

**LIBERTY ELEMENTARY SCHOOL DISTRICT NO.25**

19871 West Fremont Road, Buckeye AZ 85326

# **Support Staff Handbook 2022-2023**

Cultivating Curious, Confident, Problem  
Solvers Prepared for Tomorrow



## MISSION STATEMENT

*Cultivating curious, confident, problem solvers prepared for tomorrow.*

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Mr. Bryan Parks, Member - Mr. Michael Todd, Member**

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<b>Mrs. Natasha Camp</b>	<b>Assistant Superintendent Educational Services</b>
<b>Mr. Jason Nuttall</b>	<b>Assistant Superintendent Support Services</b>
<b>Mrs. Kelley Baysinger</b>	<b>Executive Director of Finance</b>
<b>Ms. Kay Hamrick</b>	<b>Executive Director of Special Services</b>
<b>Mr. John Moreno</b>	<b>Information Systems and Technology</b>
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<b>Mr. Kevin Gates</b>	<b>Maintenance Supervisor</b>
<b>Mrs. Cindy Cabanilla</b>	<b>Food Services Director</b>
<b>Ms. Norma Sanchez Mr. Bruce Nieminski</b>	<b>Principal, Blue Horizons Elementary Assistant Principal, Blue Horizons Elementary</b>
<b>Mrs. Lynzee Booras</b>	<b>Principal, Estrella Mountain Elementary School</b>
<b>Ms. Toni Reynolds Mr. Loren Velasquez</b>	<b>Principal, Freedom Elementary School Assistant Principal, Freedom Elementary</b>
<b>Ms. Sara Schaefer Ms. Megan Mally</b>	<b>Principal, Las Brisas Academy Assistant Principal, Las Brisas Academy</b>
<b>Ms. Holly Weiner</b>	<b>Principal, Liberty Elementary School</b>
<b>Ms. Ryann Cagle Ms. Stephanie McCorkle</b>	<b>Principal, Rainbow Valley Elementary School Assistant Principal, Rainbow Valley Elementary</b>
<b>Mr. David Bogart Ms. Amanda Loveless</b>	<b>Principal, Westar Elementary School Assistant Principal, Westar Elementary School</b>

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## **ABSENCES**

Any employee who will knowingly be absent from work must provide notice minimum of 48 hours in advance by logging their absence on iVisions and by notifying their immediate supervisor. The District utilizes iVisions to track staff attendance. Personal leave will not be granted on the day immediately preceding or following a holiday or vacation, during the first two weeks or last two weeks of school, or while an employee is on an unpaid suspension. (Ref Policy GCCG)

### ***PARAPROFESSIONALS***

Paraprofessionals requiring a substitute must report their absence using the Frontline Absence Management system for substitute teachers. Frontline Absence Management is utilized for securing substitutes and as an additional method to track employee absences. You are required to state the reason for your absence. Absences can be entered online by logging into Frontline Absence Management or by calling the Absence Line. In order to allow sufficient time to obtain a guest paraprofessional, **requests for guest paraprofessionals should be made well in advance and no later than 6:00 am on the day of the absence.**

**Frontline Absence Management**

**Absence Line:**

**1-800-942-3767 or**

**<https://app.frontlineeducation.com>**

**(Please call prior to 6:00 a.m.)**

Employees returning to work from an absence will report to their immediate supervisor to ensure the absence request was received and approved.

## **ADVERTISING IN SCHOOLS**

**No** materials from outside of the school system used for propaganda purposes (ideas, facts, or allegations spread deliberately to further a cause or to damage an opposing cause) shall be permitted to be posted in school buildings or on school grounds or properties while students are present for instructional or recreational purposes.

Requests for advertising to promote the merit of any product by brand name or trademark shall be submitted to the Board. Approval must be received prior to posting or disbursement of any advertising. (Ref Policy KHB)

## **ANIMALS IN SCHOOLS**

Animals may be brought into the classroom for educational purposes. However, they must be appropriately and humanely cared for, and properly handled. Any person who wishes to bring an animal into the classroom must receive prior permission from the principal. The following guidelines shall apply to animals in the schools:

- A. Prior to granting permission, teachers should check with the school nurse/health aide regarding any known allergies among students in the classroom. If allergies exist, parents must be contacted for further direction.
- B. Animals shall not be transported on school buses.
- C. Teachers must assume primary responsibility for the humane and proper treatment of any animals in the classroom.
- D. Only the teacher or students designated by the teacher are to handle the animals.
- E. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.
- F. Staff members or students who have been bitten by an animal shall report such incident to the principal and the nurse/health aide immediately. The principal should notify the public health authorities if the injury merits medical follow-up. Public health authorities should determine the appropriate action and

period of confinement for an animal if an injury results. Any animal involved in a serious injury must be impounded until authorization for release is granted by health authorities.

Service animals are permitted on school buses and in classrooms to perform the functions for which they are trained. *Service animal* means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animals do not include other species of animals, whether wild or domestic or trained or untrained.

Any person or entity that operates a public place shall not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. (Ref Policy IMG and Regulation IMG-R)

## **CAMERAS/SURVEILLANCE**

Surveillance cameras may be used in all areas under the supervision of the District, including school buildings, buses, grounds, and other authorized areas of the District. This is to ensure the health, welfare, and safety of all students, employees, and visitors, and to safeguard District facilities, vehicles, and equipment.

The use of surveillance cameras are intended to serve as a deterrence for and prevention of unlawful activities, as well as to document those activities. Surveillance cameras may be used in locations as deemed appropriate by the District administration, but shall not be used in locations where there is a reasonable expectation of privacy.

Surveillance under this section that provides evidence of a violation of Board policies, administrative directives, school rules, or law by students or staff may be used for appropriate disciplinary action. Evidence of illegal activities of employees, students, or others from surveillance will be referred to appropriate law enforcement authorities. Surveillance records used in disciplinary proceedings may become part of a student's educational record or an employee's personnel file.

The Superintendent shall be charged with the responsibility to oversee the use and implementation of surveillance cameras in the District and shall restrict the access of cameras and recordings to limited personnel. The Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention, viewing, and listening to, when applicable, the recordings in accordance with this policy.

The District shall notify employees, parents, and students through handbooks, information guides, and/or other means of communication that surveillance may occur on school buses and on District property. Employees or students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be responsible for such losses, damages, and costs, and shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

## **CASH IN SCHOOL BUILDINGS**

All cash, including money collected from students, must be submitted to the School Office with properly completed deposit forms. All cash will be held in the Principal's office safe and forwarded to the Business Office daily or at least weekly for deposit. Please contact the Business Office immediately if any cash is lost or stolen from a teacher's possession. (Ref Policy DM)

## **CERTIFICATION**

All employees are responsible for maintaining valid Arizona certification, endorsements and licenses appropriate to their assignment. Some employees are also required to maintain a valid fingerprint clearance card issued by the Arizona Department of Public Safety. Failure to maintain valid certification and fingerprint clearance card may affect employment and/or pay status. (Ref Policy GCF)

## **CHILD ABUSE/CHILD PROTECTION**

Any school personnel or any other person who has responsibility for the care or treatment of a minor and who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted upon the minor by other than accidental means or that 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 to be made of such information to a peace officer or to the Department of Child Safety (DCS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately either electronically or by telephone. (Please see Exhibit JLF-E in the Board policy manual for the forms to assist you in reporting child abuse).

**Any concerns for the safety of a child due to abuse, neglect or abandonment, *must be reported*, by:  
Calling 1-888-SOS-CHILD (1-888-767-2445), TDD: 602-530-1831 (1-800-530-1831), or**

**Submitting *non-emergency* concerns via the Online Reporting Service for Mandated Reporters at [https://www.azdes.gov/dcyf/cps/mandated\\_reporters/](https://www.azdes.gov/dcyf/cps/mandated_reporters/)**

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

A report is not required under A.R.S. [13-3620](#) for conduct prescribed by A.R.S. [13-1404](#) and [13-1405](#) if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A person who fails to report abuse as provided in A.R.S. [13-3620](#) is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. [13-3620](#) shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any school employee who has orally reported to DCS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report immediately and not later than the next workday following the making of the report.

**Please see district regulation JLF-R for definitions of terms and a list of reportable offenses. Also see exhibit JLF-E for the forms to assist you in reporting child abuse. (Ref Policy JLF)**

## **COMMUNICABLE DISEASES**

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a doctor recommends a return, in accordance with A. R. S. § 36-621. Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the School District. A student suffering from a communicable disease shall be excluded from school to protect his own welfare and also to protect other children from illnesses. Early recognition of a communicable disease is of prime importance. The Administrator or County Health Director shall make the decision for exclusion and re-admission.

### Pediculosis (Lice Infestation)

Students with Pediculosis shall be excluded from school until treatment specific for Pediculosis has been initiated. The school nurse may want to properly examine students to reassess and determine that appropriate treatment has been initiated. School nurses may want to ask the parents for a box top from the product as proof of treatment. (Communicable Disease Rule R9-6-355) (Ref Policy JLCC)

### Acquired Immune Deficiency Syndrome (AIDS)

#### Human Immunodeficiency Virus Infections (HIV)

Students ill with human immunodeficiency virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS) have a right to receive a public education. The Governing Board also recognizes that it has a responsibility to assure that the school provides a safe environment for all of its students and employees. (Ref Policy JLCCA)

## **CONFLICT OF INTEREST**

**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.

**Business Relations** - Any employee who has, or whose relative has, a substantial interest in any decision of the District shall make known this interest in the official records of the District, and shall refrain from participating in any manner as an employee in such a decision.

**Vendor Relations** - No employee of the District will accept gifts from any person, group, or entity doing, or desiring to do, business with the District. The acceptance of any business-related gratuity is specifically prohibited, except for widely distributed, advertising items of nominal value.

This policy should not be construed to deem unacceptable inexpensive novelty advertising items of general distribution. Acceptance of business meals and holiday gifts for general consumption are acceptable under this policy.

**District Purchases from Employees** - The District must comply with competitive purchasing rules for any acquisition of goods or services from District employees regardless of the dollar amount. The District may acquire equipment, material, supplies, or services from its employees only under an award or contract let after public competitive bidding [A.R.S. [38-503](#); A.G.O. 106-002]. The requirement applies to any purchase using District monies, including extracurricular activities fees, tax credit contributions, and monies held in trust by the District such as student activities monies, when a District employee acts as the vendor. Oral and written quotations do not satisfy the public competitive bidding requirements. (Ref Policy GBEAA) [Staff Conflict of Interest Disclosure Form](#)

## **CONTROVERSIAL/SENSITIVE ISSUES**

**The support staff personnel** hold positions of authority and respect in the classroom and community, and by virtue of that position has great influence in the formation of the values of all students. It must be clear that personal views are not a part of the instructional program and must be tempered by the responsibility to maintain professionalism. (Ref Policy IMB)

To ensure that controversial issues are dealt with fairly and objectively, and with instruction as their goal, such issues may be a part of the curriculum as long as the following policies are observed:

- A. Teachers should instruct students in the principles and techniques of the scientific method and provide opportunities for practice in applying established facts to specific problems.
- B. Teachers should seek to develop in students the ideals of truth and honesty.
- C. All personnel should seek to create an atmosphere in which differences of opinion can be voiced without fear and hostility and with mutual respect for all viewpoints.
- D. Constitutional guarantees of due process and freedom of speech will continue to be observed as to students and teachers alike when they are involved in a controversial issue.
- E. Teachers should encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined, and checked for accuracy.



