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Introduction

Purpose of the Tutor and Peer Advisor Policy and Reference Manual

The purpose of the Tutor and Peer Advisor Policy and Reference Manual is to provide tutors and peer advisors employed by the Central Coast California Student Opportunity and Access Program (Cal-SOAP) with direction and guidance. Although this manual is meant as a reference guide, it is not all-inclusive.

The consortium is required to operate in accordance with the following:

- California Education Code Sections 69560-69566
- Provisions of the annual contract between the California Student Aid Commission (CSAC) and the consortium
- Cal-SOAP Policies and Requirements Manual, issued by the CSAC in October 2004
- Policy statements, operational bulletins or alerts issued by the Commission
- Administrative decisions made by the Commission
- The Central Coast Cal-SOAP Policies and Procedures Manual created in September 2004

In the event of a conflict between this manual and the above references, the policy set forth in the above shall take precedence.

Effective Date of Manual

Policy and procedures, as outlined in this manual, are effective July 1, 2016. Addendums and modifications will be implemented on an as-needed basis and will take effect immediately, unless otherwise noted.

About the Central Coast Cal-SOAP Consortium

Background

The Cal-SOAP Projects were established by the California State Legislature in 1978 for the purpose of increasing postsecondary educational opportunities to certain targeted students by providing them with academic, advising, and related services. Cal-SOAP provides post-secondary information to pre-college students, academic enrichment, and outreach services with the goal of increasing accessibility of post-secondary educational opportunities for low-income and underrepresented elementary, middle and high school students.

The Central Coast Cal-SOAP consortium is one of 15 Cal-SOAP projects funded by a state grant administered by the California Student Aid Commission (CSAC). The first planning year for the consortium was in 2000, and the first year of implementation was fiscal year 2001-2002.

History of the California Student Aid Commission (www.csac.ca.gov)

Since its creation the Legislature in 1955, the Commission has continued to evolve in response to the changing needs of California students and postsecondary institutions. Once a small state scholarship agency with a handful of employees, the Commission has become a highly complex financial aid organization. As the principal state agency responsible for administering financial aid programs for students attending public and private universities, colleges and vocational schools in California, the Commission has never wavered from its central mission—making education beyond high school financially accessible to all Californians. The Commission provides financial aid policy analysis and leadership, in partnership with California’s colleges, universities financial institutions, and financial aid associations. The Commission consists of 15 appointed members. Eleven of the commissioners are appointed by the Governor and represent segments of the State’s higher education community, students and the general public. The Speaker of the Assembly and the Chair of the Senate Rules Committee each appoint two members as representatives of the general public.

Vision

Toward a California that invests in education opportunity, fosters an active, effective citizenry, and provides a higher quality of social and economic life for its citizens.

Mission

Making education beyond high school financially accessible to all Californians.

Fiscal Year Funding

The consortium is funded on a fiscal-year basis, from July 1, through June 30, pending approval of the state budget by the state legislature and renewal of the consortium’s contract by the Commission.

Goals

As stated in the CSAC policies and procedures manual, Cal-SOAP will accomplish the following:

- Increase the availability of information to students about the existence of postsecondary education and the available sources of financial aid;
- Improve student access to higher education by raising their achievement levels;
- Reduce the duplication of services by coordinating outreach efforts.

Partners and Service Areas

The Central Coast Cal-SOAP is an intersegmental consortium of educational institutions and community agencies comprised of six secondary school districts, 4 four-year universities, two

community colleges, and two community agencies. The following school districts, colleges/universities and youth centers share partnership in the consortium:

Allan Hancock College	Santa Maria
Boys and Girls Club of Santa Maria Valley	Santa Maria
California Polytechnic State University	San Luis Obispo
City of Santa Maria, Abel Maldonado Youth Center	Santa Maria
Cuesta College	San Luis Obispo
Guadalupe Union School District	Guadalupe
Lompoc Unified School District	Lompoc
Lucia Mar Unified School District	Arroyo Grande
Paso Robles Joint Unified School District	Paso Robles
Scholarship Foundation of Santa Barbara	Santa Barbara
Santa Maria-Bonita School District	Santa Maria
Santa Maria Joint Union High School District	Santa Maria
Santa Ynez Valley Union School District	Santa Ynez
University of California	Santa Barbara

Fiscal Agent

Allan Hancock College (AHC), accredited by the Western Association of Schools and Colleges (WASC), is the currently designated fiscal agent for the Central Coast Cal-SOAP Consortium.

