

**NOTICE OF REGULAR BOARD MEETING  
KINGMAN UNIFIED SCHOOL DISTRICT #20 GOVERNING BOARD**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Governing Board of Kingman Unified School District #20 and to the general public that the Governing Board of Kingman Unified School District #20 will hold a meeting open to the public at **4:30 PM, Tuesday, June 9, 2026**. The meeting will be held in the **Kingman Unified School District Office, 3033 MacDonald Avenue, Kingman, AZ 86401**. Agenda is subject to revision 24 hours prior to meeting. A copy of the agenda background material provided to KUSD Board members (with exception of material relating to possible executive sessions) is available for public inspection 24 hours before the meeting at our district office, 3033 MacDonald Avenue, Kingman, AZ. When necessary, the Board may vote to go into Executive Session, which will not be open to the public, for discussion and consultation for legal advice regarding any of the agenda items (A.R.S. § 38-431.03 (A)(3)), to discuss personnel matters (A.R.S. § 38-431.03 (A)(1)), records exempt by law from public inspection (A.R.S. § 38-431.03 (A)(2)), or for legal advice and consultation regarding pending or contemplated litigation (A.R.S. § 38-431.03 (A)(4)).

The agenda for the meeting, posted on June 4, 2026. Revised agenda posted on June 8, 2026., is as follows.

Agenda of the Governing Board; Dr. Gretchen Dorner, Superintendent

**Members of the Kingman School District Governing Board will attend in person, by telephone, video or internet conferencing. Agenda is subject to revision 24 hours prior to meeting.**

**To watch the School Board meeting via computer or a smartphone with a data plan:**

<https://www.youtube.com/c/KUSD20>

**Regular Board Meeting**

**Tuesday, June 9, 2026**

**4:30 PM**

**Kingman Unified School District Office, 3033 MacDonald Avenue, Kingman, AZ 86401**

1. Call to Order  
**Agenda Item Type:** Procedural
2. Pledge of Allegiance  
**Agenda Item Type:** Procedural
3. Roll Call  
**Agenda Item Type:** Procedural
4. Recognition of Retirees and those leaving the District with more than ten years of service:

- |                               |                          |  |
|-------------------------------|--------------------------|--|
| 5. <b>First and Last Name</b> | 6. <b>Position</b>       | 7. <b>Caring for Kids Since<br/>xxxx</b> |
| 8. Lisa Kelly                 | 9. Clerk                 | 10. 2023                                 |
| 11. Lynn Wells                | 12. Paraeducator<br>IV/V | 13. 2005                                 |
| 14.                           |                          |  |

*We will have a moment of silence for the following beloved staff members that we lost in the 2025-26 school year:*  
**Christine Schram**

**Agenda Item Type:** Informational

15. Call to the Audience (The Board will listen to any comment from the public but will not respond except as permitted by A.R.S. § 38-431.01 (G). The Board may refer the item to the administration or request to have it placed on a future agenda.)  
**Agenda Item Type:** Procedural
16. Reports:
- Superintendent:
- Board Reports:  
**Agenda Item Type:** Informational
17. Consent Agenda  
Approval of Routine Orders of Business. Documentation concerning the matters on the Consent Agenda may be reviewed at the Kingman Unified District Office, 3033 MacDonald Ave. Any Board member may request an item be pulled off the agenda for further discussion.  
**Agenda Item Type:** Discussion/Action
- A. Approve Minutes:
- B. May 12, 2026                      C. Regular Board Meeting
- D. May 21, 2026                      E. Student Hearing
- F. Approve Vouchers:  
1. Payroll Vouchers: 47-50, 1045, 1047-1048  
2. KUSD Vouchers: 2055-2057
- G. Approve Personnel Hire Ratification List:
- H. Approve Personnel Term/Leave Ratification List
- I. Approve or ratify the requests for employee contract/work agreement adjustments for changes in position
- J. Approve May 2026 Financials
- K. Approve School Fundraisers
- L. Approve recommendation to renew contract of IFB #24-02-29 for Delivered and Offsite Fuel, Oil and Similar Products to Rebel Oil Company, fourth year of a five-year award
- M. Approve recommendation to renew contract of RFP #25-02-30(26) for Audit Services to Advisent Assurance, LLP, third year of a five-year award
- N. Approve recommendation to renew contract of RFP #26-02-31 for Security Services with Desert Mountain Security LLC., second-year of a five-year award
18. Second reading of changes in policy as recommended by ASBA:  
Policies 961-1046  
**Agenda Item Type:** Discussion/Action
19. Possible action to allow or deny eligibility to Arizona online charter students to participate in KUSD Interscholastic Sports teams  
**Agenda Item Type:** Discussion/Action
20. Approve District Representatives who will participate in Special Education Individual Education Plans for the 2026-2027 school year:  
**Agenda Item Type:** Discussion/Action

21. Eve Northey	22. Trevor Batt	23. Anne Casson	24. Penny Blattner
25. Jennifer Wisely	26. Debra Kelly	27. Courtney Pool	28. Jennifer Cass

29. Jennifer Hannan	30. Irish Cabalida	31. Cera Ry-Allen	32. Theresa Altman
33. Ryan Hardy	34. Camille Larson	35. Cory Cobanovich	36. Jeffrey Siefker
37. Connie Fitzsimmons	38. Emily Baker	39. Megan Brown	40. Denna Cencelewski
41. Wendy Hayes	42. Sadie Malmin	43. Mary Faith Jacalan	44. Jennifer Russell
45. Kim Richhart	46. Nick Juby	47. Isaiah Ward	48. Daniel Emborsky
49. Danyl Pierson	50. Janet Wills	51. Lisa Nikodym	52. Kristina Weaver
53. Cassie Jones	54. Charissa Gelsinger	55. Kathleen Fottrell	56. Kristy Wicks
57. Jennifer Rose	58. Faith Skousen	59. Michelle Albert	60. Julie Runkel
61. Russ Skubal	62. Dawn Day	63.	64.

65. Possible action to approve the Registered Behavior Technician (RBT) stipend program proposal  
**Agenda Item Type:** Discussion/Action

66. Possible action to approve curriculum:  
StudySync High School English curriculum that has been on display for the required sixty (60) days starting April 14, 2026

This is an English curriculum to be used at the high school level in grades 9-12  
Publisher: Imagine Learning  
StudySync, Grade 9  
StudySync, Grade 10  
StudySync, Grade 11  
StudySync, Grade 12

**Agenda Item Type:** Discussion/Action

67. Possible action to approve curriculum:  
NoRedInk High School curriculum that has been on display for the required sixty (60) days starting April 14, 2026

This is a writing & grammar curriculum to be used at the high school level in grades 9-12.  
Title: NoRedInk  
Website: noredink.com

**Agenda Item Type:** Discussion/Action

68. Possible action to approve curriculum:  
Encuentros High School Spanish curriculum that has been on display for the required sixty (60) days starting April 14, 2026

Publisher: Vista Higher Learning  
Encuentros-Level 1, ISBN: 978-1-66993-464-6  
Encuentros-Level 2, ISBN: 978-1-66993-465-3

**Agenda Item Type:** Discussion/Action

69. Possible action to approve recommendation to enlist Ellevation Education as sole source for EL student assessment platform  
**Agenda Item Type:** Discussion/Action

70. Possible action to renew agreement with The Trust to provide insurance coverage for 2026-2027 school year  
**Agenda Item Type:** Discussion/Action

71. Possible action to approve extension of contract with Compass Group SSC as contracted provider for facilities, grounds and maintenance for the 2026-2027 school year  
**Agenda Item Type:** Discussion/Action
72. Possible action to approve contract renewal with Southwest Foodservice Excellence as the contracted provider for KUSD's Food Service Management Company for the 2026-2027 school year  
**Agenda Item Type:** Discussion/Action
73. Possible action to approve recommendation to renew contract of RFP #25-03-30 for Speech Therapy, Occupational Therapy and Psychology Services to multiple vendors listed in packet, third year of a five-year award  
**Agenda Item Type:** Discussion/Action
74. Possible action to approve the FY26-27 Employee Handbook  
**Agenda Item Type:** Discussion/Action
75. Approve Listed Donations  
**Agenda Item Type:** Discussion/Action
76. Possible motion to move into Executive Session per A.R.S. §38-431.03(A)(1) to discuss request to be released from employment contract by Tom Wokasch  
**Agenda Item Type:** Discussion/Action
77. Possible motion to reconvene into Regular Session for any action resulting from Executive Session  
**Agenda Item Type:** Discussion/Action
78. Possible action upon request for Tom Wokasch to be released from his FY26-27 employment contract  
**Agenda Item Type:** Discussion/Action
79. Board Comments:  
**Agenda Item Type:** Discussion
80. Adjourn  
**Agenda Item Type:** Action

**Pursuant to the Americans with Disabilities Act (ADA), Kingman Unified School District #20 endeavors to ensure the accessibility of all its programs, facilities and services to all persons with disabilities. If you need an accommodation for this meeting, please contact the Kingman Unified School District Office at (928) 753-5678 or email [vportillo@kusd.org](mailto:vportillo@kusd.org).**

**Requests should be made as early as possible to allow time to arrange accommodation.**

Approve Personnel Hire Ratification list:

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>SITE</b>	<b>POSITION</b>	<b>DATE</b>
Bohlen	Marc	Kingman High School	SPED Teacher	07/08/2026
Johnson	Chloe	Little Explorers	CDC Caregiver	05/19/2026
Jones	Cassie	Hualapai	Teacher on Assignment	07/06/2026
Leonard	Kristi	Black Mountain	Teacher	07/08/2026
Rogers	Rebecca	District Office	Substitute Teacher	05/12/2026
Saiz	Ashley	District Office	Substitute Teacher	04/30/2026
Seder	Heather	District Office	Occupational Therapist	07/01/2026

Approve Personnel Term/Leave Ratification List:

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>SITE</b>	<b>POSITION</b>	<b>DATE</b>
Arave	Jerry	District Office	Substitute Teacher	05/20/2026
Burggraf	Jennifer	Hualapai	Assistant Principal	06/30/2026
Cheney	Cassidy	Little Explorers	CDC Caregiver	05/07/2026
Chieffo	Marguerite	District Office	Substitute Teacher	05/13/2026
Cochran	Alicia	Little Explorers	Paraeducator IV/V	05/20/2026
Covault	Crystal	District Office	Substitute Teacher	05/14/2026
Greer	Traci	District Office	Substitute Teacher	05/20/2026
Hewson	Fenella	District Office	Substitute Teacher	05/06/2026
Hickman	Meagan	Desert Willow	Paraeducator IV/V	05/13/2026
Hoyt	Stephanie	Cerbat	SPED Teacher	05/20/2026
Huff	Crystal	Kingman High School	Administrative Assistant	06/23/2026
Lawrence	Jessica	District Office	Substitute Teacher	05/20/2026
Murray	Shane	Lee Williams High School	Assistant Principal	06/30/2026
Najera	Eric	Hualapai	Paraeducator IV/V	05/20/2026
Panagopoulos	Valerie	Cerbat	Paraeducator II	05/20/2026
Pinilla	Maegan	District Office	Substitute Teacher	05/07/2026
Reed	Shelly	Mt. Tipton	Instructional Coach	05/20/2026
Reyna	Randy	Transportation	Bus Monitor	05/20/2026
Riggins	Anita	Kingman Middle School	Paraeducator Specialist	06/08/2026
Spoon	Allyson	District Office	Substitute Teacher	05/20/2026
Steele	Jennifer	District Office	Substitute Teacher	05/14/2026
Stephenson	Paula	Manzanita	Paraeducator I	05/20/2026
Swan	Breanna	Little Explorers	Paraeducator IV/V	05/20/2026
Tygard	Stephanie	District Office	District Coordinator	06/17/2026
Vines	Aleshia	District Office	Substitute Teacher	05/14/2026
Voller	Suzanne	Manzanita	Teacher	05/20/2026
White-VanPelt	Juanita	District Office	Substitute Teacher	05/14/2026
Yackey	Julia	Little Explorers	Paraeducator IV/V	05/07/2026

Approve or ratify the requests for employee contract/work agreement adjustments for changes in position:

LAST NAME	FIRST NAME	SITE FROM	POSITION FROM	SITE TO	POSITION TO	DATE
Fields	Deidre	Desert Willow	SPED Teacher	Desert Willow	Teacher	07/08/2026
Jose	Lori	Kingman High School	Paraeducator II	Kingman High School	Clerk	07/06/2026
Juby	J.	Kingman High School	Teacher on Assignment	Kingman High School	Assistant Principal	07/01/2026
Mee	Megan	Black Mountain	Teacher	Kingman Middle School	SPED Teacher	07/08/2026
Poole	Tiffany	Little Explorers	Paraeducator IV/V	Little Explorers	CDC Caregiver	06/01/2026
Rauch	Lori	White Cliffs Middle School	Teacher	White Cliffs Middle School	Instructional Coach	07/06/2026
Reeves	Rosalinda	Hualapai	Success Coach	White Cliffs Middle School	Teacher	07/08/2026
Wolfe	Gage	Lee Williams High School	Paraeducator II	Lee Williams High School	Administrative Assistant	07/06/2026

# School Fundraisers for 2026/2027 School Year

School Name: Manzanita

For Board Agenda Month: 26/27 School Year

Group Name	Fundraiser Type:	Date(s) of Fundraiser	Location of Fundraiser	Purpose of the Fundraiser
Student Council	Dragon Drive: Hat Day (Paper/Kleenex Donations)	September 2026	Manzanita	Generate supplies for teachers
Student Council	Charity Day Sales: \$1 Donation suggested (Pink Out)	October 2026	Manzanita	To raise funds for the Cancer Charities
Library Book Club	Fall Book Fair	October 2026	Manzanita	To raise funds for the Library Book Club
Student Council	Fall Festival	October 2026	Manzanita	To raise funds for the Student Council Club
Student Council	Canned Food Drive	November 2026	Manzanita	To collect food for a local charity
Student Council	Holiday Grams Sales	December 2026	Manzanita	To raise funds for the Student Council Club

<b>Student Council</b>	<b>Dragon Drive: (Paper/Kleenex Donations)</b>	<b>January 2026</b>	<b>Manzanita</b>	<b>Generate supplies for teachers</b>
<b>Student Council</b>	<b>Valentine Gram Sales</b>	<b>January/February 2027</b>	<b>Manzanita</b>	<b>To raise funds for the Student Council Club</b>
<b>Student Council</b>	<b>Zag Fundraising- Catalog Sales</b>	<b>February/March 2027</b>	<b>Manzanita</b>	<b>To raise funds for the Student Council</b>
<b>Student Council</b>	<b>Dr. Seuss Sales</b>	<b>March 2027</b>	<b>Manzanita</b>	<b>To raise funds for the Student Council Club</b>
<b>Library Book Club</b>	<b>Spring Book Fair</b>	<b>April 2027</b>	<b>Manzanita</b>	<b>To raise funds for the Library Book Club</b>
<b>Student Council</b>	<b>Spring Carnival/Wristband Sales</b>	<b>April 2027</b>	<b>Manzanita</b>	<b>To raise funds for the Student Council Club</b>
<b>Manzanita</b>	<b>Monthly fundraisers Chipotle, Panda Express, Papa John's, Little Caesars</b>	<b>Monthly 2026/2027 School Year</b>	<b>Restaurant sites</b>	<b>To raise funds for Manzanita</b>
<b>Musical Theater</b>	<b>Monthly Fundraisers: Culver's, Frozen Yogurt Island, and Little Caesars</b>	<b>Monthly 2026/2027 School Year</b>	<b>Restaurant Sites</b>	<b>To raise funds for Musical Theater</b>

<b>Group Name</b>	<b>Fundraiser Type:</b>	<b>Date(s) of Fundraiser</b>	<b>Location of Fundrais</b>	<b>Purpose of the fundraiser</b>
Manzanita	Golf Tournament	April/May 2027	Golf Course	To raise funds for the Manzanita campus improvement
Yearbook Club	Yearbook	2026-2027 School Year	Manzanita	To fund yearbooks
Kindness Fundraiser	Manzanita	August 2026	Manzanita	To raise funds for campus Manzanita
Parking Spot Fundraiser	Manzanita	2026/2027 School Year	Manzanita Parking Lot	To raise funds for Manzanita



# School Fundraisers

2026 - 2027

School Name: Kingman High School

For Board Agenda Month: June 2026

Group Name  
*NO acronyms only*

Fundraiser Type:

Date(s)  
of Fundraiser

Location  
of Fundraiser

Purpose of fundraiser

**Future Mechanics & Welders**

Veteran's Day Car Show

11-11-26

KHS

Raise funds for club and class equipment

**Football**

Gold Card Sales

7-6-26 – 10-31-26

KHS

Raise money for equipment, uniforms, meals and travel.

*School Fundraisers*

School Name: Lee Williams High School

For Board Agenda Month: June, 2026

Group Name <i>NO acronyms only- Spell Out name of group!</i>	Fundraiser Type:	Date(s) of Fundraiser	Location of Fundraiser	Purpose of fundraiser
<b>LWHS Volleyball Boy's and Girl's</b>	Cookie Dough with Donation Option	Aug 18-Aug 30 2026	LWHS and Online	To raise funds for Volleyball.
<b>LWHS Clubs &amp; Activities</b>	Donations	July 2026, August 2026, September 2026, October 2026, November 2026, December 2026, January 2027, February 2027, March 2027, April 2027, and May 2027.	LWHS & Community	To raise funds for LWHS Clubs and Athletics.
<b>LWHS Cross Country</b>	9th Annual Monsoon Madness fun run- 5k	August 15th 2026	WCMS	To raise funds for Travel, uniforms, and the program.
<b>LWHS AUX</b>	Painting Senior/ Staff Parking Spots	All school year (July 1st-May 22nd) 2026-2027	LWHS Battalion Lot and staff parking lot	to raise funds for after prom and other student events
<b>LWHS AUX</b>	<b>Badges of Courage Charity Game</b>	December 2026, January 2027, or February 2027	LWHS Main Gym	To raise funds for LWHS Scholarship
<b>LWHS AUX</b>	<b>Back to School Welcome Back Dance</b>	August 2027	LWHS Cafeteria or Commons	To raise funds for LWHS events.
<b>LWHS AUX</b>	<b>Silent Night Shirts</b>	December 2026 January 2027 February 2027	LWHS & Community	To raise funds for LWHS events.
<b>Yearbook/Photo Club</b>	Yearbook	All year long 2026-2027 school year July 1st 2026 - May 22nd, 2027	Lee Williams High School & Online	To buy gear for yearbook/photo club to photograph sports, video equipment etc
<b>LWHS Football</b>	Victory Gold Card w/ donation option	July 27 - August 9, 2026	LWHS, Community, and Online	To raise money for the program.
<b>LWHS Boys &amp; Girls Volleyball</b>	Victory Cookie Dough w/ donation option	August 18 - 30, 2026	LWHS, Community, and Online	To raise money for the program.
<b>Flag Football</b>	Victory Donation	August 18 - 30, 2026	Online	To raise money for the program.
<b>LWHS Cross Country</b>	Victory Donation	August 18 - Sept 9, 2026	Online	To raise money for the program.
<b>LWHS Boys Basketball</b>	Victory (Pretzels w/ donation option)	<b>November 13 - 28, 2026</b>	LWHS, Community, and Online	To raise money for the program
<b>LWHS Girls Soccer</b>	Victory Pretzels w/ donation option	November 13 - 28, 2026	LWHS, Community, and Online	To raise money for the program
<b>LWHS Boys Soccer</b>	Victory Donation	November 17 - December 6, 2026	Online	To raise money for the program
<b>LWHS Girls Basketball</b>	Victory Donation	November 18 - December 6, 2026	Online	To raise money for the program

<b>LWHS Baseball</b>	Victory Donation	November 23 - December 20, 2026	Online	To raise money for the program
<b>LWHS Softball</b>	Victory Donation	November 23 - December 20, 2026	Online	To raise money for the program
<b>LWHS Baseball</b>	Victory Pack discount card w/ donation option	February 15 - 28, 2027	LWHS, Community, and Online	To raise money for the program
<b>LWHS Softball</b>	Victory Popcorn w/ donation option	February 15 - March 3, 2027	LWHS, Community, and Online	To raise money for the program.
<b>LWHS Track</b>	Victory Cookies & Caramel Corn w/ donation option	February 24 - March 11, 2027	LWHS, Community, and Online	To raise money for the program
<b>LWHS Boy's Volleyball</b>	Victory Donation	February 15 - March 10, 2027	LWHS, Community and Online	To raise money for the program.
<b>LWHS Football</b>	Victory Donation	April 25 - May 12, 2027	Online	To raise money for the program
<b>LWHS Clubs, Athletics, and Activities</b>	Panda Express Chipotle Five Guys Baskin Robbins Chilis Arby's Yogurt Island Jimmy Johns Sonic McDonalds Dunkin Donuts Starbucks Papa Murphy's Papa John's Culver's Cracker Barrel Dutch Brother's La Tea Da Floyd's Siren's Rickety Cricket Subway Freys Calicos Great American Piz Rickety Cricket La Tea Da Jersey Mike's Burger King	2026-2027 School Year July 1st, 2026 - June 30th 2027.	Community	To raise money for the program

<b>LWHS Student Council</b>	Homecoming Dance	October 23rd, 2026	LWHS	To raise money for Student Council and LWHS.
<b>LWHS Student Council</b>	Prom	April 23rd, 2027	Central Church	To raise money for Student Council and LWHS
<b>LWHS Student Council</b>	Snack Shack & Concessions	July 1st 2026 - June 30th, 2027	LWHS	To raise money for Student Council and LWHS.
<b>LWHS Student Council</b>	Silent Night Shirts	December 2026 - February 2027	LWHS	To raise money for Student Council and LWHS
<b>LWHS Student Council Senior Cohort Junior Cohort Sophomore Cohort Freshmen Cohort</b>	Movie Nights	July 2026, August 2026, September 2026, October 2026, November 2026, December 2026, January 2027, February 2027, March 2027, April 2027, and May 2027.	LWHS	To raise money for Student Council and LWHS
<b>LWHS Student Council &amp; Junior Cohort</b>	Powder Puff	October 2026 or May 2027	LWHS Football Field	To raise money for LWHS STUCO and Junior Cohort
<b>LWHS Hispanic Student Union</b>	<b>Agua Frescas and Traditional snacks</b>	<b>July 2026-May 2027</b>	LWHS & Community	To raise money for HSU.
<b>LWHS Hispanic Student Union</b>	<b>Taco Tuesday</b>	<b>August 2026-May 2027</b>	LWHS	To raise money for HSU
<b>LWHS Hispanic Student Union &amp; LWHS Clubs, Athletics, and Activities</b>	<b>Día de los muertos</b>	<b>October &amp; November 2026</b>	LWHS & Community	To raise money for HSU, and any participating LWHS Clubs, athletics, or activities.
<b>LWHS Hispanic Student Union</b>	<b>Cocoa Thursdays</b>	<b>November 2026-February 2027</b>	LWHS	To raise money for HSU
<b>LWHS Hispanic Student Union</b>	<b>Candy Cane Grams</b>	<b>November 2026-December 2026</b>	LWHS	To raise money for HSU
<b>LWHS Hispanic Student Union &amp; LWHS Clubs, Athletics, and Activities</b>	<b>Dia de los muertos Movie night</b>	<b>October 2026-November 2026</b>	LWHS & Community	To raise money for HSU.
<b>LWHS Hispanic Student Union</b>	<b>Crush Grams</b>	<b>January 2027 - February 2027</b>	LWHS	To raise money for HSU
<b>LWHS Hispanic Student Union</b>	<b>Cinco De Mayo</b>	<b>May 2027</b>	LWHS & Community	To raise money for HSU, and any participating LWHS Clubs, athletics, or activities.
<b>Criminal Justice Club</b>	<b>Concessions for Baseball &amp; Soccer</b>	<b>July 2026, August 2026, September 2026, October 2026, November 2026, December 2026, January 2027, February 2027, March 2027, April 2027, May 2027, and June 2027</b>	LWHS Football Field and Baseball Field	To raise money for LWHS Criminal Justice Club
<b>LWHS Senior Cohort</b>	<b>Soak A Senior</b>	<b>July 2026 &amp; August 2026</b>	LWHS Commons	To raise money money for Senior Cohort and raise school spirit
<b>LWHS Student Council LWHS Senior Cohort LWHS Junior Cohort LWHS Sophomore Cohort</b>	<b>Bake Sale</b>	<b>July 2026 August 2026 September 2026 October 2026 November 2026</b>	LWHS & Community	To raise money for STUCO and Class Cohorts

<b>LWHS Freshmen Cohort</b>		<b>December 2026 January 2027 February 2027 March 2027 April 2027 May 2027</b>		
<b>LWHS Student Council</b>	<b>Sno Cone Sales</b>	<b>July 2026 August 2026 September 2026 October 2026 March 2027 April 2027 May 2027 June 2027</b>	LWHS & Community	To raise money for STUCO and LWHS.
<b>LWHS Student Council</b>	<b>LWHS Merchandise</b>	<b>July 2026 August 2026 September 2026 October 2026 November 2026 December 2026 January 2027 February 2027 March 2027 April 2027 May 2027 June 2027</b>	LWHS & Community	To raise money for STUCO and LWHS.
<b>LWHS Student Council</b>	<b>LWHS Talent Show</b>	<b>January 2027 February 2027 March 2027</b>	LWHS Auditorium	To raise money for STUCO sponsored Charity
<b>LWHS Student Council</b>	<b>Tailgating</b>	<b>August 2026 September 2026 October 2026 November 2026</b>	LWHS Stadium and Battalion Lot	To raise money for STUCO and LWHS and to bring more spirit and support to LWHS football and community.
<b>LWHS STUCO</b>	<b>First Friday Booths</b>	<b>July 2026 August 2026 September 2026 October 2026 November 2026</b>	Downtown Kingman	To raise money for STUCO and LWHS. To raise awareness for STUCO and LWHS.
<b>LWHS Marshall Brennan Club</b>	<b>KRMC Pie &amp; Bake Goods Sales</b>	<b>October 2026 November 2026 December 2026 January 2027</b>	LWHS & Community	To raise money for LWHS Marshall Brennan Club.
<b>LWHS STUCO</b>	<b>Pie The President</b>	<b>September 2026 October 2026</b>	LWHS Commons	To raise money for STUCO and LWHS.
<b>Interact Club</b>	<b>Dance/Karaoke Competition</b>	<b>December 2026</b>	LWHS Auditorium	To raise money for LWHS families in need.
<b>LWHS Faculty Scholarship</b>	<b>Never Forget 11 Race</b>	<b>October 23, 2026</b>	Kingman	To raise money for LWHS Faculty Scholarship
<b>LWHS AUX</b>	<b>Jostens Mascot Shop</b>	<b>July 2026 August 2026 September 2026 October 2026 November 2026 December 2026 January 2027 February 2027 March 2027 April 2027 May 2027 June 2027</b>	Online	To raise money for LWHS Events.

<b>LWHS STUCO</b> <b>Senior Cohort</b> <b>Junior Cohort</b> <b>Sophomore Cohort</b> <b>Freshmen Cohort</b>	<b>Class Shirts</b>	<b>July 2026</b> <b>August 2026</b> <b>September 2026</b> <b>October 2026</b> <b>November 2026</b> <b>December 2026</b> <b>January 2027</b> <b>February 2027</b> <b>March 2027</b> <b>April 2027</b> <b>May 2027</b> <b>June 2027</b>	LWHS & Community	To raise money for LWHS STUCO and Respective Class Cohorts.
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To: KUSD Governing Board

From: Donette Piccinetti, Finance Manager

RE: Renew IFB #24-02-29 Delivered and Offsite Fuel, Oil and Similar Products

**FOR AGENDA**

Approve recommendation to renew contract of IFB #24-02-29 for Delivered and Offsite Fuel, Oil and Similar Products to Rebel Oil Company, fourth year of a five-year award.

**FOR PACKET**

Approval by the Governing Board for renewal of contract allows the district to contract with Rebel Oil Co. to cover the fueling needs of the district.

The purpose of IFB #24-02-29 was to contract with a vendor to supply an offsite fueling location for yellow and white fleet vehicles, delivery of fuel to Mt. Tipton's tank, and provide district bus garage with products for the upkeep of vehicles. Such products as: motor oil, transmission fluid, cleaning solvent and antifreeze.

This is a one-year contract with the option to renew for an additional one-year contract periods based upon vendor performance and funding availability.

The district spent \$484,652 in FY 26 as of May 20, 2026.

To: KUSD Governing Board

From: Donette Piccinetti, Finance Manager

RE: Renew RFP #25-02-30(26) Audit Services

**FOR AGENDA**

Approve recommendation to renew contract of RFP #25-02-30(26) for Audit Services to Advisent Assurance, LLP, third year of a five-year award.

**FOR PACKET**

Approval by the Governing Board for renewal of RFP #25-02-30(26) allows the district to contract with Advisent Assurance, LLP. The contract allows the district to work with a qualified Certified Public Accountant to conduct an annual financial audit of financial transactions and accounts kept by or for the Kingman Unified School District.

This is a one-year contract with the option to renew for an additional two one-year contract periods based upon vendor performance and funding availability.

The district spent \$37,500 in FY 26.

To: KUSD Governing Board

From: Donette Piccinetti, Finance Manager

RE: Award RFP #26-02-31 for Security Services

**FOR AGENDA**

Approve recommendation to renew contract of RFP #26-02-31 for Security Services with Desert Mountain Security LLC., second-year of a five-year award.

**FOR PACKET**

Approval by the Governing Board for renewal of this contract allow the District to continue receiving security services with Desert Mountain Security LLC.

Desert Mountain Security LLC. provides security guards and related services to patrol and monitor district sites during regular hours, as well as at planned after school events and similar activities. Also included in the scope of work of this contract will be security guard services for the weekly transportation of money from the district sites to the designated local banking institution.

This is year two of a five -year award, with the option to extend for an additional three one-year periods based upon funds availability and satisfactory vendor performance.

The district is projected to spend \$255,000 for FY27 .

# POLICY SERVICES ADVISORY

Volume 38, Number 2

April 2026

Policy Advisory No. 961.....**DELETED** Policy GA — Personal Goals /  
Priority Objectives

Policy Advisory No. 962..... Policy GB — General Personnel Policies

Policy Advisory No. 963..... Policy GBA — Equal Employment Opportunity  
Regulation GBA-R — Equal Employment Opportunity  
Exhibit GBA-E — Equal Employment Opportunity

Policy Advisory No. 964..... Policy GBAC — Indian Preference in  
Employment

Policy Advisory No. 965..... **DELETED** Policy GBB — Staff Involvement in  
Decision Making

Policy Advisory No. 966..... Policy GBEA — Staff Ethics  
**NEW** Regulation GBEA-R Ethics and Code of Conduct  
**NEW** Exhibit GBEA-E Ethics and Code of Conduct

Policy Advisory No. 967.....Policy GBEEA — Staff Conflict of Interest  
Exhibit GBEEA-E — Staff Conflict of Interest

Policy Advisory No. 968.....**DELETED** Policy GBEB — Staff Conduct  
**DELETED** Regulation GBEB-R — Staff Conduct  
**DELETED** Exhibit GBEB-E — Staff Conduct

Policy Advisory No. 969.....Policy GBEBB — Staff Conduct with Students

Policy Advisory No. 970.....Policy GBEEC — Gifts to and Solicitations  
by Staff Members

Policy Advisory No. 971.....Policy GBEC — Drug - Free Workplace  
**NEW** Regulation GBEC-R — Drug - Free Workplace  
Exhibit GBEC-EA — Drug - Free Workplace  
**DELETED** Exhibit GBEC-EB — Drug - Free Workplace

Policy Advisory No. 972 .....**DELETED** Policy GBECA — Nonmedical Use or Abuse  
of Drugs or Alcohol

Policy Advisory No. 973 **DELETED** Policy GBECB — Alcohol Use by Staff Members

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

- Policy Advisory No. 974..... Policy GBED — Smoking by Staff Members
- Policy Advisory No. 975.....Policy GBEF — Staff Use of Digital Communications and Electronic Devices
- Policy Advisory No. 976...**DELETED** Policy GBEFA — Staff Use of Digital Wireless Communications or Electronic Devices While Operating a Motor Vehicle
- Policy Advisory No. 977.....**NEW** Policy GBGA — Health  
**NEW** Regulation GBGA-RA — Health  
**NEW** Regulation GBGA-RB —Health  
**NEW** Exhibit GBGA-EA — Health  
**NEW** Exhibit GBGA-EB — Health
- Policy Advisory No. 978..... **DELETED** Policy GBGB — Staff Personal Security and Safety  
**DELETED** Regulation GBGB-R — Staff Personal Security and Safety
- Policy Advisory No. 979..... **DELETED** Policy GBGC — Employee Assistance  
**DELETED** Exhibit GBGC-E — Employee Assistance
- Policy Advisory No. 980..... **DELETED** Policy GBGCA — Wellness Programs  
**DELETED** Regulation GBGCA-R — Wellness Programs
- Policy Advisory No. 981..... **DELETED** Policy GBGCB — Staff Health and Safety  
**DELETED** Exhibit GBGCB-E — Staff Health and Safety
- Policy Advisory No. 982..... Policy GBGD — Workers’ Compensation  
Regulation GBGD-R — Workers’ Compensation  
Exhibit GBGD-E — Workers’ Compensation
- Policy Advisory No. 983..... Policy GBI — Staff Participation in Political Activities
- Policy Advisory No. 984.....Policy GBJ — Personnel Records and Files  
**NEW** Regulation GBJ-R —Personnel Records and Files  
**DELETED** Exhibit GBJ-E — Personnel Records and Files
- Policy Advisory No. 985 Policy GBK — Staff Grievances  
Regulation GBK-R — Staff Grievances  
Exhibit GBK-EA — Staff Grievances  
Exhibit GBK-EB — Staff Grievances  
Exhibit GBK-EC — Staff Grievances  
Exhibit GBK-ED — Staff Grievances  
Exhibit GBK-EE — Staff Grievances

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- Policy Advisory No. 986..... Policy GBP — Prohibited Personnel Practices
- Policy Advisory No. 987..... **DELETED** Policy GCA — Professional Staff Positions
- Policy Advisory No. 988..... Policy GCB — Professional Staff Contracts  
and Compensation
- Policy Advisory No. 989..... Policy GCBA — Professional Staff  
Salary Schedules
- Policy Advisory No. 990..... **DELETED** Policy GCBC — Professional Staff  
Supplementary Pay Plans
- Policy Advisory No. 991..... **DELETED** Policy GCBD — Professional Staff  
Fringe Benefits
- Policy Advisory No. 992..... **DELETED** Policy GCC — Professional / Support Staff  
Leaves and Absences
- Policy Advisory No. 993..... Policy GCCA — Professional / Support Staff  
Sick Leave  
**NEW** Regulation GCCA-RA Types of Leaves  
**NEW** Regulation GCCA-RB Types of Leaves  
**NEW** Regulation GCCA-RC Types of Leaves  
**NEW** Exhibit GCCA-E Types of Leaves
- Policy Advisory No. 994..... **DELETED** Policy GCCB — Professional / Support Staff  
Personal / Emergency /  
Religious Leave
- Policy Advisory No. 995..... **DELETED** Policy GCCC — Professional / Support Staff  
Leaves of Absence without Pay  
**DELETED** Exhibit GCCC-EA — Professional / Support Staff  
Leaves of Absence without Pay  
**DELETED** Exhibit GCCC-EB — Professional / Support Staff  
Leaves of Absence without Pay  
**DELETED** Exhibit GCCC-EC — Professional / Support Staff  
Leaves of Absence without Pay  
**DELETED** Exhibit GCCC-ED — Professional / Support Staff  
Leaves of Absence without Pay  
**DELETED** Exhibit GCCC-EE — Professional / Support Staff  
Leaves of Absence without Pay
- Policy Advisory No. 996..... **DELETED** Policy GCCC — Professional / Support Staff  
Leaves of Absence without Pay  
(*Fewer than 50 Employees*)

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Policy Advisory No. 997.....**DELETED** Policy GCCD — Professional / Support Staff  
Military / Legal Leave  
**DELETED** Exhibit GCCD-E — Professional / Support Staff  
Military / Legal Leave

Policy Advisory No. 998.....**DELETED** Policy GCCE — Professional / Support Staff  
Conferences / Visitations / Workshops

Policy Advisory No. 999..... **DELETED** Policy GCCF — Sabbatical Leave

Policy Advisory No. 1000... **DELETED** Policy GCCG — Professional Staff Voluntary  
Transfer of Accrued Sick Leave  
**DELETED** Regulation GCCG-RA — Professional Staff Voluntary  
Transfer of Accrued Sick Leave  
**DELETED** Regulation GCCG-RB — Professional Staff Voluntary  
Transfer of Accrued Sick Leave

Policy Advisory No. 1001 .... **DELETED** Policy GCCH — Professional / Support Staff  
Bereavement Leave

Policy Advisory No. 1002..... **DELETED** Policy GCD — Professional Staff Vacations  
and Holidays

Policy Advisory No. 1003..... Policy GCF — Professional Staff Hiring  
Regulation GCF-R — Professional Staff Hiring  
Exhibit GCF-EA — Professional Staff Hiring  
Exhibit GCF-EB — Professional Staff Hiring  
Exhibit GCF-EC — Professional Staff Hiring  
Exhibit GCF-ED — Professional Staff Hiring  
**NEW** Exhibit GCF-EE – Hiring  
**NEW** Exhibit GCF-EF — Hiring

Policy Advisory No. 1004..... Policy GCFC — Professional Staff Certification  
and Credentialing Requirements  
Exhibit GCFC-E — Professional Staff Certification  
and Credentialing Requirements

Policy Advisory No. 1005.....**DELETED** Policy GCFE — Professional / Support Staff  
Hiring – Oath of Office  
**DELETED** Exhibit GCFE-E — Professional / Support Staff  
Hiring – Oath of Office

Policy Advisory No. 1006..... Policy GCG — Time and Substitute Professional  
Staff Employment

Policy Advisory No. 1007.. **DELETED** Policy GCGB — Arrangements for Substitute  
Staff Members  
**DELETED** Regulation GCGB-R — Arrangements for Substitute  
Staff Members

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- Policy Advisory No. 1008..... Policy GCH — Professional / Support Staff  
Orientation and Training
- Policy Advisory No. 1009.. **DELETED** Policy GCI — Professional Staff Development
- Policy Advisory No. 1010 ..**DELETED** Policy GCJ — Professional Staff Probationary  
and Continuing Status
- Policy Advisory No. 1011..... Policy GCK — Professional Staff Assignments  
and Transfers
- Policy Advisory No. 1012..... **DELETED** Policy GCL — Professional Staff Schedules  
and Calendars
- Policy Advisory No. 1013.... **DELETED** Policy GCMC — Professional Staff Meetings
- Policy Advisory No. 1014..... Policy GCMF — Professional Staff Duties  
and Responsibilities  
**NEW** Regulation GCMF-RA – Duties and Responsibilities  
**NEW** Regulation GCMF-RB – Duties and Responsibilities
- Policy Advisory No. 1015..... Policy GCO — Evaluation of Professional  
Staff Members  
Regulation GCO-RA— Evaluation of Professional  
Staff Members  
**DELETED** Regulation GCO-RB — Evaluation of Professional  
Staff Members  
**NEW** Exhibit GCO-E – Evaluations and Contracts
- Policy Advisory No. 1016... **DELETED** Policy GCP — Professional Staff Promotions
- Policy Advisory No. 1017..... Policy GCQA — Professional Staff  
Reduction in Force
- Policy Advisory No. 1018..... Policy GCQC — Resignation of Professional  
Staff Members
- Policy Advisory No. 1019.... **DELETED** Policy GCQE — Retirement of Professional /  
Support Staff Members
- Policy Advisory No. 1020..... Policy GCQF — Discipline, Suspension, and  
Dismissal of Professional Staff Members  
**NEW** Regulation GCQF-RA – Discipline, Suspension, and Dismissal  
**NEW** Regulation GCQF-RB – Discipline, Suspension, and Dismissal
- Policy Advisory No. 1021..... Policy GCR — Nonschool Employment by  
Professional Staff Members

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- Policy Advisory No. 1022 ..... Policy GCRD — Tutoring for Pay
- Policy Advisory No. 1023 ..... Policy GCS — Professional Research and Publishing
- Policy Advisory No. 1024 ..... **DELETED** Policy GDA — Support Staff Positions
- Policy Advisory No. 1025 ..... **DELETED** Policy GDB — Support Staff Contracts and Compensation
- Policy Advisory No. 1026 ..... **DELETED** Policy GDBA — Support Staff Salary
- Policy Advisory No. 1027. **DELETED** Policy GDBC — Support Staff Supplementary Pay / Overtime
- Policy Advisory No. 1028. **DELETED** Policy GDBD — Support Staff Fringe Benefits
- Policy Advisory No. 1029 ..... **DELETED** Policy GDCG — Support Staff Voluntary Transfer of Accrued Sick Leave  
**DELETED** Regulation GDCG-R — Support Staff Voluntary Transfer of Accrued Sick Leave
- Policy Advisory No. 1030 ..... **DELETED** Policy GDD — Support Staff Vacations and Holidays
- Policy Advisory No. 1031 ..... **DELETED** Policy GDF — Support Staff Hiring  
**DELETED** Regulation GDF-R — Support Staff Hiring  
**DELETED** Exhibit GDF-EA — Support Staff Hiring  
**DELETED** Exhibit GDF-EB — Support Staff Hiring  
**DELETED** Exhibit GDF-EC — Support Staff Hiring  
**DELETED** Exhibit GDF-ED — Support Staff Hiring  
**DELETED** Exhibit GDF-EE — Support Staff Hiring
- Policy Advisory No. 1032 .... **DELETED** Policy GDFA — Support Staff Qualifications and Requirements  
**DELETED** Exhibit GDFA-E — Support Staff Qualifications and Requirements
- Policy Advisory No. 1033 ..... **DELETED** Policy GDG — Part-Time and Substitute Support Staff Employment
- Policy Advisory No. 1034 ..... **DELETED** Policy GDJ — Support Staff Assignments and Transfers
- Policy Advisory No. 1035 ..... **DELETED** Policy GDK — Support Staff Schedules and Calendars
- Policy Advisory No. 1036 ..... **DELETED** Policy GDL — Support Staff Workload  
**DELETED** Regulation GDL-R — Support Staff Workload
- Policy Advisory No. 1037 ..... **DELETED** Policy GDLB — Support Staff Meetings

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

- Policy Advisory No. 1038 ..... **DELETED** Policy GDN — Supervision of Support Staff Members
- Policy Advisory No. 1039 ..... **DELETED** Policy GDO — Evaluation of Support Staff Members  
**DELETED** Exhibit GDO-EA — Evaluation of Support Staff Members  
**DELETED** Exhibit GDO-EB — Evaluation of Support Staff Members
- Policy Advisory No. 1040 ..... **DELETED** Policy GDP — Support Staff Promotions and Reclassification
- Policy Advisory No. 1041 ..... **DELETED** Policy GDQA — Support Staff Reduction In Force
- Policy Advisory No. 1042 ..... **DELETED** Policy GDQB — Resignation of Support Staff Members
- Policy Advisory No. 1043 .... **DELETED** Policy GDQD — Discipline, Suspension, and Dismissal of Support Staff Members
- Policy Advisory No. 1044 ..... **DELETED** Policy GDR — Nonschool Employment by Support Staff Members
- Policy Advisory No. 1045 ..... Policy ECAC — Vandalism and Reporting Suspected Crimes  
Regulation ECAC-R — Vandalism and Reporting Suspected Crimes
- Policy Advisory No. 1046 ..... Policy IHAL — Teaching About Religion

## **POLICY ADVISORY DISCUSSION**

### **Summary**

#### **Section G Revisions**

Section G revisions are due to a reorganization that aligns similar policy content and maintains comprehensive information for effective Board governance and District operations. In addition, support staff policy documents coded “GD” have been merged with corresponding “GC” documents to avoid duplication of information. The policy documents listed above have either been removed, added due to recodification, merged with policy documents containing similar topics, or revised (**see Discussions below for specific information regarding each document**). Documents not listed in this comparison document from Section G did not change. The Clean Copy document linked on the Policy Advisory communication provides the revised Section G in its entirety.

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## Policy Advisory Discussion

### Policy Advisory No. 961

### ***DELETED* Policy GA — Personal Goals / Priority Objectives**

Policy language formerly included in Policy GA has been revised and incorporated into Policy GB to improve clarity and alignment. Accordingly, Policy GA has been removed from the model manual.

### Policy Advisory No. 962

### **Policy GB — General Personnel Policies**

The original language in Policy GB has been retained, while incorporating content from the former Policy GA to improve clarity and alignment. In addition, headings have been added, “General” was removed from the title, and one sentence encouraging employee participation in decision-making, previously found under the now-deleted Policy GBB, has been included under the heading *Personnel Guidelines*.

### Policy Advisory No. 963

### **Policy GBA — Equal Employment Opportunity Regulation GBA-R — Equal Employment Opportunity Exhibit GBA-E — Equal Employment Opportunity**

The titles of the policy, regulation, and exhibit have been updated to include “and Non-Discrimination,” now reading *Equal Employment Opportunity and Non-Discrimination*. Language aligned with Policy AC – *Nondiscrimination/Equal Opportunity* has been incorporated, and additional revisions were made to expand and clarify the policy. In addition, headings were added to the regulation, and the exhibit was revised to include a date line next to the signature line for clarity.

### Policy Advisory No. 964

### **Policy GBAC — Indian Preference in Employment**

Legal references have been updated in Policy GBAC.

### Policy Advisory No. 965 ***DELETED* Policy GBB — Staff Involvement in Decision Making**

Language from Policy GBB encouraging employee participation in decision-making has been condensed and incorporated into Policy GB under the heading *Personnel Guidelines*. Therefore, Policy GBB has been removed from the model manual.

### Policy Advisory No. 966

### **Policy GBEA — Staff Ethics *NEW* Regulation GBEA-R Ethics and Code of Conduct *NEW* Exhibit GBEA-E Ethics and Code of Conduct**

The policy title has been updated to include “and Code of Conduct,” now reading *Ethics and Code of Conduct*.

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Content from former Policy GBEB addressing potential consequences for District employees who violate rules has been incorporated into Policy GBEA. Accordingly, Policy GBEB has been removed from the model manual. Provisions concerning the use of physical force have been cross-referenced in Regulation GBEA-R (M.) and in Policy JLDB, while the reference to unauthorized weapons possession or carry in the opening paragraph has been removed, as this topic is already addressed in Regulation GBEA-R (G.). The legal references have also been updated to include A.R.S. 15-105, relating to restraint, and A.R.S. 13-403, relating to the use of physical force.

Under the new *Code of Conduct* heading in Policy GBEA, the list of staff expectations has been revised for clarity and expanded to include provisions on protecting students (C.) and maintaining confidentiality (M.).

Regulation GBEB-R and Exhibit GBEB-E have been recodified as GBEA-R and GBEA-E, respectively, with corresponding removals from the model manual. Additional information concerning restraint and seclusion (M.) and inappropriate personal relationships with students (L.) has been added to Regulation GBEA-R. Finally, staff expectation language originally contained in GBEB-R has been updated for clarity and incorporated into Policy GBEA under the *Code of Conduct* section, as well as Policy ECAC under the heading *Observed Weapons and Drug-Free School Zone Violations* and Regulation ECAC-R under the heading *Suspected Crimes or Incidents Reporting*.

**Policy Advisory No. 967**

**Policy GBEAA — Staff Conflict of Interest  
Exhibit GBEAA-E — Staff Conflict of Interest**

Policy GBEAA was revised to add hiring provisions, including the substitute-teacher exception for small school districts in A.R.S. 15-421, for clarity. The policy was also aligned more closely with Arizona conflict-of-interest law, including the substantial-interest framework in A.R.S. 38-502 through 38-509, and the Uniform System of Financial Records (USFR) guidance regarding annual employee conflict-of-interest disclosures and retention of related records. The titles of the policy and exhibit were updated to *Conflict of Interest*. The exhibit was further revised to clarify employee disclosure obligations, where disclosures are to be filed and maintained, and when updated disclosures must be submitted.

**Policy Advisory No. 968**

**~~DELETED~~ Policy GBEB — Staff Conduct  
~~DELETED~~ Regulation GBEB-R — Staff Conduct  
~~DELETED~~ Exhibit GBEB-E — Staff Conduct**

Information from Policy GBEB was incorporated into Policy GBEA and Regulation GBEA-R; therefore, Policy GBEB has been removed from the model manual. Regulation GBEB-R and Exhibit GBEB-E have been recodified as GBEA-R and GBEA-E, respectively, with the corresponding removals of GBEB-R and GBEB-E from the model manual.

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**Policy Advisory No. 969**

**Policy GBEBB — Staff Conduct with  
Students**

Policy GBEBB was reorganized and reworded for clarity to emphasize employee expectations regarding professional relationships with students and appropriate staff conduct. The revised policy consolidates supervision, behavioral, and professional standards into a concise list format and reinforces compliance with A.R.S. 15-105 and Policy JLDB on restraint and seclusion.

**Policy Advisory No. 970**

**Policy GBEEC — Gifts to and Solicitations  
by Staff Members**

Policy GBEEC was reworded for clarity, and existing provisions regarding gifts to employees and gifts to students were separated into distinct sections with new headings for easier reference.

**Policy Advisory No. 971**

**Policy GBEC — Drug - Free Workplace**  
***NEW* Regulation GBEC-R — Drug - Free Workplace**  
**Exhibit GBEC-EA — Drug - Free Workplace**  
***DELETED* Exhibit GBEC-EB — Drug - Free Workplace**

Policy GBEC has been updated to incorporate language from Policies GBECA and GBECB; therefore, those policies have been removed from the model manual. To reflect the expanded content, the policy, regulation, and exhibit titles have been revised to *Alcohol and Drug-Free Workplace*. Additional information clarifying the possession of alcohol in an employee's personal vehicle was added under the heading *Exceptions*, and new definitions and subheadings were included to enhance clarity and organization. The accompanying Exhibit GBEC-E was also updated to specify that an employee's notification to their supervisor of a conviction must be made in writing, clarifying the required method of notification. Exhibit GBEC-EB was recodified as Regulation GBEC-R due to its content, and Legal References were updated.

**Policy Advisory No. 972 *DELETED* GBECA — Nonmedical Use or Abuse of  
Drugs or Alcohol**

Language from Policy GBECA was incorporated into Policy GBEC; therefore, Policy GBECA has been removed from the model manual.

**Policy Advisory No. 973**

***DELETED* Policy GBECB — Alcohol use  
by Staff Members**

Language from Policy GBECB was incorporated into Policy GBEC; therefore, Policy GBECB has been removed from the model manual.

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**Policy Advisory No. 974**

**Policy GBED — Smoking by Staff Members**

Headings were added for organization, and clarifying language was included under *Violations* to specify that employees who violate the policy are subject to disciplinary action, up to and including dismissal. Additional language was added under *Exceptions* to address the possession of legal tobacco products, tobacco substitutes, electronic cigarettes, or vapor products in an employee’s locked personal vehicle, while maintaining the prohibition on their use on District property or at District-sponsored activities.

**Policy Advisory No. 975**

**Policy GBEF — Staff Use of Digital Communications and Electronic Devices**

Language from Policy GBEFA was incorporated into Policy GBEF; therefore, Policy GBEFA was removed from the model manual. The definition of *social media* was streamlined and modernized for clarity and relevance. References to specific platforms and technologies (e.g., Facebook, LinkedIn, X, YouTube, Android, iPhone) were removed to ensure the policy remains current as technologies evolve. The revised language groups these platforms into broader categories, such as social networking sites, blogs, microblogs, and content or virtual communities, and retains the reference to “successor protocols” to encompass emerging forms of communication. The overall update reduces redundancy, simplifies technical descriptions, and enhances long-term applicability without altering the intent of the policy. Headings were also added to improve organization, and a reference to the Child Internet Protection Act (CIPA) was included under the heading *Guidelines*.

**Policy Advisory No. 976**

**~~Policy GBEFA~~ — Staff Use of Digital Wireless Communications or Electronic Devices While Operating a Motor Vehicle**

Language from Policy GBEFA was incorporated into Policy GBEF under the following headings: *Operating a Portable Wireless Communication Device While Driving*, *Definitions*, and *Training*; therefore, Policy GBEFA was removed from the model manual.

**Policy Advisory No. 977**

**NEW Policy GBGA — Health  
NEW Regulation GBGA-RA — Health  
NEW Regulation GBGA-RB — Health  
NEW Exhibit GBGA-EA — Health  
NEW Exhibit GBGA-EB — Health**

Newly created Policy GBGA consolidates health, safety, and protective measures previously contained in Policies GBGB, GBGC, GBGCA, and GBGCB; therefore, these policies have been removed from the model manual. Disease-specific language regarding HIV/AIDS transmission, as well as the paragraph describing notification to staff with special vulnerabilities during outbreaks, have been removed from GBGA.

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These topics are now addressed generally through provisions on universal precautions, confidentiality, and reporting/notification, with references to applicable public-health directives. Language from former Policy GBGC regarding District-directed medical tests or examination for employment, retention, or when an employee's condition warranted examination was not carried forward, as GBGA is focused on communicable-disease management, bloodborne-pathogen controls, immunizations, universal precautions, and eye protection. For reference, the Equal Employment Opportunity Commission's (EEOC) [Enforcement Guidance on Disability-Related Inquiries and Medical Examinations of Employees under the ADA](#) provides the applicable standard for employer-required medical examinations. Language under the heading *Threats* from GBGB was also not carried forward because threat-response protocols are generally addressed within the District's safety and security framework. Regulation GBGCA-R has been recodified as GBGA-RA, and Regulation GBGB-R has been recodified as GBGA-RB; accordingly, GBGCA-R and GBGB-R have been removed from the model manual. Exhibit GBGC-E has been recodified as GBGA-EA, and Exhibit GBGCB-E has been recodified as GBGA-EB; accordingly, GBGC-E and GBGCB-E have been removed from the model manual. Exhibit GBGA-EB includes minor updates to align with current CDC guidance.

**Policy Advisory No. 978    ~~DELETED~~ Policy GBGB — Staff Personal Security and Safety**  
**~~DELETED~~ Regulation GBGB-R — Staff Personal Security and Safety**

Language from Policy GBGB pertaining to Eye Protective Devices has been incorporated into Policy GBGA under that heading; accordingly, Policy GBGB has been removed from the model manual. As noted in Policy Advisory 977, the language under the heading *Threats* was not carried forward as those protocols are generally addressed in the District's safety and security plans. Provisions from Regulation GBGB-R regarding Eye Protective Devices have been recodified as GBGA-RB; accordingly, GBGB-R has been removed from the model manual.

**Policy Advisory No. 979    ~~DELETED~~ Policy GBGC — Employee Assistance**  
**~~DELETED~~ Exhibit GBGC-E — Employee Assistance**

Language from Policy GBGC was incorporated into Policy GBGA under the headings *Required Compliance Procedures* and *Bloodborne Pathogens Exposure*; accordingly, Policy GBGC has been removed from the model manual. As noted in Policy Advisory 977, the EEOC provides guidance regarding the standard for employers seeking medical examinations of employees. Exhibit GBGC-E has been recodified as GBGA-EA; accordingly, GBGC-E has been removed from the model manual.

**Policy Advisory No. 980    ~~DELETED~~ Policy GBGCA — Wellness Programs**  
**~~DELETED~~ Regulation GBGCA-R — Wellness Programs**

A general statement from Policy GBGCA was incorporated into Policy GBGA under the heading *Immunization*, and disease-specific immunity information was incorporated into Regulation GBGA-RA; therefore, Policy GBGCA was removed from the model manual. Regulation GBGCA-R was recodified as GBGA-RA; accordingly, GBGCA-R has been removed from the model manual.

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**Policy Advisory No. 986**

**Policy GBP — Prohibited Personnel Practices**

Policy GBP was retitled *Reprisals* to more accurately reflect its scope, improving alignment between the title and the policy's content.

**Policy Advisory No. 987**

***DELETED* Policy GCA — Professional Staff Positions**

Policy GCA has been removed from the model manual as its provisions are primarily operational and generally covered by HR procedures. Districts may retain the policy locally if it aligns with and supports their internal processes.

**Policy Advisory No. 988**

**Policy GCB — Professional Staff Contracts and Compensation**

Policy GCB was reorganized with headings and added definitions to improve clarity. Content from Policies GCBD, GDB, and GDBD was consolidated into GCB; accordingly, GCBD, GDB, and GDBD have been removed from the model manual. The title was revised to *Compensation* to better reflect the policy's scope and contents.

**Policy Advisory No. 989**

**Policy GCBA — Professional Staff Salary Schedules**

Policy GCBA consolidates content from GCBC, GDBA, and GDBC; accordingly, those policies have been removed from the model manual. Headings were added for clarity, and the title was updated to *Salaries* to better reflect the policy's scope. The *Advancement on Salary Schedule* criteria (Items A–D) were revised to replace vague phrases with specific, documentable standards tied to job duties, compliance, and professional conduct.

**Policy Advisory No. 990**

***DELETED* Policy GCBC — Professional Staff Supplementary Pay Plans**

Policy GCBC was incorporated into Policy GCBA under the heading *Extra-Duty*; accordingly, Policy GCBC was removed from the model manual.

**Policy Advisory No. 991**

***DELETED* Policy GCBD — Professional Staff Fringe Benefits**

Policy GCBD was incorporated into Policy GCB under the heading *Salaries and Benefits*; accordingly, Policy GCBD was removed from the model manual.

**Policy Advisory No. 992**

***DELETED* Policy GCC — Professional / Support Staff Leaves and Absences**

Policy GCC was incorporated into Policy GCCA under the heading *Absent Without Leave*; accordingly, Policy GCC was removed from the model manual.

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**Policy Advisory No. 993**

**Policy GCCA — Professional / Support Staff  
Sick Leave**

***NEW Regulation GCCA-RA Types of Leaves***

***NEW Regulation GCCA-RB Types of Leaves***

***NEW Regulation GCCA-RC Types of Leaves***

***NEW Exhibit GCCA-E Types of Leaves***

To improve clarity, reduce redundancy, and centralize statutory references in one place, multiple leave-related policies (GCC, GCCA, GCCB, GCCC, GCCD, GCCE, GCCF, GCCG, GCCH, GCD, GDCG, and GDD) were consolidated into a single, comprehensive policy (GCCA – Types of Leaves). The unified policy organizes all common leave types—sick leave and earned paid sick time (A.R.S. 23-372, 23-373), FMLA (29 U.S.C. 2601–2654; 29 C.F.R. Part 825), banked/voluntary sick-leave transfer, personal and bereavement leave, victim leave (A.R.S. 8-420/13-4439), jury duty (A.R.S. 21-236), voting leave (A.R.S. 16-402), military/USERRA (A.R.S. 26-168; 38-610; 38 U.S.C. 4303), holidays (A.R.S. 15-801), vacation leave, sabbatical leave (A.R.S. 15-510), professional development leave, unpaid leaves of absence, and absent without leave—under clear headings. Districts may localize details, such as the number and use of personal days, leave-request lead times, and vacation-leave provisions, within the updated policy or in accompanying regulations.

Newly created Regulation GCCA-RA includes content on Arizona earned paid sick time previously detailed in Policy GCCA, and consolidates and clarifies the “use,” “accrual,” “notice,” “retaliation,” and “definitions” provisions drawn from A.R.S. 23-371, 23-372, 23-373, and 23-364.

Policy GCCC’s detailed leave-of-absence and FMLA provisions have been reorganized into newly created Regulation GCCA-RB to simplify navigation and separate policy from procedure; accordingly, GCCC has been removed from the model manual. Operational, statute-driven FMLA content, previously in Policy GCCC, aligns process and forms to U.S. Department of Labor guidance; clarifies coverage thresholds; and notes universal posting requirements with links to the DOL resources. Forms provided in Exhibits GCCC-EA, GCCC-EB, GCCC-EC, GCCC-ED, and GCCC-EE may now be accessed via the link provided in GCCA-RB under the heading *Regulations, Process and Forms*, accordingly, Exhibits GCCC-EA through GCCC-EE have been removed from the model manual.

Policy GCCE’s content has been recodified as Regulation GCCA-RC to consolidate leave provisions under GCCA and keep day-to-day procedures in the regulation. In the newly created GCCA-RC, the prior “at least 20 days’ advance approval” requirement was removed to allow districts to set local timelines administratively, while the decision guides for released time/travel (value of event, budget availability, and substitute coverage) were retained.

Exhibit GCCD-E has been recodified as GCCA-E; accordingly, GCCD-E has been removed from the model manual.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Policy Advisory No. 994**

***DELETED* Policy GCCB — Professional /  
Support Staff Personal / Emergency /  
Religious Leave**

Policy GCCB was incorporated into Policy GCCA under the heading *Personal Leave*; accordingly, Policy GCCB was removed from the model manual.

**Policy Advisory No. 995**

***DELETED* Policy GCCC — Professional /  
Support Staff Leaves of Absence without Pay  
*DELETED* Exhibit GCCC-EA — Professional / Support Staff  
Leaves of Absence without Pay  
*DELETED* Exhibit GCCC-EB — Professional / Support Staff  
Leaves of Absence without Pay  
*DELETED* Exhibit GCCC-EC — Professional / Support Staff  
Leaves of Absence without Pay  
*DELETED* Exhibit GCCC-ED — Professional / Support Staff  
Leaves of Absence without Pay  
*DELETED* Exhibit GCCC-EE — Professional / Support Staff  
Leaves of Absence without Pay**

Policy GCCC has been incorporated into Policy GCCA under the headings *Family and Medical Leave, Leaves of Absence Without Pay, Requests for Leave, Approval, and Preservation of Rights for Continuing Certificated Teachers* and Regulation GCCA-RB; accordingly, Policy GCCC has been removed from the model manual. Forms provided in Exhibits GCCC-EA, GCCC-EB, GCCC-EC, GCCC-ED, and GCCC-EE may now be accessed via the link provided in GCCA-RB under the heading *Regulations, Process and Forms*, accordingly, Exhibits GCCC-EA through GCCC-EE have been removed from the model manual.

**Policy Advisory No. 996**

***DELETED* Policy GCCC — Professional / Support  
Staff Leaves of Absence without Pay  
*(Fewer than 50 Employees)***

Content from Policy GCCC (applicable to districts with fewer than fifty employees) has been incorporated into Policy GCCA and Regulation GCCA-RB; accordingly, GCCC has been removed from the model manual.

