

**Superior Unified School District
#15**



Employee Handbook
2018-2019

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SUPERIOR UNIFIED SCHOOL DISTRICT #15

DISTRICT VISION



STAFFING

DISTRICT MISSION

Hire the best people and train them. Celebrate successes with staff. Monitor and evaluate performance.



ACADEMICS

Identify and teach what students need to learn. Assess whether students have learned what is being taught. Provide intervention and enrichment. Use best teaching practices and technology to engage students in learning.



FAMILY /COMMUNITY
ENGAGEMENT

Identify and provide opportunities for families to connect with the schools. Provide consistent and honest communication between staff and parents. Develop partnerships with local entities to support the schools and the Community.



COLLEGE TO CAREER
EXPOSURE

Identify and implement career paths for students. Provide opportunities for both college and real world experiences.



TEAMWORK

Develop life-long skills, leadership, and discipline. Learn to work with other individuals to reach shared goals. Promote pride within the school and the Community.

Superior Values



Once a Panther, Always a Panther

Welcome to Superior Unified School District and 2017-2018 school year!

Governing Board Profile

The Arizona Constitution places the responsibility of establishing and maintaining public schools on the Arizona legislature and directs the legislature to provide for a state board of education, which has general supervision of the public schools. It is further provided that local public schools under the general supervision of the State Board of Education shall be maintained, developed, and operated by locally elected boards. Legally, then, local school boards are instruments of the Arizona Legislature and derive their authority from the Arizona Constitution, Arizona statutes, and the regulations of the Arizona Administrative Code.

The Superior Unified School District has five dedicated individuals who represent our District in service to our community, our schools, and our children. Our Governing Board believes that the special needs of children can be best met through the utilization of a team approach in making educational decisions. Therefore, the Governing Board and the Administrative Team work as partners for the benefit of students in our District.

Each member of our Governing Board is committed to the development and implementation of reliable educational policies and instructional programs that provide opportunities for every student to explore his or her environment develop effective social skills, master the basic tools of learning, and enhance self-esteem and specific talents, as well as attain acceptable values and attitudes.

Our Governing Board Members are:

Arlynn Godinez, President
Jon Nathan Duarte, Clerk
Mila Besich-Lira, Member
Ignacio Magallanez, Member
Catherine Sommer, Member

School Board meetings are the first Wednesday of each calendar month and begin at 6:00PM. The meetings are held in the JFK multi-purpose. Special meeting may be called from to address specific issues.

District Administration

Superior Unified School District #15
1500 Panther Drive, Suite 101, Superior, Arizona 85173
520.689.3000

Stephen Estatico, Superintendent
Pamela Duarte, Business Manager
Maria Munoz, Special Services Coordinator
Oscar Gonzales, IT Director
Melissa Perez, Food Service Supervisor
Michael Diaz-Gonzalez, Transportation Supervisor/Mechanic
Louie Cano - Maintenance and Facilities Supervisor
Valerie Garcia-Denogean, CTE/CVIT Director
Bertha Montaña, District Secretary

Superior Jr/Sr High School Grades 7-12
100 Panther Drive, Superior, Arizona 85173
William Duarte, Principal
Angela Brammer, Guidance Counselor
April Juarez, Secretary
Melanni Garcia, Secretary/Payroll

John F. Kennedy Elementary School (Grades Preschool-6)
1500 Panther Drive, Superior, Arizona 85173
Ken Major, Principal
Angela Olmos, Secretary
Sonia Estatico, Secretary

Notice to Employee

It is your responsibility to become familiar with the materials contained in your Employee Handbook.

The information contained in this handbook applies to all employees of Superior Unified School District. It is presented as a matter of information only and its contents should not be interpreted as a contract or work agreement between the District and any of its employees, nor does it imply continuing employment. Nothing contained within this handbook should be interpreted to supersede Governing Board Policy. Any verbal or written representations to the contrary of the above statements are invalid and should not be relied upon by any prospective or existing employee.

Notice of Non Discrimination

Superior Unified School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Superior Unified School District’s Career and Technical Education department does not discriminate in enrollment or access to any of the available programs. The lack of English language skills shall not be a barrier to admission or participation in the district’s activities and programs. The Superior Unified School District also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at 1500 Panther Drive, Suite 101, Superior, AZ 85173, or at the contact information listed below.

Angela Brammer
504 Coordinator
Superior USD #15
100 W. Panther Drive
Superior, AZ 85173
(520) 689-3000

William Duarte
Title IX Coordinator
Superior USD #15
100 W. Panther Drive
Superior, AZ 85173
(520) 689-3000

Maria Munoz
Title II Coordinator
Superior USD #15
100 Panther Dr., Ste 101
Superior, AZ 85173
(520) 689-3105

Notificación Pública Annual de No Discriminación

El Distrito Escolar Unificado Superior no discrimina en base a raza, color, origen nacional, sexo, edad o discapacidad en el ingreso a sus programas, servicios o actividades, en el acceso a ellos, en el trato de personas o en cualquier aspecto de Sus operaciones. El departamento de Educación Profesional y Técnica del Distrito Escolar Unificado Superior no discrimina en la inscripción o el acceso a cualquiera de los programas disponibles. La falta de habilidades en el idioma inglés no será una barrera para la admisión o participación en las actividades y programas del distrito. El Distrito Escolar Unificado Superior tampoco discrimina en sus prácticas de contratación o empleo.

Este aviso se proporciona como lo exige el Título VI de la Ley de Derechos Civiles de 1964, la Sección 504 de la Ley de Rehabilitación de 1973, el Título IX de las Enmiendas de Educación de 1972, la Ley de Discriminación por Edad de 1975 y la Ley de Americanos con Discapacidades de 1990 .

Preguntas, quejas o solicitudes de información adicional sobre estas leyes pueden ser enviadas al coordinador de cumplimiento designado en 1500 Panther Drive, Suite 101, Superior, AZ 85173, o en la información de contacto que aparece a continuación.