Governance

The Central Coast Consortium of the California Student Opportunity and Access Program (Cal-SOAP) is provided general direction by an executive committee and governed by a governing board. In addition, the accounting, administrative, and personnel policies and procedures of the fiscal agent will be followed.

In the event of a conflict between the fiscal or managerial controls of the fiscal agent and the law, policies, or procedures of the consortium or the Commission, CSAC policy shall take precedence.

Tutor/Peer Advisor Employment

Central Coast Cal-SOAP tutors and/or peer advisors are employees of the Central Coast Cal-SOAP project, hired through Allan Hancock College. Tutors and/or peer advisors are employed to provide tutoring and peer advisement services to students at specific sites within the consortium service area; however, on occasion, tutor and/or peer advisors may be requested to assist with special financial aid and outreach activities hosted or coordinated by Cal-SOAP, or attend workshops, training, or conferences outside the consortium's service area.

Eligibility

In order to be eligible for employment as a tutor/peer advisor, a student must meet all of the following criteria:

- Enrolled in at least six (6) units at a college or other postsecondary school as an undergraduate student
- Receives or is eligible to receive any type of need-based financial aid
- Maintains a minimum cumulative GPA of 2.00 in all college or other postsecondary school work
- Is at least 17 years old at time of employment (If 17: requires copy of high school diploma or equivalent)
- Provide proof of eligibility to work in the United States
- Have own transportation and provide evidence of vehicle insurance
- Complete new hire orientation through the AHC Human Resources and/or Career/Job Placement Center Departments
- Complete Tuberculin (TB) screening test (no cost to student)
- Be fingerprinted (no cost to student)

A student enrolled in a secondary school (K-12) is not eligible for employment as a tutor and/or peer advisor, even if the student is simultaneously enrolled in a postsecondary college or school.

In the event any of the above criteria is no longer being met, the tutor and peer advisor must notify the Cal-SOAP office immediately. Also, if there is a change in learning institutions (i.e., transfer, move, or dual enrollment) the Cal-SOAP office must immediately be notified by the tutor or peer advisor.

Hiring Process

The Cal-SOAP Project Director approves all hiring which begins the employment process. No tutor or peer advisor shall begin work until they have been notified by the Cal-SOAP office that all of the following requirements have been satisfied.

To initiate new hire paperwork (a Position Approval Request & Notice of Employment or a student contract with AHC – Career/Job Placement Center (CJPC)) the prospective tutor must bring the following to the Cal-SOAP office on the AHC Santa Maria campus:

- Financial aid award letter or evidence that BOGW was awarded.
- Completed Cal-SOAP application and 'Hours of Availability' information sheet
- Transcript of coursework with proof of enrollment of six units or more
- Student aid report (SAR)

All new hires must attend an orientation and be cleared from AHC Human Resources for TB and Live Scan. Allan Hancock College is an Equal Opportunity Employer. No individual will be denied work or subject to different treatment on the grounds of race, color, national origin, sexual orientation, physical disability, or age.

THE CAL-SOAP OFFICE WILL ADVISE THE TUTOR/PEER ADVISOR OF THEIR FIRST WORKDAY.

Tutor/Peer Advisor Separation from Employment

Condition of Employment

Cal-SOAP tutor/peer advisors will have a fixed schedule and work hours at their job site. This will permit the tutor/peer advisor to work only the hours that are needed during the week. Tutors/peer advisors are not to deviate from their scheduled work hours. Tutors/peer advisors will only be paid for hours worked according to their scheduled work hours. Any additional work hours must be approved by the project director in advance.

Voluntary Separation

A tutor/peer advisor wishing to voluntarily separate from employment with Cal-SOAP should submit a memo of intent to the Project Director at least two weeks in advance. Memo should include:

- Tutor's name
- Work site assignment
- Reason for separation
- Last work date

The original final time sheet, signed by the site supervisor, should be delivered to the Cal-SOAP office within 24 hours of or on the next business day after the last day worked.

Involuntary Separation

Causes for involuntary separation will be determined on a case-by-case basis, depending upon the severity of the situation. Cases where the safety of students and staff are being compromised will result in immediate termination and if necessary, law enforcement will be involved. Breaking rules of confidentiality, falsifying records (including time sheets), and blatant bad behavior are also causes for termination.

