

ARTICLE 19: REGIONAL OCCUPATIONAL PROGRAM (R.O.P.)

19.100 Compensation

- 19.110 In the period of this agreement, or as mutually agreed otherwise, the R.O.P. members shall be employed on an hourly basis as set forth in the offer of certificated employment in accordance with the salary schedule as set forth in Appendix B6.
- 19.120 Full-time R.O.P. unit members (twenty (20) hours or more per week) shall be paid at their hourly rate for all R.O.P. teaching duties and for preparation time. All part-time R.O.P. unit members shall be paid at Step 1 of the approved R.O.P. salary schedule.
- 19.130 The summer semester rate of pay for R.O.P. unit members shall be equal to the rate of pay for the fall and spring semesters.
- 19.140 The parties agree that all extra duty assignments such as curriculum development, etc., will be advertised per existing District procedures and shall be paid at step one (1) of the R.O.P. Salary Schedule. Applicants will be screened for the position and selected by the District.
- 19.150 R.O.P. unit members must notify the District in writing at the beginning of each term of their interest in and availability to accept substitute assignments. Qualified current R.O.P. unit members shall have the first right of refusal for substitute assignments in the R.O.P. program. R.O.P. unit members accepting such substitute assignments shall be paid at step one (1) of the R.O.P. Salary Schedule.
- 19.160 R.O.P. unit members shall be paid their hourly rate for attendance on Staff Development Days. Full time R.O.P. unit members shall be paid at step one (1) for four (4) hours of classroom preparation prior to the opening of school for classroom preparation. R.O.P. unit members will be paid one additional hour at step one (1) for preparation and set-up at each career fair in which they participate. All other mandatory functions required by the District (e.g. department meetings, career fair) shall be paid at step one (1) of the R.O.P. Salary Schedule.
- 19.170 Completion of Level I requirements of the Designated Subjects Credential must be met for unit members to progress on the R.O.P. Salary Schedule steps.

19.200 Benefits

- 19.210 R.O.P. members who are contracted for twenty (20) hours or more per week shall receive the District's fringe benefit program as prescribed in Article 2.310 of this Agreement. Eligible R.O.P. unit members who work the fall and spring semester shall not have additional premium cost or be denied benefits if they are not contracted during the summer semester.

19.300 Hours/Work Load

- 19.310 R.O.P. unit members shall not be assigned more than eight (8) hours per day.

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- 19.320 The work day for full-time R.O.P. unit members employed during the summer semester may be up to 4.5 hours per day. The work day may be lengthened by mutual agreement between the unit member and the R.O.P. administrator.
- 19.330 The District reserves the right to establish the hours of instruction and related duties based upon the needs of the R.O.P. programs. Decreases in schedule hours shall not be made without an identifiable economic and/or educational reason. Such reason shall be provided in writing to the affected employee and to the Association prior to implementing the hour reductions.
- 19.331 Semester classes shall not be cut after the eighth (8th) week of instruction for classes composed primarily of high school students. However, such classes after the eighth week of instruction that do not maintain a weekly average enrollment of eighty percent (80%) of the enrollment in place during the eighth (8th) week of instruction may be dropped.
- 19.335 Tentative assignments shall be given to teachers one (1) week prior to the beginning of instruction.
- 19.336 A listing of R.O.P. vacancies including special requirements for the vacancy as established by the District, shall be posted on the District and R.O.P. Websites and at the R.O.P. site in a location frequented by the staff. Available positions will remain posted until filled.
- 19.340 The District will make a good faith effort to schedule classes in consecutive blocks of time.
- 19.350 Opportunities for additional instructional hours shall first be offered to qualified full-time R.O.P. unit members up to a maximum of eight (8) hours per day. All current staff will be notified of R.O.P. certificated positions that become available.
- 19.355 The minimum average class size for R.O.P. classes shall be eighteen (18) student attendance hours per class section.
- 19.360 R.O.P. unit members shall receive the assistance of an instructional aide during periods in which class attendance exceeds thirty (30) students. Class sizes shall be in accordance with Section 10091(b) of Article 5 of the California Administrative Code.
- 19.370 R.O.P. unit members shall have at least a thirty-minute duty-free lunch.
- 19.380 Eligibility for preparation hours to be based upon 7% for part-time and 9% for full-time of the unit member's teaching hours worked in a regular assignment per semester except for fire science, extra truck driving instructors, and those R.O.P. teachers currently on contractual assignment. For class sections that maintain an average of twenty-two (22) students in attendance over the duration of the course schedule, an additional 2% preparation time will be paid or for class sections that maintain an average of twenty-five (25) students in attendance over the duration of the course schedule, an additional 4% preparation time will be paid.

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19.390 If a R.O.P. unit member's total assignment is reduced by 25% or more, the unit member shall have the right to request to be relieved of all duties.

19.400 Leaves

19.410 Accumulation and use of sick days for hourly R.O.P. unit members shall be in accordance with the provisions of this Agreement (Appendix G).

19.500 Termination

19.510 No R.O.P. employee shall be terminated without first affording the employee an opportunity to meet with the Superintendent's designee to discuss the reason(s) for the proposed termination and to present any evidence on their own behalf for consideration.

19.600 R.O.P. will be staffed with a minimum of one (1) counselor.