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Superior, AZ 85173
(520) 689-3105

General Information/District Policies and Procedures

Activity Fund Management

Student Activities

Upon recognition of the Superintendent, the Board will designate a student activities treasurer. The Superintendent shall assure the establishment and maintenance of the "Student Activity Fund" as defined in A.R.S. 15-1121 through A.R.S. 15-1124.

The Superintendent shall require the establishment of appropriate procedures whereby all persons having any duties related to such funds are advised of requirements and responsibilities therefore. All persons shall be held in strictly accountable for the manner in which these guidelines are followed.

The Superintendent shall ensure that an accurate, detailed report of all revenues and expenditures of the Student Activities fund is kept. Copies of the records shall be presented to the Board not less than once during each calendar month.

Auxiliary Operations

The Auxiliary Operations Fund shall consist of monies raised with the approval of the Board in pursuance of and in connection with all activities of school clubs/organizations and athletic activities.

Fund monies shall be accounted for in accordance with the requirements of the USFR.

After authorization by the Board, fund monies shall be deposited in a bank account designated as the auxiliary operations fund.

Disbursements shall be made by check signed by (2) employees of the District designated by the Board.

Below are Student Activities Funds and Auxiliary Operations Funds Collection Procedures as well as documentation required for deposits and check requests.

Auxiliary Deposits

- Cash Count Slip
- Record of Ticket Sales
- Receipts
- Cash Collection Report
- Inventory

Student Activity Deposits

- Cash Count Slip
- Record of Ticket Sales
- Receipts
- Cash Collection Report
- Inventory

Student Activity Checks

- Invoice
- Requisition/Purchase Order
- Authorization to Draw Check
- Packing Slip
- Club Minutes - Originals

Auxiliary Checks

- Invoice
- Requisition/Purchase Order
- Authorization to Draw Check
- Packing Slip

FUNDS COLLECTION PROCEDURES

The following procedures are per the Uniformed System of Financial Records and the Superior Unified School District and are required to be followed.

Beginning of Business Day:

1. Inventory Items and document on Daily Inventory Form.
2. When receiving money: Complete a receipt, 1 copy to customer, 1 copy for District.

End of Business Day:

1. Money should be counted by 2 staff
2. Cash Count Slip filled and signed by 2 staff
3. Money, Cash Count Slip, Inventory Report and receipts must be sent to District Office at the end of the business day.
4. Requirements to be met:

Inventory should balance with money received

Money should never be left over night in office.

All proper documentation must be complete and submitted to the district office.

Purchasing:

Employees may need to purchase supplies or services in relation to their position with the District.

Any job-related purchase must be requisitioned prior to the time the purchase is made.

Employees who fail to follow this procedure must assume the financial responsibility for the item.

Care of School Property/Keys:

The proper use and protection of all school properties is essential. Equipment and materials should be maintained in a respectable manner.

Any accidental damage or vandalism should be reported to your principal or supervisor.

District keys issued to employees are the employee's responsibility. Employees who loan or duplicate their keys will be subject to disciplinary action. All keys must be surrendered when no longer needed, no longer employed, or upon request by the Superintendent. The loss of a key must be reported to the Superintendent upon discovery of the loss, and the employee may be required to pay for rekeying or replacing all affected locks.

Child Abuse

Any school personnel or any other person who reasonably believes that a minor is or has been a victim of physical injury, child abuse, or neglect that appears to have been inflicted upon the minor by other than accidental means or is not explained by the available medical history as being accidental in nature, or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports of such information to be made to a peace officer or to Child Protective Services (CPS) of the Department of Economic Security, except if the report shall be a peace officer only. Such reports shall be made immediately by telephone or in person and shall be followed by a written report within seventy-two hours. Such reports shall contain:

- The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including evidence of previous abuse, child abuse, physical injury or neglect.
- Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

A person furnishing a report, information, or records required or authorized under Arizona Revised Statutes or a person participating in a judicial or administrative proceeding or investigation resulting from a report, information, or records required or authorized under ARS is immune from any civil or criminal liability by reason of such action unless such person has acted with malice or unless such person has been charged with or suspected of abusing or neglecting the child or children in question. **(Per Board Policy JLF)**

Complaints/Grievances:

Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

Complaint Procedure

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-539 *et seq.* may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies JK, JKD and JKE.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

Corporal Punishment

The Superior Unified School District #1 disallows corporal punishment. (Per Board Policy JKA)

Disciplinary Action:

In conjunction with the District's Employment Policy, the Superintendent or his/her designee has the authority to warn or recommend dismissal, demotion of, or suspension of any employee upon recommendation of the employee's immediate supervisor. Employees may have the right to appeal this action following the guidelines found in Governing Board Policy GCQF and GDQD.

Termination of personnel is at the discretion of the Governing Board, based upon recommendation of the Superintendent or his/her designee. Causes for release include, but are not limited to, the following:

- Incompetency
- Immorality
- Insubordination
- Neglect of duty
- Dishonesty
- Unprofessional conduct
- Failure to obey State law, Federal law or District policies and/or procedures

If more information is required, please refer to Governing Board Policy GCQF for Discipline of Professional Staff and Governing Board Policy GDQD for Discipline of Support Staff.

Due Process:

Employees of the Superior Unified School District have rights guaranteed by the First, Fifth, and Fourteenth Amendments to the United States Constitution. These rights are acknowledged and protected by policies and regulations adopted by the Governing Board.

DISTRICT RESPONSIBILITIES TO EMPLOYEES

Confidentiality of Personal Information

Personal information concerning employees (residence, phone numbers, and address) will not be given out without the employee's consent. If a parent or other person requests such information, the offer will be made to take the caller's phone number and the employee will be notified of the call.