Failure to attend Cal-SOAP training sessions, communication with Cal-SOAP staff and site coordinator, submit required documentation including time sheets, perform work duties, report to work with no valid explanation, consistent tardiness to work site and other related and inappropriate work behavior will result in either a warning by the site coordinator/project director and/or termination from the program.

Tutors/peer advisors have the right to submit in writing and also meet with the project director to discuss any discrepancies or disagreements with work behavior in question. This request must be submitted to the project director within five (5) days of notification of termination. The project director will determine if a meeting with the site coordinator, tutor/peer advisor and other school staff is necessary to resolve the situation.

Supervision

Although tutors/peer advisors ultimately report to the Central Coast Cal-SOAP Project Director and support staff, a certificated or classified employee at each tutoring site will be designated as Site Coordinator to supervise day-to-day tutoring/peer advising responsibilities.

Site Coordinators are responsible for establishing tutor schedules (up to the maximum allowable number of hours) and validating tutor hours worked, as well as assisting with the collection of documentation.

Work Standards and Procedures

Standards of Conduct

Cal-SOAP tutors/peer advisors are to comply with the Tutor Policy and Reference manual at all times. Specific work site policies and procedures must also be followed.

It is the responsibility of the tutor/peer advisor to ask questions and assure the culture at a particular work site is understood. The Site Coordinator will be responsible for providing this assistance.

While every situation cannot be listed, every tutor/peer advisor is expected to demonstrate a high level of professionalism in the workplace.

Attendance/Punctuality

Tutors are expected to show up on time or early according to their work schedule. You are required to attend all trainings, Cal-SOAP staff meetings and other mandatory events.

Attitude

All tutors must display a positive and motivating attitude. This positive attitude is not only a reflection of the program, but also encourages others to shadow this conduct.

Communication

Effective communication is a key role of a tutor. Always keep an open mind to communication by maintaining and encourage open dialogue with your site coordinator and the Cal-SOAP office. If certain situations arise that you are not sure how to handle, contact your site coordinator and/or Cal-SOAP Office.

Leadership

Tutors/peer advisors are placed in a role of leadership and are expected to show creativity, initiative and responsibility.

Mentor Students

Tutors/peer advisors are to be a positive role model to students. Share your experiences as a student, how to overcome obstacles, discuss with them how to become a successful student and encourage post-secondary education.

Preparedness/Participation

All tutors/peer advisors are expected to be prepared for meetings, appointments, and events. This includes timely arrival, positive attitude, organized materials and wearing Cal-SOAP T-shirt and identification badge.

Role Model

Students will look to you for leadership and support. Be attentive to their needs and follow through on your commitments. Be a role model by paying attention during lectures and events; they will follow your lead.

Teamwork

You must work as a team with school staff and program staff.

Rules of Behavior

Alcohol/Drugs

Possession, sale or use of alcohol or illegal drugs, and drug paraphernalia is prohibited at training or on school sites and are grounds for termination.

Tobacco

Tutors/peer advisors are prohibited from smoking or chewing tobacco inside or within 50 feet from the doorway of school, or site sponsored facility, or during educational/community outreach events. Tutors/peer advisors should never smoke or use tobacco products while wearing any Cal-SOAP identification. In addition, during the performance of your work duties, tutors/peer advisors should refrain from smoking or chewing tobacco and should never smoke/use tobacco products in the presence of students. If not followed, this will be grounds for termination.

Insubordination

Refusal to serve or to comply with an order (insubordination) is a serious offense and is grounds for termination. This includes not performing tasks assigned by Cal-SOAP staff and school staff, lying not attending meetings or required training, and using profane or abusive language toward a staff person, student, parent, or other tutor.

Violence

Fighting, violence, threats of violence, disorderly conduct, or destruction of work property are ground for termination.

Unlawful Acts

Theft, extortion, gambling, or other lawful acts are not tolerated and are grounds for termination.

Weapons

Cal-SOAP tutors/peer advisors are not allowed to carry, keep, or use weapons at their school site, at work meetings, or trainings. Use or possession of weapons while performing Cal-SOAP activities is grounds for termination.

Conduct

Cal-SOAP tutors/peer advisors have a responsibility to work cooperatively and collaboratively for the betterment of Cal-SOAP as a whole, both on and off duty. This includes but is not limited to: conduct showing lack of good judgement or cooperation, disrespect for racial, sexual, or individual differences, harassment of others, breach of confidentiality, prohibited activities during work hours, unsafe behavior, or an unwillingness to assume tutor/peer advisor responsibilities may be grounds for termination.

