of child can be enrolled within 60 days of birth or adoption.
- Employee's spouse/dependents whose insurance coverage terminated can be enrolled within 31 days of coverage termination.
- Dependent(s) coverage can be terminated at any time.

Premiums for coverage are deducted automatically from the employee's monthly paycheck. Employees have the option to take advantage of pre-tax insurance premiums under the IVROP Cafeteria Plan through Aflac/Flex One. An Aflac representative will contact all new employees and will be available during the open enrollment period for questions, information or to enroll in this program.

See the current benefits pamphlet for each plan coverage and premiums.

### **Medical Coverage:**

IVROP offers various plans to meet the needs of each individual employee. Plans are listed in the insurance packet distributed upon hire and during open enrollment.

### **Dental Coverage:**

IVROP offers dental coverage through First Dental Health (ICSVEBA) as part of the insurance package. This plan has providers in the U.S. and in Mexico.

### **Vision Coverage:**

IVROP offers vision coverage through Medical Eye Services (ICSVEBA) as part of the insurance package. This plan has providers in the U.S.

### **Employee Assistance Program – Holman Group:**

The Governing Board recognizes that IVROP employees may have problems which can have detrimental effects upon job performance and participant safety. IVROP encourages employees to seek help when such problems exist and to take advantage of the Holman Group available 24 hours a day at 1-800-321-2843.

IVROP offers this benefit as part of the insurance package. Participation in the employee assistance program is completely confidential.

### **Life Insurance:**

IVROP insures all full-time employees at \$30,000 and each listed dependent at \$2,500 in life insurance. IVROP offers this benefit as part of the insurance package.

### **Supplemental Life Insurance – Optional Policy:**

IVROP employees may purchase additional life insurance through a separate life insurance plan. The coverage must be in increments of \$10,000, from a minimum of \$10,000 to a maximum of \$300,000, but not to exceed 6 times the employee annual earnings. The employee's spouse or dependents cannot be insured exceeding more than half of the employee's supplemental insurance amount. During the first thirty (30) days of employment, employees have a **one-time** offer to purchase \$50,000 of insurance without any medical underwriting. After the thirty (30) days, a physical is required. If the supplemental policy is approved, premiums for coverage will be deducted automatically from the employee's monthly paycheck.

This supplemental insurance is portable. If an employee leaves IVROP, they have the option to continue coverage without interruption.

For an enrollment packet, contact the Personnel Department.

### **Long-Term Care Plan - Optional Policy:**

Long-term care is extended care you or your family may need due to a serious accident, chronic illness, or the frailties of old age. People may require help with bathing, dressing, eating or other activities of daily living. Others may suffer from a cognitive impairment such as Alzheimer's disease and require monitoring and support to help them live comfortably. Long-term care is not included in IVROP's health insurance plans, but can be purchased separately. All California public employees and retirees, their siblings, spouse, parents and parents-in-laws are eligible for this care program. Application periods are between April and June each year. Employees have two options of Long-term care programs providers, CalPERS and Unum Provident.

For more information, call CalPERS at 1-800-925-6767, Unum Provident at 1-888-868-6745 or request a packet from the Personnel Department.

## **Continuance of Coverage:**

Qualified IVROP employees, their spouses and/or their dependent children shall be offered the opportunity for continued health and welfare insurance coverage (COBRA coverage) when they otherwise lose coverage due to a qualifying event (i.e. resignation, layoff). Notification with more specific information would be provided to the employee at the time of the qualifying event.

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## **Retirement**

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IVROP full-time classified employees are members of the California Public Employees' Retirement System (CalPERS). As a CalPERS member, a portion of the employee's monthly pay is deducted and put into a retirement fund. IVROP also contributes to the retirement fund. The amount of each employee's contributions and interest earned are shown on the employee's Annual Member Statement, which is mailed in November directly to the employee's home. Part-time employees who work more than 1,000 hours in a fiscal year also become CalPERS members.

An employee's contributions to CalPERS will remain on account as long as the employee works for a CalPERS-covered employer. When you depart from IVROP, CalPERS will send you a notice giving you the option to withdraw your contributions or leave them on deposit and continue earning interest.

More information is available on-line at [www.calpers.ca.gov](http://www.calpers.ca.gov) or by calling 1-800-352-2238.

Employees are urged to attend available retirement workshops. Notifications of these workshops are distributed to employees throughout the year.

New hires who are CalPERS or CalSTRS retirees must notify the Personnel Department immediately for payroll purposes.

IVROP CalPERS or CalSTRS members are not covered under Social Security. For further information, please refer to the Statement Concerning Your Employment in a Job Not Covered by Social Security form available at [www.ivrop.org](http://www.ivrop.org).

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## **Voluntary 403(b) Tax Sheltered Annuity Plan**

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All IVROP employees are eligible to participate in IVROP's voluntary 403(b) Tax Sheltered Annuity (TSA) Plan. IVROP has engaged Envoy Plan Services as IVROP's 403(b) Plan Administrator to manage all administration and compliance requirements.

The 403(b) investment and insurance company providers that are available in IVROP's 403(b) Plan are:

- Metropolitan Life Insurance Co –aka – MetLife, MetLife Investors, MetLife Resources
- Midland National

All transfer, rollover, exchange, loan and other distribution requests must be sent directly to Envoy Plan Services for handling. For enrollment, all Salary Reduction Agreements (SRA) must be submitted directly to the IVROP Business Office and received no later than the last business day of the month to affect your paycheck for the following month.

The Envoy website at [www.envoyplanservices.com](http://www.envoyplanservices.com) has a complete listing of the 403(b) investment and insurance providers that are available in IVROP's 403(b) Plan. Enrollment instructions and forms, including the SRA, are available at this website (click on Client Center, select CA, Imperial County, and then click on IVROP's section of the website to locate the information and forms).

If you have any questions please contact Envoy Plan Services directly at:

901 Calle Amanecer • Suite 200 • San Clemente, CA 92673  
Phone (949) 366-5070 • Toll Free (800) 248-8858 • Fax (877) 513-2272.

The SRA form is also available at [www.ivrop.org](http://www.ivrop.org).

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## Direct Deposit

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The option of direct deposit is available for full-time IVROP employees. To obtain this option, the employee must:

- Complete the Authorization Agreement for Automatic Payroll Deposit Form;
- Attach a voided check to the form (to deposit into a checking account); or
- Attach a statement or an identification card with an account number to the form (to deposit into a savings account);
- Submit the completed form with required attachment to the Personnel Department.

Once the Personnel Department receives the request, the automatic deposit will take effect after one or two payroll cycles. The employee must report any changes (e.g. closed or cancelled bank account) to the Personnel Department.

The Automatic Payroll Deposit Form is available at [www.ivrop.org](http://www.ivrop.org) or the Personnel Department.

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## Educational Incentive

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IVROP employees may receive an educational incentive based upon completion of an associate's degree, completion of a bachelor's degree and/or completion of college units. Employees may be entitled to a maximum of \$300 in educational incentives per fiscal year (up to the completion of a Bachelor's degree), as follows:

- |                      |                 |
|----------------------|-----------------|
| ▪ Associate's Degree | \$200 incentive |
| ▪ Bachelor's Degree  | \$300 incentive |
| ▪ College Units      | \$ 25 per unit  |

### Incentive Criteria:

#### Associate or Bachelor's Degree:

In order to qualify for an educational incentive for an Associate's or Bachelor's Degree, the following criteria must be met:

- Employment Status:
  1. Full-time classified employee,
  2. Part-time employee hired prior to November 1, 2005, or
  3. Classified/Confidential Management employee hired prior to June 16, 2000.
  4. Remain employed through June 30<sup>th</sup>.
- Request for Educational Incentive:
  1. Request form submitted **before October 1** of each fiscal year.

2. Diploma attached to Request form (official transcripts may be substituted provided they clearly state that Associate's Degree was earned).

The incentive payment will be issued at the end of the fiscal year on or about June 30th.

**Completion of College Units:**

In order to qualify for an educational incentive for the completion of college units, the following criteria must be met:

- Employment Status:
  1. Full-time employee,
  2. Part-time employee hired prior to November 1, 2005, or
  3. Classified/Confidential Management employee hired prior to June 16, 2000.
  4. Remain employed through June 30<sup>th</sup>.
- College Class/Units:
  1. Class must start on or after employee hire date.
  2. College units reimbursable up to the completion of a Bachelor's degree
  3. Educational incentive for college unit(s) may be combined with educational incentive for Associate's degree up to a maximum of \$300 per fiscal year.
- Request for Educational Incentive:
  1. Request form submitted upon satisfactory completion of class.
  2. Copy of report card or transcripts demonstrating satisfactory completion attached to Request form.

