



*Colton-Redlands-  
Yucaipa Regional  
Occupational Program*

**Employee Handbook of  
Mandated Notifications**

**2015-2016**



April 6, 2017

The information included in this handbook will provide you with important information that relates to CRY-ROP policies and requirements regarding Education Code, Health, Safety and Welfare sections, the Uniform Complaint Procedures, Sexual Harassment, and Child Abuse.

Review of these notifications is required, and includes signed documentation validating your receipt and understanding of the elements presented. Should you have any questions, please do not hesitate to contact me or your supervisor for clarification.

Thanks for all you do in support of our students.

*Stephanie Houston*

Colton-Redlands-Yucaipa ROP  
1214 Indiana Court Redlands CA 92374  
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**POLICY ON DRUG & ALCOHOL-FREE WORKPLACE**

*(BP 4020 – Drug & Alcohol-Free Workplace)*

The Governing Board believes that the maintenance of drug and alcohol-free workplaces is essential to school and CRY-ROP operations.

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 the Controlled Substances Act and Code of Federal Regulations before, during, or after school hours at school or in any other ROP workplace.

The CRY-ROP Governing Board believes that the maintenance of drug-free workplaces is essential to **ROP** program operations. Substance abuse increases safety risks to employees and students; increases the loss of efficiency to the ROP; and places undue burdens on co-workers. CRY-ROP has established a policy to maintain a drug-free workplace.

**You are hereby notified that 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 the Controlled Substances Act and Code of Federal Regulations before, during, or after school hours at school or in any other ROP workplace.**

As a condition of your continued employment, you will abide by the terms of this statement, and will notify CRY-ROP, within five (5) days of any criminal drug statute conviction (including a plea of no contest) which you receive for a violation occurring in the workplace.

CRY-ROP will take appropriate disciplinary action (up to and including termination) within thirty (30) days after receiving notice of conviction from any employee or otherwise. Such action shall be consistent with state and federal law, the appropriated employment contract, and CRY-ROP's policy and practices.

**POLICY ON TOBACCO-FREE SCHOOLS**

*(BP 3513.3 – Smoke-Free Workplace)*

The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. In accordance with state and federal law, smoking is prohibited in all enclosed CRY-ROP facilities and vehicles. (Labor Code 6404.5; 20 USC 6083) Employees and visitors may smoke outside ROP grounds, except in those areas designated as nonsmoking or otherwise prohibited by law.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any campus, except on a public sidewalk located within 25 feet of the campus. (Health and Safety Code 104495)

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, close cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products.

Upon request, a list of clinics and other agencies that provide programs which assist individuals who wish to stop smoking or using tobacco products will be made available to employees.

**You are hereby notified that smoking is prohibited in all enclosed CRY-ROP facilities and vehicles. Signs are posted declaring a smoke-free environment.**

The **CRY-ROP Drug and Alcohol Abuse Prevention Information For a Drug-Free Workplace**, as required by the Federal Drug-free Workplace Act of 1988 (Public Law 101-690) can be found on the CRY-ROP website at [www.cryrop.org](http://www.cryrop.org)

## **MANDATED REPORTING OF CHILD ABUSE**

*(BP 5141.4 Child Abuse)*

*(AR 5141.5 Child Abuse and Neglect)* (reporting procedures)

**Any employee must report** knowledge of or reasonable suspicion of **child abuse**. Types of abuse include: sexual, neglect, physical, verbal, caretaker absence/ incapacity.

California Penal Code section 2790, Article 2.5, Sections 11165-11172, mandate that personnel of all schools (both public and private) be knowledgeable of the child abuse reporting requirements of the State. Reporting is mandatory when there is observation of, knowledge of, or reasonable suspicion of child abuse (including sexual abuse).