**Policy Advisory No. 997**

***DELETED* Policy GCCD — Professional / Support  
Staff Military / Legal Leave  
*DELETED* Exhibit GCCD-E — Professional / Support Staff  
Military / Legal Leave**

Policy GCCD has been incorporated into Policy GCCA under the headings *Victim Leave, Jury Duty Leave, and Military Leave*; accordingly, Policy GCCD has been removed from the model manual. Exhibit GCCD-E has been recodified as GCCA-E; accordingly, GCCD-E has been removed from the model manual.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Policy Advisory No. 998**      ***DELETED* Policy GCCE — Professional / Support Staff Conferences / Visitations / Workshops**

Policy GCCE has been incorporated into Policy GCCA under the heading *Professional Development Leave* and Regulation GCCA-RC; accordingly, GCCE has been removed from the model manual.

**Policy Advisory No. 999**      ***DELETED* Policy GCCF — Sabbatical Leave**

Policy GCCF has been incorporated into Policy GCCA under the heading *Sabbatical Leave*; accordingly, GCCF has been removed from the model manual.

**Policy Advisory No. 1000**      ***DELETED* Policy GCCG — Professional Staff Voluntary Transfer of Accrued Sick Leave**  
***DELETED* Regulation GCCG-RA — Professional Staff Voluntary Transfer of Accrued Sick Leave**  
***DELETED* Regulation GCCG-RB — Professional Staff Voluntary Transfer of Accrued Sick Leave**

Policy GCCG has been removed from the model manual as its detailed, operational provisions are more appropriately addressed in District HR procedures or in a regulation. To preserve local flexibility, Policy GCCA now includes a concise sentence authorizing districts to offer a voluntary transfer of accrued sick leave (banked sick leave) at their option. This approach avoids prescriptive program details in policy and allows districts to tailor any sick-leave bank through a regulation and/or HR procedure. Districts that use a sick-leave bank may incorporate the prior elements in a GCCA regulation or retain GCCG locally if preferred. Accordingly, GCCG-RA and GCCG-RB have been removed from the model manual; districts that maintain a sick-leave bank may retain these regulations locally.

**Policy Advisory No. 1001**      ***DELETED* Policy GCCH — Professional / Support Staff Bereavement Leave**

Policy GCCH is referenced in Policy GCCA under the heading *Personal Leave*; accordingly, GCCH has been removed from the model manual.

**Policy Advisory No. 1002**      ***DELETED* Policy GCD — Professional Staff Vacations and Holidays**

Policy GCD was incorporated into Policy GCCA under the headings *Holiday Leave* and *Vacation Leave*; accordingly, GCD was removed from the model manual.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Policy Advisory No. 1003**

**Policy GCF — Professional Staff Hiring**  
**Regulation GCF-R — Professional Staff Hiring**  
**Exhibit GCF-EA — Professional Staff Hiring**  
**Exhibit GCF-EB — Professional Staff Hiring**  
**Exhibit GCF-EC — Professional Staff Hiring**  
**Exhibit GCF-ED — Professional Staff Hiring**  
**NEW Exhibit GCF-EE — Hiring**  
**NEW Exhibit GCF-EF — Hiring**

Policies GCFE and GDF have been incorporated into Policy GCF; accordingly, Policies GCFE and GDF have been removed from the model manual. The title of the policy, along with the titles of its accompanying regulation and exhibits, has been updated to *Hiring* to reflect that these documents address both certificated and noncertificated employees. Headings were also added, and language was refined for clarity. Regulation GDF-R was incorporated into GCF-R; accordingly, GDF-R was removed from the model manual. Exhibit GDF-EC was revised and incorporated into GCF-EA; accordingly, GDF-EC was removed from the model manual. Exhibit GDF-ED was revised and incorporated into GCF-EB; accordingly, GDF-ED was removed from the model manual. Exhibit GDF-EE was revised and incorporated into GCF-ED; accordingly, GDF-EE was removed from the model manual. Exhibit GCFE-E was recodified as GCF-EE, accordingly, GCFE-E was removed from the model manual. Exhibits GDF-EA and GDF-EB were revised and combined as GCF-EF.

**Policy Advisory No. 1004**

**Policy GCFC — Professional Staff**  
**Certification and Credentialing Requirements**  
**Exhibit GCFC-E — Professional Staff Certification**  
**and Credentialing Requirements**

Policy GDFA was incorporated into Policy GCFC; accordingly, GDFA was removed from the model manual. The policy and exhibit titles were updated to *Fingerprint Requirements* as both documents address certificated and noncertificated employees. Exhibit GDFA-E was incorporated into GCFC-E; accordingly, GDFA-E was removed from the model manual.

**Policy Advisory No. 1005 ~~DELETED~~ Policy GCFE — Professional / Support**  
**Staff Hiring – Oath of Office**  
**~~DELETED~~ Exhibit GCFE-E — Professional / Support Staff**  
**Hiring – Oath of Office**

Policy GCFE was incorporated into Policy GCF under the heading *Oath of Office*; accordingly, GCFE was removed from the model manual. Exhibit GCFE-E was recodified as GCF-EE; accordingly, GCFE-E was removed from the model manual.

**Policy Advisory No. 1006**

**GCG — Time and Substitute Professional**  
**Staff Employment**

Policy GDG was incorporated into Policy GCG, accordingly, GDG was removed from the model manual.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Policy Advisory No. 1007 ~~DELETED~~ Policy GCGB — Arrangements for Substitute Staff Members**  
**~~DELETED~~ Regulation GCGB-R — Arrangements for Substitute Staff Members**

Policy GCGB was incorporated into GCMF, accordingly, GCGB was removed from the model manual. Regulation GCGB-R was recodified as GCMF-RB, accordingly, GCGB-R was removed from the model manual.

**Policy Advisory No. 1008                      Policy GCH — Professional / Support Staff Orientation and Training**

Policy GCH was updated with minor wording changes only. “Salary and fringe-benefit plans” was streamlined to “salary and benefit plans,” and “self-improvement opportunities” was updated to “professional development opportunities.”

**Policy Advisory No. 1009                      ~~DELETED~~ Policy GCI — Professional Staff Development**

Policy GCI has been removed from the model manual as professional development (PD) expectations and processes are already addressed across existing policies and regulations (e.g., educator obligations in GBEA; the District’s PD commitment in GB; orientation/PD for new hires in GCH; leave/approvals for PD in GCCA; and procedural criteria for release time and travel in GCCA-RC). Removing GCI avoids prescriptive provisions (e.g., credit-for-salary-advancement language) that are generally managed through local HR procedures and/or regulations. Districts that require additional detail (such as credit-eligible PD frameworks) may place it in a GCCA regulation and/or local HR guidance.

**Policy Advisory No. 1010                      ~~DELETED~~ Policy GCJ — Professional Staff Probationary and Continuing Status**

Policy GCJ has been incorporated into Policy GCO under the heading *Definitions*; accordingly, GCJ has been removed from the model manual.

**Policy Advisory No. 1011                      Policy GCK — Professional Staff Assignments and Transfers**

Policy GDJ has been incorporated into Policy GCK; accordingly, GDJ has been removed from the model manual. This update consolidates provisions applicable to certificated and noncertificated employees into a single policy so that all expectations regarding assignment, transfer, and prohibited transfer/re-assignment basis appear in one comprehensive policy.

**Policy Advisory No. 1012                      ~~DELETED~~ Policy GCL — Professional Staff Schedules and Calendars**

Policy GCL was incorporated into Policy GCMF under the heading *Certificated Employees – Schedules*; accordingly, GCL was removed from the model manual.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Policy Advisory No. 1013**                      ***DELETED* Policy GCMC — Professional Staff Meetings**

Policy GCMC was incorporated into Policy GCMF under the heading *All Employees – Meetings*; accordingly, GCMC was removed from the model manual.

**Policy Advisory No. 1014**                      **Policy GCMF — Professional Staff Duties and Responsibilities**  
***NEW* Regulation GCMF-RA – Duties and Responsibilities**  
***NEW* Regulation GCMF-RB – Duties and Responsibilities**

To improve clarity, reduce redundancy, and centralize statutory references in one place, policies GCGB, GCL, GCMC, GDK, GDL, and GDLB were consolidated into a single, comprehensive policy (GCMF – Duties and Responsibilities). The A.–F. list originally in GCMF was removed because its content is addressed more generally in Policy GBEA and Regulation IKE-RA (regarding retention/promotion); taking and maintaining daily classroom attendance was retained in Policy GCMF. In addition, the information regarding sectarian instruction was moved to Policy IHAL – Teaching About Religion. Regulation GDL-R has been revised and recodified as GCMF-RA. For clarity and compliance, the updated regulation includes a direct link to 29 U.S.C. 207(o), which provides the controlling compensatory-time requirements. Regulation GCGB-R was recodified as GCMF-RB, accordingly, GCGB-R was removed from the model manual.

**Policy Advisory No. 1015**                      **Policy GCO — Evaluation of Professional Staff Members**  
**Regulation GCO-RA — Evaluation of Professional Staff Members**  
***DELETED* Regulation GCO-RB — Evaluation of Professional Staff Members**  
***NEW* Exhibit GCO-E – Evaluations and Contracts**

Policy GDO (Support Staff Evaluations) was incorporated into Policy GCO, consolidating all employee evaluation requirements into one policy and eliminating duplication; accordingly, GDO was removed from the model manual. The Definitions section was expanded and standardized by adding continuing teacher and probationary teacher, originally in Policy GCJ, and by using certificated and noncertificated consistently. Procedural provisions formerly included in the policy were moved to Regulation GCO-R. Regulations GCO-RA and GCO-RB were combined, revised, and recodified as GCO-R, with content reorganized into clear sections and key timelines clarified. Exhibits GDO-EA and GDO-EB were combined, revised, and recodified as GCO-E; accordingly, GDO-EA and GDO-EB were removed from the model manual.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Policy Advisory No. 1016**

***DELETED* Policy GCP — Professional Staff Promotions**

Policy GCP was removed as its brief directive on filling positions of increased responsibility duplicated guidance now covered by Policies GCF and GCK; accordingly, GCP was removed from the model manual.

**Policy Advisory No. 1017**

**Policy GCQA — Professional Staff Reduction in Force**

Policy GDQA was incorporated into Policy GCQA under the heading *Noncertificated Employees*; accordingly, GDQA was removed from the model manual.

**Policy Advisory No. 1018**

**Policy GCQC — Resignation of Professional Staff Members**

Policy GDQB (Support Staff Resignations) and GCQC were consolidated into a single policy, GCQC, to centralize resignation procedures, eliminate duplication, and distinguish requirements for certificated and noncertificated employees; accordingly, GDQB was removed from the model manual. The GDQB clause on vacation payout was not retained as this practice is discretionary; however, districts may preserve language if applicable.

**Policy Advisory No. 1019**

***DELETED* Policy GCQE — Retirement of Professional / Support Staff Members**

Policy GCQE was removed from the model manual as its retirement-incentive and sick-leave payout provisions are highly district-specific and fiscally variable. The Retirement Incentive Program portion was removed due to current retention priorities, and the Sick Leave Payment upon Retirement portion is already addressed generally in Regulation GCCA-RA (noting no statutory requirement to pay out accrued earned paid sick time). Districts that wish to offer sick-leave payouts upon separation may do so locally through GCCA-RA and/or HR procedures.

**Policy Advisory No. 1020**

**Policy GCQF — Discipline, Suspension, and Dismissal of Professional Staff Members**

***NEW* Regulation GCQF-RA – Discipline, Suspension, and Dismissal**

***NEW* Regulation GCQF-RB – Discipline, Suspension, and Dismissal**

Policy GCQF now incorporates the “Required” and “Not Allowed” provisions drawn directly from A.A.C. R7-2-1308 (Unprofessional and Immoral Conduct), grounding the listed categories of misconduct in the same rule framework used by the State Board of Education. This revision establishes a unified expectation for all employees (certificated and noncertificated) by applying the same standards of professional conduct across the District. Newly created Regulation GCQF-RA now contains the procedural information for certificated employees that previously appeared in the policy text. Newly created Regulation GCQF-RB consolidates the procedural information for noncertificated employees that was originally contained in Policy GDQD; accordingly, Policy GDQD has been removed from the model manual.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Policy Advisory No. 1021**

**Policy GCR — Nonschool Employment by Professional Staff Members**

Policy language was streamlined for consistency and tone without changing the original intent, and the title was updated to reflect that the policy now applies to both certificated and noncertificated employees.

**Policy Advisory No. 1022**

**Policy GCRD — Tutoring for Pay**

Legal references were expanded to include A.R.S. 15-341, 15-512, and 15-1105 to more fully reflect the statutory authority underlying this policy. A.R.S. 15-341 authorizes the Governing Board to prescribe and enforce policies governing employee conduct and use of District facilities. A.R.S. 15-512 addresses fingerprinting and related requirements for noncertificated individuals providing services to students, complementing the existing reference to A.R.S. 15-534 for certificated personnel. A.R.S. 15-1105 governs the lease and rental of school property, supporting the policy's requirement that private tutoring for pay on school premises occur only pursuant to an appropriate facility-use or rental agreement.

**Policy Advisory No. 1023**

**Policy GCS — Professional Research and Publishing**

Policy GCS adds the heading "Proprietary Rights."

**Policy Advisory No. 1024**    ***DELETED* Policy GDA — Support Staff Positions**

Policy GDA has been removed from the model manual as its provisions are primarily operational and generally covered by HR procedures. Districts may retain the policy locally if it aligns with and supports their internal processes (if retaining Policy GCA, these two policies may be combined to include both certificated and noncertificated employees).

**Policy Advisory No. 1025**    ***DELETED* Policy GDB — Support Staff Contracts and Compensation**

Policy GDB was incorporated into Policy GCB under the headings *Compensation* and *Employment Status (Noncertificated)*; accordingly, GDB was removed from the model manual.

**Policy Advisory No. 1026**    ***DELETED* Policy GDBA — Support Staff Salary**

Policy GDBA was incorporated into Policy GCBA under the heading *Noncertificated – Wages*; accordingly, Policy GDBA was removed from the model manual.

**Policy Advisory No. 1027**

***DELETED* Policy GDBC — Support Staff Supplementary Pay / Overtime**

Policy GDBC was incorporated into Policy GCBA under the heading *Noncertificated – Supplementary Pay / Overtime*; accordingly, Policy GDBC was removed from the model manual.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Policy Advisory No. 1028    *DELETED* Policy GDBD — Support Staff Fringe Benefits**

Policy GDBD was incorporated into Policy GCB under the subheading *Salaries and Benefits*; accordingly, Policy GDBD was removed from the model manual.

**Policy Advisory No. 1029                    *DELETED* Policy GDCG — Support Staff Voluntary of Accrued Sick Leave  
*DELETED* Regulation GDCG-R — Support Staff Voluntary of Accrued Sick Leave**

Policy GDCG has been removed from the model manual as its detailed, operational provisions are more appropriately addressed in District HR procedures or in a regulation. To preserve local flexibility, Policy GCCA now includes a concise sentence authorizing districts to offer a voluntary transfer of accrued sick leave (banked sick leave) at their option. This approach avoids prescriptive program details in policy and allows districts to tailor any sick-leave bank through a regulation and/or HR procedure. Districts that use a sick-leave bank may incorporate the prior elements in a GCCA regulation or retain GDCG locally if preferred. Accordingly, GDCG-R has been removed from the model manual; districts that maintain a sick-leave bank may retain this regulation locally.

**Policy Advisory No. 1030    *DELETED* Policy GDD — Support Staff Vacations and Holidays**

Policy GDD was incorporated into Policy GCCA under the headings *Holiday Leave* and *Vacation Leave*; accordingly, GDD was removed from the model manual.

**Policy Advisory No. 1031            *DELETED* Policy GDF — Support Staff Hiring  
*DELETED* Regulation GDF-R — Support Staff Hiring  
*DELETED* Exhibit GDF-EA — Support Staff Hiring  
*DELETED* Exhibit GDF-EB — Support Staff Hiring  
*DELETED* Exhibit GDF-EC — Support Staff Hiring  
*DELETED* Exhibit GDF-ED — Support Staff Hiring  
*DELETED* Exhibit GDF-EE — Support Staff Hiring**

Policy GDF was incorporated into Policy GCF and GDF was removed from the model manual. Regulation GDF-R was incorporated into GCF-R and GDF-R was removed from the model manual. Exhibit GDF-EC was incorporated into GCF-EA; accordingly, GDF-EC as removed from the model manual. Exhibit GDF-ED was incorporated into GCF-EB; accordingly, GDF-ED was removed from the model manual. Exhibit GDF-EE was revised and incorporated into GCF-ED; accordingly, GDF-EE was removed from the model manual. Exhibits GDF-EA and GDF-EB were combined and recodified as GCF-EF; accordingly, GDF-EA and GDF-EB were removed from the model manual.

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**Policy Advisory No. 1032**

***DELETED* Policy GDFA — Support Staff  
Qualifications and Requirements  
*DELETED* Exhibit GDFA-E — Support Staff Qualifications  
and Requirements**

Policy GDFA was incorporated into Policy GCFC; accordingly, GDFA was removed from the model manual. Exhibit GDFA-E was incorporated into GCFC-E; accordingly, GDFA-E was removed from the model manual.

**Policy Advisory No. 1033**

***DELETED* Policy GDG — Part-Time and  
Substitute Support Staff Employment**

Policy GDG was incorporated into Policy GCG under the heading *Part-Time Employees*, accordingly, GDG was removed from the model manual.

**Policy Advisory No. 1034**

***DELETED* Policy GDJ — Support Staff  
Assignments and Transfers**

Policy GDJ has been incorporated into Policy GCK; accordingly, GDJ has been removed from the model manual. This update consolidates provisions applicable to certificated and noncertificated employees into a single policy so that all expectations regarding assignment, transfer, and prohibited transfer/re-assignment basis appear in one comprehensive policy.

**Policy Advisory No. 1035 *DELETED* Policy GDK — Support Staff Schedules  
and Calendars**

Policy GDK was incorporated into Policy GCMF under the heading *Noncertificated Employees – Schedules*; accordingly, GDK was removed from the model manual.

**Policy Advisory No. 1036 *DELETED* Policy GDL — Support Staff Workload  
*DELETED* Regulation GDL-R — Support Staff Workload**

Policy GDL has been incorporated into Policy GCMF under the headings *Noncertificated Employees—Schedules* and *Overtime*; accordingly, GDL has been removed from the model manual. Regulation GDL-R has been revised and recodified as GCMF-RA. For clarity and compliance, the updated regulation includes a direct link to 29 U.S.C. 207(o), which provides the controlling compensatory-time requirements.

**Policy Advisory No. 1037 *DELETED* Policy GDLB — Support Staff Meetings**

Policy GDLB was incorporated into Policy GCMF under the heading *All Employees – Meetings*; accordingly, GDLB was removed from the model manual.

**Policy Advisory No. 1038 *DELETED* Policy GDN — Supervision of Support  
Staff Members**

Policy GDN was removed from the manual as information regarding a District-wide orientation program for all new employees is provided in Policy GCH. Supervisor and evaluation information for noncertificated employees is addressed in Policy GCO.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Policy Advisory No. 1039**     ***DELETED* Policy GDO — Evaluation of Support Staff Members**  
***DELETED* Exhibit GDO-EA — Evaluation of Support Staff Members**  
***DELETED* Exhibit GDO-EB — Evaluation of Support Staff Members**

Policy GDO has been incorporated into Policy GCO so all employee evaluation requirements appear in one policy and duplicative language is removed (accordingly, GDO was removed from the model manual). Exhibits GDO-EA and GDO-EB have been combined, revised, and recodified as GCO-E; accordingly, GDO-EA and GDO-EB have been removed from the model manual.

**Policy Advisory No. 1040**     ***DELETED* Policy GDP — Support Staff Promotions and Reclassification**

Policy GDP was removed from the manual because its content is now addressed in Policies GCF and GCK. Policy GCF establishes the District's commitment to selecting the most qualified candidates, and Policy GCK addresses assignments and transfers, including the requirement for Board approval when a transfer involves a change to a position with a different pay grade.

**Policy Advisory No. 1041**     ***DELETED* Policy GDQA — Support Staff Reduction In Force**

Policy GDQA was incorporated into Policy GCQA under the heading *Noncertificated Employees*; accordingly, GDQA was removed from the model manual.

**Policy Advisory No. 1042**     ***DELETED* Policy GDQB — Resignation of Support Staff Members**

Policy GDQB (Resignation of Support Staff Members) and GCQC (Resignation of Professional Staff Members) were consolidated into a single policy, GCQC, to centralize resignation procedures, eliminate duplication, and distinguish requirements for certificated and noncertificated employees; accordingly, GDQB was removed from the model manual. The GDQB clause on vacation payout was not retained as this practice is discretionary; however, districts may preserve language if applicable.

**Policy Advisory No. 1043**     ***DELETED* Policy GDQD — Discipline, Suspension, and Dismissal of Support Staff Members**

Newly created Regulation GCQF-RB consolidates the procedural information for noncertificated employees that was originally contained in Policy GDQD; accordingly, Policy GDQD has been removed from the model manual.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Policy Advisory No. 1044 ~~DELETED~~ Policy GDR — Nonschool Employment by Support Staff Members**

Policy GDR was removed from the model manual as its contents are provided in the updated Policy GCR – Nonschool Employment.

**Policy Advisory No. 1045 Policy ECAC — Vandalism and Reporting Suspected Crimes  
Regulation ECAC-R — Vandalism and Reporting Suspected Crimes**

Language from Regulation GBEB-R (Staff Conduct) regarding employee reporting duties for observed weapons, firearms, drug-free school zone, and related safety incidents was incorporated into Policy ECAC and Regulation ECAC-R to better align those provisions with the District’s school safety and crime-reporting content in Section E. The added policy language addresses the specific immediate reporting duties imposed by law when school personnel observe violations involving weapons, a minor in possession of a firearm, or drug-free school zone offenses. The added regulation language provides the administrative process for documenting, routing, and escalating those reports. Transferring these provisions to ECAC/ECAC-R improves organization, aligns the language with the District’s school safety reporting framework, and separates these legal reporting duties from the more general employee-conduct provisions formerly housed in GBEB-R.

**Policy Advisory No. 1046 ..... Policy IHAL — Teaching About Religion**

The information regarding sectarian instruction formerly in Policy GCMF was moved to Policy IHAL.



If you have any questions, call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org]. You may also fax information to (602) 254-1177.

**Note: This material is written for informational purposes only, and not as legal advice. You may wish to review the policy references and consult an attorney for further explanation.**

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# ADVISORY 961

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~~GA ©~~  
**PERSONNEL GOALS / PRIORITY  
OBJECTIVES**

~~The Board recognizes that dynamic and efficient staff members dedicated to education are necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff members.~~

~~Duties of these staff members shall be outlined and assigned by the Superintendent.~~

~~Additionally, the Board establishes, as personnel service goals, the following:~~

~~A. Recruiting, selecting, and employing the best-qualified personnel to staff the school system.~~

~~B. An employee appraisal program that will contribute to the continuous improvement of staff performance.~~

~~C. Professional development and in-service training programs for employees that will improve their rates of performance and retention.~~

~~D. Deployment of the available personnel to ensure that they are utilized as effectively as possible within budgetary constraints.~~

~~E. Human relationships necessary to obtain maximum staff performance and satisfaction.~~

~~F. A staff compensation program sufficient to attract and retain qualified employees within the fiscal limitations of the District.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~15-502~~

~~15-503~~

# ADVISORY 962

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GB ©**  
**GENERAL PERSONNEL POLICIES**

**Personnel Policies**

Personnel policies adopted by the Governing Board are to serve as guidelines for the efficient and successful functioning of the District.

The policies are framed and intended to be interpreted within the context of applicable laws and regulations. Changes in the laws and agency rules, as well as in the needs, conditions, purposes, and objectives of the District may result in revisions, deletions, and additions to the policies. Therefore, to the extent permitted or required by law, District personnel policies may be modified, amended, or repealed at any time as the Board determines to be in the best interest of the District.

No person shall be deemed to have a vested right to continuing employment or benefits associated with District employment except as may be required by law and provided in the respective employee's written contract or employment agreement.

Wherever inconsistencies of interpretation arise, the applicable law and regulations will prevail.

**Personnel Guidelines**

The Board establishes the following guidelines regarding District personnel. The District prioritizes:

- A. Recruiting, selecting, and employing the best-qualified personnel to staff the school system.
- B. Providing an employee evaluation program that will contribute to the continuous improvement of staff performance.
- C. Providing professional development and training programs for employees that will improve their rates of performance and retention.
- D. Utilizing available personnel as effectively as possible within budgetary constraints.
- F. Offering staff compensation sufficient to attract and retain qualified employees within the fiscal limitations of the District.
- G. Encouraging participation in District decision-making.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.  
15-341  
15-342  
15-502

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

15-503  
15-546

## **ADVISORY 963**

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBA ©**  
**EQUAL EMPLOYMENT OPPORTUNITY**  
**AND NON-DISCRIMINATION**

~~Discrimination against an otherwise qualified individual with a disability or any individual by reason of~~ The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, or national origin is prohibited, and disability, or any other basis prohibited by law. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons, which includes but is not limited to hiring, training, promotion, discipline, compensation, benefits and termination of employment. The District is an equal opportunity employer and complies with all applicable federal, state, and local laws regarding equal employment opportunity and anti-discrimination.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

13-904

15-110

23-341

41-1461 – 41-1468

~~41-1463~~

~~41-1465~~

20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972  
(sex-based discrimination)

29 U.S.C. 206(d), Equal Pay Act of 1963

29 U.S.C. 621 et seq., Age Discrimination in Employment Act (ADEA)

29 U.S.C. 701 et seq., Rehabilitation Act of 1973

42 U.S.C. 2000c, Title IV of the Civil Rights Act of 1964 (religion)

42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964

42 U.S.C. 2000e(k), Pregnancy Discrimination Act (PDA)

42 U.S.C. 2000gg et seq., Pregnant Workers Fairness Act (PWFA)

42 U.S.C. 2000ff et seq., Genetic Information Nondiscrimination Act (GINA)

42 U.S.C. 12101 et seq., Americans with Disabilities Act (ADA)

Public Law No. 102-166 (codified in multiple sections of 42 U.S.C.),  
Civil Rights Act of 1991

CROSS REF.:

AC - Nondiscrimination/Equal Opportunity

ACA - Sexual Harassment

IHBA - Special Instructional Programs and Accommodations for Disabled Students

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

JB - Equal Educational Opportunities

KED - Public Concerns/Complaints about Facilities or Services

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

GBA-R ©

REGULATION

**EQUAL EMPLOYMENT OPPORTUNITY  
AND NON-DISCRIMINATION**

**Compliance Officer**

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

**Complaint Procedure**

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

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

***Violations by a Teacher/Administrator***

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

***Violations by a Noncertificated Employee***

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

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### **Violations by a Student**

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

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

### **Timelines Internal Complaint Process**

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) ~~working~~ business days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional ~~working~~ business days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

**GBA-E ©**

EXHIBIT

**EQUAL EMPLOYMENT OPPORTUNITY  
AND NON-DISCRIMINATION**

**COMPLAINT FORM**

**(To be filed with the compliance officer as provided in GBA-R)**

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person, school (department), program, or activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.



# ADVISORY 964

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBAC ©  
INDIAN PREFERENCE IN EMPLOYMENT**

A provision of the 1964 Civil Rights Act allows private and government employers on or near a federal trust Indian reservation to publicly announce and practice a policy giving preferential treatment in hiring to Indian candidates. Indian preference may supersede the equal employment opportunity laws contained in Subchapter VI, Chapter 21 (Civil Rights) of Title 42, U.S. Code.

Therefore, the following exceptions may apply, notwithstanding any other rule, regulation, or policy (e.g., GBA) of the Governing Board.

*Indian* means, for purposes of the District's Indian Preference in Employment policy, "any person who is presently an enrolled member of a federally recognized tribe."

As used in this policy, the term *Indian preference in employment* shall mean that in the selection process Native American candidates who meet or surpass qualifications for a position shall be given preference for positions established by the Governing Board. The preference standards for each position shall be outlined by the Governing Board prior to opening the position for interested applicants.

The Governing Board may waive any of the above requirements by a formal vote. Such waiver shall apply only to individual employment as determined by the Board on a case-by-case basis. In each case where a waiver of Indian preference occurs, the Board shall make a record of the occurrence, which shall be included in the official minutes of the Board.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

~~15-502~~

~~41-1463~~

Title VII of Civil Rights Act of 1964; 42 U.S.C. 2000e-2(i)

~~25 U.S.C. 450e 5302~~

~~42 25 U.S.C. 2000e-2(1) 5307~~

CROSS REF.:

GBA - Equal Employment Opportunity

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 965

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GBB ©  
STAFF INVOLVEMENT IN  
DECISION MAKING~~

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

~~In recommending policies to the Board and in the development of regulations for the operation of the District, the Superintendent may involve at the planning stage, whenever feasible, any employees who may be affected by such provisions.~~

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-321

# ADVISORY 966

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

GBEA ©  
**STAFF ETHICS AND CODE OF CONDUCT**  
**(Statement of Ethics for School Employees)**

All employees of the District are expected to maintain high standards in their school relationships. These standards must be idealistic and at the same time practical, so that they can apply reasonably to all staff members. The employees acknowledge that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, 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 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. 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.

All employees of the District are expected to maintain high professional standards in their professional capacities. Therefore, the Board adopts the following Code of Conduct standards to which all employees are expected to comply.

**Code of Conduct**

*The school employee:*

- A. Makes the well-being of students the fundamental ~~value~~ basis of all decision making and actions.
- B. Maintains ~~just~~ fair, courteous, and ~~proper~~ professional relationships with students, parents, staff members, and others community members.
- C. ~~Strives for the maintenance of efficiency and knowledge of developments in the employee's field of work~~ Protects students from harmful conditions related to health, well-being or safety as is reasonably practicable.
- D. Fulfills job 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~~ Supports the principle of due process and protects the civil and human rights of all individuals, as reasonably practicable.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~F. Supports the principle of due process and protects the civil and human rights of all individuals.~~

~~F. G. Obeys local, state, and national federal laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.~~

~~G. H. Implements the Governing Board's policies and administrative rules and regulations.~~

~~H. I. Refrains from using school contacts and privileges to promote political or sectarian religious views or personal agenda of any kind.~~

~~J. Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.~~

~~I. K. Avoids using position for personal gain through political, social, religious, economic, or other influence.~~

~~J. L. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.~~

~~K. M. Stresses the proper use and protection of all school properties, equipment, and materials.~~

~~L. N. Honors all contracts until fulfillment or release.~~

~~M. Maintains confidentiality in the performance of duties, unless disclosure serves legitimate District purposes or is required by law.~~

~~In the performance of duties, employees shall keep in confidence such information as they may secure unless disclosure serves District purposes or is required by law.~~

## **Consequences**

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

A. Warning.

B. Reprimand.

C. Removal from school grounds.

D. Suspension.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

E. Dismissal.

F. 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.

G. Applicable civil and criminal sanctions/penalties.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-203(23)

15-505

A.A.C.

R7-2-205

R7-2-1301 – R7-2-1309

18 U.S.C. 2385

**GBEA-R ©**

**REGULATION**

**ETHICS AND CODE OF CONDUCT**

**(Prohibited Conduct)**

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the District shall engage in:

- A. Physical or verbal abuse of, or threat of harm to, anyone.
- B. Causing damage, or threat of damage, to any property located on any premises controlled by the District.
- C. Unauthorized entry to or occupation of District facilities, including buildings and grounds.
- D. Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- E. Use of profane or abusive language, symbols, or conduct.
- F. Failure to comply with lawful direction of District officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- G. The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- H. A violation of District policies and regulations.
- I. Any conduct violating federal, state, or applicable local law or regulation.
- J. Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the District, or any other activity sponsored or approved by the Board.
- K. The use of District resources, as defined in A.R.S. 15-511 and District Policy GBI, Participation in Political Activities, to influence the outcome of an election.
- L. Inappropriate personal relationships with students, including romantic or sexual conduct.
- M. Improper or unauthorized use of restraint and seclusion techniques, in violation of A.R.S. 15-105 or District Policy JLDB.

Violations shall be considered serious and may result in significant disciplinary action.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

GBEA-E ©

EXHIBIT

ETHICS AND CODE OF CONDUCT

NOTIFICATION CONCERNING  
NONAPPEALABLE OFFENSES

Notice is herein provided, in accordance with A.R.S. 15-550, that any employee of a public school district or charter school in this state who is arrested for or charged with one (1) or more of the offenses listed below as nonappealable offenses precluding that person from receiving a fingerprint clearance card shall immediately report the arrest or charge to the person's supervisor or the person shall be immediately dismissed from employment with the public school district or charter school. A person dismissed from employment for failure to report being arrested for or charged with a nonappealable offense has no right to appeal under the provisions of A.R.S. 15-539, subsection F.

1. Sexual abuse of a vulnerable adult.
2. Incest.
3. First or second degree murder.
4. Sexual assault.
5. Sexual exploitation of a minor.
6. Sexual exploitation of a vulnerable adult.
7. Commercial sexual exploitation of a minor.
8. Commercial sexual exploitation of a vulnerable adult.
9. Child prostitution as prescribed in section 13-3212.
10. Child abuse.
11. Abuse of a vulnerable adult.
12. Sexual conduct with a minor.
13. Molestation of a child.
14. Molestation of a vulnerable adult.
15. A dangerous crime against children as defined in section 13-705.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

16. Exploitation of minors involving drug offenses.
17. Taking a child for the purpose of prostitution as prescribed in section 13-3206.
18. Neglect or abuse of a vulnerable adult.
19. Sex trafficking.
20. Sexual abuse.
21. Production, publication, sale, possession and presentation of obscene items as prescribed in section 13-3502.
22. Furnishing harmful items to minors as prescribed in section 13-3506.
23. Furnishing harmful items to minors by internet activity as prescribed in section 13-3506.01.
24. Obscene or indecent telephone communications to minors for commercial purposes as prescribed in section 13-3512.
25. Luring a minor for sexual exploitation.
26. Enticement of persons for purposes of prostitution.
27. Procurement by false pretenses of person for purposes of prostitution.
28. Procuring or placing persons in a house of prostitution.
29. Receiving earnings of a prostitute.
30. Causing one's spouse to become a prostitute.
31. Detention of persons in a house of prostitution for debt.
32. Keeping or residing in a house of prostitution or employment in prostitution.
33. Pandering.
34. Transporting persons for the purpose of prostitution, polygamy and concubinage.
35. Portraying adult as a minor as prescribed in section 13-3555.
36. Admitting minors to public displays of sexual conduct as prescribed in section 13-3558.
37. Unlawful sale or purchase of children.
38. Child bigamy.

Further, an employee who is convicted of one (1) or more of the above listed offenses shall immediately:

- A. Surrender any certificates issued by the Department of Education.
- B. Notify the person's employer or potential employer of the conviction.
- C. Notify the Department of Public Safety of the conviction.
- D. Surrender the person's fingerprint clearance card.

By my signature I acknowledge receipt of a copy of this notification concerning nonappealable offenses.

---

Employee signature

---

Date

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# ADVISORY 967

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBEAA ©  
STAFF CONFLICT OF INTEREST**

**Employment of Close Relatives**

~~No person employed by the District may be directly supervised by a close relative (father, mother, son, daughter, sister, brother, or spouse). The Superintendent, Principals, or other administrators with hiring authority may not participate in the hiring of any person related to them within the third degree of consanguinity, affinity, or by law, and no District employee shall be placed in a position where they directly supervise or are directly supervised by such a relative.~~

No dependent, as defined in A.R.S. 43-1001 (see also Internal Revenue Code 26 U.S.C. 152), of a Governing Board member may be employed in the District, except by consent of the Board in accordance with A.R.S. 15-502. Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. A.R.S. 15-421(E).

This policy will apply for summer or part-time work as well as for full-time employment.

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

**Business Relations**

Any Governing Board member, administrator, or employee who has, or whose relative has, a substantial interest in any ~~decision of contract, sale, purchase, or service to~~ the District shall make known ~~this~~ that interest in the official records of the District, and shall refrain from participating in any manner as an employee in such a ~~decision contract, sale, or purchase, as provided in A.R.S. 38-501, 38-502 and 38-503.~~

*Refrain from participating in any manner* means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. ~~A~~ Governing Board member, administrator, or employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

**Vendor Relations**

No employee of the District will accept a gift or benefit from any person, group, or entity doing, or desiring to do, business with the District as described in Policy DJ, ~~Purchasing (Purchasing Ethics Policy).~~

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
---

## **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 only 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. I06-002)}~~. 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.~~

## **Employee Training Guidance and Acknowledgement of Understanding**

~~The Governing Board may require annual employee training to ensure District conflict of interest policies are communicated to employees and acknowledged as received and understood. Each employee shall~~ District shall annually provide written guidance to all employees regarding what constitutes a substantial interest, and each employee shall annually complete and sign the District's conflict-of-interest disclosure form, (GBEAA-E), as determined by the District. Evidence of the guidance provided and signed disclosure forms shall be maintained by the District in compliance with the Uniform System of Financial Records (USFR), and all disclosures shall be kept on file for public inspection as required by A.R.S. 38-509.

## **Investigations**

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

Adopted: \_\_\_\_\_

### **LEGAL REF.:**

A.R.S.

15-213

15-323

15-421

15-502

38-481

38-501 et seq.- 38-511 (Title 38, Chapter 3, Article 8)

~~38-502~~

~~38-503~~

43-1001

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

A.G.O.

I82-004

I83-093

I83-111

I00-013

I03-005

I06-002

Attorney General Arizona Agency Handbook, Chapter 8, Appendix 8.1,  
Conflict of Interest Disclosure Memorandum

Uniform System of Financial Records

26 U.S.C. 152

CROSS REF.:

BCB - Board Member Conflict of Interest

DJ – Purchasing Ethics

DJE - Bidding/Purchasing Procedures

GBP - ~~Prohibited Personnel Practices~~ Reprisals

GBEAA-E ©

EXHIBIT

STAFF CONFLICT OF INTEREST

CONFLICT OF INTEREST DISCLOSURE

PURSUANT TO A.R.S. §§ 38-501 to 38-511

(Instructions)

1. Employees must file a Conflict\_of\_Interest Disclosure within five (5) calendar days after commencing work and at least annually thereafter, either identifying any ~~conflict~~ substantial interest the employee or the employee's relative has or stating that neither the employee nor the employee's relative has ~~no conflict~~ any substantial interest requiring disclosure.

2. All Conflict\_of\_Interest Disclosures shall be ~~kept on~~ filed at with \_\_\_\_\_ [*name District location/department*] and maintained in the District's official records in accordance with law.

3. It is the employee's responsibility to update and submit to ~~both District Legal and Human Resources Departments~~ a revised Disclosure to the location/department noted above within fifteen (15) calendar days ~~of~~ after any new ~~conflict~~ substantial interest ~~arises~~ after following the date of the most recent Disclosure.

STATEMENT OF CONFLICT

I, \_\_\_\_\_, do hereby indicate:

1. That I am presently an employee of the \_\_\_\_\_ School District;

2. That I (or my relative[s]: \_\_\_\_\_) have a substantial interest in the contract, sale, purchase, decision, investigation, or other matter by the \_\_\_\_\_ Governing Board as described below.

Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. §§ 38-501 to 38-511. (Use as much space as necessary)

Describe the "substantial interest" referred to above. (Use as much space as necessary)

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**STATEMENT OF DISQUALIFICATION**

*To be completed if you have a conflict as identified above.*

To avoid any possible conflict of interest under A.R.S. §§ 38-501 to 38-511, I will refrain from participating in any manner in the matter identified above.

\_\_\_\_\_

Date

Signature

**STATEMENT OF NO CONFLICT**

*To be completed only if neither you ~~do not~~ nor your relative ~~does not~~ have a conflict of has a substantial interest requiring disclosure.*

I, \_\_\_\_\_, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the \_\_\_\_\_ School District.

\_\_\_\_\_

Date

Signature

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# ADVISORY 968

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GBEB ©~~  
~~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, 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 crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36).~~

~~The school district or charter school is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~On or before January 1, 2020, the District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents" on its website as the Department of Education shall develop a process to verify that each school district has adopted the required policies and procedures by this date.~~

~~If the District maintains an online Manual of policies and procedures, the District may post a link to that manual with a reference to the appropriate policies and procedures.~~

~~A person who violates the reporting requirements may be disciplined for violating the policies of the School District Governing Board pursuant to A.R.S. 15-341 and notwithstanding A.R.S. 15-341, may be subject to dismissal. Each school district governing board shall prescribe and enforce policies and procedures that require the School District to maintain a record on any person who is disciplined pursuant to this policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.~~

~~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 nonappealable 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 nonappealable 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.~~

Adopted: \_\_\_\_\_

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~LEGAL REF.:~~

~~A.R.S.~~

~~13-2911~~

~~13-3102~~

~~13-3111~~

~~13-3411~~

~~15-153~~

~~15-341~~

~~15-342~~

~~15-507~~

~~15-509~~

~~15-511~~

~~15-512~~

~~15-514~~

~~15-539~~

~~15-550~~

~~38-531~~

~~38-532~~

~~41-770~~

~~41-1758.03~~

~~A.A.C.~~

~~R7-2-205~~

~~CROSS REF.:~~

~~GCF Professional Staff Hiring~~

~~GCMF Professional Staff Duties and Responsibilities~~

~~GCO Evaluation of Professional Staff Members~~

~~JIC Student Conduct~~

~~JK Student Discipline~~

~~KFA Public Conduct on School Property~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GBEB-R ©~~

REGULATION

~~STAFF CONDUCT~~

~~No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the District shall engage in:~~

~~A. Physical or verbal abuse of, or threat of harm to, anyone.~~

~~B. Causing damage, or threat of damage, to property of the District or property of a member of the community or a visitor to the school when the property is located on premises controlled by the District.~~

~~C. Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds.~~

~~D. Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.~~

~~E. Use of profane or abusive language, symbols, or conduct.~~

~~F. Failure to comply with lawful direction of District officials, security officers, or any other law enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.~~

~~G. The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.~~

~~H. A violation of District policies and regulations.~~

~~I. Any conduct violating federal, state, or applicable municipal law or regulation.~~

~~J. Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the District, or any other activity sponsored or approved by the Board.~~

~~K. The use of District resources, as defined in A.R.S. 15-511 and District Policy GBI, Staff Participation in Political Activities, to influence the outcome of an election.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~In addition to the foregoing, all staff members are expected to:~~

~~A. Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained within the policies of the Board.~~

~~B. Conduct themselves in a manner consistent with effective and orderly education and to protect the students and the District property.~~

~~C. Maintain order in a manner consistent with District policies and regulations.~~

~~D. Comply promptly with all orders of the Superintendent and the administrator who is their immediate supervisor.~~

~~E. Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.~~

~~F. Comply with the requirement of A.R.S. 15-153 and 15-515 by immediately reporting to the Superintendent or the administrator who is their immediate supervisor:~~

~~1. A violation of A.R.S. 13-3102 [possession of a deadly weapon on school grounds].~~

~~2. A violation of A.R.S. 13-3111 [possession of a firearm by a minor without authorization (in Maricopa and Pima Counties and where otherwise adopted by local ordinance)].~~

~~3. A violation of A.R.S. 13-3411 [possession, use, or intent to sell marijuana, peyote, or dangerous or narcotic drugs, or intent to sell prescription only drugs in a drug free school zone (i.e., school grounds and the area within three hundred [300] feet and public property within one thousand [1,000] feet of school grounds, the area at a school bus stop, and a school bus)].~~

~~Any administrator receiving a report of a violation of A.R.S. 13-3102, 13-3111, or 13-3411 shall immediately report such violation to a peace officer in compliance with A.R.S. 15-153 and 15-515.~~

~~Employees of the District who violate these rules are subject to disciplinary action.~~

~~GBEB-E ©~~

EXHIBIT

~~STAFF CONDUCT~~

~~NOTIFICATION CONCERNING  
NONAPPEALABLE OFFENSES~~

Notice is herein provided, in accordance with A.R.S. 15-550, that any employee of a public school district or charter school in this state who is arrested for or charged with one (1) or more of the offenses listed below as nonappealable offenses precluding that person from receiving a fingerprint clearance card shall immediately report the arrest or charge to the person's supervisor or the person shall be immediately dismissed from employment with the public school district or charter school. A person dismissed from employment for failure to report being arrested for or charged with a nonappealable offense has no right to appeal under the provisions of A.R.S. 15-539, subsection F.

- ~~1. Sexual abuse of a vulnerable adult.~~
- ~~2. Incest.~~
- ~~3. First or second degree murder.~~
- ~~4. Sexual assault.~~
- ~~5. Sexual exploitation of a minor.~~
- ~~6. Sexual exploitation of a vulnerable adult.~~
- ~~7. Commercial sexual exploitation of a minor.~~
- ~~8. Commercial sexual exploitation of a vulnerable adult.~~
- ~~9. Child prostitution as prescribed in section 13-3212.~~
- ~~10. Child abuse.~~
- ~~11. Abuse of a vulnerable adult.~~
- ~~12. Sexual conduct with a minor.~~
- ~~13. Molestation of a child.~~
- ~~14. Molestation of a vulnerable adult.~~
- ~~15. A dangerous crime against children as defined in section 13-705.~~
- ~~16. Exploitation of minors involving drug offenses.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

- ~~17. Taking a child for the purpose of prostitution as prescribed in section 13-3206.~~
- ~~18. Neglect or abuse of a vulnerable adult.~~
- ~~19. Sex trafficking.~~
- ~~20. Sexual abuse.~~
- ~~21. Production, publication, sale, possession and presentation of obscene items as prescribed in section 13-3502.~~
- ~~22. Furnishing harmful items to minors as prescribed in section 13-3506.~~
- ~~23. Furnishing harmful items to minors by internet activity as prescribed in section 13-3506.01.~~
- ~~24. Obscene or indecent telephone communications to minors for commercial purposes as prescribed in section 13-3512.~~
- ~~25. Luring a minor for sexual exploitation.~~
- ~~26. Enticement of persons for purposes of prostitution.~~
- ~~27. Procurement by false pretenses of person for purposes of prostitution.~~
- ~~28. Procuring or placing persons in a house of prostitution.~~
- ~~29. Receiving earnings of a prostitute.~~
- ~~30. Causing one's spouse to become a prostitute.~~
- ~~31. Detention of persons in a house of prostitution for debt.~~
- ~~32. Keeping or residing in a house of prostitution or employment in prostitution.~~
- ~~33. Pandering.~~
- ~~34. Transporting persons for the purpose of prostitution, polygamy and concubinage.~~
- ~~35. Portraying adult as a minor as prescribed in section 13-3555.~~
- ~~36. Admitting minors to public displays of sexual conduct as prescribed in section 13-3558.~~
- ~~37. Unlawful sale or purchase of children.~~
- ~~38. Child bigamy.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~Further, an employee who is convicted of one (1) or more of the above listed offenses shall immediately:~~

- ~~A. Surrender any certificates issued by the department of education.~~
- ~~B. Notify the person's employer or potential employer of the conviction.~~
- ~~C. Notify the department of public safety of the conviction.~~
- ~~D. Surrender the person's fingerprint clearance card.~~

~~By my signature I acknowledge receipt of a copy of this notification concerning nonappealable offenses.~~

\_\_\_\_\_

Employee signature

\_\_\_\_\_

Date

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 969

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBEBB ©  
STAFF CONDUCT WITH STUDENTS**

~~District Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also maintain professional relationships with students at all times, including social media interactions. Expected behaviors include but are not limited to:~~

~~A. Supervise student conduct during the school day, before and after school and during recess.~~

~~B. Treat students with At all times teachers and other staff members will accord students the dignity and respect, avoiding embarrassment or humiliation 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, and interference with those rights will not be tolerated.~~

~~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~~

~~C. Model social, moral, and professional behavior consistent with community standards and acceptable professional conduct District policy.~~

~~D. Abstain from any conduct that violates ethical or professional standards under law or policy.~~

~~E. Abstain from romantic or sexual conduct with students.~~

~~F. Comply with state law (A.R.S. 15-105) and Board Policy JLDB regarding the use of restraint and seclusion techniques.~~

~~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.~~

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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~~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~~ this policy shall be considered serious and may result in severe disciplinary action.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

13-1401

13-1405

~~15-321~~

15-341

15-514

CROSS REF.:

JIC - Student Conduct

# ADVISORY 970

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBEBC ©**  
**GIFTS TO AND SOLICITATIONS**  
**BY EMPLOYEES STAFF MEMBERS**

**Gifts to Employees**

~~Students, parents, and other patrons of the District shall be discouraged from the routine presentation of gifts~~ The District discourages the routine giving of gifts from students, parents, or other community members to employees. This shall provision ~~is not be interpreted as intended to discourage~~ prevent acts of generosity in ~~unusual situations~~ exceptional circumstances, and ~~simple remembrances expressive of affection~~ modest tokens of appreciation or gratitude shall not be ~~regarded as considered~~ violations of this policy.

**Gifts to Students**

~~Gifts to students by staff members shall be discouraged. Simple remembrances on certain occasions~~ Staff members are discouraged from giving gifts to individual students. However, small tokens presented to all students in a class or section group on special occasions shall not be regarded as a violation of this policy.

**Solicitations**

~~A school employee's position in the District shall not be used~~ Employees shall not use their District position to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for classroom use in the classroom. ~~Staff member~~ Any solicitation(s) of other employees and/or students, whether for any profit, nonprofit, or charitable groups, institutions, or organizations must have the purposes, requires prior approval of from the Superintendent in advance. No other solicitations shall be made by or of employees are permitted during official duty ~~time~~ hours.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

~~15-321~~

15-341

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 971

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBEC ©**  
**ALCOHOL AND DRUG – FREE**  
**WORKPLACE**

No employee shall violate the law or District policy in the manufacture, distribution, purchasing, dispensing, possession, or use, on or in the workplace, of alcohol or any dangerous drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, precursor chemical 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.

**Alcohol or Illegal Drugs**

***Prohibitions***

The use or possession of intoxicants on District property or at District-sponsored activities is prohibited.

***Violations***

Any person in violation of the provisions of this policy shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Staff members of the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school regulations.

A staff member who apparently has consumed alcoholic beverages or illegal drugs on or off school property and/or before a school activity will not be allowed to be on school property or to participate in school activities. Staff members who violate this policy will be subject to the same penalties as for possession and/or consumption on school property.

***Exceptions***

This policy does not prohibit the following:

A. A District employee while at a District workplace may possess alcohol in an unopened container in a locked, personal motor vehicle as long as the container cannot be viewed from outside the vehicle.

B. A District employee who, pursuant to local conditions or an employment contract with the District, resides on District property or resides in District housing may possess and use alcohol at the employee's residence subject to the following restrictions:

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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1. The employee shall not possess (except for possession at said residence), sell, offer to sell, transfer, use, or be under the influence of alcohol while on duty.

2. Any alcohol consumption that occurs on school property when the employee is not on duty shall be done in moderation and shall occur within the employee's residence.

## **Medical Marijuana**

The District recognizes Arizona's medical marijuana law and shall not discriminate against a person in hiring, termination or imposition of any term or condition of employment or otherwise penalize a person on the basis of the person's status as an eligible medical marijuana cardholder, or as a registered qualifying patient, having a positive drug test for marijuana components or metabolites, unless the person used, possessed or was impaired by marijuana on District property, at a District event, or during the hours of the person's regular or extended hours of employment, or as proscribed by law.

## **Definitions**

In addition to being defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and 21 C.F.R. 1308.11 through 1308.15, "dangerous drug," "narcotic drugs," "marijuana," and "precursor chemical" are also defined in A.R.S. 13-3401.

"Alcohol" means beer, wine, spiritous liquor or any distilled spirits as defined in A.R.S. 4-101.

*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.

## **Process After Violation**

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

The nonmedical use, abuse, or possession of drugs and/or use or possession of alcohol is forbidden on District property or at District-sponsored activities. Employees determined to be in possession of, using, or abusing drugs or alcohol shall be reported immediately to the employee's principal or supervisor. The Superintendent shall be notified immediately.

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The Superintendent shall conduct an investigation in consultation with legal counsel as necessary. Employees that violate this policy may be disciplined up to and including termination. If the investigation shows sufficient evidence to suggest that the employee was involved with distribution or otherwise in violation of the law, law enforcement authorities shall be notified.

### **Reporting**

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify their supervisor within five (5) calendar 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.~~

Adopted: \_\_\_\_\_

#### LEGAL REF.:

A.R.S.

4-101

~~13-2911~~

13-3401 *et seq.*

15-341

36-2801 et seq., Arizona Medical Marijuana Act

41 U.S.C. 8101 et seq. 702, Drug-free workplace requirements for Federal grant recipients

~~21 C-F-R: 1308.11 et seq.~~

~~34 C-F-R: Part 845~~

#### CROSS REF.:

~~EEAEAA – Bus Driver Requirements, Training, and Responsibilities Drug and Alcohol Testing of Transportation Employees~~

**GBEC-R ©**

REGULATION

**ALCOHOL AND DRUG – FREE  
WORKPLACE**

In order to comply with federal funding requirements, the District shall:

- A. Gather information relative to availability of local community drug and alcohol counseling, rehabilitation, and reentry programs that are available to employees and make such information available to employees.
  
- B. Provide each employee a copy of standards of conduct and the statement of disciplinary sanctions that apply to alcohol and drug violations. Use Exhibit GBEC-E to notify employees that compliance with such standards is mandatory.

The District should perform a biennial review of the programs to:

- A. Ensure that disciplinary sanctions for employees are consistently enforced.
  
- B. Determine program effectiveness and implement change to the program if needed.

GBEC-E ©

EXHIBIT

**ALCOHOL AND DRUG – FREE  
WORKPLACE**

**NOTICE TO EMPLOYEES**

YOU ARE HEREBY NOTIFIED that it is a violation of Policy GBEC for any employee to violate the law or District policy in the manufacture, distribution, purchasing, dispensing, possession, or use, on or in the workplace, of alcohol or any dangerous drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, precursor chemical, 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.

YOU ARE FURTHER NOTIFIED that it is a condition of your employment that you will comply with Policy GBEC, and will notify your supervisor in writing of your conviction under any criminal drug statute for a violation occurring in the workplace, not later than five (5) calendar days after such conviction.

Any employee who violates the terms of the District's alcohol and drug-free workplace policy in any manner is subject to discipline, which may include, but is not limited to, dismissal and/or referral for prosecution.

-----  
I have been provided with two (2) copies of this **Notice to Employees** for my review and signature. I understand that a signed copy will be placed in my personnel file.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

## **ADVISORY 972**

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GBECA ©  
NONMEDICAL USE OR ABUSE OF  
DRUGS OR ALCOHOL~~

~~**Employee Drug Use, Abuse  
or Possession**~~

~~The nonmedical use, abuse, or possession of drugs and/or use or possession of alcohol is forbidden on District property or at District sponsored activities. Employees determined to be in possession of, using, or abusing drugs or alcohol shall be reported immediately to the employee's principal or supervisor. The Superintendent shall be notified immediately.~~

~~The Superintendent shall conduct an investigation in consultation with legal counsel as necessary. Employees that violate this policy may be disciplined up to and including termination. If the investigation shows sufficient evidence to suggest that the employee was involved with distribution or otherwise in violation of the law, law enforcement authorities shall be notified.~~

~~**Medical Marijuana**~~

~~The District recognizes Arizona's medical marijuana law and shall not discriminate against a person in hiring, termination or imposition of any term or condition of employment or otherwise penalize a person on the basis of the person's status as an eligible medical marijuana cardholder, or as a registered qualifying patient, having a positive drug test for marijuana components or metabolites, unless the person used, possessed or was impaired by marijuana on District property, at a District event, or during the hours of the persons regular or extended hours of employment, or as prescribed by law.~~

~~Adopted: \_\_\_\_\_~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~13-2911~~

~~13-3401 et seq.~~

~~15-341~~

~~23-493~~

~~23-493.03~~

~~36-2801 et seq.~~

~~41 U.S.C. 702, Drug free workplace requirements for Federal grant recipients~~

~~34 C.F.R. Part 85~~

~~CROSS REF.:~~

~~EEAEAA – Drug and Alcohol Testing of Transportation Employees~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 973

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GBECB ©  
ALCOHOL USE BY STAFF MEMBERS~~

~~(Illegal Drugs)~~

~~The use or possession of intoxicants or illegal drugs on school property or at school events is prohibited.~~

~~Any person in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.~~

~~Staff members of the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school regulations.~~

~~A staff member who apparently has consumed alcoholic beverages or illegal drugs on or off school property and/or before a school activity will not be allowed to be on school property or to participate in school activities. Staff members who violate this policy will be subject to the same penalties as for possession and/or consumption on school property.~~

~~An employee of the District who, pursuant to local conditions or an employment contract with the District, resides on District property or resides in District housing may possess and use alcohol at the employee's residence subject to the following restrictions:~~

~~A. The employee shall not possess (except for possession at said residence), sell, offer to sell, transfer, use, or be under the influence of alcohol while on duty.~~

~~B. Any alcohol consumption that occurs on school property when the employee is not on duty shall be done in moderation and shall occur within the employee's residence.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-341~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 974

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBED ©**  
**SMOKING ~~BY STAFF MEMBERS~~**

**Prohibitions**

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~~ or District vehicles.
- F. Off-campus school-sponsored events.

**Violations**

Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition is guilty of committing a petty offense. Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

**Exceptions:**

A. The prohibitions do not apply to an adult when possession or use of the tobacco products ~~are~~ is for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

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

B. A District employee may possess legal tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products that are kept in the employee's personal locked motor vehicle as long as the product or device cannot be seen from outside the vehicle. However, the use of such products in said personal vehicle while on District property or at any District-sponsored activity is prohibited.

Adopted: \_\_\_\_\_

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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LEGAL REF.:

A.R.S.

13-3622

15-341

15-712

36-798.03

20 U.S.C. 6083

CROSS REF.:

JICG - Tobacco Use by Students

# ADVISORY 975

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBEF ©**  
**~~STAFF USE OF DIGITAL PORTABLE WIRELESS~~**  
**~~COMMUNICATIONS AND ELECTRONIC DEVICES~~**

**Social Media**

Social media is the use of web-based and mobile technologies to communicate through interactive dialogue. Social media technologies/platforms include social networking sites, blogs, microblogs, content communities and virtual communities ~~include but are not limited, to blogs, picture sharing, vlogs, wall postings, e-mail, instant messaging, music sharing, crowdsourcing, voice over IP (VoIP), Facebook, LinkedIn, X, YouTube, and any successor protocol to transmit information.~~

**Mobile Technologies**

Mobile technologies are any devices that: transmit sounds, images, texts, messages, videos, or electronic information; electronically records, plays, or stores information; or accesses the Internet, or private communication or information networks. ~~Current examples are Smartphones such as Android, iPhone, and other such mobile technologies and subsequent generations of these and related devices.~~

**Guidelines**

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~~ use wireless communication ~~adhere to adopted policies and to utilize digital communications and electronic devices in a professional manner at all times~~ and to follow all applicable state and federal laws.

The Board establishes the following parameters:

District employees:

- A. 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), the Child Internet Protection Act, staff ethics, and staff-student relations;
- B. are responsible for the content of their posting on any form of technology through any form of communication;
- C. shall only use District controlled and approved technologies when communicating with students or parents;

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- D. shall ensure that technologies used to communicate with students and District staff are maintained separate from personal technologies used to communicate with others;
- E. shall not use District owned or provided technologies to endorse or promote a product, a cause or a political position or candidate;
- F. 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;
- G. shall not use District logos or District intellectual property without the written approval of the Superintendent;
- H. shall use technologies to enhance and add value to communications with all recipients and be respectful of those with whom they communicate;
- I. shall immediately report all misuse or suspected misuse of technology to their direct supervisor/administrator who in turn will immediately report to the Superintendent;
- J. shall comply with all applicable records management parameters established by Arizona State Library, Archives and Public Records.

**Operating a Portable  
Wireless Communication  
Device While Driving**

Arizona law (A.R.S. 28-914, effective January 1, 2021), states that a person may not operate a motor vehicle on a street or highway if the person does either of the following:

A. physically holds or supports with any part of the person's body either of the following:

- 1. portable wireless communication device, except that a person may use a portable wireless communication device with an earpiece, headphone device or device worn on a wrist to conduct a voice-based communication.
- 2. a stand-alone electronic device.

B. writes, sends or reads any text-based communication, including a text message, instant message, e-mail or Internet data, on a portable wireless communication device or stand-alone electronic device.

This does not apply to either of the following:

A. the use of voice-based communications, including through the use of a portable wireless communication device or stand-alone electronic device, to direct the writing, sending, reading or other communicating of any text-based communication.

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B. the use of a portable wireless communication device or stand-alone device when used in a hands-free manner for:

1. navigation of the motor vehicle.
2. use of a global positioning system.
3. obtaining motor vehicle information or information related to driving a motor vehicle.

This also does not prohibit the operation of a motor vehicle while using a device, including a device that is accessible through an interface that is embedded in a motor vehicle, that allows communication without the use of either of the driver's hands, except to activate or deactivate a function of the device.

An operator may use a portable wireless communication device:

- A. to report illegal activity or summon emergency help.
- B. that was permanently or temporarily affixed to the motor vehicle to relay information in the course of the operator's occupational duties between the operator and either: i) a dispatcher, ii) a digital network or software application service.

## **Definitions**

Portable wireless communication device:

- A. means a cellular telephone, a portable telephone, a text-messaging device, a personal digital assistant, a stand-alone computer, a global positioning system receiver or a substantially similar portable wireless device that is used to initiate or receive communication, information or data.
- B. does not include a radio, citizens band radio, citizens band radio hybrid, commercial two-way radio communication device or its functional equivalent, subscription-based emergency communication device, prescribed medical device, amateur or ham radio device or in-vehicle security, navigation or remote diagnostics system.

Stand-alone electronic device:

means a portable device other than a portable wireless communication device that stores audio or video data files to be retrieved on demand by a user.

## **Communication**

The Superintendent shall communicate the above to all employees of the District at the beginning of each school year and to newly hired employees as part of the hiring process.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

The Superintendent shall establish which technologies are approved for use by employees to communicate with parents and students. Approved technologies shall be communicated to the Board and employees prior to the start of every school year, to newly elected Board members prior to taking office, and to newly hired employees as part of the hiring process.

The Superintendent shall determine which records retention and management guidelines as established by the Arizona State Library, Archives and Public Records are applicable to this Board policy and communicate these guidelines to the Board and employees prior to the start of every school year, to newly elected Board members prior to taking office, and newly hired employees as part of the hiring process.

### **Violations**

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. The Superintendent shall report violations of this policy to the Board and shall make reports to the appropriate law enforcement agency when determined necessary.

Adopted: \_\_\_\_\_

#### LEGAL REF.:

A.R.S.