- F. Teachers should seek to develop in students a sense of responsibility for their beliefs, opinions, attitudes, and actions.
- G. Teachers should place major emphasis upon “why” and “how” to think rather than “what” to think.

## **DISCIPLINE OF SUPPORT STAFF MEMBERS**

### ***Minor Disciplinary Action***

A support staff member may be disciplined for any conduct that, in the judgment of the District, is inappropriate. Minor disciplinary action includes, without limitation thereto, verbal or written reprimands, suspension with pay, or suspension without pay for a period of five (5) days or less.

Minor disciplinary action shall be imposed by the support staff member's supervisor. A support staff member who wishes to object to a minor disciplinary action shall submit a written complaint to the supervisor's superior within five (5) work days of receiving notice of the disciplinary action. The supervisor's superior will review the complaint and may confer with the support staff member, the supervisor, and such other persons as the supervisor's superior deems necessary. The decision of the supervisor's superior will be final.

For Procedures, Statutory Requirements, and General Provisions for more severe discipline please refer to Policy GDQD or see the Human Resources Department.

## **DRESS CODE**

As indicated in the Staff Conduct Regulation, all staff members will dress and maintain a general appearance so as to reflect their position and not detract from the educational program of the school. In order to be a good role model for students, staff members should follow the same rules and regulations as the students as far as items that are not acceptable to be worn to school. For example: No hats may be worn in a classroom unless they are being worn in conjunction with a special activity or field trip or for properly approved occupational safety headwear required for special classes. No flip flops or shorts shall be worn unless it is a special activity day. (Ref Regulations GBEB-R and JICA-R)

## **ELECTRONIC MAIL (EMAIL)**

Electronic communications (including records made with other software and sent in email) which are sent or received by the Board or District employees pertaining to the business of the school may be subject to public disclosure and inspection as public records and discovery in litigation as evidence in support of a claim. Use of electronic mail should conform to the same standards of judgment, propriety, and ethics as other forms of school business-related communications. Support staff may create electronic records through the use of email on their private computers or borrowed computers when communicating about school business-related issues. All business-related electronic communications by Board members, officers and employees are to be turned over to the school records office to be sorted and have their value as a record determined. Please see the Employee Acceptable Use Agreement. (Ref Policy EGAEA)

## **EMERGENCY ACCIDENTS/ILLNESS OF STUDENTS**

Please report any serious illnesses, especially those that are thought to be communicable, to the School Health Aide/Nurse. Students who become ill during the day are to report to the School Office with a pass from the teacher. STUDENTS ARE NOT TO LEAVE THE SCHOOL GROUNDS WITHOUT PARENTAL AND SCHOOL OFFICE PERMISSION. **All accidents must be reported to the Health Office or Direct Supervisor**

## **EMERGENCY DATA**

Each employee is required to inform Human Resources and the School Office of the name, telephone number, and address of the person to be notified in the event of an emergency.



*It is the responsibility of each employee to keep emergency and residential information up-to-date with Human Resources and the School Office. Employees may utilize the TalentED Records Management System or iVisions to update all personal information.*

## **EMPLOYEE ASSISTANCE PROGRAM**

The District Employee Assistance Program (EAP) is available to **all employees** including part-time employees and those not enrolled in the district provided health insurance. The EAP provides numerous benefits to all employees and their dependents **at no cost**. EAP services are provided by Alliance Work Partners (AWP) and include counseling, interactive webinars for personal and professional development, legal and wellness resources and best practices on a variety of topics.

AWP offers employees and their dependents valuable, **confidential** services at **no cost to them**. The program is designed to help employees manage daily responsibilities, life events, work stresses, or issues affecting their quality of life. Counselors are available 24 hours a day, 7 days a week.

**Visit your EAP website**

[www.alliancewp.com](http://www.alliancewp.com)

**Registration Code: AWP-ASBAIT-2811**

**Benefits can be accessed by calling 1-800-343-3822**

## **EQUAL OPPORTUNITY/NON-DISCRIMINATION**

Discrimination against any individual for reasons of race, color, religion, sex, age, national origin, and disability is prohibited. This pertains to all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business. For complaint procedures and forms, please see the Adopted Board Policy Manual. (Ref Policy AC)

## **EVALUATION OF SUPPORT STAFF**

All support personnel shall be evaluated by the appropriate supervisor or administrator. Any new support staff employee will be placed in probationary status for the first 90 days of employment. At or near the conclusion of the probationary period, new support staff employees will receive a written evaluation of effectiveness. The superintendent may discharge any probationary employee who is unsuited or not qualified for employment. Upon satisfactory completion of probationary employment, employees shall be granted permanent employment status. Evaluations of all support staff who have permanent employment status will be conducted in a mid-year evaluation and end of year evaluation by the immediate supervisor. All support staff evaluations must be conducted prior to June 30. The evaluation will be used to increase job proficiency and for recommending continued employment. (Ref Policy GDO)

The evaluation form and rating scale for support staff may be found as an exhibit in the district policy manual (GDO-EA and GDO-EB).

## **EXPENSE REIMBURSEMENT**

**District Authorized Travel:** School employees who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of support receipts **(provided that prior authorization has been granted by the Superintendent or the Superintendent's designee.)**

Reimbursement amounts shall not exceed the maximums established pursuant to A.R.S. 38-624. (Ref Policy DKC)

## **FIELD TRIPS**

For field trip procedures, please see the school building principal.

Support Staff are permitted to attend same day field trips if the hours of the field trip fall within the timeframe of the daily work schedule.

## **HAZARDOUS CHEMICALS**

District Staff is discouraged from bringing pesticide products or other hazardous chemicals of any kind to school. Anyone needing pesticide products or other potential hazardous chemicals should contact the school Custodian, Principal, or District Maintenance Lead. When purchasing any kind of potential hazardous chemical (i.e. adhesive, cleaner, paint, or stain materials), a Material Safety Data Sheet (MSDS) for the product should be picked up from the vendor at the time of purchase. The MSDS should be given to the Principal. (Ref Policy EBAA)

## **HAZING**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, intending to enroll, or be promoted to District schools within twelve (12) calendar months. For purposes of this policy, a person as specified above, shall be considered a "student" until graduation, transfer, promotion, or withdrawal from the District school.

Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided in District policies related to the conduct and discipline of students, staff, and others. Please refer to Policy JICFA and its corresponding regulations and exhibits for a more comprehensive definition of hazing, complaint procedure, forms, and posting requirements. (Ref Policy JICFA)

## **HEALTH INSURANCE**

The District provides each eligible employee a fringe benefit amount to use towards group insurance coverage with a major medical insurance plan, dental plan, and vision plan. Premiums for these benefits are determined by the District. Support staff become eligible for these benefits on the first day of the month following sixty (60) days of employment. Upon termination of employment, group insurance coverage will cease at the end of the month in which employment is terminated.

In addition, the District provides each eligible employee with Group Term Life and Accidental Death and Dismemberment insurance.

Employees who wish to have their spouse and/or children covered by any of the above referenced insurance plans may apply at the time of the employee's initial enrollment or at the annual Open Enrollment period. **The premium payment for insurance coverage for dependents will be paid by the employee through payroll deductions.**

The District also provides employees the opportunity to participate in a Flexible Spending Account (FSA) if they enroll in a PPO Medical plan or they may participate in a Health Savings Account (HSA) if they enroll in the HDHP Medical plan. Employees may purchase supplemental life insurance and additional benefits. For more information regarding healthcare and supplemental benefits available, please contact the Human Resources

Department or refer to the Staff page on the District website where detailed information is provided on the Benefits Hub.

### **COBRA**

Participating employees who take a Leave of Absence or terminate employment may continue to participate in the district health care program for a period of 18 months through COBRA. The employee must assume personal responsibility for the payment of all premiums.

## **HOMELESS STUDENTS**

This policy is intended to direct compliance with Arizona State Laws and Arizona Administrative Code and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 and should be read as consistent with those documents.

The implementation of this policy shall assure that:

- A. Homeless students are not stigmatized or segregated on the basis of their status as homeless;
- B. Homeless students are immediately enrolled in school;
- C. Transportation is provided to and from the school of origin for the homeless student as applicable and found in the law and Policy JFAA.

The school selected by the homeless student shall immediately admit the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the student to the liaison for homeless students, who shall assist in obtaining necessary immunizations, or immunization or medical records.

### ***Enrollment Decision***

The decision regarding enrollment shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere. (Ref Policy JFABD and Regulation JFABD-R)

## **LUNCH PASSES**

Any staff member leaving campus for lunch must notify their direct supervisor and sign out. Departure during any other time of the work day must have prior administrative approval and sign out.

## **NON-SCHOOL EMPLOYMENT**

A regular, full-time employee's position in the District shall be given precedence over any type of outside work or self-employment. Employees are free to carry on individual work or self-employment projects as long as no District facilities, equipment, or school(s) are used, except as provided by policy, and the outside work or self-employment does not interfere with the employees' performance of District-assigned duties. (Ref Policy GCR)

### ***Tutoring for Pay***

School buildings are not to be used for private tutoring or classes for which students pay a fee to staff members unless a rental contract has been entered into with the District. Staff members are not permitted to assess or evaluate students for pay who attend or are registered for any of their classes or programs or schools for which the staff member provides the assessment services. Exceptions must be approved in writing by the superintendent. (Ref Policy GCRD)

## **PART-TIME SUPPORT STAFF**

Part-time employment is defined as working less than 30 hours per week. Part-time support staff employees are not eligible to receive health benefits.

## **PERSONAL PROPERTY REPLACEMENT/RESTITUTION**

The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises. (Ref Policy ECAD)

## **PERSONNEL RECORDS**

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 maintains a complete and current official personnel file for each District employee through the Frontline Records Management System. 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. The employee may prepare a written reply to such information and such reply, if any, will be appended to the information in the file.

Records reasonably necessary or appropriate to maintain an accurate knowledge of disciplinary actions regarding staff members and the staff members' responses will be maintained. Disciplinary action records shall be open to inspection and copying unless such inspection and disclosure of records or information in the records is contrary to law.

The District may create sub-files within a personnel file as necessary to insure 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 Superintendent.

Materials obtained prior to an employee's employment, such as confidential recommendations or interview notes, 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. (Ref Policy GBJ)

## **POLITICAL ACTIVITIES**

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time, personnel, equipment, supplies, materials, buildings, or other resources may not be used to influence the outcomes of elections.

District employees who hold elected or appointed office positions are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.

District employees shall be permitted time as provided in statute, if required, to vote in the primary or general election.