Employee/student phone numbers and addresses will not be used for personal or financial gain.

Staff Involvement in Decision Making

It shall be the policy of the Board to encourage employee participation in the decision making for the District. The Superintendent is authorized to establish such committees as necessary to recommend policies and regulations that will enhance the operation of the District.

The Superintendent shall establish, with certificated and support staff employees, channels for the ready intercommunication of ideas and feelings regarding the operation of the schools. The Superintendent shall weigh with care the counsel given by employees and inform the Board of such counsel in presenting recommendations for Board action.

Personnel records and files

Professional employees are required to supply the District office with current and complete official transcripts of all college credits. It is the duty and responsibility of each certificated employee to keep such certification current.

The District will maintain a complete and current official personnel file for each District employee. Employees will be advised of, and will be permitted to review and comment on, all information of a derogatory nature to be placed in their respective personnel files.

All documents within a personnel file are confidential; and the District may create such sub-files within a personnel file as are appropriate to ensure confidentiality and efficient use of the file. Access to personnel files will be limited to authorized District officials and employees. Individual Board members shall have access only when specifically authorized by the Board, as evidenced by action of a quorum of the Board in a legal meeting properly noticed. Employees may review their own files by making written requests to the Human Resources Supervisor. Confidential information obtained prior to an employee's employment, such as recommendations, will not be available for review by the employee.

Documents within a personnel file may be reviewed by the public only to the extent that disclosure is compelled as a public record.

Staff Protection

The Board will be vigorous in its protection of all employees from physical and/or verbal abuse.

- Any employee who is threatened with harm is to notify the principal or supervisor immediately, and steps are to be taken at once to protect the employee's safety.
- The Board will protect employees through a comprehensive liability insurance program. A copy of such policy is available for inspection in the business office.
- The Board will hold harmless and defend any District employee from claims for damages caused or alleged to have been caused in whole or in part by that employee while performing assigned duties as an employee of the District under the provision of the District's liability policy, whether or not that person is employed by the District at the time the claim is made, provided that the District will not be obligated to assume any costs or judgments held against the employee when such damages are proved to be due to the employee's willful negligence, violation of law, or criminal act as determined by a court of law.

Drug/Smoke-Free Workplace:

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the supervisor within five (5) days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

Employees in violation of the terms of this policy (G-0950) will be subject to discipline, which may include, but is not limited to, dismissal and/or referral for prosecution.

Drug and Alcohol Testing:

The District is committed to the establishment of a drug and alcohol misuse prevention program that meets or exceeds all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991. Each employee of the District who is required to have a Commercial Driver's License (CDL), is subject to pre-employment/pre-duty drug and alcohol testing conforming to Department of Transportation (DOT) guidelines. All offers of employment for drivers with the District will be made contingent upon pre-employment test results. An applicant testing positive for alcohol or controlled substances will not be considered for employment. Ongoing drug testing on a selected or random basis will occur for transportation employees. Drivers may also be tested following an accident or when the District has reasonable suspicion that they are using drugs or alcohol. Reasonable suspicion means that the District believes the behavior, speech, body odor, or appearance of a driver while on duty are indicative of the use of alcohol and/or controlled substances. Employees who refuse to submit to drug and alcohol testing, or whose test results are positive, may be disciplined in accordance with District policies, up to and including

termination of employment. For additional information about the District Drug Testing Policy, refer to Governing Board Policy E-2350.

Dress Code:

All Superior Schools employees shall dress in a professional manner that reflects positively on their position in the community. All employees shall have an appearance that is appropriate in light of the environment in which they work and the duties of their jobs. The Superintendent shall establish regulations and guidelines defining acceptable dress for all employees.

Employees' apparel must be modest, safe, and clean so that it does not detract students from the "educational process" and is reflective of current business and societal norms.

Employees must always consider that their employment places them in the position of role models for students. Employees shall be expected to exhibit a professional image to students, parents, and the community. The Governing Board expects the dress and appearance of certificated and support personnel to be professional and appropriate for their job description.

Dress will be considered professionally appropriate if it does not disrupt the classroom or District atmosphere. Professional standards of dress shall observe the following guidelines:

- Clothing should be safe and appropriate for the responsibility of the job.
- Clothing should be free of frays, holes, or tears and should not expose undergarments, chests, or midriffs.
- Clothing shall not display profanity, obscene gestures, or sexual suggestions, nor shall it support alcohol or cigarettes.
- Caps/hats should not be worn inside of buildings.
- Shorts or other exercise clothing are not acceptable except for coaches and physical education teachers, while actively teaching. At the discretion of the site administrator, other employees whose duties justify this clothing option may be granted permission.
- Flip-flops are not acceptable.
- Jeans may only be worn on days designated by the site administrator.
- Clothing shall be free of political messages. Political messages are defined as those that are intended to influence the outcomes of elections or to persuade persons to vote for or against a particular candidate, party, position, or measure.

Emergency Response Plan:

The District Crisis Plan is located at each site. For further information, please contact your building or department Crisis Plan Team member.

Assignments

The Superintendent will determine all staff assignments. Such assignments shall be based on the needs of the District. In addition, no right to school, grade, or subject assignment shall be inferred from the standard teacher's contract or classified work agreement.

Transfers

The procedure for assignment and transfer of staff members will be based on the needs of the instructional program. Assignments may be changed to serve the best interests of the District and students.

Employees may apply for transfer or reassignment, whether or not a vacancy exists. Generally, transfers will not be approved during the school year unless the needs of the District dictate such approval.

It shall be the policy of the Board that personnel be assigned on the basis of their qualifications, the needs of the District, and their expressed desires. When it is not possible to meet all three (3) conditions, personnel shall be assigned first in accordance with the needs of the District, second where the Superintendent determines the employee is most qualified to serve, and third as to expressed preference of the employees.

In the case of vacancies in new or existing positions, first consideration will be given to qualified applicants among current employees.