Ethical Behavior

The use of work time, facilities, or equipment, to conduct personal business is strictly prohibited and may be grounds for termination. In addition, tutors/peer advisors are not permitted to fraternize with students from work sites. Participating in any of the following activities is considered unprofessional or unethical and will result in immediate termination: dating any junior high or high school student (even if they are 18 years or older, purchasing or providing alcohol, violent behavior, intimidation, jeopardizing safety, or any activity deemed by the Central Coast Cal-SOAP as unprofessional or unethical.

Never give a student a ride in your vehicle, if there is an emergency situation, call a school staff person or our office for assistance. Please attempt to minimize physical contact with any student. We encourage handshakes and high fives; however, hugging or kissing students is not permitted.

Never give your personal phone number or email address to a student. Do not email students or add them to your social network sites. The students you are working with are minors and it's in your best interest to not socialize with them during non-work hours; remember you are their tutor not their friend. Never be alone in a room with students (a school employee/staff member must be present at all times when you are tutoring students). Failure to comply is immediate grounds for termination and further legal action will be taken, if necessary.

Use of technology

Texting or speaking on the phone while working with students is not permitted. If you need to make a phone call or send a text message please wait until the class is over or walk outside; please always give your undivided attention to the students when you are working with them. Do not listen to music while at work. Do not take any pictures of students without permission of designated school staff and a signed authorization form signed by student and their parent. If you have Facebook or other media outlets, consider setting the privacy setting to friends or custom. Think about anything on your page that you would not want an employer, student or parent to see. Do not post to social networking websites during work hours.

Disciplinary Process

Discipline is intended to produce a specific change in character or pattern of behavior. Discipline can range from ongoing “preventive” training, such as orientation and counseling to dismissal. The disciplinary measures available to the Cal-SOAP program are:

During the Cal-SOAP orientation, tutors/peer advisors are told what is expected, why it is expected, and what happens if expectations are not met.

Corrective Warning

Corrective warning point out to the tutor/peer advisor exactly what the offense is and the implication of a repeat offense. Corrective warning may take the form of a mild reminder or formal verbal warnings. Verbal warning may be given by school staff or Cal-SOAP project staff. Notes of this verbal warning may be put in the tutor’s file.

Corrective Action Plan (Written Reprimand)

A corrective action plan documents a violation, incident, or series of incidents that will result in termination if continued. The written reprimand is signed by the tutor, program staff, and school staff if it involved the placement site. The plan will address the offense, advice given to the tutor on how to correct his or her performance, and any additional disciplinary action taken. The plan will be placed in the tutor’s personnel file and will result in a performance evaluation.

Separation

In the event of a serious violation of one of the policies or procedures listed in this handbook or of the placement site, it may be the first/last step. Tutors/peer advisor will be notified of termination in writing. Tutors/peer advisors can submit in writing and also request to meet with the Cal-SOAP project director within five (5) days of notification of termination. The project director will determine if a meeting with school staff is necessary to resolve the situation. This decision is binding.

Job Responsibilities

Tutor/peer advisor responsibilities include attending every Cal-SOAP training, collecting the Cal-SOAP student application forms, documenting student contacts as required for the state mandated database, abiding by school site or work site policies and procedures. Restricting activities to only those permitted by the California Student Aid Commission such as tutoring academics and advising on college related activities.

Schedule

All Cal-SOAP tutors/peer advisors will have a fixed schedule and work hours at their job site. This schedule will permit the tutor/peer advisor to work only the hours that are needed during the week. Any additional hours (up to the maximum) must be approved by the Project Director. The request must be submitted via email or in writing at least one week prior to the schedule change. Additional hours may or may not be approved, based upon available funding.

Absences

If a Cal-SOAP tutor/peer advisor is unable to report to work as scheduled, they must FIRST call their site coordinator to report their absence. If absences add up to more than five days (5) in one month, these absences must be reported to the Cal-SOAP office. A decrease in hours, or change to a work schedule must be reported in writing to the Cal-SOAP office immediately.

Confidentiality

All Cal-SOAP documentation, applications, and data collected (e.g., records, grades, test reports, student personal information, transcripts, financial aid data, etc.) are considered confidential information. Sharing this information with anyone besides the student it belongs to is not permitted. This includes providing confidential information to an adult or parent of the student. Prior to releasing any information about a student, the tutor/peer advisor will need to check with the site coordinator. Failure to comply is grounds for immediate termination from Cal-SOAP.