### **The following steps must be taken:**

- a. Notify your supervisor. Teachers at high school sites should also reference the procedure at their school.
- b. Call the Child Protective Services Child Abuse Reporting Hotline at **(909) 384-9233, or (800) 827-8724**.
- c. Complete a Suspected Child Abuse Report (SS 8572 Rev 12/02) per child that you report and fax it to **909-891-3545**.
  - Child Protective Services does not need the original.
  - If you do not have access to a fax machine, mail the form attention: **Child Abuse Hotline, 412 W. Hospitality Lane, San Bernardino CA 92415-0029**.
  - Complete all reports within 24 hours of receiving information.
  - Forms provided by Child Protective Services are available from the Human Resources Department or the Educational Services Department and are posted on our web site.
  - **Your identity shall remain confidential** and disclosed only between legal agencies.
  - **If you fail to report** you are guilty of a misdemeanor punishable by confinement in county jail not to exceed one month, or a fine not to exceed \$1,000, or both.

### **What Information is needed when making a report?**

- Nature of the harm or specific incident(s) that precipitated the report
- Date(s) and descriptions(s) of the injuries or dangers
- Identities of perpetrator(s) and their relationship/s to the victim
- Witnesses to the incident(s) and how they may be reached
- Details of any physical evidence available
- Do the perpetrators have current access to the child?

- Present condition of the child (alone, in need of medical attention, etc.)
- The location of the child and directions to get there
- Any statements from the child
- How the reporter came to know the information and the reporter's thoughts about the likelihood of further harm to the child(ren)

*These are just several examples of the questions that may be asked when reporting abuse or neglect. The reporter's identity is confidential, but a name should be given so the Department could follow-up contact with the reporter if necessary. **The reporter is free from civil or criminal liability for reports of suspected child abuse or neglect made in good faith.***

### **EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS**

*(BP 4119.42/4219.42/4319.3 Exposure Control Plan for Bloodborne Pathogens)*

*(Legal Reference - Code of Regulations, Title 8 and Title 9; Health & Safety Code 199.81 & 199.82)*

**You are hereby notified** the Governing Board encourages each employee to inform CRY-ROP as soon as possible if he/she contracts an infectious disease which creates a physical or mental disability. The Board will reasonably accommodate the needs of such individuals. The Board may reassign or grant disability leave to an employee who is unable to perform his/her job responsibilities because of illness or because the employee's illness significantly endangers his/her health or safety or the health or safety of others. No employee will be discriminated against because of his/her disability. Legal protections established for disabled persons extend to individuals significantly impaired by infectious diseases.

When informed that an employee has a disabling infectious disease, the Superintendent or designee may request that the employee sign a release form to provide confidential medical information and records.

In determining a reasonable accommodation of the employee's condition, the Superintendent or designee may consult with public health officials or physicians with expertise in the diagnosis and treatment of infectious disease. The Superintendent or designee may also communicate with the employee's physician regarding the employee's ability to perform the essential requirements of the job with reasonable accommodation and without posing significant health or safety risks to the employee or others.

The Superintendent or designee shall prepare a confidential report which includes his/her recommendation and the medical information upon which it is based. These recommendations shall take into consideration:

1. The nature of the disease and the probability of its being transmitted, including the duration and severity of the risk
2. The physical condition of the employee, including diagnosis, treatment, and prognosis of the condition
3. The actual requirements of the employee's job and the expected type of interaction with others in the school setting

This report shall be forwarded to the Board for confidential review and action.

The job assignment of an employee with a disabling infectious disease shall be reevaluated whenever there is a change in medical knowledge or in the employee's medical regimen or health which might affect his/her assignment.

### **Confidentiality**

The Board and the Superintendent or designee shall ensure that employee rights to confidentiality are strictly observed. The ROP shall disclose medical record information only to the extent required or permitted by law. The medical records of any employee with a disabling infectious disease shall be held in strict confidence.

The Superintendent or designee shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. CRY-ROP has established a written **Exposure Control Plan** designed to protect employees from possible infection due to contact with bloodborne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

Universal precautions shall be observed throughout CRY-ROP to protect employees, students, and any other persons in the school environment from contact with potentially infectious blood or other body fluids. Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

“Universal precautions” is an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.

