

## I ACCOUNTING

### A BUDGETS

The budget process begins in March of the preceding year. Classes are reviewed individually, by department and overall for budget considerations. Other offices are allotted budgets by program and/or grant guidelines. Budgets are set-up by department supervisors within the guidelines set by the Business Office and the California School Accounting Manual. Please discuss classroom needs with your Supervisor far enough in advance to help develop the budget. For more budget information, see Business Section III Purchasing.

## B CONFERENCE ATTENDANCE

To have a conference pre-paid for by the East San Gabriel Valley Regional Occupational Program there is a two step process:

1. The request for conference attendance by an employee must be approved by the appropriate supervisor, Director of Fiscal Services, and the Joint Board of Management. **REIMBURSEMENT CANNOT BE MADE WITHOUT BOARD APPROVAL.** To ensure approval prior to the conference attendance, requests must be turned in to the Business Office at least one month prior to the conference date. See form in Appendix
2. Upon approval from the Joint Board of Management a requisition must be submitted to the Business Office along with a copy of the registration to receive a check for the conference registration. The check will be returned to the employee requesting the conference attendance so that registration can be completed. See form in Appendix

### **CONFERENCE REQUESTS MUST BE APPROVED BY THE JOINT BOARD OF MANAGEMENT PRIOR TO ATTENDANCE**

After attendance at the conference, the itemized Expense Form should be submitted immediately to the Business Office for hotel and other expenses. All original receipts must be attached for every category except mileage. See form in Appendix.

Please be sure to arrange for your own substitute. Requests for substitutes should be made ahead of time through the personnel office to ensure proper classroom coverage.

**The submission of the conference attendance request form does not constitute a request for a substitute instructor. Nor does it take the place of making the appropriate travel and registration arrangements required for conference attendance. Required arrangements may vary and are the sole responsibility of the attendee.**

## C CONTRACTS

Contracts between an individual or an organization and the ROP/TC must be approved by your Supervisor, The Director of Fiscal Services, the Superintendent, and the Joint Board of Management. Please seek direction from the Business Office or the Superintendent's Office prior to negotiating any form of contract with an outside agency or individual. Legal requirements must be met before a contract is valid. If proper procedures are not followed the employee could be deemed liable for any expenses incurred.

## D EMERGENCY MEDICAL PROCEDURES

### 1. **Students**

All accidents, injuries and medical emergencies (no matter how slight) **MUST BE REPORTED** immediately to the Main Office at the Del Norte Office at the time of the accident. In case of a medical emergency endangering life or limb, the paramedics or appropriate authorities shall immediately transport the student to the nearest medical facility for emergency treatment.

The ROPTC office should be contacted **IMMEDIATELY** at

**(626) 962-5080**

In addition to notifying the ROP/TC office, you must report the details of the accident by completing the "Student Medical Emergency" Form. This form must be kept on file in the ROP/TC office.

If a medical emergency occurs while the student is at a work site he/she should be treated just like an ESGVROP/TC employee. Contact the ESGVROP/TC Personnel Office immediately for authorization to take the student to the Irwindale Industrial Clinic for treatment. In addition to notifying the Personnel Office, you must complete details of the accident on the "Student Medical Emergency" Form and forward it to the Personnel Office.

**SEE MEDICAL EMERGENCY FORM FOR STUDENT IN THE APPENDIX  
BE SURE ALL INFORMATION IS FILLED OUT CORRECTLY  
INSTRUCTOR CONTACT NUMBER MUST BE INCLUDED ON FORM**

Please Note:

1. If the student is in the classroom the liability lies with the parent.
2. If the student is at the work site the liability lies with the ROP/TC.
3. The appropriate district must be notified **IMMEDIATELY** of any accident or emergency.

**2. ESGVROP/TC Staff**

All accidents and medical emergencies, no matter how slight must be reported to the Personnel Office and a report completed immediately (see appendix for medical emergency form for staff).

If there is no immediate threat to life and medical treatment is required, the individual must first obtain permission/authorization from the Personnel Office and then proceed to the Industrial Medical Clinic.

All emergency information for staff is located in the Personnel office.

**A MEDICAL EMERGENCY REPORT SHOULD BE COMPLETED FOR EVERY  
STUDENT AND STAFF PERSON.**

## E FIELD TRIP POLICY

On the day of the trip, all students must be verified as attending this field trip. This verification is brought to the main office and will be faxed to the appropriate counselors. Counselors must be aware of students not attending the field trip after approval has been received from parent, teachers, ROPTC and school.