The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, are not precluded under the provisions of this policy. (Ref Policy GBI)

## **PROHIBITED PERSONNEL PRACTICE**

It is prohibited personnel practice for any District employee (Employee A), who has control over personnel actions, to take reprisals against another employee (Employee B) for a disclosure of a matter of public concern to a public body when the employee (Employee B) believes there has been:

- A. A violation of law
- B. Mismanagement, a gross waste of monies, or an abuse of authority

An employee, or former employee, who believes that a personnel action taken against him/her is the result of his/her disclosure of information under A. R. S. § 38-532 shall make a complaint to the Board. The Board shall make a determination pursuant to the rules under A. R. S. § 41-785. (Ref Policy GBP)

## **PUBLIC INFORMATION PROGRAM**

All school personnel are responsible for good public relations. Toward that end, all written notices, bulletins, newsletters, and matters pertaining to students are to be submitted to the direct supervisor for approval prior to release. Releases/publications that pertain to the District level are to be submitted for approval to the Superintendent prior to release.

Non-school originated material of a commercial, political, or religious nature shall not be released through the students. (Ref Policy KD)

## **PURCHASING PROCEDURES**

**Purchases** — A Purchase Requisition is to be completed with the following information:

- Name, complete address, and telephone number of the vendor.
- Date of the Purchase Requisition.
- Quantity, item number, article description, unit price, and total cost.
- Indicate whether the original Purchase Order is to be mailed to the vendor or sent to the Requester.
- Requisition shall be typed or written legibly.
- Approval of Supervisor must be attained prior to being submitted for purchase.
- The school secretary oversees all requests for their sites and will input the request electronically for district approval.

**Requester is to plan ahead to allow adequate processing time, approximately seven (7) to ten (10) working days.** No purchase or debt is to be made prior to obtaining an approved Purchase Order.

**A VERBALLY APPROVED REQUEST DOES NOT REPLACE THE PURCHASE REQUISITION PROCEDURES.**

**Preview Material/Free Trial Offers** Preview material is handled the same as “Purchases.” A purchase requisition must be filled out as previously explained with an administrator’s signature. If ordering preview material, requester must coordinate with the vendor as to the length of time he/she will have to preview the material and obtain a return authorization. If the District has to pay for the return shipping, the Supply Account of the Requester will be debited the expense amount. **APPROVED REQUISITIONS WILL BE ASSIGNED A PURCHASE ORDER.**

In the body of the requisition, write or type “PREVIEW MATERIAL” in bold letters. This will alert the Business Office to handle this request differently.

**The Approval Process of the Requisition/ The Distribution of the Purchase Order —**

- The original requisition will remain at the school site.
- The requisition will proceed to the district office, electronically, and be verified by the district’s Procurement Specialist. This step is to ensure that the vendor is within appropriate purchasing guidelines.

- Next to approve the requisition is the Director of Finance. Verification of budget will be completed and verified that items/services are being coded correctly.
- The final approver is Accounts Payable. Upon final approval, the purchase order is created and forwarded to the vendor as needed. Purchase orders may be returned to the requester if items are to be picked up by the requester. It is important to communicate how the items/services are to be acquired.
- Please note that at any point during the approval process an approver may hold on to the requisition in the event that additional information or research is needed. ***Please plan accordingly.***

No purchase or debt is to be made prior to obtaining an approved Purchase Order. ***A VERBALLY APPROVED REQUEST DOES NOT REPLACE THE PURCHASE REQUISITION PROCEDURES.***

Please contact the Accounts Payable department at extension 1016 for any questions or concerns.

## **RETIREMENT INCENTIVE PROGRAM**

The employee must notify the Governing Board, in writing, of the employee's application for sick leave payment and retirement at least three hundred sixty-five (365) days prior to the effective date of the employee's retirement. The application for sick leave payment upon retirement may be withdrawn on or before one hundred fifty (150) days prior to the effective date of the employee's retirement. Failure to file said application in the prescribed fashion will constitute forfeiture of any sick leave payment.

Upon proper and timely application for the state retirement program, the District will pay for accumulated sick leave on a graduated scale up to one hundred twenty (120) days. Support staff members will be paid based upon a daily rate calculated by multiplying the minimum hourly wage for the District by eight (8) hours. If the retiring employee works fewer than eight (8) hours per day, the rate shall be adjusted to reflect the number of hours worked per day. The payment will be made on the following scale:

<u>LESD years of service</u>	<u>Percent of daily rate</u>
10 through 15	25%
16 through 20	40%
More than 20	50%

(Ref Policy GCQE)

## **SCHOOL COMMITTEES AND TASK FORCES**

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.

Staff is encouraged to participate in school committees or task forces from time-to-time. Additionally, their attendance at school and community events shows support and helps to develop a positive relationship with students, parents, and the community. (Ref Policy GBB)

## **SEXUAL HARRASSMENT**

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the Administration, the staff, visitors, and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

- A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education.

- B. Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual.
- C. Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

- A. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons
- B. Continuing to express sexual interest after being informed that the interest is unwelcome (reciprocal attraction between peers is not considered sexual harassment).
- C. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- D. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- E. Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the Superintendent as provided in ACA-R. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action which may include suspension or termination. All matters involving sexual harassment complaints will remain confidential to the extent possible. (Ref Policy ACA)

## **SICK LEAVE BANK**

The District recognizes the existence of circumstances under which personal or family illness, injury, or quarantine may exhaust accrued leave of employees. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued leave, is established. The mechanism is termed *Sick Leave Bank*. Such a program increases employee morale and may reduce some of the stresses associated with illness and facilitate the employee's recovery, which is in the best interest of the District.

An employee, who is eligible for accrued leave must work 30 or more hours per week and have exhausted all of his/her accumulated paid time off, may request access to the Sick Leave Bank. If eligible, employees may be granted leave days retroactive to the first day of illness without pay based upon donated days available. All requests shall be submitted to the Human Resources Office.

Employees eligible for the Family and Medical Leave Act (FMLA) may qualify for this program. Assistance from the Sick Leave Bank may be used only by employees for their personal or family illness, injury, or quarantine.

Employees who qualify for assistance as stated above, may also request coverage for a specified number of days for intermittent treatment which is necessitated as a result of the employees qualifying for personal or family illness, injury, or quarantine.

No employee shall be eligible for Sick Leave Bank assistance after qualifying for long-term disability coverage.

### ***Donating Days***

- Participants in the Sick Leave Bank program will have one (1) day deducted from his/her accumulated paid time off donated to the bank.
- Donations of days must occur during one or both of the predetermined enrollment periods. Day is based on current full-time equivalent (FTE).



- Donating employees must have an accumulated paid time off balance equivalent to no less than sixty-four (64) hours at time of donation.
- Donations are final, and employees may not request refund of donation.
- Donations will remain in the sick leave bank upon employee's separation from the District.
- Employees who are receiving short-term disability benefits are eligible to participate.

#### ***Applying for Days***

- Employees must have exhausted all his/her accrued leave.
- Employees must have contributed to the Sick Leave Bank in order to apply for days.
- An employee who is eligible for accrued leave must work a minimum of thirty (30) hours per week.
- Applications for use of Sick Leave Bank:
  - The application must be in writing.
  - The application must be supported by documentation from a healthcare professional. In cases of domestic violence, sexual violence, abuse or stalking, documentation from the employee, as defined in ARS § 23-373, shall be considered reasonable documentation.
  - Data in the application shall include an expected date for return to duty.
  - The application shall be received by the District office within a reasonable timeframe following the applicant beginning unpaid leave status.
- A maximum of twenty (20) days may be given to each employee per year.
- All requests will be made on the approved request form and submitted to the Sick Leave Bank Committee.
- Beginning in the 2019-2020 school year, employees may not join the bank after the initial enrollment period.
- An employee who is eligible for accrued leave must work a minimum of thirty (30) hours per week.

(Ref Policy GCCG)

### **SMOKING ON SCHOOL PREMISES BY A STAFF MEMBER**

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

- A. School grounds
- B. School buildings
- C. School parking lots
- D. School playing fields
- E. School buses and other district vehicles
- F. Off campus school sponsored events

Under the provisions of A.R.S. § 36-798.03, a person who violates the prohibition is guilty of committing a petty offense. The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

- A. Approved by the school.
- B. Established in accord with Arizona Revised Statute 15-712.

(Ref Policy GBED)

### **STAFF BOARD COMMUNICATIONS**

Any employee or group of employees, desiring to address the Board on school-related matters shall direct their communication to the Board in accordance with Policy. An employee will first communicate on school or employment related matters at the administrative level. Any employee who exhausts the opportunity of discussing a matter at the various administrative levels may then communicate in writing with the Board on the matter. No anonymous communication will be considered by the Board. The Board directs the superintendent to respond to communication received.

Any employee, who wishes to address the Board in the employee's capacity as a parent, District resident, or individual, rather than as an employee, may do so by following the procedures in policy BEDH and BHD.

Official communications, policies, directives, board concerns, and Board action(s), as appropriate, will be communicated to employees by the Superintendent. (Ref Policy BHC)

## **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:

- A. Removal from school grounds
- B. Both Civil and Criminal sanctions which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, of the Arizona Revised Statutes
- C. Warning
- D. Reprimand
- E. Suspension
- F. Dismissal
- G. 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

### ***Reporting Suspected Crimes or Incidents***

Staff members are to report any suspected crimes against persons or property and any incidents that could potentially threaten the safety and security of pupils, teachers, or administrators to their immediate supervisors. All such reports shall be communicated to the Superintendent who shall be responsible for reporting the suspected crimes or incidents to local law enforcement.

A person who is employed by the School District or is an applicant for employment with the School District, who is arrested for or charged with any non-appealable offense listed in section [41-1758.03](#), subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct, and the person shall be immediately dismissed from employment with the School District or immediately excluded from potential employment with the School District. A person dismissed from employment for failure to report being arrested for or charged with a non-appealable offense has no right to appeal under the provisions of A.R.S. [15-539](#), subsection F. Prior to an action to terminate for failure to report, an employee will be given the opportunity to provide a written explanation of circumstances or events which they believe mitigate the failure to report.

### ***Use of Physical Force by Supervisory Personnel***

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk. (Ref Policy GBEB)

## **STAFF CONDUCT WITH STUDENTS**

At all times teachers and other staff members will accord students the dignity and respect that they deserve and avoid embarrassing any student unnecessarily.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students..

Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.

All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance.

Staff members are expected to discourage and avoid any relationship with a student(s) that is unacceptably familiar or promotes an emotional dependency of the student upon the staff member.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.

Violations of the above shall be considered serious and may result in severe disciplinary action. (Ref Policy GBEBB)

## **STAFF ETHICS**

Every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, associates, and students. To these ends, the Board adopts the following statements of standards.

The District Employee:

- A. Makes the well-being of students the fundamental value of all decision making and actions.
- B. Maintains appropriate and courteous communications and relationships with pupils, parents, staff members, Supervisors, and others.
- C. Strives for the maintenance of his efficiency and knowledge of developments in his field of work.
- D. Fulfills professional responsibilities with honesty and integrity.
- E. Directs any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.
- F. Supports the principle of due process and protects the civil and human rights of all individuals.
- G. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- H. Implements the Governing Board's policies and administrative rules and regulations.
- I. Refrains from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
- J. Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.
- K. Avoids using position for personal gain through political, social, religious, economic, or other influence.
- L. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- M. Stresses the proper use and protection of all school properties, equipment, and materials.