The incentive payment will be issued upon submission of Request for Educational Incentive form with report card or transcripts attached.

**Educational Incentive Maximum:**

A maximum of \$300 per fiscal year may be reimbursed for educational incentives per eligible employee. Employees may be eligible for educational incentives up to the completion of a Bachelor's degree.

**Educational Incentive Request:**

The Request for Educational Incentive form is available at [www.ivrop.org](http://www.ivrop.org) or the Personnel Department. The completed form must be submitted for Superintendent's approval. Deadline for submission of completed form is final with no exceptions.

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## **Leave Policy**

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The Imperial Valley Regional Occupational Program shall provide for paid and unpaid employee leaves of absence in accordance with law and Board policy.

**Absence from work:**

An employee shall notify his/her immediate supervisor **and** the Personnel Department of his/her need to be absent as soon as such need is known. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer or shorter than estimated, the employee shall notify his/her immediate supervisor **and** the Personnel Department. In case it is necessary for an employee to be absent from, or late to work for illness or any reason, such employee must notify his/her supervisor immediately and the Personnel Department at 482-2614. For pre-approved absences, including vacations approved weeks in advance, employee must call the Personnel Department prior to the first day of the absence. Failure to follow procedure may result in disciplinary action.

Immediately upon returning to work, an absence slip must be completed, signed by the supervisor and turned in to the Superintendent for approval. Forms are available at [www.ivrop.org](http://www.ivrop.org) or the Personnel Department. IVROP employees are responsible for submitting their own absence reports.

For all leaves, time charged to any one (1) occurrence will be in increments of not less than one-half (½) hour.

**Vacation Leave:**

Full-time classified employees accrue vacation time as follows:

	Hourly Accrual per Month (employee working 8 hrs per day)	Hourly Accrual per Month (employee working 6 hrs per day)	Estimated Annual Accrual
<b>CLASSIFIED EMPLOYEES</b>			
1 to 3 years of service	6.66	5	2 weeks
4 to 9 years of service	10	7.5	3 weeks
10+ years	13.33	10	4 weeks
<b>CONFIDENTIAL/CLASSIFIED MANAGEMENT EMPLOYEES</b>			
1 to 5 years of service	10		3 weeks
6+ years of service	13.33		4 weeks

Prior notice and approval for use of vacation time is required and an absence report must be submitted.

Maximum vacation time to be accumulated may not exceed thirty (30) days (240 hours for an 8-hour employee).

Ten (10) month employees will have accrued vacation time paid in a lump sum on the last payroll of the fiscal year, after adjustments have been made for non-paid holidays.

**New Employees**

New employees on probation do not have a vested right to earned vacation until they have completed six (6) months of active service with IVROP.

**Attendance at Children’s School Function**

A classified employee may attend school functions, programs, conferences directly related to their children provided they charge this time to vacation.

**Interruption/Termination of Vacation Leave**

A classified employee may interrupt or terminate vacation leave for another type of paid leave as long as the employee provides adequate notice and relevant supporting information regarding the basis for such interruption or termination.

**Resignation/Termination**

Upon separation, a maximum of 80 accrued vacation hours will be paid to the employee (on the next scheduled payday). In lieu of payment, an employee may choose to take these days off prior to separation.

**Sick Leave:**

Full-time classified employees are entitled to one (1) day of paid sick leave per month for personal illness or injury. Employees who serve less than a full fiscal year or less than five days a week shall be granted comparable sick leave in proportion to the time they work. An employee may take sick leave at any time during the year, even if credit for sick leave has not yet been accrued. IVROP will post a full

year of sick leave credit to the employee's records at the beginning of each fiscal year or when benefits are in effect even though the sick leave has not been earned by the employee. The IVROP Superintendent or designee reserves the right to require a written statement from a physician, verifying an illness and/or release to return to work without limitations, after any illness regardless of the length of absence. IVROP employees must submit an absence report and complete the 'Illness' and 'Please Explain' sections.

Sick leave may be used for the following reasons:

- Absence caused by accident or illness;
- Absence due to pregnancy, miscarriage, childbirth and recovery;
- Medical, dental or vision purposes/appointments;
- Cases of industrial accidents or illnesses (Workmen's Compensation Leave) when leave granted specifically for that purpose has expired; and
- Cases of personal necessity (see Personal Necessity Section).

Unused sick leave shall be accumulated from year to year without limitation. If an employee has exhausted their paid sick leave, the employee has the option to use accumulated paid vacation leave time, if any.

#### New Employees

New employees on probation shall not be entitled to more than six (6) days of sick leave until they have completed six months of active service with IVROP.

#### Terminations/Resignations

An employee who does not complete a given year of service shall be charged for any unearned sick leave used as of the date of termination. For example, an 8-hour employee whose last working day is April 30<sup>th</sup> will have 16 hrs of unearned sick leave on the books (for May and June). If there are less than 16 hours on the books, the employee will be charged these hours on the final paycheck.

#### Sick Leave Transfers

An employee who leaves IVROP after at least one year of employment and accepts employment in another school district or county office of education, in California, within one year shall have transferred with him/her the total amount of earned leave sick leave. This provision shall not apply to employees whose employment is terminated due to action initiated by IVROP for cause. IVROP shall not require new employees to waive their leave accumulated in a previous district. Employee shall be responsible for requesting the transfer of sick leave through their Personnel Department.

#### Extended Sick Leave

For extended sick leave, the employee shall first use paid sick leave. Then the employee shall use accumulated paid vacation time. All extended leaves shall be exercised in writing to the IVROP Superintendent. The employee shall use the 'Extended Leave Request' form. Such request will include a medical doctor's statement with dates of scheduled leave. Before returning to work, the employee must submit a doctor's release to return to work.

The IVROP Superintendent reserves the right to require a medical examination by a physician selected by the employer, at the employer's expense. No IVROP employee on authorized absence for a period of ten (10) working days or more shall return to work without a doctor's statement that said employee is fully able to assume all normal duties of such employment without limitation.

After an employee has exhausted all available sick leave and any other paid leave, he/she may request additional leave. The Board may grant the employee additional unpaid leave for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. Total leave granted shall not exceed 18 months.

When an employee has exhausted all available leaves, paid and unpaid, and is still not able to

resume his/her duties, the employee shall be placed on a reemployment list for a period of 39 months.

An employee may qualify for State Disability. All employees are responsible for filing their own claim. Amount and length of compensation varies on employee and annual rates. Paid vacation leave may be used in coordination with disability benefits.

### Maternity Leave

Maternity leave shall cover pregnancy, miscarriage, childbirth and recovery there from. The length of the leave of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician.

Such leave of absence is established as an authorized absence in the same manner as all sick/disability leave is authorized, by a medical statement giving dates of necessary departure, with the exception of emergency situations, and reexamination for probable return to employment.

Unless an emergency situation arises, employees wanting to take maternity leave shall make this request, in writing, using the 'Extended Leave Request' form, no later than fifteen (15) working days prior to the first day of leave. The employee shall first use paid sick leave and then has the option to use accumulated paid vacation time, if any. Employees are entitled to other benefits for disabilities because of maternity leave when sick leave is exhausted.

An employee may qualify for State Disability. All employees are responsible for filing their own claim. Amount and length of compensation varies on each employee and is based upon annual salary. Paid vacation leave may be used in coordination with disability benefits.

The IVROP Superintendent may require an employee to visit a physician selected by IVROP at the employer's expenses in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent, after giving notice to the employee, may deny further leave.

### Personal Necessity Leave:

IVROP classified employees may use up to seven (7) days of their accrued sick leave during each fiscal year for personal necessity. Personal Necessity may include:

1. An accident involving employee or his/her property;
2. An accident involving a member or property of his/her immediate family, as defined below;
3. The death or serious illness of a member of his/her immediate family, as defined below;
4. Sick child or sick immediate family member, as defined above, when no one else is available to be with such family member; and
5. An employee's appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or other order.

An employee shall notify his/her immediate supervisor and the Personnel Department of his/her need to be absent as soon as such need is known. Such leave shall not be granted for personal convenience, for the extension of a holiday or vacation, or for matters that can be addressed outside of working hours. Personal necessity shall be limited to situations that require the immediate attention of the employee.