Field trips must be scheduled. Requests will be processed in the order they are received. In scheduling field trips, adhere to the following:

1. AT LEAST 2 MONTHS PRIOR TO TRIP, verify availability of bus transportation with A & B Bus Company at (626) 962-6011.
2. Complete an Instructor Field Trip Request Form for approval from the Supervisor, Operations Supervisor, and the Director of Fiscal Services.
3. Submit the completed Instructor Field Trip Request Form to the main office for approval FOUR WEEKS PRIOR to the date of the field trip. Your request will be routed through the entire process and a copy returned to you.
4. The instructor fills out the appropriate sections of the Field Trip Information and Student Permission Form before sending to school with student.
5. Student permission forms must be completed and returned to the instructor, with all appropriate signatures at least one week prior to the field trip.
6. A certified instructor must accompany the class with one adult for each 15 students. At least two adults must attend each field trip. Travel with students on the bus.
7. Do not allow student to use alternate means of transportation on the field trip.
8. The instructor must supervise all students as they arrive for the field trip, accompany students on the bus, upon returning from the field trip, and must not leave until all students have departed.
9. On the bus, the driver is in charge of all passengers.
10. If the trip is canceled, notify the ROPTC office immediately. The office will notify counselors.
11. The Field Trip Information, Student Emergency Information and Permission Slip for each student attending the field trip **must accompany the teacher supervising the field trip.**
12. Verification of student attendance must be brought or faxed to the ROPTC main office on the day of the field trip for distribution to the counselors.
13. **STUDENTS MUST DRESS APPROPRIATELY FOR THE FIELD TRIP. STUDENTS AND INSTRUCTORS REPRESENT THE ROPTC AND MUST THEREFORE MAINTAIN PROPER CONDUCT AT ALL TIMES.**

**F**     MILEAGE

Mileage is paid on a reimbursement basis. The rate paid follows the federal rate (check with the Business Office for the current rate). Mileage should be calculated from your work site location to the location of the conference and/or meeting. Should your work day start at a location other than your normal work site, mileage should be calculated from the lesser of your home or work site to the conference and/or meeting site.

Mileage sheets should be submitted to the Business Office on the 25<sup>th</sup> of every month. Checks are processed and will be available on the 10<sup>th</sup> of the following month. If you receive a paycheck on the 10<sup>th</sup>, the reimbursement will be in the envelope with your paycheck or pay stub.

In order to process mileage for each fiscal year, the Business Office will need verification of current California Driver's License and proof of current liability insurance. These items must be brought to the Business Office before a purchase order can be created. In order to continue this process, it is important that this information be updated each fiscal year or upon insurance coverage change or renewal. Mileage sheets are issued on the 10<sup>th</sup> and due the 25<sup>th</sup> of every month. A copy of the current Mileage Record can be found in the appendix.

**IF YOU DO NOT HAVE A CURRENT CALIFORNIA DRIVER'S LICENSE AND/OR LIABILITY INSURANCE, YOU ARE NOT LEGALLY ALLOWED TO DRIVE IN CALIFORNIA. THIS MEANS YOU CAN NOT LEGALLY DRIVE ON BEHALF OF THIS ORGANIZATION OR RECEIVE REIMBURSEMENT FROM THE ESGVROP/TC!**

## G ADDITIONAL ASSIGNMENTS

Work hours in excess of your regular assignment, must be approved by your supervisor and the Personnel Office in advance! Extra hours worked on a one-time or temporary basis must be recorded on the "Additional Hours" Timesheet available from Personnel. These "extra" hours will be paid on a separate paycheck on the 10<sup>th</sup> of the month.

Employees with pre-printed time sheets and receive their paycheck on the fifth of every month **MUST NOT CHANGE THE HOURS PRINTED ON THIS TIMESHEET.** Any permanent changes to your work schedule must be submitted to the Personnel Office by your supervisor for approval. After approval has been received, the permanent changes will be entered into the payroll system and new time sheets will be created on your behalf.

## H DIRECT DEPOSIT

“Direct Deposit” is available to all staff members and enrollment forms are available in the personnel office. If you have Direct Deposit, you will receive a pay advice (receipt) in the mail. Pay receipts are mailed out on the 10<sup>th</sup> of each month. This advice gives you the same information as a pay stub.

**IMPORTANT: In case of bank account and/or address changes, you must notify the Payroll or Personnel Office immediately.** The incorrect information may not allow you to get paid. If your address is incorrect, your pay receipt will not reach you.