- N. Honors all contracts until fulfillment or release.
- O. Does not allow or encourage a relationship to develop with a student(s) that is unacceptably familiar or promotes an emotional dependency of the student for the staff member.

In the performance of duties, employees shall maintain confidentiality unless disclosure serves District purposes or is required by law. (Ref Policy GBEA)

## **STAFF GIFTS AND SOLICITATION**

Students, parents, and other patrons of the District shall be discouraged from the routine presentation of gifts to employees. This shall not be interpreted as intended to discourage acts of generosity in unusual situations. Simple remembrances expressive of affection or gratitude shall not be regarded as violations of this policy.

Gifts to individual students by staff members shall be discouraged. Simple remembrances on certain occasions to all students in a class or section shall not be regarded as a violation of this policy.

**Solicitations** — No school employee shall use his/her position in the District to influence parents or pupils to purchase books or other merchandise, except for materials approved by the superintendent for use in the classroom. Solicitation of employees and/or pupils by any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the superintendent in advance in writing. No other solicitations shall be made by or of employees during official duty time. (Ref Policy GBEBC and KHA)

## **STAFF GRIEVANCES**

Effective communication between District employees, the administrative staff, and the Board is essential for an effective operation of the schools. The Governing Board, therefore, authorizes the superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances, at the earliest date and the lowest possible administrative level.

**Definitions** — A grievance is a complaint by a District employee alleging a violation or misinterpretation, as to the employee, of any District policy or regulation that directly and specifically governs the employee's terms and conditions of employment. The term *grievance* shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act. The suspension or dismissal of employees is covered by statute and, therefore, is not a grievable matter. Assignment, reassignment, or transfer of an employee to another position or duties is not grievable beyond the superintendent unless there is a reduction in compensation or the superintendent requests that it goes to the Board. A grievant shall be any employee of the District filing a grievance.

Terms and conditions of employment mean the hours of employment, the compensation including benefits, and the employer's personnel policies directly affecting the employee. In the case of professional employees, the term does not include educational policies of the School District. A day is any day in which the schools of the District are operating. The immediate Supervisor is the lowest-level administrator having supervisory authority over the grievant.

**Informal Level** — Before filing a formal written grievance, the grievant must attempt to resolve the problem by one (1) or more informal conferences with the immediate Supervisor. The first of these informal conferences must be conducted within ten (10) days after the employee knew, or should have known, of the act or omission giving rise to the grievance. A second or any subsequent conference must occur within five (5) days after the initial informal conference or any subsequent conference.

### **Formal Level**

**Level I:** Within fifteen (15) days after the last informal conference, the grievant must present the grievance in writing to the immediate supervisor.

The grievance shall be a clear, concise statement of the circumstances giving rise to the grievance, a citation of the specific article, section, and paragraph of the regulation that directly and specifically governs the employee's terms and conditions of employment that are alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought.

The immediate supervisor shall communicate a decision to the employee in writing within five (5) days after receiving the grievance. Within the above time limits, either party may request a personal conference to attempt to resolve the matter.

**Level II:** In the event the grievant is not satisfied with the decision at Level I, the decision may be appealed to the superintendent within five (5) days after receipt of the decision. The appeal shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal. The superintendent or the designee shall conduct an investigation of the grievance and shall communicate a decision within five (5) days after receiving the appeal. Either the grievant or the superintendent may request a personal conference within the above time limits.

**Level III:** If the grievant is not satisfied with the decision at Level II, the grievant may, within five (5) days, submit an appeal in writing to the president of the Governing Board.

### **General Provisions**

**Section 1:** Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed an acceptance of the decision rendered at that step, and there shall be no further right of appeal. Failure to file a grievance within 15 days after the employee knows, or should have known, of the circumstances upon which the grievance is based shall constitute a waiver of that grievance.

**Section 2:** The filing or pendency of any grievance under the provisions of this regulation shall in no way operate to impede, delay, or interfere with the jurisdiction of the Governing Board or the superintendent. (Ref Policy GBK and Regulation GBK-R)

Forms may be obtained from the Human Resources Department.

## **STAFF HEALTH AND SAFETY**

### ***Communicable Diseases***

It is the policy of the School District to take reasonable and lawful measures to protect students and staff members from the transmission of communicable diseases.

### ***Exclusion from School***

A staff member who has a communicable disease shall be excluded from work/school only if the staff member presents a direct threat to the health or safety of others in the school workplace. The outbreak control measures and other directives of the Department of Health Services (DHS) and local health agencies shall be acted upon as the best medical knowledge and judgments with regard to the exclusion of a staff member who has a communicable disease that is addressed by DHS regulations. The communicable diseases specifically addressed by DHS regulations are listed at A.A.C. [R9-6-203](#) et seq.

A staff member who has a chronic communicable disease, such as tuberculosis or HIV/AIDS, shall not be excluded unless a significant risk is presented, to the health and safety of others, which cannot be eliminated by reasonable accommodation.

The school nurse or other person designated by the superintendent must reassess a staff member who is excluded from school because of a communicable disease before the staff member returns to work. The District may require a physician's written medical release as a condition for the staff member's return to work.

## **COVID-19**

### ***Communicable Diseases***

It is the policy of the School District to take reasonable and lawful measures to protect students and staff members from the transmission of communicable diseases.

### ***Exclusion from School***

A staff member who has a communicable disease shall be excluded from school only if the staff member presents a direct threat to the health or safety of others in the school workplace. The outbreak control measures and other directives of the Department of Health Services (DHS) and local health agencies shall be acted upon as the best medical knowledge and judgments with regard to the exclusion of a staff member who has a communicable disease that is addressed by DHS regulations. The communicable diseases specifically addressed by DHS regulations are listed at A.A.C. [R9-6-203](#) *et seq.*

A staff member who has a chronic communicable disease, such as tuberculosis or HIV/AIDS, shall not be excluded unless a significant risk is presented, to the health and safety of others, which cannot be eliminated by reasonable accommodation.

The school nurse or other person designated by the superintendent must reassess a staff member who is excluded from school because of a communicable disease before the staff member returns to work. The District may require a physician's written medical release as a condition for the staff member's return to work.

### ***Reporting and Notification***

The District shall report by telephone to its local health agency each diagnosed and suspected case of a communicable disease as set out in regulation JLCB-R.

If an outbreak of a communicable disease occurs in a school setting, the Superintendent or the school nurse shall promptly inform staff members who are known to have special vulnerability to infection. The District does not assume any duty to notify an employee of health risks caused by the presence of a communicable disease in the school setting unless the at-risk employee has notified the District of the conditions when notification is needed.

## **COVID-19**

**The health office staff members are not doctors and cannot diagnose or treat illnesses.** It is highly recommended that an employee stay home if they have tested positive for COVID-19, are presenting with any COVID-19 symptoms.

[Isolation](#) is *highly recommended* for an employee who has tested positive or has symptoms consistent with COVID-19 and is waiting to be tested or diagnosed.

[Quarantine](#) is *highly recommended* for any unvaccinated employees who have been exposed to someone with COVID-19, but has not yet developed any symptoms of COVID-19.

### ***Confidentiality***

The District shall make reasonable efforts to maintain the confidentiality of staff members' medical conditions. All medical information relating to employees is confidential. The identity of a staff member who has a communicable disease and/or the nature of the communicable disease may be disclosed only to:

- A. Staff members who must have such information to carry out their duties under this policy; *or*
- B. Staff members or students (or their parents/guardians) who must have such information to protect themselves from direct threat to their health or safety.

Inquiries or concerns by staff members or others regarding communicable diseases or a staff member who is known or believed to have a communicable disease shall be directed to the Superintendent or the school nurse.

### ***Universal Precautions***

The District shall follow the "Universal Precautions Standard" set forth in the attached Exhibit GBGCB-E to protect employees who are at risk of being exposed to blood and body fluids in the course of their work.

### ***Food Service Workers***

The District shall follow the guidance of the U.S. Department of Health and Human Services concerning infectious and communicable diseases transmitted through the handling of food, and special precautions required for food services workers.

### ***HIV/AIDS***

Current medical information indicates that HIV can be transmitted by sexual intercourse with an infected partner, by injection of infected blood products, and by transmission from an infected mother to her child *in utero* or during the birth process. None of the identified cases of HIV infection in the United States are known to have been transmitted in a school setting or through any other casual person-to-person contact. There is no evidence that HIV is spread by sneezing, coughing, shaking hands, hugging, or sharing toilets, food, water, or utensils. According to best medical knowledge and judgments, the use of the "Universal Precautions" and other procedures that implement this policy are sufficient to protect staff members and students from transmission of HIV at school. (Ref Policy GBGCB)

### ***Handling Body Fluids in School***

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all people potentially exposed to the blood or body fluids of any person (student and/or school employee). No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease.

The body fluids of all people should be considered to contain potentially infectious agents. The term *body fluids* includes blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (such as nasal discharge), and saliva.

- A. Whenever possible, avoid direct skin contact with body fluids. Disposable gloves are recommended when direct hand contact with body fluids is anticipated. If extensive contact is made with body fluids, hands must be washed afterwards. Gloves used for this purpose should be put in a plastic bag, secured, and disposed of daily.
- B. If direct skin contact does occur, hands and other affected skin areas of all exposed people shall be routinely washed with soap and water.
- C. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately ten (10) seconds.
- D. Clothing and other non-disposable items that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, rinse or soak the item in cold water prior to bagging. Clothing should be sent home with the student for washing, with appropriate directions to parents and teachers (see *laundry instructions* below). Always wear gloves when handling items that have come in contact with body fluids.
- E. Contaminated disposable items shall be handled with disposable gloves, put in a plastic bag, secured, and disposed of daily.
- F. Body fluid spills on hard surfaces (i.e., floors, countertops, books, etc.) shall be disinfected with bleach (diluted to ten [10] parts water and one [1] part bleach). Gloves shall always be worn during cleanup.
- G. Cleaning equipment:
  - a. Non-disposable cleaning equipment (such as dust pans, brooms, and buckets) shall be disinfected by thoroughly rinsing in diluted bleach (ten [10] parts water and one [1] part bleach). Mops shall be soaked in the disinfectant after use and then rinsed with hot water. The disinfectant solution shall be promptly disposed of down a drain pipe.
  - b. Disposable cleaning equipment (such as paper towels, the vacuum bag, or sweepings) shall be placed in plastic bags, secured, and disposed of daily. No special handling is required for vacuuming equipment. Gloves shall always be used during cleanup.



H. Laundry instructions:

- a. Clothing soaked with body fluids shall be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material can be bleached, add one-half (1/2) cup of household bleach to the wash cycle. If the material is not colorfast, add one-half (1/2) cup of all-fabric bleach to the wash cycle.

(Ref Regulation GBGCB-E)

## **STAFF USE OF DIGITAL COMMUNICATIONS AND ELECTRONIC DEVICES**

Social media is the use of web-based and mobile technologies to communicate through interactive dialogue. Social media technologies include but are not limited to blogs, picture-sharing, vlogs, wall-postings, e-mail, instant messaging, music-sharing, crowdsourcing, voice over IP (VoIP), Facebook, Instagram, LinkedIn, My Space, Twitter, YouTube, and any successor protocol to transmit information.