15-341

15-514

28-914

28-963

28-3164

20 U.S.C. 1232g Family Educational Rights and Privacy Act (FERPA)

47 CFR 54.520 Child Internet Protection Act

#### CROSS REF.:

EEAE - Bus Safety and Student Conduct

EEAEA - Bus Driver Requirements, Training, and Responsibilities

EEA - Student Transportation

EEB - Business and Personnel Transportation Services and Records and Reports

GBEA - ~~Staff Ethics and Code of Conduct~~

~~GBEB - Staff Conduct~~

~~GBEBB - Staff Conduct With Students~~

~~GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members~~

~~GDQD - Discipline, Suspension, and Dismissal of Support Staff Members~~

IJNDB - Use of Technology Resources in Instruction

JIC - Student Conduct

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# **ADVISORY 976**

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~~GBEFA ©  
STAFF USE OF DIGITAL WIRELESS  
COMMUNICATIONS OR ELECTRONIC  
DEVICES WHILE OPERATING  
A MOTOR VEHICLE~~

~~Arizona law (A.R.S. 28-914, effective January 1, 2021), states that a person may not operate a motor vehicle on a street or highway if the person does either of the following:~~

~~A. physically holds or supports with any part of the person's body either of the following:~~

~~1. portable wireless communication device, except that a person may use a portable wireless communication device with an earpiece, headphone device or device worn on a wrist to conduct a voice based communication.~~

~~2. a stand alone electronic device.~~

~~B. writes, sends or reads any text based communication, including a text message, instant message, e-mail or Internet data, on a portable wireless communication device or stand alone electronic device.~~

~~This does not apply to either of the following:~~

~~A. the use of voice based communications, including through the use of a portable wireless communication device or stand alone electronic device, to direct the writing, sending, reading or other communicating of any text based communication.~~

~~B. the use of a portable wireless communication device or stand alone device when used in a hands free manner for:~~

~~1. navigation of the motor vehicle.~~

~~2. use of a global positioning system.~~

~~3. obtaining motor vehicle information or information related to driving a motor vehicle.~~

~~This also does not prohibit the operation of a motor vehicle while using a device, including a device that is accessible through an interface that is embedded in a motor vehicle, that allows communication without the use of either of the driver's hands, except to activate or deactivate a function of the device.~~

~~An operator may use a portable wireless communication device:~~

~~A. to report illegal activity or summon emergency help.~~

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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~~B. that was permanently or temporarily affixed to the motor vehicle to relay information in the course of the operator's occupational duties between the operator and either: i) a dispatcher, ii) a digital network or software application service.~~

~~"Portable wireless communication device:"~~

~~A. means a cellular telephone, a portable telephone, a text messaging device, a personal digital assistant, a stand alone computer, a global positioning system receiver or a substantially similar portable wireless device that is used to initiate or receive communication, information or data.~~

~~B. does not include a radio, citizens band radio, citizens band radio hybrid, commercial two way radio communication device or its functional equivalent, subscription-based emergency communication device, prescribed medical device, amateur or ham radio device or in vehicle security, navigation or remote diagnostics system.~~

~~"Stand alone electronic device" means a portable device other than a portable wireless communication device that stores audio or video data files to be retrieved on demand by a user.~~

~~The Superintendent will develop training to implement this policy prior to the effective date.~~

~~Adopted: \_\_\_\_\_~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~15-514~~

~~28-914~~

~~28-963~~

~~28-3164~~

~~CROSS REF.:~~

~~EEAE Bus Safety Program~~

~~EEAEA Bus Driver Requirements, Training, and Responsibilities~~

~~EEAG Student Transportation in Private Vehicles~~

~~EEB Business and Personnel Transportation Services~~

~~GBEA Staff Ethics~~

~~GBEB Staff Conduct~~

~~GBEBB Staff Conduct With Students~~

~~GCQF Discipline, Suspension, and Dismissal of Professional Staff Members~~

~~GDQD Discipline, Suspension, and Dismissal of Support Staff Members~~

~~IJNDB Use of Technology Resources in Instruction~~

~~JIC Student Conduct~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 977

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBGA ©**  
**HEALTH**

**Required Compliance**  
**Procedures**

The Superintendent shall have procedures for complying with the requirements of the Occupational Safety and Health Administration (OSHA), including an exposure-control plan, methods of compliance, work-practice controls, postexposure evaluation and follow-up, and administering vaccine to employees exposed to Hepatitis B virus.

**Communicable Diseases**

It is the policy of the District to take reasonable and lawful measures to protect students and staff members from the transmission of communicable diseases. The Superintendent is authorized to adopt such procedures as are necessary to implement this policy in a manner consistent with state and federal laws.

**Immunization**

The District shall require vaccination against communicable diseases from all employees unless an exception is requested and granted, consistent with state and federal laws.

**Bloodborne Pathogens Exposure**

All employees who as a result of their employment have had significant exposure to bloodborne pathogens (Hepatitis B/Human Immunodeficiency Virus, HIV-AIDS) are required to report the details of the exposure in writing to the District and are required to follow post-exposure evaluation and follow-up activities in accordance with Arizona and federal laws. An employee who chooses not to complete these reporting requirements will be at risk of losing any claim to rights.

**COVID-19**

The School District shall not:

- A. Require a resident of this state to receive a vaccination for COVID-19 or any variant of COVID-19.
- B. Impose any requirement to wear a mask or face covering anywhere on the School District's premises, except where long-standing workplace safety and infection control measures unrelated to COVID-19 may be required. See GBGA-RB for a list of long-standing workplace safety control measures.

**Universal Precautions**

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

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## **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 employee's workplace. The outbreak control measures, and other directives of the Arizona 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 Superintendent shall consult with legal counsel and health professionals, as necessary, to ensure that exclusion of a staff member with a chronic communicable disease will not violate the staff member's rights under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

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**

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.

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.

## **Eye Protective Devices**

The Superintendent shall establish procedures for every student, teacher, and visitor in public schools that shall require the wearing of appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities.

The Board shall equip the schools with eye protective ware.

Schools may receive and expend federal, state, and local monies to provide eye protective devices.

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## **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.

## **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.

Adopted: \_\_\_\_\_

### **LEGAL REF.:**

A.R.S.

15-151

15-505

23-901

23-902

23-904

23-906

23-908

23-961

23-962

36-681

36-685

A.A.C.

R9-6-706

R9-6-707

### **CROSS REF.:**

EBBB - Accident Reports

GBGD - Workers' Compensation

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**GBGA-RA ©**

**REGULATION**

**HEALTH**

**Immunizations**

Unless legally exempted, all staff members must show proof of immunity to measles and rubella [see Policy GBGA].

**Measles (Rubeola)**

Acceptable proof of immunity to measles shall consist of:

- A. A record of immunization against measles with a live virus vaccine given on or after the first birthday; or
- B. A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had measles.
- C. Anyone born prior to January 1, 1957, shall be considered to be immune to measles. (Rubeola)

**German Measles (Rubella)**

Evidence of immunity to rubella shall consist of:

- A. A record of immunization against rubella given on or after the first birthday; or
- B. A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had rubella.

**Outbreak Information**

In the event of an outbreak of either disease, self-reported history of immunization or prior disease is not acceptable; written documentation of immunity consistent with the acceptable proof described above is required.

During an outbreak of measles or rubella, nonimmune staff members, including those who utilize the exemption, may be excluded from the workplace at the direction of the local health agency.

Staff members who are excluded from the workplace shall be placed on leave in accordance with Policy GCCA, applicable employment agreements, and applicable state or federal law.

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### **Implementing Policy**

The District shall generate a list of all staff members to identify those who need proof of immunity to measles.

The Superintendent shall distribute information about the District's policy on measles and rubella.

The Superintendent shall collect proof of immunity from staff members and compile a list denoting immunity or nonimmunity of staff members.

Nonimmune staff members shall be referred for vaccine to a physician or the County Health Department. Their records will be updated as they receive the vaccine.

### **Maintaining Policy**

Throughout each school year, new staff members shall be required to show proof of immunity before employment.

A list of nonimmune employees shall be maintained and updated throughout the year.

**GBGA-RB ©**

**REGULATION**

**HEALTH**

**Eye Protective Devices**

Every student, teacher, and visitor in public schools shall wear appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to:

- A. Molten metals or other molten materials.
- B. Cutting, shaping, and grinding of materials.
- C. Heat treatment, tempering, or kiln firing of any metal or other materials.
- D. Welding fabrication processes.
- E. Explosive materials.
- F. Caustic solutions.
- G. Radiation materials.

The Board shall equip the schools with eye protective ware.

Schools may receive and expend federal, state, and local monies to provide eye protective devices.

**Definition**

For purposes of this procedure, *eye protective ware* means devices meeting the requirements of the American National Standards Institute's standards for occupational and education eye protection, Z87.1-1989. [A.R.S. 15-151]

GBGA-EA ©

EXHIBIT

HEALTH

BLOODBORNE PATHOGEN REQUIREMENTS

Exposure Control Plan

Employee(s) with occupational exposure to human blood, human blood components, products made from human blood, or pathogenic microorganisms, including but not limited to Hepatitis B virus or HIV, shall comply with this Exposure Control Plan designed to eliminate or minimize employee exposure.

This Exposure Control Plan contains the following elements:

- A. The exposure determination outlined below.
- B. The schedule and method of implementation.
- C. The procedure for the evaluation of circumstances surrounding exposure.

A copy of this Exposure Control Plan shall be accessible to employees.

This Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure, and to reflect new or revised employee positions with occupational exposure.

This Exposure Control Plan shall be made available to the Assistant Secretary of Labor and the Director of the Occupational Safety and Health Administration upon request for examination and copying.

Exposure Determination

The District has determined that employee positions may involve the following levels of exposure to bloodborne pathogens as a collateral function to the primary job description:

- A. High risk - Coaches, physical education instructors, custodians, certain special education program personnel, playground duty personnel, health services personnel, and security personnel.
- B. Moderate risk - Regular instructional program personnel, other special education program personnel, school level office personnel, maintenance personnel, food services personnel, and special assignment personnel (e.g., counselors, librarians).
- C. Low risk - District level office personnel.

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## Methods of Compliance

General. Universal precautions shall be observed by all District employees to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Engineering and work practice controls:

A. Engineering and work practice controls shall be used to eliminate or minimize employee exposure. If occupational exposure remains after institution of these controls, personal protective equipment shall also be used.

B. Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

C. The District shall provide hand-washing facilities that are readily accessible to employees.

D. When provision of hand-washing facilities is not feasible, the District shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

E. The District requires that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. Supervisory personnel shall ensure compliance.

F. The District requires that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials. Supervisory personnel shall ensure compliance.

G. Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed except as noted below. Shearing or breaking of contaminated needles is prohibited.

1. Contaminated needles and other contaminated sharps shall not be recapped or removed unless no other alternative is feasible or such action is required by a specific medical procedure as determined by a competent medical professional qualified to make such determination.

2. Such recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.

H. Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed.

I. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

J. Food and drink shall not be kept in refrigerators, freezers, shelves, or cabinets, or on countertops or benchtops where blood or other potentially infectious materials are present.

K. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

L. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

M. Specimens of blood or other potentially infectious materials shall be placed in a container that prevents leakage during collection, handling, processing, storage, transport, or shipping.

1. The container for storage, transport, or shipping shall be labeled or color coded according to law and closed prior to being stored, transported, or shipped. When a facility utilizes "universal precautions" in the handling of all specimens, the labeling/color coding of specimens is not necessary, provided containers are recognizable as containing specimens. This exemption applies only while such specimens/containers remain with the facility. Labeling or color coding is required when such specimens/containers leave the facility.

2. If outside contamination of the primary container occurs, the primary container shall be placed within a second container that prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color coded according to the requirements of this standard.

3. If the specimen could puncture the primary container, the primary container shall be placed within a secondary container that is puncture resistant in addition to the above characteristics.

N. Equipment that may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless the decontamination of such equipment or portions of such equipment is not feasible as determined by a supervisory employee assigned to make such determination.

1. A readily observable label in accordance with law shall be attached to the equipment stating which portions remain contaminated.

2. This information shall be conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.

**Personal protective equipment:**

A. *Provision.* When occupational exposure occurs, the District shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.

B. *Use.* The District requires that all exposed employees use appropriate personal protective equipment unless the District documents that a specific employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was such employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be reported by the employee and investigated and documented by the District in order to determine whether changes can be instituted to prevent such occurrences in the future.

C. *Accessibility.* Appropriate personal protective equipment in the appropriate sizes must be readily accessible at the work site or issued to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to employees who are allergic to the gloves normally provided.

D. *Cleaning, laundering, and disposal.* The District shall clean, launder, and dispose of personal protective equipment required in this standard, at no cost to the employee.

E. *Repair and replacement.* The District shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.

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F. Any garment(s) penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible.

G. All personal protective equipment shall be removed prior to leaving the work area.

H. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

I. *Gloves.* Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and nonintact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.

1. Disposable (single-use) gloves, such as surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised.

2. Disposable (single-use) gloves shall not be washed or decontaminated for reuse.

3. Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

***Housekeeping:***

A. *General.* The work site must be maintained in a clean and sanitary condition. The District shall establish, attach hereto, and implement an appropriate written schedule for cleaning and the method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.

B. All school activity areas are cleaned daily.

C. In cleaning operations involving human blood, a cleaning solution consisting of ten to one (10:1) ratio of water and bleach will be used.

D. All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.

1. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials, and at the end of the work shift if the surface may have become contaminated since the last cleaning.
2. Protective coverings - such as plastic wrap, aluminum foil, or imperviously backed absorbent paper used to cover equipment and environmental surfaces - shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift if they may have become contaminated during the shift.
3. All bins, pails, cans, and similar receptacles intended for reuse that have a reasonable likelihood of becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.
4. Broken glassware that may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such as a brush and dust pan, tongs, or forceps.
5. Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

E. Regulated waste:

1. Contaminated sharps discarding and containment:
  - a. Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are:
    - I. Closable.
    - II. Puncture resistant.
    - III. Leakproof on sides and bottom.
    - IV. Labeled or color coded.
  - b. During use, containers for contaminated sharps shall be:
    - I. Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries).

II. Maintained upright throughout use.

III. Replaced routinely and not be allowed to overflow.

c. When moving containers of contaminated sharps from the area of use, the containers shall be:

I. Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

II. Placed in a secondary container if leakage is possible. The second container shall be:

i. Closable.

ii. Constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping.

iii. Labeled or color coded.

d. Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous injury.

2. Other regulated waste containment:

a. Regulated waste shall be placed in containers that are:

I. Closable.

II. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.

III. Labeled or color coded.

IV. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

b. If outside contamination of the regulated waste container occurs, it shall be placed in a second container. The second container shall be:

I. Closable.

II. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.

III. Labeled or color coded.

IV. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

3. Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, states, territories, and political subdivisions of states and territories.

F. Laundry:

1. Contaminated laundry shall be handled as little as possible, with a minimum of agitation.

a. Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.

b. Contaminated laundry shall be placed and transported in bags or containers labeled or color coded. When a facility utilizes universal precautions in the handling of all soiled laundry, alternative labeling or color coding is sufficient if it permits all employees to recognize the containers as requiring compliance with universal precautions.

c. Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage from the bag or container, the laundry shall be placed and transported in bags or containers that prevent soaking-through and/or leakage of fluids to the exterior.

2. Employees who have contact with contaminated laundry must wear protective gloves and other appropriate personal protective equipment.

3. When a facility ships contaminated laundry off-site to a second facility, which does not utilize universal precautions in the handling of all laundry, the facility generating the contaminated laundry must place such laundry in bags or containers that are labeled or color-coded.

**Hepatitis B Vaccination and Postexposure Evaluation and Follow-up**

**General:**

**A. The District shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and postexposure evaluation and follow-up to all employees who have had an exposure incident.**

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B. The District requires that all medical evaluations and procedures, including the hepatitis B vaccine, and vaccination series and postexposure evaluation and follow-up, including prophylaxis, are:

1. Made available at no cost to the employee.
2. Made available to the employee at a reasonable time and place.
3. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional.
4. Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place, except as specified in this section on hepatitis B vaccination and postexposure evaluation and follow-up.

C. The District requires that all laboratory tests be conducted by an accredited laboratory at no cost to the employee.

***Hepatitis B vaccination:***

A. Hepatitis B vaccination shall be made available after the employee has received the training required and within ten (10) business days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

B. The District shall not make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination.

C. If the employee initially declines hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the District shall make available hepatitis B vaccination at that time.

D. The District requires all employees who decline to accept hepatitis B vaccination that is offered to sign the following statement:

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

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E. If a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available.

***Postexposure evaluation and follow-up.*** Following a report of an exposure incident, the District shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

A. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.

B. Identification and documentation of the source individual, unless the District can establish that identification is infeasible or prohibited by state or local law.

1. The source individual's blood shall be tested as soon as feasible, and after consent is obtained, in order to determine HBV and HIV infectivity. If consent is not obtained, the District shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the result documented.

2. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.

3. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

C. Collection and testing of blood for HBV and HIV serological status:

1. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.

2. If the employee consents to base-line blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least ninety (90) days. If within ninety (90) days of the exposure incident the employee elects to have the base-line sample tested, such testing shall be done as soon as feasible.

D. Postexposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.

E. Counseling.

F. Evaluation of reported illnesses.

**Information provided to the health care professional:**

A. The health care professional responsible for the employee's hepatitis B vaccination shall be provided a copy of this document.

B. The health care professional evaluating an employee after an exposure incident shall be provided the following information:

1. A copy of this document.
2. A description of the exposed employee's duties as they relate to the exposure incident.
3. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
4. Results of the source individual's blood testing, if available.
5. All medical records relevant to the appropriate treatment of the employee, including vaccination status, that are the District's responsibility to maintain.

**Health care professional's written opinion.** The District shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within fifteen (15) days of the completion of the evaluation.

A. The health care professional's written opinion for hepatitis B vaccination shall be limited to whether hepatitis B vaccination is indicated for an employee and whether the employee has received such vaccination.

B. The health care professional's written opinion for postexposure evaluation and follow-up shall be limited to the following information:

1. That the employee has been informed of the results of the evaluation.
2. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.

C. All other findings or diagnoses shall remain confidential and shall not be included in the written report.

**Medical record keeping.** Medical records required by this standard shall be maintained.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

## **Communication of Hazards to Employees**

### **Labels:**

A. Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material, and other containers used to store, transport, or ship blood or other potentially infectious materials, except as provided in law.

B. These labels shall contain the "biohazard" label.

C. These labels shall be fluorescent orange or orange-red or predominantly so, with lettering or symbols in a contrasting color.

D. Labels are required to be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.

E. Red bags or red containers may be substituted for labels.

F. Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements of this section on communication of hazards to employees.

G. Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment, or disposal are exempted from the labeling requirements.

H. Labels required for contaminated equipment shall be in accordance with this section and shall also state which portions of the equipment remain contaminated.

I. Regulated waste that has been decontaminated need not be labeled or color coded.

### **Information and training:**

A. All employees with occupational exposure shall participate in a training program, which must be provided at no cost to the employees and during working hours.

B. Training shall be provided as follows:

1. At the time of initial assignment to tasks where occupational exposure may take place.

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2. Within ninety (90) days after the effective date of the standard.

3. At least annually thereafter.

C. For employees who have received training on bloodborne pathogens in the year preceding the effective date of the standard, only training with respect to the provisions of the standard that were not included need be provided.

D. Annual training for all employees shall be provided within one (1) year of their previous training.

E. The District shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affects the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.

F. Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.

G. The training program shall contain at a minimum the following elements:

1. An accessible copy of the regulatory text of this standard and an explanation of its contents.

2. A general explanation of the epidemiology and symptoms of bloodborne diseases.

3. An explanation of the modes of transmission of bloodborne pathogens.

4. An explanation of the District's Exposure Control Plan and the means by which the employee can obtain a copy of the written plan.

5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

6. An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.

7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.

8. An explanation of the basis for selection of personal protective equipment.

9. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.

10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.

12. Information on the postexposure evaluation and follow-up that the District is required to provide for the employee following an exposure incident.

13. An explanation of the labels and/or color coding required.

14. An opportunity for interactive questions and answers with the person conducting the training session.

H. The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

## **Record Keeping**

### **Medical records:**

A. The District shall establish and maintain an accurate record for each employee with occupational exposure as defined herein.

B. This record shall include:

1. The name and Social Security number of the employee.

2. A copy of the employee's hepatitis B vaccination status, including the dates of all hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.

3. A copy of all results of examinations, medical testing, and follow-up procedures.

4. The District's copy of the health care professional's written opinion.

5. A copy of the information provided to the health care professional.

C. Confidentiality. The District shall ensure that employee medical records required by law are:

1. Kept confidential.
2. Not disclosed or reported, without the employee's express written consent, to any person within or outside the workplace, except as required by law.

D. The District shall maintain the records required by law for at least the duration of employment plus thirty (30) years.

**Training records:**

A. Training records shall include the following information:

1. The dates of the training sessions.
2. The contents or a summary of the training sessions.
3. The names and qualifications of persons conducting the training.
4. The names and job titles of all persons attending the training sessions.

B. Training records shall be maintained for three (3) years from the date on which the training occurred.

**Availability:**

A. The District shall ensure that all records required to be maintained shall be made available, upon request, to the Assistant Secretary of Labor and the Director of the Occupational Safety and Health Administration for examination and copying.

B. Employee training records required by law shall be provided upon request for examination and copying to employees, to employee representatives, to the Director of the Occupational Safety and Health Administration, and to the Assistant Secretary of Labor.

C. Employee medical records required by law shall be provided upon request, for examination and copying, to the subject employee, to anyone having written consent of the subject employee, to the Director of the Occupational Safety and Health Administration, and to the Assistant Secretary of Labor.

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**Transfer of records:**

A. The District shall comply with the legal requirements involving transfer of records.

B. If the District ceases to do business and there is no successor district to receive and retain the records for the prescribed period, the District shall notify the Director of the Occupational Safety and Health Administration, at least three (3) months prior to their disposal, and transmit them to the Director of the Occupational Safety and Health Administration, if required by the Director of the Occupational Safety and Health Administration to do so, within that three (3) month period.

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EXHIBIT

HEALTH

COMMUNICABLE DISEASES

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 handwashing requires the use of soap and water and vigorous washing under a stream of running water for at least twenty (20) seconds.

D. Clothing and other nondisposable 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, et cetera) shall be disinfected with bleach (diluted to ten [10] parts water and one [1] part bleach), and bleach solution should remain on the surface for at least one (1) minute before wiping. Gloves shall always be worn during cleanup.

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G. Cleaning equipment:

1. Nondisposable 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.

2. 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:

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.

LEGAL REF.:

A.R.S.

36-621 et seq.

A.A.C.

R9-6-101 et seq.

# ADVISORY 978

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~~GBGB ©~~  
~~STAFF PERSONAL SECURITY~~  
~~AND SAFETY~~

**Threats**

~~The Superintendent shall establish procedures that provide for the protection of any employee who is threatened with harm by an individual or a group while carrying out assigned duties.~~

**Eye Protective Devices**

~~The Superintendent shall establish procedures for every student, teacher, and visitor in public schools that shall require the wearing of appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities.~~

~~The Board shall equip the schools with eye protective ware.~~

~~Schools may receive and expend federal, state, and local monies to provide eye protective devices.~~

Adopted: \_\_\_\_\_

**LEGAL REF.:**

~~A.R.S.~~

~~13-1203~~

~~13-1204~~

~~13-2911~~

~~15-151~~

~~15-507~~

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REGULATION

~~STAFF PERSONAL SECURITY  
AND SAFETY~~

**Threats**

~~Any employee who is threatened with harm by an individual or a group while carrying out assigned duties shall immediately notify the school principal or supervisor. The principal or supervisor shall then immediately notify the Superintendent's office of the threat and together they shall take immediate steps in cooperation with the employee to provide every reasonable precaution for the employee's safety. Precautionary steps, including any advisable legal action, shall be reported to the Superintendent's office at the earliest possible time.~~

**Eye Protective Devices**

~~Every student, teacher, and visitor in public schools shall wear appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to:~~

- ~~A. Molten metals or other molten materials.~~
- ~~B. Cutting, shaping, and grinding of materials.~~
- ~~C. Heat treatment, tempering, or kiln firing of any metal or other materials.~~
- ~~D. Welding fabrication processes.~~
- ~~E. Explosive materials.~~
- ~~F. Caustic solutions.~~
- ~~G. Radiation materials.~~

~~The Board shall equip the schools with eye protective ware.~~

~~Schools may receive and expend federal, state, and local monies to provide eye protective devices.~~

~~For purposes of this procedure, *eye protective ware* means devices meeting the standards of the U.S.A. Standard Safety Code for head, eye, and respiratory protection, Z21-1959, and subsequent revisions thereof, approved by the United States of America Standards Institute, Inc.~~

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# ADVISORY 979

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~~GBGC~~  
~~EMPLOYEE ASSISTANCE~~

~~Employees may be required by the Superintendent, 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.~~

~~The Superintendent shall have procedures for complying with the requirements of the Occupational Safety and Health Administration (OSHA), including an exposure-control plan, methods of compliance, work-practice controls, postexposure evaluation and follow-up, and administering vaccine to employees exposed to Hepatitis B virus.~~

~~All employees who as a result of their employment have had significant exposure to bloodborne pathogens (Hepatitis B/Human Immunodeficiency Virus) are required to report the details of the exposure in writing to the District and are required to follow postexposure evaluation and follow-up activities in accordance with Arizona and federal laws. An employee who chooses not to complete these reporting requirements will be at risk of losing any claim to rights.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-505~~

~~23-901~~

~~23-902~~

~~23-904~~

~~23-906~~

~~23-908~~

~~23-961~~

~~23-962~~

~~CROSS REF.:~~

~~EBBB—Accident Reports~~

~~GBGD—Workers' Compensation~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GBGC-E ©~~

EXHIBIT

~~EMPLOYEE ASSISTANCE~~

~~BLOODBORNE PATHOGEN REQUIREMENTS~~

~~Exposure Control Plan~~

~~Employee(s) with occupational exposure to human blood, human blood components, products made from human blood, or pathogenic microorganisms, including but not limited to Hepatitis B virus or HIV, shall comply with this Exposure Control Plan designed to eliminate or minimize employee exposure.~~

~~This Exposure Control Plan contains the following elements:~~

- ~~A. The exposure determination outlined below.~~
- ~~B. The schedule and method of implementation.~~
- ~~C. The procedure for the evaluation of circumstances surrounding exposure.~~

~~A copy of this Exposure Control Plan shall be accessible to employees.~~

~~This Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure, and to reflect new or revised employee positions with occupational exposure.~~

~~This Exposure Control Plan shall be made available to the Assistant Secretary of Labor and the Director of the Occupational Safety and Health Administration upon request for examination and copying.~~

~~Exposure Determination~~

~~The District has determined that employee positions may involve the following levels of exposure to bloodborne pathogens as a collateral function to the primary job description:~~

- ~~A. High risk – Coaches, physical education instructors, custodians, certain special education program personnel, playground duty personnel, health services personnel, and security personnel.~~
- ~~B. Moderate risk – Regular instructional program personnel, other special education program personnel, school level office personnel, maintenance personnel, food services personnel, and special assignment personnel (e.g., counselors, librarians).~~
- ~~C. Low risk – District level office personnel.~~

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## ~~Methods of Compliance~~

~~General. Universal precautions shall be observed by all District employees to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.~~

~~Engineering and work practice controls:~~

~~A. Engineering and work practice controls shall be used to eliminate or minimize employee exposure. If occupational exposure remains after institution of these controls, personal protective equipment shall also be used.~~

~~B. Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.~~

~~C. The District shall provide hand-washing facilities that are readily accessible to employees.~~

~~D. When provision of hand-washing facilities is not feasible, the District shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.~~

~~E. The District requires that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. Supervisory personnel shall ensure compliance.~~

~~F. The District requires that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials. Supervisory personnel shall ensure compliance.~~

~~G. Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed except as noted below. Shearing or breaking of contaminated needles is prohibited.~~

~~1. Contaminated needles and other contaminated sharps shall not be recapped or removed unless no other alternative is feasible or such action is required by a specific medical procedure as determined by a competent medical professional qualified to make such determination.~~

~~2. Such recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.~~

~~H. Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed.~~

~~I. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.~~

~~J. Food and drink shall not be kept in refrigerators, freezers, shelves, or cabinets, or on countertops or benches where blood or other potentially infectious materials are present.~~

~~K. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.~~

~~L. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.~~

~~M. Specimens of blood or other potentially infectious materials shall be placed in a container that prevents leakage during collection, handling, processing, storage, transport, or shipping.~~

~~1. The container for storage, transport, or shipping shall be labeled or color coded according to law and closed prior to being stored, transported, or shipped. When a facility utilizes "universal precautions" in the handling of all specimens, the labeling/color coding of specimens is not necessary, provided containers are recognizable as containing specimens. This exemption applies only while such specimens/containers remain with the facility. Labeling or color coding is required when such specimens/containers leave the facility.~~

~~2. If outside contamination of the primary container occurs, the primary container shall be placed within a second container that prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color coded according to the requirements of this standard.~~

~~3. If the specimen could puncture the primary container, the primary container shall be placed within a secondary container that is puncture resistant in addition to the above characteristics.~~

~~N. Equipment that may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless the decontamination of such equipment or portions of such equipment is not feasible as determined by a supervisory employee assigned to make such determination.~~

- ~~1. A readily observable label in accordance with law shall be attached to the equipment stating which portions remain contaminated.~~
- ~~2. This information shall be conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.~~

***Personal protective equipment:***

~~A. *Provision.* When occupational exposure occurs, the District shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.~~

~~B. *Use.* The District requires that all exposed employees use appropriate personal protective equipment unless the District documents that a specific employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was such employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be reported by the employee and investigated and documented by the District in order to determine whether changes can be instituted to prevent such occurrences in the future.~~

~~C. *Accessibility.* Appropriate personal protective equipment in the appropriate sizes must be readily accessible at the work site or issued to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to employees who are allergic to the gloves normally provided.~~

~~D. *Cleaning, laundering, and disposal.* The District shall clean, launder, and dispose of personal protective equipment required in this standard, at no cost to the employee.~~

~~E. *Repair and replacement.* The District shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.~~

~~F. Any garment(s) penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible.~~

~~G. All personal protective equipment shall be removed prior to leaving the work area.~~

~~H. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.~~

~~I. *Gloves.* Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and nonintact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.~~

~~1. Disposable (single-use) gloves, such as surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised.~~

~~2. Disposable (single-use) gloves shall not be washed or decontaminated for reuse.~~

~~3. Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.~~

### ***Housekeeping:***

~~A. *General.* The work site must be maintained in a clean and sanitary condition. The District shall establish, attach hereto, and implement an appropriate written schedule for cleaning and the method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.~~

~~B. All school activity areas are cleaned daily.~~

~~C. In cleaning operations involving human blood, a cleaning solution consisting of ten to one (10:1) ratio of water and bleach will be used.~~

~~D. All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.~~

~~1. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials, and at the end of the work shift if the surface may have become contaminated since the last cleaning.~~

~~2. Protective coverings — such as plastic wrap, aluminum foil, or imperviously backed absorbent paper used to cover equipment and environmental surfaces — shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift if they may have become contaminated during the shift.~~

~~3. All bins, pails, cans, and similar receptacles intended for reuse that have a reasonable likelihood of becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.~~

~~4. Broken glassware that may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such as a brush and dust pan, tongs, or forceps.~~

~~5. Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.~~

~~E. *Regulated waste:*~~

~~1. Contaminated sharps discarding and containment:~~

~~a. Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are:~~

~~I. Closable.~~

~~II. Puncture resistant.~~

~~III. Leakproof on sides and bottom.~~

~~IV. Labeled or color coded.~~

~~b. During use, containers for contaminated sharps shall be:~~

~~I. Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries).~~

~~II. Maintained upright throughout use.~~

~~III. Replaced routinely and not be allowed to overfill.~~

~~e. When moving containers of contaminated sharps from the area of use, the containers shall be:~~

~~I. Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.~~

~~II. Placed in a secondary container if leakage is possible. The second container shall be:~~

~~i. Closable.~~

~~ii. Constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping.~~

~~iii. Labeled or color coded.~~

~~d. Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous injury.~~

~~2. Other regulated waste containment:~~

~~a. Regulated waste shall be placed in containers that are:~~

~~I. Closable.~~

~~II. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.~~

~~III. Labeled or color coded.~~

~~IV. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.~~

~~b. If outside contamination of the regulated waste container occurs, it shall be placed in a second container. The second container shall be:~~

~~I. Closable.~~

~~II. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.~~

~~III. Labeled or color coded.~~

~~IV. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.~~

~~3. Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, states, territories, and political subdivisions of states and territories.~~

~~F. Laundry:~~

~~1. Contaminated laundry shall be handled as little as possible, with a minimum of agitation.~~

~~a. Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.~~

~~b. Contaminated laundry shall be placed and transported in bags or containers labeled or color coded. When a facility utilizes universal precautions in the handling of all soiled laundry, alternative labeling or color coding is sufficient if it permits all employees to recognize the containers as requiring compliance with universal precautions.~~

~~e. Whenever contaminated laundry is wet and presents a reasonable likelihood of soak through or leakage from the bag or container, the laundry shall be placed and transported in bags or containers that prevent soaking through and/or leakage of fluids to the exterior.~~

~~2. Employees who have contact with contaminated laundry must wear protective gloves and other appropriate personal protective equipment.~~

~~3. When a facility ships contaminated laundry off site to a second facility, which does not utilize universal precautions in the handling of all laundry, the facility generating the contaminated laundry must place such laundry in bags or containers that are labeled or color coded.~~

## ~~Hepatitis B Vaccination and Postexposure Evaluation and Follow-up~~

### *General:*

~~A. The District shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and postexposure evaluation and follow-up to all employees who have had an exposure incident.~~

~~B. The District requires that all medical evaluations and procedures, including the hepatitis B vaccine, and vaccination series and postexposure evaluation and follow-up, including prophylaxis, are:~~

- ~~1. Made available at no cost to the employee.~~
- ~~2. Made available to the employee at a reasonable time and place.~~
- ~~3. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional.~~
- ~~4. Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place, except as specified in this section on hepatitis B vaccination and postexposure evaluation and follow-up.~~

~~C. The District requires that all laboratory tests be conducted by an accredited laboratory at no cost to the employee.~~

### *Hepatitis B vaccination:*

~~A. Hepatitis B vaccination shall be made available after the employee has received the training required and within ten (10) working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.~~

~~B. The District shall not make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination.~~

~~C. If the employee initially declines hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the District shall make available hepatitis B vaccination at that time.~~

~~D. The District requires all employees who decline to accept hepatitis B vaccination that is offered to sign the following statement:~~

~~I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.~~

~~E. If a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available.~~

~~**Postexposure evaluation and follow-up.** Following a report of an exposure incident, the District shall make immediately available to the exposed employee a confidential medical evaluation and follow up, including at least the following elements:~~

~~A. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.~~

~~B. Identification and documentation of the source individual, unless the District can establish that identification is infeasible or prohibited by state or local law.~~

~~1. The source individual's blood shall be tested as soon as feasible, and after consent is obtained, in order to determine HBV and HIV infectivity. If consent is not obtained, the District shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the result documented.~~

~~2. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.~~

~~3. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.~~

~~C. Collection and testing of blood for HBV and HIV serological status:~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~1. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.~~

~~2. If the employee consents to base line blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least ninety (90) days. If within ninety (90) days of the exposure incident the employee elects to have the base line sample tested, such testing shall be done as soon as feasible.~~

~~D. Postexposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.~~

~~E. Counseling.~~

~~F. Evaluation of reported illnesses.~~

***Information provided to the health care professional:***

~~A. The health care professional responsible for the employee's hepatitis B vaccination shall be provided a copy of this document.~~

~~B. The health care professional evaluating an employee after an exposure incident shall be provided the following information:~~

~~1. A copy of this document.~~

~~2. A description of the exposed employee's duties as they relate to the exposure incident.~~

~~3. Documentation of the route(s) of exposure and circumstances under which exposure occurred.~~

~~4. Results of the source individual's blood testing, if available.~~

~~5. All medical records relevant to the appropriate treatment of the employee, including vaccination status, that are the District's responsibility to maintain.~~

***Health care professional's written opinion.*** ~~The District shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within fifteen (15) days of the completion of the evaluation.~~

~~A. The health care professional's written opinion for hepatitis B vaccination shall be limited to whether hepatitis B vaccination is indicated for an employee and whether the employee has received such vaccination.~~

~~B. The health care professional's written opinion for postexposure evaluation and follow-up shall be limited to the following information:~~

~~1. That the employee has been informed of the results of the evaluation.~~

~~2. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.~~

~~C. All other findings or diagnoses shall remain confidential and shall not be included in the written report.~~

~~**Medical record keeping.** Medical records required by this standard shall be maintained.~~

### ~~**Communication of Hazards to Employees**~~

#### ~~**Labels:**~~

~~A. Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material, and other containers used to store, transport, or ship blood or other potentially infectious materials, except as provided in law.~~

~~B. These labels shall contain the "biohazard" label.~~

~~C. These labels shall be fluorescent orange or orange red or predominantly so, with lettering or symbols in a contrasting color.~~

~~D. Labels are required to be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.~~

~~E. Red bags or red containers may be substituted for labels.~~

~~F. Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements of this section on communication of hazards to employees.~~

~~G. Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment, or disposal are exempted from the labeling requirements.~~

~~H. Labels required for contaminated equipment shall be in accordance with this section and shall also state which portions of the equipment remain contaminated.~~

~~I. Regulated waste that has been decontaminated need not be labeled or color coded.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

***Information and training:***

~~A. All employees with occupational exposure shall participate in a training program, which must be provided at no cost to the employees and during working hours.~~

~~B. Training shall be provided as follows:~~

- ~~1. At the time of initial assignment to tasks where occupational exposure may take place.~~
- ~~2. Within ninety (90) days after the effective date of the standard.~~
- ~~3. At least annually thereafter.~~

~~C. For employees who have received training on bloodborne pathogens in the year preceding the effective date of the standard, only training with respect to the provisions of the standard that were not included need be provided.~~

~~D. Annual training for all employees shall be provided within one (1) year of their previous training.~~

~~E. The District shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affects the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.~~

~~F. Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.~~

~~G. The training program shall contain at a minimum the following elements:~~

- ~~1. An accessible copy of the regulatory text of this standard and an explanation of its contents.~~
- ~~2. A general explanation of the epidemiology and symptoms of bloodborne diseases.~~
- ~~3. An explanation of the modes of transmission of bloodborne pathogens.~~
- ~~4. An explanation of the District's Exposure Control Plan and the means by which the employee can obtain a copy of the written plan.~~
- ~~5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.~~

~~6. An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.~~

~~7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.~~

~~8. An explanation of the basis for selection of personal protective equipment.~~

~~9. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.~~

~~10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.~~

~~11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow up that will be made available.~~

~~12. Information on the postexposure evaluation and follow up that the District is required to provide for the employee following an exposure incident.~~

~~13. An explanation of the labels and/or color coding required.~~

~~14. An opportunity for interactive questions and answers with the person conducting the training session.~~

~~H. The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.~~

## **Record Keeping**

### ***Medical records:***

~~A. The District shall establish and maintain an accurate record for each employee with occupational exposure as defined herein.~~

~~B. This record shall include:~~

~~1. The name and Social Security number of the employee.~~

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~~2. A copy of the employee's hepatitis B vaccination status, including the dates of all hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.~~

~~3. A copy of all results of examinations, medical testing, and follow-up procedures.~~

~~4. The District's copy of the health care professional's written opinion.~~

~~5. A copy of the information provided to the health care professional.~~

~~C. Confidentiality. The District shall ensure that employee medical records required by law are:~~

~~1. Kept confidential.~~

~~2. Not disclosed or reported, without the employee's express written consent, to any person within or outside the workplace, except as required by law.~~

~~D. The District shall maintain the records required by law for at least the duration of employment plus thirty (30) years.~~

***Training records:***

~~A. Training records shall include the following information:~~

~~1. The dates of the training sessions.~~

~~2. The contents or a summary of the training sessions.~~

~~3. The names and qualifications of persons conducting the training.~~

~~4. The names and job titles of all persons attending the training sessions.~~

~~B. Training records shall be maintained for three (3) years from the date on which the training occurred.~~

***Availability:***

~~A. The District shall ensure that all records required to be maintained shall be made available, upon request, to the Assistant Secretary of Labor and the Director of the Occupational Safety and Health Administration for examination and copying.~~

~~B. Employee training records required by law shall be provided upon request for examination and copying to employees, to employee representatives, to the Director of the Occupational Safety and Health Administration, and to the Assistant Secretary of Labor.~~

~~C. Employee medical records required by law shall be provided upon request, for examination and copying, to the subject employee, to anyone having written consent of the subject employee, to the Director of the Occupational Safety and Health Administration, and to the Assistant Secretary of Labor.~~

***Transfer of records:***

~~A. The District shall comply with the legal requirements involving transfer of records.~~

~~B. If the District ceases to do business and there is no successor district to receive and retain the records for the prescribed period, the District shall notify the Director of the Occupational Safety and Health Administration, at least three (3) months prior to their disposal, and transmit them to the Director of the Occupational Safety and Health Administration, if required by the Director of the Occupational Safety and Health Administration to do so, within that three (3) month period.~~

# ADVISORY 980

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GBGCA ©  
WELLNESS PROGRAMS~~

~~**Measles (Rubeola)**~~

~~It shall be a condition of employment that, unless exempted, all employees, including substitutes, shall present proof of immunity to rubeola (measles) prior to reporting for work.~~

~~Evidence of immunity to measles shall consist of:~~

- ~~A. A record of immunization against measles with a live virus vaccine given on or after the first birthday; or~~
- ~~B. A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had measles.~~
- ~~C. Anyone born prior to January 1, 1957 shall be considered to be immune to measles. (Rubeola)~~

~~**German Measles (Rubella)**~~

~~Similarly, unless exempted, all employees, including substitutes, shall present proof of immunity to rubella (German measles) prior to reporting for work.~~

~~Evidence of immunity to rubella shall consist of:~~

- ~~A. A record of immunization against rubella given on or after the first birthday; or~~
- ~~B. A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had rubella.~~

~~**General Information**~~

~~Exempted employees include those with medical contraindications for receiving vaccines and those who refuse immunization for religious reasons.~~

~~Nonimmune employees, including those who utilize the exemption, shall, in the event of an outbreak of either disease, be put on leave without pay, or they may use accumulated sick leave during the period they are excluded from work due to the outbreak. If a staff member does not have any earned sick leave, a salary deduction of one (1) contract day will be made for each day of authorized leave used.~~

~~Adopted: \_\_\_\_\_~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~LEGAL REF.:~~

~~A.R.S.~~

~~36-624~~

~~A.A.C.~~

~~R9-6-347~~

~~R9-6-360~~

~~R9-6-704~~

~~A.G.O.~~

~~I88-037~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GBGCA R ©~~

REGULATION

~~WELLNESS PROGRAMS~~

~~Unless legally exempted, all staff members must show proof of immunity to measles and rubella [see GBGCA].~~

~~Measles (Rubeola)~~

~~Acceptable proof of immunity to measles shall consist of:~~

- ~~A. A record of immunization against measles with a live virus vaccine given on or after the first birthday; or~~
- ~~B. A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had measles.~~
- ~~C. Anyone born prior to January 1, 1957 shall be considered to be immune to measles. (Rubeola)~~

~~German Measles (Rubella)~~

~~Evidence of immunity to rubella shall consist of:~~

- ~~A. A record of immunization against rubella given on or after the first birthday; or~~
- ~~B. A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had rubella.~~

~~General Information~~

~~*In the event of an outbreak of either disease, memory of immunization date is not acceptable; medical documentation of immunity is required.*~~

~~Staff members who are not in compliance shall be put on leave without pay until they are in compliance.~~

~~In the event of an outbreak of measles or rubella, nonimmune staff members, including those who utilize the exemption, must be excluded from school.~~

~~Implementing Policy~~

~~The District shall generate a list of all employees to identify those who need proof of immunity to measles.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~The Superintendent shall distribute information about the District's policy on measles and rubella.~~

~~The Superintendent shall collect proof of immunity from staff members and compile a list denoting immunity or nonimmunity of staff members.~~

~~Nonimmune staff members shall be referred for vaccine to a physician or the County Health Department. Their records will be updated as they receive vaccine.~~

### ~~**Maintaining Policy**~~

~~Throughout each school year, new staff members shall be required to show proof of immunity before employment.~~

~~A list of nonimmune employees shall be maintained and updated throughout the year.~~

# ADVISORY 981

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GBGCB ©~~  
~~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. The Superintendent is authorized to adopt such procedures as are necessary to implement this policy in a manner consistent with state and federal laws.~~

~~**Prohibition on COVID-19 Vaccination  
and Mask or Face Coverings**~~

~~The School District shall not:~~

~~A. Require a resident of this state to receive a vaccination for COVID-19 or any variant of COVID-19.~~

~~B. Impose any requirement to wear a mask or face covering anywhere on the School District's premises, except where long-standing workplace safety and infection control measures unrelated to COVID-19 may be required. See GBGB-R for a list of long-standing workplace safety control measures.~~

~~**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 Superintendent shall consult with legal counsel and health professionals, as necessary, to ensure that exclusion of a staff member with a chronic communicable disease will not violate the staff member's rights under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.~~

~~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.~~

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## **~~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.~~

## **~~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,~~

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~~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.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~36-621~~

~~36-624~~

~~36-681~~

~~36-685~~

~~A.A.C.~~

~~R9-6-203 et seq.~~

~~R9-6-355~~

~~29 U.S.C. 794 et seq., Rehabilitation Act, (Section 504)~~

~~42 U.S.C. 12101 et seq. (Americans with Disabilities Act)~~

~~29 C.F.R. 1630.1 et seq. (ADA guidelines)~~

~~29 C.F.R. 1910.10 et seq. (OSHA Universal Precautions Standard)~~

~~CROSS REF.:~~

~~GBGC – Employee Assistance~~

~~GBGCA – Wellness Programs~~

~~JLCB-R – Immunizations of Students~~

~~GBGCB-E ©~~

~~EXHIBIT~~

~~STAFF HEALTH AND SAFETY~~

~~COMMUNICABLE DISEASES~~

~~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 handwashing 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 nondisposable 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, et cetera) shall be disinfected with bleach (diluted to ten [10] parts water and one [1] part bleach). Gloves shall always be worn during cleanup.~~

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~~G. Cleaning equipment:~~

~~1. Nondisposable 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.~~

~~2. 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:~~

~~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.~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~36-621 et seq.~~

~~A.A.C.~~

~~R9-6-101 et seq.~~

# ADVISORY 982

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBGD ©  
WORKERS' COMPENSATION**

All employees shall be covered by workers' compensation insurance for any personal injury by accident while on assignment, including a personal injury by 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.

Adopted: \_\_\_\_\_

**LEGAL REF.:**

A.R.S.

15-505

23-901

23-902

23-904

23-906

23-908

23-961

23-962

**CROSS REF.:**

EBBB - Accident Reports

~~GBGC - Employee Assistance~~

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**GBGD-R ©**

REGULATION

**WORKERS' COMPENSATION**

**Process When Injured**

Any employee who ~~has an~~ incurs a personal injury by accident, no matter how slight, while on duty shall notify the supervisor immediately. Failure to follow this procedure could result in the loss of workers' compensation benefits.

After being notified by an employee, the supervisor shall complete and submit the Report of Industrial Injury to the District office.

The Superintendent, upon receiving the supervisor's report, shall, within ten (10) days after notification, submit the Report of Industrial Injury to the insurance carrier and Industrial Commission of Arizona.

**Compensation Claims**

When a job-related personal injury/~~by~~ 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:

1. 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

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2. 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.

**GBGD-E ©**

**EXHIBIT**

**WORKERS' COMPENSATION**

**EARLY RETURN TO WORK**

**Determining if a Job Offer can be  
Made for Early Return from an  
Illness or Injury**

The District need only consider an early return when a job that can be performed by the early return employee is available. Creation of a position is not required.

When considering an early return assignment the District should:

- A. Analyze the job and determine its purpose and essential functions.
- B. Consult with the employee to determine the precise job limitations imposed by the attending physician.
- C. Determine if the employee can perform the ~~duties~~ essential functions of the job with or without reasonable accommodation.
- D. Analyze the risk of reinjury or deterioration of the employee's condition.

~~Adjustments in the job description for personal accommodations such as an amenity or convenience that is not job related shall not be the responsibility of the District. The District shall require that all aspects of the job description be performed adequately. The District is not required to eliminate essential job functions. Reasonable accommodations will be provided where appropriate, consistent with the Americans with Disabilities Act and applicable workers' compensation law.~~

# ADVISORY 983

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBI ©**  
**STAFF PARTICIPATION IN**  
**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, resources, or other resources any other thing of value of the District may not be used to influence the outcomes of elections.

An employee ~~staff member~~, a person acting on behalf of the District or a person who aids another person acting on behalf of the District shall be guided by the following:

- A. No employee, while on duty, shall engage in political activities upon property under the jurisdiction of the Board.
- B. The prohibition on the use of public resources to influence the outcome of bond, budget override and other tax-related elections includes the use of School District-focused promotional expenditures that occur after an election is called and through election day. This prohibition does not include routine School District communications which are messages or advertisements that are germane to the functions of the School District and that maintain frequency, scope and distribution consistent with past practices or are necessary for public safety.
- C. Campaigning and other election activities must be done in off-duty hours, when not working in an official capacity or representing the District, and without the participation of District employees or students acting in the capacity of District or school representatives.
- D. Invitations to participate in election activities on a given campus, except when extended by groups leasing or using school facilities, shall be permitted only when such invitations are to all candidates for the office. The rental use of District property by a private person or entity that may lawfully attempt to influence the outcome of an election is permitted if it does not occur at the same time and place as a related District-sponsored forum or debate.
- E. Political circulars or petitions may not be posted or distributed in school.
- F. The collection of campaign funds and/or the solicitation of campaign workers is prohibited on school property.
- G. Students may not be given written materials to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.
- H. Students may not be involved in writing, addressing or distribution of material intended to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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Employees of the District may not use the authority of their position to influence the vote or political activities of any subordinate employee.

District employees who hold elective or appointive office 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.

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.

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

The District may distribute informational reports on a proposed budget override election as provided in A.R.S. 15-481 and on a proposed bond election as provided in A.R.S. 15-491 if those informational reports present factual information in a neutral manner, except for those arguments allowed under A.R.S. 15-481.

Nothing in this policy shall preclude the District from producing and distributing impartial information on elections other than District budget override elections or reporting on official actions of the Governing Board.

The District shall not make expenditures for literature associated with a campaign conducted by or for a District official.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-481

15-491

15-511

15-903

16-402

A.G.O.

I15-002

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 984

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBJ ©  
PERSONNEL RECORDS AND FILES**

The District will maintain a complete and current official personnel file for each District employee.

**Employee Responsibilities**

~~Professional~~ Certificated employees are required to supply the District office with current and complete official transcripts of all college credits.

It is the duty and responsibility of each certificated employee to keep such certification current. ~~The District will maintain a complete and current official personnel file for each District employee.~~

**Disciplinary/Derogatory Information**

Records reasonably necessary or appropriate to maintain an accurate knowledge of disciplinary actions regarding employees and the employee 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.

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.~~

**Confidentiality**

The District may create such subfiles within a personnel file as are appropriate to ensure confidentiality of those files made confidential by law and efficient use of the file. Access to personnel files will be limited to authorized District officials and employees authorized to handle personnel files. Individual Board members may only inspect confidential staff files 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.

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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Documents within a personnel file may be reviewed by the public only to the extent that disclosure is compelled as a public record.

Per A.R.S. 15-537, copies of the evaluation report and performance classification of a certificated teacher retained by the governing board and the department of education are confidential, do not constitute a public record and shall not be released or shown to any person except: 1) the certificated teacher; 2) authorized district officers and employees; 3) to school districts and charter schools; 4) any relevant court action.

### **Personal Identifying Information**

Unless otherwise specifically provided by law, a school district shall not:

- A. Use an individual's social security number on forms of identification.
- B. Transmit to another individual material that contains both the individual's social security number and the individual's financial institution account number. This does not preclude the transmission of documents of enrollment, amendment, termination, or contracting for financial services nor does it preclude transmitting documents confirming the accuracy of the numbers previously submitted.

The Superintendent shall prepare procedures to implement this policy and A.R.S. 44-1373 which restricts use of personal identifying information.

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

Adopted: \_\_\_\_\_

#### LEGAL REF.:

- A.R.S.
- 15-302
- 15-502
- 15-537
- 23-926
- 23-1361
- 23-1362
- 38-233
- 39-121 *et seq.*
- 41-1482
- 44-1373

#### CROSS REF.:

- DKA - Payroll Procedures/Schedules
- KDB - Public's Right to Know/Freedom of Information

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBJ-~~RE~~ ©**

**EXHIBIT REGULATION**

**PERSONNEL RECORDS AND FILES**

A person or entity shall not, unless specifically provided by law:

A. Intentionally communicate or make an individual's social security number available to the general public.

B. Print an individual's social security number on any card required for the individual to receive services.

C. Require the transmission of an individual's social security number over the internet unless providing a secure connection or the social security number is encrypted.

D. Require the use of an individual's social security number to access a web site unless a password or unique personal identification number or other authentication device is also required to access the site.

E. Print a number that the person or entity knows to be an individual's social security number on any materials that are mailed to the individual unless required by law to place these numbers on the material.

1. This does not preclude the transmission of documents of enrollment, amendment, termination, or contracting for financial services nor does it preclude transmitting documents confirming the accuracy of the numbers previously submitted.

2. No requirement is made to check third party submitted numbers and unless the recipient of the number has actual knowledge that the number is or includes the individual's social security number, the person or entity may print the number on materials that are mailed to the individual.

3. No prohibition on mailing the individual any copy or reproduction of a document that includes a social security number is made if the social security number was included on the original document before January 1, 2005.

4. The exception is that if a social security number has been used inconsistent with the use described above after January 1, 2005, so long as the usage is continuous, the person or entity may continue to use the number subject to the conditions below:

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- a. If the use stops for any reason then the social security number cannot be used and the use reverts to the conditions ~~bulleted~~ listed above.
- b. Each year the entity must provide the individual with an annual written disclosure of the individual's right to stop the use of the social security number as prohibited above.
- c. If an individual requests in writing, the person or entity must stop using the number in any manner conflicting with the law. No fee or charge is allowed, and the entity shall not deny services to the individual because of the request.

The law does not prohibit the collection, use or release of a social security number required by the laws of this state or the United States or for internal verification or administrative purposes.

Unless otherwise provided by law, after January 1, 2005, documents or records recorded and made available on the recording entity's web site shall not contain more than five (5) numbers reasonably identifiable as part of a social security number and shall not contain financial account numbers. A penalty of five hundred dollars (\$500) for each act of recording is possible.

# ADVISORY 985

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBK ©  
STAFF GRIEVANCES**

~~Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of the schools. The Governing Board may; 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.

Such procedure shall provide for Board review of any grievance that cannot be resolved at the administrative level. In such instances, the affected individual may request that the Governing Board review the situation. Such request shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought.

Within five (5) ~~working~~ business days following notification of the Superintendent's decision, any written request for appeal shall be submitted to the Superintendent for transmittal to the Board. The Governing Board, at a time of its choosing, shall review the grievance and issue a response within fifteen (15) ~~working~~ business days following such review.

The decision of the Governing Board is final.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-341

~~38-532~~

CROSS REF.:

ACAA - Title IX Sex Discrimination

JII - Student Concerns, Complaints and Grievances

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBK-R ©**

**REGULATION**

**STAFF GRIEVANCES**

**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 go to the Board.

A *grievant* shall be any employee of the District filing a grievance.

*Terms and conditions of employment* means the hours of employment, the compensation therefor, including fringe benefits, and the employer's personnel policies directly affecting the employee. In the case of ~~professional~~ certificated employees, the term does not include educational policies of the District.

A *day* is any day during which the District conducts business.

The *immediate supervisor* is the lowest-level administrator having line supervisory authority over the grievant.

**Timeline**

A grievant must initiate a grievance within fifteen (15) business days of the date of the violation that is the basis for the grievance.

**Informal Level**

Before filing a formal written grievance, the grievant must attempt to resolve the matter by one (1) or more informal conferences with the immediate supervisor. The first of these informal conferences must be conducted within ten (10) business 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) business days after the initial informal conference, or any subsequent conference.

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## Formal Level

**Level I.** Within fifteen (15) business days after the employee knew, or should have known, of the act or omission giving rise to the grievance, 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 policy or 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) business 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) business 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 shall communicate a decision within five (5) business 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) business days, submit an appeal in writing to the Superintendent for consideration by the Governing Board.

The decision by the Governing Board is final.

## 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 fifteen (15) business days after the employee knew, 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 policy shall in no way operate to impede, delay, or interfere with the jurisdiction of the Governing Board or the Superintendent.

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EXHIBIT

**STAFF GRIEVANCES**

LEVEL I

GRIEVANCE FORM A

**FORMAL GRIEVANCE PRESENTATION**

To be completed by grievant within five (5) business days after the last informal conference but no later than fifteen (15) business days after the employee knew or should have known of the act or omission giving rise to the grievance.

Grievant \_\_\_\_\_ Date of last informal presentation \_\_\_\_\_

School \_\_\_\_\_ Immediate supervisor \_\_\_\_\_

Assignment \_\_\_\_\_

Policy or regulation alleged to have been violated \_\_\_\_\_

**Statement of grievance:**

**Action requested:**

\_\_\_\_\_  
Signature of grievant

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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EXHIBIT

**STAFF GRIEVANCES**

LEVEL I

GRIEVANCE FORM B

**DECISION OF IMMEDIATE SUPERVISOR**

To be completed by immediate supervisor within five (5) business days after formal filing.

Grievant \_\_\_\_\_

Date of formal grievance presentation \_\_\_\_\_

School \_\_\_\_\_

Immediate supervisor \_\_\_\_\_

**Decision of immediate supervisor  
and reasons therefor:**

Date of decision \_\_\_\_\_  
(Signature of immediate supervisor)

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Grievant's response [to be completed by the grievant within five (5) business days after the decision]:

- I accept the above decision of the immediate supervisor.
- I hereby refer the above decision to the Superintendent, with reasons detailing nonacceptance at Level I and any relief sought (Level II).

Date of response \_\_\_\_\_  
(Signature of grievant)

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBK-EC ©**

EXHIBIT

**STAFF GRIEVANCES**

LEVEL II

GRIEVANCE FORM C

**REFERRAL TO SUPERINTENDENT**

To be completed by grievant within five (5) business days of immediate supervisor's response.

Grievant \_\_\_\_\_

Date of formal presentation \_\_\_\_\_

**Detail reasons for nonacceptance of grievance decisions and any relief sought:**

- The attached grievance is hereby referred to the Superintendent.

Date of referral \_\_\_\_\_  
\_\_\_\_\_ (Signature of grievant)

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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EXHIBIT

**STAFF GRIEVANCES**

LEVEL II

GRIEVANCE FORM D

**DECISION OF SUPERINTENDENT**

To be completed by the Superintendent within five (5) business days.

Grievant \_\_\_\_\_

Date of formal grievance presentation \_\_\_\_\_

Date appeal received by Superintendent \_\_\_\_\_

Date hearing held by Superintendent (optional) \_\_\_\_\_

**Decision of Superintendent  
and reasons therefor:**

Date of decision \_\_\_\_\_  
\_\_\_\_\_  
(Signature of Superintendent)

Grievant's response [to be completed by grievant within five (5) business days after the decision]:

- I accept the above decision of the Superintendent.
- I hereby appeal to the Governing Board for a review of this grievance (Level III).

Date of response \_\_\_\_\_  
\_\_\_\_\_  
(Signature of grievant)

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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EXHIBIT

**STAFF GRIEVANCES**

LEVEL III (Final Action)

GRIEVANCE FORM E

**REVIEW BY GOVERNING BOARD**

Grievant \_\_\_\_\_

Date of formal grievance receipt \_\_\_\_\_

- The attached grievance is hereby appealed to the Governing Board for a review.

**Detail reasons for nonacceptance of grievance decision at Level II and any relief sought:**

Date appeal received by Governing Board \_\_\_\_\_

**BOARD RESPONSE:**

- The Board affirms the Superintendent's response.
- Board rejects the Superintendent's response.
- Board modifies the Superintendent's response as follows:

**[TO BE COMPLETED WITHIN FIFTEEN (15)  
WORKING BUSINESS DAYS OF REVIEW]**

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 986

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GBP ©**  
**~~PROHIBITED PERSONNEL PRACTICES~~**  
**REPRISALS**

**Disclosure Protected**

It is a prohibited personnel practice for any District employee, who has control over personnel actions, to take reprisals against another employee for a disclosure of a matter of public concern, by that other employee, to a public body when the employee 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 an adverse personnel action taken is the result of such person's 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. 41-783.

**Reporting Protected**

A governing board or school district employee who has control over personnel decisions shall not take unlawful reprisal against an employee for good-faith reports about certificated personnel engaged in conduct involving minors that is reportable under A.R.S. 13-3620 (Reporting Child Abuse).

*Unlawful reprisal* means an action taken by a governing board that results in:

- A. Disciplinary action.
- B. Transfer or reassignment.
- C. Suspension, demotion, or dismissal.
- D. An unfavorable performance evaluation.
- E. Other significant changes in duties or responsibility that are inconsistent with the employee's salary or employment classification.

Adopted: \_\_\_\_\_

**LEGAL REF.:**

A.R.S.  
13-3620  
15-213  
15-514  
23-425  
38-532  
41-783

**CROSS REF.:**

DJ - Purchasing Ethics  
DJE - Bidding/Purchasing Procedures

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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# ADVISORY 987

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCA ©~~  
~~PROFESSIONAL STAFF POSITIONS~~

~~Professional staff positions are created only with the approval of the Board. The District will attempt to activate a sufficient number of positions to accomplish the District's goals and objectives.~~

~~Before recommending the establishment of any new position, the Superintendent will present a job description for the position that specifies the qualifications, the performance responsibilities, and the method by which the performance of such responsibilities will be evaluated. The establishment of any new position will require Governing Board approval.~~

~~The Superintendent will maintain a comprehensive and up to date set of job descriptions of all positions in the school system.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-501~~

~~15-502~~

~~15-503~~

~~CROSS REF.:~~

~~CCB Line and Staff Relations~~

# ADVISORY 988

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GCB ©  
~~PROFESSIONAL STAFF  
CONTRACTS AND COMPENSATION~~**

**Definitions**

Administrator: any school district administrator except a school principal who devotes at least fifty percent (50%) of the principal's time to classroom teaching.