IVROP Superintendent or designee shall have final discretion as to whether a request reflects true personal necessity. In addition, the IVROP Superintendent may require additional proof of Personal Necessity.

IVROP employees must submit an absence report and complete the 'Personal Necessity' and 'Please Explain' sections. If a family member is involved, the employee must state the family relationship and the necessity.

***Immediate Family:*** For the purposes of this policy, a member of the immediate family include the mother, father, grandmother, grandfather or grandchild of the employee or of the employee's spouse; the employee's son, son-in-law, daughter, daughter-in-law, brother or sister; or any relative living in the employee's immediate household.

### **Bereavement Leave:**

Employees are entitled to a leave of absence up to three (3) days, or five (5) days if out-of-state travel is required (travel in excess of four hundred miles one way), upon the death of any member of the employee's immediate family, as defined above. 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. IVROP employees must submit an absence report and complete the 'Bereavement' and 'Please Explain' sections.

At the employee's request, bereavement leave may be extended under personal necessity leave provisions.

### **Legal/Jury Duty:**

Employees called for jury duty shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury or witness fees provided the employee endorses the check received to IVROP. The employee retains all mileage reimbursement paid by the courts. IVROP employees must submit an absence report and complete the 'Jury Duty' section.

Notices, summons, and subpoenas for court appearances shall be submitted to IVROP for review when requesting leave.

### **Work Related Injury /Worker's Compensation Leave:**

In accordance with Board Policy BP 4257.1, 4261.11, 4357.1, 4361.11 and in accordance with law, IVROP provides insurance and workers' compensation benefits to its employees. See Work-Related Injury/Worker's Compensation section for more information.

### **Family Care and Medical Leave Act:**

In accordance to Board Policy AR 4261.8 and 4361.8, IVROP shall grant family care and medical leave to eligible employees, for the following reasons:

1. Because of the birth of a child of the employee or placement of a child with the employee in connection with the adoption or foster care of the child by the employee.
2. To care for the employee's child, parent or spouse, registered domestic partner, or child of a registered domestic partner with a serious health condition.
3. Because of the employee's own serious health condition that makes him/her unable to perform one or more essential functions of his/her position. However, for purposes of leave under the California Family Rights Act (CFRA) this does not include leave taken for a disability on account of pregnancy, childbirth or related medical conditions.
4. To care for an injured servicemember who is the employee's spouse, parent, child, and relatives for whom the employee is the "next of kin".
5. Due to a "qualifying exigency" arising out of the fact the employee's spouse, child, or parent is on active duty or has been called to active duty status in the National Guard or Reserves.

An eligible employee shall be entitled to a total of 12 work weeks of leave during a 12-month period. Special leave entitlement permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

During this period of family care and medical leave, the employee is required to use his/her accrued vacation leave, other accrued time off and his/her accrued sick leave pursuant to Board Policy. Leave may be taken intermittently or on a reduced leave schedule when necessary.

An employee shall request family care and medical leave using the Family and Medical Leave Request Form. A notice to employees of rights under FMLA is attached to this handbook -- Exhibit A *"The Employee Rights and Responsibilities under the Family and Medical Leave Act"*. Additional information may be obtained from the Personnel Department.

### **Holidays:**

Holidays are specified in the IVROP Employee Holiday Calendar (posted at each site), which is adopted each year by the Board. Full-time classified employees will receive holidays with pay.

### **Other Leaves:**

As adopted by the Board of Trustees, IVROP also provides for other types of leave, to include:

- Paid Family Leave
- Disability Leave
- Leave for Crime Victims
- Leave for Victims of Domestic Violence or Sexual Assault
- Military Leave
- Leave for Emergency Duty
- Catastrophic Leave

Additional information on these types of leave may be obtained from the Personnel Department.

### **Unauthorized Leave:**

An unauthorized absence is defined as non-performance of those duties and responsibilities assigned by IVROP. An employee is deemed to be on unauthorized leave at such time and on such occasions when an employee is absent without notification and/or approval.

Unauthorized leave shall constitute a breach of contract and therefore may result in the initiation of dismissal procedures, loss of salary, and/or such disciplinary action as may be deemed appropriate.

### **Depleted Leave:**

When leave hours have been depleted, an employee's pay will be reduced accordingly.

### **Absenteeism:**

The IVROP Superintendent or designee may, at any time, require additional verification by the employee's physician or practitioner. Such verification shall be required whenever an employee's attendance record shows chronic absenteeism or a pattern of absences such as immediately before or after weekends and holidays, absence which coincides with a disapproved vacation; and/or whenever clear evidence indicates that an absence reported as sick leave/personal necessity is not related to illness or injury.

Absenteeism may be a short or long-term failure to report to work, i.e., from minutes to days to weeks to months. Absenteeism includes a failure to report to work for legitimate and non-legitimate reasons. If an

employee is absent from work, whether justified or not, for an excessive amount of time, there is a negative impact on the efficiency of IVROP and the problem may be cause for disciplinary action.

### **Workweek:**

IVROP's prescribed workweek is from Monday through Sunday.

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## **Employee School Attendance**

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IVROP encourages and supports its employees' interest to pursue a career. In doing so, IVROP has been flexible with employees whose class schedule conflicts with their work schedule. The range of flexibility, however, may vary from project to project depending on the project's needs. Employees also have the option to request vacation time (using an Absence Slip). If an employee requests a flexible schedule to make up time lost, an employee must submit a signed written request to make up the work time. Make up time must be performed in the same workweek in which the work time was lost with a maximum of 3 hours of make-up time per regular work day.

In order to process these requests, the following procedures must be followed:

The employee must request time off for school attendance 30 days prior to the first day of class. The request must include tentative class schedule.

1. Employees must discuss with his/her supervisor to determine if the request will meet the project needs and then submitted to the Superintendent with recommendation for approval or if the request will be denied.
2. The Superintendent may approve or deny the request for leave.

IVROP encourages employees to plan ahead and discuss their plans with their supervisor.

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## **Work-Related Injuries – Worker's Compensation**

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IVROP is committed to your well-being and safety in the workplace. Keeping injuries from happening is our first concern. However, if you do have a work injury, it is our goal to help you recover and return to work as soon as it is medically possible.

In accordance with Board Policy BP 4257.1, 4261.11, 4357.1, 4361.11 and in accordance with law, IVROP provides workers' compensation benefits to its employees. IVROP is self-insured through a Joint Powers Authority with Self-Insured Schools of California (SISC) acting as the worker's compensation claims administrator. Employees have the responsibility to report any work-related injury or illness (minor or serious) to his/her supervisor as soon as possible. Upon learning of an injury, a supervisor shall promptly report the incident to the Personnel Department for direction. Employees must seek treatment from the SISC-I medical provider network (MPN) listed at [www.ivrop.org](http://www.ivrop.org) or available at the Personnel Department. Life threatening or emergency situations should seek immediate treatment at the nearest emergency facility. IVROP has chosen the SISC/California Foundation for Medical Care Medical Provider Network (MPN) as the network of medical providers in the case of a work injury. The SISC Medical Provider Network employee handbook provides employees with detailed information to help them through a work-related injury or illness.

In accordance to Board Policy BP 4213.4 and 4313.4, IVROP may offer return-to-work temporary modified/ light duty assignments.

The SISC Medical Provider Network employee handbooks were distributed at time of hire (or at the time of implementation) but are also available at the Personnel Department. Work-related injury form packets are also available at the Personnel Department. All required forms must be completed and submitted to the Personnel Department as soon as possible.

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## Travel Policy

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Many Imperial Valley Regional Occupational Program employees are required to travel to provide services. It is the policy of the Imperial Valley Regional Occupational Program to reimburse staff members for actual and necessary travel expenses incurred in traveling on official IVROP business. Classified employees are entitled to local and out-of-town travel reimbursement. The IVROP Superintendent or designee is authorized to reimburse employees for necessary and actual expenses for travel, but extenuating circumstances may cause the Superintendent to waive provisions of this policy. All travel forms are available at the Personnel Department.

### Local Travel:

#### Mileage Reimbursement Rate

The IVROP mileage reimbursement rate is based on the Internal Revenue Service maximum tax-exempt reimbursement as approved by the Board. The rate includes reimbursement for wear and tear on your vehicle.

#### Insurance/Driver's License

Employees must maintain minimum liability car insurance and a current California Driver's License in order to receive reimbursement for mileage. Employees must certify on all claim forms that this information is current. Employees must also attach a copy of their proof of current insurance with each monthly claim submitted for reimbursement.