The Superintendent shall have the responsibility for the assignment of all personnel throughout the District.

The resolution of any conflicts over the need for a transfer shall be based on what is best for the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.

Employment of Close Relative:

No person employed by the District may be directly supervised by a close relative (father, mother, son, daughter, sister, brother, or spouse). This policy will apply for summer or part-time work as well as for full-time employment.

A dependent of a Board member (a person more than half of whose support is obtained from a Board member) cannot be hired in the District except by consent of the Board. The spouse of a Board member cannot be employed by the District.

Employee Contracts and Evaluations

Certified Contract Renewal:

Teaching contracts are offered by the Governing Board. Employees are required to sign and return the contract within fifteen business days after the date of issue. Failure to return this contract or work agreement within the designated timeline will be considered as a resignation or non-acceptance.

Notice of inadequacy for classroom performance will be given to teachers prior to the notice of intent to dismiss or of non-renewal of contract (per A.R.S. § 15-536).

Certified Salary Schedule Information:

Initial placement is based on degree, credits, and experience. Addenda are also given for additional responsibilities such as coaching, certain endorsements, hard to fill positions, etc.

It is necessary to have official transcripts of all college credits on file in the Human Resources Department. The maximum number of credits accepted (cap) for salary increase is 36 credits above highest degree earned. Previous verified experience recognized for the purpose of placement on the salary schedule is defined as any previous full-time certificated teaching in any public school. For a teacher to receive credit for previous teaching experience, the teacher must furnish the office of the Superintendent full information concerning the previous teaching records. When the experience has been verified, credit will be given by the District.

Any person who does not work the full term as set up by salary schedule shall be paid on a prorated basis for the number of days to be worked for the remainder of the school year; this shall include school days taught plus the number of days required for orientation.

Certified Extra Duty Pay:

Certified staff may be eligible for additional compensation paid in the form of a fixed amount issued for specific responsibilities with determined beginning and ending dates.

Certified Evaluations:

In accordance with state law, the District shall involve its certificated teachers in the development and periodic evaluation of the teacher performance evaluation system. A copy of the evaluation system shall be given to each teacher in the District. For more information on Certified Evaluations, see Governing Board Policy GCO.

Certificate Renewal:

It is the responsibility of the employee to keep a record of when his or her teaching certificate expires and to complete the renewal process *prior to expiration*. Renewal forms may be obtained from the Arizona Department of Education. The Arizona Department of Education is continually implementing new certification requirements. You may want to contact the Arizona Department of Education website to obtain this information.

It is the responsibility of each certified staff member to keep track of the number of in-service hours he or she has accumulated toward certification. **IMPORTANT NOTE:** Once a certificate is renewed, the *original* must be submitted to the District Office so it can be recorded by the Pinal County School Office. Failure to submit your certificate will result in delay of your paycheck. A copy of your certificate will be maintained in the District Office.

Classified Employment:

Support staff members are all employees of the District who are not required by state law or by a District policy, regulation, or job description to possess *teaching* certificates from the Arizona Department of Education for the purpose of performing their jobs, unless they are expressly designated as professional staff members in notices of employment or contracts executed by the Governing Board.

Classified Employment Status:

All support personnel are either term employees or at-will employees of the District.

Term employee. A term employee is a support staff member who is employed by the District pursuant to a written contract that specifies the duration of the employment contract, which shall not exceed one (1) year. All support staff members who are not term employees are at-will employees.

At-will employee. An at-will employee is a support staff member who is employed by the District for no specific term and who has no right of continued employment. The employment of an at-will employee may be terminated by action of the Governing Board without advance notice. No employee or Governing Board member shall have the authority to make any agreement or contract to the contrary or any agreement with an at-will employee for any specified period of time. No District policy or regulation or item within the District's handbook is intended to - and shall not operate to - create any property or contract rights inconsistent with the at-will employment status of support staff members.

Classified Salary Schedule Information:

Initial placement is based on degree, category, and experience. New hires with experience will be evaluated on an individual basis to determine placement on the schedule.

Classified Extra Duty Pay:

Classified staff may qualify for extra duty assignments outside of their contracted work agreement. Additional compensation for the extra duties will be paid in the form of a fixed hourly rate or gross amount issued for specific responsibilities with determined beginning and ending dates. Whenever applicable, pay for extra duty must be coordinated with regular pay in accord with the requirements of the Fair Labor Standards Act.

Classified Evaluations:

All support personnel shall be evaluated by the appropriate supervisor or administrator. A written evaluation of effectiveness of each support staff member shall be completed during the first year of employment and not later than ninety (90) days after the first day of work. A second first-year evaluation will be not later than the anniversary date of employment. At least once each year thereafter, an evaluation will be conducted. The evaluation will be used to increase job proficiency and for recommending continued employment.

Full Time/Part Time:

Superior Unified School District defines a full-time employee as one who works thirty (30) hours or more per week. All other employees are considered part-time.

Benefits, Salary, Deductions, Retirement

Benefits Eligibility:

Benefits will be awarded in accordance with Federal requirements and guidelines.

Insurance:

Full-time employees are eligible to participate in District's benefit plans as of the first of the month after 30 days of active employment. Health insurance plans for employees are through Arizona School Board Association Insurance Trust. The cost of any coverage above the allocated amount for the employee is the responsibility of the employee, paid through payroll deduction. For details on how to secure an insurance plan please contact the District Office.

COBRA:

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), which is a federal law, employees may be allowed to continue their health insurance benefits, at the employee's expense, for up to 18 months after either voluntary or involuntary termination.

To qualify for COBRA continuation coverage, an employee must have a qualifying event that causes the employee to lose group health coverage. The following are qualifying events:

For employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

For spouses

- Loss of coverage by the employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

For dependent child

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

Workday:

Employees are expected to work the number of hours specified on their Work Agreement or Contract; however, overtime may occasionally be required. If overtime is required, it must have prior approval by the immediate supervisor and the Superintendent. Please refer to the Compensatory Time-Classified section of this manual for further details.