Certificated Teacher: a person who holds a certificate from the state board of education to work in the schools of this state and who is employed under contract in a school district in a position that requires certification except a psychologist or an administrator who devotes at least fifty percent (50%) of the person's time to classroom teaching.

Noncertificated Personnel: 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.

**Compensation**

**Compensation Statement**

~~Salaries in the District will be differentiated in relationship to duties and responsibilities.~~

~~The Superintendent will provide recommendations on salaries and fringe benefits to the Board.~~

~~The Board at any time may establish, within the budgetary constraints of the District, the salaries and benefits for all employees necessary for the succeeding year.~~

Every fiscal year, each School District employee will be provided with a total compensation statement that is broken down by category of benefit or payment and that includes, for that employee, at least all of the following:

- A. Base salary and any additional pay.
- B. Medical benefits and the value of any employer-paid portions of insurance plan premiums.
- C. Retirement benefit plans, including social security.
- D. Legally required benefits.
- E. Any paid leave.
- F. Any other payment made to or on behalf of the employee.
- G. Any other benefit provided to the employee.

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## **Salaries and Benefits**

Salaries within the District will be set in accordance with assigned duties and responsibilities. The Superintendent will recommend salary and benefit levels to the Governing Board.

Within budgetary limits, the Board at any time may establish employee salaries and benefits for the upcoming year and will review benefit offerings annually during the budget process. Adjustments may be made as needed to serve the best interests of the District.

Eligibility standards for benefits will also be determined by the Board each year.

## **Employment Status**

### **Certificated**

Reduction/Elimination. Subject to the terms of employment contracts, the Governing Board at any time may reduce salaries or eliminate certificated teachers in the District in order to effectuate economies in the operation of the District or to improve the efficient conduct and administration of the District's schools. Notice of a general salary reduction shall be given to each certificated teacher affected. These provisions do not apply to salary reductions from classroom site fund money.

### **Noncertificated**

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

Term employee. A term employee is a noncertificated 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 noncertificated staff members who are not term employees are at-will employees.

At-will employee. An at-will employee is a noncertificated 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 noncertificated staff members.

Adopted: \_\_\_\_\_

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

LEGAL REF.:

A.R.S.

15-341

15-501

15-502

15-503

15-544

15-977

CROSS REF.:

GCF - Professional Staff Hiring

GCO – Evaluations and Contracts of Professional Staff Members

# ADVISORY 989

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

GCBA ©  
~~PROFESSIONAL STAFF~~  
~~SALARY SCHEDULES~~  
SALARIES

**Certificated**

***Administrators***

The Board will enter into an individual contract with each member of the administrative staff commensurate with the requirements of the position. This contract shall describe the general services to be rendered by the employee in return for financial and other considerations. Additionally, the employee's job description, detailing the more specific performance responsibilities of the contracted position ~~and the mode of evaluating performance, shall~~ may be incorporated into the contract by reference. All terms and conditions of contracts with administrative staff members are to conform with the requirements of the Arizona Revised Statutes.

***Other Certificated Personnel***

**Salary Schedule**

The salary schedule pertains to personnel holding provisional, basic, or standard certificates at the elementary or secondary levels.

*Initial Placement on Salary Schedule.* New teachers entering the system with prior teaching service, who have met academic and ~~professional~~ certificated qualifications for Arizona State Department of Education certification, will be given a maximum credit of \_\_\_\_ years for substantiated experience, i.e., placed on the \_\_\_\_ step of the salary schedule.

Verified previous experience recognized for the purpose of placement on the salary schedule is defined as any previous full-time certificated teaching in any public school. For a teacher to receive credit for previous teaching experience, the teacher must furnish the ~~office of the~~ Superintendent full information concerning the previous teaching records. When the experience has been verified, credit will be given by the District.

Days intended for participation in professional association activities are not to be compensated under an employee's contract or other employment agreements. For the purpose of this policy, ~~professional~~ certificated *association activities* for which compensation is not available do not include in-service training in the certificated employee's assigned area of employment.

**Substitutes Teachers**

Pay for substitute teaching will be established by the Board.

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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## **Extra-Duty**

The Superintendent will recommend to the Board an extra-duty pay schedule each year for its review and action.

## **Advancement on Salary Schedule**

Vertical and horizontal advancement on the salary schedule will be in accordance with the salary schedule currently in effect. Vertical advancement is limited to one (1) step per year.

Reasons for denial of Vertical advancement on the salary schedule may be withheld for reasons including but are not limited to the following:

- A. ~~Lack of adequate disciplinary control~~ Failure to demonstrate effective classroom management and student discipline, as documented in formal evaluations.
- B. ~~Insufficient effort and time given to assigned duties or failure to engage in a reasonable amount of extracurricular activity~~ Failure to meet assigned duties and responsibilities, including instructional preparation, attendance, and participation in required District activities.
- C. ~~Lack of cooperation with the administration in carrying out adopted policies of the school~~ Failure to comply with adopted District policies, procedures, and administrative directives.
- D. ~~Unprofessional conduct~~ Failure to maintain professional standards of conduct, as defined by Arizona law and Governing Board policy.

## **Other ~~Contract~~ Provisions**

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

For newly hired, critical, and difficult-to-fill certificated personnel positions placed on the teachers' salary schedule, differentials above the stated schedule may be paid.

A teacher who is or has been employed by or teaching at a charter school, and was previously employed by the School District, shall receive the benefits, protections, and preferences granted under A.R.S. 15-187.

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## **Noncertificated**

### **Wages**

#### *Initial Placement*

Wages for all new noncertificated 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.

#### *Advancement*

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.

#### *Supplementary Pay/Overtime*

The Superintendent will recommend extra-duty pay each year for the Board's review and action.

Whenever applicable, pay for extra duty must be coordinated with regular pay in accordance with the requirements of the Fair Labor Standards Act.

Adopted: \_\_\_\_\_

#### LEGAL REF.:

A.R.S.

15-502

15-504

15-941

#### CROSS REF.:

GCCA - Types of Leaves

~~GCCCE - Professional/Support Staff Conferences/Visitations/Workshops~~

GCO-R- Evaluations and Contracts of Professional Staff Members

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 990

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCBC ©~~  
~~PROFESSIONAL STAFF~~  
~~SUPPLEMENTARY PAY PLANS~~

~~(Extra Duty Pay)~~

~~The Superintendent will recommend to the Board an extra-duty pay schedule each year for its review and action.~~

~~Adopted: \_\_\_\_\_~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-502~~

# ADVISORY 991

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCBD ©~~  
~~PROFESSIONAL STAFF~~  
~~FRINGE BENEFITS~~

~~The Governing Board will review professional staff fringe benefits each year during the budget process and may modify the benefits to meet the best interest of the District.~~

~~Minimum standards of eligibility for fringe benefits will be determined by the Board annually.~~

~~Adopted: \_\_\_\_\_~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-187~~

~~15-502~~

~~CROSS REF.:~~

~~DKB - Salary Deductions~~

~~GCBA - Professional Staff Salary Schedules~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 992

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCC ©  
PROFESSIONAL / SUPPORT STAFF  
LEAVES AND ABSENCES~~

~~(Absent Without Leave)~~

~~An employee shall be deemed "absent without leave" when absent from work because of:~~

~~A. A reason that conforms to a policy currently in effect but the maximum days provided for in that policy will be exceeded; or~~

~~B. A reason that does not conform to any policy currently in effect; or~~

~~C. Failure to report to work without prior notification to the Superintendent.~~

~~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.~~

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-341

# ADVISORY 993

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GCCA ©**  
**~~PROFESSIONAL / SUPPORT STAFF~~**  
**~~SICK LEAVE~~**  
**TYPES OF LEAVES**

~~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.~~

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

~~Twelve (12) month employment — twelve (12) days~~

~~Ten (10) month employment — ten (10) days~~

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

~~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.~~

~~If an employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.~~

~~Upon request, the staff member shall inform the Superintendent of the following:~~

~~A. Purpose for which sick leave is being taken.~~

~~B. Expected date of return from sick leave.~~

~~C. Where the staff member may be contacted during the leave.~~

**~~Use of Earned Paid~~**

**~~Sick Time~~**

~~Earned paid sick time shall be provided to an employee by an employer for:~~

~~A. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;~~

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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~~B. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;~~

~~C. Reasons related to child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. 23-373.~~

~~Earned paid sick time shall be provided upon the request of an employee. Such request may be made orally, in writing, by electronic means or by any other means acceptable to the employer. When possible, the request shall include the expected duration of the absence.~~

~~When the use of earned paid sick time is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the employer in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the employer.~~

~~An employer that requires notice of the need to use earned paid sick time where the need is not foreseeable shall provide a written policy that contains procedures for the employee to provide notice. An employer that has not provided to the employee a copy of its written policy for providing such notice shall not deny earned paid sick time to the employee based on non-compliance with such a policy.~~

~~An employer may not require, as a condition of an employee's taking earned paid sick time, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned paid sick time.~~

~~Earned paid sick time may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time.~~

~~For earned paid sick time of three (3) or more consecutive work days, an employer may require reasonable documentation that the earned paid sick time has been used for a purpose covered by A, B, or C, above. Documentation signed by a health care professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section.~~

~~As defined in statute (A.R.S. 23-371), "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.~~

***Notice:***

~~A. Employers shall give employees written notice of the following at the commencement of employment or by July 1, 2017, whichever is later: employees are entitled to earned paid sick time and the amount of earned paid sick time, the terms of its use guaranteed in statute, that retaliation against employees who request or use earned paid sick time is prohibited, that each employee has the right to file a complaint if earned paid sick time as required by statute is denied by the employer or the employee is subjected to retaliation for requesting or taking earned paid sick time, and the contact information for the commission where questions about rights and responsibilities under can be answered.~~

~~B. The notice required shall be in English, Spanish, and any language that is deemed appropriate by the Industrial Commission of Arizona.~~

~~C. The amount of earned paid sick time available to the employee, the amount of earned paid sick time taken by the employee to date in the year and the amount of pay the employee has received as earned paid sick time shall be recorded in, or on an attachment to, the employee's regular paycheck.~~

~~D. The Industrial Commission of Arizona shall create and make available to employers, in English, Spanish, and any language deemed appropriate by the commission, model notices that contain the information for employers' use in complying with the statute.~~

~~E. Employer violation of the notice requirements shall be subject to a civil penalty as prescribed in A.R.S. 23-364.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

***Accrual:***

~~A. Employees of an employer with fifteen (15) or more employees shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than forty (40) hours of earned paid sick time per year, unless the employer selects a higher limit.~~

~~B. Employees of an employer with fewer than fifteen (15) employees shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than twenty-four (24) hours of earned paid sick time per year, unless the employer selects a higher limit.~~

~~C. Earned paid sick time shall begin to accrue at the commencement of employment or on July 1, 2017, whichever is later. An employer may provide all earned paid sick time that an employee is expected to accrue in a year at the beginning of the year.~~

~~D. An employee may use earned paid sick time as it is accrued, except that an employer may require an employee hired after July 1, 2017, to wait until the ninetieth (90th) calendar day after commencing employment before using accrued earned paid sick time, unless otherwise permitted by the employer.~~

~~E. Employees who are exempt from overtime requirements under the Fair Labor Standards Act of 1938 (29 United States Code section 213(A)(1)) will be assumed to work forty (40) hours in each work week for purposes of earned paid sick time accrual unless their normal work week is less than forty (40) hours, in which case earned paid sick time accrues based upon that normal work week.~~

~~F. Earned paid sick time shall be carried over to the following year, subject to the limitations on usage indicated above for employees of employers with fifteen (15) or more employees and employees of employers with fewer than fifteen (15) employees. Alternatively, in lieu of carryover of unused earned paid sick time from one (1) year to the next, an employer may pay an employee for unused earned paid sick time at the end of a year and provide the employee with an amount of earned paid sick time that meets or exceeds the requirements in statute that is available for the employee's immediate use at the beginning of the subsequent year.~~

~~G. If an employee is transferred, but remains employed by the same employer, the employee is entitled to all earned paid sick time accrued and is entitled to use all earned paid sick time as provided in this section.~~

~~H. When there is a separation from employment and the employee is rehired within nine (9) months of separation by the same employer, previously accrued earned paid time that had not been used shall be reinstated. Further, the employee shall be entitled to use accrued earned paid sick time and accrue additional earned paid sick time at the re-commencement of employment.~~

~~I. When a different employer succeeds or takes the place of an existing employer, all employees of the original employer who remain employed by the successor employer are entitled to all earned paid sick time they accrued when employed by the original employer, and are entitled to use earned paid sick time previously accrued.~~

~~J. At its discretion, an employer may loan earned paid sick time to an employee in advance of accrual by such employee.~~

~~Any employer with a paid leave policy, such as a paid time off policy, who makes available an amount of paid leave sufficient to meet the accrual requirements of this section that may be used for the same purposes and under the same conditions as earned paid sick time under this article is not required to provide additional paid sick time.~~

~~Nothing in statute shall be construed as requiring financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement or other separation from employment for accrued earned paid sick time that has not been used.~~

### **~~Retaliation Prohibited~~**

~~It shall be unlawful for an employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected in statute.~~

~~An employer shall not engage in retaliation or discriminate against an employee or former employee because the person has exercised protected rights. Such rights include but are not limited to the right to request or use earned paid sick time pursuant to the statute; the right to file a complaint with the commission or courts or inform any person about any employer's alleged violation; the right to participate in an investigation, hearing or proceeding or cooperate with or assist the commission in its investigations of alleged violations and the right to inform any person of his or her potential rights.~~

~~It shall be unlawful for an employer's absence control policy to count earned paid sick time taken as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.~~

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~~Protections of this section shall apply to any person who mistakenly but in good faith alleges violations of this policy based on the supporting statutes.~~

Leaves may be granted to employees by the Board based on state or federal law, policy, employee agreements and/or employment contracts.

Such leaves may include but are not limited to the following classifications:

## **Sick Leave**

### **Earned Paid Sick Leave**

Per A.R.S. 23-372, each employee shall accrue one (1) hour of earned paid sick time (EPST) for every thirty (30) hours worked. This includes full-time, part-time, and temporary employees. Employees who are exempt from overtime under the Fair Labor Standards Act (FLSA) are assumed to work forty (40) hours per week for EPST purposes, unless their normal week is less than forty (40) hours.

In districts with fifteen (15) or more employees, an employee shall not be entitled to accrue or use more than forty (40) hours of EPST per year, unless the district selects a higher limit.

In districts with fewer than fifteen (15) employees, an employee shall not be entitled to accrue or use more than twenty-four (24) hours of EPST unless the district selects the higher limit.

EPST is carried over to the following year, subject to the forty (40)-hour/twenty-four (24)-hour limits provided above. An employee who separates from employment but is rehired within nine (9) months is entitled to reinstatement of their previously accrued EPST.

A district may provide each employee with an EPST balance for immediate use at the beginning of the year, at the district's sole discretion.

The use of accrued EPST is provided in A.R.S. 23-373.

EPST rights and obligations may be modified pursuant to a valid collective bargaining agreement.

### **Communicable Disease Exposure/ Outbreak Exclusion**

When an employee is excluded from the workplace due to a communicable disease outbreak response, or because the health authorities having jurisdiction determine the employee's presence in the community may jeopardize the health of others due to exposure to a communicable disease, the employee may use available accrued sick leave, consistent with A.R.S. 23-373.

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If the employee does not have accrued paid leave available, or chooses not to use available paid leave, the absence shall be addressed under *Leave of Absence Without Pay* or applicable leave provision of this policy, consistent with employment agreements and law.

### **Family and Medical Leave**

The District shall comply with all components of the Family and Medical Leave Act (FMLA). Eligible employees are entitled up to twelve (12) or twenty-six (26) weeks of leave as designated in the FMLA. Any employee seeking to understand rights under FMLA may inquire with the benefits department in Human Resources, review posted materials, and/or review GCCA-RB.

### **Banked Sick Leave**

A district may provide a mechanism for the voluntary transfer of accrued sick leave among employees.

### **Personal Leave**

A district may grant leave for an employee's personal business, bereavement, religious observances, and other approved situations.

### **Crime Victim Leave**

A district with fifty (50) or more employees as determined by law shall allow an employee leave if the employee is the victim of a juvenile or adult crime and is exercising a right to be present at a proceeding as defined in A.R.S. 8-420 and/or 13-4439. While the district is not required to compensate the employee when the employee leaves work to attend such proceedings, the district is prohibited from dismissing the employee or discriminating against the employee in compensation or other terms, conditions, or privileges of employment because the employee exercised their victim leave rights under A.R.S. 8-420 or 13-4439. Leave for this purpose may be limited if the leave creates an undue hardship to the employer's business.

Regardless of the number of employees employed by the District, EPST may also be used for certain absences occasioned by the employee or their family member having been the victim of domestic violence, sexual violence, abuse, or stalking. [A.R.S. 23-373(A)(4), (G), (H), and (I)]

### **Jury Duty Leave**

Jury duty leaves of absence must be provided per A.R.S. 21-236.

### **Voting Leave**

An employee may take time from work to vote in a primary or general election per A.R.S. 16-402.

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### **Military Leave**

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 up to the statutory limit [A.R.S. 26-168 and 38-610].

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.

The District must reemploy uniformed service members, as provided in 38 U.S.C. 4301 *et seq.*, after returning from a period of service.

### **Holiday Leave**

Employees shall be entitled to holidays and breaks as established by the Governing Board and noted on each year's school calendar, consistent with Arizona Revised Statutes. Uncompensated days off will be established by the Board and noted on each year's school calendar. When July 4, Veterans' Day, December 25, or Thanksgiving Day, occurs within the school week, the schools shall be closed, and the compensation of the teachers shall not be diminished on that account. The Governing Board may declare a recess during the Christmas holiday season not to exceed two (2) school weeks, and teachers shall receive compensation during the recess. [A.R.S. 15-801]

### **Vacation Leave**

A district may grant vacation leave as it deems appropriate.

### **Sabbatical Leave**

Sabbatical leave may be granted to certificated teaching and administrative personnel for a maximum of one (1) year when conforming to A.R.S 15-510 and other applicable Arizona Revised Statutes.

### **Professional Development Leave**

To attend meetings or conferences, employees must obtain approval from the administration at least twenty (20) days prior to the meeting or conference dates (whenever such prior request is possible).

### **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 to certificated or noncertificated personnel for not longer than one (1) year when deemed reasonable, for good cause, and not detrimental to education within the School District.

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### **Requests for Leave**

Each request for a leave of absence without pay shall be in a written application stating the purpose of the leave of absence, the starting date and duration of the leave of absence, the facts as to its necessity or advisability, and any other information the applicant deems relevant to the request.

### **Approval**

A leave of absence requested pursuant to this policy may be:

- A. Approved by the Superintendent if the leave period does not exceed twelve (12) weeks; or
- B. Recommended by the Superintendent and approved by the Governing Board if the leave period exceeds twelve (12) weeks.

The leave of absence shall be only for the purpose and duration approved and may not be extended without written approval by the District.

### **Preservation of Rights for Continuing Certificated Teachers**

In accordance with A.R.S. 15-510, all rights of retirement, accrued leave with pay, salary increments and other benefits provided by law shall be preserved and available to the continuing certificated teacher after the termination of the leave of absence.

### **Absent Without Leave**

An employee shall be deemed "absent without leave" when absent from work because of:

- A. A reason that conforms to a policy currently in effect, but the maximum days provided for in that policy will be exceeded; or
- B. A reason that does not conform to any policy currently in effect; or
- C. Failure to report to work without prior notification to the Superintendent.

Employees shall not 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, up to and including dismissal, in accordance with applicable law, Governing Board policy, and established District procedures.

Adopted: \_\_\_\_\_

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

LEGAL REF.:

A.R.S.

8-386

8-420

13-4405

13-4439

15-187

15-341

15-502

15-510

15-801

16-402

21-236

23-363

23-364

23-371

23-372

23-373

23-374

23-375

26-168

38-608

38-610

38-615

29 U.S.C. 2601 et seq.

38 U.S.C. 4301 et seq.

29 CFR 825.100 et seq.

CROSS REF.:

GCBA - ~~Professional Staff Salary Schedules~~ Salaries

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GCCA-RA ©

REGULATION

TYPES OF LEAVES

(Sick Leave/Earned Paid Sick Time)

Use of Earned Paid Sick Time

Earned paid sick time shall be provided to an employee by an employer for:

A. An employee's mental or physical illness, injury or health condition or care for a family member with these conditions; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition or care for a family member with these conditions; an employee's need for preventive medical care or care for a family member with these conditions;

B. Reasons as described in A.R.S. 23-373 including but not limited to: public health emergency/exposure circumstances (including workplace closure or a child's school/place of care closure), domestic violence, sexual violence, abuse or stalking, and legal services.

Employee Request

Earned paid sick time shall be provided upon the request of an employee made orally, in writing, by electronic means or by any other means acceptable to the employer. When possible, the request shall include the expected duration of the absence.

The employee shall try to provide notice as early as possible and try to schedule the sick time so it disrupts District operations as little as possible.

If an employer requires notice from an employee needing to use earned paid sick time, even when the need was not foreseeable, the employer must provide a written policy of the required procedures for providing such notice. If this is not done, the employer cannot deny earned paid sick time because the employee did not follow the correct procedures.

An employee is not responsible for finding a replacement worker for an absence when using earned paid sick time.

Earned paid sick time may be used in the smallest hourly increments used by the District to account for absences or use of other time.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

If an employee requests paid sick time for three (3) or more consecutive work days, the District may request reasonable documentation (documentation signed by a health care professional) indicating that earned paid sick time is necessary. Reasonable documentation in cases of domestic violence, sexual violence, abuse or stalking, is provided in A.R.S. 23-373(G). An employer may not require that document explain the nature of the health condition or the details of the domestic violence, sexual violence, abuse or stalking.

### **Accrual of Earned Paid Sick Time**

Accrual of earned paid sick time shall be determined in accordance with A.R.S. 23-372(D).

Per A.R.S. 23-372, the following guidelines shall be used in determining accrual of earned paid sick time.

#### **Number of Employees:**

A. Employees of a district with fifteen (15) or more employees shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than forty (40) hours of earned paid sick time per year, unless the District selects a higher limit.

B. Employees of a district with fewer than fifteen (15) employees shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than twenty-four (24) hours of earned paid sick time per year, unless the District selects a higher limit.

Number of employees should be determined in accordance with A.R.S. 23-372(C).

#### **District Paid Leave**

A district with a paid leave policy, such as a paid time off policy, that makes available an amount of paid leave sufficient to meet the accrual requirements listed above that may be used for the same purposes and under the same conditions as earned paid sick time under statute is not required to provide additional paid sick time.

#### **Unused Sick Time**

Nothing in statute shall be construed as requiring financial or other reimbursement to an employee from a district upon the employee's termination, resignation, retirement or other separation from employment for accrued earned paid sick time that has not been used.

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**Notice:**

A. A district shall give employees written notice of the following at the commencement of employment: employees are entitled to earned paid sick time and the amount of earned paid sick time, the terms of its use guaranteed in statute, that retaliation against employees who request or use earned paid sick time is prohibited, that each employee has the right to file a complaint if earned paid sick time as required by statute is denied by the District or the employee is subjected to retaliation for requesting or taking earned paid sick time, and the contact information for the Industrial Commission of Arizona where questions about rights and responsibilities under can be answered.

B. The notice required shall be in English, Spanish, and any language that is deemed appropriate by the Industrial Commission of Arizona.

C. The amount of earned paid sick time available to the employee, the amount of earned paid sick time taken by the employee to date in the year and the amount of pay the employee has received as earned paid sick time shall be recorded in, or on an attachment to, the employee's regular paycheck.

D. A district's violation of the notice requirements shall be subject to a civil penalty as prescribed in A.R.S. 23-364.

**Retaliation Prohibited**

It is unlawful for a district or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected in statute.

A district shall not engage in retaliation or discriminate against an employee or former employee because the person has exercised protected rights. Such rights include but are not limited to the right to request or use earned paid sick time pursuant to the statute; the right to file a complaint with the commission or courts or inform any person about a district's alleged violation; the right to participate in an investigation, hearing or proceeding or cooperate with or assist the commission in its investigations of alleged violations and the right to inform any person of his or her potential rights.

It shall be unlawful for a district's absence control policy to count earned paid sick time taken as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.

Protections of this section shall apply to any person who mistakenly but in good faith alleges violations of this policy based on the supporting statutes.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

## **Definitions**

As defined in statute (A.R.S. 23-371), "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.

GCCA-RB ©

REGULATION

TYPES OF LEAVES

**(Family and Medical Leave Act)**

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

***Regulations, Process and Forms***

The District shall fully comply with the Family and Medical Leave Act in accordance with the requirements of federal law and guidance issued by the U.S. Department of Labor. All procedures, forms, and timelines shall conform to these requirements.

Information and resources regarding FMLA rights and responsibilities, including required forms, are available from the U.S. Department of Labor at:

<https://www.dol.gov/agencies/whd/fmla>

<https://www.dol.gov/agencies/whd/fmla/forms>

***Number of Employees***

FMLA applies to any employer that employs fifty (50) or more employees in twenty (20) or more workweeks in the current or preceding calendar year.

The employee must work at a location where the employer employs at least fifty (50) employees within seventy-five (75) miles.

All districts must post required FMLA information regardless of number of employees. Posters are available at the FMLA link above.

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GCCA-RC ©

REGULATION

TYPES OF LEAVES

(Professional Development)

The following guides will be used in granting released time and/or travel expense:

- A. Value of the meeting or conference.
- B. Funds available in the appropriate budgets.
- C. Availability of a substitute, if one is necessary.

With prior approval, expenses associated with authorized employee attendance at meetings and conferences may be eligible for compensation in accordance with District Policy DKC. Staff member travel and expense for participation in student field trips and excursions shall be in accordance with District Policy IJOA.

Employee absences for attendance at or participation in professional association activities are not eligible for compensation under the employee's contract or work agreement. The District may authorize an employee to take other eligible unused accumulated compensated leave for a personal, professional, or other lawful purpose.

For the purpose of this policy, *professional association activities* for which compensation is not available do not include in-service training in the certificated employee's assigned area of employment.

GCCA-E ©

EXHIBIT

TYPES OF LEAVES

MILITARY / LEGAL LEAVE

Part 200 - Regulations Under the Uniformed Services  
Employment and Reemployment Rights Act of 1994  
(Appendix to Part 1002 - Your Rights Under USERRA)

The Uniformed Services Employment  
and Reemployment Rights Act

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

Reemployment Rights

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and;

- A. you ensure that your employer receives advance written or verbal notice of your service;
- B. you have five (5) years or less of cumulative service in the uniformed services while with that particular employer;
- C. you return to work or apply for reemployment in a timely manner after conclusion of service; and
- D. you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

Right to be Free from Discrimination  
and Retaliation

If you:

- A. are a past or present member of the uniformed service;

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B. have applied for membership in the uniformed service; or

C. are obligated to serve in the uniformed service;

then an employer may not deny you:

A. initial employment;

B. reemployment;

C. retention in employment;

D. promotion; or

E. any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

***Health Insurance Protection:***

A. If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to twenty-four (24) months while in the military.

B. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

***Enforcement:***

A. The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

B. For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <http://www.dol.gov/agencies/vets/programs/userra>. An interactive online USERRA Advisor can be viewed at <https://webapps.dol.gov/elaws/vets/userra/>.

C. If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation.

D. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

The rights listed here may vary depending on the circumstances. This notice was prepared by VETS, and may be viewed on the Internet at this address: <http://www.dol.gov/vets/programs/userra/poster.htm>.

Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying this notice where they customarily place notices for employees.

**U.S. Department of Labor, Veterans  
Employment and Training Service  
Washington, DC 20210  
1-866-487-2365**

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 994

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCCB ©~~  
~~PROFESSIONAL / SUPPORT STAFF~~  
~~PERSONAL / EMERGENCY /~~  
~~RELIGIOUS LEAVE~~

~~Each staff member will be granted personal leave not to exceed two (2) days per year. No more than ten percent (10%) of the staff or other groupings of employees may take personal leave at any one time. Requests for personal leave must be received at least four (4) working days prior to the first day of leave, 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:~~

~~A. On the day immediately preceding or following a holiday or vacation.~~

~~B. During the first two (2) weeks of school or the last two (2) weeks of school.~~

~~Adopted: \_\_\_\_\_~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-510~~

# ADVISORY 995

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCSS~~  
~~PROFESSIONAL / SUPPORT STAFF~~  
~~LEAVES 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 or support staff for not longer than one (1) year.~~

~~Leave of absence may be requested for, but not limited to, the following purposes:~~

- ~~A. For 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 that policy will be exceeded, or 2) failure to report to work without prior notification to the Superintendent.~~
- ~~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.~~
- ~~D. For leave under the Family and Medical Leave Act.~~

~~A leave of absence requested pursuant to this policy may be:~~

- ~~A. Approved by the Superintendent if the leave period does not exceed twelve (12) weeks; or~~
- ~~B. Recommended by the Superintendent and approved by the Governing Board if the leave period exceeds twelve (12) weeks.~~

~~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, in 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, vacation, personal, and other paid leave shall be applied to the leave period unless otherwise agreed to by the District or prohibited by the Family and Medical Leave Act.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

## ~~Family and Medical Leave Act (FMLA)~~

~~The District shall fully comply with the Family and Medical Leave Act and all interim and final regulations interpreting the FMLA issued by the U.S. Department of Labor. 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 twelve (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:~~

- ~~A. Because of the birth of a child of the employee and in order to care for such child.~~
- ~~B. Because of the placement of a child with the employee for adoption or foster care.~~
- ~~C. In order to care for the spouse or a son, daughter, or parent of the employee, if such person has a serious health condition.~~
- ~~D. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.~~
- ~~E. 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.~~

~~An eligible employee is one who has been employed by the District at least twelve (12) months and who has completed at least one thousand two hundred fifty (1,250) hours of service immediately prior to the time the FMLA leave is to commence.~~

~~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. Any employee who has been employed by the District at least twelve (12) months and who has completed at least one thousand two hundred fifty (1,250) hours of service immediately prior to the time the leave is to commence shall be eligible for FMLA leave.~~

~~**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.~~

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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~~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 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 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 requirement 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 situation has first been provided to the employee.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~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:~~

- ~~A. If medically necessary to care for a family member or for the employee's own serious health condition;~~
- ~~B. 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~~
- ~~C. 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:~~

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

~~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.~~

~~**Special end-of-semester circumstances for instructional employees.** Under each of the following conditions, leave for an instructional employee may be required to continue to the end of the academic semester:~~

- ~~A. Leave begins more than five (5) weeks before the end of the semester, leave is for at least three (3) weeks, and return to employment would occur during the last three (3) weeks of the semester.~~
- ~~B. Leave other than for the employee's serious health condition begins within the last five (5) weeks of the semester, leave is for greater than two (2) weeks duration, and return to employment would occur during the last two (2) weeks of the semester.~~

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~~C. Leave other than for the employee's serious health condition begins within the last three (3) weeks of the semester and leave exceeds five (5) working days.~~

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

~~A. About FMLA by provision of the FMLA fact sheet (Exhibit EE).~~

~~B. As appropriate concerning the expectations, obligations, and consequences of taking FMLA leave per 29 C.F.R. 825.300(a) of FMLA.~~

~~C. That FMLA leave may be withheld until a requested notice is provided or the time frame is met.~~

~~D. 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.~~

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-510

Family and Medical Leave Act of 1993

29 C.F.R. Part 825

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCCC-EA ©~~

EXHIBIT

~~PROFESSIONAL / SUPPORT STAFF  
LEAVES OF ABSENCE WITHOUT PAY  
CERTIFICATION OF HEALTH CARE PROVIDER  
(Family and Medical Leave Act of 1993)  
When completed, this form goes to the employee.~~

1. Employee's Name \_\_\_\_\_

2. Patient's Name (If different from employee) \_\_\_\_\_

3. A definition of "**serious health condition**" under the Family and Medical Leave Act is provided near the end of this form. Does the patient's condition<sup>1</sup> qualify under any of the categories described? If so, please check the applicable category.

(1) \_\_\_ (2) \_\_\_ (3) \_\_\_ (4) \_\_\_ (5) \_\_\_ (6) \_\_\_, or None of the above \_\_\_

4. Describe the **medical facts** which support the patient's certification, including a brief statement as to how the medical facts meet the criteria of the category checked above:

5. a. State the approximate **date** the condition commenced, and the probable duration of the condition (and also the probable duration of the patient's present **incapacity**<sup>2</sup> if different):

b. Will it be necessary for the employee to take work only **intermittently or to work on a less than full schedule** as a result of the condition (including for treatment described in Item 6 below)?

If yes, give the probable duration:

c. If the condition is a **chronic condition** (condition 4) or **pregnancy**, state whether the patient is presently incapacitated<sup>2</sup> and the likely duration and frequency of **episodes of incapacity**<sup>2</sup>:

<sup>1</sup> Here and elsewhere on this form, the information sought relates only to the condition for which the employee is taking FMLA leave.

<sup>2</sup> "Incapacity," for purposes of FMLA, is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~6. a. If additional **treatments** will be required for the condition, provide an estimate of the probable number of such treatments.~~

~~If the patient will be absent from work or other daily activities because of **treatment** on an **intermittent** or **part-time** basis, also provide an estimate of the probable number of and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery if any:~~

~~B If any of these treatments will be provided by **another provider of health services** (e.g., physical therapist), please state the nature of the treatments:~~

~~C If a **regimen of continuing treatment** by the patient is required under your supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment):~~

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~~7. a. If medical leave is required for the employee's **absence from work** because of the **employee's own condition** (including absences due to pregnancy or a chronic condition), is the employee **unable to perform work** of any kind?~~

~~b. If able to perform some work, is the employee **unable to perform any one (1) or one (1) or more of the essential functions of the employee's job** (the employee or the employer should supply you with information about the essential job functions)? If yes, please list the essential functions the employee is unable to perform:~~

~~c. If neither a. nor b. above applies, is it necessary for the employee to be **absent from work for treatment**?~~

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~~8. a. If leave is required to **care for a family member** of the employee with a serious health condition, **does the patient require assistance** for basic medical or personal needs or safety, or for transportation?~~

~~b. If no, would the employee's presence to provide **psychological comfort** be beneficial to the patient or assist in the patient's recovery?~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~c. If the patient will need care only **intermittently** or on a part-time basis, please indicate the probable **duration** of this need:~~

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Signature of Health Care Provider \_\_\_\_\_ Type of Practice \_\_\_\_\_

---

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Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

---

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\_\_\_\_\_ Date \_\_\_\_\_

~~**To be completed by the employee needing family leave to care for a family member:**~~

~~State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:~~

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Definitions**

A "**Serious Health Condition**" means an illness, injury impairment, or physical or mental condition that involves one (1) of the following:

~~1. Hospital Care~~

~~**Inpatient care** (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity<sup>2</sup> or subsequent treatment in connection with or consequent to such inpatient care.~~

~~2. Absence Plus Treatment~~

~~(a) A period of incapacity<sup>2</sup> of **more than three (3) consecutive calendar days** (including any subsequent treatment or period of incapacity<sup>2</sup> relating to the same condition), that also involves:~~

~~(1) **Treatment**<sup>3</sup> **two (2) or more times** by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or~~

~~(2) **Treatment** by a health care provider on **at least one (1) occasion** which results in a **regimen of continuing treatment**<sup>4</sup> under the supervision of the health care provider.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~3. Pregnancy~~

~~Any period of incapacity due to **pregnancy**, or for **prenatal care**.~~

~~4. Chronic Conditions Requiring Treatments~~

~~A **chronic condition** which:~~

- ~~(1) Requires **periodic visits** for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;~~
- ~~(2) Continues over an **extended period of time** (including recurring episodes of a single underlying condition); and~~
- ~~(3) May cause **episodic** rather than a continuing period of incapacity<sup>2</sup> (e.g., asthma, diabetes, epilepsy, etc.).~~

~~5. Permanent/Long term Conditions Requiring Supervision~~

~~A period of **Incapacity**<sup>2</sup> which is **permanent or long term** due to a condition for which treatment may not be effective. The employee or family member must be **under the continuing supervision of, but need not be receiving active treatment by, a health care provider**. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.~~

~~6. Multiple Treatments (Non-Chronic Conditions)~~

~~Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of Incapacity<sup>2</sup> of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy), and kidney disease (dialysis).~~

~~This optional form may be used by employees to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification (29 C.F.R. 825.306).~~

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~~<sup>3</sup> Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.~~

~~<sup>4</sup> A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over the counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.~~

~~GCCE-EB-0~~

EXHIBIT

~~PROFESSIONAL / SUPPORT STAFF  
LEAVES OF ABSENCE WITHOUT PAY~~

~~EMPLOYER RESPONSE TO EMPLOYEE REQUEST  
FOR FAMILY OR MEDICAL LEAVE  
(Family and Medical Leave Act of 1993  
Optional Use Form - Sec 29 C.F.R. § 825.300)~~

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_ (Employee's Name)

From: \_\_\_\_\_  
\_\_\_\_\_ (Name of Appropriate Employer Representative)

Subject: ~~REQUEST FOR FAMILY/MEDICAL LEAVE~~

On \_\_\_\_\_, you notified us of your need to take family/  
\_\_\_\_\_ (Date)  
medical leave due to:

The birth of a child, or the placement of a child with you for adoption or foster care; or

A serious health condition that makes you unable to perform the essential functions for your job; or

A serious health condition affecting your  spouse,  child,  parent, for which you are needed to provide care; or

A 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.

You notified us that you need this leave beginning on \_\_\_\_\_.  
\_\_\_\_\_ (Date)

and that you expect leave to continue until on or about \_\_\_\_\_.  
\_\_\_\_\_ (Date)

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~Except as explained below, you have a right under the FMLA for up to twelve (12) weeks of unpaid leave in a twelve (12) month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or 2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.~~

~~This is to inform you that: (check appropriate boxes: explain where indicated)~~

- ~~1. You are  eligible  not eligible for leave under the FMLA.~~
- ~~2. The requested leave  will  will not be counted against your annual FMLA leave entitlement.~~
- ~~3. You  will  will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by \_\_\_\_\_ (insert date; must be at least fifteen [15] days after you are notified of this requirement), or we may delay the commencement of your leave until the certification is submitted.~~
- ~~4. You may elect to substitute accrued paid leave for unpaid FMLA leave. We  will  will not require that you substitute accrued paid leave for unpaid FMLA leave. If paid leave will be used, the following conditions will apply: (Explain)~~
- ~~5. (a) If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you, and it is agreed that you will make premium payments as follows: (Set forth dates, e.g., the tenth [10th] of each month, or pay periods, etc., that specifically cover the agreement with the employee.)~~  
~~(b) You have a minimum thirty (30) day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least fifteen (15) days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work. We  will  will not pay your share of health insurance premiums while you are on leave.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

- ~~(e) We o will o will not do the same with other benefits (e.g., life insurance, life insurance, disability insurance, etc.) while you are on FMLA leave. If we do pay your premiums for other benefits, when you return from leave you [ ] will [ ] will not be expected to reimburse us for the payments made on your behalf.~~
6. ~~You [ ] will [ ] will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until certification is provided.~~
7. (a) ~~You [ ] are [ ] are not a "key employee" as described in § 825.217 of the FMLA regulations. If you are a "key employee:" restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to the District as discussed in § 825.218.~~
- (b) ~~We [ ] have [ ] have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us §825.219 of the FMLA regulations.)~~
8. ~~While on leave, you [ ] will [ ] will not be required to furnish us with periodic reports every \_\_\_\_\_ (indicate interval of periodic reports, as appropriate for the particular leave situation) of your status and intent to return to work (see § 825.309 of the FMLA regulations). If the circumstances of your leave change and you are able to return to work earlier than the date indicated on the reverse side of this form, you [ ] will [ ] will not be required to notify us at least two (2) work days prior to the date you intend to report to work.~~
- 9 ~~You [ ] will [ ] will not be required to furnish recertification relating to a serious health condition. (Explain below, if necessary, including the interval between certifications as prescribed in §825.308 of the FMLA regulations.)~~

~~This optional use form may be used to satisfy mandatory employer requirements to provide employees taking FMLA leave with written notice detailing specific expectations and obligations of the employee and explaining any consequences of a failure to meet these obligations. (29 C.F.R. 825.300(b).)~~

~~GCSS-EC ©~~

EXHIBIT

~~PROFESSIONAL / SUPPORT STAFF  
LEAVES OF ABSENCE WITHOUT PAY~~

~~YOUR RIGHTS UNDER THE FAMILY AND  
MEDICAL LEAVE ACT OF 1993~~

~~The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to twelve (12) weeks of unpaid, job protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there are at least fifty (50) employees within seventy five (75) miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.~~

~~*Reasons for Taking Leave*~~

~~Unpaid leave must be granted for any of the following reasons:~~

- ~~A. To care for the employee's child after birth, or placement for adoption or foster care;~~
- ~~B. To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or~~
- ~~C. For a serious health condition that makes the employee unable to perform the employee's job.~~

~~At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.~~

~~*Advance Notice and Medical Certification*~~

~~The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.~~

- ~~A. The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable."~~
- ~~B. An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

***Job Benefits and Protection:***

- ~~A. For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."~~
- ~~B. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.~~
- ~~C. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.~~

***Unlawful Acts by Employers***

~~FMLA makes it unlawful for any employer to:~~

- ~~A. interfere with, restrain, or deny the exercise of any right provided under FMLA.~~
- ~~B. discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.~~

***Enforcement:***

- ~~A. The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.~~
- ~~B. An eligible employee may bring a civil action against an employer for violations.~~

~~FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.~~

***For Additional Information***

~~If you have access to the Internet visit the FMLA website: <http://www.dol.gov/esa/whd/fmla>. To locate your nearest Wage Hour Office, telephone the Wage-Hour toll-free information and help line at 1-866-4USWAGE (1-866-487-9243): a customer service representative is available to assist you with referral information from 8am to 5pm in your time zone; or log onto the following at <http://www.wagehour.dol.gov>.~~

~~**A Spanish translation of this form may be downloaded  
at <http://www.dol.gov/whd/fmla/index.htm>**~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCCC ED ©~~

EXHIBIT

~~PROFESSIONAL / SUPPORT STAFF  
LEAVES OF ABSENCE WITHOUT PAY~~

~~MILITARY FAMILY LEAVE~~

*The National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181, Section 585(a), amended the Family and Medical Leave Act of 1993 (FMLA) to provide eligible employees working for covered employers two (2) important new leave rights related to military service:*

~~(1) **New Qualifying Reason for Leave.** Eligible employees are entitled to up to twelve (12) weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, employers are encouraged to provide this type of leave to qualifying employees.~~

~~(2) **New Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to twenty six (26) weeks of leave in a single twelve (12) month period to care for the servicemember. This provision became effective immediately upon enactment. This military caregiver leave is available during "a single twelve (12) month period" during which an eligible employee is entitled to a combined total of twenty six (26) weeks of all types of FMLA leave.~~

~~Additional information on the amendments and a version of Title I of the FMLA with the new statutory language incorporated are available on the FMLA amendments Web site at <http://www.dol.gov/agencies/whd/fmla/law>.~~

~~**A Spanish translation of this form may be downloaded  
at <http://www.dol.gov/whd/fmla/index.htm>**~~

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~~GCCEE~~

EXHIBIT

~~PROFESSIONAL / SUPPORT STAFF  
LEAVES OF ABSENCE WITHOUT PAY~~

~~FACT SHEET NO. 28:  
THE FAMILY AND MEDICAL LEAVE ACT OF 1993~~

~~The U.S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state and local government employees, and some federal employees. Most federal and certain congressional employees are also covered by the law and are subject to the jurisdiction of the U.S. Office of Personnel Management or the Congress.~~

~~The FMLA became effective on August 5, 1993 for most employers and entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave in a twelve (12) month period for specified family and medical reasons. Amendments to the FMLA by the National Defense Authorization Act for FY 2008 (NDAA). Public Law 110-181, expanded the FMLA to allow eligible employees to take up to twelve (12) weeks of job-protected leave in the applicable twelve (12) month period for any "qualifying exigency" arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. The NDAA also amended the FMLA to allow eligible employees to take up to twenty-six (26) weeks of job-protected leave in a "single twelve (12) month period" to care for a covered servicemember with a serious injury or illness.~~

~~**Employer Coverage**~~

~~FMLA applies to all public agencies, including state, local and federal employers, local education agencies (schools), and private-sector employers who employed fifty (50) or more employees in twenty (20) or more workweeks in the current or preceding calendar year, including joint employers and successors of covered employers.~~

~~**Employee Eligibility**~~

~~To be eligible for FMLA benefits, an employee must:~~

- ~~A. work for a covered employer;~~
- ~~B. have worked for the employer for a total of twelve (12) months;~~
- ~~C. have worked at least one thousand two hundred fifty (1,250) hours over the previous twelve (12) months; and~~

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~~D. work at a location in the United States or in any territory or possession of the United States where at least fifty (50) employees are employed by the employer within seventy five (75) miles.~~

~~While the twelve (12) months of employment need not be consecutive, employment periods prior to a break in service of seven (7) years or more need not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military obligation (as protected under the Uniformed Services Employment and Reemployment Rights Act (USERRA), or a written agreement, including a collective bargaining agreement, exists concerning the employer's intention to rehire the employee after the break in service. See, special rules for returning reservists under USERRA.~~

### ~~Leave Entitlement~~

~~A covered employer must grant an eligible employee up to a total of twelve (12) workweeks of unpaid leave during any twelve (12) month period for one (1) or more of the following reasons:~~

- ~~A. For the birth and care of a newborn child of the employee;~~
- ~~B. For placement with the employee of a son or daughter for adoption or foster care;~~
- ~~C. To care for a spouse, son, daughter, or parent with a serious health condition;~~
- ~~D. To take medical leave when the employee is unable to work because of a serious health condition; or~~
- ~~E. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.~~

~~A covered employer also must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of twenty six (26) workweeks of unpaid leave during a "single twelve (12) month period" to care for the servicemember.~~

~~Spouses employed by the same employer are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of twelve (12) weeks (or twenty six [26] weeks if leave to care for a covered servicemember with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within twelve (12) months of the birth or placement.~~

~~Under some circumstances, employees may take FMLA leave intermittently—taking leave in separate blocks of time for a single qualifying reason—or on a reduced leave schedule—reducing the employee's usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.~~

~~Under certain conditions, employees or employers may choose to "substitute" (run concurrently) accrued paid leave (such as sick or vacation leave) to cover some or all of the FMLA leave. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy.~~

~~"*Serious health condition*" means an illness, injury, impairment, or physical or mental condition that involves either:~~

~~A. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or~~

~~B. Continuing treatment by a health care provider, which includes:~~

~~1. A period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:~~

~~a. treatment two (2) or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within seven [7] days and both within thirty [30] days of the first day of incapacity); or~~

~~b. one (1) treatment by a health care provider (i.e., an in-person visit within seven [7] days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or~~

~~2. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or~~

~~3. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or~~

~~4. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or~~

~~5. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) days if not treated.~~

### ~~**Maintenance of Health Benefits**~~

~~A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.~~

### ~~**Job Restoration**~~

~~Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a "no fault" attendance policy. If a bonus or other payment, however, is based on the achievement of a specified goal such as hours worked, products sold, or perfect attendance, and the employee has not met the goal due to FMLA leave, payment may be denied unless it is paid to an employee on equivalent leave status for a reason that does not qualify as FMLA leave.~~

~~An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.~~

### ~~**Notice and Certification**~~

#### ~~***Employee Notice***~~

~~Employees seeking to use FMLA leave are required to provide thirty (30)-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than thirty (30) days in advance, the employee must provide notice as soon as practicable—generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the employer's usual and customary notice and procedural requirements for requesting leave.~~

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~~Employees must provide sufficient information for an employer reasonably to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee's qualifying family member is under the continuing care of a health care provider.~~

~~When an employee seeks leave for a FMLA qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA qualifying reason for which the employer has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.~~

### ***Employer Notice***

~~Covered employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. An employer that willfully violates this posting requirement may be subject to a fine of up to one hundred ten dollars (\$110) for each separate offense. Additionally, employers must either include this general notice in employee handbooks or other written guidance to employees concerning benefits, or must distribute a copy of the notice to each new employee upon hiring.~~

~~When an employee requests FMLA leave or the employer acquires knowledge that leave may be for a FMLA purpose, the employer must notify the employee of his or her eligibility to take leave, and inform the employee of his/her rights and responsibilities under FMLA. When the employer has enough information to determine that leave is being taken for a FMLA qualifying reason, the employer must notify the employee that the leave is designated and will be counted as FMLA leave.~~

### ***Certification***

~~Employers may require that an employee's request for leave due to a serious health condition affecting the employee or a covered family member be supported by a certification from a health care provider. An employer may require second or third medical opinions (at the employer's expense) and periodic recertification of a serious health condition. An employer may use a health care provider, a human resource professional, a leave administrator, or a management official—but not the employee's direct supervisor—to authenticate or clarify a medical certification of a serious health condition. An employer may have a uniformly applied policy requiring employees returning from leave for their own serious health condition to submit a certification that they are able to resume work. If reasonable safety concerns exist, an employer may, under certain circumstances, require such a certification for employees returning from intermittent FMLA leave.~~

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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## **Unlawful Acts**

~~It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.~~

## **Enforcement**

~~The Wage and Hour Division investigates complaints. If violations cannot be satisfactorily resolved, the U.S. Department of Labor may bring action in court to compel compliance. Individuals may also be able to bring a private civil action against an employer for violations.~~

## **Other Provisions**

~~Special rules apply to employees of local education agencies. Generally, these rules apply to intermittent leave or when leave is required near the end of a school term.~~

~~Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 C.F.R. Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to an "eligible" employee's use of leave required by FMLA.~~

~~For additional information, visit the Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call the toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).~~

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# ADVISORY 996

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~~PROFESSIONAL / SUPPORT STAFF~~  
~~LEAVES OF ABSENCE WITHOUT PAY~~

**[FMLA POLICY WHEN FEWER THAN 50 EMPLOYEES]**

~~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 or support staff for not longer than one (1) year.~~

~~Leave of absence may be requested for, but not limited to, the following purposes:~~

- ~~A. For 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 that policy will be exceeded, or 2) failure to report to work without prior notification to the Superintendent.~~
- ~~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.~~

~~A leave of absence requested pursuant to this policy may be:~~

- ~~A. Approved by the Superintendent if the leave period does not exceed twelve (12) weeks; or~~
- ~~B. Recommended by the Superintendent and approved by the Governing Board if the leave period exceeds twelve (12) weeks.~~

~~All applications for leave of absence may be granted or denied by the District, in 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, vacation, personal, and other paid leave shall be applied to the leave period unless otherwise agreed to by the District.~~

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**~~Family and Medical  
Leave Act (FMLA)~~**

~~As the District has fewer than fifty (50) employees within a seventy five (75) mile radius, District personnel are not eligible for provisions of the Family and Medical Leave Act (FMLA).~~

Adopted: \_\_\_\_\_

**~~LEGAL REF.:~~**

~~A.R.S.~~

~~15-510~~

~~29 C.F.R. Part 825~~

~~Family and Medical Leave Act of 1993~~

# ADVISORY 997

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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.~~

~~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.~~

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~~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.~~

Adopted: \_\_\_\_\_

**LEGAL REF.:**

~~A.R.S.~~

~~8-386~~

~~8-420~~

~~13-4405~~

~~15-502~~

~~16-402~~

~~21-236~~

~~26-168~~

~~38-610~~

~~A.G.O.~~

~~180-177~~

~~38 U.S.C. 4301 et seq., Uniformed Services Employment and Reemployment  
— Rights Act~~

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~~EXHIBIT~~

~~PROFESSIONAL / SUPPORT STAFF  
MILITARY / LEGAL LEAVE~~

~~Part 200 – Regulations Under the Uniformed Services  
Employment and Reemployment Rights Act of 1994  
(Appendix to Part 1002 – Your Rights Under USERRA)~~

~~The Uniformed Services Employment  
and Reemployment Rights Act~~

~~USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.~~

~~Reemployment Rights~~

~~You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and;~~

- ~~A. you ensure that your employer receives advance written or verbal notice of your service;~~
- ~~B. you have five years or less of cumulative service in the uniformed services while with that particular employer;~~
- ~~C. you return to work or apply for reemployment in a timely manner after conclusion of service; and~~
- ~~D. you have not been separated from service with a disqualifying discharge or under other than honorable conditions.~~

~~If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.~~

~~Right to be Free from Discrimination  
and Retaliation~~

~~If you:~~

- ~~A. are a past or present member of the uniformed service;~~
- ~~B. have applied for membership in the uniformed service; or~~
- ~~C. are obligated to serve in the uniformed service;~~

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~~then an employer may not deny you:~~

- ~~A. initial employment;~~
- ~~B. reemployment;~~
- ~~C. retention in employment;~~
- ~~D. promotion; or~~
- ~~E. any benefit of employment;~~

~~because of this status.~~

~~In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.~~

### ***Health Insurance Protection:***

- ~~A. If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to twenty four (24) months while in the military.~~
- ~~B. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service connected illnesses or injuries.~~

### ***Enforcement:***

- ~~A. The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.~~
- ~~B. For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <http://www.dol.gov/agencies/vets/programs/userra>. An interactive online USERRA Advisor can be viewed at <https://webapps.dol.gov/claws/vets/userra/>.~~
- ~~C. If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation.~~
- ~~D. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.~~

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~~The rights listed here may vary depending on the circumstances. This notice was prepared by VETS, and may be viewed on the Internet at this address: <http://www.dol.gov/vets/programs/userra/poster.htm>.~~

~~Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying this notice where they customarily place notices for employees.~~

~~**U.S. Department of Labor, Veterans  
Employment and Training Service  
Washington, DC 20210  
1-866-487-2365**~~

# ADVISORY 998

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~~PROFESSIONAL / SUPPORT STAFF~~  
~~CONFERENCES / VISITATIONS / WORKSHOPS~~

~~To attend meetings or conferences, employees must obtain approval from the administration at least twenty (20) days prior to the meeting or conference dates (whenever such prior request is possible).~~

~~The following guides will be used in granting released time and/or travel expense:~~

- ~~A. Value of the meeting or conference.~~
- ~~B. Funds available in the appropriate budgets.~~
- ~~C. Availability of a substitute, if one is necessary.~~

~~With prior approval, expenses associated with authorized employee attendance at meetings and conferences may be eligible for compensation in accordance with District Policy DKC. Staff member travel and expense for participation in student field trips and excursions shall be in accordance with District Policy IJOA.~~

~~Employee absences for attendance at or participation in professional association activities are not eligible for compensation under the employee's contract or work agreement. The District may authorize an employee to take other eligible unused accumulated compensated leave for a personal, professional, or other lawful purpose.~~

~~For the purpose of this policy, professional association activities for which compensation is not available do not include in-service training in the certificated employee's assigned area of employment.~~

~~Adopted: \_\_\_\_\_~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-504~~

~~38-621~~

~~CROSS REF.:~~

~~GCB Professional Staff Contracts and Compensation~~

~~GCC Professional/Support Staff Leaves of Absence~~

~~GDB Support Staff Contracts and Compensation~~

~~IJOA Field Trips~~

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# ADVISORY 999

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~~GCCE~~  
**SABBATICAL LEAVE**

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

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

~~An employee's sabbatical leave will be governed by applicable Arizona Revised Statutes.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-510~~

~~A.G.O.~~

~~I81-053~~

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# ADVISORY 1000

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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PROFESSIONAL STAFF VOLUNTARY  
TRANSFER OF ACCRUED SICK LEAVE~~

~~The District recognizes the existence of circumstances under which non-job-related, seriously incapacitating, and extended illnesses and injury may exhaust accrued leave of certificated employees. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued leave, is established. The mechanism will be termed *banked sick leave*, or a *sick leave bank*. It is considered of benefit to the District to establish this mechanism because it will reduce the annual accrued sick leave and promote efficiency by ensuring constant service.~~

***Limits:***

- ~~A. The value of banked sick leave will be limited to the equivalent of the number of contract days multiplied by the daily base salary of a teacher with a baccalaureate degree and no experience, or less, depending on contributions.~~
- ~~B. No employee shall be entitled to receive banked sick leave by reason of contribution or employment.~~
- ~~C. Each approved applicant is limited to the one (1) time use of no more than one hundred (100) consecutive days of the available limited sick leave from the sick leave bank in any school year.~~
- ~~D. Additional leave will not be earned/accrued during use of banked sick leave.~~
- ~~E. All unused banked sick leave will expire at the end of each contract year.~~

***Voluntary contributions:***

- ~~A. Certificated staff members may voluntarily contribute a maximum of \_\_\_\_\_ days of *earned/accrued* sick leave to the sick leave bank annually. Such contribution must be from the current year's sick leave earned/accrued, the value of which will be determined by the number of days multiplied by the daily base teacher salary.~~
- ~~B. Each certificated staff member contributing leave to the sick leave bank must acknowledge an uncoerced, voluntary release of the leave, the value it represents, and that it will not be returned but will expire at the end of the contract year in which it is contributed.~~
- ~~C. In case of contributions exceeding the value of the sick leave bank limit, each contribution will be accepted on a first come, first served basis by date of signature.~~

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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***Eligibility (for use of sick leave bank).*** ~~The approved applicant shall:~~

- ~~A. Be a full-time teaching employee.~~
- ~~B. Have a non-job-related, seriously incapacitating, and extended illness or injury.~~
- ~~C. Have exhausted all earned/accrued leave of any nature or kind.~~
- ~~D. Be presently on unpaid leave status with the District.~~
- ~~E. Not be eligible for disability benefits, including but not limited to Social Security, provided at District expense.~~
- ~~F. Be one whose return to duty is projected to occur within a period no longer than six (6) months.~~

***Determining eligibility:***

~~The Superintendent shall receive the applications and shall screen for and determine eligibility.~~

~~No continuing rights are established by this policy. In compliance with established procedure, the Governing Board reserves the right to modify or rescind any policy in accord with its own guidelines.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.G.O.~~

~~I91-027~~

~~GCCG-RA ©~~

REGULATION

~~PROFESSIONAL STAFF VOLUNTARY  
TRANSFER OF ACCRUED SICK LEAVE~~

~~(Application)~~

~~The application must be in writing.~~

~~The application must be supported by documentation from a health care professional confirming the need for receipt of sick leave bank assistance related to health needs. In cases of domestic violence, sexual violence, abuse or stalking, documentation from the employee, as defined in A.R.S. 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 ten (10) days following the applicant beginning unpaid leave status.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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REGULATION

~~PROFESSIONAL STAFF VOLUNTARY  
TRANSFER OF ACCRUED SICK LEAVE~~

~~(Application Screening Committee)~~

~~A committee consisting of one (1) staff member from each building and one (1) from the central staff selected by the staff and an administrator appointed by the Superintendent shall review each application and submit a recommendation to the Superintendent. The applications are to be reviewed in accord with the guidelines found in policy and as presented below:~~

- ~~A. The application must be in writing.~~
- ~~B. The application must be supported by the appropriate documentation as defined in A.R.S. 23-373.~~
- ~~C. Data in the application shall include the expected date for return to duty.~~
- ~~D. The application shall be received by the District office within ten (10) days following the beginning of the applicant's unpaid leave status.~~

~~For approval, the applicant shall:~~

- ~~A. Be a full time employee.~~
- ~~B. Have a non job related need, as defined in A.R.S. 23-373, for sick leave.~~
- ~~C. Be presently on unpaid leave status with the District.~~
- ~~D. Not be eligible for disability benefits, including but not limited to Social Security, provided at District expense.~~
- ~~E. Be one whose return to duty is projected to occur within a period no longer than six (6) months.~~
- ~~F. Submit an application, which shall be received by the District office within ten (10) days following the beginning of the applicant's unpaid leave status.~~

# ADVISORY 1001

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCCH ©  
PROFESSIONAL / SUPPORT STAFF  
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 an employee's family member as defined in Policy GCCA.~~

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

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

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-502~~

# ADVISORY 1002

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCD~~  
~~PROFESSIONAL STAFF~~  
~~VACATIONS AND HOLIDAYS~~

**Vacations**

~~Twelve (12) month administrators earn four (4) weeks of vacation, which shall be taken when school is not in session. Vacation may accumulate to a maximum of \_\_\_\_\_ days, at which time no more vacation can be earned. As accumulated vacation days are used and drop below \_\_\_\_\_ days, an eligible employee may again accumulate vacation up to the maximum limit. If workloads disallow vacations as established, the Superintendent may approve vacation days during the school year.~~

**Holidays**

~~When July 4, Veterans Day, December 25, or Thanksgiving Day occurs within the school week, the schools shall be closed and the compensation of the teachers shall not be diminished on that account. The Governing Board may declare a recess during the Christmas holiday season not to exceed two (2) school weeks, and teachers shall receive compensation during the recess.~~

~~Other holidays will be established by the Board and noted on each year's school calendar.~~

Adopted: \_\_\_\_\_

**LEGAL REF.:**

~~A.R.S.~~

~~15-502~~

~~15-801~~

~~38-608~~

# ADVISORY 1003

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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PROFESSIONAL STAFF HIRING**

~~It shall be the policy of the District~~ The District will strive to employ and retain the best most qualified personnel. ~~This will be accomplished by considering qualifications and by providing competitive salary schedules within the financial capability of the District, adequate facilities, and good~~ ensure competitive compensation, provide safe facilities and favorable working conditions.

~~Before employing a certificated or noncertificated person, school districts and charter schools shall conduct a search of the prospective employee on the educator information system that is maintained by the Department of Education.~~

**Requirements**

Per A.R.S. 15-505, A school district or charter school may not employ either of the following in a position that requires a valid fingerprint clearance card:

- A. A certificated person whose certificate has been suspended, surrendered or revoked, unless the State Board of Education has subsequently reinstated the person's certificate.
- B. A noncertificated person who has been prohibited from employment at a school district or charter school by the State Board of Education pursuant to A.R.S. 15-505.

Candidates shall disclose whether they have pled guilty, pled no contest, been convicted of or are awaiting trial pursuant to A.R.S. 15-509.

Each school district and charter school shall annually submit to the Department of Education a list of certificated and noncertificated persons who are employed at the school district or charter school. The department shall issue guidance to school districts and charter schools regarding this requirement.

**Selection Process**

The Board ~~has the legal responsibility of approving~~ the employment of all employees. ~~While this responsibility cannot be waived, the Board~~ but may assigns to the Superintendent the process of recruiting and selecting staff members. In carrying out this responsibility, the Superintendent may involve other staff members as needed. All personnel selected for employment must be recommended by the Superintendent and approved by the Board.