Employees are not reimbursed for traveling from home to their work site, nor from their work site to home at the end of the workday although the work site may vary.

#### Reimbursable Mileage

Employees may claim authorized mileage for travel from work site to an authorized destination, travel between authorized destinations and travel returning to work site.

#### Mileage Reimbursement Procedures

1. All in-county travel must be recorded on a Monthly Mileage Report claim form.
2. The Monthly Mileage Report claim form shall be submitted on a monthly basis to the immediate supervisor no later than thirty (30) days after the end of the month. Claims filed after thirty (30) days may be subject to disqualification for reimbursement. **Claims filed after sixty (60) days will not be reimbursed.**
3. Mileage Report claim form requires the review of the immediate supervisor and approval of the Superintendent or designee.

#### Meals

All meals that are part of a local conference program should be paid for with the conference registration fee through the purchase order process. Whenever a staff member is expected or required to be at a meeting or to conduct official business during any mealtime, reimbursement will be allowed. An explanation should accompany the request. This does not include attendance at meetings of service clubs or other activities of a voluntary nature.

## Out-of-Town Travel:

### Travel Approval

"Permission to Attend" forms must be completed and approved in advance. Out-of-town travel, including Out-of-State travel, must be pre-approved by the immediate supervisor with final approval by the Superintendent or designee. The employee shall provide specific information regarding the travel (i.e. meeting notice).

### Transportation

1. When an employee is required to travel by private car, the employee will be reimbursed at the current IVROP rate. Reimbursement may include travel from an out-of-county trip to the employee's home or work site, whichever is less. If two or more persons are traveling by private car to the same destination, transportation must be shared. Reimbursement shall be made to the person who shares his/her private vehicle for the transportation. If shared transportation is available, and a staff person chooses to take his/her own vehicle, he/she will not be reimbursed mileage.
2. Employees authorized to drive his/her own car on official business must certify on the Permission to Attend Form that he/she is maintaining minimum liability car insurance and a current California Driver's license.
3. When a staff member chooses to use their private means of transportation to a distant meeting rather than fly, the maximum mileage reimbursement allowed shall not exceed the cost of the round trip mileage to the San Diego airport plus the usual airfare and related transportation costs.
4. Airline tickets shall be purchased through the purchase order process or receipts shall be submitted for reimbursement. IVROP will reimburse only for the cost of coach or equivalent fare. Employee will be responsible for additional charges due to changes in flights, unless it is an emergency.
5. Car rentals should be approved in advance unless it is an emergency. Car rental agreements must include insurance coverage by the rental agency. Employees may consider using rental cars for long trips if the cost would be less than the IVROP mileage reimbursement but the cost for insurance coverage must be factored in. IVROP insurance does not cover car rentals.
6. Employee is responsible for moving and stationary vehicle violations. No reimbursement of fines/penalties will be claimed or paid by IVROP.

### Lodging:

Lodging is approved for out-of-town travel only with a maximum hotel allowance of \$250 per day plus applicable taxes or fees or rate established by granting agency, whichever is lower. When more than one employee attends, rooms must be shared by at least two persons (some exceptions apply).

If an employee's spouse (who is not an employee of IVROP) shares a room, IVROP will only pay for the rate for single occupancy and employee will be responsible for additional charges. The receipt should be endorsed to specify the single occupancy rate.

### Meals

Based on Federal guidelines, reimbursement is on a per-diem basis at \$38 for meals and incidentals, divided as follows:

<u>Period</u>	<u>Reimbursement</u>	<u>Time Covered</u>
Breakfast	\$12.00	6:00 am - 12:00 pm
Lunch	\$15.00	12:00 pm - 6:00 pm
Dinner	\$25.00	6:00 pm - 6:00 am

To claim meals, an employee must:

- depart prior to 6:00 am to claim breakfast
- depart prior to 12:00 noon to claim lunch
- depart prior to 6:00 pm to declare dinner
- arrive past 6:00 am to claim breakfast

- arrive past 12:00 noon to claim lunch
- arrive past 6:00 pm to claim dinner

All meals that are included as part of a package, such as with registration of a meeting or an in-flight meal on an airline are not subject to per-diem reimbursement. This includes continental breakfast.

No reimbursement for alcoholic beverages will be allowed.

#### Incidentals

Incidentals are included in the per-diem. They are defined by Federal guidelines to include laundry, dry cleaning, fees and tips for services. In addition to per-diem, all costs associated with transportation (i.e. shuttles, taxis, parking) are reimbursable on a substantiated basis (receipts required).

No reimbursement will be made for in-room movies, room service, personal phone call charges, sightseeing, or other expenses not directly related to IVROP business.

#### Cash Advances

If a non-management employee is required to be away from the normal working environment for an extended period of time, payment of 75% of the expected out-of-pocket expenses, such as the mileage and meals, may be requested in advance using the Cash Advance form. The cash advance request must be submitted two (2) weeks prior to travel date. Employees cannot request an advance on the costs paid through the purchase order process, such as the registration, hotel, airfare, or car rental.

#### Travel Reimbursement Procedures

1. Permission to Attend form must be completed and approved in advance accompanied by information regarding the travel (i.e. meeting notice).
2. Travel expense claims (Permission to Attend Form) shall be submitted to the immediate supervisor no later than thirty (30) days after the travel occurs with supporting documents. Claims filed after thirty (30) days may be subject to disqualification for reimbursement. **Claims filed after sixty (60) days will not be reimbursed.**

#### Failure to Attend

An employee who agrees to travel out-of-town but fails to do so may be personally responsible for all costs incurred by IVROP. Failure to attend scheduled events and workshops could result in a reduction of an employee's regular pay.

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## **Transportation of Participants**

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IVROP Board Policy AR 3541.1 authorizes the transportation of students by private vehicle for IVROP related trips. If an employee transports participants/students in their private vehicle for IVROP purposes, the employee must: a) complete a Registration Form, b) have student(s)/participant(s) complete a participant permission slip and, c) the employee must meet the following requirements:

1. Vehicle must be driven by an adult age 21 or older.
2. Driver must have a good driving record.
3. Driver must possess a valid California driver's license.
4. Driver must possess current liability insurance required by law.
5. Driver must be registered to transport students with IVROP.
6. Vehicle registered owner and his/her insurance company are responsible for any accidents or violations that occur.
7. Participant permission slips must be signed by participant or parents/guardians and kept on file by program/project.

8. Driver will retain a copy of the participant permission slips for each participant riding in his/her vehicle.
9. Number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed.
10. All drivers and passengers shall wear seat belts in accordance with law. Children under age 6 or under 60 pounds must be properly secured in an appropriate child passenger restraint system meeting federal safety standards.
11. Driver shall obtain safety and emergency instructions, which shall be kept in the vehicle.

Registration Forms and permission slips are available at [www.ivrop.org](http://www.ivrop.org) or the Personnel Department.

IVROP Board Policy BP 4212.42 & 4312.42 authorizes for pre-employment drug testing and reasonable suspicion, random, post-accident, return-to-duty, and follow-up drug and alcohol testing of all IVROP drivers and other IVROP employees who drive their vehicle or IVROP vehicles for the primary purpose of transportation of students/participants.

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## Travel/Transportation Safety & Emergency Procedures

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### Emergency Procedures:

In the event of an emergency, follow these guidelines:

#### Flat tire

Stop in a safe area. Move passengers away from danger zones and change tire as soon as possible. Notify the immediate supervisor.

#### Warning Light, Over Heat, or Mechanical Break Down

Stop when safe to do so. Check gauges. Check for leaks or broken fan belts. If there are no leaks, or broken belts, sit still at a medium idle (engine slightly accelerated) for five minutes with air conditioner off. Recheck gauges again. If engine temperature drops, continue the trip with air conditioner off. If the engine temperature does not drop, turn engine off and call a towing service. When you call for service, give the location of the vehicle (as accurate as possible). Notify immediate supervisor.

#### Accident

Move to safe area. Call 9-1-1. Notify immediate supervisor and the Superintendent.