## II PAYROLL

### A PAYCHECKS

#### Paychecks are issued as follows:

Certificated Hourly Staff	Full-time regularly scheduled employees are paid on the 5 <sup>th</sup> of each month with timesheets due to the Payroll office with Supervisor signature on the last working day of the month. Part-time employees with changing schedules are paid on the 10 <sup>th</sup> of each month with time sheets due to the Payroll office with the Supervisor signature on the last working day of each month. When a regular payday falls on a weekend, checks will be issued on Friday.
Certificated Monthly Staff	On the 1 <sup>st</sup> of each month (when a regular payday falls on a weekend, checks will be issued on Monday)
Classified/Hourly Staff	On the 10 <sup>th</sup> of each month with time sheets due to the Supervisor on the 25 <sup>th</sup> of each month. When a regular payday falls on a weekend, checks will be issued on Friday.
Classified/Monthly Staff	On the 10 <sup>th</sup> and 25 <sup>th</sup> of each month (time sheets not needed). When a regular payday falls on a weekend, checks will be issued on Friday.

Paychecks may be picked up at your "home campus" **after 1:00 p.m.** To make other arrangements please contact the Payroll Office.

**Note: Certificated staff working summer assignments receive a memorandum from the payroll office at the beginning of summer listing the paycheck issue dates during the summer months.**

## B TIMESHEETS

### 1. **Certificated Hourly Employees**

Part-time instructors with irregular schedules are issued green timesheets for six months at a time. Hours must be recorded on a daily basis and submitted to your supervisor at the end of the month.

Full-time instructors with regular work schedules are issued pre-printed white timesheets every month. Timesheets should be reviewed for accuracy, note days off, signed and returned to your supervisor by the end of the month. **DO NOT MAKE CHANGES ON THESE TIMESHEETS!** Please refer to "Additional Assignments" on page II-B-8 for payment of approved work hours outside the normal work schedule.

### 2. **Classified Hourly Employees**

Classified hourly employees are issued timesheets six months at a time. Hours must be recorded on a daily basis and submitted to your supervisor at the end of the month.

### 3. **Monthly Employees (Classified and Certificated)**

Monthly salaried employees do not complete timesheets.

## C PAID COMPENSATION

### 1. **Jury Duty**

Please refer to the Jury Duty policy described in the Personnel Section of the staff manual.

Contact Personnel and your supervisor upon notification of jury duty.

- a. All employees are paid by ESGVROP/TC to perform jury duty service when summoned. The employee must submit the jury stipend to the Business Office (employee may keep the mileage portion). Submit the jury stipend amount either by personal check or cash along with a copy of the check received from the court system.
- b. Employees are paid by ESGVROP/TC for jury duty service based on their normal work hours for up to 10 days.

### 2. **Unauthorized Leave**

Please refer to the policy in the Personnel section of the staff manual. Employees are not paid for unauthorized leave.

### 3. **Vacation, Sick Leave, Bereavement, and Personal Necessity Leave**

Please refer to the Personnel section of the staff manual regarding detailed absence information. Monthly classified and certificated employees receive "Affidavits of Absence" from the Business Office to confirm absences after the fact. On the affidavit, indicate the reason of your absence, verify the date and total number of hours (or days) of your absence, and submit to your supervisor for approval. All affidavits must be returned to the Business Office after the employee and supervisor signed off.

### III PURCHASING

#### A BUDGETS

Program budgets are developed by the individual supervisor with input from instructors. All purchases made are kept track of within your budget. Purchasing procedures must be followed at all times to maintain your budget. If your classroom needs exceed your available budget, please discuss this with your supervisor. If it can not be provided for in the current fiscal year, it can be provided for in the following year, providing your supervisor agrees.

**B CONFERENCE ATTENDANCE**

Upon approval from the Joint Board of Management, a purchase order requisition form must be submitted to the Business Office along with a copy of the registration form to process a check for conference registration. Please allow two weeks of processing time. When the check arrives, it will be returned to the employee requesting the conference attendance so that registration can be completed. See "Purchase Order Requisition" form in Appendix.

**CONFERENCE REQUESTS MUST BE APPROVED BY THE JOINT BOARD OF MANAGEMENT PRIOR TO ATTENDANCE.**

For expenses incurred during the attendance of a conference, submit the "Itemized Expense" Form immediately to the Business Office for hotel and other expenses. All the original receipts must be attached for every category, except mileage. See Itemized Expense form in the Appendix.

Please be sure to arrange for your own substitute. Requests for substitutes should be made ahead of time through the personnel office to ensure proper classroom coverage.