Classified staff members who work 20 hours or more per week are allowed a one-half hour lunch break. The superintendent may also adjust a particular work schedule to allow for emergencies.

Workday times

All Certified Staff: 7:30am-3:30pm

Classified Staff Paraprofessionals

K-3- 7:30am – 2:30pm

4-6 – 8:20am – 3:15pm

7-12- 8:20am – 3:15pm

Food Service, Custodial, and Maintenance will be based on position, needs of the District, and recommendation of Supervisors.

Paychecks:

Paychecks are sent to school and department supervisors every other Friday for distribution. If payday falls on a school holiday the Payroll Department will be open during specified hours at their discretion so employees may pick up their paychecks.

Certified employees may choose one of two ways to receive their earned pay:

- 22 Equal payments while school is in session (*this selection confirms nonannualization selection*)
- 22 Pays with a lump sum payment at the end of the school year

Your selection cannot be requested or changed after the beginning of the school year.

Payroll Deductions:

Standard deductions include: Federal and state income tax, Social Security/Medicare, Arizona State Retirement, and Long Term Disability through State Retirement. Each check stub shows the amount deducted for these areas. Changes in the retirement fund rates become effective the first pay period after July 1st. In addition, you may authorize the Payroll Department to make various other deductions such as Credit Union, Direct Deposit, annual annuities, etc.

It is the employee's responsibility to notify the Payroll Department, in writing, of any additions, deletions, voluntary deductions or changes to his or her tax deduction status.

Income Tax:

A Withholding Exemption Certificate (W-4 form) must be completed by each employee upon employment. This determines how much Federal tax will be deducted from the employee's gross pay. Employees should contact the Payroll Department for a new W-4 when corrections must be made (i.e., new address, change of name, change in number of exemptions, etc.).

Each January, a Federal W-2 form is sent to each employee indicating the amount of salary received and the amount of taxes withheld during the calendar year. **Please be sure to maintain a current address on file with the Payroll Department.**

Resignation/Release from Contract:

Teachers understand that, under A.R.S. §15-545, resigning without advanced Governing Board approval is deemed to be an unprofessional act that may subject Teacher to disciplinary action by the State Board of Education, up to and including suspension or revocation of the teaching certificate for unprofessional conduct in accordance with A.R.S. §15-545.

Teacher agrees not to resign from employment effective prior to the conclusion of the final day required by his/her contract unless the resignation has been approved in advance by the Governing Board.

Retirement:

Superior Unified School District is governed by the laws of Arizona relating to employee retirement. Retirement is calculated on a point system, with one point being given for each year of the employee's age and one point for each year of service.

Regular retirement can be taken once an employee reaches a combined total of eighty points. Employees must notify the Governing

Board of their intent to retire by March 1st. For additional information on retirement, please contact the Business Department or the Arizona State Retirement System.

Supplementary Insurance:

In addition to health insurance, the District provides a number of voluntary insurance programs. These include: life insurance, short term disability insurance, dental insurance, and vision insurance.

Worker's Compensation:

All District employees qualify for insurance coverage by the Arizona Industrial Commission if injured on the job. To insure proper coverage, the employee *must* immediately report the injury to the school office or supervisor. Exact time and location of the injury, persons involved and details of the accident *must* be provided. Please contact the District Office immediately.

When an injury occurs, the employee may use available leave until compensation, if approved, begins. For more information on Worker's Compensation, see Governing Board Policy GBGD.

Fingerprinting/Background Investigations:

Arizona Revised Statute §15-512 requires all district employees (permanent and temporary) and volunteers to be fingerprinted. Employee fingerprint checks that contain questionable items may result in termination of employment. Background Investigations must be completed prior to any employee or volunteer working for the Superior Unified School District. A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a class 3 misdemeanor. For additional information about Fingerprinting/Background Investigations, refer to Governing Board Policies GCFC and GDF.

Hazardous Material/Chemicals:

All chemicals brought onto campus must be checked in at the office and accompanied by a Material Safety Data Sheet (MSDS), available in every school and department. No hazardous chemicals are to be brought onto District property unless

directed by District administration. In case of a chemical spill or other hazardous materials emergency, please follow cleanup procedures indicated on the MSDS and notify the Maintenance Supervisor immediately. Refer to Crisis Plan Handbook.

Health-Related Issues:

Disease control and prevention measures are implemented by the District to minimize the likelihood that communicable diseases will be transmitted. This is intended for the health and welfare of all students and employees as required by law and mandated by the Arizona Department of Health Services. Preventive measures may include exclusion from school. Such measures will be taken by the Superintendent upon the advice of the County Health Department and in cooperation with the school health aide. Staff members may be excluded from school as a result of actual or suspected communicable disease and must be reassessed by the school nurse or the Superintendent's designee before returning to work. Reporting communicable diseases will be done in accordance with the law. Confidentiality will be maintained to the extent that the safety of the employee with the communicable disease, co-workers, and students are not compromised. For additional information, refer to Governing Board Policy GBGCB.

Immunizations:

Employees born after December 31, 1956 must show proof of immunization from measles/mumps/rubella (per A.R.S. § 15-873). Employees of the Special Education and Preschool, including bus aides, must also show proof of negative tuberculosis testing. Those who are unable to show proof of MMR immunization will be subject to leave without pay, in the event of a measles outbreak within the District. Blood tests confirming immunity will be accepted in place of proof of vaccination.

Internet/Electronic Information Services Use:

The technological equipment available for use is the property of the Superior Unified School District. You have no expectation of privacy while using such district owned devices. The District may log the use of all systems and monitor all system utilization.