**Criteria**

The Board adopts the following general criteria, which shall be utilized in the selection process for initial employment:

- A. There will be no discrimination ~~in the hiring process~~ due to race, color, religion, sex, age, national origin, ~~or~~ disability or any other basis prohibited by law in the hiring process of an otherwise qualified individual.

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B. Candidates for ~~all professional~~ positions shall be mentally and physically qualified for and have the education and/or training necessary to perform the instructional duties or functions for which they have applied.

C. Each candidate for a certificated position shall provide evidence of meeting state requirements for certification.

D. Each candidate shall be requested to complete a consent-and-release form regarding conduct of a background investigation.

E. A "background investigation" - consisting of communication with the applicant's (or employee's) former employer that concerns education, training, experience, qualifications, and job performance for the purpose of evaluation for employment - shall be conducted on each individual to be considered for a recommendation of employment. Forms developed for this purpose are to be used.

Information obtained about an employee or applicant for employment by the District in the performance of a background investigation, including any records indicating that a current or former employee of a school or school district was disciplined for violating policies of the School District Governing Board pursuant to A.R.S. [15-153](#), may be retained by that district and may be provided to any school district or other public school that is performing a background investigation.

Any employee's misstatement of fact that is material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

### **Employment**

~~Before employment, schools or~~ employing a certificated or noncertificated person, school districts and charter schools shall verify the certification and fingerprint status of applicants who apply for school or school district positions that require certification conduct a search of the prospective employee on the educator information system that is maintained by the Department of Education.

Additionally, for positions that require certification, schools or school districts shall verify the applicant's certification and fingerprint status.

~~Should the need arise to employ a teacher who meets the requirements for a conditional certificate before an applicant has obtained the appropriate valid fingerprint clearance card, the District may assist in obtaining the conditional certificate, and employ the teacher, by meeting all of the following conditions: Subject to the conditions below, a district may hire and place an employee into services before receiving the results of the mandatory fingerprint check or before a fingerprint clearance card is issued or denied. However, until fingerprint clearance has been received, an applicant who is required or allowed to have unsupervised contact with~~

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students shall not be placed into service unless the applicable requirements below are met.

A. *Certificated:* The District verifies in writing on a form provided by the Arizona Department of Education (ADE) the necessity for hiring and placing the applicant into service before a fingerprinting check is completed.

*Noncertificated:* The District documents in the applicant's file the necessity for hiring and placing the applicant into service before a fingerprint check could be completed or a fingerprint clearance card could be issued.

B. The District ensures that ~~obtains from~~ the Department of Public Safety completes a state-wide criminal records check on the applicant. Subsequent statewide criminal records ~~checks~~ must be completed every one hundred twenty (120) days until a permanent certificate is received the date the fingerprint check is completed or the fingerprint clearance card is issued or denied, as applicable.

C. *Certificated:* The District ~~searches the~~ completes a search of criminal records ~~of~~ in all local jurisdictions outside Arizona where the applicant has lived in the previous five (5) years.

D. The District obtains references from the applicant's current employer and two (2) most recent previous employers, except that for applicants who have been employed for at least five (5) years by the most recent employer, only references from that employer are required.

E. The District provides general supervision of the applicant until permanent certification is issued by ADE or until the date the fingerprint check is completed or the fingerprint clearance card is issued or denied, as applicable.

F. Before an applicant is employed for a certificated position, the District shall verify the certification and fingerprint status of an applicant.

### *E-Verify*

Upon recommendation for employment the District shall confirm employment authorization and employment eligibility verification required by A.R.S. 23-214 ~~participating in the E-Verify program of the Department of Homeland Security's (DHS) U.S. Citizenship and Immigration Services Bureau (USCIS) and the Social Security Administration (SSA). The District will then complete the Form I-9 as required and maintain the form with copies of the necessary documents and documentation of the authorization and verification pending any inquiry.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~The Superintendent of Public Instruction may also impose any additional conditions or restrictions deemed necessary.~~

## **Fingerprints and Criminal History**

### ***Noncertificated Applicants***

The District must report to the Superintendent of Public Instruction on June 30 and December 31 of each year the number of applicants hired prior to the completion of a fingerprint check or the issuance of a fingerprint clearance card and the number of applicants for whom fingerprint checks or fingerprint clearance cards have not been received after one hundred twenty (120) days and after one hundred seventy-five (175) days of hire.

The District may provide information received as a result of a fingerprint check required by A.R.S. 15-512 to any other school district if requested to do so by the person who was the subject of the fingerprint check or communicate to any school district if requested to do so by the person who applied for a fingerprint clearance card whether the person has been issued or denied a fingerprint clearance card. A copy of any written communication regarding employment must be sent by the employer providing the information to the person's last known address.

The Superintendent of Public Instruction may also impose any additional conditions or restrictions deemed necessary.

### ***Criminal History***

Any person who permits unauthorized access to criminal history record information, releases criminal history record information, or procures the release or uses criminal history record information other than in accord with A.R.S. 41-1750 is guilty of a Class 6 felony.

## **Acceptance of Contract**

### ***Certificated Applicant***

A ~~professional~~ certificated candidate's acceptance of a contract offer must be indicated within \_\_\_\_\_ (\_\_\_\_) business days from the date of the written contract or the offer is revoked. Written notice of the deadline date for acceptance shall be included in the contract offer or an attachment to the contract offer. The candidate accepts the contract by signing the contract and returning it to the Governing Board or by making a written instrument which accepts the terms of the contract and delivering it to the Governing Board. If the written instrument includes terms in addition to the terms of the contract offered by the Board, the candidate fails to accept the contract.

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## **Oath of Office**

Every school employee shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. 38-231. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long as the employee remains employed by the District and for a period of five (5) years after termination of employment with the District.

Adopted: \_\_\_\_\_

### LEGAL REF.:

A.R.S.

13-3716

15-153

15-502

15-503

15-505

15-509

15-512

15-534

15-536

15-538.01

15-539

15-550

23-211

23-212

23-214

23-1361

38-201

38-231

38-232

38-481

38-766.01

41-1750

41-1756

### CROSS REF.:

GCB - ~~Professional Staff Contracts and Compensation~~

GCFC - ~~Professional Staff Certification and Credentialing Requirements~~

\_\_\_\_\_ (~~Fingerprinting R~~requirements)

GCO – ~~Evaluations and Contracts of Professional Staff Members~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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**REGULATION**

**~~PROFESSIONAL STAFF HIRING~~**

**Definition**

A *background investigation* is defined as any communication with an applicant's (or employee's) former employer that concerns the education, training, experience, qualifications, and job performance of the individual and that is used for the purpose of evaluation for employment. Background investigation does not include the results of any state or federal criminal history records check.

**Background Investigation Requirements**

Only persons designated by the Superintendent shall perform background investigations. Prior to contacting former employers or other persons, the background investigator shall:

- A. Ascertain that the standard employment application for the type of position has been completed in full.
- B. Obtain from the individual a consent to background investigation and release as determined by the District.
- C. Make certain that the individual has identified at least two (2) persons from each past employer who can verify basic job information and discuss the individual's work performance and reason for leaving.
- D. Examine the application for a complete work history, accounting for any gaps in employment.

Two (2) persons should be contacted at each past employer if possible (any exceptions should be documented). Upon making contact, the contacts or the former employer or employer's agent should be provided the following information:

- A. The name and identifying information of the District.
- B. The name of the District representative making the inquiry and how the representative can be contacted.
- C. The name of the former employee and period of employment as indicated by the individual whose background is being investigated.
- D. The position for which the individual has applied, with descriptive information as to the duties, if requested or necessary to understanding of the inquiry.

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The background investigator shall:

- A. Ask the questions, and complete the background check form(s) as provided by the District.
- B. Make impression notes as necessary based upon the questions and responses, and determine if there may be cause to contact others or make further inquiries based upon the responses.
- C. Provide the information to the Superintendent.

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EXHIBIT

**PROFESSIONAL STAFF HIRING**

**CONSENT TO CONDUCT BACKGROUND  
INVESTIGATION AND RELEASE**

I, \_\_\_\_\_ [applicant's name], have applied for employment with the \_\_\_\_\_ School District ~~to work as a for the position of~~ \_\_\_\_\_ [job title]. I understand that in order for the School District to determine my eligibility, qualifications, and suitability for employment, the School District will conduct a background investigation to determine if I am to be considered for an offer of employment. This investigation may include ~~asking~~ contacting my current employer, any former employer, and any educational institution I have attended ~~about~~ regarding my education, training, experience, qualifications, job performance, professional conduct, and evaluations, as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I ~~could be~~ am eligible for rehired, reasons for not rehiring me (if applicable), and similar information.

I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation.

~~According~~ Pursuant to the Family Educational Rights and Privacy Act, I understand that I have a the right to see inspect most education records ~~that are~~ maintained by any educational institution.

In light of the preceding paragraph, I waive \_\_\_\_\_/do not waive \_\_\_\_\_ (initial only one [1]) my right to ~~see~~ inspect any written reference or other information provided to the School District by any educational institution.

~~According~~ Pursuant to ~~Arizona Revised Statutes Section~~ A.R.S. 23-1361, I understand that any employer that provides a written communication to the School District regarding my current or past employment must send me a copy at my last known address. I acknowledge that some employers are unwilling to provide factual written references concerning a current or past employee unless they may do so confidentially, without revealing the references to the employee, and that the School District ~~will~~ may not further consider discontinue consideration of my application if it ~~cannot~~ is unable to complete its background investigation.

In light of the preceding paragraph, I waive \_\_\_\_\_/do not waive \_\_\_\_\_ (initial only one [1]) my right to receive a copy of any written communication furnished to the School District by any employer.

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Whether or not I have waived my right to see inspect or to receive copies of written references furnished to the School District by employers or educational institutions, I release, hold harmless, and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee ~~of either~~ thereof, that in good faith furnishes written or oral references requested by this School District to complete its background investigation.

A ~~photocopy or facsimile ("fax")~~ copy of this form that shows my signature shall be as valid as an original.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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EXHIBIT

**~~PROFESSIONAL STAFF~~ HIRING  
BACKGROUND CHECK FORM**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Person contacted \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

E-mail address \_\_\_\_\_

Relationship to applicant:

Former employer - position \_\_\_\_\_

District, business, or other entity \_\_\_\_\_

Personal reference

Method of contact:  Telephone  Letter  Other \_\_\_\_\_

**QUESTIONS FOR EMPLOYERS**

Dates of employment \_\_\_\_\_

Position held \_\_\_\_\_

Final rate of pay \_\_\_\_\_

Was the person reliable? \_\_\_\_\_ If no, explain \_\_\_\_\_

Was the person's job performance satisfactory? \_\_\_\_\_ If no, explain \_\_\_\_\_

~~Was there any concern about the person being late to work without authorization related to~~  
punctuality, unauthorized tardiness, or other work schedule matters? \_\_\_\_\_

If yes, explain \_\_\_\_\_

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Was there ~~a~~Any concern ~~with~~ regarding abuse of leave policies (such as sick leave or personal leave)? \_\_\_\_\_

If yes, explain \_\_\_\_\_

Did the person have ~~a~~Any difficulty establishing ~~commu-~~  
~~nication and rapport~~ and communicating with children? \_\_\_\_\_

If yes, explain \_\_\_\_\_

Did the person have ~~a~~Any ~~difficulties in~~ establishing ~~commu-~~  
~~nication and rapport~~ and communicating with supervisors, parents, or community members? \_\_\_\_\_

If yes, explain \_\_\_\_\_

Did the person ever receive a written counseling statement, letter of direction, or reprimand? \_\_\_\_\_

If yes, describe \_\_\_\_\_

Did the ~~District~~ employer ever consider taking action or take action to suspend, decline to renew, or dismiss the employee? \_\_\_\_\_

If yes, describe \_\_\_\_\_

Was there ever an allegation or complaint ~~about~~ involving any of the following:

Abusive language? \_\_\_\_\_

Insulting or derogatory comments? \_\_\_\_\_

Inappropriate contact with a child? \_\_\_\_\_

Verbal or physical contact of a sexual nature? \_\_\_\_\_

Dishonesty? \_\_\_\_\_

Substance abuse? \_\_\_\_\_

Failure to provide adequate supervision? \_\_\_\_\_

Failure to follow reasonable directions or instructions? \_\_\_\_\_

If yes ~~on~~ to any of the above, ~~get explanation~~ explain \_\_\_\_\_

\_\_\_\_\_

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Was the person ever involved in an incident that resulted in injury to an adult or child? \_\_\_\_\_

If yes, explain \_\_\_\_\_

Would you rehire this person? \_\_\_\_\_

Can you identify anyone else who could provide relevant information regarding the applicant's fitness for employment? \_\_\_\_\_

Is there any other information I have not asked about that would help us determine this person's eligibility, qualifications, and suitability for employment with our District? \_\_\_\_\_

**QUESTIONS FOR PERSONAL REFERENCE**

How long have you known the applicant? \_\_\_\_\_

What is the nature of your relationship? \_\_\_\_\_

Why do you think the applicant would be a good choice for this position?

Do you know of any reasons that ~~could prevent~~ would affect the applicant's ~~from fulfilling the functions of~~ suitability for the position? \_\_\_\_\_

Background check form completed by \_\_\_\_\_

Date completed \_\_\_\_\_

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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EXHIBIT

~~PROFESSIONAL STAFF HIRING~~

~~AFFIRMATION~~ ACKNOWLEDGEMENT OF A RETIRED EMPLOYEE  
UPON RETURN TO EMPLOYMENT

To satisfy the requirements of A.R.S. 38-766.01, ~~and to retain my eligibility to receive retirement benefits from the Arizona State Retirement System (ASRS) following my return to employment following after a qualified retirement, by my signature below~~ I affirm ~~my awareness and acceptance of the following provisions~~ by my signature below that I understand and accept the following:

A. I have attained a normal retirement age as defined by the Arizona State Retirement System (ASRS).

B. ~~I am returning to greater than half (1/2) time employment not sooner than twelve (12) months following my termination of full-time employment for the purpose of retirement terminated direct employment with an employer at least three hundred sixty-five (365) consecutive days before returning to work.~~

C. If I return to work as a certificated teacher, my employment is not subject to the requirements prescribed in A.R.S. 15-536, 15-538, 15-538.01, and 15-539 through 15-543.

D. I understand that:

1. pursuant to A.R.S. 38-766.01 my election to return to work is irrevocable for the remainder of the employment for which I ~~have made~~ make this election; and

2. I must make this acknowledgement in writing and file it with my employer within thirty (30) days ~~of after~~ after returning to work; and

3. during this period of employment, no ASRS contributions will be made on my behalf, and I will not accrue credited service, additional retirement benefits, or long-term disability benefits.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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EXHIBIT

~~PROFESSIONAL STAFF HIRING~~

~~PROCEDURES AND PRACTICES FOR EMPLOYMENT  
AUTHORIZATION AND  
EMPLOYMENT ELIGIBILITY VERIFICATION~~

~~*Anti-Discrimination Notice.* It is ~~illegal~~ unlawful to discriminate ~~against any individual (other than an alien not authorized to work in the U.S.)~~ in hiring, discharging, or recruiting or referring for a fee because of ~~that an~~ individual's national origin or citizenship status. ~~It is illegal to discriminate against work-eligible individuals~~ except with respect to an individual who is not authorized to work in the United States (8 U.S.C. 1324a and 1324b). Employers cannot specify which document(s) ~~they will accept from~~ an employee must present for Form I-9 completion. The refusal to hire an individual because of a future document expiration date may also constitute illegal discrimination.~~

~~**Employment Authorization  
Procedure Verification**~~

~~Arizona schools must use the federal government's Basic Pilot Program to verify the employment authorization of all newly hired employees.~~

~~The Department of Homeland Security's (DHS) U.S. Citizenship and Immigration Services Bureau (USCIS) and the Social Security Administration (SSA) are jointly conducting E-Verify, formerly known as the Basic Pilot. E-Verify involves verification checks of the SSA and DHS databases, using an automated system to verify the employment authorization Pursuant to the Immigration Reform and Control Act (IRCA) and A.R.S. 23-214, the District shall verify the employment eligibility of all newly hired employees. This verification process includes:~~

~~There are four (4) types of access to E-Verify: As an employer, as a designated agent for employers, as a multi-location corporate administrator, or through a web service.~~

~~Users can access the web-based access methods using any Internet-capable Windows based personal computer and a web browser of Internet Explorer 5.5 or Netscape 4.7 or higher (with the exception of Netscape 7.0).~~

~~To participate, an employer must register online and accept the electronic Memorandum of Understanding (MOU) that sets forth the responsibilities of the SSA, USCIS and the employer.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~The following e-mail address will allow navigation to both instructions and forms for the I-9 for verifying the identity and employment authorization of individuals hired for employment in the United States:~~

~~<https://www.useis.gov/i-9>~~

~~Form I-9 may be completed as soon as the employer has offered the individual a job and the individual has accepted the offer. Each newly hired employee must complete and sign Section 1 of Form I-9 no later than his or her first day of employment.~~

~~If you need assistance in completing the registration process or need additional information relating to E-Verify, please call the Office of Verification toll free at 1-888-464-4218.~~

### ~~I-9 Form Completion~~

~~The Immigration Reform and Control Act of 1986 (IRCA) requires that all new employees, both regular and casual, establish their eligibility for employment in the United States. This federal law applies to U.S. citizens as well as to foreign nationals.~~

~~The Employment Eligibility Verification (Form I-9) must be completed as follows:~~

#### ~~Section 1. Employee Information and Attestation~~

~~Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)~~

#### ~~Section 2. Employer or Authorized Representative Review and Verification~~

~~Employers or their authorized representative must complete and sign Section 2 within three (3) business days of the employee's first day of employment.~~

##### A. Form I-9 Completion:

1. Each newly hired employee must complete and sign Section 1 of Form I-9 no later than the first day of employment and only after accepting a job offer.

2. The District, as the employer, must complete and sign Section 2 of Form I-9 within three (3) business days of the employee's first day of employment (8 C.F.R. 274a.2).

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

B. E-Verify Participation. The District shall comply with A.R.S. sections 23-214 and 41-4401 as applicable to District employees and District contractors and subcontractors.

## **Resources**

Information and instructions regarding Form I-9 are available at: <https://www.uscis.gov/i-9>.

E-Verify program resources are available at: <https://www.e-verify.gov>.

GCF-EE ©

EXHIBIT

HIRING

OATH OF OFFICE

In addition to any other form of oath or affirmation specifically provided by law for an officer or employee, before entering upon the duties of office or employment, any officer or employee shall take and subscribe to the following oath or affirmation:

State of Arizona, County of \_\_\_\_\_,  
I, \_\_\_\_\_ [type or print name], do solemnly swear  
(or affirm) that I will support the Constitution of the United States and the  
Constitution and laws of the State of Arizona; that I will bear true faith and  
allegiance to the same, and defend them against all enemies, foreign and  
domestic, and that I will faithfully and impartially discharge the duties of the  
office of \_\_\_\_\_ [name of office]  
according to the best of my ability, so help me God (or so I do affirm).

\_\_\_\_\_  
(Signature of officer or employee)

LEGAL REF.:

A.R.S.

38-231

**GCF-EF ©**

**EXHIBIT**

**HIRING**

**NONCERTIFICATED NOTICE OF  
EMPLOYMENT AND WAGE TERMS**

New Hire     Wage/Status Change

Employee: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Effective Date:    /    /

Rate: \$ \_\_\_\_\_

*(If change)* Prior Rate: \$ \_\_\_\_\_ → New Rate: \$ \_\_\_\_\_

Work Schedule (attach if needed): \_\_\_\_\_

Governing Board action on    /    /

Acknowledgments (check all that apply):

I received the position description and understand the duties and requirements.

I acknowledge this notice does not alter my employment status (at-will employees have no expectation of continued employment).

I will comply with Governing Board policies and administrative regulations.

I received information on hourly rate of pay, pay periods, timekeeping, and overtime rules (if non-exempt).

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1004

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

GCFC ©  
~~PROFESSIONAL STAFF CERTIFICATION  
AND CREDENTIALING FINGERPRINTING  
REQUIREMENTS~~

~~(Fingerprinting Requirements)~~

**New Hires**

**Certificated Employees**

All certificated personnel ~~to be~~ hired by the District shall be fingerprinted as a condition of employment, except ~~for personnel~~ those who, as a condition of certification are required to ~~have~~ hold a valid fingerprint clearance card.

~~The candidate's~~ fingerprints shall be submitted, along with the form ~~presented as an exhibit to this policy~~ GCFC-E, immediately upon ~~being notified~~ notification of possible employment. The form shall be ~~considered~~ a part of the application for employment.

An expired fingerprint clearance card may be used ~~to satisfy the fingerprint requirements of section 15-183, 15-503, 15-512, 15-534, 15-782.02, 15-1330 or 15-1881~~ if the person signs an affidavit ~~stating both of the following~~ affirming that:

A. ~~The person submitted a~~ A completed application for renewal was submitted to the ~~Finger Printing Division of the Department of Public Safety (DPS) for a new fingerprint clearance card~~ within ninety (90) days before ~~the~~ expiration date ~~on the person's current fingerprint clearance card., and~~

B. The person is not awaiting trial on, and has not been convicted of, a disqualifying criminal offense ~~that would make the person ineligible for a fingerprint clearance card.~~

This does not apply to a fingerprint clearance card that has been denied, suspended or revoked or to a person who has requested a good cause exception hearing.

**Noncertificated Employees**

All newly hired noncertificated personnel, and unpaid personnel who are not the parent or guardian of a student but who provide direct services to students without the supervision of a certificated employee, shall be fingerprinted as a condition of employment under A.R.S. 15-512, except:

A. Personnel fingerprinted as a condition of licensing, if the license is required for employment.

B. Personnel previously employed by the District and reemployed within one (1) year of termination.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Additional provisions:**

A. The District may require noncertificated or unpaid personnel to obtain a fingerprint clearance card as a condition of employment.

B. For the purposes of this policy, *supervision* means under the direction of and, except for brief periods, within sight of a certificated employee while providing direct services to students.

C. If a fingerprint clearance card is not required, such personnel may still apply for one, and the District may share results or status with other school districts for employment purposes.

D. Fingerprints and the form GCFC-E must be submitted within twenty (20) days of beginning work. Employment may be terminated if information on the affidavit is inconsistent with the fingerprint check or fingerprint clearance card results.

E. The District may fingerprint or require a fingerprint clearance card for any other employee or applicant not otherwise required by law.

**All Employees:**

A. The District shall assume the cost of fingerprint checks and clearance card applications but may assess paid employees for actual costs. Unpaid personnel will not be charged.

~~B. Candidates shall certify on the prescribed notarized forms~~ Individuals shall complete the form GCFC-E, certifying whether they are awaiting trial on or have ever been convicted of or admitted ~~in open court or pursuant to a plea agreement committing to~~, any of the following criminal offenses in Arizona or similar offenses in any other jurisdictions, including a charges or convictions that ~~has~~ have been vacated, set aside or expunged:

1. A. Sexual abuse of a minor.
2. B. Incest.
3. C. First- or second-degree murder.
4. D. Kidnapping.
5. E. Arson.
6. F. Sexual assault.
7. G. Sexual exploitation of a minor.

- ~~8. H.~~ Felony offenses involving contributing to the delinquency of a minor.
- ~~9. I.~~ Commercial sexual exploitation of a minor.
- ~~10. J.~~ Felony offenses involving the sale, distribution, or transportation of, ~~offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute~~ marijuana, ~~or~~ dangerous drugs, or narcotic drugs.
- ~~11. K.~~ Felony offenses involving ~~the~~ possession or use of marijuana, dangerous drugs, or narcotic drugs.
- ~~12. L.~~ Misdemeanor offenses involving ~~the~~ possession or use of marijuana or dangerous drugs.
- ~~13. M.~~ Burglary in the first degree.
- ~~14. N.~~ Burglary in the second or third degree.
- ~~15. O.~~ Aggravated or armed robbery.
- ~~16. P.~~ Robbery.
- ~~17. Q.~~ A dangerous crime against children as defined in A.R.S. 13-705.
- ~~18. R.~~ Child abuse.
- ~~19. S.~~ Sexual conduct with a minor.
- ~~20. T.~~ Molestation of a child.
- ~~21. U.~~ Manslaughter.
- ~~22. V.~~ Aggravated assault.
- ~~23. W.~~ Assault.
- ~~24. X.~~ Exploitation of minors involving drug offenses.
- ~~25. Y.~~ Sexual abuse under A.R.S. 13-1404 or sexual assault under 13-1406 in which the victim was a minor.
- ~~26. Z.~~ An act committed in another ~~state or territory~~ jurisdiction that if committed in this state would ~~have been subject to disclosure under Q and Y above~~ fall under the above Arizona provisions.
- ~~27. AA.~~ Any crime ~~that~~ requiring the person to register as a sex offender registration pursuant to (A.R.S. 13-3821).
- ~~28. AB.~~ ~~A p~~Preparatory offenses ~~as prescribed in~~ (A.R.S. 13-1001) of any offense ~~that is subject to disclosure under Q, S, Y, Z, or AA~~ crime listed above.

~~False statements on the form GCFC-E are A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a Class 3 misdemeanor. The District may refuse to hire or may review or terminate personnel who have been convicted of or who have admitted committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review to such offenses, consistent with A.R.S. 15-512. In making determinations, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. 15-534. In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. 15-512 consider the statutory factors. Before termination under A.R.S. 15-512, a hearing shall be held.~~

~~When considering termination of an employee pursuant to A.R.S. 15-512, a hearing shall be held to determine whether a person already employed shall be terminated.~~

### **Identity Verified Prints (IVP) Fingerprint Clearance Card Requirements**

The following individuals must obtain an IVP Fingerprint Clearance Card pursuant to A.R.S. 15-106:

- A. Applicants for a new teaching certificate to teach in a school district.
- B. Participants in field experience or student teaching in Arizona.
- C. Applicants for renewal of a teaching certificate in order to continue teaching in a school district.
- D. Applicants required for the first time to be fingerprinted to teach in a charter school and applicants required to renew fingerprints to continue teaching in a charter school under A.R.S. 15-183.
- E. Applicants required to be fingerprinted under A.R.S. 15-512.
- F. Individuals contracted by this state, a school district, or a charter school to provide tutoring services.

### **Exceptions:**

- A. A person who participates in a teacher preparation program that is approved by the State Board of Education and who does not participate in field experience or student teaching in Arizona shall not be required to obtain a fingerprint clearance card pursuant to A.R.S. 15-106.
- B. A person who has a set of identity verified fingerprints on file with the Department of Public Safety pursuant to A.R.S. 15-106 shall not be required to submit a new set of fingerprints to the DPS to renew the person's fingerprint clearance card.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

## **Required Employment Process**

The Superintendent shall develop and implement procedures ~~that include the following in the employment process to ensure compliance with this policy and A.R.S. 15-106, 15-512, and 41-1750, including:~~

- A. ~~Providing~~ Provide for fingerprinting of ~~employees covered~~ employees under this policy and A.R.S. 15-512.
- B. ~~Submitting~~ Provide for fingerprint checks pursuant to A.R.S. 41-1750.
- C. Collecting and depositing fingerprinting fees with the county treasurer as required by A.R.S. 15-512.

Adopted: \_\_\_\_\_

### LEGAL REF.:

A.R.S.  
13-705  
15-183  
15-503  
15-509  
15-512  
15-534  
15-782.02  
15-1330  
15-1881  
23-1361  
41-1750  
41-1758.07

### CROSS REF.:

GCF - ~~Professional Staff~~ Hiring  
GCG - Part-Time and Substitute ~~Professional Staff~~ Employment  
IJOC - School Volunteers

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

GCFC-E ©

EXHIBIT

~~PROFESSIONAL STAFF CERTIFICATION  
AND CREDENTIALING FINGERPRINTING  
REQUIREMENTS~~

AFFIDAVIT OF CRIMINAL HISTORY

Name (typed or printed)	Position

I, \_\_\_\_\_, being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not now awaiting trial for committing, any of the following criminal offenses in the state of Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:

- 1 ~~A~~. Sexual abuse of a minor.
- 2 ~~B~~. Incest.
- 3 ~~C~~. First- or second-degree murder.
- 4 ~~D~~. Kidnapping.
- 5 ~~E~~. Arson.
- 6 ~~F~~. Sexual assault.
- 7 ~~G~~. Sexual exploitation of a minor.
- 8 ~~H~~. Felony offenses involving contributing to the delinquency of a minor.
- 9 ~~I~~. Commercial sexual exploitation of a minor.
- 10 ~~J~~. Felony offenses involving the sale, distribution, or transportation of, ~~offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute~~ marijuana, ~~or~~ dangerous drugs, or narcotic drugs.
- 11 ~~K~~. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.
- 12 ~~L~~. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
- 13 ~~M~~. Burglary in the first degree.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

14 N. Burglary in the second or third degree.

15 O. Aggravated or armed robbery.

16 P. Robbery.

17 Q. A dangerous crime against children as defined in A.R.S. 13-705.

18 R. Child abuse.

19 S. Sexual conduct with a minor.

20 T. Molestation of a child.

21 U. Manslaughter.

22 V. Aggravated assault.

23 W. Assault.

24 X. Exploitation of minors involving drug offenses.

25 Y. Sexual abuse under A.R.S. 13-1404 or sexual assault under 13-1406 in which the victim was a minor.

26 Z. An act committed in another jurisdiction ~~state or territory~~ that if committed in this state would fall ~~have been subject to disclosure~~ under the Q and Y above Arizona provisions.

27 AA. Any crime ~~that requires the person to register as a sex offender registration~~ pursuant to A.R.S. 13-3821.

28 AB. A Preparatory offenses ~~as prescribed in~~ (A.R.S. 13-1001) of any crime listed ~~offense that is subject to disclosure under Q, S, Y, Z, or AA~~ above.

\_\_\_\_\_  
Employee signature Date signed

Subscribed, sworn to, and acknowledged before me by \_\_\_\_\_

\_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

in \_\_\_\_\_ County, Arizona.

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1005

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCFE ©  
PROFESSIONAL / SUPPORT STAFF  
HIRING OATH OF OFFICE~~

~~Every school employee shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. 38-231. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long as the employee remains employed by the District and for a period of five (5) years after termination of employment with the District.~~

~~Adopted: \_\_\_\_\_~~

~~LEGAL REF.:  
A.R.S.  
38-231~~

~~GCFE-E ©~~

~~EXHIBIT~~

~~PROFESSIONAL / SUPPORT STAFF  
HIRING OATH OF OFFICE~~

~~In addition to any other form of oath or affirmation specifically provided by law for an officer or employee, before entering upon the duties of office or employment, any officer or employee shall take and subscribe to the following oath or affirmation:~~

~~State of Arizona, County of \_\_\_\_\_, I, \_\_\_\_\_ [type or print name], do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of \_\_\_\_\_ [name of office] according to the best of my ability, so help me God (or so I do affirm).~~

~~\_\_\_\_\_  
(Signature of officer or employee)~~

~~LEGAL REF.:  
A.R.S.  
38-231~~

# ADVISORY 1006

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GCG ©  
PART - TIME AND SUBSTITUTE  
~~PROFESSIONAL STAFF EMPLOYMENT~~**

**Substitute Teachers**

The Board will establish the daily pay rate for substitute teachers.

The Superintendent will screen all applicants for substitute positions and recommend substitute teachers to the Board for approval. The Superintendent will establish regulations to ensure that all substitutes used in the schools are on the Board-approved substitute list.

**~~Substitute Professional Staff Members~~**

**Part-Time Employees**

The Superintendent may employ, when conditions warrant, temporary or part-time personnel on a per diem or time card basis. This authority is subject to the following conditions:

- A. Continued employment of any such person shall be subject to confirmation and approval by the Board at its next official meeting.
- B. The employee shall be hired on a per diem basis and shall be compensated in accordance with the requirements and limitations of existing contracts that cover similar positions or employees.
- C. In addition to the conditions set forth above, the temporary assignment of a person to a supervisory or administrative position shall be preceded by notification to the Board. The Superintendent will detail the circumstances that created the need for the part-time employment.

=====

***Optional language:* The following outlined item (to the next double line) is available for inclusion in whole or in part at the discretion of school districts having only one (1) school or fewer than 600 students as determined by the local Governing Board.**

**Small School Districts;  
Substitute Teachers**

*A small school district*, as defined in A.R.S. 15-901, is allowed to employ a substitute teacher who is related to a member of the Governing Board as the member's spouse or immediate family and who has had the same household of residence within the preceding four (4) years. If a small school district employs a substitute teacher in these circumstances, the member of the Governing Board who is related to the substitute teacher must recuse themselves from voting on any matter relating to substitute teachers.

=====

Adopted: \_\_\_\_\_

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

LEGAL REF.:

A.R.S.

15-341

15-421

15-502

15-503

15-901

A.A.C.

R7-2-603

R7-2-614

CROSS REF.:

GCF – Hiring

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1007

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCGB ©~~  
~~ARRANGEMENTS FOR SUBSTITUTE~~  
~~STAFF MEMBERS~~

~~The Superintendent will establish procedures for reporting the need for and arranging for professional staff substitutes.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.A.C.~~

~~R7-2-614~~

~~CCGB-R ©~~

REGULATION

~~ARRANGEMENTS FOR SUBSTITUTE  
STAFF MEMBERS~~

~~When utilizing the leave policies of the District, it shall be the responsibility of the teacher to notify the supervising principal, as soon as possible, of the need for a substitute teacher. In the event the principal is not available, the \_\_\_\_\_ may be notified.~~

~~If the teacher knows in advance that a return to duty will be assured on a certain day, the principal should be so notified in order that the substitute may be informed.~~

# ADVISORY 1008

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GCH ©  
~~PROFESSIONAL / SUPPORT STAFF~~  
ORIENTATION AND TRAINING**

The Superintendent will establish a program to provide orientation for all new District employees. At a minimum, this program will cover the following items:

- A. Goals, objectives, and programs of the District.
- B. Personnel policies.
- C. Sexual harassment.
- D. Terms of employment.
- E. General disciplinary rules and procedures.
- F. Salary and ~~fringe~~-benefit plans.
- G. Professional development ~~Self-improvement~~ opportunities.
- H. The evaluation program and name(s) of evaluator(s).
- I. Handling of body fluids.
- J. Child abuse reporting responsibilities.

School districts and charter schools may not require an employee to engage in and shall not use public monies for training, orientation or therapy that presents any form of blame or judgment on the basis of race, ethnicity, or sex. This does not preclude any training on sexual harassment or lessons on recognizing and reporting abuse.

"Blame or judgment on the basis of race, ethnicity or sex" is defined in A.R.S. 41-1494 by seven (7) concepts.

Adopted: \_\_\_\_\_

**LEGAL REF.:**

A.R.S.

13-3620

15-153

15-341

41-1494

29 CFR 1910.1030

**CROSS REF.:**

IHAMD - Instruction and Training in Suicide Prevention

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
---

# ADVISORY 1009

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCI©  
PROFESSIONAL STAFF DEVELOPMENT~~

~~The Board recognizes its particular responsibility to provide opportunity for the continual professional growth of its certificated staff. Such opportunities include, within budgetary limitation, special in-service training courses, workshops, school or District visitations, conferences, professional library, and assistance from supervisors and consultants.~~

~~In line with such opportunities, the Board encourages educational research by staff members when the conduct of the project does not conflict with the major functions of the schools.~~

~~**In-Service Training Courses**~~

~~The Superintendent may establish local in-service training courses for teachers and other certificated employees in the schools, credit for which may be granted beyond the bachelor's degree in the manner that graduate courses in institutions of higher learning are taken into account.~~

~~This credit may be granted in cases where the scope, level, quality, and content of the local course is equal to college graduate work and the instructor is qualified to teach on the college level. The Superintendent may establish reasonable rules by which to select such courses and designate them for credit. The maximum number of credits earned in such courses that may be counted toward the salary differentials is one-half (1/2) the credits required for each column of the salary schedule. The number of credits to be granted for each course shall be determined by the Superintendent.~~

~~The attendance of teachers in these courses shall be recorded, and no credit shall be allowed unless the teacher has completed the assigned work of the course.~~

~~If the District compensates the staff member for attending in-service training courses, no credit shall be allowed for advancement on the salary schedule.~~

~~Adopted: \_\_\_\_\_~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

~~CROSS REF.:~~

~~IHAMD—Instruction and Training in Suicide Prevention~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1010

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCJ©~~  
~~PROFESSIONAL STAFF PROBATIONARY~~  
~~AND CONTINUING STATUS~~

~~Probationary teacher means a certificated teacher who is not a continuing teacher.~~

~~Continuing teacher means:~~

~~A. a certificated teacher who has been and is currently employed by the District for the major portion of three (3) consecutive school years, and;~~

~~B. who has not been designated in the lowest performance classification for the previous school year or who has not regained continuing status after being designated as a probationary teacher.~~

~~A continuing teacher becomes a probationary teacher in the school year following having been designated in the lowest performance classification and shall remain a probationary teacher until that teacher's performance classification is designated in either of the two (2) highest performance classifications.~~

~~Administrators are not covered under the terms of the teacher appointment and evaluation statutes and do not gain credit toward continuing status.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-501~~

~~15-502~~

~~15-536~~

~~15-538.01~~

~~15-539~~

~~15-544~~

~~15-546~~

~~15-547~~

~~A.G.O.~~

~~I78-150~~

~~I78-286~~

~~I80-113~~

~~I83-131~~

~~I84-048~~

~~CROSS REF.:~~

~~GCO – Evaluation of Professional Staff Members~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1011

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GCK ©  
PROFESSIONAL STAFF ASSIGNMENTS  
AND TRANSFERS**

~~The Superintendent shall have the responsibility for the assignment of all personnel throughout the District. The procedure for assignment and transfer of professional staff members, as well as the resolution of any conflicts regarding transfers, will be based on employee qualifications, the needs of the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.~~

**Assignments**

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

~~In addition, n~~No right to school, grade, or subject assignment shall be inferred from the a teacher's contract.

**Transfers**

**Certificated Employees**

The transfer of teachers from one school to another school within the District shall take into consideration the needs of the students in the District and the current distribution of teachers across all of the four (4) performance classifications as adopted by the State Board of Education.

A teacher who has been employed by the District for the major portion of three (3) or more consecutive school years and who is currently designated in the lowest performance classification for two (2) consecutive school years shall not be transferred as a teacher to another school in the District unless 1) the District has issued a preliminary notice of inadequacy of classroom performance, and approved a performance improvement plan for the teacher and 2) the performance plan has been approved, and 3) the Governing Board has approved the new placement as in the best interests of the pupils students in the school.

Following a transfer under this provision, a teacher who continues to be designated in one (1) of the two (2) lowest performance classifications shall not be permitted to transfer to another school. A teacher shall not be transferred more than once under the provisions of this paragraph.

**Noncertificated Employees**

~~The transfer/reassignment of noncertificated employees will be determined by the of teachers from one school to another school within the District shall take into consideration the needs of the pupils in the District and the current distribution of teachers across all of the four (4) performance classifications as adopted by the State Board of Education~~ employee qualifications.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Transfer Across Pay Grades

The above applies to transfers/reassignments within the same job classification and pay grade. Transfer/reassignment of an employee to a position of greater or lesser pay requires Board approval.

Voluntary Transfers

~~Professional~~ All staff members may apply for transfer or reassignment, whether or not a vacancy exists. Transfers will not be approved during the school year unless the needs of the District dictate such approval.

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

~~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.~~

Prohibited Transfer/Re-assignment Basis

An employer cannot transfer or reassign an employee due to the employee's good faith report required under A.R.S. 13-3620 or A.R.S. 15-514.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

13-3620

15-341

15-502

15-503

15-514

15-537 - 15-541

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1012

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCL ©  
PROFESSIONAL STAFF  
SCHEDULES AND CALENDARS~~

~~All professional staff members 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. The Superintendent may alter or extend the school day for meetings, special events, and activities.~~

~~Professional staff members are expected to be in their respective rooms or work areas as the schedule prescribes so that they may see students, parents, and/or attend to other duties as assigned. Family members are not allowed in teacher work areas during scheduled duty hours.~~

~~In order to ensure the safety of students and the security of school campuses, teachers may be assigned supervisory duty during the teaching day. These duty assignments shall be considered a regular part of a teacher's duties and shall be fulfilled accordingly.~~

~~Teachers will perform duties other than classroom teaching. Extra duty assignments will be made by the Superintendent.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~CROSS REF.:~~

~~GCMF Professional Staff Duties and Responsibilities~~

~~JLIA Supervision of Students~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1013

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCMC ©~~  
~~PROFESSIONAL STAFF MEETINGS~~

~~The Superintendent will arrange for and hold staff meetings as the need may arise. This authority may be delegated to the school principals, who may hold such building meetings on a regularly scheduled basis or as they may arise.~~

~~All teachers are required to attend any such meetings unless officially excused by the principal or the Superintendent prior to the meeting.~~

~~The Board and the administration recognize the value of and encourage grade level staff meetings or departmental staff meetings. A minimum number of such meetings will be allowed during the regular school day, as long as the minimum number of classroom minutes for the grade level has been met. Arrangements for such meetings shall be made with the Superintendent through the school principals.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~CROSS REF.:~~

~~IKACA Parent Conferenees~~

# ADVISORY 1014

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GCMF ©  
PROFESSIONAL STAFF DUTIES  
AND RESPONSIBILITIES**

**(Duties of Teachers; Failure to Comply  
is Unprofessional Conduct; Penalty)**

**Certificated Employees**

***Every teacher shall:***

- ~~A. Make student learning the primary focus of the teacher's professional time.~~
- ~~B. Hold students to strict account for disorderly conduct.~~
- ~~C. Exercise supervision over students on the playgrounds and during recess if assigned to such duty.~~
- ~~D. Take and maintain daily classroom attendance.~~
- ~~E. Make the decision to promote or retain a student in grade in a common school or to pass or fail a student in a course in high school. Such decisions may be overturned only as provided in A.R.S. 15-342.~~
- ~~F. Comply with all rules, regulations, and policies of the Governing Board that relate to the duties as prescribed.~~

~~A teacher shall not use sectarian or denominational books or teach any sectarian doctrines or conduct religious exercises.~~

~~A teacher who instructs a course offered under Policy IHAL, Teaching About Religion, in its appropriate historical context and in good faith shall be immune from civil liability and disciplinary action pursuant to section A.R.S. 15-535.~~

~~A teacher who fails to comply with the above is guilty of unprofessional conduct and may be subject to disciplinary action by the Governing Board and by the State Board of Education.~~

~~A teacher who is arrested for or charged with any nonappealable offense listed in section 41-1758.03, subsection B and who does not immediately report the arrest or charge to the teacher's supervisor is guilty of unprofessional conduct and shall be immediately dismissed from employment with the School District.~~

**Schedules**

Certificated employees are expected to be in their respective rooms or work areas as the schedule prescribes so that they may see students, parents, and/or attend to other duties as assigned. Family members are not allowed in teacher work areas during scheduled duty hours.

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In order to ensure the safety of students and the security of school campuses, teachers may be assigned supervisory duty during the teaching day. These duty assignments shall be considered a regular part of a teacher's duties and shall be fulfilled accordingly.

Teachers will perform duties other than classroom teaching. The Superintendent may alter or extend the school day for meetings, special events, and activities; extra duty assignments may be made by the Superintendent.

### **Arrangements for Substitute Teachers**

The Superintendent will establish procedures for reporting the need for and arranging for substitutes.

### **Noncertificated Employees**

#### **Schedules**

All noncertificated 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.

The normal workweek for noncertificated employees will not exceed forty (40) hours per week. Usually, 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. Sunday and conclude at 12:00 midnight the following Saturday.

#### **Overtime**

A noncertificated 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.

### **All Employees**

#### **Meetings**

The Superintendent will arrange for and hold staff meetings as the need may arise. This authority may be delegated to the school principals or supervisors, who may hold such meetings on a regularly scheduled basis or as they may arise.

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All appropriate employees are required to attend any such meetings unless officially excused by the principal, supervisor or the Superintendent prior to the meeting.

Grade-level staff meetings or departmental staff meetings are allowed during the regular school day, as long as the minimum number of classroom minutes for the grade level has been met. Arrangements for such meetings shall be made with the Superintendent through the school principals.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-153

15-203

15-341

15-342

15-502

15-535

15-539

15-550

15-717.01

15-901

23-391

41-1758.03

A.A.C.

R7-2-614

Arizona Constitution, Article 18, Section 1

29 U.S.C. 207, Fair Labor Standards Act

29 C.F.R. 516 *et seq.*, Fair Labor Standards Act

CROSS REF.:

GBEA - Ethics and Code of Conduct

~~GBEB - Staff Conduct~~

GCO - ~~Evaluations of Professional Staff Members~~ and Contracts

IKACA - Parent Conferences

JLIA - Supervision of Students

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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REGULATION

DUTIES AND RESPONSIBILITIES

(Noncertificated Employee Workload)

Fair Labor Standards Act:

Overtime Compensation

Per 29 U.S.C. 207(o), 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 lieu of overtime compensation, as stated in the employee's agreement or contract. Compensatory time ("comp time") accrual, use, and payout shall occur pursuant to 29 U.S.C. 207(o).

In cases of emergency, when the employee cannot be immediately released for comp time, the Superintendent will either pay the employee overtime compensation at the rate of time and one-half or have the employee use the comp time at a future date, consistent with law.

The hours must be approved by the immediate supervisor before an employee works overtime or, in the case of an emergency, immediately upon completion of the work or as soon thereafter as possible.

**GCMF-RB ©**

**REGULATION**

**DUTIES AND RESPONSIBILITIES**

**(Arrangements for Substitute  
Staff Members)**

When utilizing the leave policies of the District, it shall be the responsibility of the teacher to notify the principal, as soon as possible, of the need for a substitute teacher. In the event the principal is not available, the principal's designee will be notified.

If the teacher knows in advance that a return to duty will be assured on a certain day, the principal should be so notified in order that the substitute may be informed.

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# ADVISORY 1015

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GCO ©**  
**EVALUATIONS OF PROFESSIONAL**  
**STAFF MEMBERS AND CONTRACTS**

~~The process and purpose of evaluation for certificated professional staff members is to result in improvement of the quality of instruction and the strengthening of the abilities of the professional staff.~~

**Definitions of Terms**

In this policy:

A. ***Certificated teacher*** means a person who holds a certificate from the State Board of Education to work in the schools of this state and who is employed under contract in a position that requires certification, except a psychologist or an administrator devoting at least fifty percent (50%) of the person's time to classroom teaching.

B. ***Continuing teacher*** means a certificated teacher who has been and is currently employed by the School District for the major portion of three (3) consecutive school years and who has not been designated in the lowest performance classification for the previous school year or who has not regained continuing status after being designated as a probationary teacher.

C. ***Probationary teacher*** means a certificated teacher who is not a continuing teacher.

D. ~~B.~~ ***Inadequacy of classroom performance*** means the definition of inadequacy of classroom performance adopted by the Governing Board.

E. ~~C.~~ ***Performance classifications*** means the four (4) performance classifications for teachers and the principals performance evaluation system as adopted by the Governing Board.

F. ~~D.~~ ***Qualified evaluator*** means a school principal or other person who is trained to evaluate teachers and who is designated by the Governing Board to evaluate certificated teachers.

**Evaluation of Classroom Teachers**  
**and Other Certificated Non-**  
**administrative Staff Members**

A continuing teacher becomes a probationary teacher in the school year following having been designated in the lowest performance classification and shall remain a probationary teacher until that teacher's performance classification is designated in either of the two (2) highest performance classifications.

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## **Evaluations**

The Governing Board shall adopt teacher evaluation policies pursuant to A.R.S. 15-537.

In developing the District's evaluation systems, the Governing Board may review and consider the Arizona Department of Education's teacher and principal evaluation system best practices.

Information regarding the evaluation process can be found in GCO-R.

## **Certificated Employees**

The District teacher performance evaluation system shall do the following:

- A. Be designed to improve teacher performance and improve student achievement;
- B. Include quantitative data on the academic progress for all students, which shall account for between twenty percent (20%) and thirty-three percent (33%) of the evaluation outcomes;
- C. Include four (4) performance classifications, designated as highly effective, effective, developing, and ineffective.

~~Performance classifications for teachers shall be the same four (4) performance classifications adopted by the State Board of Education. The performance classifications are to be applied to the evaluation instruments in a manner designed to improve principal and teacher performance. At least annually, the Governing Board will discuss at a public meeting its aggregate performance classifications of principals and teachers.~~

The District will involve its certificated teachers in the development and periodic evaluation of the teacher performance evaluation system. The following elements will be a part of the Governing Board shall ensure that its teacher evaluation system and policies describe teacher incentives, protections, performance improvement plans, and dismissal and nonrenewal procedures as required by A.R.S. 15-537, including:

A. Incentives for teachers in the highest performance classification, which may include multiyear contracts not to exceed three (3) years. The offer and acceptance of a multiyear contract does not exclude that teacher from the application of A.R.S. 15-538.01, 15-540, 15-541, or 15-549, and the teacher may accept a multiyear contract offer or decline and accept a one (1) year contract.

B. Incentives for teachers in the two (2) highest performance classifications to work at schools that are assigned a letter grade of D or F pursuant to A.R.S. 15-241.

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C. *Protections* for teachers who are transferred to schools that are assigned a letter grade of *D* or *F* pursuant to A.R.S. 15-241.

D. *Protections* for teachers if the principal of the school is designated in the lowest performance classification.

E. *Performance improvement plans* for teachers designated in the lowest performance classification.

F. *Dismissal or nonrenewal procedures* pursuant to A.R.S. 15-536 or 15-539 for teachers who continue to be designated in the lowest performance classification. The procedures shall require that the School District issue the preliminary notice of inadequacy of classroom performance no later than the second consecutive year that the teacher is designated in one (1) of the two (2) lowest performance classifications unless the teacher is in the first or second year of employment with the School District or has been reassigned to teach a new subject or grade level for the preceding or current school year.

The Governing Board shall also ensure that its teacher evaluation system includes procedures as prescribed by 15-537(F), (G), (H), (I) & (J).

~~A. It will meet the requirements prescribed in statute and provide at least one (1) evaluation of each certificated teacher by a qualified evaluator each school year or as provided in Section I.~~

~~B. A copy of the evaluation system shall be given to each teacher in the District.~~

~~C. Specific training requirements for qualified evaluators, approved by the Board, will be included which may involve local or national educator training resources recommended by the Superintendent.~~

~~D. The Superintendent will recommend qualified evaluators to the Board prior to naming evaluators.~~

~~E. The Board will designate qualified evaluators.~~

~~F. Best practices for professional development and evaluator training adopted by the State Board of Education will be considered.~~

~~G. The system will include incentives for teachers in the highest performance classification.~~

~~H. The system will include a plan for the appropriate use of quantitative data of student academic progress in evaluations of all certificated teachers. The plan may make distinctions between certificated teachers who provide direct instruction to students and certificated teachers who do not provide direct instruction to students. The plan may include data for multiple school years and may limit the use of data for certificated teachers who have taught for less than two (2) complete school years.~~

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~~I. The District may use an alternative performance evaluation cycle subject to the following:~~

- ~~1. The Governing Board shall adopt policies for an expedited performance review during the years in which a teacher is not undergoing a formal performance evaluation. The expedited performance review policies may classify teacher performance in categories that include teamwork and support for lower performing teachers.~~
- ~~2. The Governing Board shall allow only teachers who have been evaluated and designated in the highest performance classification for at least three (3) consecutive years by the same school to participate in the alternative performance evaluation cycle.~~
- ~~3. If an expedited performance review under this subsection determines that the teacher is not in the highest performance classification, the teacher shall be removed from the alternative performance evaluation cycle and be reviewed on the established evaluation system.~~

~~The Governing Board may waive the requirement of a second classroom observation for a continuing teacher whose teaching performance based on the first classroom observation places the teacher in one (1) of the two (2) highest performance classifications for the current school year, unless the teacher requests a second observation.~~

~~Either the qualified evaluator or another Board designee shall confer with the teacher to make specific recommendations as to the areas of improvement in the teacher's performance and to provide professional development opportunities for the certificated teacher to improve performance and follow up with the teacher after a reasonable period of time for the purpose of ascertaining that the teacher is demonstrating adequate performance.~~

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**The District teacher evaluation will address the following items (to be inserted in this location BEFORE adoption by the Board):**

**Item 1**

**In this policy the Board shall describe:**

- ~~1) The Board shall describe performance improvement plans for teachers designated in the lowest performance classification and~~
- ~~2) dismissal or nonrenewal procedures pursuant to section A.R.S. 15-536 or 15-539 for teachers who continue to be designated in the lowest performance classification.~~
- ~~3) *Inadequacy of Classroom Performance.*~~

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**Item 2**

~~The Board's dismissal or nonrenewal procedures shall require that the District issue the preliminary notice of inadequacy of classroom performance no later than the second consecutive year that the teacher is designated in one (1) of the two (2) lowest performance classifications unless the teacher is in the first or second year of employment with the District or has been reassigned to teach a new subject or grade level for the preceding or current school year.~~

A teacher's classroom performance is inadequate if:

**~~INSERT DISTRICT LANGUAGE HERE.~~**

=====

~~The Superintendent is authorized to issue preliminary notices of inadequacy of classroom performance prior to Governing Board approval. The Superintendent, in consultation with the principal or supervisor of the classroom teacher, will consider any mitigating circumstances before issuing such notices to a classroom teacher who is new to the profession or who was recently reassigned to a new grade level or content area. The Board will be notified within ten (10) school days of such issuance.~~

~~A teacher whose evaluation is used as a criterion for establishing compensation and who disagrees with the evaluation may make a written appeal. The teacher shall have the burden of proof in the appeal. The appeal shall go to the Superintendent.~~

***Evaluation of Principals,  
other Administrators  
and Psychologists***

The Board authorizes the Superintendent to establish a system for the evaluation of principals, other administrators, and certificated school psychologists. Advice will be sought from those to be evaluated in the development of the performance evaluation system for each of these employee classifications.

***Evaluation of Principals***

The Governing Board shall adopt policies that:

- A. are designed to improve principal performance and improve student achievement.
- B. include the use of quantitative data on the academic progress for all students, which shall account for between twenty percent (20%) and thirty-three percent (33%) of the evaluation outcomes.

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C. include four (4) performance classifications, designated as highly effective, effective, developing and ineffective.

D. describe both of the following:

1. the methods used to evaluate the performance of principals, including the data used to measure student performance and job effectiveness.
2. the formula used to determine evaluation outcomes.

The evaluation system for the evaluation of the performance of principals may include the overall instructional program, student progress, personnel, curriculum, and facilities. Principals will be given a review of evaluation procedures prior to beginning the process.

Subject to statutory limitations, the Board shall make available the evaluation and performance classification pursuant to A.R.S. 15-5037 of each principal in the District to school districts and charter schools that are inquiring about the performance of the principal for hiring purposes.

#### ***Evaluation of Other Administrators***

The format for the evaluation system for other administrators (other than the Superintendent) will be developed under the leadership of the Superintendent, focusing on the responsibilities and outcomes which support the overall instructional program and needs of the District. Evaluation procedures, timelines, and methods to be used for the communication of evaluation results will be reviewed with each employee prior to beginning the process.

#### ***Evaluation of Certificated School Psychologists***

The evaluation system for certificated school psychologists shall include the following:

- A. Recommendations as to areas of improvement in the performance of the certificated school psychologist if the performance warrants improvement.
- B. After transmittal of an assessment, a Board designee shall confer with the certificated school psychologist to make specific recommendations as to areas of improvement in performance.
- C. The Board designee shall provide assistance and opportunities for the certificated school psychologist to improve his/her performance and shall follow up after a reasonable period of time for the purpose of ascertaining that adequate performance is being demonstrated.

D. Appeal procedures for certificated school psychologists who disagree with the evaluation of their performance, if the evaluation is for use as criteria for establishing compensation or dismissal.

***Contracts of Noncertificated Employees***

A. All noncertificated personnel shall be evaluated by the designated supervisor or administrator.

B. A written evaluation of each employee's effectiveness shall be completed during the first year of employment, no later than ninety (90) days after the employee's start date.

C. A second evaluation shall be conducted within the first year, on or before the employee's anniversary date.

D. Each noncertificated employee shall be evaluated at least once annually thereafter.

E. Evaluations shall be used to support the improvement of job performance and to inform decisions regarding continued employment.

**Contracts**

***Certificated Employees***

The Governing Board may transmit and receive contracts of certificated employees in an electronic format and may accept electronic signatures on those contracts. The Superintendent will develop procedures for the implementation of this discretionary process.

The Governing Board may adopt requirements that require electronic signatures to be followed by original signatures within a specified time period.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-153

15-189.06

15-203

15-241

15-341

15-501

15-502

15-503

15-512

15-536

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15-537  
15-537.01  
15-538  
15-538.01  
15-539 *et seq.*  
15-544  
15-549  
15-918.02  
15-977  
15-1326  
A.A.C.  
R7-2-605

CROSS REF.:

GBEA - Ethics and Code of Conduct

~~GBEB - Staff Conduct~~

~~GCB - Professional Staff Contracts and Compensation~~

~~GCF - Professional Staff Hiring~~

~~GCJ - Professional Staff Noncontinuing and Continuing Status~~

~~GCK - Professional Staff Assignments and Transfers~~

~~GCMF - Professional Staff Duties and Responsibilities~~

~~GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members~~

~~GDO - Evaluation of Support Staff Members~~

GCO-RA ©

REGULATION

**EVALUATIONS OF PROFESSIONAL  
STAFF MEMBERS AND CONTRACTS**

**(Certificated Employees)**

**Evaluators**

~~The Superintendent will compile an updated listing of those who have successfully completed the District required evaluator training and submit this list of newly trained evaluators prior to the first scheduled staff observation by an evaluator to the Governing Board for designation as qualified evaluators. The evaluator shall be responsible for the final written and official statement of evaluation, which shall be in writing, and a copy shall be transmitted to the certificated teacher within five (5) days after completion of the evaluation. [A.R.S. 15-537]~~

**Performance Classifications**

~~Teachers shall be evaluated using the four (4) performance classifications: Highly Effective, Effective, Developing, and Ineffective. The teacher performance evaluation system shall be designed to improve teacher performance and improve student achievement. The instrument shall include the use of quantitative data on the academic progress for all students, and that data shall account for between twenty (20) percent and thirty-three (33) percent of the evaluation outcomes. The objectives of the evaluation system are to improve instruction and maintain instructional strengths.~~

~~The Superintendent shall implement the specific training requirements for qualified evaluators prescribed by the Governing Board.~~

~~Best practices for professional development and evaluator training adopted by the State Board of Education should be referenced by the Superintendent periodically as the State Board has the authority to periodically make adjustments to align with the model framework for teacher and principal evaluations with assessment data changes at the state level.~~

***Classroom Observations by Evaluator:***

~~A. The teacher performance evaluation system shall include at least two (2) actual classroom observations of the certificated teacher demonstrating teaching skills in a complete and uninterrupted lesson by the qualified evaluator. However, the Governing Board may waive the requirement of a second classroom observation for a continuing teacher whose teaching performance based on the first classroom observation places the teacher in one (1) of the two (2) highest performance classifications for the current school year, unless the teacher requests a second observation.~~

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~~B. There shall be at least sixty (60) calendar days between the first and last observations.~~

~~C. Preliminary notice of inadequacy may follow the first observation.~~

~~D. The last observation may follow the issuance of a preliminary notice of inadequacy of classroom performance, the completion of any performance improvement plan and be used to determine whether the teacher has corrected inadequacies and has demonstrated adequate classroom performance.~~

~~E. An observation shall not be conducted within two (2) instructional days of any scheduled period in which school is not in session for one (1) week or more.~~

~~F. Informal or additional formal observations may be made at the discretion of the administrator. Observations that do not constitute a complete and uninterrupted lesson shall not be considered in determining performance ratings and may only be used to provide feedback to improve instructional performance.~~

***Procedural Steps in the Process of Evaluation:***

~~A. The evaluation procedures shall be reviewed at each school. At the beginning of the school year, the principal shall meet with the school's faculty for the purpose of orienting the teachers to the total evaluation plan. Any teacher that is hired after the school year begins must also be given a review of evaluation procedures prior to the teacher's evaluation.~~

~~B. Within ten (10) business days after each observation, the qualified evaluator observing the teacher shall provide written feedback to the teacher and a copy shall be retained for the principal's file. A third copy shall be placed in the teacher's personnel file and made available to authorized District officers and employees and as otherwise provided by law.~~

~~C. The results of an annual evaluation shall be in writing, or provided in electronic format to the certificated teacher and a copy shall be transmitted or provided in an electronic format to the certificated teacher within five (5) business days after completion of the evaluation.~~

~~D. Either the qualified evaluator or another Board designee shall confer with the teacher to make specific recommendations as to the areas of improvement in the teacher's performance and to provide professional development opportunities for the certificated teacher to improve performance and follow up with the teacher after a reasonable period of time for the purpose of ascertaining that the teacher is demonstrating adequate performance.~~

~~E. The certificated teacher may initiate a written reaction or response to the evaluation. The official evaluation shall be reduced to writing and signed by both the teacher and the evaluator. The teacher's signature shall not mean~~

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~~concurrency. The teacher shall be allowed ten (10) calendar days to write and submit any comments, which shall be attached to the evaluation.~~

~~F. Copies of the evaluation report and performance classification of a certificated teacher retained by the Governing Board and the Department of Education are confidential, do not constitute a public record and shall not be released to any person except to those stipulated in A.R.S. 15-537 which allows release to certain prescribed parties, including school districts and charter schools that inquire about the performance of the teacher for prospective employment purposes.~~

~~G. A school district or charter school that receives information about a certificated teacher from the evaluation report and performance classification shall use this information solely for employment purposes and shall not release to or allow access to this information by any other person, entity, school district or charter school for employment purposes.~~

In accordance with A.R.S. 15-537, the Governing Board shall adopt teacher evaluation policies in a public meeting, following opportunities for public discussion.

### **Teacher Participation**

The Governing Board shall involve certificated teachers in the development and periodic evaluation of the teacher performance evaluation system.

### **Evaluation Process**

#### **Certificated Teachers**

The District's teacher evaluation system shall:

A. Provide at least one (1) annual evaluation of each certificated teacher by a qualified evaluator, unless the teacher is participating in an alternative cycle as provided in A.R.S. 15-537(B).

B. Incorporate quantitative data on the academic progress of all students, accounting for between twenty (20) percent and thirty-three (33) percent of evaluation outcomes. The District shall implement a plan for the appropriate use of quantitative data of student academic progress in evaluations of all certificated teachers. The plan may make distinctions between certificated teachers who provide direct instruction to students and certificated teachers who do not provide direct instruction to students. The plan may include data for multiple school years and may limit the use of data for certificated teachers who have taught for less than two (2) complete years.