**The submission of the conference attendance request form does not constitute a request for a substitute instructor. Nor does it take the place of making the appropriate travel and registration arrangements required for conference attendance. Required arrangements may vary and are the sole responsibility of the attendee.**

## C ESGVROP/TC EQUIPMENT RESPONSIBILITIES

During the school year, various moves from one work site to another occur. If you are relocated to another office on a different site, or the same site, or the same site, the Business Office must be notified in writing of your equipment's new location for inventory purposes. You can easily do this by filling out the form and completing the relocate section.

Also, if you no longer have a need for specific equipment and wish to give it to another employee to use (with your supervisors approval), you must also turn in a form with the transfer section completed or you will still be accountable for that particular piece of equipment.

There are also times when equipment becomes obsolete or non-repairable and begins to take up valuable space in your work area. We are happy to dispose of the equipment for you but you must not dispose of any equipment unless it is Board approved first. Otherwise it will remain on the inventory list and you will still be accountable for the equipment. In this case you can use the form with the disposal section completed and we will add it to the list of inventory for disposal. The disposal list is submitted to the Board in October and April for approval.

Once the Joint Board of Management has approved the disposal list, the Business Office will send a copy to you and THEN you can dispose of the equipment. **Once equipment has been approved for disposal by the Board it cannot be sold or given to anyone inside or outside the organization.**

Completion of the Equipment form (see appendix) and following these specific instructions are necessary due to auditors exercising inventory checks.

## D PURCHASE ORDER REQUISITIONS

Please adhere to the following guidelines:

1. Supervisors will give each instructor an appropriate budget to operate their program.
2. Items or services to be purchased must be itemized with catalog numbers and prices on the Purchase Order Requisition (see following page). All requested information on this form must be completed. Incomplete information may cause a delay in the receipt of the items requested.
3. Individual items over \$200 must be on a separate requisition. These items are considered equipment and must be tagged and inventoried.
4. Each department has an employee designated as the purchasing contact who can help you with the completion of requisitions and order status. Please consult with this individual regarding your purchasing questions. (See your supervisor for the name of this individual.)
5. Every requisition must be approved by the supervisor. Upon supervisor approval, the requisition is submitted to the Business Office by the department purchasing contact.
6. The Business Office will verify the program budget and the prices submitted on the requisition. The Business Office reserves the right to change vendors on requisitions.
7. The Business Office will notify the department contact upon receipt of the order and will assist in the delivery of orders where necessary.
8. Many vendors do not have a back-order process. Supplies not shipped must be reordered on a new purchase order requisition.

### **PLAN AHEAD!!**

- \* **Keep track of your supplies.**
- \* **Estimate when you will need to order more supplies.**
- \* **Expect 3-4 weeks for your order to be processed.**

**Requisition Form Instructions:**

When filling out a requisition for supplies you need to provide as much information as possible to aide in the timely processing of your order. Three-part requisition forms may be obtained from the Business Office. A copy of the "Purchase Order Requisition" Form is available in the appendix.

Top part of the form:

- 1) Originators name
- 2) Program name and location
- 3) Program No. (fund paying for supplies; please request your program number from the Business Office in case you do not know the number, so you can provide it on future requisitions forms)
- 4) Vendor name and address where you are purchasing from

Body of the form to list requested items:

- 5) Quantity
- 6) Unit (ea., bx., dz., rl)
- 7) Description of the item
- 8) Catalog item (very important)
- 9) Unit price (price of each item)
- 10) Amount (extension of items)

Make sure you subtotal all amounts. Add 8.00% sales tax and shipping cost. Requisitions without a signature from the supervisor will be returned. Items costing over \$200.00 (including tax) are considered equipment and must be submitted on an individual requisition form. Equipment items must be tagged with an inventory sticker.

Send the white and yellow copy of the completed requisition form to the Business Office. After processing, the yellow copy will be returned to you with the purchase order number and process date. Remember to order ahead of time whenever possible. Always keep inventory of items you need on a regular basis (toner cartridges, copy paper, file folders, etc.)

## E     WAREHOUSE SUPPLIES

Warehouse supplies are small office supplies kept on-hand in the back room of the Business Office. Small office supplies can be requested and picked up from the clerk in the Business Office. A Warehouse Requisition Form (see appendix) **must** be completed before supplies can be distributed. A price list of these items can be obtained from the clerk in the Business Office.

Charges for warehouse supplies will be debited against teacher/department budgets on a monthly basis. Monthly reports will be distributed to the department purchasing contacts by the 15<sup>th</sup> of the following month.