Use of the District's Electronic Information Services (i.e., the Internet), is subject to the following guidelines. The user:

Use the EIS for educational purposes only.

Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

Abide by all copyright regulations.

Keep confidential all home addresses and personal phone numbers of staff and students.

Understand that electronic mail is not private.

Use the network so that it does not disrupt the use of the network by others.

Assume personal financial responsibility for any services or products incurred without District authorization.

Safeguard all software and system security.

Maintain supervision of students using the EIS.

Take responsibility for personal accounts, including password protection.

Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal accounts by unauthorized persons.

Each user will be required to sign an EIS user's agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. For additional information on Internet/Electronic Information Services Usage, refer to Governing Board Policy IJNDB.

Inventory:

Employees are required to inventory school property twice a year before school begins and when school ends. Any time property is disposed or transferred to another area; it must be documented on a Request for Authorization to Dispose of Equipment form and forwarded to the District Office.

Leaves – Paid/Unpaid

Bereavement:

A full-time employee may be granted, upon request to the Superintendent, up to five (5) days of leave per year, with pay, to be used in the event of death in the employee's family as defined in GCCA.

A part-time employee may be granted, upon request to the Superintendent, up to three (3) days of leave per year, with pay, to be used in the event of death in the employee's family, as defined in GCCA.

Extensions of bereavement leave may be granted upon personal request to the Superintendent. If approved, all such extensions of bereavement leave shall be deducted from the employee's accrued leave time.

In the absence of any accumulated personal leave, and upon request, the Superintendent may approve an unpaid leave of absence for each day of extended bereavement leave used.

Compensatory Time – Classified:

All compensatory time must be approved in advance by the supervisor immediately in charge of your school or department and the Superintendent. No classified employee is to work, volunteer, supervise, or donate any hours over the normal forty-hour workweek without the approval of his or her immediate supervisor and the Superintendent. Exceptions are

that you can sponsor, volunteer for, or donate time to tasks outside your normal work responsibilities. Employees violating regulations of the Fair Labor Standards Act (FLSA) may be subject to disciplinary action.

Reporting Absences – Certified: Certified employees are required to notify their supervisor per their site’s supervisor’s procedures. In case of a planned absence or request for release time (doctor appointment, military duty, etc.), employees must consult their supervisor in advance. An absence form should be completed prior to the absence and submitted to the office. For same day emergencies please call the school’s secretary and the school’s principal as soon as possible so that substitute arrangements can be made.

All certified staff must fill out Leave of Absence paperwork, even if they do not require a substitute or if the absence qualifies as Professional Leave.

Reporting Absences – Classified:

All classified employees must call their department supervisor prior to the beginning of their workday each day they will be absent. In case of a planned absence or request for release time (vacation, personal leave, etc.), employees must consult their supervisor in advance. An absence form should be completed prior to the absence and submitted to the supervisor. Employees’ building or department supervisor may also at his or her discretion, require a doctor’s note verifying the reason for employee absence. Once at work, any deviation from your regular work schedule (e.g., leaving early, working extra hours, changing lunch time, etc.) requires prior knowledge/permission of your supervisor.

All Employees must speak to the supervisor, or if not available, the next available person when calling off or coming in late. Messages sent by text, Facebook, etc. will not be accepted.

Jury Duty:

All employees will be provided leave for regularly called jury duty and to appear as a witness in court, other than as a litigant, for reasons not brought about through the convenience or misconduct of the employee. The employee shall notify their supervisor immediately upon receiving a jury duty notice or summons to appear. The employee while serving jury duty, will receive their regular pay, but must turn into the District Office any amount received for jury services. **(Per School Board Policy GCCD)**

Military Duty:

If an employee is called to active duty in the armed forces, he or she will be given military leave from their job as per the Family Medical Leave Act (FMLA). Employees who are absent for two weeks on active duty for National Guard or Reserve training are required to submit a request to their immediate supervisor with a copy of the military orders attached (see Policy G-2950 for more information).

Professional Leave:

The Superintendent or his or her designee may grant professional leave with pay whenever it is considered to be of value to the District. Professional leave may be granted for special meetings and seminars or any other area of professional development. Written requests for professional days must be submitted in advance and approved by the supervisor and the superintendent.

Sabbatical Leave:

Sabbatical leave may be granted to certificated teaching and administrative personnel for a maximum of one (1) year when conforming to Arizona Revised Statute, 15-510.

Application for sabbatical leave must be received by March 15. It will be considered within the framework of all applicable law, on the basis of improvement of professional preparation and/or the educational program of the District, current assignment of the individual, value of the leave to the District, and funds that are available (per Policy G-3050).

Sick Leave:

Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. Earned paid sick time shall be provided to an employee for:

- An employee’s mental or physical illness, injury or health condition; an employee’s need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee’s need for preventive medical care;
- Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition, care of a family member who needs preventive medical care;
- Reasons related to child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in **A.R.S. 23-373.**

As defined in statute (**A.R.S. 23-371**), “family member” means:

- Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor;

A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee’s spouse or domestic partner or a person who stood in loco parentis when the employee or employee’s spouse or domestic partner was a minor child;

- A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
- A grandparent, grandchild or sibling (whether of biological, foster, adoptive or step relationship of the employee or the employee’s spouse or domestic partner; or
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Family illness, for purposes of sick leave, shall not exceed a period of three (3) days, unless an approval is granted by the Superintendent.

Each staff member shall be credited with a sick leave allowance at the rate of one (1) day per month up to ten (10) or twelve (12) days, determined by the number of months employed:

Twelve (12) month employment	twelve (12) days
Ten (10) month employment	ten (10) days

When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy. For more information regarding Sick Leave, see Governing Board Policy GCCA.