C. Include at least two (2) actual classroom observations of a complete and uninterrupted lesson by a qualified evaluator, with at least sixty (60) calendar days between the first and last observations.

1. The last observation may follow the issuance of a preliminary notice of inadequacy of classroom performance and be used to determine

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whether the teacher has corrected inadequacies and has demonstrated adequate classroom performance.

2. An observation shall not be conducted within two (2) instructional days of any scheduled period in which school is not in session for one (1) week or more.

3. Each evaluation shall include recommendations as to areas of improvement in the performance of a certificated teacher if performance warrants improvement. After transmittal of an evaluation, the qualified evaluator or other Board designee shall confer with the teacher to make specific recommendations as to areas of improvement in the teacher's performance. The qualified evaluator or other Board designee shall provide professional development opportunities for the certificated teacher to improve performance and follow up after a reasonable period of time for the purpose of ascertaining that the teacher is demonstrating adequate performance.

4. The requirement of a second classroom observation may be waived for a continuing teacher whose teaching performance based on the first classroom observation places the teacher in one (1) of the two (2) highest performance classifications for the current school year, unless the teacher requests a second observation.

D. Require that written feedback be provided to the teacher within ten (10) business days after each observation.

E. Require that the results of an annual evaluation be in writing or electronic format and a copy provided to the teacher within five (5) days after completion.

F. Permit the teacher to submit a written reaction or response to the evaluation.

G. Maintain the confidentiality of evaluation reports and performance classifications, releasing them only as authorized by law. Copies of the evaluation report and performance classifications of a certificated teacher retained by the Governing Board and the Department of Education are confidential, do not constitute a public record and shall not be released or shown to any person except: 1) to the certificated teacher; 2) to authorized District officers and employees for personnel matters; 3) to school districts and charter schools that inquire about the performance of the teacher for prospective employment purposes (and any district or charter school receiving the information shall use it solely for employment purposes and shall not release it or allow access to it by any other person or entity); and 4) for introduction in evidence or discovery in a court action as provided by law.

H. If the evaluation is used as criteria for establishing compensation, permit the teacher to appeal the evaluation pursuant to appeal procedures adopted by the Governing Board.

I. Include specific and reasonable plans for the improvement of teacher performance.

J. Include training requirements for qualified evaluators, as prescribed by the Governing Board.

The District may permit an alternative performance evaluation cycle subject to the following:

A. Expedited reviews shall be conducted in years when a formal evaluation is not required and may include factors such as teamwork and support for lower-performing teachers.

B. Teacher performance may be classified in categories that include teamwork and support for lower-performing teachers.

C. Only teachers who have been evaluated and designated in the highest performance classification for at least three (3) consecutive years by the same school district may participate.

D. A teacher who does not maintain the highest performance classification shall return to the regular evaluation cycle.

*Preliminary Notice of Inadequacy ~~of Classroom Performance~~:*

~~A. A teacher whose classroom performance has been evaluated as being is found inadequate shall be given issued a preliminary notice of inadequacy of classroom performance if the teacher may be dismissedal or non-renewedal because of this notice is being considered. The notice will provide the teacher at least forty-five (45) instructional days in which to overcome the inadequacies and shall specify the deficiencies and provide at least forty-five (45) instructional days to correct them nature of the inadequacy with such particularity as to furnish the teacher an opportunity to correct the inadequacies and maintain adequate classroom performance as defined by the Governing Board.~~

~~B. The Superintendent is authorized to issue preliminary notice of inadequacy of classroom performance without prior Board approval. The Superintendent will notify the Board of such issuance A preliminary notice may be issued by the Superintendent or another authorized employee of the Governing Board, and its issuance shall be reported to the Governing Board within ten (10) school days of such issuance.~~

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~~C. The preliminary Each notice of inadequacy of classroom performance shall be accompanied by a performance improvement plan designed to help the teacher correct inadequacies and demonstrate adequate classroom performance.~~

~~D. The Governing Board shall adopt a definition of inadequacy of classroom performance aligned with the performance classifications.~~

*Nonrenewal/Dismissal of **Certificated Employees**:*

~~A. The Governing Board shall authorize, as necessary, and send notice to teachers who will not be reemployed for the ensuing school year issue notices of dismissal or nonrenewal as required by law.~~

~~B. ~~The written n~~Notices of intention to dismiss or not to reemploy shall include a copy of any valid relevant evaluations pertinent to the charges made and state the reasons for dismissal or nonrenewal.~~

~~C. Notices of the Board's intention not to reemploy the teacher shall be made by delivering it personally to the teacher or by sending it or sent by registered or certified mail to the teacher at the teacher's place of residence, as recorded in the District's address of records. The notice shall incorporate a statement of reasons for not reemploying the teacher.~~

~~D. No notice of dismissal or nonrenewal based on ~~If a teacher does not correct inadequacies and demonstrate adequate classroom performance following the preliminary notice of inadequacy of classroom performance accompanied by a~~ shall be issued until the statutory observation and performance plan and the statutory time allocated for such improvement has elapsed, a written notice of intention to dismiss or not to reemploy may be issued ~~process has been completed.~~~~

~~E. The Governing Board shall give any certificated teacher notice of intention to dismiss or not to reemploy if such intention is based on charges of inadequacy of classroom performance. The Governing Board or its authorized representative at least forty five (45) instructional days before such notice, shall give the teacher written preliminary notice of inadequacy of classroom performance, specifying the nature thereof with such particularity as to furnish the teacher an opportunity to correct inadequacies and maintain adequate classroom performance. A notice of the Governing Board's intention to dismiss or not to reemploy for inadequacy of classroom performance shall not be issued until the District has completed an observation at the conclusion of a performance improvement plan.~~

~~F. In the case of a continuing teacher, if the teacher does not demonstrate adequate classroom performance within the allotted time the Board shall dismiss the teacher as provided by statute.~~

***Contracts of Certificated Employees:***

~~A. The Governing Board shall offer a teaching contracts for the next ensuing school year to each certificated probationary teachers as provided in statute, except where proper notice of dismissal or nonrenewal has been given who is under a contract of employment with the District for the current school year, unless the Governing Board, a member of the Board acting on behalf of the Board or the Superintendent gives notice to the teacher of the Board's intention not to offer a teaching contract or unless such teacher has been dismissed.~~

~~The Governing Board shall offer to each certificated continuing teacher who has been employed more than the major portion of three (3) consecutive years and who is under contract of employment with the District for the current year a contract renewal for the next ensuing school year unless the teacher has been given notice of the Board's intent not to offer a contract and to dismiss the teacher as provided by statute.~~

~~The Governing Board shall offer a contract to each certificated teacher who is not designated in the lowest performance classification and was offered a contract in the prior year unless the teacher has been given notice of the Board's intent not to offer a contract and to dismiss the teacher.~~

~~B. The ~~t~~Teachers must acceptance of the contracts must be indicated within fifteen (15) business days ~~from the date of the teacher's~~ after receipt, of the ~~written contract or the offer of a contract is revoked.~~ Receipt is considered deemed to have occurred when the ~~written~~ contract is ~~A.~~ personally delivered, ~~B.~~ placed in the teacher's school-provided mailbox, (including e-lectronic mail), or ~~C.~~ two (2) days after being placed in a the United States Postal Service mail box. ~~The teacher a~~Acceptances occurs the contract by signing and returning the contract and returning it to the Governing Board or by making a written instrument which accepts the terms of the contract and delivering it to the Governing Board. ~~If the a~~ written instrument accepting includes terms in addition to the its terms of the contract offered by the Board, the teacher fails to accept the contract.~~

~~C. A continuing teacher designated in the lowest performance classification for the current school year shall become a probationary teacher for the subsequent school year and shall remain probationary until designated in one (1) of the top two (2) performance classifications.~~

~~The Governing Board may transmit and receive contracts of certificated employees in an electronic format and may accept electronic signatures on those contracts. Additional provisions are as follows:~~

~~A. If a contract has not been transmitted to the certificated employee by the end of the current school year, an electronic contract to that certificated employee, if provided in that format by the District, shall be transmitted prior~~

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~~to the start of the next school year and shall be submitted to both the certificated employee's District e-mail as well as the certificated employee's personal e-mail in order to notify the certificated employee of the offer of contract.~~

~~B. Each certificated employee shall be responsible for submitting his or her personal e-mail to human resources personnel at the District for this purpose.~~

~~C. Documents transmitted in an electronic format pursuant to this subsection shall be considered written documents for the purposes of sections 15-536 and 15-538.01.~~

~~D. If the Governing Board has so adopted, electronic signatures are to be followed by original signatures within a specified time period.~~

~~E. The Governing Board that accepts an electronic signature for a certificated employee's contract shall provide validation to the certificated employee that the contract has been transmitted.~~

***~~Principals, Other Administrators and  
Certificated School Psychologists:~~***

~~A. Evaluation will be a cooperative procedure, with the evaluator and the evaluatee having full knowledge of the criteria and process.~~

~~B. The results of an annual evaluation shall be in writing, or be provided in electronic format, to the evaluatee and a copy shall be transmitted or provided in an electronic format within five (5) business days after completion of the evaluation.~~

~~C. Evaluation documents and procedures shall be developed based on the unique responsibilities and expectations inherent in the assignment.~~

~~D. The evaluation and performance classification of each principal in the District will be made available to school districts and charter schools that are inquiring about the performance of the principal for hiring purposes.~~

***~~Principals, Other Administrators, and  
Certificated School Psychologists:  
Contract Renewal~~***

A. The evaluation system for certificated school psychologists shall include all components required by A.R.S. 15-503.

~~If the administrator's contract with the District is for more than one (1) year, but not exceeding three (3) years,~~

B. On or before May 15 of the last year of the contract, the Governing Board shall offer a contract for the next school year to the administrator each certified administrator and certificated school psychologist who is in the last year of

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~~their contract, unless notice of nonrenewal is given on or before April 15 the Board gives notice to the administrator of the Board's intention not to offer a new administrative contract.~~

~~C. If the administrator's or psychologist's contract with the District is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the administrator or psychologist unless on or before April 15 the Board gives a Notice of nonrenewal shall be delivered personally or sent by certified mail, postmarked on or before the statutory deadline to the administrator or psychologist of the Board's intention not to offer a new administrative contract or psychologist's contract.~~

D. The administrator's or certificated school psychologist's acceptance of the contract shall be indicated within thirty (30) days after the date of the written contract or the offer is revoked. The administrator or certificated school psychologist accepts the contract by signing and returning the contract to the Governing Board or by making a written instrument that accepts the terms of the contract and delivering it to the Governing Board.

~~GCO-RB ©~~

REGULATION

~~EVALUATION OF PROFESSIONAL  
STAFF MEMBERS~~

~~(Procedures for Appeal of Evaluation)~~

~~When an evaluation is used as the criterion for establishing a teacher's compensation, the teacher will be so informed at the conference where the evaluation is discussed.~~

~~A teacher whose evaluation is used as a criterion for establishing compensation and who disagrees with the evaluation may make a written appeal to the Superintendent no later than ten (10) days after the conference where the disputed evaluation is discussed.~~

~~The appeal to the Superintendent shall be limited to the sole issue of how the evaluation procedure used is at variance from the Board adopted procedure. The burden of proof is on the teacher and the appeal may consist of a paper review. The decision of the Superintendent shall be final and not subject to further appeal or review.~~

**GCO-E ©**

**EXHIBIT**

**EVALUATIONS AND CONTRACTS**

**NONCERTIFICATED STAFF**

**Rating Scale Definitions**

***Highly Proficient*** – Consistently exceeds job expectations; demonstrates initiative and produces work of superior quality.

***Proficient*** – Fully meets job expectations; dependable performance and satisfactory results.

***Progressing*** – Inconsistently meets job expectations; improvement is needed to ensure consistent performance.

***Ineffectual*** – Does not meet job expectations; performance is inadequate and requires immediate improvement.

**Performance Report**

Employee: \_\_\_\_\_

Department/Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

**Evaluation Categories**

<u>Category</u>	<u>Highly Proficient</u>	<u>Proficient</u>	<u>Progressing</u>	<u>Ineffectual</u>
1. <u>Quality of Work – Accuracy, completeness, and thoroughness of job performance.</u>	____ <input type="checkbox"/>	____ <input type="checkbox"/>	____ <input type="checkbox"/>	____ <input type="checkbox"/>
2. <u>Quantity of Work – Volume of work performed in relation to expectations.</u>	____ <input type="checkbox"/>	____ <input type="checkbox"/>	____ <input type="checkbox"/>	____ <input type="checkbox"/>

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<u>3. Job Knowledge and Skills – Understanding of duties, methods, materials, and ability to apply them effectively.</u>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>
<u>4. Adaptability and Problem-Solving – Ability to adjust to change, handle new assignments, and respond to challenges.</u>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>
<u>5. Work Habits and Organization – Efficiency, use of time, organization of tasks, and compliance with procedures.</u>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>
<u>6. Teamwork and Collaboration – Ability to work cooperatively with students, staff, and supervisors.</u>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>
<u>7. Dependability and Attendance – Reliability in completing assignments, punctuality, and consistent attendance.</u>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>
<u>8. Attitude and Professionalism – Demonstrates a positive approach, ethical conduct, and willingness to support the organization.</u>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>
<u>9. Communication – Effectiveness in oral, written, and interpersonal communication.</u>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>
<u>10. Judgment and Decision-Making – Ability to make sound, practical decisions appropriate to the job.</u>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>
<u>Overall Rating (should reflect above ratings)</u>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>	<u>    </u> <input type="checkbox"/>

**Comments:**

1. Strengths (explain any "Highly Proficient " ratings):

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2. Areas for Growth (explain any "Progressing" or "Ineffectual" ratings):

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3. General comments:

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Signatures indicate discussion of the Performance Report.

Employee's signature \_\_\_\_\_

Date \_\_\_\_\_

Evaluator's signature \_\_\_\_\_

Date \_\_\_\_\_

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1016

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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PROFESSIONAL STAFF PROMOTIONS~~

~~The Superintendent will fill positions of increased responsibility with the best available candidates. Candidates will be considered both from within and from outside the District.~~

Adopted: \_\_\_\_\_

# ADVISORY 1017

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GCQA ©**  
**PROFESSIONAL STAFF**  
**REDUCTION IN FORCE**

**Certificated Employees**

The number and type of certificated staff positions required to implement the District's educational program will be determined by the Board after recommendation from the Superintendent. In the event the Board decides to release certificated ~~staff members~~ employees, the following guidelines will be in effect:

The Superintendent shall submit to the Board recommendations for the termination of specific staff members. The criteria used in formulating these recommendations shall include, but shall not be limited to:

1. Qualifications and certification of staff members to accomplish the District's educational program, including certification requirements for specialty categories and designation as a highly qualified teacher.
2. Overall teaching experience, academic training, and ability.
3. Past contributions to the educational program of the District.

Teacher tenure and seniority shall not be considerations in retention determinations.

**Noncertificated Employees**

In the event the Board decides to release noncertificated employees, the following guidelines will be in effect:

A. Normal attrition due to terminations will be relied upon as the first means of reducing staff.

B. If attrition does not accomplish the required reduction in staff, the Superintendent shall submit to the Board recommendations for the termination of specific employees. The criteria used in formulating these recommendations shall include, but shall not be limited to:

1. Qualifications of staff members to accomplish the District's program.
2. Overall experience, training, and ability.
3. Past contributions to the program of the District.

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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4. All other factors being equal, length of service in the District.

Criteria for selection of staff members to be released will be applied separately to employees within specialty categories.

Personnel to be released shall be notified as soon as practical.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-341

15-502

15-503

15-544

A.G.O.

I78-286

CROSS REF.:

GCB - ~~Professional Staff Contracts and Compensation~~

# ADVISORY 1018

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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RESIGNATION ~~OF PROFESSIONAL~~  
~~STAFF MEMBERS~~**

**Certificated Employees**

All resignations or requests to be released from contract shall be presented in writing to the Board for approval. A release from an uncompleted contract may be granted contingent upon the availability of a well-qualified, certificated teacher as a replacement.

A teacher who resigns contrary to this policy shall be deemed to have committed an unprofessional act and shall be subject to the penalty as provided under Arizona statutes and State Board of Education regulations.

**Noncertificated Employees**

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

Adopted: \_\_\_\_\_

**LEGAL REF.:**

A.R.S.

15-545

23-352

23-353

A.A.C.

R7-2-205

**CROSS REF.:**

GCMF - Duties and Responsibilities

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# ADVISORY 1019

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GCQE ©  
RETIREMENT OF PROFESSIONAL/  
SUPPORT STAFF MEMBERS~~

~~**Retirement Incentive Program**~~

~~The retirement incentive program is intended to provide a school employee with the opportunity to receive an incremental increase in salary during the final year of employment in exchange for the voluntary release, by the employee, of tenure rights or employee benefit rights accrued during such employment. Such payment must be offered and accepted in the employment contract prior to the beginning of the particular school year in which the retirement incentive pay is to be received.~~

~~The employee must apply to the Governing Board, in writing, for the retirement incentive during or before the year prior to the year in which retirement will occur. This application for the retirement incentive may be withdrawn on or before February 1 of the year of retirement.~~

~~An employee choosing the retirement incentive shall receive an increase over the regular contractual or scheduled salary in the year before retirement. All legally required deductions, including the employee's contribution to the state retirement fund, will be withheld. The payment shall be calculated as set forth below.~~

~~The payment will be based upon the number of years of service to the District.~~

<del>Number of years of service to the School District</del>	<del>Percent of annual salary</del>	<del>Number of years of service to the School District</del>	<del>Percent of annual salary</del>
<del>10</del>	<del>2%</del>	<del>16</del>	<del>8%</del>
<del>11</del>	<del>3%</del>	<del>17</del>	<del>9%</del>
<del>12</del>	<del>4%</del>	<del>18</del>	<del>10%</del>
<del>13</del>	<del>5%</del>	<del>19</del>	<del>11%</del>
<del>14</del>	<del>6%</del>	<del>20 and above</del>	<del>12%</del>
<del>15</del>	<del>7%</del>		

~~**Sick Leave Payment  
upon Retirement**~~

~~Upon proper and timely application for the retirement incentive program, the District will pay for accumulated sick leave on a graduated scale up to the maximum accumulated amount indicated by the District. Certificated employees will be paid based upon a daily rate established for payment of a day to day substitute teacher in the District, and support staff members will be paid based upon a daily rate calculated by multiplying the minimum wage times eight (8) hours. The payment will be made on the following scale:~~

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Number of years of service to the School District	Percent of daily rate	Number of years of service to the School District	Percent of daily rate
10	0%	16	30%
11	5%	17	35%
12	10%	18	40%
13	15%	19	45%
14	20%	20 and above	50%
15	25%		

~~No continuing rights are established by this policy. In compliance with established procedure, the Governing Board reserves the right to modify or rescind any policy in accord with its own guidelines.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~38-711 et seq.~~

~~38-741 et seq.~~

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# ADVISORY 1020

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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DISCIPLINE, SUSPENSION, AND  
DISMISSAL OF  
~~PROFESSIONAL STAFF MEMBERS~~**

An employee may be disciplined for unprofessional or immoral conduct, violations of policy, violation of the District's Ethics and Code of Conduct, and/or violations of the following expected standards of professional conduct. Consequences for misconduct may include disciplinary and/or non-disciplinary action.

**Conduct**

***All Employees***

*Unprofessional Conduct*

Any District employee or applicant for District employment who is arrested for or charged with any nonappealable offense listed in A.R.S. 41-1758.03, subsection B and who does not immediately report the arrest or charge to their supervisor is guilty of unprofessional conduct and shall be immediately dismissed from employment with the School District.

*Required Conduct*

In addition to the conduct required under the District's Ethics and Code of Conduct, employees shall:

- A. Make reasonable efforts to protect students from conditions harmful to learning, health, or safety;
- B. Account for all funds collected from students, parents, or school personnel;
- C. Adhere to provisions of the Uniform System of Financial Records related to use of school property, resources, or equipment; and
- D. Abide by copyright restrictions, security, or administration procedures for a test or assessment.

*Prohibited Conduct*

In addition to the conduct prohibited under the District's Ethics and Code of Conduct, employees shall not:

- A. Discriminate against or harass any students or school employee on the basis of race, national origin, religion, sex, including sexual orientation, disability, color or age;

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B. Deliberately suppress or distort information or facts relevant to a student's academic progress;

C. Misrepresent or falsify student, classroom, school, or District-level data from the administration of a test or assessment;

D. Engage in a pattern of conduct for the sole purpose or with the sole intent of embarrassing or disparaging a student;

E. Use professional position or relationships with students, parents, or colleagues for improper personal gain or advantage;

F. Falsify or misrepresent documents, records, or facts related to professional qualifications or educational history or character;

G. Assist in the professional certification or employment of a person the certificate holder knows to be unqualified to hold a position;

H. Accept gratuities or gifts that influence judgment in the exercise of professional duties;

I. Possess, consume, or be under the influence of alcohol on school premises or at school-sponsored activities;

J. Illegally possess, use, or be under the influence of marijuana, dangerous drugs, or narcotic drugs, as each is defined in A.R.S. 13-3401;

K. Make any sexual advance towards a student or child, either verbal, written, or physical;

L. Engage in sexual activity, a romantic relationship, or dating of a student or child;

M. Submit fraudulent requests for reimbursement of expenses or for pay;

N. Use school equipment to access pornographic, obscene, or illegal materials; or

O. Engage in conduct which would discredit the District or the teaching profession.

### **Categories of Misconduct**

~~Certificated staff members may be disciplined for infractions that include, but are not limited to, the following categories:~~

~~A. Engaging in unprofessional conduct.~~

~~B. Committing fraud in securing appointment.~~

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- ~~C. Exhibiting incompetency in their work.~~
- ~~D. Exhibiting inefficiency in their work.~~
- ~~E. Exhibiting improper attitudes.~~
- ~~F. Neglecting their duties.~~
- ~~G. Engaging in acts of insubordination.~~
- ~~H. Engaging in acts of child abuse or child molestation.~~
- ~~I. Engaging in acts of dishonesty.~~
- ~~J. Being under the influence of alcohol while on duty.~~
- ~~K. Engaging in the illicit use of narcotics or habit-forming drugs.~~
- ~~L. Being absent without authorized leave.~~
- ~~M. Engaging in discourteous treatment of the public.~~
- ~~N. Engaging in improper political activity.~~
- ~~O. Engaging in willful disobedience.~~
- ~~P. Being involved in misuse or unauthorized use of school property.~~
- ~~Q. Being involved in excessive absenteeism.~~
- ~~R. Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.~~

### **Statutory Requirements for Discipline**

Certificated staff members disciplined under A.R.S. 15-341, A.R.S. 15-539, or other applicable statutes:

- A. May not be suspended with or without pay for a period exceeding ten (10) school days under A.R.S. 15-341.
- B. May be suspended without pay for a period of time greater than ten (10) school days or dismissed under A.R.S. 15-539.
- C. Shall be disciplined under procedures that provide for notice, hearing, and appeal, subject to the requirements of A.R.S. 15-341 or A.R.S. 15-539, whichever is appropriate.

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D. Shall, if disciplined under A.R.S. 15-539 or other applicable statutes, excluding A.R.S. 15-341, receive notice in writing served upon the certificated staff member personally or by United States registered or certified mail addressed to the employee's last-known address. A copy of charges specifying instances of behavior and the acts of omissions constituting the charge(s), together with a copy of all applicable statutes, shall be attached to the notice.

### **Statutory Requirements for Suspension and Dismissal**

Certificated staff members disciplined under A.R.S. 15-341, A.R.S. 15-539, or other applicable statutes:

E. Shall have the right to a hearing in accordance with the following:

1. *Suspension under A.R.S. 15-341.* The supervising administrator will schedule a meeting not less than two (2) days nor more than ten (10) days after the date the certificated staff member receives the notice.
2. *Dismissal or dismissal with suspension included under A.R.S. 15-539.* A certificated staff member's written request for a hearing shall be filed with the Board within ten (10) days after service of notice. The filing of a timely request shall suspend the imposition of a suspension without pay or a dismissal pending completion of the hearing.

### **General Provisions for Discipline Under A.R.S. 15-341**

~~General provisions for discipline are as follows:~~

~~A. *Informal consultation.* Nothing contained herein will limit a supervising administrator's prerogative to engage in informal consultation with a certificated employee to discuss matters of concern related to the employee's performance, conduct, et cetera; however, when it is apparent that disciplinary action toward a certificated employee is likely to become a part of the certificated staff member's personnel record as permitted by A.R.S. 15-341, the procedures outlined herein shall be followed.~~

~~B. *Persons authorized to impose discipline.* Any supervising administrator who is the immediate or primary supervisor of a certificated staff member is authorized to impose a penalty or penalties, short of dismissal. Only the Board may dismiss a certificated staff member.~~

~~C. *Notice.* Any person who is required by this policy to give written notice to any other person affected by this policy may do so by any means reasonably calculated to give the recipient actual knowledge of the notice within a~~

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~~reasonable amount of time. When time is calculated from the date a notice is received, the notice is deemed to be received on the date it is hand delivered or three (3) calendar days after it is placed in the mail.~~

~~D. *Administrative discretion.* In adopting these policies and procedures, it is the intention of the District that they be interpreted and applied in a reasonable fashion. The policies and regulations are not intended to restrict or eliminate the discretion traditionally afforded to supervising administrators to determine whether discipline is appropriate. Supervising administrators are therefore directed to continue to use reasonable discretion in determining whether a particular alleged violation merits discipline.~~

~~E. *Right not to impose discipline.* The District reserves the right not to discipline a certificated staff member for conduct that violates this policy.~~

~~F. *Definition of work days.* For the purposes of this policy, a work day is any day that the District's central administrative office is open for business.~~

~~G. *Additional reasons for discipline.* A certificated staff member may be disciplined for conduct that has occurred but that, at or near the time of misconduct, was not the subject of or identified as a reason for a specific proceeding under this policy.~~

### ~~Procedure for Discipline Under A.R.S. 15-341~~

~~The following procedures will be used to impose any discipline that 1) shall become a part of the certificated staff member's personnel record and 2) is permitted under A.R.S. 15-341:~~

#### ~~*Step 1 – Notice:*~~

~~A. Upon the supervising administrator's determination of the existence of cause to impose discipline, the supervising administrator shall notify the certificated staff member of intent to impose discipline. The notice shall be in writing and shall be delivered in person or by first class mail. The notice shall include the following:~~

- ~~1. The conduct or omission on the part of the certificated staff member that constitutes the reason for discipline.~~
- ~~2. A scheduled meeting time between the supervising administrator and the certificated staff member. Such meeting shall be scheduled not more than ten (10) working days after the date the certificated staff member receives the notice.~~

~~3. A statement of the disciplinary action the supervising administrator intends to impose, including, if applicable, the number of days of suspension with or without pay.~~

~~4. Copies of any available relevant documentation, at the discretion of the supervising administrator.~~

***Step 2 – Discipline Hearing:***

~~A. At the hearing, the supervising administrator shall discuss with the certificated staff member the conduct that warrants disciplinary action and shall provide the certificated staff member with any appropriate evidence and a copy of relevant documentation if not previously provided.~~

~~B. The supervising administrator shall conduct the hearing in an informal manner, without adherence to the rules of evidence and procedure required in judicial proceedings.~~

***Step 3 – Decision (in writing):***

~~At the hearing, or within ten (10) working days following the hearing, the supervising administrator shall, in writing, inform the certificated staff member of the decision. If the decision is to impose discipline, written notice of the discipline shall be enclosed. The written notice of the decision shall state that a copy of the notice, decision, and a record of the disciplinary action shall be placed in the certificated staff member's personnel file and shall specify the date the discipline shall be imposed unless the certificated staff member files a written request for appeal within five (5) working days after the decision is delivered to the certificated staff member. If the certificated staff member requests an appeal of the decision, the imposition of any discipline shall be suspended pending the outcome of the appeal.~~

***Step 4 – Appeal:***

~~Discipline imposed may be appealed at the next organizational level, in writing, to the appropriate assistant superintendent or the Superintendent. Only when the discipline is determined by the Superintendent shall the appeal be to the Board, which, at its discretion, may appoint a hearing officer. The appeal shall contain a brief statement of the reasons why the certificated staff member believes the administrator's decision is incorrect. Appeal is limited to one (1) organizational level above the level of the supervising administrator who imposed the discipline.~~

~~The appeal shall specifically describe the part of the determination with which the certificated staff member disagrees:~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~A. Determination was founded upon error of construction or application of any pertinent regulations or policies.~~

~~B. Determination was unsupported by any evidence as disclosed by the entire record.~~

~~C. Determination was materially affected by unlawful procedure.~~

~~D. Determination was based on violation of any statutory or constitutional right.~~

~~E. Determination was arbitrary and capricious.~~

~~F. The penalty was excessive.~~

~~The supervising administrator, the Superintendent, or, when appropriate, the Board or the Board appointed hearing officer may, at the conclusion of the appeal, uphold the discipline, modify the decision, or refer the matter back to the level from which it was appealed for rehearing and additional information. Such decision, along with specific direction as to the effective date of any discipline, shall be communicated to the certificated staff member within a reasonable amount of time following the appeal, not to exceed seven (7) working days.~~

~~The assigned hearing officer shall, by use of a mechanical device, make a record of the appeal hearing.~~

~~This policy, under A.R.S. 15-341, does not apply to dismissal of a certificated staff member except to the extent that the Board may find, subsequent to dismissal proceedings, that a lesser form of discipline as set forth in this policy should be imposed.~~

~~Not all administrative actions regarding a certificated staff member are considered "discipline," even though they may involve alleged or possible violations by the certificated staff member. This policy addresses only discipline and has no application to any of the following:~~

~~A. The certificated staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the certificated staff member's classroom performance.~~

~~B. Letters or memorandums directed to a certificated staff member containing directives or instructions for future conduct.~~

~~C. Counseling of a certificated staff member concerning expectations of future conduct.~~

~~D. Nonrenewal of a contract of a certificated staff member employed by the District for less than the major portion of three (3) consecutive school years (noncontinuing certificated staff member).~~

~~**General Provisions for Suspension  
Without Pay or Dismissal Under  
A.R.S. 15-539**~~

~~**Step 1—Notice:**~~

~~A. The Governing Board, except as otherwise provided by A.R.S. 15-539, shall upon receipt of a written statement of charges from the Superintendent that cause exists for the suspension of a certificated teacher without pay for a period longer than ten (10) school days or dismissal, shall give notice to the teacher of the Board's intention to suspend without pay or dismiss the teacher at the expiration of ten (10) days from the date of service of the notice.~~

~~1. If charges presented to the Board for dismissal of a certificated person allege immoral conduct, the charge or a resignation involving such charges shall be reported to the Department of Education.~~

~~2. Whenever the statement of charges by the Superintendent allege immoral or unprofessional conduct as the cause for dismissal, the Board may adopt a resolution to file a complaint with the State Department of Education. Pending disciplinary action by the State Board, the certificated teacher may be reassigned by the Superintendent or the Governing Board may place the teacher on administrative leave and give notice to the teacher of the administrative leave of absence pursuant to A.R.S. 15-540.~~

~~3. As used in this policy, immoral conduct means any conduct that is contrary to the moral standards of the community and that reflects an unfitness to perform the duties assigned to the certificated staff member.~~

~~B. The Governing Board, upon adoption of a written statement charging a certificated teacher with cause for suspension without pay or dismissal, may immediately place the teacher on administrative leave of absence and give the teacher notice of the administrative leave of absence.~~

~~C. Written notice of the administrative leave of absence shall be served on the teacher personally or by United States registered mail addressed to the teacher at the teacher's last known address.~~

***Step 2—Hearing for Suspension Without Pay or Dismissal:***

~~A. The Governing Board shall decide whether to hold a hearing on the dismissal or suspension of a certificated teacher without pay for a period of time longer than ten (10) days as provided in A.R.S. 15-541.~~

~~**PLEASE CHOOSE OPTION**—The Governing Board may provide, (A) by policy or (B) vote at its annual organizational meeting, that all hearings conducted pursuant to this section shall be conducted before a hearing officer.~~

~~B. If the Governing Board decides not to hold a hearing, the Board shall designate a hearing officer to:~~

- ~~1. hold the hearing,~~
- ~~2. hear the evidence,~~
- ~~3. prepare a record of the hearing, and~~
- ~~4. issue a recommendation to the Board for action.~~

~~C. If the parties cannot mutually agree on a hearing officer, a hearing officer shall be selected by the Governing Board from a list provided by the State Department of Education or the American Arbitration Association.~~

~~D. A hearing held pursuant to A.R.S. 15-541 may not be conducted by any hearing officer having a personal interest which would conflict with the hearing officer's objectivity in the hearing.~~

~~E. The hearing shall be held:~~

- ~~1. not less than fifteen (15) days, nor~~
- ~~2. not more than thirty (30) days.~~
- ~~3. after the request is filed, unless all parties to the hearing mutually agree to a different hearing date.~~

~~F. Notice of the time and place of the hearing shall be given to the teacher not less than three (3) days before the date of the hearing.~~

~~G. The teacher may request that the hearing be conducted in public or private.~~

~~H. The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~I. At the hearing the teacher may appear in person and by counsel, if desired, and may present any testimony, evidence or statements, either oral or in writing, in the teacher's behalf.~~

~~J. An official record of the hearing, including all testimony recorded manually or by mechanical device, and exhibits shall be prepared by the Governing Board or the hearing officer.~~

~~K. The teacher who is the subject of the hearing may not request that the testimony be transcribed unless the teacher agrees in writing to pay the actual cost of the transcription.~~

~~L. Within ten (10) days after a hearing conducted by the Governing Board the Board shall:~~

~~1. determine whether there existed good and just cause for the notice of dismissal or suspension, and~~

~~2. affirm or withdraw the notice of dismissal or suspension.~~

~~M. Within ten (10) days after a hearing conducted by a hearing officer, the hearing officer shall:~~

~~deliver a written recommendation to the Governing Board that includes findings of fact and conclusions.~~

~~N. Parties to the hearing have the right to object to the findings of the hearing officer and present oral and written arguments to the Governing Board.~~

~~O. The Governing Board has an additional ten (10) days to determine whether good and just cause existed for the notice of dismissal or suspension and shall render its decision accordingly, either affirming or withdrawing the notice of suspension or dismissal.~~

~~Good and just cause does not include religious or political beliefs or affiliations unless they are in violation of the oath of the teacher.~~

### ~~Additional Provisions and Conditions~~

~~During the pendency of a hearing, neither the certificated staff member nor the supervising administrator shall contact the Superintendent or a Board member to discuss the merits of the supervising administrator's recommendation or charges and proposed discipline except as provided by this policy. No attempt shall be made during such period to discuss the merits of the charges with the person designated to act as hearing officer.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~The Governing Board shall keep confidential the name of a student involved in a hearing for dismissal, discipline, or action on a teacher's certificate, with exceptions as noted in A.R.S. 15-551.~~

### ~~State Board of Education~~

~~The highest ranking official of a school or school district (that employs the person or to whom the person has applied for employment) may request from the State Board of Education information relating to allegations that a certificated or noncertificated person engaged in conduct that, if true, constitutes grounds for disciplinary action if the certificated or noncertificated person resigned or otherwise separated from employment with a school before the State Board of Education either investigates the allegations or determines whether to take disciplinary action against the person.~~

~~The State Board of Education, after verifying the official's identity, shall provide the requested information, if available, to the official or designee. If providing the requested information might impede the State Board of Education's investigation of the allegations, the State Board of Education may deny the official's request or provide the information to the official or administrator after the State Board of Education completes the investigation.~~

~~*Amendments.* The District reserves the right to amend this policy in any way at any time. Any amendment shall have prospective application only.~~

~~*Severability.* If any provision of this policy is held to be invalid for any reason, such action shall not invalidate the remainder of this policy. If any provision of this policy conflicts with any provisions in any other policies adopted by the District, the provisions of this policy shall prevail.~~

### ~~Teachers Working Under a Short-Term Certification~~

~~A teacher who holds a teaching intern certificate, an emergency teaching certificate or another type of nonstandard certificate, that is valid for one (1) year or less, may be dismissed by the Board effective ten (10) days after delivery of the notice of dismissal to the teacher without complying with the requirements of A.R.S. conditions found in 15-537, 15-538, or 15-541. Notice of the Board's authority to dismiss pursuant to this shall be included in each teacher's contract.~~

~~Adopted: \_\_\_\_\_~~

LEGAL REF.:

A.R.S.

13-2911

13-3401

15-153

15-203

15-341

15-342

15-350

15-502

15-503

15-505

15-507

15-508

15-512

15-514

15-536

15-538

15-538.01

15-538.02

15-539

15-540

15-541

15-542

15-543

15-549

15-550

15-551

23-1501

41-770

41-773

A.A.C.

R7-2-1308

20 U.S.C. 1681

CROSS REF.:

DK - Payment and Payroll Procedures

~~DKA - Payroll Procedures/Schedules~~

~~GCJ - Professional Staff Noncontinuing and Continuing Status~~

~~GCO - Evaluations of Professional Staff Members and Contracts~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

GCQF-RA ©

REGULATION

DISCIPLINE, SUSPENSION, AND  
DISMISSAL

(Certificated Employees)

Provisions

General provisions for discipline are as follows:

A. *Informal consultation.* Nothing contained herein will limit a supervising administrator's prerogative to engage in informal consultation with a certificated employee to discuss matters of concern related to the employee's performance, conduct, et cetera; however, when it is apparent that disciplinary action toward a certificated employee is likely to become a part of the certificated staff member's personnel record as permitted by A.R.S. 15-341, the procedures outlined herein shall be followed.

B. *Persons authorized to impose discipline.* Any supervising administrator who is the immediate or primary supervisor of a certificated staff member is authorized to impose a penalty or penalties, short of dismissal. Only the Board may dismiss a certificated staff member.

C. *Notice.* Any person who is required by Policy GCQF and this regulation to give written notice to any other person affected by Policy GCQF and this regulation may do so by any means reasonably calculated to give the recipient actual knowledge of the notice within a reasonable amount of time. When time is calculated from the date a notice is received, the notice is deemed to be received on the date it is hand delivered or three (3) calendar days after it is placed in the mail.

D. *Administrative discretion.* In adopting these policies and procedures, it is the intention of the District that they be interpreted and applied in a reasonable fashion. The policies and regulations are not intended to restrict or eliminate the discretion traditionally afforded to supervising administrators to determine whether discipline is appropriate. Supervising administrators are therefore directed to continue to use reasonable discretion in determining whether a particular alleged violation merits discipline.

E. *Right not to impose discipline.* The District reserves the right not to discipline a certificated staff member for conduct that violates Policy GCQF and this regulation.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

F. *Definition of business days.* For the purposes of this regulation, a business day is any day that the District's central administrative office is open for business.

G. *Additional reasons for discipline.* A certificated staff member may be disciplined for conduct that has occurred but that, at or near the time of misconduct, was not the subject of or identified as a reason for a specific proceeding under Policy GCQF and this regulation.

## **Procedures**

The following procedures will be used to impose any discipline that 1) shall become a part of the certificated staff member's personnel record and 2) is permitted under A.R.S. 15-341:

### ***Step 1 - Notice:***

Upon the supervising administrator's determination of the existence of cause to impose discipline, the supervising administrator shall notify the certificated staff member of intent to impose discipline. The notice shall be in writing and shall be delivered in person or by first-class mail. The notice shall include the following:

1. The conduct or omission on the part of the certificated staff member that constitutes the reason for discipline.
2. A scheduled meeting time between the supervising administrator and the certificated staff member. Such meeting shall be scheduled not more than ten (10) business days after the date the certificated staff member receives the notice.
3. A statement of the disciplinary action the supervising administrator intends to impose, including, if applicable, the number of days of suspension with or without pay.
4. Copies of any available relevant documentation, at the discretion of the supervising administrator.

### ***Step 2 - Discipline Hearing:***

A. At the hearing, the supervising administrator shall discuss with the certificated staff member the conduct that warrants disciplinary action and shall provide the certificated staff member with any appropriate evidence and a copy of relevant documentation if not previously provided.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

B. The supervising administrator shall conduct the hearing in an informal manner, without adherence to the rules of evidence and procedure required in judicial proceedings.

***Step 3 - Decision (in writing):***

At the hearing, or within ten (10) business days following the hearing, the supervising administrator shall, in writing, inform the certificated staff member of the decision. If the decision is to impose discipline, written notice of the discipline shall be enclosed. The written notice of the decision shall state that a copy of the notice, decision, and a record of the disciplinary action shall be placed in the certificated staff member's personnel file and shall specify the date the discipline shall be imposed unless the certificated staff member files a written request for appeal within five (5) business days after the decision is delivered to the certificated staff member. If the certificated staff member requests an appeal of the decision, the imposition of any discipline shall be suspended pending the outcome of the appeal.

***Step 4 - Appeal:***

Discipline imposed may be appealed at the next organizational level, in writing, to the appropriate assistant superintendent or the Superintendent. Only when the discipline is determined by the Superintendent shall the appeal be to the Board, which, at its discretion, may appoint a hearing officer. The appeal shall contain a brief statement of the reasons why the certificated staff member believes the administrator's decision is incorrect. Appeal is limited to one (1) organizational level above the level of the supervising administrator who imposed the discipline.

The appeal shall specifically describe the part of the determination with which the certificated staff member disagrees:

A. Determination was founded upon error of construction or application of any pertinent regulations or policies.

B. Determination was unsupported by any evidence as disclosed by the entire record.

C. Determination was materially affected by unlawful procedure.

D. Determination was based on violation of any statutory or constitutional right.

E. Determination was arbitrary and capricious.

F. The penalty was excessive.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

### **Decision**

The supervising administrator, the Superintendent, or, when appropriate, the Board or the Board-appointed hearing officer may, at the conclusion of the appeal, uphold the discipline, modify the decision, or refer the matter back to the level from which it was appealed for rehearing and additional information. Such decision, along with specific direction as to the effective date of any discipline, shall be communicated to the certificated staff member within a reasonable amount of time following the appeal, not to exceed seven (7) business days.

The assigned hearing officer shall, by use of a mechanical device, make a record of the appeal hearing.

### **Actions Not Covered**

This regulation, under A.R.S. 15-341, does not apply to dismissal of a certificated staff member except to the extent that the Board may find, subsequent to dismissal proceedings, that a lesser form of discipline as set forth in Policy GCQF and this regulation should be imposed.

Not all administrative actions regarding a certificated staff member are considered "discipline," even though they may involve alleged or possible violations by the certificated staff member. This regulation addresses only discipline and has no application to any of the following:

- A. The certificated staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the certificated staff member's classroom performance.
- B. Letters or memorandums directed to a certificated staff member containing directives or instructions for future conduct.
- C. Counseling of a certificated staff member concerning expectations of future conduct.
- D. Nonrenewal of a contract of a certificated staff member employed by the District for less than the major portion of three (3) consecutive school years (noncontinuing certificated staff member).

### **Suspension Without Pay or Dismissal**

#### **Step 1 - Notice:**

- A. The Governing Board, except as otherwise provided by A.R.S. 15-539, shall upon receipt of a written statement of charges from the Superintendent that cause exists for the suspension of a certificated teacher without pay for a period longer than ten (10) school days or dismissal, shall give notice to the teacher of the Board's intention to suspend without pay or dismiss the teacher at the expiration of ten (10) days from the date of service of the notice.

1. If charges presented to the Board for dismissal of a certificated person allege immoral conduct, the charge or a resignation involving such charges shall be reported to the Department of Education.

2. Whenever the statement of charges by the Superintendent allege immoral or unprofessional conduct as the cause for dismissal, the Board may adopt a resolution to file a complaint with the State Department of Education. Pending disciplinary action by the State Board, the certificated teacher may be reassigned by the Superintendent or the Governing Board may place the teacher on administrative leave and give notice to the teacher of the administrative leave of absence pursuant to A.R.S. 15-540.

3. As used in this regulation, *immoral conduct* means any conduct that is contrary to the moral standards of the community and that reflects an unfitness to perform the duties assigned to the certificated staff member.

B. The Governing Board, upon adoption of a written statement charging a certificated teacher with cause for suspension without pay or dismissal, may immediately place the teacher on administrative leave of absence and give the teacher notice of the administrative leave of absence.

C. Written notice of the administrative leave of absence shall be served on the teacher personally or by United States registered mail addressed to the teacher at the teacher's last known address.

**Step 2 – Hearing for Suspension Without Pay or Dismissal:**

A. The Governing Board shall decide whether to hold a hearing on the dismissal or suspension of a certificated teacher without pay for a period of time longer than ten (10) days as provided in A.R.S. 15-541.

**PLEASE CHOOSE OPTION** - The Governing Board may provide, **(A)** by policy or **(B)** vote at its annual organizational meeting, that all hearings conducted pursuant to this section shall be conducted before a hearing officer.

B. If the Governing Board decides not to hold a hearing, the Board shall designate a hearing officer to:

1. hold the hearing,
2. hear the evidence,
3. prepare a record of the hearing, and
4. issue a recommendation to the Board for action.

C. If the parties cannot mutually agree on a hearing officer, a hearing officer shall be selected by the Governing Board from a list provided by the State Department of Education or the American Arbitration Association.

D. A hearing held pursuant to A.R.S. 15-541 may not be conducted by any hearing officer having a personal interest which would conflict with the hearing officer's objectivity in the hearing.

E. The hearing shall be held:

1. not less than fifteen (15) days, nor
2. not more than thirty (30) days.
3. after the request is filed, unless all parties to the hearing mutually agree to a different hearing date.

F. Notice of the time and place of the hearing shall be given to the teacher not less than three (3) days before the date of the hearing.

G. The teacher may request that the hearing be conducted in public or private.

H. The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

I. At the hearing the teacher may appear in person and by counsel, if desired, and may present any testimony, evidence or statements, either oral or in writing, in the teacher's behalf.

J. An official record of the hearing, including all testimony recorded manually or by mechanical device, and exhibits shall be prepared by the Governing Board or the hearing officer.

K. The teacher who is the subject of the hearing may not request that the testimony be transcribed unless the teacher agrees in writing to pay the actual cost of the transcription.

L. Within ten (10) days after a hearing conducted by the Governing Board the Board shall:

1. determine whether there existed good and just cause for the notice of dismissal or suspension, and
2. affirm or withdraw the notice of dismissal or suspension.

M. Within ten (10) days after a hearing conducted by a hearing officer, the hearing officer shall:

deliver a written recommendation to the Governing Board that includes findings of fact and conclusions.

N. Parties to the hearing have the right to object to the findings of the hearing officer and present oral and written arguments to the Governing Board.

O. The Governing Board has an additional ten (10) days to determine whether good and just cause existed for the notice of dismissal or suspension and shall render its decision accordingly, either affirming or withdrawing the notice of suspension or dismissal.

Good and just cause does not include religious or political beliefs or affiliations unless they are in violation of the oath of the teacher.

### **Additional Provisions and Conditions**

During the pendency of a hearing, neither the certificated staff member nor the supervising administrator shall contact the Superintendent or a Board member to discuss the merits of the supervising administrator's recommendation or charges and proposed discipline except as provided by Policy GCQF and this regulation. No attempt shall be made during such period to discuss the merits of the charges with the person designated to act as hearing officer.

The Governing Board shall keep confidential the name of a student involved in a hearing for dismissal, discipline, or action on a teacher's certificate, with exceptions as noted in A.R.S. 15-551.

### **State Board of Education**

The highest ranking official of a school or school district (that employs the person or to whom the person has applied for employment) may request from the State Board of Education information relating to allegations that a certificated or noncertificated person engaged in conduct that, if true, constitutes grounds for disciplinary action if the certificated or noncertificated person resigned or otherwise separated from employment with a school before the State Board of Education either investigates the allegations or determines whether to take disciplinary action against the person.

The State Board of Education, after verifying the official's identity, shall provide the requested information, if available, to the official or designee. If providing the requested information might impede the State Board of Education's investigation of the allegations, the State Board of Education may deny the official's request or provide the information to the official or administrator after the State Board of Education completes the investigation.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Amendments. The District reserves the right to amend Policy GCQF and this regulation in any way at any time. Any amendment shall have prospective application only.

Severability. If any provision of Policy GCQF and this regulation is held to be invalid for any reason, such action shall not invalidate the remainder of Policy GCQF and this regulation. If any provision of Policy GCQF and this regulation conflicts with any provisions in any other policies adopted by the District, the provisions of Policy GCQF and this regulation shall prevail.

**GCQF-RB ©**

**REGULATION**

**DISCIPLINE, SUSPENSION, AND  
DISMISSAL**

**(Noncertificated Employees)**

**Definitions**

At-will employee, as used in this Section GCQF-RB, means a noncertificated employee whose employment relationship is severable at the pleasure of either the employee or the District unless a written contract or applicable law expressly provides otherwise.

Term employee, as used in this Section GCQF-RB, means a noncertificated employee working under a written employment contract or other written employment arrangement for a specified duration of time or otherwise expressly restricting the District's right to terminate the employment relationship.

Cause, as used in this Section GCQF-RB, means unprofessional or immoral conduct, violation of Policy GCQF, violation of Board policy or regulation, violation of the District's Ethics and Code of Conduct, or other conduct that, in the judgment of the District, warrants corrective/disciplinary action—including, but not limited to: Fraud or misrepresentation in securing appointment; Incompetency; Inefficiency; Neglect of duty; Insubordination; Dishonesty; Being impaired by alcohol or drugs while on duty; Illegal use or illegal possession of a narcotic or habit-forming drug; Unauthorized absence or absence without leave; Commission of any crime classified as a felony or involving moral turpitude; Discourteous treatment of the public or other employees; Improper political activity; Willful disobedience; and/or Misuse or unauthorized use of government property.

**Grounds for Discipline**

A noncertificated employee may be disciplined for unprofessional or immoral conduct, violation of Policy GCQF, violation of Board policy or regulation, violation of the District's Ethics and Code of Conduct, or other conduct that, in the judgment of the District, warrants corrective/disciplinary action.

**Disciplinary Action**

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

The District may impose progressive discipline, up to and including dismissal, that may include verbal or written reprimand, suspension without pay, or other appropriate action.

The Superintendent may investigate alleged misconduct and may place an employee on administrative leave, with or without pay as permitted by law, pending investigation.

### **Suspension Without Pay**

**At-will employees.** An at-will employee may be suspended without pay for conduct that, in the judgment of the Superintendent, warrants such action. Before suspending an at-will employee without pay, the employee shall be informed of the nature of the concerns and given an opportunity to respond, unless immediate action is necessary to protect students, employees, property, or District operations. The Superintendent's decision will be final unless otherwise provided by Board policy.

**Term employees.** A term employee may be suspended without pay during the term of employment for cause. If the Superintendent recommends suspension without pay of a term employee, the employee shall be given written notice of the recommendation and the reasons for it. The employee may request a hearing in accordance with the hearing procedures set forth below for suspension without pay or dismissal of a term employee. If no hearing is requested within the time provided, the recommended suspension without pay may be imposed.

Minor disciplinary action that does not include dismissal or suspension without pay may be imposed without use of the hearing procedures set forth below unless otherwise required by contract or law.

### **Dismissal**

**At-will employees.** An at-will employee may be dismissed by the Governing Board at any time, subject to applicable law and any written contract. If the Superintendent recommends dismissal of an at-will employee, the recommendation shall be submitted to the Governing Board in writing and a copy of the recommendation shall be delivered to the employee. The at-will employee may submit a written response to the Governing Board before the Board considers the recommendation. If the at-will employee attends the Board meeting at which the recommendation is considered, the Governing Board may, in its discretion and consistent with applicable law, permit the employee to address the Governing Board concerning the recommendation.

**Term employees.** A term employee may be dismissed for cause by the Governing Board at any time prior to the expiration of the term of employment.

**Term Employee: Process for Suspension Without Pay or Dismissal**

If the Superintendent recommends suspension without pay or dismissal of a term employee, a copy of the recommendation shall be delivered to the employee.

The employee may request a hearing within five (5) business days after receipt of the recommendation. If a hearing is requested, the Superintendent shall deliver written notice of the time and place of the hearing and a written statement of the reasons for the recommendation. The notice may also include a list of persons whom the Superintendent expects to testify and a general description of any other evidence that may be presented at the hearing in support of the recommendation.

The hearing shall be conducted by the Governing Board or by a hearing officer designated by the Governing Board within not less than five (5) business days and not more than thirty (30) calendar days after a request for hearing is submitted, unless postponed by agreement of the parties or by the Governing Board or hearing officer for good cause.

The employee may be represented at the hearing by counsel, at the employee's expense. The employee shall have the opportunity to present witnesses and other relevant evidence and to question witnesses presented by the District. Formal rules of evidence shall not apply. A record of the hearing shall be made by mechanical or electronic means.

If a hearing officer is used, the hearing officer shall prepare written findings and a disciplinary recommendation for the Governing Board within ten (10) business days after the conclusion of the hearing. The Governing Board shall review the findings and recommendation and render a final decision whether to accept, reject, or modify the hearing officer's findings and/or recommendation.

If the Governing Board conducts the hearing, it shall render a decision within ten (10) business days after the conclusion of the hearing.

If the employee does not timely request a hearing, the employee shall be deemed to have waived the right to a hearing, and the Governing Board may act on the recommendation.

The Governing Board's decision shall be final.

**State Board of Education**  
**Discipline/Duty to Report**

A noncertificated employee who meets the definition of noncertificated person in A.R.S. 15-505 may also be subject to investigation and discipline by the State Board of Education for immoral or unprofessional conduct as provided by law and State Board rules.

Nothing in this regulation limits or replaces any duty to report suspected conduct involving minors, suspected immoral or unprofessional conduct, arrest or charge information, criminal conviction information, or other legally reportable matters to law enforcement, the State Board of Education, the Department of Public Safety, or other authorities as required by law.

The District shall not accept the resignation of a certificated or noncertificated person when there is a reasonable suspicion or allegation of conduct involving minors that must be reported to the State Board of Education as required by law until the required report has been made.

**General Matters**

None of the procedures of this regulation shall alter the status of an at-will employee.

Failure to timely request a hearing or otherwise timely respond as provided in this regulation shall constitute a waiver of further review under this regulation.

The filing or pendency of a complaint or other form of grievance under another policy shall not limit or delay action authorized by this regulation unless otherwise required by contract or law.

This regulation does not apply to:

- A. nonrenewal of a term employee at the expiration of the employee's contract, unless otherwise expressly provided by contract or law;
- B. ratings, comments, or recommendations made in the course of an evaluation;
- C. placement on administrative leave; or
- D. counseling, directives, or supervisory instructions regarding future conduct or performance.

# ADVISORY 1021

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GCR ©  
NONSCHOOL EMPLOYMENT BY  
~~PROFESSIONAL STAFF MEMBERS~~**

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 not to be used, except as provided by policy, and the outside work or self-employment ~~does~~ must not interfere with the employees' performance of District-assigned duties.

The outside work or self-employment by a staff member is of concern to the Board ~~insofar as~~ if it may:

- A. Prevent the employee from performing assigned responsibilities in an effective manner.
- B. Be prejudicial to proper effectiveness in the position or compromise the District.
- C. Raise a question of conflict of interest - for example, where the employee's position in the District permits access to information or other advantage useful to the outside employer.

~~Therefore, a~~An employee may not perform any duties related to outside work or self-employment during regular District working hours or during the additional time that is needed to fulfill the responsibilities of the District position. Employees who violate this policy are subject to reprimand, suspension, or termination.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-321

15-341

CROSS REF.:

EDB - Maintenance and Control of Materials and Equipment,  
and Instructional Materials

KF - Community Use of School Facilities

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1022

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GCRD ©  
TUTORING FOR PAY**

Except by prior written authorization from the Superintendent:

A. School buildings are not to be used for private tutoring or classes for which students pay a fee to a staff member unless a rental contract has been entered into with the District.

B. A staff member is not permitted to provide tutoring for pay to any student who attends or is registered in any of the staff member's own classes.

Any person contracted by the state or District to provide tutoring services directly to ~~pupils~~ students shall be required to obtain a fingerprint clearance card prior to such services being provided.

Adopted: \_\_\_\_\_

**LEGAL REF.:**

A.R.S.

15-341

15-512

15-534

15-1105

A.G.O.

R97-023

**CROSS REF:**

GCF - ~~Professional Staff Hiring~~

KF - Community Use of School Facilities

LDA - Student Teaching and Internships

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1023

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**GCS ©  
PROFESSIONAL RESEARCH  
AND PUBLISHING**

**Proprietary Rights**

The Board has proprietary rights to publications, instructional materials, and devices prepared by employees unless prepared by such employees on their own time and without use of school facilities and/or equipment.

A. The Board authorizes the Superintendent to review material prepared by staff members prior to copyright or patent for subsequent publication or distribution, and to recommend waiving all or part of the Board's proprietary rights in favor of the employees involved in preparing such materials, subject to Board approval.

B. Any staff member who submits professional materials for publication in which the District is mentioned will submit all such material to the Superintendent prior to release for publication, including materials developed on the employee's own time.