Mobile technologies are any devices that:

- transmit sounds, images, texts, messages, videos, or electronic information;
- electronically records, plays, or stores information;
- accesses the Internet, or private communication or information networks.

Current examples are smartphones such as BlackBerry, Android, iPhone, and other such mobile technologies and subsequent generations of these and related devices.

The Governing Board recognizes how web-based and mobile technologies are fundamentally changing opportunities to communicate with individuals or groups and how their use can empower the user and enhance discourse. The Board equally recognizes that the misuse of such technologies can be potentially damaging to the District, employees, students, and the community. Accordingly, the Governing Board requires all employees to adhere to adopted policies and to utilize digital communications and electronic devices in a professional manner at all times.

The Board establishes the following parameters:

### *District employees*

- shall adhere to all Governing Board policies related to technologies including but not limited to the use of District technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, and staff-student relations
- are responsible for the content of their posting on any form of technology through any form of communication
- shall only use District controlled and approved technologies when communicating with students or parents
- shall ensure that technologies used to communicate with students and District staff are maintained separate from personal technologies used to communicate with others
- shall not use District owned or provided technologies to endorse or promote a product, a cause or a political position or candidate
- in all instances must be aware of his/her association with the District and ensure the related content of any posting is consistent with how they wish to present themselves to colleagues, community members, parents and students
- shall not use District logos or District intellectual property without the written approval of the superintendent
- shall use technologies to enhance and add value to communications with all recipients and be respectful of those with whom they communicate
- shall immediately report all misuse or suspected misuse of technology to their direct supervisor/administrator who in turn will immediately report to the superintendent
- shall comply with all applicable records management parameters established by Arizona State Library, Archives and Public Records

### ***Expectations for Communicating Electronically***

The Superintendent establishes the following parameters for all District employees communicating electronically with colleagues and students.

- Employees shall only use District-controlled and approved technologies when communicating with students.
- Employees shall only use approved technologies with parents to send one-way, multi-parent messages. All responses or correspondence w/individual parents or families must be conducted through District e-mail or ParentVue.
- Employees shall adhere to all applicable Governing Board policies including but not limited to the use of District technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, and staff-student relations
- Employees may be held accountable for off campus social media and internet use if the subject-matter has a connection to the District and its operations, subject to the free speech rights guaranteed by the First Amendment of the United States Constitution. Use of personal technology and/or social media may violate District Governing Board Policy if the District reasonably believes the conduct or speech will cause actual, material disruption of school activities or a staff member's ability to perform his or her job duties. If an employee believes that information is a matter of public concern, the employee should consult with the employee's supervisor prior to disclosure of potentially confidential information.
- Employees should maintain a clear distinction between personal social media use and any District-related social media use.
- Employees shall not use District owned or provided technologies to endorse or promote a product, a cause, or political position or candidate.
- Employees shall not use District logos or District intellectual property without the written approval of the Superintendent.
- Employees shall immediately report all misuse or suspected misuse of technology to their direct supervisor/administrator who in turn will immediately report to the Superintendent.
- Employees can determine whether communication satisfies the above rules to ensure the communication is appropriate by using the following:

### ***Transparent, Accessible, and Professional (TAP) Test***

1. *Transparent:* All digital communication from District staff must be transparent. As a public school district, the District is expected to maintain openness, visibility, and accountability regarding all communications.
2. *Accessible:* All digital communication to and from District staff are a record subject to disclosure under state law and become part of the District archives. Digital communications may be audited by the District and otherwise accessed as outlined in Policy IJNDB (Use of Technology Resources in Instruction).
3. *Professional:* All digital communication from District staff should be written as a professional employee representing the District. This includes word choices, tone, grammar, and subject matter that model social and ethical standards and the expectations of staff in accordance with Governing Board Policy GBEA. Choice of words should be courteous, thoughtful, and mirror professional communication standards.

If the communication meets all three (3) of the criteria above, then it is likely that the chosen methods of communication are appropriate. Any questions an employee may have about appropriate communication in accordance with these guidelines should be addressed to a supervisor.

### ***Guidelines for Using Social Media Communication for Official School Business***

District employees have rights of freedom of speech, religion, and assembly under the First Amendment; however, the District may impose certain restraints on job-related speech by an employee and on workplace speech. Employees shall not disclose, through social media, social networking or District electronic communications facilities confidential information of the District or other information obtained as part of their job duties. If an employee believes that information is a matter of public concern, the employee should consult with the employee's supervisor prior to disclosure.

- A. It is the responsibility of the site administrator to regularly monitor site activity and comments and to remove or report users when necessary in a viewpoint-neutral manner. District social media sites and the District website are limited public forums. As such, the District does not make District social media sites and the District website available for general public discourse, but rather reserves and limits the topics that may be discussed. The District reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law comments that are deemed not suitable for posting standards set forth may be removed in a viewpoint-neutral manner and shall be retained pursuant to the records retention schedule.
- B. The District will not block social media users.
- C. The District reserves the right to remove content that is deemed in violation of this policy or any applicable law and shall do so in a viewpoint-neutral manner.
- D. All postings must be accurate, respectful and transparent, and contain correct grammar and a professional voice. ***Remember that anything posted on the Internet lives virtually forever.***
- E. When possible, guidelines below should be included in the account information (i.e., "About" section on Facebook). This defines the rules for people interacting on the site.
  - a. While this is a limited public forum, it's also a family friendly one, so comments and posts must be appropriate and professional.
  - b. Staff members participate at your own risk, taking personal responsibility for your comments, your username and any information provided.
  - c. Only official school or District logos/mascots and approved District partners are authorized for use on the site.
  - d. All postings must adhere to Governing Board Policies and District expectations of professionalism.

***Important Reminders and Guidelines for Staff Members who use Social Media Sites for Personal Purposes:***

- A. Personal social network accounts ***MUST*** remain separate from work-related accounts.
- B. A staff member should never "friend" students or accept such a student's "friend request" on a personal account.
- C. A staff member should never "like" student posts or respond individually to a student post or message.
- D. A staff member may not text message students for any reason from a non-District device.

**Note:** Privacy settings may bring a false sense of security. Contrary to what some people think social media sites are very public places. Remember that *anything posted on the Internet can live virtually forever.*

Violations of this policy may result in disciplinary action up to and including termination and may constitute a violation of federal or state law in which case appropriate law enforcement shall be notified. (Ref Policy GBEF and GBEF-R)

## **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

A complaint/grievance may be raised regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

The accusation must be made within 30 calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars of the accusation and complete form JII-EA immediately thereafter. The administrator shall especially note all student-provided particulars determined by the superintendent to be necessary for the complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the superintendent.

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a school administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action. The staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than 30 calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students, staff and parents or guardians in the school offices.

Disposition of all complaints or grievances shall be reported to the superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed. (Ref Policy JII, JII-R)

### **STUDENT DISMISSAL PRECAUTIONS**

No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent or by a person who has legal custody of the child. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the superintendent or designee, evidence of his proper authority to remove the student.

If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

### **STUDENT MEETINGS(LIMITED OPEN/CLOSED FORUM)**

Student meetings may be held in the school(s) of the District that offer instruction in grades 7 and 8 or above under a "limited open forum" if requested by a pupil in grade 7 or above. Furthermore, insofar as the District has a procedure defined as a "limited open forum" under the provisions of Title VIII, the Equal Access Act, Section

801 *et seq.*, the District school(s) shall offer to students a fair opportunity to conduct meetings using school facilities whereupon:

- Such meetings are voluntary and student initiated.
- There is no sponsorship of such meetings by the District, District employees or governmental entities, or employees of governmental entities.
- District employees present at religious meetings will be present only in a non-participatory capacity.
- Such meetings shall not materially and substantially interfere with the orderly conduct of the educational activities of the District.
- Nonschool persons shall not be permitted to direct, conduct, control, or regularly attend such student group meetings.
- Neither the District, any employee or agent of the District, nor of any State or federal governmental entity shall be permitted to:
  - Influence the form or content of any prayer or other religious activity connected with student meetings.
  - Require any person to participate in prayer or other religious activity.
  - Expend public funds beyond the incidental cost of providing the space for such student-initiated meetings.
  - Compel any employee of the District to attend a school meeting that is contrary to the beliefs of the employee.
  - Sanction meetings that are otherwise unlawful.
  - Limit the rights of groups of students to avail themselves under the provisions of this policy to a specified numerical size.
  - Abridge either Arizona or U.S. constitutional rights of any employee, official, or student of the District.

Nothing in this policy shall be construed to limit the authority of the school or its agents or employees to maintain order and discipline on school premises, to protect the well-being of students and employees, and to assure that attendance of students at such meetings is voluntary. (Ref Policy JJAB)

## **STUDENT RECORDS/STAFF RESPONSIBILITIES**

Required student records (regular and special education) will be prepared in a manner consistent with State and federal laws, the requirements of the Arizona Uniform System of Financial Records (USFR), and those of the Arizona Department of Libraries, Archives and Public Records. Retention periods and disposition of records shall be as specified in the USFR, the Arizona Department of Library Archives and Public Records and relevant federal statutes and regulations.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the No Child Left Behind Act of 2001 (NCLB) in the establishment, maintenance, correction, and disposition of student records.

### **Confidentiality**

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, NCLB, and with federal regulations issued pursuant to such act.

### **Statement of Rights**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this procedure [34 C.F.R. 99.7 and 300.613].

- The right to inspect and review the Student's Education Record.
- The right of the parent or eligible student to seek to correct parts of the school education records that the student or the parent believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent's or eligible student's request.
- The right of the parent or eligible student to file a complaint with the U.S. Department of Education if they believe the District has violated the FERPA.
- The right to be informed about FERPA rights including District procedures for exercising their rights.

### **Procedure to Inspect Education Records**

Parents of a student, the designated representative of the parents, and an eligible student may inspect and review the Student's Education Records that are collected, maintained or used by the District. In some circumstances, it may be mutually more convenient for the Record Custodian to provide copies of records.

### **Directory Information -**

The District designates the following personally identifiable information contained in a Student's Education Record as "Directory Information" and will disclose that information without prior written consent:

- The student's name.
- The student's address.
- The student's telephone listing.
- The student's date and place of birth.
- The student's electronic mail address.
- The student's photograph.
- The student's grade level.
- The student's major field of study.
- The student's dates of attendance.
- The student's enrollment status (e.g., part time or full time).
- The student's participation in officially recognized activities and sports.
- The student's honors and awards received.
- The student's weight and height, if a member of an athletic team.
- The student's most recently attended educational agency or institution.

Within the first three (3) weeks of each school year the District will publish in a District communication or send home with each student the above list, or a revised list, of the items of directory information designated as directory information. For a student who enrolls after the notice is published, the list will be given to the parent or eligible student at the time and place of enrollment. See Exhibit JR-EB.

After the parents or eligible students have been notified, they will have two (2) weeks to advise the District in writing (a letter to the Superintendent's Office) of any or all of the items they refuse to permit the District to designate as Directory Information about the student.

At the end of the two (2) week period, if the parents or eligible students have not returned the form indicating refusal to allow the use of Directory Information, the District will assume it has their permission to use the above mentioned information.

This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student. The Student's Records will be appropriately marked by the Records Custodian to ensure compliance with the parent's or eligible student's request.