Personal Leave:

Each staff member will be granted personal leave not to exceed three (3) days per year. Personal leave is allowed to be used for necessary and legitimate reasons, such as the funeral of a close friend, personal business, special religious holidays, etc. No more than ten percent (10%) of the staff or other groupings of employees may take personal leave at any one time. Requests for personal leave must be received at least four (4) working days prior to the first day of leave when possible, and must be approved by the supervisor.

Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at any one time.

Personal leave will not be granted during the following periods:

- On the day immediately preceding or following a holiday or vacation.
- During the first two (2) weeks of school or the last two (2) weeks of school.

On June 30 of each fiscal year, up to three (3) days of unused personal leave shall be converted to accumulated sick leave.

Payment for Unused Sick Leave:

When an employee retires or leaves the District, sixty dollars (\$60.00) will be paid for each day of unused (accumulated) sick leave. This benefit is for employees who are terminating after having been employed for at least ten (10) consecutive years.

In order to qualify for the sick leave buyback, a letter of intent to retire must be submitted to the Superintendent on or before March 1 of the school year preceding the school year of retirement. The purpose of such notice is to permit the Board to schedule the appropriate sum in the next annual budget.

Family Medical Leave Act (FMLA):

The District shall fully comply with the Family and Medical Leave Act and all interim and final regulations interpreting the FMLA issued by the U.S. Department of Labor. If more information is required, please refer to Governing Board Policy GCCC.

Vacation – Certified Administrators:

Twelve-month certificated administrators earn four (4) weeks of vacation, which shall be taken when school is not in session. Vacation may accumulate to a maximum of forty (40) days, at which time no more vacation can be earned. As accumulated vacation days are used and drop below forty (40) days, an eligible employee may again accumulate vacation up to the maximum limit. If workloads disallow vacations as established, the Superintendent may approve vacation days during the school year.

Vacation – 12 Month Employees:

All full-time, regular twelve (12)-month support staff employees shall earn and accumulate vacation days with pay as follows:

- During the first year of employment a maximum of six (6) days.
- During the second (2nd) year of employment through the fifth (5th) year, a maximum of ten (10) days.
- During the sixth (6th) year through the ninth (9th) year, a maximum to fifteen (15) days.
- During the tenth (10th) through fourteenth (14th) years of continuous employment, a maximum of twenty (20) days.
- During the fifteenth (15th) through nineteenth (19th) years, a maximum of twenty-five (25) days.
- During the twentieth (20th) year and thereafter, a maximum of thirty (30) days.

Year of employment shall be defined as beginning on the first day worked (full time) to the anniversary of that date.

Vacation time earned during each year of employment, as defined above, must be used by July 31st following the year in which it was earned, or the days will be forfeited.

Vacation weeks and credits accumulate only when a support staff member is employed full time. All vacation schedules shall be subject to approval by the Superintendent.

Holidays:

Employees shall be entitled to all legal holidays during the school year, as announced by the Superintendent and in conformance with Arizona Revised Statutes. Other holidays will be established by the school calendar and work schedules.

Holiday pay is paid at the rate of your current work schedule and daily work hours, i.e., if you work 6.5 hours, your Holiday rate will be the same number of hours. All vacation schedules shall be subject to approval by the Superintendent. For more information regarding Staff Holidays, see Governing Board Policies G-3200 and G-7500.

Name/Address/Information Changes:

Changes in employee names, addresses, and telephone numbers are to be reported *immediately* to the District Office and the employee's supervisor. An Information Change form can be obtained from the District Office. Certified employees must also notify the Arizona Department of Education so their teaching certificates may be updated.

Before the employee's name can be changed on payroll records, a copy of his or her updated teacher's certificate (if applicable), must be on file in the Pinal County School Office. Changes of name and/or beneficiary must be reported to the State Retirement Office and the insurance company.

Notification of Criminal Charges:

Should an employee of the District be formally charged by legal authorities with any felony or misdemeanor, except for minor traffic violations, it is that employee's obligation to notify the District as soon as possible.

Any employee who is served with a subpoena, summons, or legal complaint on a matter relating to his/her employment or any other matter relating to the District, must notify the Superintendent as soon as possible.

Parent Complaint Procedure:

When a parent makes a complaint about a teacher, it is expected that building administrators will redirect complaints to teachers as the first step in addressing the issue. The matter should be referred to a parent/teacher conference. In cases where a parent/teacher conference may not be appropriate, the teacher and administrator will develop an appropriate response to the complaint.

In cases involving allegations of unprofessional and immoral conduct, a parent/teacher conference may not be appropriate. In those instances, the District will afford the teacher(s) all required due process as delineated in Governing Board Policy.

Posting New Position:

In the case of vacancies in new or existing positions, first consideration will be given to qualified applicants among current employees. The vacant position will be filled at the discretion of the administrator in charge of the building or department.

Protection of District or Personal Property:

It is the responsibility of all employees to protect and care for school property and to arrange their work areas in such a way as to promote both safety and efficiency.

The District is not responsible for loss, breakage, or any other type of damage to personal property which may be incurred while on District premises.

Reduction in Forces (RIF):

The Governing Board may eliminate teachers in the District in order to effectuate economies in the operation of the District or to improve the efficient conduct and administration of the schools of the District. The number and type of positions required to implement the District's educational program will be determined by the Governing Board after recommendation from the Superintendent. Guidelines can be found in Governing Board Policy GDQA.

Removal of District Property:

District-owned materials assigned to employees are to be kept in the work area. District policy prohibits employees from removing any school property from District premises without permission from their supervisor.

Reporting Accidents While on Duty:

District employees are responsible for arranging their work area to reduce safety hazards and promote efficiency. If an accident occurs while on duty, the employee is protected under Worker's Compensation of Arizona. Any injury sustained by an employee while on District property, no matter how slight, *must* be reported immediately to the building principal or supervisor. If not reported, you may not be eligible for compensation. If the injury requires first aid treatment, see the school health aide or supervisor in charge of your department and complete an Employee Report of Industry Injury form. If the injury is not life threatening or does not require immediate medical attention, report to your supervisor and contact The Alliance on-call triage nurse at 1-888-252-4689.