All students and staff shall routinely observe the following **Exposure Control Plan** for universal precautions for the prevention of infectious disease:

1. Wear disposable waterproof gloves whenever you expect to come into direct hand contact with blood, other body fluids, or contaminated items or surfaces. Do not reuse gloves.
2. After contact, wash your hands and any other contacted skin surfaces thoroughly for 15-30 seconds with dispensable soap and warm running water, rinse under running water, and thoroughly dry with disposable paper towels.
3. Clean surfaces and equipment contaminated with blood with soap and water and disinfect them promptly with a fresh solution of bleach (ten parts water to one part bleach) or other disinfectant. While cleaning, wear disposable gloves and use disposable towels whenever possible. Rinse mops or other nondisposable items in the disinfectant.
4. Properly dispose of contaminated materials and label them as bio-hazardous.
5. Do not care for others' injuries if you have any bleeding or oozing wounds or skin conditions.
6. Use a mouthpiece, resuscitation bag or other ventilation device when readily available in place of mouth-to-mouth resuscitation.

7. Immediately report any exposure incident or first aid incident in accordance with the ROP's Exposure Control Plan or other procedures.

### **POLICY ON UNIFORM COMPLAINT PROCEDURES**

*(BP 4144 All Personnel- Complaints)*

The Governing Board recognizes the need to establish a process to allow employees and job applicants to have their concerns heard in an expeditious and unbiased manner. The Board expects that employees will make every effort to resolve complaints and disagreements informally before filing a formal complaint. The Board prohibits retaliation against complainants. The Superintendent or designee may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint and must provide for responsive remedial action and resolution of the complaint.

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

### **Compliance Officers**

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

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

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

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

### **POLICY ON HARASSMENT/DISCRIMINATION**

*(BP 4030 All Personnel Nondiscrimination in Employment)*

The Governing Board prohibits unlawful discrimination against and/or harassment of CRY-ROP employees and job applicants on the basis of actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, denial of family and medical care leave, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation and military and veteran status at any ROP site and/or activity. The Board also prohibits retaliation against any ROP employee or job applicant who complains, testifies or in any way participates in the ROP's complaint procedures instituted pursuant to this policy.



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

The Board designates the following position as Coordinator for Nondiscrimination in Employment:

Coordinator of Personnel Services  
1214 Indiana Court  
Redlands, CA. 92374  
909-793-3115 ext.108

It is the policy of the ROP to provide equal opportunity for all employees and applicants and to prohibit discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, denial of family and medical care leave, medical condition (cancer), genetic information, marital status, pregnancy, sex, gender, gender identity, gender expression, age, sexual orientation and military and veteran status or any other basis protected by law, in every aspect of personnel policy and practice including development, advancement and treatment of employees. Each employee has the right to work in a professional atmosphere that promotes equal opportunity, and is free from discriminatory practice, including harassment.

### **Sexual Harassment**

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

*Prohibited sexual harassment* (per the ROP Board Policy) includes unwelcome sexual advances, unwanted requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made against another person of the same or opposite sex in the work or educational setting.

### **Obligation of All Employees**

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

## **WORKERS' COMPENSATION PROCEDURES**

### *I. The ROP is Self-Insured*

The CRY-ROP has elected to self-fund Workers' Compensation liability. This means that medical bills and all other benefits are paid direct from your employer's funds. There is no insurance company involved. York administers the program to insure that all Workers' Compensation benefits are paid to injured employees in accordance with State Regulations.

### *II. Procedures*

An employee shall report any work-related injury or illness to his/her supervisor or Human Resources as soon as practicable. Upon learning of an injury, an administrator shall promptly report the incident to the Coordinator of Personnel Services and the insurance carrier as appropriate.

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

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

Prompt reporting is the key. Benefits are automatic, but nothing can happen until your employer knows about the injury or illness. Insure your right to benefits by reporting every injury, no matter how slight. Even a cut finger can lead to a disability if an infection develops.