	Contact Number	After Hours Phone Numbers
Supervisor		
Superintendent	(760) 482-2644	(760) 554-0724 Cell

### Towing Services:

El Centro Tucker's Towing (760) 353-1141

ACE Towing Service  
1354 N. Magnolia Ave, El Cajon, CA 92020  
Phone: (619) 442-0394

Al's Auto Towing  
475 W Vermont Ave, Escondido, CA 92025  
Phone: (760) 745-5933

In-Ko-Pah Towing  
100 Inkopha Rd, Jacumba, CA 91934  
Phone: (619)766-4091

Plaza Towing  
83827 Tamarisk Ave, Indio, CA 92201  
Phone: (760) 775-4314

Dick's 25 Hour Towing  
4550 E 32<sup>nd</sup> St, Yuma, AZ 95365  
Phone: (928) 783-3329

L.A. One Towing Inc.  
739 S. Kohler St. Los Angeles, CA 90021  
Phone: (213) 896-0366

Recovery 24 Hour Towing  
1626 Alpine Blvd, Alpine, CA 91901  
Phone: (619) 445-2967

Oceanside 24hr Towing  
307 N Coast Hwy, Oceanside, CA 92054  
(619) 489-0916

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## **Employee Responsibilities / Code of Ethics**

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Each classified position represents a service that is important in carrying on the program of public education, training and support services at IVROP. The community expects much from its public employees in return for adequate salaries and responsible conditions of employment.

The first responsibility of any employee is to do well in the position to which he/she has been assigned. The safety and health of students are affected by the condition of the buildings, ground and equipment. The Governing Board believes that since the classified employees are working in an educational environment and many are working closely with students they should attempt to conduct themselves in a manner that will serve as a good example to youth. (BP 4219.2)

Public education is a cooperative venture involving the services of many people. The district functions best when there is a spirit of cooperation among all employees -- when the employees have confidence in and respect for the rights and responsibilities of others.

Each employee should seek to learn as much as possible about IVROP and its various programs, for he/she will be called upon frequently to answer questions about IVROP and to interpret the services to the community.

### **Code of Ethics**

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. IVROP Code of Ethics is based on the standard code used by school employees, as follows:

#### **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 districts 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 district and my community, and give them unswerving loyalty.
9. Always bear in mind that the purpose is to promote the efficiency and raise the standards of all school employees and that I shall be equally obligated to assist all my fellow workers.

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## **Employee – Student Relationship Policy**

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The IVROP Governing Board expects IVROP employees to maintain the highest ethical standards. Employees should enhance IVROP's integrity and advance the goals of the educational/training programs. (BP 4119.21, 4219.21, 4319.21)

Aware of the importance of maintaining the respect and confidence of IVROP students/participants, the IVROP employee:

- Shall recognize the welfare of students/participants as the first concern of IVROP.
- Shall maintain professional, courteous and cooperative relationships with students/participants.
- Shall not exploit a relationship with a student/participant for personal gain or advantage.
- Shall accept no authority over a student/participant with whom he/she has a previous relationship, including instruction, supervision, or evaluation.
- Shall not date, fraternize with, or have any other personal, amorous, or consensual relationship outside of the normal professional relationship and instructional setting with any currently enrolled full- or part-time student/participant, or the student/participant's spouse or partner, in order to avoid any direct or implied conflicts or the appearance of any bias or favoritism.

This policy shall not supersede Code of Ethics of the Education Profession and Code of Ethics for Classified Employees.

Failure to comply may lead to disciplinary action up to and including termination of employment.

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## **Equipment Issuance**

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IVROP agrees to provide IVROP employees with alternative means of communication, such as pagers, cellular telephones or equipment (laptop computers, cameras, projectors, etc.). IVROP employees that are assigned equipment must agree to the following:

### Pagers

One (1) pager is assigned to the employee. The employee takes full responsibility of keeping track of the pager. The employee must immediately report a lost, stolen or damaged incident to their immediate supervisor. IVROP will replace the first (1<sup>st</sup>) pager that is lost, stolen or damaged. If the pager is lost, stolen or damaged more than once, the employee agrees to reimburse IVROP for the full cost of the replacement(s).

### Cellular Telephones

One (1) cellular telephone is assigned to the employee. The employee takes full responsibility of

keeping track of the cellular telephone. The employee must immediately report a lost, stolen or damaged incident to their immediate supervisor. IVROP will replace the first (1<sup>st</sup>) cellular telephone that is lost, stolen or damaged. If the cellular telephone is lost, stolen or damaged more than once, the employee will reimburse IVROP for the full cost of the replacement(s).

### Equipment

All employees assume full responsibility and liability when checking out laptop computers, projectors, cameras and/or other equipment property of IVROP. For incidents involving employee negligence, the employee agrees to replace the item(s) lost, stolen or damaged and/or reimburse IVROP for the applicable insurance deductible.

### Certification

The employee is fully responsible for the item(s) that are checked out to them. Failure to abide by the above regulation may be grounds for discipline action.

Equipment Issuance Forms are available at [www.ivrop.org](http://www.ivrop.org) or the Personnel Department.

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## **Cell Phone Policy**

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IVROP provides support to its employees by agreeing to provide employees with alternative means of communication when employees are required to provide services on an itinerant basis.

When necessary, in order to have immediate access to communication with the employee and/or immediate supervisor these employees shall be provided with a cell phone or a monthly stipend for those months the employee is working.

Employees accepting the stipend shall carry the cell phone with them during their working hours and shall provide the cell phone number to their immediate supervisor, IVROP and appropriate school site personnel.

### Background

Employer issued cell phones fall under the category of what the Internal Revenue Service (IRS) calls "listed property" and as such must be accounted for according to the rules that apply to listed property. "Listed property" are items that are "for use in a business but designated by the Internal Revenue Code as lending themselves easily to personal use." Other examples of "listed property" include vehicles and computers.

In general, personal use of "listed property" including employer issued cell phones gives rise to a taxable benefit to the employee. Imperial Valley Regional Occupational Program (IVROP) provides support to its employees by agreeing to provide employees with alternative means of communication when employees are required to provide services on an itinerant basis. When necessary, in order to have immediate access to communication with the employee and/or immediate supervisor, these employees shall be provided with an IVROP cell phone, issued a monthly stipend or reimbursed for business calls made on a personal cell phone. Upon supervisor approval, the following options are available to employees to meet the needs of the various programs.

### IVROP Cell Phones

#### Business Use Only:

IVROP cell phones may be issued to a project or individual but the phone must be used *only* for business purposes. The employee must sign the policy prohibiting personal use of the cell phone and the phone bill will be routinely audited for personal phone calls. Use of the cell phone for business purposes only will exclude it from taxable income.

If the individual does not abide by the limitation of business use only, the IVROP cell phone privilege will be revoked and the phone will be returned to IVROP.

If during the audit process, personal phone calls are identified, the employee is required to reimburse IVROP for these personal calls and a pro rata share of the monthly charge. The methodology requires IVROP to determine a percentage of the total minutes that are personal, and then apply that percentage to the monthly service charge. The employee is then required to reimburse IVROP that amount plus the costs of the calls. For example, if a monthly phone bill was \$60.00 and 50 of 500 minutes were personal (10%), then the employee must reimburse the office 10% of \$60.00 or \$6.00. Note that there is no consideration allowed for pools or free time such as weekends or night calls.

**Business and Personal Use (taxable income):**

IVROP cell phones may be issued to an individual and the cell phone will be used for business and personal use. IVROP will pay the cell monthly service charge, but the cost of the bill will be reported to the I.R.S. as additional income (i.e. a taxable benefit).

**Business and Personal Use (not taxable):**

IVROP cell phone is issued to an individual and the cell phone will be used for business and personal use. IVROP will pay the monthly service charge. The employee is required to highlight personal calls on the monthly bill. The employee is then required to reimburse IVROP the costs of the personal calls, and the employee must pay a pro rata share of the monthly charge as described above. The value of the business-use portion of the phone is not taxable to the employee.

**Stipends**

IVROP may issue a monthly cell phone allowance stipend if an employee owns the cell phone and uses it for business purposes. Employees accepting the stipend shall carry the cell phone with them during their working hours and shall provide the cell phone number to their immediate supervisor, IVROP and appropriate school site personnel. The stipend will be issued as taxable income to the employee and reported on the employee's W-2. Employees may opt for the following plans:

**\$20 Low Usage Stipend**

A low cell phone allowance of \$20 per month will be provided to an employee when business necessity dictates that conditions are present to require the employee to use their cell phone less frequent than the standard. The stipend will be issued with payroll for those months the employee is working.

**\$40 Standard Stipend**

A standard cell phone allowance of \$40 per month will be provided to an employee when business necessity dictates that conditions are present to require the employee to carry a cell phone. The employee shall certify that the business necessity exists on an annual basis upon approval by their supervisor.