Adopted: \_\_\_\_\_

LEGAL REF.:  
A.R.S.  
15-341  
17 U.S.C. 201

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1024

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDA ©  
SUPPORT STAFF POSITIONS~~

~~Support staff positions are created only with the approval of the Board. The District will attempt to activate a sufficient number of positions to accomplish the District's goals and objectives.~~

~~Before recommending the establishment of any new position, the Superintendent will present a job description for the position that specifies the qualifications, the performance responsibilities, and the method by which the performance of such responsibilities will be evaluated. The establishment of any new position will require Governing Board approval.~~

~~The Superintendent will maintain a comprehensive and up to date set of job descriptions of all positions in the school system.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~15-502~~

# ADVISORY 1025

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDB ©  
SUPPORT STAFF CONTRACTS  
AND COMPENSATION~~

~~Support staff members are all employees of the District who are not required by state law or by a District policy, regulation, or job description to possess 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.~~

~~Every fiscal year, each School District employee will be provided a total compensation statement that is broken down by category of benefit or payment and that includes, for that employee, at least all of the following:~~

- ~~A. Base salary and any additional pay.~~
- ~~B. Medical benefits and the value of any employer-paid portions of insurance plan premiums.~~
- ~~C. Retirement benefit plans, including social security.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~D. Legally required benefits.~~

~~E. Any paid leave.~~

~~F. Any other payment made to or on behalf of the employee.~~

~~G. Any other benefit provided to the employee.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~15-502~~

~~A.A.C.~~

~~R7-2-601 *et seq.*~~

~~CROSS REF.:~~

~~GDQB—Resignation of Support Staff Members~~

# ADVISORY 1026

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDBA ©  
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.~~

~~**Advancement**~~

~~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.~~

~~Adopted: \_\_\_\_\_~~

# ADVISORY 1027

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDBC ©~~  
~~SUPPORT STAFF SUPPLEMENTARY~~  
~~PAY / OVERTIME~~

~~The Superintendent will recommend extra-duty pay each year for the Board's review and action.~~

~~Whenever applicable, pay for extra duty must be coordinated with regular pay in accord with the requirements of the Fair Labor Standards Act.~~

~~Adopted: \_\_\_\_\_~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-502~~

~~29 U.S.C. 207, Fair Labor Standards Act~~

~~CROSS REF.:~~

~~GDL - Support Staff Workload~~

# ADVISORY 1028

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDD ©~~  
~~SUPPORT STAFF FRINGE BENEFITS~~

~~The Governing Board will review support staff fringe benefits each year during the budget process and may modify the benefits to meet the best interest of the District.~~

~~Minimum standards of eligibility for fringe benefits will be determined by the Board annually.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-502~~

# ADVISORY 1029

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDCG ©  
SUPPORT STAFF VOLUNTARY  
TRANSFER OF ACCRUED SICK LEAVE~~

~~The District recognizes the existence of circumstances under which non-job-related, seriously incapacitating, and extended illnesses and injury may exhaust accrued leave of support staff employees. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued leave, is established. The mechanism will be termed *banked sick leave*, or a *sick leave bank*. It is considered of benefit to the District to establish this mechanism because it will reduce the annual accrued sick leave and promote efficiency by ensuring constant service.~~

***Limits:***

- ~~A. The value of banked sick leave will be limited to the equivalent of one hundred (100) days multiplied by the federal minimum wage rate times eight (8) hours, or less, depending on contributions.~~
- ~~B. No employee shall be entitled to receive banked sick leave by reason of contribution or employment.~~
- ~~C. Each approved applicant is limited to the one-time use of no more than one hundred (100) consecutive days of the available limited sick leave from the sick leave bank in any school year.~~
- ~~D. Additional leave will not be earned/acrued during use of banked sick leave.~~
- ~~E. All unused banked sick leave will expire at the end of each contract year.~~

***Voluntary contributions:***

- ~~A. Support staff members may voluntarily contribute a maximum of one (1) day of earned/acrued sick leave to the sick leave bank annually. Such contribution must be from the current year's sick leave earned/acrued, the value of which will be determined by the number of days multiplied by the federal minimum wage rate times eight (8) hours.~~
- ~~B. Each staff member contributing leave to the sick leave bank acknowledges an uncoerced, voluntary release of the leave, the value it represents, and that it will not be returned but will expire at the end of the fiscal year in which it is contributed.~~
- ~~C. In case of contributions exceeding the value of the sick leave bank limit, each contribution will be accepted on a first-come, first-served basis by date of signature.~~

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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***Eligibility (for use of sick leave bank).*** ~~The approved applicant shall:~~

- ~~A. Be a full-time employee.~~
- ~~B. Have a non-job-related, seriously incapacitating, and extended illness or injury.~~
- ~~C. Have exhausted all earned/accrued leave of any nature or kind.~~
- ~~D. Be presently on unpaid leave status with the District.~~
- ~~E. Not be eligible for disability benefits, including but not limited to Social Security, provided at District expense.~~
- ~~F. Be one whose return to duty is projected to occur within a period no longer than six (6) months.~~
- ~~G. Submit an application, which shall be received by the District office within ten (10) days following the applicant's beginning unpaid leave status.~~

***Application:***

- ~~A. The application must be in writing.~~
- ~~B. The application must be supported by a physician's statement confirming the conditions required for receipt of sick leave bank assistance.~~
- ~~C. Data in the application shall include the nature of the illness, the diagnosis, and the prognosis for return to duty.~~

***Determining eligibility:***

~~The Superintendent shall receive the applications and shall screen for and determine eligibility.~~

~~No continuing rights are established by this policy. In compliance with established procedure, the Governing Board reserves the right to modify or rescind any policy in accord with its own guidelines.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.G.O.  
I91-027~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDCG-R-©~~

REGULATION

~~SUPPORT STAFF VOLUNTARY  
TRANSFER OF ACCRUED SICK LEAVE~~

~~Application Screening Committee~~

~~A committee consisting of one (1) staff member from each building and one (1) from the central staff selected by the support staff and an administrator appointed by the Superintendent shall review each application and submit a recommendation to the Superintendent. The applications are to be reviewed in accord with the guidelines found in policy and as presented below:~~

- ~~A. The application must be in writing.~~
- ~~B. The application must be supported by the appropriate documentation as defined in A.R.S. 23-373.~~
- ~~C. Data in the application shall include the expected date for return to duty.~~
- ~~D. The application shall be received by the District office within ten (10) days following the beginning of the applicant's unpaid leave status.~~

~~For approval, the applicant shall:~~

- ~~A. Be a full time employee.~~
- ~~B. Have a non job related need, as defined in A.R.S. 23-373, for sick leave.~~
- ~~C. Be presently on unpaid leave status with the District.~~
- ~~D. Not be eligible for disability benefits, including but not limited to Social Security, provided at District expense.~~
- ~~E. Be one whose return to duty is projected to occur within a period no longer than six (6) months.~~
- ~~F. Submit an application, which shall be received by the District office within ten (10) days following the beginning of the applicant's unpaid leave status.~~

# ADVISORY 1030

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDD ©  
SUPPORT STAFF  
VACATIONS AND HOLIDAYS~~

~~All regular twelve (12) month support staff employees shall accumulate vacation with pay at the rate of one (1) working day per month during the first year of employment. Thereafter, vacation shall be accumulated at the rate of one and one-fourth (1 1/4) working days per month, with the accumulated maximum of fifteen (15) days, at which time no more vacation can be earned. As accumulated vacation days are used and drop below fifteen (15) days, an eligible employee may again accumulate vacation up to the maximum limit. Vacations shall be taken as approved by the Superintendent.~~

~~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 Board and noted on each year's school calendar.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~1-301~~

~~15-502~~

~~15-801~~

~~38-608~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1031

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDF ©  
SUPPORT STAFF HIRING~~

~~It shall be the policy of the District to employ and retain the best qualified personnel. This will be accomplished by considering qualifications and by providing competitive wages within the financial capabilities of the District, adequate facilities, and good working conditions.~~

~~Recruitment of support staff personnel is the responsibility of the Superintendent. Other members of the administration and supervisory staff will assist as responsibilities are delegated by the Superintendent.~~

~~Before employing a certificated or noncertificated person, school districts and charter schools shall conduct a search of the prospective employee on the educator information system that is maintained by the Department of Education.~~

~~A school district or charter school may not employ either of the following in a position that requires a valid fingerprint clearance card:~~

~~A. A certificated person whose certificate has been suspended, surrendered or revoked, unless the State Board of Education has subsequently reinstated the person's certificate.~~

~~B. A noncertificated person who has been prohibited from employment at a school district or charter school by the State Board of Education pursuant to subsection b of this section.~~

~~Candidates shall disclose whether they have pled guilty, pled no contest, been convicted of or are awaiting trial pursuant to A.R.S. 15-509.~~

~~Each school district and charter school shall annually submit to the Department of Education a list of certificated and noncertificated persons who are employed at the school district or charter school. The department shall issue guidance to school districts and charter schools regarding this requirement.~~

~~The Board adopts the following general criteria and procedures, which shall be utilized in the selection process for initial employment:~~

~~A. There will be no discrimination in the hiring process due to race, color, religion, sex, age, national origin, or disability of an otherwise qualified individual.~~

~~B. Candidates for all positions shall be physically and mentally able to perform the duties of the position job descriptions for which they have applied.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~C. Each candidate shall be requested to complete a consent and release form regarding conduct of a background investigation.~~

~~D. A "background investigation" consisting of communication with the applicant's (or employee's) former employer that concerns education, training, experience, qualifications, and job performance for the purpose of evaluation for employment shall be conducted on each individual to be considered for a recommendation of employment. Forms developed for this purpose are to be used.~~

~~Information obtained about an employee or applicant for employment by the District in the performance of a background investigation, including any records indicating that a current or former employee of a school or school district was disciplined for violating policies of the School District Governing Board pursuant to A.R.S. 15-153, may be retained by that District and may be provided to any school district or other public school that is performing a background investigation.~~

~~Any employee's misstatement of fact that is material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.~~

~~A district may hire and place a noncertificated employee into service before receiving the results of the mandatory fingerprint check or a fingerprint clearance card has been issued or denied. However, until fingerprint clearance has been received, an applicant who is required or allowed to have unsupervised contact with pupils cannot be hired and placed into service until:~~

~~A. The District documents in the applicant's file the necessity for hiring and placing the applicant into service before a fingerprint check can be completed or a fingerprint clearance card is issued or denied.~~

~~B. The District obtains from the Department of Public Safety a statewide criminal records information check on the applicant. Subsequent criminal records checks are also required every one hundred twenty (120) days until the date that the fingerprint check is completed or the fingerprint clearance card is issued or denied.~~

~~C. The District obtains references from the applicant's current employer and two (2) most recent previous employers, except that for applicants who have been employed for at least five (5) years by the most recent employer, only references from that employer are required.~~

~~D. The District provides general supervision of the applicant until the date the fingerprint check is completed or the fingerprint clearance card is issued or denied.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~Upon recommendation for employment the District shall confirm employment authorization and employment eligibility verification by participating in the E-Verify program of the Department of Homeland Security's (DHS) U.S. Citizenship and Immigration Services Bureau (USCIS) and the Social Security Administration (SSA). The District will then complete the Form I-9 as required and maintain the form with copies of the necessary documents and documentation of the authorization and verification pending any inquiry.~~

~~The District reports to the Superintendent of Public Instruction on June 30 and December 31 the number of applicants hired prior to the completion of a fingerprint check or the issuance of a fingerprint clearance card and the number of applicants for whom fingerprint checks or fingerprint clearance cards have not been received after one hundred twenty (120) days and after one hundred seventy five (175) days of hire.~~

~~The District may provide information received as a result of a fingerprint check required by section 15-512 to any other school district if requested to do so by the person who was the subject of the fingerprint check or communicate to any school district if requested to do so by the person who applied for a fingerprint clearance card whether the person has been issued or denied a fingerprint clearance card. A copy of any written communication regarding employment must be sent by the employer providing the information to the former employee's last known address.~~

~~Any person who permits unauthorized access to criminal history record information, releases criminal history record information, or procures the release or uses criminal history record information other than in accord with A.R.S. 41-1750 is guilty of a Class 6 felony.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

- ~~A.R.S.~~
- ~~13-3716~~
- ~~15-153~~
- ~~15-502~~
- ~~15-505~~
- ~~15-509~~
- ~~15-512~~
- ~~23-211~~
- ~~23-212~~
- ~~23-1361~~
- ~~38-201~~
- ~~38-481~~
- ~~41-1756~~

~~CROSS REF.:~~

~~GDFA Support Staff Qualifications and Requirements  
\_\_\_\_\_ (fingerprinting requirements)~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDF R ©~~

REGULATION

~~SUPPORT STAFF HIRING~~

**Definition**

~~A background investigation is defined as any communication with an applicant's (or employee's) former employer that concerns the education, training, experience, qualifications, and job performance of the individual and that is used for the purpose of evaluation for employment. Background investigation does not include the results of any state or federal criminal history records check.~~

**~~Background Investigation Requirements~~**

~~Only persons designated by the Superintendent shall perform background investigations. Prior to contacting former employers or other persons, the background investigator shall:~~

- ~~A. Ascertain that the standard employment application for the type of position has been completed in full.~~
- ~~B. Obtain from the individual a consent to background investigation and release as determined by the District.~~
- ~~C. Make certain that the individual has identified at least two (2) persons from each past employer who can verify basic job information and discuss the individual's work performance and reason for leaving.~~
- ~~D. Examine the application for a complete work history, accounting for any gaps in employment.~~

~~Two (2) persons should be contacted at each past employer if possible (any exceptions should be documented). Upon making contact, the contacts or the former employer or employer's agent should be provided the following information:~~

- ~~A. The name and identifying information of the District.~~
- ~~B. The name of the District representative making the inquiry and how the representative can be contacted.~~
- ~~C. The name of the former employee and period of employment as indicated by the individual whose background is being investigated.~~
- ~~D. The position for which the individual has applied, with descriptive information as to the duties, if requested or necessary to understanding of the inquiry.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~The background investigator shall:~~

~~A. Ask the questions, and complete the background check form(s) as provided by the District.~~

~~B. Make impression notes as necessary based upon the questions and responses, and determine if there may be cause to contact others or make further inquiries based upon the responses.~~

~~C. Provide the information to the Superintendent.~~

~~GDF-EA ©~~

EXHIBIT

~~SUPPORT STAFF HIRING~~

~~NOTICE OF EMPLOYMENT~~

~~You are hereby notified that, pursuant to action taken at a meeting of the \_\_\_\_\_ Governing Board held on \_\_\_\_\_ (1) \_\_\_\_\_, you have been employed for the position of \_\_\_\_\_ (2) \_\_\_\_\_, beginning \_\_\_\_\_ (3) \_\_\_\_\_, at the rate of \_\_\_\_\_ (4) \_\_\_\_\_ per hour. A work schedule for the position is enclosed, which includes information on holidays and nonwork days.~~

~~Your employment may be terminated by the District without advance notice. No legitimate expectation of continued employment is created by this employment, understandings with the Board or its agents, or interpretations of Board policies. You are expected to comply with the requirements of the job description and Board policies while employed by the District.~~

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Superintendent Signature \_\_\_\_\_ Date

- Key to numbers in blanks:
- ~~(1) Date of meeting~~
  - ~~(2) Title of position~~
  - ~~(3) Date that duties begin~~
  - ~~(4) Hourly rate of pay~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDF-EB ©~~

EXHIBIT

~~SUPPORT STAFF HIRING~~

~~WAGE NOTICE~~

~~You are hereby notified that, pursuant to action taken at a meeting of the \_\_\_\_\_ Governing Board held on \_\_\_\_\_ (1) \_\_\_\_\_, your wages have been set at the rate of \_\_\_\_\_ (2) \_\_\_\_\_ per hour, effective on \_\_\_\_\_ (3) \_\_\_\_\_.~~

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Superintendent Signature \_\_\_\_\_ Date

~~Key to numbers in blanks:~~

- ~~(1) Date of meeting~~
- ~~(2) Hourly rate of pay~~
- ~~(3) Effective date of hourly pay~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDF-EC ©~~

EXHIBIT

~~SUPPORT STAFF HIRING~~

~~CONSENT TO CONDUCT BACKGROUND  
INVESTIGATION AND RELEASE~~

I, \_\_\_\_\_ [applicant's name], have applied for employment with the \_\_\_\_\_ School District to work as a \_\_\_\_\_ [job title]. I understand that in order for the School District to determine my eligibility, qualifications, and suitability for employment, the School District will conduct a background investigation to determine if I am to be considered for an offer of employment. This investigation may include asking my current employer, any former employer, and any educational institution I have attended about my education, training, experience, qualifications, job performance, professional conduct, and evaluations, as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reasons for not rehiring (if applicable), and similar information.

I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation.

According to the Family Educational Rights and Privacy Act, I understand that I have a right to see most education records that are maintained by any educational institution.

In light of the preceding paragraph, I waive \_\_\_\_\_/do not waive \_\_\_\_\_ (initial only one [1]) my right to see any written reference or other information provided to the School District by any educational institution.

According to Arizona Revised Statutes Section 23-1361, any employer that provides a written communication to the School District regarding my current or past employment must send me a copy at my last known address. I acknowledge that some employers are unwilling to provide factual written references concerning a current or past employee unless they may do so confidentially, without revealing the references to the employee, and that the School District will not further consider my application if it cannot complete its background investigation.

In light of the preceding paragraph, I waive \_\_\_\_\_/do not waive \_\_\_\_\_ (initial only one [1]) my right to receive a copy of any written communication furnished to the School District by any employer.

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~~Whether or not I have waived my right to see or to receive copies of written references furnished to the School District by employers or educational institutions, I release, hold harmless, and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that in good faith furnishes written or oral references requested by this School District to complete its background investigation.~~

~~A photocopy or facsimile ("fax") copy of this form that shows my signature shall be as valid as an original.~~

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
Witness Applicant

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDF-ED ©~~

~~EXHIBIT~~

~~SUPPORT STAFF HIRING  
BACKGROUND CHECK FORM~~

~~Applicant \_\_\_\_\_ Date \_\_\_\_\_~~

~~Person contacted \_\_\_\_\_ Telephone \_\_\_\_\_~~

~~Address \_\_\_\_\_~~

~~E-mail address \_\_\_\_\_~~

~~Relationship to applicant:~~

~~Former employer - position \_\_\_\_\_~~

~~\_\_\_\_\_ District, business, or other entity \_\_\_\_\_~~

~~Personal reference~~

~~Method of contact:  Telephone  Letter  Other \_\_\_\_\_~~

~~QUESTIONS FOR EMPLOYERS~~

~~Dates of employment \_\_\_\_\_~~

~~Position held \_\_\_\_\_~~

~~Final rate of pay \_\_\_\_\_~~

~~Was the person reliable? \_\_\_\_\_ If no, explain \_\_\_\_\_~~

~~Was the person satisfactory? \_\_\_\_\_ If no, explain \_\_\_\_\_~~

~~Any concern about the person being  
late to work without authorization? \_\_\_\_\_~~

~~If yes, explain \_\_\_\_\_~~

~~Any concern with abuse of leave policies  
(such as sick leave or personal leave)? \_\_\_\_\_~~

~~If yes, explain \_\_\_\_\_~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~Any difficulty establishing communication and rapport with children?~~ \_\_\_\_\_

~~If yes, explain~~ \_\_\_\_\_

~~Any difficulties in establishing communication and rapport with supervisors, parents, or community members?~~ \_\_\_\_\_

~~If yes, explain~~ \_\_\_\_\_

~~Did the person ever receive a written counseling statement, letter of direction, or reprimand?~~ \_\_\_\_\_

~~If yes, describe~~ \_\_\_\_\_

~~Did the District ever consider taking action or take action to suspend, decline to renew, or dismiss the employee?~~ \_\_\_\_\_

~~If yes, describe~~ \_\_\_\_\_

~~Was there ever an allegation or complaint about:~~

~~Abusive language?~~ \_\_\_\_\_

~~Insulting or derogatory comments?~~ \_\_\_\_\_

~~Inappropriate contact with a child?~~ \_\_\_\_\_

~~Verbal or physical contact of a sexual nature?~~ \_\_\_\_\_

~~Dishonesty?~~ \_\_\_\_\_

~~Substance abuse?~~ \_\_\_\_\_

~~Failure to provide adequate supervision?~~ \_\_\_\_\_

~~Failure to follow reasonable directions or instructions?~~ \_\_\_\_\_

~~If yes on any of the above, get explanation~~ \_\_\_\_\_

\_\_\_\_\_

~~Was the person ever involved in an incident that resulted in injury to an adult or child?~~ \_\_\_\_\_

~~If yes, explain~~ \_\_\_\_\_

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Would you rehire this person? \_\_\_\_\_  
\_\_\_\_\_

Can you identify anyone else who could provide relevant information regarding the applicant's fitness for employment? \_\_\_\_\_  
\_\_\_\_\_

Is there any other information I have not asked about that would help us determine this person's eligibility, qualifications, and suitability for employment with our District? \_\_\_\_\_  
\_\_\_\_\_

**QUESTIONS FOR PERSONAL REFERENCE**

How long have you known the applicant? \_\_\_\_\_

What is the nature of your relationship? \_\_\_\_\_

Why do you think the applicant would be a good choice for this position?  
\_\_\_\_\_

Do you know of any reasons that could prevent the applicant from fulfilling the functions of the position? \_\_\_\_\_  
\_\_\_\_\_

Background check form completed by \_\_\_\_\_

Date completed \_\_\_\_\_

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDF-EE ©~~

EXHIBIT

~~SUPPORT STAFF HIRING~~

~~PROCEDURES AND PRACTICES FOR EMPLOYMENT AUTHORIZATION  
AND EMPLOYMENT ELIGIBILITY VERIFICATION~~

~~*Anti-Discrimination Notice.* It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers cannot specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.~~

~~**Employment Authorization  
Procedure**~~

~~Arizona schools must use the federal government's Basic Pilot Program to verify the employment authorization of all newly hired employees.~~

~~The Department of Homeland Security's (DHS) U.S. Citizenship and Immigration Services Bureau (USCIS) and the Social Security Administration (SSA) are jointly conducting E-Verify, formerly known as the Basic Pilot. E-Verify involves verification checks of the SSA and DHS databases, using an automated system to verify the employment authorization of all newly hired employees.~~

~~There are four (4) types of access to E-Verify: As an employer, as a designated agent for employers, as a multi-location corporate administrator, or through a web service.~~

~~Users can access the web-based access methods using any Internet-capable Windows based personal computer and a web browser of Internet Explorer 5.5 or Netscape 4.7 or higher (with the exception of Netscape 7.0).~~

~~To participate, an employer must register online and accept the electronic Memorandum of Understanding (MOU) that sets forth the responsibilities of the SSA, USCIS and the employer.~~

~~The following e-mail address will allow navigation to both instructions and forms for the I-9 for verifying the identity and employment authorization of individuals hired for employment in the United States:~~

~~<https://www.useis.gov/i-9>~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~Form I-9 may be completed as soon as the employer has offered the individual a job and the individual has accepted the offer. Each newly hired employee must complete and sign Section 1 of Form I-9 no later than his or her first day of employment.~~

~~If you need assistance in completing the registration process or need additional information relating to E-Verify, please call the Office of Verification toll free at 1-888-464-4218.~~

### ~~I-9 Form Completion~~

~~The Immigration Reform and Control Act of 1986 (IRCA) requires that all new employees, both regular and casual, establish their eligibility for employment in the United States. This federal law applies to U.S. citizens as well as to foreign nationals.~~

~~The Employment Eligibility Verification (Form I-9) must be completed as follows:~~

#### ~~Section 1. Employee Information and Attestation~~

~~Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)~~

#### ~~Section 2. Employer or Authorized Representative Review and Verification~~

~~Employers or their authorized representative must complete and sign Section 2 within three (3) business days of the employee's first day of employment.~~

# ADVISORY 1032

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDA ©  
SUPPORT STAFF QUALIFICATIONS  
AND REQUIREMENTS~~

~~(Fingerprinting Requirements)~~

~~All newly hired noncertificated District personnel—and personnel who are not paid employees of the District and who are not either the parents or the guardians of students who attend school in the District but who are required or allowed to provide services directly to students without the supervision of a certificated employee—shall be fingerprinted as a condition of employment, except for the following:~~

~~A. Personnel who are required as a condition of licensing to be fingerprinted if the license is required for employment.~~

~~B. Personnel who were previously employed by the District and who reestablished employment with the District within one (1) year after the date that the employee terminated employment with the District.~~

~~The School District may require noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee to obtain a fingerprint clearance card as a condition of employment.~~

~~For the purposes of this policy, supervision means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of a certificated employee when providing direct services to students.~~

~~If the School District does not require a fingerprint clearance card as a condition of employment, noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee may apply for a fingerprint clearance card. A school district may release the results of a background check or communicate whether the person has been issued or denied a fingerprint clearance card to another school district for employment purposes.~~

~~The District may fingerprint or require any other employee of the District to obtain a fingerprint clearance card, whether paid or not, or any other applicant for employment with the School District not otherwise required by law. The District may not charge the costs of the fingerprint check or fingerprint clearance card to the fingerprinted applicant or nonpaid employee.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~The candidate's fingerprints shall be submitted, along with the form prescribed in GDFA E, within twenty (20) days after being selected. The form shall be considered a part of the application for employment. The District may terminate an employee if the information on the affidavit required by A.R.S. 15-512 is inconsistent with information received from the fingerprint check or the information received in connection with a fingerprint clearance card application.~~

~~**School Bus Drivers**—An applicant shall submit an Identity Verified Fingerprint Card as described in A.R.S. 15-106 that the Department of Public Safety shall use to process the fingerprint clearance card as outlined in A.R.S. 15-106. A person who is issued a school bus driver certificate shall maintain a valid Identity Verified Fingerprint Clearance Card for the duration of any school bus driver certification period.~~

~~The District will assume the cost of fingerprint checks or fingerprint clearance card applications but will assess the employee for charges incurred. Personnel who are not paid employees will not be charged for fingerprint costs.~~

~~Individuals shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:~~

- ~~A. Sexual abuse of a minor.~~
- ~~B. Incest.~~
- ~~C. First or second degree murder.~~
- ~~D. Kidnapping.~~
- ~~E. Arson.~~
- ~~F. Sexual assault.~~
- ~~G. Sexual exploitation of a minor.~~
- ~~H. Felony offenses involving contributing to the delinquency of a minor.~~
- ~~I. Commercial sexual exploitation of a minor.~~
- ~~J. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.~~
- ~~K. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~L. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.~~

~~M. Burglary in the first degree.~~

~~N. Burglary in the second or third degree.~~

~~O. Aggravated or armed robbery.~~

~~P. Robbery.~~

~~Q. A dangerous crime against children as defined in A.R.S. 13-705.~~

~~R. Child abuse.~~

~~S. Sexual conduct with a minor.~~

~~T. Molestation of a child.~~

~~U. Manslaughter.~~

~~V. Aggravated assault.~~

~~W. Assault.~~

~~X. Exploitation of minors involving drug offenses.~~

~~Y. Sexual abuse under A.R.S. 13-1404 or sexual assault under 13-1406 in which the victim was a minor.~~

~~Z. An act committed in another state or territory that if committed in this state would have been subject to disclosure under Q and Y above.~~

~~AA. Any crime that requires the person to register as a sex offender pursuant to A.R.S. 13-3821.~~

~~AB. A preparatory offense as prescribed in A.R.S. 13-1001 of any offense that is subject to disclosure under Q, S, Y, Z, or AA above.~~

~~A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a Class 3 misdemeanor.~~

~~The District may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. 15-534. In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. 15-512.~~

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~~When considering termination of an employee pursuant to A.R.S. 15-512, a hearing shall be held to determine whether a person already employed shall be terminated.~~

~~The Superintendent shall develop and implement procedures that include the following in the employment process:~~

~~A. Provide for fingerprinting of employees covered under this policy and A.R.S. 15-512.~~

~~B. Provide for fingerprint checks pursuant to A.R.S. 41-1750.~~

~~C. Provide for properly assessing employees for fingerprint checks and depositing said funds with the county treasurer.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~13-705~~

~~15-106~~

~~15-509~~

~~15-512~~

~~15-534~~

~~23-1361~~

~~41-1750~~

~~CROSS REF.:~~

~~EEAEA – Bus Driver Requirements, Training, and Responsibilities~~

~~GDF – Support Staff Hiring~~

~~GDC – Part-Time and Substitute Support Staff Employment~~

~~JLIA – Supervision of Students~~

~~GDFEA ©~~

EXHIBIT

~~SUPPORT STAFF QUALIFICATIONS  
AND REQUIREMENTS~~

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<del>Name (typed or printed)</del>	<del>Position</del>
------------------------------------	---------------------

I, \_\_\_\_\_, being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not now awaiting trial for committing, any of the following criminal offenses in the state of Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged:

- ~~A. Sexual abuse of a minor.~~
- ~~B. Incest.~~
- ~~C. First or second degree murder.~~
- ~~D. Kidnapping.~~
- ~~E. Arson.~~
- ~~F. Sexual assault.~~
- ~~G. Sexual exploitation of a minor.~~
- ~~H. Felony offenses involving contributing to the delinquency of a minor.~~
- ~~I. Commercial sexual exploitation of a minor.~~
- ~~J. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.~~
- ~~K. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.~~
- ~~L. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.~~
- ~~M. Burglary in the first degree.~~
- ~~N. Burglary in the second or third degree.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~O. Aggravated or armed robbery.~~

~~P. Robbery.~~

~~Q. A dangerous crime against children as defined in A.R.S. 13-705.~~

~~R. Child abuse.~~

~~S. Sexual conduct with a minor.~~

~~T. Molestation of a child.~~

~~U. Manslaughter.~~

~~V. Aggravated assault.~~

~~W. Assault.~~

~~X. Exploitation of minors involving drug offenses.~~

~~Y. Sexual abuse under A.R.S. 13-1404 or sexual assault under 13-1406 in which the victim was a minor.~~

~~Z. An act committed in another state or territory that if committed in this state would have been subject to disclosure under Q and Y above.~~

~~AA. Any crime that requires the person to register as a sex offender pursuant to A.R.S. 13-3821.~~

~~AB. A preparatory offense as prescribed in A.R.S. 13-1001 of any offense that is subject to disclosure under Q, S, Y, Z, or AA above.~~

\_\_\_\_\_  
\_\_\_\_\_  
Employee signature \_\_\_\_\_ Date signed \_\_\_\_\_

Subscribed, sworn to, and acknowledged before me by \_\_\_\_\_

\_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

in \_\_\_\_\_ County, Arizona.

My Commission Expires

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1033

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDG ©  
PART-TIME AND SUBSTITUTE  
SUPPORT STAFF EMPLOYMENT~~

~~The Superintendent may employ, when conditions warrant, temporary or part-time personnel on a per diem or time card basis. This authority is subject to the following conditions:~~

~~A. Continued employment of any such person shall be subject to confirmation and approval by the Board at its next official meeting; however, employment shall not be recommended to the Board prior to satisfactory completion of any pending fingerprint check.~~

~~B. The employee shall be hired on a per diem basis and shall be compensated in accordance with the requirements and limitations of existing contracts that cover similar positions or employees.~~

~~C. In addition to the conditions set forth above, the temporary assignment of a person to a supervisory or administrative position shall be preceded by notification to the Board. The Superintendent will detail the circumstances that created the need for the part-time employment.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-502~~

~~23-1361~~

~~CROSS REF.:~~

~~GDF—Support Staff Hiring~~

~~GDFA—Support Staff Qualifications and Requirements~~

~~\_\_\_\_\_ (fingerprinting requirements)~~

# ADVISORY 1034

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDJ ©  
SUPPORT STAFF  
ASSIGNMENTS AND TRANSFERS~~

**Assignments**

~~The Superintendent will determine all support staff assignments.~~

~~Support staff shall be assigned based on the needs of the District, on their qualifications, and on their expressed desires. When it is not possible to meet all three (3) conditions, an employee 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 employee.~~

~~Assignments may be changed to serve the best interests of the District.~~

**Transfers/Reassignments**

~~Staff members may apply for transfer or reassignment whether or not a vacancy exists.~~

~~The transfer/reassignment of support staff members will be based on the needs of the District, employee qualifications, and the employee's expressed desires. When it is not possible to meet all three (3) conditions, an employee shall be transferred/reassigned 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 employee.~~

~~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.~~

~~The above applies to transfers/reassignments within the same job classification and pay grade. Transfer/reassignment of an employee to a position of greater or lesser pay requires Board approval.~~

Adopted: \_\_\_\_\_

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1035

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDK ©  
SUPPORT STAFF  
SCHEDULES AND CALENDARS~~

~~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.~~

Adopted: \_\_\_\_\_

# ADVISORY 1036

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDL ©  
SUPPORT STAFF WORKLOAD~~

~~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. Sunday and conclude at 12:00 midnight the following Saturday.~~

~~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.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~23-391~~

~~Arizona Constitution, Article 18, Section 1~~

~~29 U.S.C. 207, Fair Labor Standards Act~~

~~29 C.F.R. 516 *et seq.*, Fair Labor Standards Act~~

~~CROSS REF.:~~

~~GDBC Support Staff Supplementary Pay/Overtime~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDL-R ©~~

REGULATION

~~SUPPORT STAFF WORKLOAD~~

~~(Fair Labor Standards Act:  
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 an employee works overtime or, in the case of an emergency, immediately upon completion of the work or as soon thereafter as possible.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1037

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDLB ©~~  
~~SUPPORT STAFF MEETINGS~~

~~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.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-341~~

# ADVISORY 1038

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDN ©  
SUPERVISION OF SUPPORT  
STAFF MEMBERS~~

~~The supervisor(s) of the various departments or divisions shall be responsible for the supervision of personnel assigned to these areas and shall provide the necessary orientation to new employees and in-service training for all employees under their supervision.~~

~~All other support staff employees shall be under the supervision of the administrative heads of the units to which the employees are assigned. The administrative head shall be responsible for the necessary orientation of new employees and shall provide in-service training as needed.~~

~~Supervision shall include evaluation of the employee.~~

~~Adopted: \_\_\_\_\_~~

# ADVISORY 1039

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDO ©  
EVALUATION OF SUPPORT  
STAFF MEMBERS~~

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

~~Adopted: \_\_\_\_\_~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

~~15-1326~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDO-EA ©~~

EXHIBIT

~~EVALUATION OF SUPPORT  
STAFF MEMBERS~~

~~Definition of Rating Scale Terms~~

~~*1 = Outstanding*~~

- ~~A. Performance exceeds the requirements of the position.~~
- ~~B. Displays high degree of self-motivation.~~
- ~~C. Consistently generates output of superior quality.~~

~~*2 = Satisfactory*~~

- ~~A. Performance is adequate for the requirement of the position; meets expectations of the job.~~
- ~~B. Self-motivation confined to accomplishing assigned tasks.~~
- ~~C. Generates output of acceptable quality.~~

~~*3 = Improvement needed*~~

- ~~A. Performance is not of the quality expected of the position; frequently falls short of job expectations.~~
- ~~B. Frequently lacks motivation to complete assigned tasks.~~
- ~~C. Frequently generates output of poor quality.~~

~~*4 = Unsatisfactory*~~

- ~~A. Performance is definitely inadequate for the position; consistently falls short of job expectations.~~
- ~~B. Lacks self-motivation.~~
- ~~C. Consistently generates output of inferior quality.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDO-EB ©~~

EXHIBIT

~~EVALUATION OF SUPPORT  
STAFF MEMBERS~~

~~PERFORMANCE RATING REPORT~~

Employee \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Date of rating \_\_\_\_\_

~~Rating scale:~~

~~1 = outstanding 2 = satisfactory 3 = improvement needed 4 = unsatisfactory~~

~~1 2 3 4~~ ~~RATING FACTORS:~~

~~1. **Quality of work:** The ability to produce work that satisfies or surpasses job requirements. Consider accuracy, completeness, thoroughness, neatness of work.~~

~~2. **Quantity of work:** Volume or amount of work done.~~

~~3. **Knowledge:** Knowledge of methods, materials, objectives, and other fundamental information skills.~~

~~4. **Adaptability:** Ability to learn, perform under changes and in emergencies, grasp detail, comprehend differences between important and trivial.~~

~~5. **Work habits:** Organization of work, care of equipment, safety, industry.~~

~~6. **Working relationship with students and other employees:** Ability to get along with the students and other employees.~~

~~7. **Dependability:** Degree to which employee can be relied upon to do the job without close supervision. Punctuality, attendance on the job.~~

~~8. **Attitude:** Interest in work, willingness to meet job requirements and accept suggestions, loyalty to the organization, ethical conduct.~~

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~~☐ ☐ ☐ ☐ 9. **Personal fitness:** Physical capacity, appearance, personal habits.—~~

~~☐ ☐ ☐ ☐ 10. **Judgment:** Soundness of decisions, common sense.—~~

~~☐ ☐ ☐ ☐ **OVERALL RATING** (average): Should reflect the above ratings.~~

Number of days absent for any reason \_\_\_\_\_ total points \_\_\_\_\_.

**Comments:**

1. What are the employee's strengths? ("Outstanding" ratings must be explained in this space.)

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2. What are the employee's weaknesses? ("Unsatisfactory" and "Improvement Needed" must be explained in this space.)

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3. General comments:

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**I have discussed this performance rating report with the evaluator.**

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's signature \_\_\_\_\_ Date \_\_\_\_\_

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1040

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDP ©  
SUPPORT STAFF PROMOTIONS  
AND RECLASSIFICATION~~

~~The Superintendent will fill positions of increased responsibility with the best available candidates. Candidates will be considered from both within and outside the District.~~

~~A change in assignment shall be considered a promotion to which the job classification or pay grade is greater and shall require Board approval.~~

~~Adopted: \_\_\_\_\_~~

# ADVISORY 1041

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDQA ©  
SUPPORT STAFF  
REDUCTION IN FORCE~~

~~In the event the Board decides to release support staff members, the following guidelines will be in effect:~~

~~A. Normal attrition due to terminations will be relied upon as the first means of reducing the staff.~~

~~B. If attrition does not accomplish the required reduction in the staff, the Superintendent shall submit to the Board recommendations for the termination of specific staff members. The criteria used in formulating these recommendations shall include, but shall not be limited to:~~

- ~~1. Qualifications of staff members to accomplish the District's program.~~
- ~~2. Overall experience, training, and ability.~~
- ~~3. Past contributions to the program of the District.~~
- ~~4. All other factors being equal, length of service in the District.~~

~~Criteria for selection of staff members to be released will be applied separately to employees within specialty categories.~~

~~Personnel to be released shall be notified of such release as soon as practical.~~

~~Adopted: \_\_\_\_\_~~

# ADVISORY 1042

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDQB ©~~  
~~RESIGNATION OF~~  
~~SUPPORT STAFF MEMBERS~~

~~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. Authorized unused vacation credit will be paid to employees with the last paycheck.~~

~~Adopted: \_\_\_\_\_~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~23-352~~

~~23-353~~

~~CROSS REF.:~~

~~GDL - Support Staff Workload~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1043

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDQD ©~~  
~~DISCIPLINE, SUSPENSION, AND~~  
~~DISMISSAL OF~~  
~~SUPPORT STAFF MEMBERS~~

~~(Discipline)~~

~~**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.~~

~~**Suspension without Pay for  
More than Five Days**~~

~~*At-will employees.* The employment of an at-will employee may be suspended without pay for a period of more than five (5) days by action of the Superintendent for any conduct by the employee that, in the judgment of the Superintendent, is inappropriate. Before suspending an at-will employee, the Superintendent will inform the employee of intent to suspend the employee and will give the employee an informal opportunity to explain why, in the employee's opinion, the suspension should not be imposed. The Superintendent's decision will be final.~~

~~*Term employees.* The employment of a term employee may be suspended without pay for a period of more than five (5) days by action of the Superintendent for any conduct that, in the judgment of the Superintendent, is inappropriate. If the Superintendent intends to suspend a term employee without pay for more than five (5) days, the notice and hearing procedures prescribed for the dismissal of term employees shall be followed, except that the hearing officer shall be designated by the Superintendent and the findings of the hearing officer shall be a final decision. At the Superintendent's option, the Superintendent may request that the Governing Board act as the hearing officer. If the hearing officer or the Governing Board finds that there is not cause to suspend the employee without pay for more than five (5) days, the Superintendent may, after reviewing the findings, impose minor disciplinary action.~~

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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**Dismissal**

~~**At-will employees.** The employment of an at-will employee may be terminated by action of the Governing Board for any reason, or for no reason, with or without advance notice, as the Governing Board desires. If the Superintendent recommends that the Governing Board terminate an at-will employee, the recommendation shall be submitted to the Governing Board in writing and a copy of the recommendation shall be delivered to the employee. The at-will employee may submit to the Governing Board prior to the Board meeting a written response to the recommendation. If the at-will employee chooses to attend the Board meeting when the recommendation is considered, the Governing Board may, in its discretion, permit the employee to address the Governing Board concerning only the recommendation.~~

~~**Term employees.** The employment of a term employee may be terminated for cause by action of the Governing Board at any time prior to the expiration of the term of employment. For the purposes of this provision, cause means any conduct that, in the judgment of the District, is detrimental to the interests of the District or its personnel or students and shall include, without limitation thereto, the following:~~

<del>A. Absence without leave</del>	<del>J. Incompetence or inefficiency</del>
<del>B. Abuse of leave</del>	<del>K. Insubordination</del>
<del>C. Alcohol or drug impairment</del>	<del>L. Neglect of duty</del>
<del>D. Child abuse or molestation</del>	<del>M. Unauthorized possession of — a weapon on school grounds</del>
<del>E. Discourteous treatment of — the public</del>	<del>N. Unauthorized use of school — property</del>
<del>F. Dishonesty</del>	<del>O. Unlawful conduct</del>
<del>G. Excessive absenteeism</del>	<del>P. Use of illegal drugs</del>
<del>H. Fraud in securing — employment</del>	<del>Q. Violation of a directive of a — supervisor</del>
<del>I. Improper attitude</del>	<del>R. Violation of a District policy — or regulation</del>

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~~If the Superintendent recommends termination of a term employee, a copy of the recommendation shall be delivered to the employee. The employee may request a hearing within five (5) work days after receipt of the recommendation. If a hearing is requested, the Superintendent shall deliver a written notice of the time and place of the hearing and a written statement that gives the reasons for the recommendation, a list of persons whom the Superintendent expects to testify in support of the recommendation (together with a brief summary of what each person is expected to say), and a general description of any other evidence that the Superintendent at the time believes may be presented at the hearing in support of the recommendation.~~

~~The hearing shall be conducted by the Governing Board or by a person designated by the Governing Board within not less than five (5) work days and not more than thirty (30) calendar days after a request for hearing is submitted by the employee. The date of the hearing may be postponed by stipulation of the employee and the District, or by and in the sole discretion of the Governing Board or the hearing officer, or at the request of the aggrieved employee or the District for such reason or reasons as the Governing Board or hearing officer may deem appropriate.~~

~~The employee may be represented at the hearing by counsel, at the employee's expense. The employee shall have the opportunity to present witnesses and to cross-examine any witnesses presented by the District. Formal rules of evidence shall not apply. A record of the hearing shall be made by use of a mechanical device.~~

~~If a hearing officer is used, the hearing officer shall prepare a written statement of findings as to whether there is cause for termination of the employee and submit it to the Governing Board within ten (10) work days after the conclusion of the hearing. The Governing Board shall review the written statement and, if desired, the record, and the Governing Board's decision whether to accept the findings and whether to terminate employment or to impose other discipline shall be a final decision.~~

~~If the Governing Board conducts the hearing, it shall render a decision within ten (10) days after the conclusion of the hearing.~~

### **General Matters**

~~Failure to object to a disciplinary action or take other action within the time limitations set forth in this policy shall mean that the employee does not wish to pursue the matter further. Complaints filed after the expiration of the applicable time limitation will not be considered.~~

~~The filing or pendency of a complaint or other form of grievance pursuant to this policy shall in no way limit or delay action taken by the supervisor or the Superintendent authorized by this policy to take such action.~~

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~~A complaint relating to minor disciplinary action, suspension without pay for more than five (5) days, or dismissal shall not be processed as a grievance.~~

~~None of the procedures of this policy shall alter the status of an at will employee.~~

~~This policy does not apply to:~~

~~A. Any administrative recommendation or Governing Board action, discussion, or consideration involving the nonrenewal of a term employee.~~

~~B. Ratings, comments, and recommendations made in the course of an evaluation of a support staff member.~~

~~C. The decision of the Superintendent to place a support staff member on administrative leave.~~

~~D. Counseling of or directives to a support staff member regarding future conduct.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~13-2911~~

~~15-153~~

~~15-341~~

~~15-502~~

~~41-773~~

~~CROSS REF.:~~

~~DKA Payroll Procedures/Schedules~~

# ADVISORY 1044

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~GDR ©  
NONSCHOOL EMPLOYMENT BY  
SUPPORT STAFF MEMBERS~~

~~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 outside 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.~~

~~The outside work or self-employment by a staff member is of concern to the Board insofar as it may:~~

- ~~A. Prevent the employee from performing assigned responsibilities in an effective manner.~~
- ~~B. Be prejudicial to proper effectiveness in the position or compromise the District.~~
- ~~C. Raise a question of conflict of interest—for example, where the employee's position in the District permits access to information or other advantage useful to the outside employer.~~

~~Therefore, an employee may not perform any duties related to outside work or self-employment during regular District working hours or during the additional time that is needed to fulfill the responsibilities of the District position. Employees who violate this policy are subject to reprimand, suspension, or termination.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-341~~

~~CROSS REF.:~~

~~EDB—Maintenance and Control of Materials and Equipment~~

~~KF—Community Use of School Facilities~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

# ADVISORY 1045

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**ECAC ©  
VANDALISM AND REPORTING  
SUSPECTED CRIMES**

**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.

Parents and students shall be made aware that the law provides that parents are liable for the willful destruction of property by a minor in their custody or control.

The District may file suit to recover the cost of vandalism from the student and/or parent(s).

**Reporting Suspected  
Crimes or Incidents**

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or ~~that could pose a threat of death or~~ serious physical injury, and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property.

All such reports shall be documented and communicated to the principal or other school administrator in accordance with District procedures. The administrator shall ensure the matter is promptly reported to the Superintendent who shall be responsible for reporting to local law enforcement as required by Governing Board policy and law.

"Serious offense" is defined in A.R.S. 13-706; "deadly weapon," "dangerous instrument," and "serious physical injury" are defined in A.R.S. 13-105. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36).

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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## **Observed Weapons and Drug-Free School Zone Violations**

In addition to the reporting requirements above, and as required by law, any school employee who observes 1) a violation of A.R.S. 13-3102(A)(12) (possession of a deadly weapon on school grounds) or 2) A.R.S. 13-3111 (minor in possession of a firearm) shall immediately report the violation to a school administrator, and the administrator shall immediately report the violation to a peace officer, as required by A.R.S. 15-515.

Any school employee who observes a violation of A.R.S. 13-3411 (drug-free school zone violations) shall immediately report the violation to a school administrator, and the administrator shall immediately report the violation to a peace officer; failure to report as required is unlawful.

~~Subject to the conditions provided under A.R.S. 8-303 requirements of federal law, the school district or charter school is to~~ shall notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above; ~~subject to the requirements of federal law.~~

~~The District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents," as developed by the Department of Education, on the District's website to verify that the District has adopted the required policies and procedures.~~

If a peace officer takes a juvenile into temporary custody pursuant to A.R.S. 8-303 on school property, an employee of the school, after consultation with the investigating law enforcement agency to ensure notification would not pose a risk to the juvenile or the investigation, shall immediately notify the juvenile's parents, guardian or custodian of the juvenile's custody. If the juvenile is a ward of the state, the school employee shall notify the Department of Child Safety.

The District shall post the reporting policies and procedures prescribed by A.R.S. 15-153 on the District's website.

If the District maintains an online Manual of policies and procedures, the District may post a link to that manual with a reference to the appropriate policies and procedures.

A person who violates the reporting requirements may be disciplined for violating the policies of the School District Governing Board pursuant to A.R.S. 15-341 and notwithstanding A.R.S. 15-341, may be subject to dismissal. Each school district governing board shall prescribe and enforce policies and procedures that require the School District to maintain a record on any person who is disciplined pursuant to this policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.

Adopted: Adopted: \_\_\_\_\_

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

LEGAL REF.:

A.R.S.

8-303

12-661

13-105

13-706

13-3102

13-3111

13-3411

15-153

15-341

15-515

15-842

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ECAC-R ©

REGULATION

VANDALISM AND REPORTING  
SUSPECTED CRIMES

*Vandalism Reporting*

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~~ involved.

**Suspected Crimes or Incidents Reporting:**

A. Any employee who becomes aware of conduct described in Policy ECAC shall document and report the matter to the principal or other school administrator in accordance with District procedures.

B. The administrator shall ensure the matter is promptly reported to the Superintendent and report to local law enforcement as required by Governing Board policy and law.

C. The administrator shall ensure any required immediate reporting to a peace officer occurs without delay when applicable.

D. Any school employee who observes a violation of A.R.S. 13-3102(A)(12) or A.R.S. 13-3111 on school premises shall immediately report the violation to a school administrator. The administrator shall immediately report the violation to a peace officer.

E. Any school employee who observes a violation of A.R.S. 13-3411 shall immediately report the violation to a school administrator. The administrator shall immediately report the violation to a peace officer.

# ADVISORY 1046

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**IHAL ©  
TEACHING ABOUT RELIGION**

Standards pertaining to instruction on the historical study of biblical text may be found in the State Board of Education Standards in history or English arts, or both, as concepts that include the history and literature of the Old Testament era and the history and literature of the New Testament era. The standards do not require that ~~pupils~~ students who do not enroll in the elective course prescribed in this section receive instruction on the historical study of biblical text.

The instructional program of the District may include content in an elective course pertaining to how the Bible has influenced western culture for ~~pupils~~ students in grades nine (9) through twelve (12). A school may offer this course as an online course. The School District may develop a new curriculum or use an existing curriculum that includes teacher's' guides and that is currently in use in public schools in this state or in other states. An existing curriculum that is used by a school district shall meet the standards and guidelines prescribed in this section as indicated below:

A. Before a school offers a course under this section, a legal review shall be conducted to ensure that the course complies with the First Amendment to the United States Constitution.

B. A course offered under this section shall be designed to:

1. Familiarize ~~pupils~~ students with the contents, characters, poetry and narratives that are prerequisites to understanding society and culture, including literature, art, music, mores, oratory and public policy.
2. Familiarize ~~pupils~~ students with the following:
  - a. The contents of the Old Testament and the New Testament.
  - b. The history recorded by the Old Testament and the New Testament.
  - c. The literary style and structure of the Old Testament and the New Testament.
  - d. The influence of the Old Testament and the New Testament on laws, history, government, literature, art, music, customs, morals, values and culture.

C. A course offered under this section shall follow applicable law and all federal and state guidelines in maintaining religious neutrality and accommodating the diverse religious or nonreligious views, traditions and perspectives of ~~pupils~~ students. This section is not intended to violate any provision of the United States Constitution, the constitution of Arizona or state law or any rules, guidelines or regulations adopted by the United States Department of Education, the State Board of Education or the Arizona Department of Education.

D. A ~~pupil~~ student shall not be required to use a specific translation as the sole text of the Old Testament or the New Testament and may use as the basic textbook a different translation of the Old Testament or the New Testament from that chosen by the School District Governing Board or the ~~student~~pupil's teacher.

E. Personnel shall not be assigned to teach a course offered under this section based on a religious or nonreligious test, a profession of faith or lack of faith, or prior or current religious affiliation or a lack of religious affiliation.

F. A teacher who instructs a course offered under this section in its appropriate historical context and in good faith shall be immune from civil liability and disciplinary action pursuant to ~~section~~ A.R.S. 15-535.

This program will conform to all applicable Arizona Revised Statutes and Arizona Administrative Codes. The program, and materials used in the elective course, ~~and the act of sectarian instruction as referenced in statute~~ are not prohibited under A.R.S. 15-341(~~a~~A)(2), A.R.S. 15-362(~~a~~B)(2), or A.R.S. 15-535 as ~~each~~ are ~~authorized under~~ when offered pursuant to A.R.S. 15-717.01, ~~Bible influence; elective course; requirements; immunity in~~ a neutral, historical, nonsectarian manner.

### **Prohibited Sectarian Instruction**

A teacher who uses sectarian or denominational books or teaches any sectarian doctrine or conducts any religious exercises in school is guilty of unprofessional conduct and his/her certificate shall be revoked. This section shall not be construed to prohibit a teacher from teaching the elective course permitted by A.R.S. 15-717.01.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

15-341

15-362

15-535

15-717.01

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

## Memorandum

**To:** KUSD Governing Board

**From:** Dr. Gretchen Dorner, Superintendent

**Re:** Non-district online student regulation for participation in KUSD Athletics

### FOR AGENDA

- Possible action to allow or deny eligibility to Arizona online charter students to participate in KUSD Interscholastic sports team.

### FOR PACKET

Currently, per prior board discussion, KUSD precludes any student enrolled in a public or charter online school from participating with any KUSD interscholastic program. The only students currently eligible to play for KUSD interscholastic teams are home school students. The KUSD Governing Board can annually decide to make an exception for online charter school students. (Article 15, Enrollment Rule)

15.3.1.2 Online Charter School Students – Notwithstanding any other bylaw, a student who is enrolled in an Arizona online charter school and who is domiciled within the attendance zone of a member school, may be allowed to try out for interscholastic athletics and activities on behalf of that member school, **if permitted by the member school’s governing board. On an annual basis, prior to the beginning of the school year, the member school governing board shall determine by formal board action whether it will permit online charter school students to try out for interscholastic athletics and activities and said board determination will remain in effect for that school year. If permitted, the member school may charge online charter school students additional fees to participate in interscholastic athletics and activities.**

## ARTICLE 15

### STUDENT ELIGIBILITY RULES

#### 15.1 STUDENT ELIGIBILITY REQUIREMENTS

15.1.1 All participants in interscholastic activities must be in compliance with all student eligibility rules. The student eligibility rules are enumerated and presented in detail in Article 15 of the AIA Bylaws.

15.1.1.1 Failure to meet all eligibility requirements by all participants while participating in an interscholastic event may result in forfeiture or disqualification by the offending school and/or such other disciplinary action as the AIA Executive Board may impose. The disciplinary actions authorized in the event of a violation of the AIA rules and regulations are: Advisement, Warning, Probation, Disqualification and Forfeiture. (See Article 16, Section 1) The AIA Executive Board shall consider possible violations of the AIA rules and regulations at its regularly scheduled meeting or at a special meeting. A special meeting to hear a violation report may be called by the President of the AIA Executive Board at any time deemed necessary. The President shall call a special meeting when so directed by a majority of the AIA Executive Board. At the discretion of the AIA Executive Board, said special meeting may be held by telephone conference call.

#### 15.2 APPLICATION OF STUDENT ELIGIBILITY RULES

15.2.1 No part of the student eligibility rules shall be set aside, nor shall any attempt be made to set aside by mutual agreement of any participating schools or their agents, for any contest whatsoever. The student eligibility rules shall not be supplemented or supplanted in any contest under the jurisdiction of the AIA.

15.2.2 The student eligibility rules apply to all interscholastic competition in sports governed by the association and portions thereof to nonathletic activities, as applicable, and as set forth in Articles 36, 37, 38, 39, 40, 41 and 42 of the AIA Bylaws.

15.2.3 Prior to participation, the school principal or his/her designated representative shall have determined that each participant is in compliance with all provisions of the eligibility rules as enumerated in Article 15.

#### 15.3 ENROLLMENT RULE

15.3.1 Only students enrolled at a member school in grades 9 through 12, shall be eligible for interscholastic competition, team practices and tryouts. For purposes of this rule, a student's school of enrollment is defined as the school where the student's permanent grades/records are maintained and from which the student will be eligible to graduate. (**Emergency Legislation – Ex. Brd 3/21/22**)

15.3.1.1 EXCEPTION: A home school student may be eligible if said student is in compliance with A.R.S. §15-802.01.

*DETERMINATION: Considering the terms, spirit and intent of ARS §15-802.01, a home school student who has made a full and good faith effort to participate in a particular interscholastic sport or activity at the school in the student's attendance area, but been unsuccessful, may then utilize the provisions and process set out in 15.10.5 and related subsections (Form 550), and obtain eligibility at the receiving school in that particular sport or activity. (Ex. Bd. 8/14/09)*

15.3.1.2 Online Charter School Students – Notwithstanding any other bylaw, a student who is enrolled in an Arizona online charter school and who is domiciled within the attendance zone of a member school, may be allowed to try out for interscholastic athletics and activities on behalf of that member school, if permitted by the member school's governing board. On an annual basis, prior to the beginning of the school year, the member school governing board shall determine by formal board action whether it will permit online charter school students to try out for interscholastic athletics and activities and said board determination will remain in effect for that school year. If permitted, the member school may charge online charter school students additional fees to participate in interscholastic athletics and activities.

(Section 15.3 cont'd. on next page)

All other eligibility requirements shall apply to online charter school students consistent with requirements established for students enrolled in that member school, including but not limited to, that the online charter school shall submit to the member school written verification that, in a manner and timeline that is consistent with the member school's policies, the student is both: 1) receiving a passing grade in each course or subject being taught, and 2) maintaining satisfactory progress towards advancement or promotion.

A student who is enrolled in an online charter school and who was previously enrolled in a school that is part of a school district is not eligible to participate in interscholastic athletics or activities for the remainder of the school year during which the student was enrolled in a school that is part of a school district.

- 15.3.2 In order to establish eligibility for that semester, a student's initial enrollment shall be no later than the 14<sup>th</sup> official school day of the semester. If a student's initial enrollment occurs after the 14<sup>th</sup> official school day of the semester, he/she is ineligible for that semester.

***DETERMINATION:** The AIA Executive Director, as designee of the AIA Executive Board, may rule on the eligibility of a student who enrolls after the 14<sup>th</sup> official school day of a session. (Ex. Bd. 4/15/96)*

- 15.3.3 In case of initial enrollment after the first official school day and by the 14<sup>th</sup> official school day, a student shall have been in attendance for as many days as he/she missed from the opening day of the semester before eligibility can be established.

- 15.3.4 In order to maintain eligibility, a student shall demonstrate regular attendance.

#### **15.4 ACADEMIC RULE**

- 15.4.1 A student must be enrolled in a minimum of five courses the first six semesters of high school and a minimum as determined by the district during the seventh and eighth semesters. The configuration and method of course delivery shall be as determined by the member school.

#### **15.5 DOMICILE**

- 15.5.1 Domicile – Except as otherwise stated in Article 15, a domicile is a place where a person has his/her true, fixed and permanent home, and to which, whenever absent, he or she has the intention of returning. A student shall have only one domicile for the purposes of these eligibility rules.

##### 15.5.2 Special Domicile Placements

- 15.5.2.1 Ninth-Grade Enrollment – Except as stated in 15.15, an eighth-grade student graduate enrolling in the ninth grade for the first time may attend any member high school and be eligible for interscholastic activities. This recognizes the concept of open enrollment. Upon any transfer by the student after the initial enrollment in the ninth grade, the Transfer Rule applies.

- 15.5.2.2 Legal Guardian – Except in the case of a foreign exchange student or an international student under 15.15, a student for whom a legal guardian has been appointed by a court of competent jurisdiction may be declared eligible at the school in attendance zone in which said legal guardian is domiciled by petitioning as outlined in the AIA Bylaws under Article 15, Section 15.14 Hardship. For purposes of this rule, a court of competent jurisdiction does not include courts outside the United States.

***DETERMINATION:** The AIA Executive Director, as designee of the AIA Executive Board, may rule on the eligibility of a student for whom a legal guardian has been appointed by a court of competent jurisdiction. (Ex. Bd. 4/15/96)*

- 15.5.2.2.1 EXCEPTION: If a legal guardianship appointment has been in effect for at least two years prior to the student's participation in interscholastic competition, it shall not be necessary to petition the AIA Executive Board for domicile hardship eligibility.

- 15.5.2.2.2 The use in interscholastic competition of a student for whom a legal guardian has been appointed, without compliance with the above requirements, shall constitute the use of an ineligible player.

*(Section 15.5 cont'd. on next page)*

- 15.5.2.2.3 Where it is determined by the Executive Board or the Executive Director that athletic motivation and/or circumvention of AIA domicile requirements is involved in the legal guardianship, this is sufficient in and of itself for denial of the hardship request (see 15.14.1.4).
- 15.5.2.3 Ward of the Court - A student who is a ward of the court or the state and is placed in a school by court order may become eligible for interscholastic competition at that school by petitioning for and receiving approval of the AIA Executive Board as outlined in the AIA Bylaws under Article 15, Section 14 Hardship.
- 15.5.2.4 Dual Enrollment - A student registered in dual enrollment or in special programs at a school outside the attendance zone within that school district in which his/her parents are domiciled is eligible to participate in interscholastic competition at the school where the student's permanent records are maintained. The student is eligible for interscholastic competition at that school only.
- 15.5.2.5 District Alternative School Students - Students attending a Cognia Commission on Accreditation & School Improvement accredited alternative school that is void of any AIA interscholastic activity programs are eligible to participate in such activities at their home school (school of domicile). All AIA and school district eligibility requirements must be met.
- 15.5.2.6 Deaf and Blind Students
- 15.5.2.6.1 A student enrolled in an AIA member school who also qualifies for enrollment at Phoenix Day School for the Deaf or Arizona State Schools for the Deaf and the Blind shall have primary interscholastic eligibility at the school in which he/she is enrolled. In the event the handicap precludes the student from participating in an activity at the school in which the student is enrolled, the student shall have eligibility at one of the aforementioned special program schools for that activity while maintaining enrollment and attendance at the school where enrolled.
- 15.5.2.6.2 If an Arizona state school for the deaf and blind does not offer a particular AIA sanctioned sport or activity, a student enrolled in said school may participate in that sport or activities at the AIA public member school nearest to the state school for the deaf and blind or at the AIA public member school in which the student's parents or legal guardians are domiciled. The student is not eligible under this provision without the mutual consent of the sending and receiving school principals.
- 15.5.2.7 First Time Enrollment from Out of State – Except as stated in 15.15, an out of state student whose parents/legal guardian have changed their domicile to and is attending high school for the first time in Arizona may attend any member high school without the transfer ineligibility period(s) provided under 15.10.1 and 15.10.2 be eligible for interscholastic activities and shall not be considered a transfer.
- 15.5.2.7.1 **If a first time from out of state transfer occurs during the season in which the student has practiced or participated for a team during the current season, the student is ineligible for one year from the date of first attendance at the receiving school in that sport. Excluding any military transfer students. (Emergency Legislation – 9/19/2025)**  
**NOTE: The hardship appeal process may be utilized if deemed necessary by the member school.**

## 15.6 AGE LIMIT / BIRTH RECORD RULE

- 15.6.1 Age Limits – If a student becomes 19 years of age on or after September 1, he/she is eligible to compete for the remainder of that school year. If he/she becomes 19 years of age before September 1, he/she is not eligible for any part of that school year.
- 15.6.2 Birth Records – Acceptable record of birth shall be submitted before a student's name is placed on an eligibility list for varsity participation. Acceptable records shall be:
- 15.6.2.1 Certified Birth Certificate – One certified by the appropriate state agency.
- 15.6.2.2 Acceptable Substitutes – Hospital Certificate of Birth with seal or appropriate signature; a Department of Commerce Certificate; a Bureau of Immigration Certificate; a Department of Justice Certificate; a Certificate of Indian Blood signed and sealed by the Department of Interior, Bureau of Indian Affairs; a birth registration card issued by the State of Arizona Department of Health Services with seal; or a passport issued to a United States citizen (born in the United States or a naturalized citizen) by the State Department of the United States.

15.6.2.3 **Verification of Birth** – Verification of birth may also be established when three reputable sources of information acceptable to the AIA Executive Board all agree as to the date of birth (i.e., school records, immunization records, etc.). Such documents must demonstrate utilization of the birth date over an extended period of time (i.e., each document should reflect issue dates encompassing a number of years).

15.6.3 **Birth Record Retention** – A record of the certified birth certificate or an acceptable substitute shall be kept on file by the school. The certified birth certificate or acceptable substitute should be returned to the student.

## 15.7 **PHYSICAL EXAMINATION RULE**

15.7.1 A student shall not be allowed to practice or compete in interscholastic athletics until there is on file with the principal or his/her designee a record of a preparticipation physical examination (PPE) performed by a doctor of medicine (M.D.), an osteopathic physician (D.O.), a naturopathic physician (N.D., N.M.D.), a certified registered nurse practitioner (N.P.) licensed to practice, a certified physician's assistant (PA-C) registered by the Joint Board Of Medical Examiners and the Osteopathic Examiners in Medicine and Surgery, or a certified chiropractic sports physician (CCSP). The physical examination for the following school year shall be given **on or after March 1**. The physical examination on file shall be signed by one of the aforementioned medical providers and shall state that, in the opinion of the examining provider, the provider did not find any medical reason to disqualify the student from practice or competition in athletic contests. The principal or his/her designee, if deemed advisable, may require a student to be reexamined.

15.7.2 Member schools shall utilize the physical examination forms provided by the AIA. There shall be four parts:

15.7.2.1 **Part One – Annual Preparticipation Physical Evaluation** – To be completed and signed by the parent or guardian and student athlete. This form must also be signed by the examining medical provider. (See Form 15.7-A).

15.7.2.2 **Part Two – Annual Preparticipation Physical Examination** – To be completed and signed by the examining medical provider. (See Form 15.7-B).

15.7.2.3 **Part Three – Annual Preparticipation Acknowledgement** – To be completed and signed by parent or guardian and student athlete. (See Form 15.7-C).

15.7.2.4 **Part Four – Annual Preparticipation Consent to Treat Form** – to be completed and signed by the parent or guardian and student athlete (See Form 15.7-D).

15.8 **PARENTAL OR LEGAL GUARDIAN CONSENT RULE** – Parental or legal guardian consent is required before a student can be eligible to practice or compete in interscholastic competition. All students shall have on file with the principal or his/her designee appropriate permission in which the parent or legal guardian authorized participation.

15.8.1 It is recommended that such authorization state:

I/We give our permission for \_\_\_\_\_ to participate in organized interscholastic athletics, realizing that such activity involves the potential for injury, which is inherent in all sports. I/We acknowledge that even with the best coaching, use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility. On rare occasions, the injuries can be so severe as to result in total disability, paralysis, quadriplegia or even death.

I/We acknowledge that I/we have read and understand this warning.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Player

15.9 **MAXIMUM PARTICIPATION RULE** – After a student first enrolls in the ninth grade, he/she has a maximum of eight semesters of opportunity and a maximum of four seasons of opportunity in each sport or activity. **Semesters 1-8 must be consecutive.**

15.9.1 Enrollment for at least fifteen school days during any semester, or participation in any interscholastic contest, constitutes a semester of opportunity and a season of opportunity.

15.9.2 A student's ineligibility during any semester or season does not affect application of the Maximum Participation rule and does not extend the number of semesters of opportunity or seasons of opportunity.

15.9.3 During a school year a student shall be eligible to participate in only one season of competition per sport, except freshman tennis.

15.9.4 Absence for Reason Other Than Confinement or Disabling Illness of Self or Immediate Family – A student absent from school for a period of more than ten consecutive school days for reasons other than a disabling illness or injury of himself/herself or a member of his/her immediate family shall be ineligible for the remainder of the semester or until he/she has been in attendance for the same number of days as he/she was absent. (See *Article 15, Section 3, Paragraph 5*).

15.9.5 Any period during which a student is not enrolled or is out of school due to suspension, expulsion or removal for disciplinary reasons shall be included for purposes of the Maximum Participation Rule.

**15.10 TRANSFER RULE** – Except as stated in 15.10.6, after enrolling and attending one or more classes, a student changing enrollment from one school (sending school) to another school (receiving school) shall be considered a transferring student. For information and record keeping purposes, the receiving and sending school shall reasonably cooperate and complete Form 550.

15.10.1 In team sports, a student shall be ineligible for all power ranked contests at the varsity level until after the first 50% of the maximum allowable Power Rankings regular season contests in those sports in which the student participated during the twelve (12) months immediately preceding the season in which the student is seeking eligibility. In sports permitting invitationals/tournaments, the student shall be ineligible for the first invitational/tournament. Participation is defined as a student participating in the sport during a regular season game as is specified by the AIA standardized calendar.