### *III. What are the Benefits?*

California's Worker's Compensation guarantees injured employees five kinds of benefits:

1. Medical Care
2. Repayment to replace lost wages
3. Permanent disability
4. Rehabilitation services
5. Death benefit to eligible dependents

### *IV. Medical Benefits*

If your injury or illness is accepted as work-related, your employer will pay for all necessary doctor bills, hospital costs, x-rays, medications, crutches, etc. to cure and relieve the effects of an injury or illness.

If you require treatment in addition to first aid, you will be referred to a pre-designated personal physician or a designated panel physician in private practice who will send bills and reports directly to York. You should never see a medical bill; but, in the event one is sent to you, it should be forwarded to York.

You are entitled to treatment by your own physician if you have notified your employer of the doctor's name and address in writing before the injury or illness. "Personal physician" means your regular physician and surgeon who have previously directed your medical treatment and who retain your medical records and history.

V. *What if there are Questions?*

If a misunderstanding or error occurs, most can be cleared up by a telephone call. Do not hesitate to call a York representative should you have questions. The telephone number can be obtained from the Coordinator of Personnel Services. Additional information can be obtained from the nearest office of the State Division of Workers' Compensation, Office of Benefit Assistance and Enforcement. It is listed in the front of the white pages of the telephone book under "Industrial Relations Department". Their help is available free of charge to explain your rights, solve problems and provide other information.

**LEAVES**

*(AR 4161.8/4261.8 – Certificated & Classified Personnel – Family Care and Medical Leave)*

*(BP 4161/4261 - Certificated & Classified Personnel – Leaves)*

The Governing Board shall provide for paid and unpaid employee leaves of absence in accordance with law, Board policy, and administrative regulation. The Board recognizes the following justifiable reasons for absence as provided by law:

1. Personal illness or injury (sick leave)
2. Industrial accident or illness
3. Childbirth and recovery, care of newborn, placement of a child with the employee for foster care or adoption of a child
4. Military service
5. Family illness or accident; bereavement; fire, flood or other immediate danger to the employee's home or property; and other personal emergencies
6. Vacations for classified staff and annual leave for management staff, as applicable
7. Jury duty or required court appearances
8. Religious observances
9. Participation in child's school or day care activities
10. Attendance at work-related meetings and staff development opportunities
11. Compulsory leave
12. Sabbatical leave

Any employee who has worked for the ROP more than one continuous year, and has at least 1,250 hours of service with the ROP during the previous 12-month period, shall be eligible to take unpaid family care and medical leave under the provisions of Government Code section 12945.2 and the Federal Family and Medical Leave Act of 1993 ("FMLA").

Family care and medical leave may be used for the following reasons:

1. The birth of a child and to bond with the newborn child within one year of birth
2. The placement with the employee of a child for adoption or foster care and to bond with newly placed child within one year of placement
3. A serious health condition that makes the employee unable to perform the functions of his or her job.
4. To care for the employee's spouse, son, daughter, or parent who has a serious health condition.
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty.

An eligible employee may also take up to 26 workweeks of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member (Military Caregiver Leave).

Family care and medical leave may be taken in one or more periods, but shall not exceed a total of 12 workweeks within a 12-month period unless a longer leave is agreed upon by the ROP and the employee. In any case in which both parents entitled to family care and medical leave are employed by the ROP, the ROP shall not be required to grant leave in connection with the birth, adoption, or foster care of a child that would allow the parents family care and medical leave totaling more than 12 workweeks. If an employee is otherwise qualified for pregnancy disability leave under Government Code section 12945, that employee is entitled to take pregnancy disability leave in addition to family care and medical leave and the leaves will run concurrently.

During the period of family care and medical leave, the employee may elect or may be required by the ROP to use his/her accrued vacation leave, other accrued time off, or any other paid or unpaid time off negotiated with the ROP. If the reason for the leave is the serious health condition of the employee, the ROP requires the employee to take accrued paid illness leave as part of all of the 12 weeks. An employee may not use sick leave during a leave in connection with the birth, adoption, or foster care of a child, or to care for a child, parent, or spouse with a serious health condition, unless mutually agreed to by the ROP and the employee.

More information regarding an employee's eligibility for a leave and/or the impact of the leave on seniority and benefits can be obtained from the Human Resources Department.