**\$60 High Usage Stipend**

IVROP recognizes that unique circumstances exist where some employees may need to make extensive use of cell phones for business needs. Whenever an employee can demonstrate 500 minutes of business usage in a month on the cell phone associated with his stipend and can demonstrate such usage for 3 out of 4 consecutive months, such employee shall be eligible for a \$60 per month cell phone allowance. Such *high usage* stipends shall be authorized only upon the request of the supervisor with consent from the Superintendent.

All stipends are considered by the Internal Revenue Service as income and will be reported on the employee's W-2 at calendar year-end.

All cell phone stipends are paid with the regular end-of-month payroll. Stipends are only paid for months

worked. Employees that work more than half of a month may be issued half of the stipend. Stipends are not prorated.

Failure to carry your cell phone or respond to calls on your cell phone during work hours may lead to the revocation of your cell phone stipend.

Employees receiving stipends must provide cell phones at their own expense.

### **Reimbursements**

IVROP may reimburse an employee for business use of the employee's personal cell phone upon the Superintendent's approval. The employee must track the expenses by identifying the business calls on their phone bill. A copy of the phone bill with a phone call log must be attached to the request for reimbursement.

### **Option Selection**

Upon approval by their supervisor, employees must complete the Cell Phone Use Form to select the appropriate cell phone stipend or usage. A new form must be completed each fiscal year. The Cell Phone Use Form is available at [www.ivrop.org](http://www.ivrop.org) or the Personnel Department.

### **Equipment Responsibility**

The employee takes full responsibility of keeping track of the cellular telephone assigned to him/her. The employee must immediately report a lost, stolen or damaged incident to their immediate supervisor. IVROP will replace the first cellular telephone that is lost, stolen or damaged. If the cellular telephone is lost, stolen or damaged more than once, the employee will reimburse IVROP for the full cost of the replacement(s).

### **Cell Phone Purchase Option**

Cell phones and cell phone numbers still under contract with a vendor will remain the property of IVROP. Cell phones linked to accounts with expired or terminated contracts, may be purchased from IVROP according to the chart below. IVROP will relinquish the rights to any cell phone number on an expired contract if the employee wishes to keep using that number for his/her use. To retain your IVROP cell phone number, you will need to coordinate with the Business Department.

Price to purchase table

<b>Type of Phone</b>	<b>When Purchased</b>	<b>Price to Buy from IVROP*</b>
Standard Cell	Within the last 6 months	\$100
Standard Cell	Within the last 12 months	\$50
Standard Cell	Within the last 24 months	\$25
Standard Cell	Older than 24 months	Disposable

\*The employee will pay the price from this chart or the actual cost of the phone to IVROP, whichever is less. The phone includes all purchased accessories such as Bluetooth devices, charger, and protective covers.

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## **Internet Safety Policy**

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The Imperial Valley Regional Occupational Program Board is committed to making our students lifelong learners with access to the widest possible variety of learning opportunities. The Internet is a global network, which will provide students and staff with access to a wide range of information and allow them to communicate with people worldwide. Use of the Internet for educational projects will assist in

preparing students for life and work in the 21<sup>st</sup> century. The use of the Internet also brings with it the need for students and staff to understand and practice the proper and ethical use of the technology.

**Student Internet Access:** Internet access through IVROP has been established for educational purposes such as classroom activities, career exploration, research projects, and online communications.

Students may have access to Internet resources through their classroom, library information center or computer lab. Students and parents/guardians must sign an agreement for the student to be granted permission for Internet access in their school. IVROP or designated services will monitor the use of the Internet in its schools.

**Personal Responsibility:** Students and staff are expected to use the Internet in a responsible manner, consistent with the educational purposes for which it was intended. Responsible, ethical use of the Internet includes the following: respect for the rights of others, respect for the right of privacy in the use of e-mail accounts, ethical use of electronic information, adherence to rules governing the use of computers (including Internet or computer use policies established by individual schools) and adherence to codes of conduct, such as Board policies, Copyright Act, the Penal Code and other laws.

### **Network Etiquette:**

#### Personal Safety

Do not reveal personal information about yourself or other people without checking with the individual. Personal information includes your full name, home address, telephone number, e-mail address, etc. Never agree to telephone or meet with someone you have met online. Report to the proper individuals (teacher, supervisor, etc.) any inappropriate message you receive. You should not assume the message you send to someone else would be kept confidential.

#### Inappropriate Activities

Inappropriate or unacceptable uses include, but are not limited to, the following: using obscene, threatening, harassing, or disrespectful language, posting information that may cause damage or endanger persons or property, posting false or defamatory information about a person or an organization, reposting a private message without the permission of the sender, or using Internet access for commercial or profit making activities or purposes and activities that interfere with or disrupt network users, services or equipment (e.g. internet radio).

#### Copyright Infringement and Plagiarism

You must respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work without the permission of the copyright owner. Do not copy images, text, graphics, or other materials, unless the source provides permission. Plagiarism is taking the ideas, writings, or images of others and presenting them as if they were yours. If you make the use of information from the Internet for projects, assignments or essays, you must acknowledge the source of the information either in a footnote or bibliography.

#### Access to Controversial Materials

Do not use your Internet privileges to access or send material that is profane, indecent, or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people. Students are required to have parent/guardian approval for special exceptions with respect to Internet access for controversial materials for the purpose of research.

#### Security

The network system utilized by IVROP will include measures to block or filter Internet access for both minors and adults to certain visual depictions.

#### Penalties for Inappropriate Use

The IVROP makes no warranties of any kind, whether expressed or implied, for the services it provides and will not be responsible for any damages suffered while on the system. These

damages include loss of data as a result of delays, non-deliveries, missed deliveries, or service interruptions caused by the system or your errors or omissions.

IVROP will monitor the online activities of minors (although schools are not required to track Internet use by any identifiable individual).

- access by minors to inappropriate matter on the Internet and World Wide Web;
- the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;
- unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- measures designed to restrict minors’ access to materials harmful to minors

**Unacceptable use:**

Examples of unacceptable use include but are not limited to the following:

1. Any illegal use of IVTAnet in support of illegal activities is prohibited. Illegal use shall be defined as use that violates local, state and/or federal law. This includes, but is not limited to, the following: stalking others, transmitting or originating any unlawful, fraudulent or defamatory communications, transmitting copyrighted material beyond the scope of fair use without permission of the copyright owner, or any communications where the message or its transmission or distribution, would constitute or would encourage conduct that is a criminal offense.
2. Activities that interfere with or disrupt network users, services, or equipment. Such interference or disruption includes, but is not limited to, distribution of unsolicited advertising or mass mailings; “spamming;” propagation of computer worms or viruses; denial of service (DOS) or other network disruption attacks; and using IVTAnet to make or attempt to make unauthorized entry to other computational, informational or communications devices or resources.
3. Use of private or personal activities that exceed IVTAnet related research, instruction, or administrative applications, or when there is personal monetary gain.

These are activities that exceed normal bandwidth demands (such as internet radio) and/or affect the integrity of the network

**Technology Protection Measure:**

IVROP will utilize a specific technology that blocks or filters Internet access. This technology will protect against access by adults and minors to visual depictions that are obscene, child pornography, or — with respect to use of computers with Internet access by minors — harmful to minors. This technology may be disabled for adults engaged in bona fide research or other lawful purposes.

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## **Selling and Soliciting**

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In accordance with Board Policy BP 4235 and 4335, employees shall not solicit IVROP students or their families with the intent to sell general merchandise, books, equipment or services for their own personal profit or benefits.

In order to avoid potential conflict, sale of merchandise to employees will not be allowed in IVROP facilities during working hours. These activities can occur before working hours, during lunch or after

working hours without disruption of work. This includes all sales of personal nature or for personal profit or benefit to include:

- Outside solicitors
- School fund raising
- Community fund raising
- Sale of products/product demonstrations (i.e. food, drinks, make-up, jewelry, accessories, etc.)

Posters or flyers are allowed but product demonstrations will not be allowed in the staff lounge.

Staff participation in “flower funds”, “anniversary funds” or other similar funds shall be voluntary.

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## **Employee Performance Evaluation**

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The Imperial Valley Regional Occupational Program Governing Board BP 4215 recognizes that regular comprehensive evaluations can help employees to continually improve in the performance of their responsibilities. Evaluations shall be based on job-specific standards of performance. The Board expects supervisors to gauge employee’s job effectiveness and appraise their major accomplishments and progress in a fair, objective and consistent manner. Evaluations shall address the competence and care with which the employee executes his/her assigned responsibilities. Evaluations shall address the extent to which the employee works cooperatively with others and observes rules and regulations.