Change in Contact Information

It's important that the Cal-SOAP office be able to contact you with information relevant to the performance of your job. If there are any changes to your contact information (e.g., address, phone number, email address), contact the Cal-SOAP office immediately.

Safety and Accident Reporting

All Cal-SOAP tutors/peer advisors are required to submit required documentation for any accidents occurring on the job. This includes incidents that may occur to the tutor/peer advisor or a student at the work site. First, notify your site coordinator immediately. Then, report the incident to the Cal-SOAP office staff. You may be asked to complete appropriate reporting forms to document the incident. In the event of an emergency (e.g., a natural disaster, fire, lockdown, etc.), follow instructions from school/site staff. Once the situation is under control, report the incident immediately to the Cal-SOAP office.

Dress Code

Tutors/peer advisors are to comply with AHC CJPC, school district and youth center dress codes. It is required that you wear your Cal-SOAP shirt while on the job. It is not permitted to wear any clothing that allows undergarments to be visible, nor items that advertise alcohol, drugs, and/or cigarettes. Tutors/peer advisors are also prohibited from wearing shorts, tank tops, ripped jeans, apparel that identifies them as a gang member or logos/messages that are obscene, sexually suggestive, political, demeaning or advocating use of drugs or alcohol, etc. Tutors/peer advisors are expected to maintain high standards of personal hygiene and appearance; no strong perfumes or body odor. Clothes will be clean and fit properly (not excessively tight, sized small as to show midriff, hips, backside, and underwear or oversized). Pants are to be properly worn (defined as at or slightly above the waist – no bagging or sagging).

Hair, including facial hair, shall be neat, clean and present a groomed appearance. Fingernails shall be clean and trimmed and no jewelry is to be worn on the face including the tongue. Please pay attention to attire, and dress appropriately and professionally. If you are not sure, please check with the Cal-SOAP Director.

Training

Formal training is provided to Cal-SOAP tutors/peer advisors. Training may include information pertaining to subject such as employment, data collection, and tutoring skills. Because training addresses information relevant to how a tutor performs their job, attendance at all training sessions is mandatory—even for tutors previously employed by Cal-SOAP. If unavoidable circumstances prevent attendance, the tutor/peer advisor must contact the Cal-SOAP office as soon as possible.

Hours in attendance at training sessions will be paid by Cal-SOAP at the current tutor/peer advisor rate of pay, and should be recorded on the tutor's time sheet as normal work time.

Typically, Cal-SOAP tutor workshops are held two times each fiscal year, once in early fall and again in late winter.

Mandatory Reporting

You are required to attend mandatory report training. You will be notified the date and time. Because you are working with minors who are under the age of 18 you are legally required by the Child Abuse and Neglect Act (Penal Code Section 11164-11174.3) to report any suspicion you may have of any child being abused or neglected in any way. Although you may consult with your site coordinator/classroom teacher or program staff for advice, you are solely responsible for reporting any suspicion you may have. Please note that you do not need evidence, you just need suspicion.

California law defines child abuse as any of the following: (basic reasons for reporting www.dss.cahwnet.gov):

- A child is physically injured by other than accidental means
- A child is subjected to willful cruelty or unjustifiable punishment
- A child is abused or exploited sexually
- A child is neglected by a parent or caretaker who fails to provide adequate food, clothing, shelter, medical care or supervision.

Protocol for Reporting Child Abuse or Neglect

1. Inform your designated school staff person that you will be making a report
2. Get a Suspected Child Abuse Report from the school.
3. Review the report form before you call to make sure you have as much information as possible
4. Call the Santa Barbara County Child Welfare Department at immediately
5. Complete the report form within 36 hours.
6. Give a copy of the form to the appropriate school staff person (principal, counselor etc.). Make a copy for yourself.
7. Notify the Cal-SOAP Director that a report has been filed.

Student Contact/Tutoring Services

Acceptable Activities

Cal-SOAP tutors/peer advisors are permitted to tutor students in English, math, science, history and other approved subjects. Tutors/peer advisors can also discuss activities related to college (e.g., getting into college, college applications, financial aid information, SAT/ACT prep information, career and major goals, grades, and extracurricular activities). You may also participate in college fairs sponsored by your school site, provide classroom presentations on college topics, and attend any Cal-SOAP sponsored activity, including the Cal-SOAP funded college tour. Any activity not related to college or linked with Cal-SOAP must be cleared by the Cal-SOAP project director. Activities not approved will not be paid and will be considered volunteer work.