All requests for records should be referred to the School Principal or appropriate party for proper disposition.

A District school official may release information from a student's education records, other than directory information, to a third party if the parent or the eligible student gives prior signed and dated written consent for the disclosure and the third party agrees that the information will not be disclosed to any other party without the prior consent of the parent or eligible student. (Ref Policy JR and Regulation JR-R)

## **STUDENT SAFETY**

Teachers and staff will be responsible for their classes at all times. At no time are students to be left unsupervised. Students are not to be sent on errands from the school premises.

Teachers have the authority to prohibit the use of and/or to confiscate any article that is a hazard to a student or that may damage school property. In the case of an emergency, the teacher will seek help from the principal.

Every student, teacher, and visitor shall wear appropriate protective eyewear while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to items as listed in A.R.S. [15-151](#). (Ref Policy JLI)

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

During school or school-sponsored functions, students may be transported only in school-approved vehicles operated by District-authorized personnel unless specific approval by the Superintendent has been obtained.

The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent.

The use of a private vehicle for transporting students requires written permission from the Superintendent.

Each District employee authorized to use a private vehicle for District purposes is hereby notified in writing that the employee's automobile insurance is the primary coverage and District insurance coverage is secondary. (Ref Policy EEAG and Regulation EEAG-R)

## **SUPERVISION OF STUDENTS**

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are expected to obey all school rules. The District is required to provide reasonable supervision over all students engaged in school-sponsored activities.

Supervision shall include being within a reasonable proximity of the students. Teachers shall exercise supervision as appropriate from the commencement of the school day, before classes begin, during class sessions, during lunch periods, between classes, and at any other time when performing teaching or related duties on behalf of the school.

If a teacher must leave the proximity of the students, then the teacher shall make a good faith effort to obtain a school employee to supervise the students. In no case shall the teacher leave students unsupervised. (Ref Policy JLIA)

## **SUPPORT STAFF ASSIGNMENTS AND TRANSFERS**

**Assignments** - The Superintendent will determine all support staff assignments. Such assignments shall be based on the needs of the District.

**Transfers** -- The procedure for assignment and transfer of support staff members will be based on the needs of the Instructional Program. Assignments may be changed to serve the interests of the District and students.

Support staff members 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 support 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 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 the expressed preference of the 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. (Ref Policy GDJ)

## **SUPPORT STAFF WORK ASSIGNMENTS/ CONTRACTS AND COMPENSATION**

Support staff members are 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.

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.

### **Compensation**

The Board will determine salaries and benefits of support staff employees, differentiated on the basis of duties and responsibilities. (Ref Policy GDB)

## **SUPPORT STAFF LEAVES OF ABSENCES**

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.

Family member means:

- A. 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;
- B. 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;
- C. 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;
- D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
- E. 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 or Superintendent's designee.

Sick leave is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner, with verification required if requested by the Superintendent or Superintendent's designee.

The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist selected by the District to determine

- whether or not the continued use of sick leave is appropriate or
- whether return to duty is appropriate.

Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on non-duty days.

Each staff member shall be credited with a sick leave allowance at the rate of up to ten (10), eleven (11), or twelve (12) days, determined by the number of months employed:

- Twelve-month's employment (12 days)
- Eleven-month's employment (11 days)
- Ten-month's employment (10 days)

The unused portion of such allowance shall accumulate to a maximum of 120 days, at which time no more sick leave can be earned. As accumulated sick leave days are used and drop below 120 days, an eligible employee may again accumulate sick leave up to the maximum limit.

Buyback of Sick Leave Employees who have accumulated the maximum allowance of days (120) shall be eligible to cash out any days in excess of 120 days at the close of the fiscal year. The payout of the days shall be at 50% of the daily sub rate of pay.

When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy.

Sick leave of any staff member who does not serve a full school year shall be prorated at the rate of one (1) day per month.

Sick leave may be used for any Family Medical Leave Act absence.

Upon request, the staff member shall inform the Superintendent or Superintendent's designee of the following:

- Purpose for which sick leave is being taken.
- Expected date of return from sick leave.
- Where the staff member may be contacted during the leave.

Any employee who can be shown to have willfully violated or misused the District's sick leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal. (Ref Policy GCCA)

### ***Personal Leave***

Each staff member will be granted personal leave from their current-year accrued sick leave not to exceed:

- Five (5) days per year for ten (10) month employees
- Five and a half (5.5) days per year for eleven (11) month employees
- Six (6) days per year for twelve (12) month employees

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 two (2) working days prior to the first day of leave, and must be approved by the principal.

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 (1) 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.
- While the employee is on an unpaid suspension. (Ref Policy GCCB)

When requesting a Leave of Absence for any of the above reasons, the employee must inform their immediate supervisor(s) and log their absence in iVisions with all the necessary information. On Personal Days and Vacation requests, a notice of at least two (2) days will be required so that arrangements may be made for a substitute, if one is needed.

If for some reason the Supervisor does not approve the leave, the Supervisor will notify the employee regarding the decision.

If the request is approved, the Supervisor will forward the request to Human Resources for further evaluation. If the request cannot be granted by the Human Resources Department, the employee and supervisor will be informed. If granted, the request will be sent to the payroll department for processing. and a copy of the request will be placed in the employee's personnel file.

### ***Vacation and Holidays***

Employees filling twelve (12) month, forty (40) hour per week positions shall earn vacation with pay on the following basis:

<u>Months of Service</u>	<u>Accrual Rate</u>	<u>Accumulated Maximum</u>
0 - 60	Ten (10) Days/Year	Twenty (20) Days
61 - 180	Fifteen (15) Days/Year	Thirty (30) Days
181 or more	Twenty (20) Days/Year	Forty (40) Days

Vacations shall be taken as approved by the Superintendent or the Superintendent's designee.

As accumulated vacation days are used and drop below the accumulation limit, an eligible employee may again accumulate vacation up to the maximum limit.

Any earned and unused vacation shall be paid to the employee in the event that the employee is no longer eligible for vacation for any reason including separation from employment.

Employees shall be entitled to all legal holidays during the school year as announced by the Superintendent and in conformance with Arizona Revised Statutes. Uncompensated days off will be established by the school calendar. (Ref Policy GDD)

### ***Absent Without Leave***

An employee shall be deemed "Absent Without Leave" when absent from work because of:

1. A reason that conforms to a policy currently in effect, but the maximum number of days provided for in that policy will be exceeded, or
2. A reason that does not conform to any policy currently in effect, or
3. Failure to report to work without prior notification to the Superintendent or designee.

In no case shall an employee be compensated for time lost due to being absent without leave.

An employee who is absent from work without prior approval is subject to disciplinary action, as is one who was unable to obtain prior approval due to unusual circumstances and such approval is denied upon the employee's return. (Ref Policy GCC)

### ***Military/Legal Leave***

The Board recognizes the fact that its employees have citizenship responsibilities, and, in order to make it possible for said employees to carry out their responsibilities to the city, county, state, or nation, the Board will grant leaves, in addition to jury duty, when an employee is called to attend field training services for the Military Reserve or National Guard and when an employee is a victim of a juvenile or adult crime exercising a right to be present at a proceeding as defined in statute.

When an employee receives notice that requires leave as delineated above, it is the responsibility of the employee to notify the Superintendent or principal.

### **Jury Duty**

It is recognized by the Board that no employee is exempt from jury duty and that leaves of absence for such duty must be granted.

- A. Only the regular salary may be received by an employee on jury duty.
  - 1. It is the responsibility of the employee to reimburse the District for jury duty pay when such payment is made directly to the employee. Failure to reimburse the District at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed.
  - 2. An employee excused from jury duty after being summoned shall report for regular duty as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed [A.R.S. [21-236](#)].

### **Victim Leave**

Statute provides that an employer who has fifty (50) or more employees shall permit an employee leave if the employee is the victim of juvenile or adult crime and is exercising a right to be present at a proceeding as defined in A.R.S. [8-420](#) or [13-4439](#). Compensation may be provided if the employee has available vacation or to the extent other leave may be available by policy.

- A. An employee's accrued vacation, personal, sick or other applicable leave shall be used to the extent available by policy.
- B. If paid leave is unavailable, the employee must request an unpaid leave of absence in accord with policy.
- C. Before an employee may leave work for this purpose, the employee shall provide the employer with a copy of the form provided by law enforcement and if applicable a copy of the information the law enforcement agency provides the employee pursuant to either A.R.S. [8-386](#) or [13-4405](#).
- D. Leave for this purpose may be limited if the leave creates an undue hardship to the employer's business.

### **Military Leave**

- A. *An employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field training [A.R.S. [26-168](#) and [38-610](#)].*
- B. *An employee who is a member of the uniformed service may use any vacation leave or other accumulated paid time off during their service, or may take unpaid leave of absence.*
- C. *The District must reemploy uniformed service members, as defined in 38 U.S.C. 4303, returning from a period of service, if the service member:*
  - 1. *Was employed by the District.*
  - 2. *Gave the District notice that he or she was leaving the job for service in the uniformed services, unless giving notice was precluded by military necessity or otherwise impossible or unreasonable.*
  - 3. *Has a cumulative period of service in the uniformed services not exceeding five (5) years.*
  - 4. *Was not released from service under dishonorable or other punitive conditions.*
  - 5. *Has reported back to the District in a timely manner or has submitted a timely application for reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act.*

### **Leave of Absence Without Pay**

The District recognizes that on occasion extenuating circumstances arise that may necessitate absence from duty that is not covered by other specific leave provisions of the District. To address such situations, a leave of absence, without pay, may be granted a member of the certificated staff or support staff for not longer than one (1) year.

A Leave of Absence may be requested for, but not limited to, the following purposes:

- A. Additional education that relates to the employee's primary assignment. A plan of contemplated course work must be presented.
- B. To provide for an unpaid leave in a situation where the employee will be absent from work because of (1) a reason that conforms to a policy currently in effect, but the maximum number of days provided for in the policy will be exceeded, or (2) A reason that does not conform to any policy currently in effect.
- C. For a Leave of Absence that benefits or is in the best interest of the District, as determined by the Board

upon review of the application. F. For leave under the Family and Medical Leave Act (FMLA).

A "Leave of Absence" requested pursuant to this policy will need to be approved by the Superintendent, if the leave period does not exceed 12 weeks. If the leave period exceeds 12 weeks, it must be recommended by the Superintendent and approved by the Governing Board.

A request for "Leave of Absence" shall not be denied by the District if the employee is entitled to the leave under the Family and Medical Leave Act. All other applications for "Leave of Absence" may be granted or denied by the District at its sole discretion.

Each request for such a leave of absence shall be in a written application stating the purpose, starting date, and duration of the leave of absence, the reasons for its necessity or desirability, and any other information the applicant deems relevant to the request. The "Leave of Absence" shall be only for the purpose and duration approved and may not be extended without written approval by the District.