### **Purpose:**

Performance evaluations are intended to encourage open communications between the employee and the supervisor, in order to provide an opportunity for clarification of job responsibilities, the position’s standards for performance, and the employee’s progress toward achievement of these standards. A properly conducted performance evaluation will assist the employee in knowing what is expected of the employee, how well the employee is fulfilling the requirements of the position, and how the employee can improve performance if improvement is needed.

Each employee’s performance is evaluated annually in writing by the employee’s supervisor.

### **Timing of Evaluations:**

Performance shall be evaluated annually within one month following the employee’s anniversary date. More frequent appraisals may be conducted if the supervisor determines they would be of value.

### **Evaluator:**

Performance evaluations are conducted by the immediate supervisor under whom an employee has served 60 working days or more during any rating period.

### **Appraisal Process:**

At the beginning of the appraisal period, the supervisor meets with the employee to review the employee’s major job responsibilities and performance expectations for the review period.

1. Throughout the appraisal process, the supervisor is encouraged to periodically assess progress toward performance expectations and to communicate these assessments when appropriate.
2. At the end of the review period, the supervisor shall prepare a written assessment of the employee’s progress towards meeting previously defined performance expectations using the Employee Performance Evaluation (Classified) form (Attachment A). The employee and supervisor shall meet to discuss the assessment and allow the employee to provide feedback, ask questions and comment

on the appraisal.

### **Rating Structure:**

The Employee Performance Evaluation (Classified) tool contains four (4) performance rating categories: a) exemplary, b) exceeds standards, c) meets standards, and d) needs improvement. The scale for assessing the performance criteria is as follows:

- a. Exemplary - Performance is consistently exceptional, outstanding or extraordinary in meeting performance criteria.
- b. Exceeds Standards - Performance consistently above average in meeting performance criteria demonstrated by going beyond the established standards and practices.
- c. Meets Standards - Performance is consistently adequate in meeting performance criteria.
- d. Needs Improvement - Performance is not consistently acceptable in meeting performance criteria.

Meets Standards is the performance, which is expected of a trained and qualified employee. The work performance is consistent with the requirements of the position.

### **Written Appraisal:**

The performance appraisal shall be in writing using the Employee Performance Evaluation (Classified) form (Attachment A) and shall include:

1. Employee name, job classification and period covered.
2. Performance ratings on specific areas of responsibilities and overall performance.
3. Comments on the duties and skills being evaluated.
4. Future goals and objectives.
5. Supervisor signature.  
The Supervisor's signature on the evaluation form denotes that the supervisor has reviewed the evaluation with the employee.
6. Employee signature.  
The Employee's signature **does not** imply concurrence with the evaluation and/or its rating. The employee has the right to include a written statement as an attachment to the evaluation not later than five (5) days following review of the written evaluation.
7. Superintendent signature.

The employee shall be given a copy of the final appraisal.

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## **Sexual Harassment Policy**

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In accordance with Board Policy BP 4219.11 and 4319.11, the Governing Board prohibits sexual harassment of IVROP employees and job applicants. The Board also prohibits retaliatory behavior or action against IVROP employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this Board policy and administrative regulation.

The Superintendent or Director of Personnel shall take all actions necessary to ensure the prevention, investigation and correction of sexual harassment, including but not limited to:

1. Providing periodic training to employees.
2. Publicizing the disseminating IVROP's sexual harassment policy to staff.
3. Ensuring prompt, thorough and fair investigation of complaints.
4. Taking timely and appropriate corrective/remedial actions which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or take other subsequent necessary action. Any employee or job applicant who feels that he/she has been sexually harassed or who has knowledge or any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, IVROP administrator or Superintendent. A supervisor or other IVROP administrator who receives a harassment complaint shall promptly notify the Superintendent or Designee. Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint

Any employee who engages or participates in sexual harassment, or who aids, abets, incites, compels or coerces another to commit sexual harassment against an IVROP employee, job applicant or student, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the work or educational setting, when:

1. Submission to the conduct is made expressly or implicitly a term or condition of the individual's employment
2. Submission to or rejection of such conduct by the other individual is used as the basis for an employment decision affecting him/her
3. The conduct has the purpose or effect of unreasonably interfering with the other individual's work performance; creating an intimidating, hostile or offensive work environment; or adversely affecting the other individual's evaluation, advancement, assigned duties, or any other condition of employment or career development
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs or activities available at or through IVROP

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor or any other employee, include but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversation or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendos, derogatory comments, sexually degrading descriptions or the spreading of spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, gestures or sexually explicit e-mails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as messaging, grabbing, fondling, stroking or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation or IVROP's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

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## **Drug and Alcohol-Free Workplace**

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In accordance with Board Policy BP 4020(a), the Governing Board believes that a drug and alcohol-free workplace is essential to maintain the safety and efficiency of IVROP operations and the health and safety of employees, students and the public. IVROP recognizes that drug or alcohol abuse in the

workplace poses a significant threat to the health and safety of employees, students and the public. IVROP seeks to insure that all employees are free from the effects of drug use during working hours and that drugs are not permitted on IVROP's premises or location where an employee is performing his/her duties.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any IVROP workplace. These prohibitions apply before, during and after work hours. An IVROP workplace is any place where IVROP work is performed, any IVROP-owned or IVROP-approved vehicle used to transport students to and from IVROP activities; any off-district sites when accommodating an IVROP-sponsored or IVROP-approved activity or function where students are under IVROP jurisdiction; or during any period of time when an employee is supervising students on behalf of IVROP or otherwise engaged in IVROP business.

IVROP encourages employees to voluntarily seek help when such problems exist and to take advantage of the Employee Assistance Program through the Holman Group available 24 hours a day at 1-800-321-2843. Participation in the employee assistance program is completely confidential. Drug counseling and rehabilitation may be available to the employee.

All employees shall abide by the terms of this policy and notify IVROP, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace. (41 USC 702)

The Superintendent or designee shall notify the appropriate federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

The Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited. A plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction

An employee may be reemployed after conviction of such an offense if the Board determines, from the evidence presented, that the person has been rehabilitated for at least five years.

The Board may take appropriate disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

IVROP Board Policy BP 4212.42 & 4312.42 authorizes for pre-employment drug testing and reasonable suspicion, random, post-accident, return-to-duty, and follow-up drug and alcohol testing of all IVROP drivers and other IVROP employees who drive their vehicle or IVROP vehicles for the primary purpose of transportation of students/participants.

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## **Child Abuse Mandatory Reporting**

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The IVROP Governing Board recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. (BP 5141.4 and AR 5141.4).

All IVROP employees are mandated reporters. Mandated reporters 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 reporting, investigating and prosecuting cases of child abuse and neglect.

IVROP shall provide training regarding the reporting duties of mandated reporters.

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## **Complaint Procedure**

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In accordance with Board Policy BP 4244 and 4344, the Governing Board recognizes the need for providing employees with a complaint process.

The Board expects that employees and supervisors will make every effort to resolve employee complaints and disagreements informally before resorting to formal complaint procedures.

The following guidelines shall prescribe the manner in which complaints are handled:

1. A "complaint" shall be defined as an alleged misapplication of IVROP's policies, regulations, rules or procedures. Procedures for the resolution of employee complaints provide a route of appeal through administrative channels and to the Governing Board, if necessary. If the complaint is related to discrimination, IVROP's procedure for complaints concerning discrimination should be used.
2. If a complaint involves sexual harassment, the initial complaint should be made directly to the offending employee's immediate supervisor. An employee is not required to resolve sexual harassment complaints with the offending person.
3. So as not to interfere with work schedules, meetings related to a complaint shall be held before or after the complainant's regular working hours.
4. All matters related to a complaint shall be kept confidential. Only those individuals directly involved in resolving the complaint shall be informed of the complaint.
5. All documents, communications and records dealing with the complaint shall be placed in a district complaint file. No such material shall be placed in an employee's personnel file.
6. No reprisals shall be taken against any participant in a complaint procedure by reason of such participation.
7. Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. If specified or adjusted time limits expire, the complaint may proceed to the next step.
8. Any complaint not taken to the next step within prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.

### **Informal Complaints:**

Employees are encouraged to resolve complaints informally. Formal complaint procedures shall not be initiated unless informal efforts to resolve the complaint have been exhausted and the complainant has provided a written description of such efforts.