Unacceptable Activities

Tutors/peer advisors are prohibited from discussing their own personal challenges, advising students on how to handle problems at home, issues that deal with alcohol, drugs, sexual abuse and other personal life challenges. Refer students that wish to discuss such issues to the school psychologist or the Cal-SOAP site coordinator. You must inform a student that is disclosing personal information that you will report any illegal activity to the site coordinator or law enforcement. Any questionable activity should be discussed with the project director and/or site coordinator prior to participating.

Tutor/peer advisors will not be assigned to duties that are primarily responsibility of clerical staff, janitorial staff, credentialed teachers or teacher's aides (specifically activities such as filing, grading papers, entering data, administrative support duties or having sole responsibility for the management and discipline of the classroom, set-up and cleanup of activities and recess duties.

Classroom Tutoring

Tutors will need to fill out a LOG SHEET. Tutors will fill in student's first and last name, birth date and grade on the log sheet and note, according to the legend provided, what subject the student was tutored in. One log sheet will be used for each pay period. The tutor will be responsible for daily tracking of student services. The completed log sheet will be returned to the Cal-SOAP office by the end of each month, along with the tutor's time sheet.

Individual/Small Group Tutoring

Tutors working with individual students or a small group on an irregular basis will need to fill out a LOG SHEET. Tutors will fill in student's last name, first name, birth date and grade on the log sheet and note, according to the legend provided what subject the student was tutored in. One log sheet will be used for each pay period. The tutor will be responsible for daily tracking of student services. The completed log sheet will be returned to the Cal-SOAP office by the end of each month, along with the tutor's time sheet.

Peer Advisement

Tutors working with students in a peer advisement capacity will track information using a LOG SHEET. Peer Advisor will fill in student's last name, first name, birth date and grade on the log sheet and note, according to the legend provided, what subject the student was advised. Activities addressing subjects such as Cal-SOAP information, college information, FAFSA information, and financial aid, academic planning, career planning, and transfer information will be tracked using these sheets. One log sheet will be used for each pay period. The advisor will be responsible for daily tracking of student services. The completed log sheet will be returned to the Cal-SOAP office by the 10th of each month, along with the tutor's time sheet.

Travel

Travel Requests

Normally, tutors/peer advisors are not required to travel on Cal-SOAP related business. If a situation should arise, all travel requests must be coordinated with the Cal-SOAP office in advance.

All employees must obtain an approved AHC *District Request for Travel* form, prior to any Cal-SOAP related travel away from either the AHC campus or their designated worksite, and submit the form to the Central Coast Cal-SOAP office. Trips to and from a worksite or the AHC campus are not considered travel and will not be paid.

Request for Travel Within AHC District

Employees who are expected to travel within the AHC district more than once a month on Cal-SOAP business must obtain an approved open district travel request. Employees who are expected to travel within the AHC district once a month or less on Cal-SOAP business must complete a separate district travel request for each travel.

Request for Travel Outside the AHC District

An approved AHC District Request for Travel form must be obtained for each occasion of travel outside the AHC district. In addition to the specific date(s), times, location, and purpose of travel, the request shall include an estimate of costs (e.g., lodging, meals, parking, transportation). No open travel requests will be issued for any out-of-district travel.

Travel Reimbursement

Travel expenses shall be reimbursed in accordance with rates set by the California Department of Personnel Administration. The most current rates can be found at <http://www.calregs.com> – California Code of Regulations, Title 2, Division 1, Chapter 3, Subchapter 2, Article 2, DPA Rule 599.619 (meals and lodging) and DPA Rule 599.631 (mileage).

Reimbursement for Travel Within the AHC District

Employees with an open travel request must submit an approved *Claim for Reimbursement for On-the-Job Transportation* form to the Central Coast Cal-SOAP office the last business day of each month, in order to receive mileage reimbursement.

Employees providing an individual district travel request for each occasion of travel must submit an approved *Claim for Reimbursement for On-the-Job Transportation* form to the Central Coast Cal-SOAP office within 72 hours of return from trip, in order to receive mileage reimbursement.

No food, lodging, or incidental expenses will be reimbursed for travel within the AHC district.