All rights of continuing status (certificated teachers only), retirement, salary increments, and other benefits shall be restored at the level earned when the leave was granted. All accrued sick leave, personal days, and other paid leave shall be applied to the leave period unless otherwise stipulated by the District or prohibited by the Family and Medical Leave Act. (Ref Policy GCCC)

#### ***Family Medical Leave Act (FMLA)***

***Family and Medical Leave Act Any employee who has been employed by the District at least 12 months and who has completed at least 1,250 hours of service immediately prior to the time the leave is to commence shall be eligible for 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. Accordingly, all portions of this policy that pertain to the FMLA shall be interpreted in a manner consistent with the FMLA and its regulations. Subject to the conditions set forth herein, any eligible employee of the District may take up to 12 weeks of leave (FMLA leave) measured backward for each employee from the first time such employee uses leave under FMLA without pay, for any one (1) or more of the following reasons.

1. Because of the birth of a child of the employee and in order to care for such child.
2. Because of the placement of a child with the employee for adoption or foster care.
3. In order to care for the spouse or a son, daughter, or parent of the employee, if such person has a serious health condition.
4. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
5. Because of any qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

*Serious health condition* means an illness, injury, impairment, or physical condition that involves inpatient care in a hospital, hospice, or residential medical facility, or outpatient care with continuing medical treatment by a licensed physician.

***Special conditions applicable to FMLA.*** Entitlement to leave for the birth of a child or the placement of a child for adoption or foster care ends at the expiration of a twelve (12)-month period, beginning on the date of the event. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve (12)-month period to care for the servicemember. The leave described to care for a covered servicemember shall only be available during one (1) single twelve (12)-month period.

A husband and wife working for the District may be limited to a total of twelve (12) weeks of leave during each applicable twelve (12)-month period for leave for the birth of a child or the placement of a child for adoption or foster care and to care for an employee's parent with a serious health condition. The aggregate number of workweeks of leave to which both the husband and wife may be entitled under covered servicemember family leave combined with leave as described in the previous sentence shall be limited to twenty-six (26) workweeks during one (1) single twelve (12)-month period.

The District shall not require an employee to substitute accrued sick leave for FMLA leave used by reason of a birth, adoption, or foster placement. An employee shall substitute accrued vacation or personal leave for FMLA leave used by reason of a birth, adoption, or foster placement, to the extent available by policy, unless otherwise agreed to by the District. In any other circumstance, an employee's accrued sick, vacation, personal, or other applicable leave shall be substituted for FMLA leave, to the extent available by policy, unless otherwise agreed to by the District.

**Notice.** An employee must provide at least thirty (30) days notice before the FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption, or foster care, planned medical treatment for a serious health condition, or military service leave of the employee or family member. If thirty (30) days notice is not practicable, notice must be given as soon as practicable. The notice shall be in the form of a request for leave of absence as specified in this policy. The District may deny FMLA leave to any eligible employee until such time as the employee has provided the required notice.

**Certification.** All FMLA leave shall be supported by a medical certificate provided by the employee's health provider in the form of the exhibit accompanying this policy. In any instance where the FMLA leave must be preceded by thirty (30) days notice, the medical certificate should accompany the request for leave of absence. In any other instance, the medical certificate should be provided within fifteen (15) days after the FMLA leave commences.

Certification of active military duty or call to active duty in support of a contingency operation for the purpose of receiving family leave shall be required under the same conditions as FMLA certification for leave indicated above.

The employee may be requested (at the District's expense) to provide recertification of medical conditions in support of leave if the District feels that the circumstances so warrant and notice is given. Recertification shall not be required for intervals shorter than thirty (30) days.

Whenever a medical certification or recertification is required of an employee, notice describing such requirements and providing the form of such certification shall be provided to the employee. An employee shall not be denied FMLA leave or other rights under the FMLA unless a notice required by FMLA in such a situation has first been provided to the employee.

In the case of continuation, recurrence, or onset of a serious health condition to the employee, covered family of the employee (including a servicemember being cared for by an employee) and the employee is unable to return to work, certification issued by the health care provider of the entity with the serious health condition shall be required to support the inability of the employee to return to work.

**Intermittent or reduced time (IRT) leave.** FMLA leave may be taken intermittently or on a reduced leave schedule under the following circumstances:

1. If medically necessary to care for a family member or for the employee's own serious health condition;
2. Because of any qualifying exigency the spouse, or a son, daughter, or parent, of the employee is on active duty, or notified of an impending call or order to active duty in support of a contingency operation;  
or
3. If approved by the District.

The District may, for the term of the leave, transfer the employee to an alternative position with equivalent pay and benefits.

If the IRT leave is for an *instructional employee* (one whose principal function is to instruct students in a class, small group, or as individuals), the District can require the employee either to take leave for a period or periods of a particular duration not greater than the duration of the planned treatment or to transfer temporarily to an available alternative position with equivalent pay and benefits that provides better accommodation of recurring periods of leave, provided the leave is:

1. Requested to care for a qualifying family member or as a result of the employee's serious health condition preventing job performance;
2. Foreseeable, based upon planned medical treatment; and
3. For more than twenty percent (20%) of the working days in the leave period.

**Employee notification.** With each request for FMLA leave, the employee shall be notified:

1. About FMLA by provision of the FMLA fact sheet (Exhibit EE).
2. As appropriate concerning the expectations, obligations, and consequences of taking FMLA leave per 29 C.F.R. 825.300(a) of FMLA.
3. That FMLA leave may be withheld until a requested notice is provided or the time frame is met.
4. That if leave is granted to an employee who is unable to perform the work required, restoration may be denied until the employee has complied with the request to provide medical certification of ability to return to work.

The District will post notices in conspicuous places on the District premises that provide a summary of FMLA and information on how to file a charge for an FMLA violation.

**Health care continuation.** An employee taking FMLA leave shall be entitled to have the health care plan in which the employee is participating continue under the same terms and conditions applicable to actively working employees. The District shall require the repayment of any health care premiums paid by the District for continuing coverage during the period of the FMLA leave if the employee fails to return to work after the FMLA leave expires and the failure to return is not due to circumstances beyond the employee's control.

**Position restoration.** Upon return from FMLA leave, an employee shall be restored to the same position held before the FMLA leave commenced or to an equivalent position with equivalent pay, benefits, and working conditions. The District requires an employee to provide a medical certificate from a health care provider that the employee is able to resume work before returning from FMLA leave for a serious personal health condition. The District may delay the return of an instructional employee from FMLA leave at the end of a semester, in accordance with Section 825.602 of FMLA rules. The District may deny restoration of position to any key employee (i.e., one who is among the highest-paid ten percent [10%] of all employees of the District), in accordance with Section 825.218 of FMLA rules.

The employee may be granted leave under these circumstances, subject to reasonable efforts to schedule treatment so as not to unduly disrupt the educational program.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave. (Ref Policy GCCC)

#### **Bereavement Leave**

An 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 of a family member as defined in Policy GCCA.

Extensions of Bereavement Leave may be granted upon personal request to the Superintendent, but all extensions shall be deducted from the employee's accrued Sick Leave. In the absence of any accumulated sick leave, the Superintendent may approve an unpaid leave of absence for each day of extended bereavement leave used. (Ref Policy GCCH)

## **SUPPORT STAFF RESIGNATION OR TERMINATIONS**

Employees voluntarily terminating their service with the District are expected to give advance notice of not less than ten (10) working days. This notice should be submitted to the supervisor in writing and should specify both the last day of work and the reason for terminating. (Ref Policy GDQB)

An employee who quits the service of the District shall be paid all wages due on the regular payday for the pay period during which termination occurs. Such wages may be paid by mail if requested.

An employee who is discharged from service of the District shall be paid all wages due within ten (10) calendar days from the date of discharge. (Ref Policy DKA)

## **SUPPORT STAFF SALARY WAGES**

Initial Placement Wages for all new support staff personnel and for all currently employed personnel selected for another position in the District will be recommended by the Superintendent and approved by the Board at the time of employment. The Superintendent's recommendation will be based on consideration of the candidate's qualifications, relevant job experience, and years of District employment, if applicable.

Advancements for regular twelve (12) month employees are granted only at the beginning of each fiscal year. Annual increases may be withheld if it is determined the employee does not perform at the expected level or does



not meet standards for the job.

An employee must work one (1) day more than one-half (1/2) of the year to receive an advancement in wages. (Ref Policy GDBA)

## **SUPPORT STAFF WORKLOAD, SCHEDULES, MEETINGS**

The normal workweek for support staff personnel will not exceed forty (40) hours per week. Typically the week will be based on eight (8) hours per day, five (5) days per week; however, the Superintendent may designate other workweek structures to meet varying conditions and needs of the District. Employees will be notified at least one (1) week in advance of any modification to the workweek plan.

Individual employee work schedules will be based on the position held by the respective employees and on District needs as identified during the employment process.

For the purpose of calculating regular and overtime hours in accordance with wage and hour requirements, the District's designated workweek shall begin at 12:01 a.m. on Monday and conclude at 12:00 midnight the following Sunday.

An employee may work overtime, provided that advance authorization is obtained from the supervisor in charge or, in the case of an emergency, authorization is obtained immediately upon completion of the work or as soon thereafter as practicable. (Ref Policy GDL)

***Overtime/Compensatory Time*** Non-exempt employees who work more than forty (40) hours per week shall be awarded "compensatory time" at the rate of one and one-half (1 1/2) hours for each hour of overtime work. In cases of emergency, when the employee cannot be immediately released for this time and one-half compensation, the Superintendent will make the decision as to paying the employee at the rate of time and one-half or having the employee take the time off at a future date. The hours must be approved by the immediate supervisor before the employee works overtime or, in the case of an emergency, immediately upon completion of the work or as soon thereafter as possible. (Ref Regulation GDL-R)

***Schedules*** All support staff employees shall report to their duty stations on time each workday and shall, as scheduled, be available there until the designated time(s) they are scheduled to leave. (Ref Policy GDK)  
The Superintendent will arrange for and hold staff meetings as the need may arise. This authority may be delegated to the school principals or supervisor(s), who may hold such meetings on a regularly scheduled basis or as the need arises. All appropriate staff members are required to attend any such meeting(s) unless officially excused. (Ref Policy GDLB)

## **TELEPHONE/CLASS INTERRUPTIONS**

The Superintendent shall establish regulations limiting class interruptions, with particular emphasis on use of communication devices and interruptions by salespersons or visitors.

Support staff should not be called out of their classrooms for telephone calls, salespersons, or visitors. Exceptions may be made in emergencies. The classroom setting shall not be interrupted by the use of the interschool communication system unless authorized by the principal. (Ref Policy IMH and Regulation IMH-R)

## **TEST/ASSESSMENT ADMINISTRATION**

### ***State-mandated testing***

Employees designated by the Superintendent to administer the test adopted by the Arizona State Board of Education shall ensure the following:

- A. Keep all test materials in locked storage.
- B. Not reproduce any test materials in any manner.
- C. Not disclose any actual test items to pupils prior to testing.
- D. Not provide answers of any test items to any pupils.

- E. Administer only practice tests that are provided by the test publishers. Previous editions of the test series being used in the Statewide Testing Program may not be used as practice tests.
- F. Strictly observe all timed subtests. The test publisher's suggested time limits for non-timed subtests shall be followed as closely as possible in order to maintain uniformity in test administration.
- G. Follow directions for administering the test explicitly. No test item may be repeated unless otherwise indicated in the directions.
- H. Not change a pupil's answer(s).
- I. Return all test materials to the Superintendent or designee immediately upon completion of testing.