The immediate supervisor of the injured employee must contact the District Office as soon as he or she becomes aware of the accident and forward the original Employee Report of Industry Injury form to the District Office.

Reporting Suspected Crimes or Incidents

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. All such reports shall be communicated to the Superintendent who shall be responsible for reporting to local law enforcement.

Rights During an Investigation:

Employees covered under this agreement are expected to cooperate fully during District investigations. Superior USD shall follow statutory provisions regarding mandatory reporting of suspected child abuse and other areas that require mandatory reporting. In some instances, law enforcement or Child Protective Services may conduct investigations independent of the District. In these instances, the District shall follow legal guidelines as delineated in State statute.

Sexual Harassment:

All individuals associated with the District, including, but not necessarily limited to, the Governing Board, administration, staff, students, and members of the public while on campus, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment is contrary to basic standards of conduct between individuals and is prohibited by the Equal Employment Opportunity Commission (EEOC), state regulations, and District policy. It will constitute a violation of these policies for any employee or participant of a school-related activity to engage in any of the acts or behaviors defined below. Employees who engage in this misconduct will be subject to corrective action, up to and including immediate discharge. Sexual harassment may include but not limited to:

Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature.

Making threats of reprisal, explicitly or implicitly, a term or condition of employment.

Using coercive sexual behavior to control or affect the career, salary, or performance review of another employee.

Unreasonably interfering with work performance or creating an otherwise offensive working environment.

These criteria apply when made by a member of the school staff to a student or to another staff member, or when made by one student to another student or to a staff member.

Employees who feel they have been discriminated against on the basis of sex, sexually or in any manner harassed, are to immediately report such incidents following District procedure, without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances. Complaints should be addressed utilizing one or more of the following options:

Contacting the immediate supervisor.

Contacting the next higher level of management above the immediate supervisor (or building principal.)

Contacting the Superintendent.

Refer to Policy ACA for further information.

Staff Conduct

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times

attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

Potential consequences to employees of the District who violate these rules may include, but are not limited to:

Removal from school grounds.

Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.

Warning.

Reprimand.

Suspension.

Dismissal.

Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

Time Clock Plus Timekeeping System:

All support staff employees are considered non-exempt employees for the purpose of the Fair Labor Standards Act (FLSA) and are subject to the following time reporting guidelines:

Employees must record all hours worked in the Time Clock Plus System.

Employees may not clock in or out for another employee.

Employees that fail to clock in or out for any reason must fill out a Time Clock Correction Sheet, have it signed by their immediate supervisor and return it to the payroll department within 24 hours of date to be corrected.

It is the responsibility of the employee to verify that their weekly hours are correct and to immediately report any discrepancies. Both the employee and the immediate supervisor must sign record of time worked if there are discrepancies.

Falsification by the employee of recorded time shall result in disciplinary action. It is considered fraud, and grounds for disciplinary action up to and including termination, for an employee to ask or have someone else to clock them in and/or out of the time clock system.

“Full-time” for support staff employees is eight (8) hours per day or forty (40) hours per week, exclusive of meal breaks.

Transportation Requests:

The Transportation Department makes every effort to accommodate all District requests for transportation. To ensure that scheduling can be done efficiently and effectively, please follow these steps:

Requests must first be approved by building administrator or immediate supervisor.

As soon as possible, a minimum of 10 days prior to the date of the trip, fill out the Field Trip and/or Vehicle Request Form.

It is recommended that Student Field Trips be planned out each semester and in conjunction with previously mandated athletic or student activity events.

Upon approval of the Superintendent, the request will be forwarded to the Transportation Department for scheduling.

Please note that student overnight trips, out of state trips, and trips outside of a regular school day MUST be approved by the District Governing Board prior to scheduling.

Confidentiality:

Confidentiality of education records is a right of public school students and their parents provided by The Individuals with Disabilities Education Act (IDEA) and Family Educational Rights and Privacy Act (FERPA). Under these laws, education records mean those records that are directly related to a student and maintained by an educational agency, or institution, or by a party acting for the agency or institution.

The types of information gathered and maintained includes, but is not limited to:

- | | |
|--|----------------------------------|
| Student’s and Parent’s names | Address and telephone number |
| The student’s date and place of birth | Date of enrollment in the school |
| Records from previous schools | Attendance records |
| Subjects taken | Grades |
| School activities | Assessment results |
| Number of credits earned | Immunization records |
| Disciplinary records | Correspondence with parents |
| Child find and other screening results | Hearing and vision results |

In addition, for children with disabilities, education records could include:

- | | |
|----------------------------------|--------------------------------|
| Evaluation and testing materials | Medical and health information |
| Individual education programs | Notices to parents |
| Notes regarding IEP meetings | Parental consent documents |
| Assessment results | Progress reports |
| Information provided by parents | Discipline materials |
| Medication agreements | |

DO NOT talk about students, parents, teachers or your school no matter how harmless the conversation may seem...or where you are.
DO NOT talk about specific students in front of other students.
DO NOT talk about students in places where unauthorized others may hear.
DO NOT say anything about students that might in any way reflect unfavorably on the Student or Student's family.
DO NOT call out grades or test scores in class.
DO ask a parent who approaches you about their child if you can move to a private area.
DO keep confidential materials in mailboxes inside envelopes, with cover sheets, or face down.
WHEN asked for information over the phone, indicate that you need time to get information and call them back. Check with your administrator before providing information to anyone!
WHEN working with other staff members, disclose only relevant information regarding the education of a specific student.
WHEN a parent approaches you about another student, tell them you are not at liberty to discuss that student with them.

DIRECT ANY QUESTIONS REGARDING THIS HANDBOOK TO YOUR SUPERVISOR