## **CRY-ROP PERSONNEL, EQUIPMENT, MATERIALS AND SUPPLIES**

### **Equipment Inventory (BP3440)**

An inventory of equipment shall be maintained in a manner authorized by the State Board of Education. All items with a current value exceeding \$500 shall be included in the inventory, with the exception of equipment permanently fixed in a building. The inventory shall include at least the description, name, date of acquisition, identification numbers, original cost, and location of use of all items.

A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.

An annual inventory of instructional equipment for each classroom shall be conducted.

An inventory of all textbooks held for sale to adults will be maintained. A physical inventory will be taken semi-annually in December and June.

The inventory system shall be under the supervision of the Director of Business Services.

### **Personal Property**

*(BP 4149/4249 - All Personnel - Reimbursement to Employees for the Damage or Loss of Personal Property)*

The CRY-ROP Governing Board has authorized the Superintendent to reimburse employees for the cost of repair and/or replacement of personal property when such damage and/or loss occurred while the employee was engaged in "line of duty," activities; and the damage and/or loss was not caused by the employee. As stated in Board policy 4149/4249, the limits of reimbursement are as follows:

1. Employee vehicles including contents. Reimbursement not to exceed \$250 or the amount of the employee's deductible insurance, whichever is less.
2. Personal property used for instructional purposes. Reimbursement not to exceed \$250 or the amount of the employee's deductible personal, property insurance (if carried), whichever is less.
3. Other personal property, such as eye glasses, articles of clothing, watches, etc., which is normally worn by the employee while engaged in "line of duty" activities. Reimbursement not to exceed \$250 or the amount of the employee's deductible personal property insurance (if carried), which is less.
4. Aggregate claim amounts of less than \$25.00 per incident will not be reimbursed.

### **Rules and Procedures**

1. The following rules apply regarding employee claims for reimbursement:
  - a. The damage and/or loss must have been beyond the control of the employee and it must have occurred while the employee was engaged in "line of duty" activities. These conditions must be proven in the Claim for Reimbursement by including police/sheriff report numbers, campus police/administrator's report/statement in writing, statements by witnesses, time and location of the incident, etc.
  - b. If the employee has insurance which would cover the repair or loss of personal property, then such insurance shall become primary. The ROP will pay only that amount not covered by the employee's insurance, such as a deductible, up to the amounts specified above. NOTE: The employee must provide a copy of his/her insurance policy which shows the limits of coverage, deductible, etc.
  - c. If the damage and/or loss is covered by insurance carried by the ROP, said insurance will be used to settle the claim subject to the primary application of the employee's insurance and the reimburse limits stated above.

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- d. When the damage and/or loss involves the employee's vehicle or its contents, the employee must report the incident to the police/sheriff immediately and get the number of the police/sheriff report. This number must be included in the Claim for Reimbursement. NOTE: To be covered under this regulation, the damage and/or loss must have occurred while the vehicle was either parked or driven on ROP property or other designated training sites. Damage that occurs while the employee is driving to and from work is not covered by this regulation.
  - e. If the person causing the damage and/or loss is known, every reasonable effort must be made by the employee and the employee's insurance company (if applicable) to obtain reimbursement from that person before the ROP will consider the claim.
  - f. When the damage and/or loss involves personal property used for instructional purposes, the employee must have an inventory of personal property used for instructional purposes which has been approved by and is on file with the Assistant Superintendent – Education Services prior to the damage and/or loss incident.
  - g. Claims that are for \$100 or more must be supported by the following documentation:
    - (1) Vehicle damage. Two or more written repair estimates.
    - (2) Vehicle/Vehicle content loss. Proof of ownership and an estimate of actual value at the time of loss. NOTE: CB Antennas, CB Radios and Tape Decks are excluded unless covered by a special rider to the employee's insurance.
    - (3) Other Personal Property. Proof of purchase, receipts, date of purchase, repair orders etc., and statement of condition at time of loss.
  - h. Reimbursement shall be made on the basis of repair cost if it's economical and feasible and the amount is not greater than the actual cash value of the property and the limits set forth in this regulation. When written repair estimates are submitted with the claim. the ROP will pay the lowest estimate subject to the reimbursement limits and conditions specified in this regulation.
2. The following procedures shall be followed by the employee:
- a. The employee shall submit a written report (memo) to the Director of Business Services no later than the end of the first work day following the day of a qualified incident involving damage and loss of personal property. This memo shall describe the incident (date, time, location), the damage to personal property, name(s) of person(s) involved and a list of witnesses, if any. A copy of this memo must be attached to the Claim for Reimbursement form which is submitted later.
  - b. The employee shall submit a Claim for Reimbursement form to the Superintendent through the Director of Business Services within ten calendar days of the incident. Claim forms are available in the Business Department. The Claim must be properly filled out and include all the required documentation as listed on the form or specified in this regulation. The Director of Business Services shall investigate each reported incident of damage and/or loss of employee personal property and recommend to the Superintendent either the approval or disapproval of the claim based on the investigation. The Superintendent shall make the final decision regarding the claim.