Failure to comply with these requirements or others as required by Arizona Revised Statutes or by other rules or regulations shall be considered cause for discipline, including but not limited to, suspension or termination. All violations of this policy shall be reported to the State Superintendent of Public Instruction. (Ref Policy ILB)

## **TIMECLOCK PLUS**

The following is a list of Fair Labor Standards Act (FLSA) rules and District regulations. Oversight of FLSA is administered by the Department of Labor that was established by the federal government. The Liberty School District will practice and follow all requirements set forth by FLSA to protect the well being of our hourly employees. Non-exempt (classified) employees covered by the FLSA will be identified and compensated for overtime hours in accordance with district policy. District regulations include guidelines for lunch hours, breaks, and the approval process for overtime or extra time that may not be governed by the FLSA. All district supervisors and administrators must ensure that all employees adhered to FLSA provisions relating to overtime and hours worked to ensure the district's compliance with federal law.

### **IMPORTANT HIGHLIGHTS**

- *ALL WORK MUST BE REPORTED ON TIMECLOCK PLUS.*
- *Record accurate arrival, lunch period, and departure times on TimeClock Plus daily.*  
<https://tcp.mcesaaz.org/app/webclock/#/EmployeeLogOn/liberty>
- All full-time non-exempt employees are required to take a 30 minute lunch period. It is important for both health reasons and productivity on the job for employees to rest for a 30 minute period. Lunch must be taken away from your workstation. Please get prior approval from your supervisor if you wish to extend your lunch break longer than 30 minutes.
- *Work at home (tied to your job responsibility) should be extremely rare but always with prior approval from the Superintendent.*

### **DEFINITIONS**

- Actual pay is receiving pay for the hours worked in a given pay period.
- Compensatory (comp) time is paid time off earned at the rate of one and one-half (1 1/2) hours for every one (1) hour of overtime worked.
- Equalized pay is having your annual wages paid in equal installments throughout the school/fiscal year.
- Extra time occurs when the employee works hours in excess of the employee's weekly work schedule, but the total hours physically worked for the workweek are 40 or less.
- Flex time is when a supervisor adjusts an employee's work schedule for the remainder of the workweek to ensure the total hours for the workweek are not exceeded.
- Hours worked is time physically worked during the week. Hours worked does not include paid hours that were not physically worked. Examples of paid hours that were not physically worked are holidays, vacation, sick leave, personal leave, and use of compensatory time.
- Non-exempt employees are employees who are compensated on an hourly basis and who are protected under the overtime provisions of FLSA.
- Overtime hours means hours physically worked in excess of forty (40) hours per workweek.
- Workweek: The normal workweek will not exceed forty (40) hours per week. The district designated workweek begins at 12:01 a.m. on Monday and concludes at 12:00 midnight the following Sunday.

## **WORK HOURS**

The typical workweek for non-exempt employees will be based on eight (8) hours per day, five (5) days per week; however, the Superintendent may designate other workweek structures to meet the needs of the district. The district designated workweek begins at 12:01 a.m. on Monday and concludes at 12:00 midnight the following Sunday.

All full-time non-exempt employees are expected to take a 30 minute lunch period. It is important for both health reasons and productivity on the job for employees to rest for a 30 minute period. Lunch must be taken away from your workstation. Please get prior approval from your supervisor if you wish to extend your lunch break longer than 30 minutes.

Supervisors have the discretion to allow full-time employees to take a paid 15 minute break during the workday. The supervisor will schedule such breaks so as to not disrupt the workflow. If an employee does not take a rest break during the scheduled time, he or she will forfeit the time. Break times can't be preserved for another day. An employee may not use the rest break to adjust his or her work hours and come in late or leave early on either a daily or weekly basis. Breaks also cannot be combined for an off-campus trip.

## **OVERTIME**

Non-exempt employees who physically work in excess of forty (40) hours in any workweek shall be paid one and one-half (1-1/2) times the regular hourly wage or given compensatory time equal to one and one-half (1-1/2) times the overtime hours actually worked, as defined in this policy.

Overtime payments or comp time accrual shall be computed on the basis of hours actually worked during a single workweek, as recorded on the employee's timecard. Holidays, vacation, sick leave, emergency leave, and other hours paid but not worked are not hours worked for the purpose of overtime or compensatory time calculation.

Overtime hours shall not be used routinely to complete regular job responsibilities. A non-exempt employee will be allowed to work hours in excess of the employee's scheduled hours only upon the written prior approval of his or her immediate supervisor, except in the case of a documented emergency. In the event of an emergency, the employee must make a reasonable attempt to obtain prior approval from his or her supervisor for the overtime. If prior approval cannot be obtained, the employee must notify the supervisor that excess hours were worked and the nature of the emergency during the employee's next regularly scheduled shift.

The employee must submit verification of the additional hours worked to the supervisor and payroll specialist at the end of each payroll period in which the additional hours were worked.

Any employee who works unauthorized overtime will be subject to disciplinary action, which may include suspension without pay and/or termination, as determined appropriately.

The supervisor may adjust an employee's work schedule for the remainder of the workweek to ensure the total hours for the workweek are not exceeded (flex time).

## **OVERTIME COMPENSATION**

Nonexempt employees who work more than forty (40) hours per week shall be awarded "compensatory time" at the rate of one and one-half (1 1/2) hours for each hour of overtime work. In cases of emergency, when the employee cannot be immediately released for this time and one-half compensation, the Superintendent will make the decision as to paying the employee at the rate of time and one-half or having the employee take the time off at a future date. The hours must be approved by the immediate supervisor before the employee works overtime or, in the case of an emergency, immediately upon completion of the work or as soon thereafter as possible.

*Compensatory time will be paid out to the employee at the end of each semester unless the Superintendent determines otherwise. Accrual of compensatory time shall remain at reasonable levels and within the scope of the employee's position. Accumulations greater than 60 hours of compensatory time shall require approval by the Superintendent. If an employee has compensatory time available, the compensatory time must be depleted before any other leave can be utilized.*

*Please note that an employee's supervisor must authorize any overtime compensation prior to the employee physically working more than contracted hours in a workweek. Additionally, the supervisor must get approval to authorize the overtime work from the superintendent or designee. (Ref Policy GDL)*

## **TUTORING FOR PAY**

School buildings are not to be used for non-District paid tutoring or paid classes unless a *Use of Facilities Form* has been executed by the School District. **Staff members are prohibited to tutor for pay any students who attend or are registered in one of their own classes. The only exception is a school-sponsored tutoring program that provides compensation.**

Any exception to the above must have the Superintendent's written approval.

Any person contracted by the Arizona Department of Education or District to provide tutoring services directly to pupils shall be required to obtain a fingerprint clearance card prior to such services being provided. (Ref Policy GCRD)

Any person contracted by the state or District to provide tutoring services directly to pupils shall be required to obtain a fingerprint clearance card prior to such services being provided. (Ref Policy GCRD)

## **VANDALISM**

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

Students who destroy school property through vandalism or arson, or who create a hazard to the safety of other people on school property, may be referred to law enforcement authorities. Such students who are caught vandalizing school property shall be subject to disciplinary action, including but not limited to suspension and expulsion. A conference with the student's parents will be required.

The principal will establish a system through which students and members of the school community can report any instance of vandalism or suspected vandalism. Each employee of the District shall report to the principal or other administrator every perceived incident of vandalism and, if known, the names of those responsible. (Ref Policy ECAC)

## **VISITORS**

Parents are encouraged to visit the school. However, all visitors must receive a visitor's pass from the School Office.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. No person will be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law. (Ref Policy KI and Regulation KI-R)

## **WORKERS' COMPENSATION**

All employees shall be covered by Workers' Compensation Insurance for any accident while on assignment, including an accident on school property or while on official business off school property. An employee must report any such accident to the Supervisor's Office immediately, since a report on the time of the accident, persons involved, and how it happened is required. (Ref Policy GBGD)

Any employee, who has an accident, no matter how slight, while on duty, shall notify his/her Supervisor immediately. Failure to follow this procedure could result in the loss of Worker's Compensation benefits.

After being notified by an employee, the principal or supervisor shall notify the District Office. (Ref Regulation GBGD-R)

*If you sustained an on-the-job injury, and your injury is not life threatening or does not require immediate medical attention, get with your supervisor or site nurse and contact the Alliance on-call triage nurse.*

**1(888)CLAIM-89**

**1(888)252-4689**

*Injured employees requiring immediate medical attention should go for treatment to:*

**Banner Estrella**

**Occupational Health Clinic**

**9305 W. Thomas Rd; Suite 235**

**Phoenix, AZ 85037**

**623-327-4100**

**Open Mon-Fri 7am to 6pm**

Employees may be required by the superintendent or designee, for purposes of employment or retention, to submit to such tests or examinations as a licensed physician deems appropriate.

When, in the opinion of the immediate supervisor and/or the superintendent, the employee's physical or emotional condition warrants, the District may require a complete examination, at District expense, by a licensed physician selected by the District. (Ref Policy GBGC)

### ***Worker's Compensation***

All employees are covered by Industrial Injury Insurance. An employee of the District, who suffers an accident while actively employed, is required to report the injury to the health aide/nurse or their Supervisor within twenty-four (24) hours after the injury occurs. Should there be circumstances under which the individual would be unable to render such a report, it must be verified by medical authority.

When a job-related injury/accident requires medical attention and absence from the workplace, the following conditions shall apply:

- A. The physician will be responsible for reporting the circumstances of the injury to the District, the Industrial Commission, and the District's insurance carrier.
- B. During the first seven (7) days of absence due to a job-related injury/accident, the employee will be placed on sick leave, provided the employee has accumulated sufficient sick leave.
- C. If a job-related injury/accident results in more than seven (7) days absence, the insurance carrier will be responsible for handling the claim for lost pay. During such period the employee may be directed to:
  - a. endorse over to the District the payments received from the insurance carrier, continue to receive a regular salary, and be charged sick leave. When the amount of the insurance payment is determined and received by the District, the employee's sick leave record will be adjusted for that fraction of the time paid by the insurance carrier (e.g., the insurance carrier pays one-half [1/2] of the normal salary of the employee, the sick leave will be adjusted on a pro rata basis); or
  - b. draw compensation from the insurance carrier, provide the District with a record of such payment, and receive payment for sick leave pay for the uncompensated portion of missed time, up to the limit of accumulated sick leave.

- D. In no event will an employee receive a combined salary and worker's compensation in excess of the employee's regular salary.
- E. An employee who has used all accumulated sick leave will be removed from the payroll and will receive only such amounts as are paid by the District's insurance carrier.

(Ref Regulation GBGD-R)

### **WORKPLACE(DRUG-FREE)**

**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.

Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal. (Ref Policy GBEC, GBECA, AND GBECB)

#### **Employee Drug Use**

The nonmedical possession or use or abuse of drugs and/or use of alcohol is forbidden on school property or at school-sponsored activities away from school property. Employees determined to be in possession of, using, or abusing drugs or using alcohol shall be reported immediately to the principal or other person in charge. The Superintendent shall be notified immediately. (Ref Policy GBECA)