Reimbursement for Travel Outside the AHC District

Travel expenses shall be reimbursed in accordance with rates set by the California Department of Personnel Administration. The most current rates can be found at <http://www.calregs.com> – California Code of Regulations, Title 2, Division 1, Chapter 3, Subchapter 2, Article 2, DPA Rule 599.619 (meals and lodging) and DPA Rule 599.631 (mileage).

A *District Travel Expense Claim Voucher* must be completed and submitted to the Central Coast Cal-SOAP office within 72 hours of return from out-of-district travel. The claim must indicate actual (allowable) expenses incurred, and be accompanied by original receipts for each expense and evidence of travel/attendance (e.g., an event agenda, conference material, name badge). No expense will be reimbursed without an original receipt, and all expenses will be reviewed to ensure they are within state allowances.

Out of State Travel

Out of state travel is not authorized.

Payroll

AHC, as the fiscal agent, generates all Central Coast Cal-SOAP payroll in coordination with Payroll. All federal, state and local taxes and elective/non-elective benefits deductions may apply. No tutor/peer advisor shall be paid for sick time, overtime, or jury duty, and there is no volunteer work in this program.

Pay Period

Tutors/peer advisors and student workers are paid **once per month** for the period beginning the **1st and ending the 31TH of month**. Tutors/peer advisors and student workers are hourly employees and, therefore, must submit a completed, approved time sheet to the Central Coast Cal-SOAP office by the close of the last business day prior to the end of each month. Time sheets must be completed in black or blue ink.

Time sheets may not be accumulated. Tutors are to be paid every month for hours worked. Site coordinators or the Cal-SOAP office may assist you; however, **time sheets are a tutor's responsibility.**

Work Time

The maximum allowable work hours are:

- 8 hours per day
- 19 hours per calendar week
- 5 consecutive days
- 999 hours and 170 days per fiscal year (July 1 through June 30)

Partial hours should be indicated in increments of no less than .25 (1/4 of an hour), using decimals (i.e., ¼ hour = .25, ½ hour = .5, and ¾ hour = .75).

Holidays

AHC will be closed for specific holidays throughout the year. These are days that employees are not authorized to work. The Holiday Schedule and Fiscal Year work Sheet for 2020-2021 are provided for your reference. Any time sheet submitted with hours on the “closed” days will be held for correction by the employee.

Time Sheet Approval

Time sheets should be signed monthly by your site coordinator and submitted to the Cal-SOAP office for final approval. Time sheets must be submitted by 3:00pm on the end of each month.

Pay Check

Tutors/peer advisors and student workers will receive pay checks on the 10th of every month. You either get it deposit on your bank account, mail to your home or pick up in building A at the cashier’s window.

Federal Work Study (FWS) Payroll

Tutors receiving FWS through AHC will be required to attend a FWS orientation and complete and submit all required paperwork. Students receiving FWS will need to complete and submit timesheet with right program code until the allotted FWS funds are exhausted.

Tutors who receive FWS through a learning institution other than AHC must follow that institution’s process and dates for: pay periods, time sheet due date, use of FWS funds during winter break and any other payroll requirements. **Important: A copy of the submitted time sheet must be provided to the Cal-SOAP office no later than the last day of the pay period.**

Note: Employee must exhaust all FWS funds before transferring to Cal-SOAP funds. Winter and Spring breaks are the only exception for AHC students.

Central Coast Cal-SOAP Website

We will strive to assure you have access to forms and documents that you will need throughout the fiscal year. Please visit the Cal-SOAP website for updates and additional information you may need. You can view the website at www.centralcoastcalsoap.com. Any further questions or clarifications should be directed to the Cal-SOAP project director or support staff.

Allan Hancock College
Central Coast Cal-SOAP
800 S. College Dr. Santa Maria, CA 93454

Office: (805) 922-6966
Fax: (805) 739-0045

Diana Perez, Cal-SOAP Director (x3654)
dperez@hancockcollege.edu

Rosa Cortes, Cal-SOAP Fiscal Administrative Technician (x3884)
rosa.cortes@hancockcollege.edu

TUTOR AND PEER ADVISOR POLICY AND REFERENCE MANUAL
ACKNOWLEDGEMENT

I have received the Cal-SOAP tutor and peer advisor policy and reference manual, which outlines both my obligations and my privileges as an employee of the Central Coast Cal-SOAP organization. I agree to familiarize myself with the contents of this manual and to seek clarification of any item that I do not understand. I also agree to comply with the standards and rules outlined in this document.

Tutor sign your name

Date

Tutor print your name

Cal-SOAP Staff