### **Formal Complaint Procedure - Step 1**

If a complaint has not been satisfactorily resolved by informal procedures, the complainant may file a

written complaint with the immediate supervisor within 60 days of the act or event which is the subject of the complaint.

Within five working days of receiving the complaint, the immediate supervisor shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The immediate supervisor shall present all concerned parties with a written answer to the complaint within 10 working days after the meeting.

### **Formal Complaint Procedure - Step 2**

If a complaint has not been satisfactorily resolved at Step 1, the complainant may file the written complaint with the Superintendent or designee within five working days of receiving the answer at Step 1. All information presented at Step 1 shall be included with the complaint, and the immediate supervisor shall submit to the Superintendent or designee a report describing attempts to resolve the complaint at Step 1.

Within five working days of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The Superintendent or designee shall present all concerned parties with a written answer to the complaint within 10 working days after the meeting.

### **Formal Complaint Procedure - Step 3**

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file a written appeal to the Board within five working days of receiving the answer at Step 2. All information presented at Steps 1 and 2 shall be included with the appeal, and the Superintendent or designee shall submit to the Board a report describing attempts to resolve the complaint at Step 2.

An appeal hearing shall be held at the next regularly scheduled Board meeting which falls at least 12 days after the appeal is filed. This hearing shall be held in closed session if the complaint relates to matters properly addressed in closed session.

The Board shall make its decision within 30 days of the hearing and shall mail its decision to all concerned parties. The Board's decision shall be final.

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## **Fraud, Waste, Abuse or Criminal Activity Incident Reporting**

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### **General:**

The Imperial Valley Regional Occupational Program (IVROP) Governing Board recognizes that prudent financial decisions are crucial to IVROP's ability to provide high-quality programs. The Board expects sound fiscal management from the administration. The Superintendent or designee shall ensure that IVROP's accounting system provides ongoing internal controls. In order to safeguard IVROP funds from all funding sources, prompt and appropriate corrective action are necessary when evidence of fraud, waste, abuse or other criminal activity are discovered or suspected.

### **Identification of Fraud, Abuse and other Criminal Activity**

IVROP employees have the responsibility to report any suspected or proven fraud, abuse, or other criminal activity committed by staff, contractors or program participants. Knowledge or suspicion of any

these violations must be reported immediately to the Superintendent or Director of Business and Personnel Services.

Contractors, program participants, informants, independent auditors, local law enforcement agencies, the general public or any other individual who has knowledge or suspicion of any of these violations may also follow these guidelines.

Reportable issues include but are not limited to:

- **Fraud** - any deceitful act or omission, or willful device used with the intent to obtain some unjust advantage for one party, or to cause an inconvenience or loss to another party. Types of fraud include embezzlement, forgery, theft, solicitation and receipt of bribes (kickbacks), and falsification of records and claims regarding trainees (e.g., knowingly enrolling ineligible participants).
- **Misapplication of Funds** - any use of funds, assets, or property not authorized or provided for in the grant or contract. This category includes, but is not limited to, nepotism, political patronage, use of participants for political activity, intentional services to ineligible enrollees, conflict of interest, failure to report income derived from funds, violation of contract provisions, maintenance of effort violations, and the use of funds for other purposes.
- **Gross Mismanagement** - actions or situations arising out of management ineptitude or oversight, which lead to major violation of contract provisions and/or which severely hamper accomplishment of program goals. These include situations, which lead to waste of government resources and put into serious jeopardy future support for a particular project. This category includes, but is not limited to, unauditable records, unsupported costs, highly inaccurate fiscal and/or program reports, payroll discrepancies, payroll deductions not paid to the Internal Revenue Service or the State of California, and the lack of internal control procedures.
- **Employee/Participant Misconduct** - actions occurring during or outside work hours, that reflect negatively on the program or its purpose, and may include, but are not limited to, conflict of interest involving outside employment, business and professional activities, and the receipt of giving of gifts, fees, entertainment, and favors; misuse of IVROP property; misuse of official information; and other activities that might adversely affect the confidence of the public regarding the integrity of government.
- **Standard of Conduct Violations** - violations of terms and conditions stipulated in the any agreement or contract.

### **Notification:**

Individuals detecting the presence or appearance of fraud, abuse, or other criminal activity must immediately notify the Superintendent or Director of Business and Personnel Services. The individual must obtain sufficient information to provide a clear, concise report of each incident. Reports must include a statement of all facts, known at the time, as well as any known or estimated loss of funds resulting from the incident. The submission of an incident report should not be delayed even if all facts are not readily available. Any facts subsequently developed are to be forwarded in a supplemental incident report. Reports may be submitted using the "Incident Report" form available at [www.ivrop.org](http://www.ivrop.org) or in memo format containing this same information. Notify:

Mary N. Camacho  
Superintendent  
Phone (760) 482-2644  
Fax (760) 482-2750  
E-mail [mcamacho@ivrop.org](mailto:mcamacho@ivrop.org)

Cecilia Duron  
Director of Business & Personnel Services  
Phone (760) 482-2611  
Fax (760) 482-2750  
E-mail [cduron@ivrop.org](mailto:cduron@ivrop.org)

### **Reporting:**

The Superintendent or Director of Business & Personnel Services will safeguard all funds in question by taking prompt and appropriate corrective action and any action it deems appropriate to prevent further

financial loss, other damage or recovery of funds or property, including contacting appropriate law enforcement agencies and affected agencies.

The Superintendent or Director of Business & Personnel Services shall prepare and submit a written incident report within one workday of detection or discovery of information alleging fraud, abuse, or other criminal activity.

**Reporting - WIA Funded Incidents:**

For incidents involving WIA funds, the Superintendent or Director of Business & Personnel Services will submit the report on the "Incident Report" to the EDD Compliance Review Division (CRV) and Office of Inspector General (OIG):

Attention: Compliance Resolution Unit  
Compliance Review Division, MIC 22M  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001

And to: Office of Inspector General  
United States Department of Labor  
200 Constitution Avenue, N.W, Room S-5506  
Washington, D.C. 20210  
Web site: [www.oig.dol.gov/hotnet1.htm](http://www.oig.dol.gov/hotnet1.htm)  
Fax: (202) 673-5210

Allegations considered to be of an emergency nature may be reported by telephone to CRD -Supervisor at (916) 653-3270 and by calling the OIG Hot Line at (800)347-3756 and followed immediately thereafter by a written incident report.

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**Personnel Files**

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In accordance with Board Policy AR 4212.6, and 4312.6, the IVROP Personnel Department shall maintain personnel files for all current employees. All personnel files are confidential.

**Placement of Materials in Personnel Files:**

Any request by an employee to include materials in his/her personnel files must be approved by the Superintendent.

Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information.

**File Review by Employee:**

Personnel records shall be made available for inspection by the employee at the Personnel Department at reasonable intervals and reasonable times with the exception of:

- Records relating to the investigation of a possible criminal offense;
- Letters of reference; and
- Ratings, reports that were obtained prior to the employee's employment or obtained in connection with a promotional examination.

Any employee wishing to inspect his/her personnel record shall contact the Director of Personnel. Inspection shall take place in the presence of the Director of Personnel. In no instance shall any material be removed from the records. Requests for copies of material in a personnel file must be made in writing.

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## Reporting Employee Changes

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To change your name, you will need to fill out the Employee Information Update Form. Along with the form you will need to attach a copy of your new social security card with the change.

To change your address and/or phone number, fill out the Employee Information Update Form.

Employee Information Update Forms are available at [www.ivrop.org](http://www.ivrop.org) or the Personnel Department. Return form to the Personnel Department.

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## Resignations

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In accordance with Board Policy BP 4217.2 and 4317.2, any IVROP 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 advance notice that is appropriate for the position they hold.

Classified Employee Handbook  
January 2011

- 1) CAROCP Membership
- 2) Health & Welfare Benefits
- 3) Retirement
- 4) Voluntary 403(b) Tax Sheltered Annuity Plan
- 5) Direct Deposit
- 6) Educational Incentive
- 7) Leave Policy
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- 19) Sexual Harassment Policy
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- 22) Complaint Procedure
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- 24) Personnel Files
- 25) Reporting Employee Changes
- 26) Resignations

I \_\_\_\_\_ (print name) have received, reviewed and understand the IVROP Employee Handbook January 2011 edition.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Return this page to the Personnel Department.**