Since time is of the essence, the employee should not delay in complying with all state and local laws regarding the damage and/or loss of personal property including vehicles. Since the ROP shall be reimbursing the employee for either the cost of repairs or replacement of personal property, subject to the limitations, rules and conditions of Board policy 4149/4249 and this regulation, the employee should not delay in either repairing or replacing the personal property while the ROP is considering the Claim for Reimbursement.

#### Gifts of Public Funds

Public funds are all funds overseen by the CRY-ROP Governing Board. This includes, but is not limited to, the general fund, State, Federal, and local grants, club funds, donations and fundraising monies.

According to California State Constitution Article 16, Section 6: "the Legislature shall have no power...to make any gift or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation whatever,..." Therefore, the funds of the Colton-Redlands-Yucaipa ROP shall not be used as gifts or to provide gifts to any employee, student, other person, municipal or corporation. Some items which are considered gifts include: flowers, personal items, cash, gift certificates, company logo shirts, etc.

#### **ACCEPTABLE USE OF ELECTRONIC INFORMATION RESOURCES**

*(BP4040 - All Personnel - Employee Use of Technology)*

The Governing Board recognizes that technology can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating operations. The Board expects all employees to learn to use the available information resources that will assist them in their jobs. As needed, staff shall receive training in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use CRY-ROP's technological resources primarily for purposes related to their employment.

**You are hereby notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or ROP operations without express permission of the Superintendent or designee.**

#### **Online/Internet Services**

The Superintendent or designee shall ensure that all ROP computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

To ensure proper use, the Superintendent or designee may monitor employee usage of technological resources, including the accessing of email and stored files. Monitoring may occur at any time without advance notice or consent. When passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

The Superintendent or designee shall establish administrative regulations and Technology Acceptable Use Policy (AUP) for Employees which outlines employee obligations and responsibilities related to the use of ROP computers, internet, email, smart phones, blogging, podcasting and/or

other emerging technologies. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation. Access to CRY-ROP technology resources is provided to employees who agree to act in a considerate and responsible manner.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all employees who use the ROP's technological resources. Employees shall be required to acknowledge in writing that they have read and understood the ROP's AUP for employees. Employees must comply with CRY-ROP standards and honor the agreement to be permitted the use of CRY-ROP technology.

Should an employee violate the AUP, his/her use shall be terminated and future access may be denied. Disciplinary action may also result. If possible criminal activity is discovered, the proper law enforcement authorities will be notified.

#### **Use of Cellular Phone or Mobile Communications Device**

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

#### **Professional Conduct on Social Media Platforms**

Social media platforms allow employees to engage in conversations in widely accessible social media environments, which can be transmitted, recorded, archived or otherwise retained even after a user deletes the submission. Because of their public nature and accessibility by the community, social media platforms represent an extension of the workplace. Employees should take caution when posting to personal social networking sites, and maintain a professional relationship with all students, staff, parents/guardians, or community members via social media platforms.