15.10.2 For individual sports, the student will be ineligible for 50% of scheduled opportunities, including invitationals/tournaments for that school.

15.10.3 In case of any subsequent transfer by the student, the student is ineligible for one year from the date of first attendance at the receiving school.

15.10.4 A transfer student who plays only in sub-varsity competitions shall have immediate eligibility but is ineligible to participate at the varsity level in regular season, tournaments, and post-season competitions for the season in that sport. A decision to participate only at sub-varsity levels must be made prior to the season of competition.

15.10.5 If a transfer occurs during the season in which the student participated during the twelve (12) months immediately preceding the season in which the student is seeking eligibility, or in which the student has practiced or tried out for a team during the current season, the student is ineligible for one year from the date of first attendance at the receiving school in that sport.

15.10.6 A transfer from an AIA member school (sending school) to a non-AIA member school that does not offer any interscholastic athletics, will not be considered a transfer.

15.10.6.1 A subsequent transfer from that non-AIA member school back to the sending school will also not be considered a transfer under 15.10.

15.10.6.2 A subsequent transfer from that non-AIA member school to an AIA member school other than the sending school will result in a subsequent transfer rule period of ineligibility.

15.10.7 (Form 550) - The sending school administration shall provide to the receiving school, via Form 550, the verification of activities in which a transferring student has participated. The receiving and sending school(s) shall **reasonably cooperate and complete Form 550**. Upon receipt by the receiving school of a completed Form 550, assuming all other eligibility requirements are met, the student becomes eligible for all interscholastic activities except for those activities in which the student has competed during the current or previous school year.

“Statement of Philosophy / Rationale for Transfer Rule”

- Promotes the educational philosophy that participation in interscholastic athletics is a privilege, which should not take a dominant role over academics;
- Recognizes the overwhelming administrative difficulty in attempting to determine the motives or reasons for each and every transfer, and, therefore, adopts a uniform objective standard to be followed by all member schools.
- Helps to protect opportunities for participation by students who attend school in the attendance zone of their domicile;
- Helps to protect and promote continuity of school programs;

*(Section 15.10 cont'd. on next page)*

- Serves as a deterrent to students running from or avoiding an athletic discipline that has been or may be imposed;
- Except as otherwise stated, this rule is intended to and shall encompass any and all transfer situations and shall apply to any and all member schools, be they public, private or parochial.  
*NOTE: The fact that a student may or may not have paid tuition has no bearing on the applicability of transfer rules.*

15.10.8 Transfer Rule Exceptions – A student who transfers from one high school (the “sending school”) to another high school (the “receiving school”), where there has been no change in domicile of parents or legal guardian, shall be eligible to participate in interscholastic activities at the receiving school when the following eligibility requirements has been fulfilled:

15.10.8.1 Ethnic Balance – In case of a transfer within a school district by a student under an approved compliance plan for racial balance (ethnic transfer), the period of ineligibility subsequent to such a transfer, if any, shall be determined by the district.

15.10.9 For the purposes of 15.10.6, a student enrolled at an AIA member school, who chooses to participate on a different team that competes in high school games during the AIA season of sport is considered a transfer. **This rule applies to the 12 months immediately preceding the season in which the student is seeking eligibility.**

15.10.9.1 A transfer back to the student’s original AIA member school shall be considered a **first** transfer with an ineligibility period the same as described in 15.10.1.

15.10.9.2 A subsequent transfer of eligibility to an AIA member school other than the original school will result in the student being ineligible for one year from the date of first attendance at the receiving school.  
**(Emergency Legislation – Ex Board – 12/12/2022)**

15.10.10 School Closures / Drop of AIA Membership – Upon closure or drop of AIA membership by the governing board, students may transfer at the beginning of the following semester to another school in the district as approved by the governing board, to the public high school of another district closest to the domicile of the parents, or to a private, parochial or BIE school and be automatically granted athletic eligibility.

15.10.11 When Sport or Nonathletic Activity Is Dropped by an AIA Member School – When a sport or nonathletic activity is dropped by a governing board, a student may transfer to a school that offers that sport or nonathletic activity and shall be eligible only in the sport or nonathletic activity that has been dropped at the school from which the student transferred. Said eligibility will be granted when the student enrolls in one of the following schools:

15.10.11.1 A private or parochial high school in the county in which the parents are domiciled.

15.10.11.2 The public high school within the same school district closest to the domicile of the parents.

15.10.11.3 In the event the district does not offer the sport or nonathletic activity in any of its schools, the student may transfer to the public high school of another district closest to the domicile of the parents.

15.10.11.4 The transfer rule shall apply to other interscholastic sports and activities in which the student participates.

15.10.12 Disciplinary Removal - A student suspended, expelled or otherwise removed for disciplinary reasons, **athletically and/or academically as imposed by the school or state association**, including revocation or non-renewal of open enrollment, from one high school shall be ineligible for interscholastic competition in any other high school for one year or until all conditions for re-admittance have been fulfilled at the high school where the suspension, expulsion, open enrollment revocation or removal for disciplinary reasons occurred, whichever occurs first.  
**(Emergency Legislation – 9/19/2025)**

## 15.11 **AMATEUR RULE**

15.11.1 Each student, in order to represent his/her school in any AIA sanctioned contest, shall be and shall remain an amateur.

*(Section 15.11 cont'd. on next page)*

15.11.1.1 Name Image and Likeness (NIL): A student-athlete may benefit from the use of their name, image and likeness (NIL) provided the NIL is not connected to his/her AIA sanctioned high school team or activity program. NIL activities consistent with the guidelines in AIA bylaw 15.11.1.2 will not result in loss of amateur status. NIL activities may not be utilized to violate AIA bylaw 15.12 (Recruitment Rule). A student that is in violation of this bylaw ~~and~~ shall immediately lose eligibility if that student, his/her family member, or anyone else on behalf of that student, enters into an agreement with an individual, corporate entity, partnership, association, or any other party or organization which violates the guidelines in AIA bylaw 15.11.1.2.

15.11.1.2 **NIL Guidelines:** A student-athlete may benefit from the use of their name, image, and likeness (NIL) provided:

15.11.1.2.1 The compensation is not contingent on athletic performance or achievement

15.11.1.2.2 The compensation is not an incentive to enroll in or remain enrolled at a specific school.

15.11.1.2.3 The compensation is not provided by the school, a booster club, a collective, or any person/entity acting as an agent on behalf of the school or athletic program.

- No student-athlete may be a member of nor receive compensation or any other benefit from a Collective or NIL Club. A Collective is defined as any group organized or existing for the purpose of compensating or benefiting an individual student athlete or a group of student athletes of a member school. NIL Clubs are defined as a group of student athletes organized or existing for the purpose of soliciting funds or other benefits from fans, members or other sources, managing or promoting NIL activities of student athletes or otherwise providing funds or other benefits to an individual student athlete or group of student athletes.
- Booster Clubs are not considered Collectives or NIL Clubs if such Booster Club is operated under the supervision of a member school and provides monetary or other benefits to school athlete facilities, school athletic equipment, school team meals or other school team benefits rather than to an individual student athlete or group of student athletes.

***(Emergency Legislation – Ex Board – 9/10/2024)***

15.11.1.2.4 Intellectual property - No “marks” may be used including, but not limited to, school or district name, logo, uniforms, mascots, or any AIA logo

15.11.1.2.5 No school or district apparel or equipment shall be worn or used that includes school or district name, logo, uniforms, mascots, or any AIA logo.

15.11.1.2.6 No AIA member school facility may be used for the purpose of NIL activities.

15.11.1.2.7 No activities in conflict with a member school’s district policy may be endorsed. (Examples include, but are not limited to, tobacco products, alcohol products and controlled substances).

15.11.1.2.8 Within five (5) school days of entering into any NIL contract/agreement, a student, or the student’s parents/guardians, must notify the school’s Athletic Director of the agreement.

15.11.1.2.9 Students and their families should seek professional guidance regarding collegiate financial aid, NCAA clearinghouse, legal and/or tax implications, among other concerns.

15.11.2 An amateur athlete is one who has never used or is not using his/her knowledge of athletics or athletic skill in an athletic contest for financial gain.

***DETERMINATION:*** *The AIA Executive Board determined that an amateur may receive merchandise awards that do not exceed the limit as set forth in Article 13, Section 1.*

15.11.3 A person who has lost his/her amateur standing in any AIA sanctioned sport loses his/her amateur standing in all sports in interscholastic competition for a maximum of one full calendar year from the date of discovery of the infraction or until reinstated by the AIA Executive Board.

15.11.4 Amateur athletes shall retain their amateur standing even though they participate during the summer vacation in schools or clinics sponsored by professionals. *(See Article 14, Section 9).*

15.11.5 Individual students may receive monetary rewards for participation in luck-of-the-draw or lottery-type programs. This type of competition must be limited to individual type competition and not put one contestant against another. There is no limit on the amount of monetary award for this type of competition. (Examples: Shooting baskets at half-time at professional basketball games; shooting hockey pucks at goals during intermissions at hockey events).

*(Section 15.11 cont'd. on next page)*

- 15.11.6 Amateur athletes shall participate and always have participated under their own name
- 15.11.7 An amateur athlete shall not compete for money or other monetary compensation.
- 15.11.7.1 Amateur athletes may receive actual expenses for participating in out-of-town games. This amount shall not exceed the state of Arizona per diem.
- 15.11.7.2 Amateur athletes may receive a fee for officiating non-interscholastic high school and non-intercollegiate sports without jeopardizing their amateur standing.
- 15.11.7.3 Amateur athletes shall retain their amateur standing even though they receive compensation from private clubs for instructing students not enrolled in high school.
- 15.11.7.4 Amateur athletes shall retain their amateur standing even though they receive compensation from state, county, city, parks or recreation departments.
- 15.11.7.5 Amateur athletes may enter a tournament with or against professionals without jeopardizing their amateur standing providing they do not receive, or anyone receives for them, any monetary awards, gift certificates or merchandise awards which exceed the limits as set forth in Article 13.1.4.
- 15.11.8 Except for a Letter of Intent to attend a college or university, amateur athletes shall not enter into any agreement with any corporation, association, partnership or individual for their services as an athlete until they have terminated their attendance in high school. This includes professional clubs and/or teams for training and competition.
- 15.11.9 An amateur athlete, or any member of his/her family, shall not receive remuneration, either directly or indirectly; such remuneration being given to influence the student or the family to reside in a given high school district for purposes of establishing the student's eligibility on a team and/or participation with a club and/or team in the form of a scholarship and/or room and board. *(See also Article 15, Section 12).*
- 15.11.10 A student may participate and receive monetary awards in non-interscholastic and/or non AIA sanctioned activities/contests (such as rodeo, boxing, bowling, judo) and be classified as an amateur under AIA rules. *(See Article 11, Section 1, Paragraph 2).*

**15.12 RECRUITMENT RULE** – There shall be no recruitment of athletes. Recruitment is defined as the act of influencing a student to enroll in a school or to transfer from one school to another in order that the student may participate in interscholastic athletics. No school administrator, athletic coach or employee of a high school district shall engage in recruitment either by direct contact with a student or indirectly through parents, legal guardians, common school employees, directors of summer athletic programs or other persons who are in a position to influence the student's choice of a school.

- 15.12.1 If the recruitment rule is violated, the student will not be eligible at a member school until reinstated by the AIA Executive Board.
- 15.12.2 If school personnel condone or actively engage in recruitment or a school uses a recruited student, the school shall be subject to disciplinary action by the AIA Executive Board. *(See Article 16, Section 1).*
- 15.12.3 Contact procedures used in the soliciting of students to enroll in any public, private or parochial school shall be the same for all students.

15.12.4 Interpretations

- 15.12.4.1 Funds which have been donated to schools by clubs and individuals may be given as financial aid to students through the normal financial aid program of the school for all students, without regard to athletic potential. Financial aid based even partially on athletic potential or performance is not permitted from the school or from groups that exist because of or for the benefit of the school (e.g., booster clubs).
- 15.12.4.2 Individuals not exclusively representing athletic interests of a high school may make general presentations (not just athletic) to eighth grade students (not just athletes). There should be a variety of presenters, speaking on a variety of topics to students of all interests.

*(Section 15.12 cont'd. on next page)*

- 15.12.4.3 It is a violation of this section for a coach or any other unauthorized representative of a school to suggest or promise that any part of tuition will be waived for a prospective student for any reason, including financial need. The only person who may address the possibility of fee reduction is that person who has specific responsibility for admissions and financial aid policies and procedures.
- 15.12.4.4 If it is a faculty member's responsibility to recruit students (not just athletes) and that person makes such contact irrespective of athletic eligibility, such contact is permitted. However, anything done for an athlete that is not done in a comparable fashion for all students is a violation of the Recruitment Rule.
- 15.12.4.5 When a student at a junior high/middle school or other high school, or the parents of that student, contacts the coach about attending the coach's school, the coach shall refer the student or parent to the appropriate school personnel (those who have the responsibilities for seeking and processing prospective students).
- 15.12.4.6 A high school coach may not initiate contact with a student at a junior high/middle school or other high school, or the parents of that student, about attendance at the school. It is not a violation for a coach to have normal community contact with a student who attends a junior high/middle school of the same system, which is a feeder to the high school.
- 15.12.4.7 It is a violation of the Recruitment Rule if coaches or their representatives call, send questionnaires, cards or letters or visit prospective athletes and their families for the purpose of evaluating and recruiting specific prospective athletes.
- 15.12.4.8 High school coaches or their representatives may not attend grade school or youth sports games (e.g., Pop Warner) for the purpose of evaluating and recruiting specific prospective athletes.
- 15.12.4.9 High school coaches and administrators may not request booster clubs, parents, players, former players or alumni from the high school to discuss the merits of their athletic program with prospective athletes or their parents by phone, in person or through letters.
- 15.12.4.10 Any high school may allow all students of any junior high/middle school to attend its athletic events without charge.
- 15.12.4.11 Persons "indirectly associated with the school" include, but are not limited to, parents of players and booster club members. Such persons are prohibited from providing or performing any of the examples of recruitment listed in this section and its interpretations.
- 15.12.4.12 Examples of recruitment shall include, but are not limited to:
- 15.12.4.12.1 Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school.
  - 15.12.4.12.2 Offer or acceptance of room, board or clothing or financial allotment for clothing.
  - 15.12.4.12.3 Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service.
  - 15.12.4.12.4 Offer or acceptance of free transportation by any school connected person.
  - 15.12.4.12.5 Offer or acceptance of a residence with any school connected person.
  - 15.12.4.12.6 Offer or acceptance of any privilege not afforded to non-athletes.
  - 15.12.4.12.7 Offer or acceptance of free or reduced rent for parents.
  - 15.12.4.12.8 Offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents.
  - 15.12.4.12.9 Offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
  - 15.12.4.12.10 Offer or acceptance of help in securing a college athletic scholarship.
- 15.12.4.13 **OPEN HOUSE** – The intent of an open house is to allow incoming students to gather information regarding curriculum, programs, and the admissions process. Coaches may provide general information to prospective incoming students but no specific details or enticements as to participation if they were to enroll.

(Section 15.12 cont'd. on next page)

- 15.12.4.14 **PRIOR CONTACT** – Prefatory statement: In an effort to preserve and promote competitive fairness, and consistent with the AIA’s mission to ensure that academics remain the primary focus of its member schools, the Prior Contact rule is an effort to deter recruiting of student-athletes and minimize athletically motivated transfers. However, the rule applies regardless of whether there is any evidence of athletic motivation or recruitment.

Despite compliance with the other provisions of AIA Bylaws, a student who transfers from one school (sending school) to another school (receiving school) is ineligible in the sport involved for one year from the date of attendance at the receiving school, if any of the following circumstances existed during the one year preceding the transfer:

- The student participated or practiced as an individual, on a school team, or on a non-school team coached, directed, supervised, managed, coordinated, owned or operated by any of the receiving school’s coaches (in the sport involved), administrators or parents.
- The student participated or attended an open gym, open weight room, or open athletic facilities at the receiving school. For this circumstance, the sport involved is deemed to be any interscholastic sport in which the student has participated or practiced during the current or previous school year.
- A coach at the receiving school has served as a personal trainer, coach, conditioner or instructor for the student. For this circumstance, the sport involved is deemed to be any interscholastic sport in which the student has participated or practiced during the current or previous school year.
- The student participated or attended a camp, clinic, combine, showcase or similar event where a coach, trainer, or instructor in the sport involved at the receiving school worked, whether on a paid or volunteer basis.

As used in this rule, the term “coach” includes any person who coaches, volunteers, manages, administers, or assists in any capacity with the coaching or training of the school or non-school team, regardless of compensation or contract status. No personal relationship, individual instruction or direct contact between the coach and the student is required for application of this rule. For example, a coach of a football team, regardless of position or group he/she coaches, is considered to be a coach of the entire football team, at all levels (freshman, junior varsity, varsity), and this rule applies. (**Emergency Legislation – 3/1/2019**)

- 15.12.4.14.1 During Summer Enrollment – Beginning with the week identified in the AIA calendar as summer and ending with the week that begins fall practice, a student is considered to have transferred when the student has demonstrated intent to enroll in the receiving school. Intent is identified by the school or school district.

### 15.13 **ELIGIBILITY APPEAL PROCEDURES**

- 15.13.1 In the case of an alleged hardship, a member school may appeal on behalf of a student his/her ineligibility by utilizing the process provided in AIA Bylaw 15.14, Hardship. (Form 15.10)
- 15.13.2 In all other cases, a member school may appeal on behalf of a student his/her ineligibility by notifying the Executive Director of the appeal in writing, setting out fully and completely the basis for the appeal. The Executive Director, utilizing the authority under AIA Bylaw 7.1.3.7, shall respond in writing within a reasonable time. Should the member school disagree with the determination of the Executive Director, it may ask that the matter be considered by the Executive Board (AIA Bylaw 7.1.3.7).
- 15.13.3 Review of Prior AIA Hardship Appeals Decision - The AIA Executive Board may review prior decisions regarding eligibility of a student at any regular or special meeting provided:
- 15.13.3.1 Substantially new and different information has been submitted in written form to the AIA Executive Director.
- 15.13.3.2 If, in the opinion of the AIA Executive Director, the information is not new and different, the item will not be placed on the agenda.

- 15.14 HARDSHIP (Form 15.10)** - In individual hardship cases the AIA Executive Board or the Hardship Appeals Committee may, at their discretion and upon such terms and conditions as may be imposed, waive or modify the Enrollment Rule (Article 15, Section 3, Paragraph 4 only), Domicile Rule (Article 15, Section 5), Maximum Participation Rule (Article 15, Section 9, Paragraph 1 only), Transfer Rule (Article 15, Section 10), and/or Recruitment Rule (Article 15.12.4.14 only), and/or the International Student Eligibility Rule (Article 15.15.2 only). The appeal shall initially be heard and decided by the Hardship Appeals Committee. The decision of the Hardship Appeals Committee shall be final unless appealed to the AIA Executive Board within five business days from the date of said decision. AIA Executive Board consideration of such appeals will take place only at regularly scheduled monthly meetings, unless otherwise scheduled by the Board. (See *Article 6, Section 3 regarding procedures for meetings of the AIA Executive Board.*) Procedures for appeals to the Hardship Appeals Committee shall be as determined by the AIA Executive Board.
- 15.14.1 Hardship Defined - Each case is dependent upon its facts, but as a general guideline, the Executive Board will use the following criteria:
- 15.14.1.1 An unforeseeable, unavoidable, and uncorrectable act, condition, or event, over which the student and his/her family has no control; and
  - 15.14.1.2 Which has caused a severe burden upon the student or his/her family; and
  - 15.14.1.3 Which has caused the student's noncompliance with the eligibility rule(s) involved.
  - 15.14.1.4 Whether athletics plays a role in the circumstances involved in the hardship request.  
*NOTE: Where it is determined that athletic motivation is present; this would be sufficient, in and of itself, for denial of the hardship request.*
  - 15.14.1.5 Loss of eligibility in itself is not to be considered a hardship.
- 15.14.2 Burden of Proof - The burden of providing evidence of hardship shall be on the student. Full particulars must be given by the student and the school principal must certify that the information given is correct to the best of his/her knowledge and belief.
- 15.14.3 Enrollment Limitation Hardship - A ninth grade student applying for admission or a student transferring who is denied enrollment because of lack of space may be declared eligible.
- 15.14.4 Age Rule Exemption - In individual cases the AIA Executive Board may, at their discretion and upon such terms and conditions as may be imposed, waive or modify the age rule (15.6.1), utilizing the information and process set out in Form 15.14.
- 15.14.5 Upon request by the Executive Director or designee, the sending school shall provide a representative during the hardship appeal hearing(s) before the Hardship Appeals Committee and/or the Executive Board. Failure of the sending school representative to attend shall not prevent or otherwise delay any hearing or decision on the appeal, but the failure to appear SHALL be considered a violation of the AIA Bylaws and may result in sanction as determined by the Executive Board.
- 15.15 INTERNATIONAL STUDENT ELIGIBILITY** – Prefatory Statement: In an effort to preserve and promote interscholastic competitive opportunities for Arizona students and further the goals of competitive fairness, and recognizing the concerns of AIA member schools related to displacement of Arizona students by students from foreign countries, the following bylaw addresses the interscholastic eligibility status of international students attending an AIA member school:
- 15.15.1 Foreign Exchange Students – A foreign exchange student is a student that is in the U.S. under a J-1 Visa, and who is placed in a school by an educational exchange program approved by the Council on Standards for International Educational Travel (CSIET). A foreign exchange student is eligible at a school in the attendance zone of the home in which the student is placed. A foreign exchange student must meet all other eligibility requirements and is eligible for a maximum of one school year.
  - 15.15.2 International Students – An international student is a student who is in the U.S. under any Visa or document other than a J-1 Visa and who is attending an AIA member school. Except as stated below with regard to domicile, an international student must meet all eligibility requirements of any regularly enrolled student. An international student is eligible only for non-varsity level competition, which may include only 9<sup>th</sup> through 11<sup>th</sup> grade, and is not at any time of enrollment eligible for varsity level competition. With regard to domicile, an international student's non-varsity eligibility shall be at a school in the attendance zone of the home in which the student is placed.



## MEMORANDUM

**To:** Governing Board of Education

**From:** Vicki Trujillo, Special Education Director

**Date:** May 6, 2026

**Subject:** Registered Behavior Technician (RBT) Stipend Program Proposal – IDEA Grant Funding

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Kingman Unified School District is seeking Governing Board approval to implement a Registered Behavior Technician (RBT) Stipend Program. This initiative is designed to build internal capacity for behavioral support services while investing in the professional growth of existing special education paraeducators. The proposed stipend of \$400 per quarter will total approximately \$12,800 annually, representing a cost-effective investment in expanding district-wide support for students with behavioral needs.

This initiative is designed to strengthen district-wide behavioral support services across multiple campuses by investing in the training and certification of existing special education paraeducators as Registered Behavior Technicians (RBTs). Rather than relying on external staffing models, this program builds internal capacity, allowing the district to retain and elevate current employees while expanding access to specialized behavioral support for students.

All special education paraeducators will have the opportunity to apply for participation in this stipend-based program. Interviews will be conducted to determine the best fit based on qualifications, interest, and alignment with program needs and student support demands. Due to the intensive nature of the training and supervision model, participation will be limited.

The training will be conducted over the summer during a four-day intensive session under the supervision of the district's Board Certified Behavior Analyst (BCBA) and the Special Education Director. This training will prepare selected staff to complete the RBT competency assessment and become fully prepared to serve in the role of Registered Behavior Technician within the district.

Following the training, participants will continue to receive ongoing supervision and support from the district's BCBA to ensure fidelity of implementation and high-quality behavioral services. This structure will allow the district to expand behavioral supports across multiple campuses, increasing access to services while maintaining consistent oversight and professional standards.

This model reinforces KUSD's ability to meet the growing needs of students by expanding targeted supports and ensuring the district is equipped to respond effectively to increasing service demands within our schools. It also allows the district to continue strengthening support for both staff and students in the areas of safety and emotional well-being, in alignment with the district's strategic plan.

Key benefits of the program include:

- Increased access to qualified behavioral support across campuses
- Retention and professional growth of current staff

- Cost-effective use of IDEA grant funding
- Expansion of services to meet growing student behavioral needs
- Improved alignment with individualized student support models

This proposal supports the district's commitment to providing high-quality special education services while maintaining fiscal responsibility and strengthening our internal workforce.

We respectfully request Governing Board approval to proceed with the implementation of the RBT Stipend Program.

# Special Education Paraeducators RBT Stipend

## Purpose

Kingman Unified School District will offer a stipend opportunity for selected special education paraeducators who complete the requirements to become and serve as Registered Behavior Technicians, commonly referred to as RBTs.

The purpose of this stipend is to build district capacity to support students with intensive behavioral needs by increasing access to trained staff who can assist with behavior skill instruction, data collection, behavior intervention plans, and implementation of evidence-based practices under the supervision of the district-contracted BCBA and the Special Education Director.

## Program Overview

KUSD may provide up to 8 RBT paraeducator stipend positions for the school year. Selected staff will be required to attend the 40-hour paid training at Lasenita, June 15- June 18. The District's BCBA will work with paraeducators on completing the course. Paras will be required to complete the competency assessment with the BCBA and pass the RBT assessment within the first 30 days of school.

Paraeducators who work as an RBT will be able to receive a stipend of up to \$400 per quarter, contingent on data collection and evidence of working with designated students. The \$400 stipend will equate to approximately \$1.23 per hour more than the employee's current hourly rate.

Stipends will only be paid after the paraeducator has met all required eligibility, training, competency, and certification requirements. At the end of each quarter, the paraeducator will complete an attestation, have the BCBA and Special Education Director sign off on it, and submit it to the special educator coordinator for processing payment.

## Anticipated District Program Sites

Based on master staffing and district program needs, one RBT paraeducator may be assigned or identified at each of the following sites:

Site	District Program	Anticipated Positions
Desert Willow - Manzanita	EDP	1
Cerbat	Star	1
Hualapai	Star	1

Black Mountain	SOAR/Preschool	1
La Senita	SOAR/Preschool	1
White Cliffs	SOAR	1
KMS	Links/Behavior	1
KHS	Links, EDP	1

Final placement and selection will be based on the district need, student support needs, staffing, employee qualifications, and successful completion of all RBT Requirements.

### **Eligibility Criteria**

To apply for the RBT stipend opportunity, the employee must:

1. Be currently employed as a KUSD special education paraeducator.
2. Be assigned to or willing to support a district special education program.
3. Demonstrate a desire to teach students new behavior skills.
4. Demonstrate the ability to collect, review, and use behavior data.
5. Demonstrate professionalism, confidentiality, and reliability.
6. Believe in positive behavior support, fresh starts, and skill-building.
7. Be willing to complete the required summer training.
8. Be willing to complete the RBT competency assessment. Assessment is paid for by the paraeducator.
9. Be willing to take and pass the RBT examination.
10. Be willing to serve under the direction of the district-contracted BCBA and the Special Education Director.

### **Required Training**

Selected paraeducators must attend paid summer training on:

**Date: June 15, 16, 17, and 18**

**Time: 7 am-4 pm**

**Location: La Senita**

During this training, staff will begin or complete the required 40-hour RBT training.

Employees must be able to log in to a district computer to complete the course.

## Certification Requirements

To receive the RBT stipend, the paraeducator must complete all of the following:

1. Attend required paid summer training.
2. Complete the 40-hour RBT training.
3. Complete and pass the RBT competency assessment (with the BCBA prior to the assessment)
4. Apply for and take the RBT examination.
5. Pass the RBT examination.
6. Serve in the RBT role as assigned by the district.
7. Continue to implement behavior support under the supervision of the BCBA and Special Education Director.

**Stipends will not be paid if the employee does not pass the required RBT examination.**

## Stipend Eligibility Timeline

Paraeducators who complete the training, competency assessment, and RBT examination during the first nine weeks of school will be eligible to receive the quarterly stipend.

Once eligible, the employee may receive the stipend for the remaining quarters of the school year, provided they continue to:

- Serve in the RBT role.
- Maintain certification requirements.
- Follow BCBA and district direction.
- Complete assigned data collection and behavior support responsibilities.
- Maintain professional conduct and confidentiality.
- Complete a quarterly attestation.

## Quarterly Stipend Procedure

The stipend amount will be **\$400 per quarter**.

Before each quarterly stipend is submitted for payment, the Special Education Department will verify:

Requirement	Verification
Employee remains a special education paraeducator	HR/assignment review
Employee is serving in the assigned RBT Role	Site Administrator/sped review
Employee attendance is 90% or higher	Payroll

RBT Certification is current	BCBA
Data collection and implementation of assigned duties	BCBA/SPED Director and Attestation form

Failure to maintain these expectations may result in the stipend being paused or suspended

## Role Expectations for RBT Paraeducators

RBT paraeducators will continue to work within the paraeducator role and under the supervision of certified staff. The RBT designation does not replace the role of the teacher, case manager, BCBA, or administrator.

RBT paraeducators may support:

- Implementation of behavior intervention plans.
- Teaching replacement behaviors.
- Reinforcement systems.
- Data collection.
- Behavior skill acquisition.
- De-escalation support.
- Student engagement and re-entry after dysregulation.
- Consistent use of district-approved behavior strategies.
- Communication with the teacher, BCBA, and Special Education Director regarding student progress.

RBT paraeducators **may not independently design behavior plans.** change behavior intervention plans, make educational placement decisions, or operate outside of the direction of the supervising BCBA, teacher, administrator, or Special Education Director.

# **Application and Selection System**

## **Step 1: Announcement of Opportunity**

The Special Education Department will send an announcement to special education paraeducators and site administrators explaining:

- Purpose of the RBT stipend opportunity.
- Number of available positions.
- Training dates.
- Eligibility requirements.
- Application deadline.
- Selection process.
- Stipend amount.
- Certification requirements.

## **Step 2: Employee Application**

Interested paraeducators must complete an application by May 12, 2026.

The application should include:

1. Employee name.
2. Current work site.
3. Current position.
4. Years of experience as a paraeducator.
5. Experience supporting students with behavioral needs.
6. Statement of interest.
7. Agreement to attend June training.
8. Agreement to complete the 40-hour RBT training.
9. Agreement to take and pass the RBT examination.
10. Principal or supervisor recommendation.

## **Step 3: Site Administrator Input**

The site administrator or supervising teacher may be asked to provide input on the applicant's:

- Attendance and reliability.
- Professionalism.
- Ability to follow behavior plans.
- Ability to maintain confidentiality.
- Ability to collect data.
- Ability to work with students who have behavioral needs.
- Positive approach with students.
- Willingness to learn and receive feedback.

#### **Step 4: Application Review Committee**

Applications will be reviewed by a small district review team, which may include:

- Special Education Director.
- District-contracted BCBA.
- Special education coordinator or designee.
- Site administrator input as needed.

The committee will review applications using a standard rubric to ensure consistency and fairness.

#### **Step 5: Selection Criteria**

Applicants will be selected based on:

<b>Criteria</b>	<b>Points</b>
Current special education paraeducator	Required
Assigned to a district program with behavioral support needs	10
Demonstrated reliability and attendance	10
Experience supporting students with behavioral needs	10
Ability to collect and follow data systems	10
Positive, student-centered approach	10
Willingness to receive coaching and feedback	10
Commitment to completing RBT requirements	10
Supervisor recommendation	10
District staffing needs/site priority	20
<b>Total Possible Points</b>	<b>100</b>

Applicants with the highest scores and strongest alignment to district needs will be selected.

#### **Step 6: Conditional Selection Notice**

Selected applicants will receive a conditional selection notice.

The notice should state that selection is conditional until the employee:

- Completes training.

- Completes the 40-hour RBT course.
- Completes the competency assessment.
- Passes the RBT examination.
- Is approved to serve in the RBT role.

### **Step 7: Training and Certification Tracking**

The Special Education Department will maintain a tracking spreadsheet for all selected employees.

The spreadsheet should include:

- Employee Name
- Site
- Training attended
- 40-hour training completed
- Competency passed
- RBT Exam passed
- Quarter 1
- Quarter 2
- Quarter 3
- Quarter 4

KUSD RBT Paraeducator Stipend Application

Employee Name: \_\_\_\_\_ Current Site: \_\_\_\_\_

Current Position: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

1. Why are you interested in becoming an RBT paraeducator for KUSD?

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2. Describe your experience supporting students with behavioral needs.

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3. What does "fresh start" mean to you when working with students who engage in challenging behavior?

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4. Describe your comfort level with collecting behavior data.

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5. How do you respond when a student is escalated, frustrated, or refusing to follow directions?

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6. Are you able to attend paid training on June 15, 16, 17, and 18 at La Senita?

- Yes
- No

7. Do you understand that you must complete the 40-hour RBT training, complete the competency assessment, and pass the RBT examination before receiving the stipend?

- Yes
- No

8. Do you understand that stipends will not be paid if you do not pass the required RBT examination?

- Yes
- No

9. Do you agree to serve under the direction of the district-contracted BCBA and the Special Education Director?

- Yes
- No

10. Employee Signature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Supervisor Recommendation Form

Employee Name: \_\_\_\_\_ Current Site: \_\_\_\_\_

Current Position: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Please rate the employee in the following areas:

Area	Strong	Satisfactory	Concern
Attendance and reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works well with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows adult direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts coaching and feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses positive behavior supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can collect accurate data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommended for RBT stipend opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor Comments:

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Conditional Selection Language**

If selected

Congratulations. You have been conditionally selected to participate in the KUSD RBT Paraeducator Stipend opportunity. This selection is conditional upon your completion of the required paid summer training, completion of the 40-hour RBT training, successful completion of the competency assessment, passing the RBT examination, and serving in the assigned RBT role under the direction of the district-contracted BCBA and the Special Education Director.

Please note that the quarterly stipend will not be paid unless all required certifications and role expectations are met.

Disclaimer:

This stipend opportunity does not create a separate employment position or guarantee continued stipend payment. The stipend is tied to completion of RBT requirements, continued service in the assigned RBT role, district need, and satisfactory performance of assigned responsibilities. The district may adjust assignments based on student needs, staffing, program changes, or funding availability.

## **Non-Selection Language**

For non-selected students:

Thank you for your interest in the KUSD RBT Paraeducator Stipend opportunity. At this time, you were not selected for one of the available positions. Selection was based on district program needs, site staffing, application criteria, and the number of available stipend positions.

We appreciate your commitment to supporting students and encourage you to participate in future professional learning opportunities.

# Memorandum

**Date:** May 27, 2026

**To:** KUSD Governing Board

**From:** Liz Albin, Director of Curriculum & Assessment

**RE:** Curriculum to be put on display for 60 days

## FOR AGENDA

Possible action to approve curriculum:

StudySync High School English curriculum that has been on display for the required sixty (60) days starting April 14, 2026.

This is an English curriculum to be used at the high school level in grades 9-12

Publisher: Imagine Learning

StudySync, Grade 9

StudySync, Grade 10

StudySync, Grade 11

StudySync, Grade 12

## FOR PACKET

[For June Board meeting: There has been no public comment about this curriculum.](#)

[Information from teachers about online usage: The amount of time students spend online varies by classroom. There are some classes that are 100% paper and pencil while others spend up to 30% of their time online. Teachers use the online resources for lesson planning and administering assessments.](#)

*Information from April Board meeting:*

StudySync was presented to the Curriculum Committee on March 24, 2026. After reviewing information from the multi-year pilot at KHS & LWHS, the Curriculum Committee voted to bring the curriculum to the KUSD Governing Board for possible approval after the required 60 day public display.

*Summary of information from the Curriculum Committee:*

StudySync has been piloted at KHS & LWHS since SY24-25. This curriculum was identified for pilot by the KUSD Curriculum Department & HS English Department Chairs. Feedback from teachers during the pilot is that there is a need for a consistent English curriculum that supports teachers new to the classroom, new to the subject, or anyone needing instructional support. Experienced teachers like the curriculum because it gives them the freedom to provide instruction using the standard curriculum or novels which follow the same standards map as the curriculum. It is important to note that optional novels must be approved by the KUSD School Board prior to instruction. See 2nd page for approved novels.

In reviewing student performance on the Reading benchmarks and state assessments (Aspire & ACT) there is a pattern of growth.

The Privacy Report from KUSD's IT Cybersecurity Administrator states StudySync meets all of the requirements for a high school privacy focused platform. They follow all federal regulations and only use the PII provided by KUSD.

KUSD approved novels

Grade	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
9	American Born Chinese	The Hobbit	Animal Farm	Romiette and Julio	Untwine	Everything, Everything
	Of Mice and Men	Bless Me, Ultima	Outliers: The Story of Success	Lord of the Flies	Anthem	I Know Why the Caged Bird Sings
	Angela's Ashes	A Walk in the Woods	Odyssey	The Tragedy of Romeo & Juliet	Great Expectations	To Kill a Mockingbird
10	I Will Always Write Back	The Alchemist	Paper Towns	Antigone	How the Garcia Girls Lost Their Accents	The Book Thief
	Fahrenheit 451	Night	Oedipus Rex	Julius Caesar	The Woman Warrior: Memoirs of a Girlhood Among Ghosts	The Joy Luck Club
	Things Fall Apart	The House of the Spirits	The Immortal Life of Henrietta Lacks	Macbeth	The Jungle	Silent Spring
11	The Namesake	Adventures of Huckleberry Finn	The Road	A Raisin in the Sun	The Great Gatsby	The Grapes of Wrath
	The Crucible	Into the Wild	As I Lay Dying	Fences	Death of a Salesman	Invisible Man
	The Awakening	Walden	Their Eyes Were Watching God	Americanah	Othello	Bury My Heart at Wounded Knee
12	The Metamorphosis	Hamlet	Nectar in a Sieve	The Importance of Being Earnest	1984	The Kite Runner
	When Breath Becomes Air	Beowulf (Heaney translation)	Gulliver's Travels	Pride and Prejudice	Frankenstein	Death and the King's Horseman
	Brave New World	A Midsummer Night's Dream	Long Walk to Freedom	Jane Eyre	The Bluest Eye	A Bend in the River

# Memorandum

**Date:** May 27, 2026

**To:** KUSD Governing Board

**From:** Liz Albin, Director of Curriculum & Assessment

**RE:** Curriculum for approval

## **FOR AGENDA**

Possible action to approve curriculum:

NoRedInk High School curriculum that has been on display for the required sixty (60) days starting April 14, 2026.

This is a writing & grammar curriculum to be used at the high school level in grades 9-12.

Title: NoRedInk

Website: [noredink.com](http://noredink.com)

## **FOR PACKET**

[For June Board meeting: There has been no public comment about this curriculum.](#)

[Information from teachers about online usage: Students spend about 20-30 minutes per week on NoRedInk.](#)

*Information from April Board meeting:*

NoRedInk was presented to the Curriculum Committee on March 24, 2026. After reviewing information from the multi-year pilot at KHS & LWHS, the Curriculum Committee voted to bring the curriculum to the KUSD Governing Board for possible approval after the required 60 day public display.

*Summary of information from the Curriculum Committee:*

NoRedInk has been piloted in KUSD high schools since SY23-24 as there was not a consistent grammar curriculum at the time. During the pilot, it has been used consistently as practice for the English section of the ACT which assesses grammar skills. When looking at student performance on the English benchmark & state assessments (Aspire & ACT) there is a pattern of growth. If adopted, this platform could be used for writing across all subject areas.

The Privacy Report from KUSD's IT Cybersecurity Administrator states NoRedInk meets all of the requirements for a privacy focused platform. They follow all federal regulations and only use the PII provided by KUSD.

# Memorandum

**Date:** May 27, 2026

**To:** KUSD Governing Board

**From:** Liz Albin, Director of Curriculum & Assessment

**RE:** Curriculum for approval

## **FOR AGENDA**

Possible action to approve curriculum:

Encuentros High School Spanish curriculum that has been on display for the required sixty (60) days starting April 14, 2026.

Publisher: Vista Higher Learning

Encuentros-Level 1, ISBN: 978-1-66993-464-6

Encuentros-Level 2, ISBN: 978-1-66993-465-3

## **FOR PACKET**

[For June Board meeting: There has been no public comment about this curriculum.](#)

*Information from April Board meeting:*

Encuentros was presented to the Curriculum Committee on March 24, 2026. After reviewing information from the SY25-26 pilot at KHS & LWHS, the Curriculum Committee voted to bring the curriculum to the KUSD Governing Board for possible approval after the required 60 day public display.

*Summary of information from the Curriculum Committee:*

Encuentros was piloted during SY25-26 at KHS & LWHS because the campuses were using 2 different textbooks which were 15-20 years old and no longer in print. After reviewing 3 textbooks from 3 different companies, Spanish teachers selected this textbook to pilot. Teachers have been happy with the curriculum in the physical textbooks and have been troubleshooting issues with the online platform. Since an online component is critical for absences, teachers will continue to work on those issues with the publisher, as well as KUSD's IT and Curriculum Departments.

The Privacy Report from KUSD's IT Cybersecurity Administrator states that because Vista is rostered through ClassLink, student PII is protected.



## Sole Source Justification

**Kingman Unified School District**  
3033 MacDonald Ave.  
Kingman, AZ 86401  
928.753.5678

In accordance with School District Procurement Rule A.A.C. R7-2-1053A, "A contract may be awarded for a material, service or construction item without competition if the governing board determines in writing that there is only one source for the required material, service or construction item. The school district may require the submission of cost or pricing data in connection with an award under this section. Sole source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written determination of the basis for the sole source procurement and any cost or pricing data shall be retained in the procurement file by the school district."

1. A description of the procurement need and the reason why there is only a single source available or why no reasonable alternative exists: (Sole Source Letter attached)
2. Name of Proposed Supplier: Ellevation Education
3. The duration and estimated total dollar value of the proposed procurement:  
  
Duration: Ongoing  
  
Estimated Total Dollar Value: Approx. \$15,000 annually
4. Documentation that the price submitted is fair and reasonable:  
*The District has previously utilized Ellevation Education and the pricing quote for the 26/27 school year coincides with previous years pricing allowing for the CPI inflation rate.*
5. Description of efforts made to seek other sources:  
*The District sought quotes for two additional potential vendors for this type of software/program (See attached). Neither vendor was able to match the format/offers of Ellevation Education.*

For these reasons, I hereby request that a Sole Source be approved for the procurement of the above statement of work, material, equipment, commodity, or service.

Donette Piccinetti

5/7/2026

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

Governing Board Approval Date: \_\_\_\_\_



## SOLE SOURCE STATEMENT

Kingman Unified School District #20  
3033 McDonald Ave  
Kingman, AZ 86401

January 1, 2026

To Whom It May Concern,

I am an authorized representative of Curriculum Associates, LLC, and I affirm that Curriculum Associates, LLC is the sole source supplier and vendor for all materials related to Ellevation's English language development solution.

Our materials and accompanying support services are not sold to resellers and are provided exclusively by Curriculum Associates, LLC. They are not available through any resellers in the United States.

Please let us know if you have any questions. Our contact information is below.

Sincerely,

A handwritten signature in black ink that reads "mramos".

Marion Kennedy Amos  
President  
Ellevation Education  
50 Milk Street, Floor 20  
Boston, MA 02109  
[sales@ellevationeducation.com](mailto:sales@ellevationeducation.com)

# Curriculum Associates, LLC Price Quote - Q-63162

Version: 1

Quote Date: 4/8/2026

Quote Expiration Date: 6/30/2026

This price quote from Curriculum Associates, LLC having an address at 153 Rangeway Road, North Billerica, MA 01862 ("Company") has been prepared for the Customer Name identified as "Customer" below. Customer's use of Ellevation subscriptions shall be subject to the Ellevation Terms and Conditions of Use, which can be found at <https://ellevationeducation.com/platform-legal-notice>.

Company: Curriculum Associates, LLC	Customer: Kingman Unified School District #20, AZ
Representative: Aurora Cabrera	Contact Name: Liz Albin
Email: <a href="mailto:aurora.cabrera@ellevationeducation.com">aurora.cabrera@ellevationeducation.com</a>	Email: <a href="mailto:ealbin@kusd.org">ealbin@kusd.org</a>
Phone: 617-307-5755	Phone: 928-753-5678 x2430
Address: 153 Rangeway Road, North Billerica, MA 01862	Address: 3033 McDonald Avenue, Kingman, AZ 86401
Start Date: 7/1/2026	End Date: 6/30/2027

## Subscription Fees

Product	Quantity	Unit Price	Discount	Total Fees
Professional Learning - Legacy	1	\$0.00		\$0.00
Ellevation Legacy Without Compliance	254	Minimum	4 %	\$9,600.00
Subscription Savings:				\$400.00
Subscription Total:				\$9,600.00

## Services Fees

Services Total:	\$0.00
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## Total Investment - Q-63162

Savings Total:	\$400.00
Grand Total:	\$9,600.00

Invoicing Schedule: Up Front, In Full

Payment Term: Net 30

Contract Term: 12

- Account Number: 4418064408 | Account Name: Curriculum Associates, LLC
- Bank Name: Wells Fargo Bank - San Francisco, CA
- ABA Routing: 121000248
- Tax ID: 26-3954988

To the extent your purchase is subject to sales tax, tax will be applied at final invoicing. If tax exempt, please submit valid exemption certificate with PO and quote in order to avoid processing delays. Exemption certificates can also be submitted to [exempt@cainc.com](mailto:exempt@cainc.com).

To place an order - Please submit this quote with your purchase order to your Ellevation Sales Rep at: [aurora.cabrera@ellevationeducation.com](mailto:aurora.cabrera@ellevationeducation.com).



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**Fw: Demo Request w/ Panorama - next steps**

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From Lila McCleery <lila@sunnypath.us>

Date Thu 5/7/2026 7:53 AM

To Lila McCleery <lila@sunnypath.us>

From: **Elizabeth Albin** <[ealbin@kUSD.org](mailto:ealbin@kUSD.org)>

Date: Mon, May 4, 2026 at 2:28 PM

Subject: Fwd: Demo Request w/ Panorama - next steps

To: Donette Piccinetti <[dpiccinetti@kUSD.org](mailto:dpiccinetti@kUSD.org)>, Margot Jones <[mjones@kUSD.org](mailto:mjones@kUSD.org)>

Cc: Michelle Cooke <[mcooke@kUSD.org](mailto:mcooke@kUSD.org)>, Shelley Oestmann <[soestmann@kUSD.org](mailto:soestmann@kUSD.org)>

Hi Margot & Donette-

Would this email work for the Ellevation written quote summary? See highlighted line below.

----- Forwarded message -----

From: **Kyle Smith** <[kyle.smith@panoramaed.com](mailto:kyle.smith@panoramaed.com)>

Date: Fri, May 1, 2026 at 7:45 AM

Subject: Re: Demo Request w/ Panorama - next steps

To: Elizabeth Albin <[ealbin@kUSD.org](mailto:ealbin@kUSD.org)>

Really appreciate you sharing the context, that's super helpful.

Short answer: Panorama can support many of the needs you described, though we are not a direct 1:1 replacement for Ellevation as an EL-specific compliance platform.

Here's how we align to what you're looking for:

- **Student data + grouping:** Panorama Student Success brings together assessment, attendance, and other student data in one place. Educators can filter and group students (including EL students) by skill level or need to inform instruction and supports.
- **Instructional strategies:** Educators have access to a large library of research-based strategies (Playbook), and with our AI tools (Solara), can generate tailored instructional approaches and supports based on student needs.
- **Professional learning:** We provide ongoing professional development and strategic support to help teams implement these practices effectively.
- **Family communication:** Panorama supports multilingual engagement (30+ languages in surveys), and our AI tools can help draft and translate family communications to better connect with families in their home language.

Where we differ from platforms like Ellevation is that we are not designed for EL-specific compliance tracking (e.g., WIDA monitoring, reclassification workflows). Instead, districts typically use Panorama to support instruction, MTSS, and whole-child insights across all student groups, including multilingual learners.

If that general approach aligns with what your team is considering, I'd be happy to connect you with our Arizona partnership team as a next step on a virtual call.

Let me know how you'd like to proceed!

On Thu, Apr 30, 2026 at 10:43 PM Elizabeth Albin <[ealbin@kUSD.org](mailto:ealbin@kUSD.org)> wrote:

Hello-

Before I schedule a meeting, in an effort to save time for both of us, are you able to tell me if Panorama can provide this service?

I am looking for a quote from platforms that support EL students similar to [Ellevation](#). We are looking for a platform that hosts student assessment data allowing teachers to group EL students by skill/ability level and provides best instructional practices for EL students based on their needs along with PD about how to implement the strategies. Additionally, the platform should provide a means for communication with the families of EL students in their home language.

Does Panorama have a product that meets those needs? If so, I would like a quote prior to scheduling a meeting so our team can determine if it fits in with KUSD's FY27 grants budget.

Thank you-

Liz

On Thu, Apr 30, 2026 at 10:03 AM Kyle Smith <[kyle.smith@panoramaed.com](mailto:kyle.smith@panoramaed.com)> wrote:

Hi Liz,

Thanks for requesting a demo with Panorama!

I wanted to introduce myself as your point of contact here, and also connect you with Ariel, who oversees our partnerships across Arizona for next steps. She'll be the best person to walk through how districts in the region are approaching this work and what it could look like in Kingman.

Before we schedule, I wanted to make sure we tailor the conversation to what prompted your request. Are you primarily exploring MTSS / Student Success, or something else?

Either way, we can make sure the time is relevant to your priorities.

Would any of these time slots work for a virtual call next week? (all are Mountain Time)

5/4: 11:00, 11:30, 12:00

5/5: 10:00, 10:30, 11:00, 12:00, 12:30, 1:00, 2:00

5/6: anytime between 10:00-3:00 is open

5/7: 11:00, 11:30, 12:30, 1:00, 1:30

5/8: 10:00, 10:30, 11:30, 12:00, 1:30

Let me know what works best and I can send a calendar invite to block it off.

Best,  
Kyle

--

**Kyle Smith**

Business Development

[Panorama Education](#)

(617) 849-9839

Book a meeting with me [here!](#)

--

Liz Albin  
Director of Curriculum & Assessment  
Kingman Unified School District #20  
(928) 753-5678 ext. 2430

*KUSD welcomes ALL students on a learning pathway to informed and engaged citizenship.*

Under Arizona law, e-mail and email addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the District Office by phone or in writing, at 3033 MacDonald Avenue, Kingman AZ, 86401. Anything sent in writing is also a public record. E-mail sent to any officer or employee of Kingman Unified School District with respect to their official duties is also public record.

--

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---

**Fw: Ellevation?**

---

**From** Lila McCleery <lila@sunnypath.us>

**Date** Thu 5/7/2026 7:54 AM

**To** Lila McCleery <lila@sunnypath.us>

----- Forwarded message -----

**From:** **Elizabeth Albin** <[ealbin@kUSD.org](mailto:ealbin@kUSD.org)>

**Date:** Mon, May 4, 2026 at 2:29 PM

**Subject:** Fwd: Ellevation?

**To:** Margot Jones <[mjones@kUSD.org](mailto:mjones@kUSD.org)>, Donette Piccinetti <[dpiccinetti@kUSD.org](mailto:dpiccinetti@kUSD.org)>

**Cc:** Shelley Oestmann <[soestmann@kUSD.org](mailto:soestmann@kUSD.org)>, Michelle Cooke <[mcooke@kUSD.org](mailto:mcooke@kUSD.org)>

Hi Margot & Donette-

Will this email work for the Ellevation written quote summary? See highlighted line below.

----- Forwarded message -----

**From:** **Mackenzie Mattoon** <[mackenzie.mattoon@imaginelearning.com](mailto:mackenzie.mattoon@imaginelearning.com)>

**Date:** Fri, May 1, 2026 at 9:06 AM

**Subject:** Re: Ellevation?

**To:** Elizabeth Albin <[ealbin@kUSD.org](mailto:ealbin@kUSD.org)>, Greg Clark <[greg.clark@imaginelearning.com](mailto:greg.clark@imaginelearning.com)>, Jennee West <[jennee.studer@imaginelearning.com](mailto:jennee.studer@imaginelearning.com)>, Jeannie Keisler <[jeannie.keisler@imaginelearning.com](mailto:jeannie.keisler@imaginelearning.com)>

Hello Liz!

I was able to connect with our supplemental rep, [@Jeannie Keisler](#) to see if Imagine Language and Literacy might be able to support your ELL needs. **While we do not have a program similar to Ellevation,** we do have a program that *might possibly* (when paired with our professional development and Customer Success support) meet the instructional goals you are currently addressing across various tools.

Jeannie has uncovered that districts often find that, while Ellevation meets EL program planning and compliance, Imagine Language & Literacy provides the direct, student-facing instruction needed for Tier 2, Tier 3, and ELL students, while also reducing instructional silos. With embedded training and ongoing partnership, schools are able to strengthen literacy outcomes without adding complexity for staff.

Jeannie took the liberty of creating a resource hub for [Imagine Language and Literacy](#). If you are still interested after exploring the resources or would like her to walk you through the resource hub, we can certainly arrange time with Jeannie. I have included her on this e-mail so you have her contact information.

We truly value Kingman's partnership and would love nothing more than to be able to support more of your instructional needs. 😊

Best,

Mackenzie

### **Mackenzie Mattoon**

*Account Executive-Core Specialist Arizona*

480.979.2756

[imaginelearning.com](http://imaginelearning.com)



[Customer Service Library](#)

---

**From:** Elizabeth Albin <[ealbin@kUSD.org](mailto:ealbin@kUSD.org)>  
**Sent:** Wednesday, April 29, 2026 3:12 PM  
**To:** Mackenzie Mattoon <[mackenzie.mattoon@imaginelearning.com](mailto:mackenzie.mattoon@imaginelearning.com)>; Greg Clark <[greg.clark@imaginelearning.com](mailto:greg.clark@imaginelearning.com)>; Jennee West <[jennee.studer@imaginelearning.com](mailto:jennee.studer@imaginelearning.com)>  
**Subject:** Re: Ellevation?

Hi again-

After talking to Mackenzie yesterday, it sounds like I had incorrect information about Ellevation being hosted by Imagine Learning. I am still getting quotes for EL platforms similar to Ellevation and am wondering if Imagine Learning has anything similar. This is what we are looking for:

A platform that houses student assessment data for teachers to be able to create groups based on EL student skills/abilities. The platform should provide instructional strategies with PD that teachers can implement with their EL students. Additionally, it should provide a means of communication with families of EL students (digital & paper) in their home language.

Liz

On Mon, Apr 27, 2026 at 2:54 PM Elizabeth Albin <[ealbin@kUSD.org](mailto:ealbin@kUSD.org)> wrote:

Hello Imagine Learning Team-

I recently learned that Imagine Learning might host [Ellevation](#). We use Ellevation through Curriculum Associates and are getting quotes for the procurement process. If Imagine Learning does have Ellevation, I'm interested in a quote.

--

Liz Albin  
Director of Curriculum & Assessment  
Kingman Unified School District #20  
(928) 753-5678 ext. 2430

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--

Liz Albin  
Director of Curriculum & Assessment  
Kingman Unified School District #20  
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**CAUTION:** This message has originated from a source **Outside Your Organization**. **DO NOT** click links, open attachments, or reply to this email unless you recognize the sender and know the content is safe. If you are unsure or know the email is a potential scam, please report the email with the Phish Alert Button or contact IL Helpdesk by email at [helpdesk@imaginelearning.com](mailto:helpdesk@imaginelearning.com) or by phone at **1 (801) 616-4404**.

--

Liz Albin  
Director of Curriculum & Assessment  
Kingman Unified School District #20  
(928) 753-5678 ext. 2430

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To: KUSD Governing Board  
From: Donette Piccinetti, Finance Manager  
RE: Ellevation Education as Sole Source

**FOR AGENDA**

Approve recommendation to enlist Ellevation Education as a sole source for EL student assessment platform.

**FOR PACKET**

Ellevation Education provides a platform that houses student assessment data for teachers to be able to create groups based on EL student skills/abilities. The platform provides instructional strategies with professional development that teachers can implement with their EL students. Also provides a means of communication with families of EL students (digital & paper) in their home language.

The district has used this program for the last 3 years successfully. Annual price increases and also the vendor releasing the platform from Curriculum Associates LLC to Ellevation Education has required the district to change procurement for this purchase. Two other vendors are unable to provide the same options. At this time, we are asking for sole source approval for Ellevation Education.

FY 27 spending will be just over \$10k.

# Memorandum

**To:** KUSD Governing Board

**From:** Margot Jones, Executive Director of Business and Finance

**RE:** Renew Trust agreement for insurance coverage for FY26-27

## **FOR AGENDA**

- Possible action to renew agreement with the Trust to provide insurance coverage for 2026-2027 school year

## **FOR PACKET**

The Trust provides general liability, cyber liability, automotive liability, property damage and other coverage for possible risks, damage, and liabilities. The district participates in trainings, classes, and conferences throughout the year to receive credits and discounts on our yearly contributions, up to 3% off. The total yearly cost to the district is \$1,040,899 before credits.



**General Liability (including School Governing Board and Teachers Professional Liability)**

Limit	Aggregate Limit	Deductible	Contribution
\$10,000,000/Occurrence, Offense, or Wrongful Act	\$10,000,000 Employee Benefit Administration Liability \$10,000,000 Professional Liability	\$0/Occurrence, Offense, or Wrongful Act	\$141,341
\$2,000,000 Employers Liability/Accident or Disease	\$2,000,000 Employers Liability/Accident or Disease	\$500,000 Employers Liability/Accident or Disease	
\$1,000,000 Professional Liability for Clinical Practicum Students/Occurrence/Student	\$3,000,000 Professional Liability for Clinical Practicum/Student	\$0/Occurrence, Offense, or Wrongful Act	

**Cyber Liability**

Limit	Aggregate Limit	Deductible	Contribution
\$1,000,000 Cyber Liability/Occurrence	\$1,000,000 Cyber Liability, District Annual Aggregate \$15,000,000 Cyber Liability, Pool Shared Annual Aggregate	\$5,000 Cyber Liability/Occurrence	\$17,949
Multi-Factor Authentication Licensing Program (access to 0 Licenses)			Available, but Not Accepted
End-Point Detection and Response Licensing Program (access to 0 Licenses)			Available, but Not Accepted

**Automobile Liability**

Limit	Aggregate Limit	Deductible	Contribution
\$10,000,000/Occurrence	\$10,000,000 Annual Aggregate	\$0/Occurrence	\$113,185
Uninsured Motorist: \$15,000 each Person	\$250,000 each Accident		
Underinsured Motorist: \$15,000 each Person	\$250,000 each Accident		

**Administrative Practices Liability (Appendix A.1, Endorsement No. 6A)**

Limit	Aggregate Limit	Deductible	Contribution
\$150,000/Claim Coverage A and B	\$300,000 Annual Aggregate	No Deductible/Occurrence	\$22,660
\$100,000/Claim Coverage C	\$200,000 Annual Aggregate		

**For Profit Or Other Non-Educational Activities (Appendix A.1, Endorsement No. 8): 0 Activities**

Limit	Aggregate Limit	Deductible	Contribution
\$1,000,000/Occurrence	\$1,000,000 Annual Aggregate	No Deductible/Occurrence	Available, but Not Accepted

**Sexual Abuse Endorsement (Appendix A.1, Endorsement 10)**

Limit	Aggregate Limit	Deductible	Contribution
\$10,000,000/Occurrence, Offense, or Wrongful Act	\$10,000,000	\$0/Occurrence, Offense, or Wrongful Act	Included at no charge

**Excess Liability**

Limit	Contribution
First Excess: \$10,000,000 excess of \$10,000,000/Occurrence and underlying aggregate limit, where applicable; includes Sexual Abuse Endorsement.	\$14,074
Second Excess: \$5,000,000 excess of \$20,000,000/Occurrence and underlying aggregate limit, where applicable; excludes Sexual Abuse Endorsement.	\$2,465
Third Excess: \$10,000,000 excess of \$25,000,000/Occurrence and underlying aggregate limit, where applicable; excludes Sexual Abuse Endorsement.	\$1,946
Fourth Excess: \$15,000,000 excess of \$35,000,000/Occurrence and underlying, \$50,000,000 aggregate limit, where applicable; excludes Sexual Abuse Endorsement.	Included at no charge

**All Risk Property (including Flood and Earthquake)**

Limit	Aggregate Limit	Deductible	Contribution
Total Insurable Value: \$353,763,601	Total Insurable Value: \$353,763,601 Annual Aggregate	\$5,000/Occurrence	\$585,479
Maximum Flood Limit: \$100,000,000/Occurrence	\$100,000,000 Pool Shared Annual Aggregate		
Maximum Earthquake Limit: \$100,000,000/Occurrence	\$100,000,000 Pool Shared Annual Aggregate		



<b>Mold Coverage Reinstatement of Limit Program (Appendix A.3, Endorsement No. 1)</b>			
<b>Limit</b>	<b>Aggregate Limit</b>	<b>Deductible</b>	<b>Contribution</b>
\$25,000/Occurrence of Fungus, Bacteria, or Wet or Dry Rot Remediation by Location	\$75,000/Agreement Period (Coverage Year)	\$5,000/Occurrence	Available, but Not Accepted
<b>Course of Construction (Appendix A.3, Endorsement No. 3)</b>			
<b>Limit</b>		<b>Deductible</b>	<b>Contribution</b>
Total Insurable Value of the renovation project		\$5,000/Occurrence	Available, but Not Accepted
<b>Automobile Physical Damage</b>			
<b>Limit</b>		<b>Deductible</b>	<b>Contribution</b>
Actual Cash Value		Comprehensive: \$1,000/Accident/Vehicle Collision: \$1,000/Accident/Vehicle	\$27,290
<b>Equipment Breakdown</b>			
<b>Limit</b>	<b>Aggregate Limit</b>	<b>Deductible</b>	<b>Contribution</b>
\$100,000,000/Accident, Property Damage and Extra Expense Combined <i>Sublimits apply</i>	\$100,000,000/Accident, Property Damage and Extra Expense Combined	\$5,000/Accident	\$9,332
<b>Commercial Crime</b>			
<b>Limit</b>	<b>Aggregate Limit</b>	<b>Deductible</b>	<b>Contribution</b>
\$1,500,000/Occurrence	\$1,500,000/Occurrence	\$1,000/Occurrence	\$4,311
<b>PTO/Booster Club Commercial Crime (Appendix A.6, Endorsement No. 1)</b>			
<b>Limit</b>	<b>Aggregate Limit</b>	<b>Deductible</b>	<b>Contribution</b>
\$100,000/Occurrence	\$200,000/Occurrence	\$1,000/Occurrence	Available, but Not Accepted
<b>Storage Tank System Third Party Liability and Cleanup: 1 AST, 0 UST</b>			
<b>Limit</b>	<b>Aggregate Limit</b>	<b>Deductible</b>	<b>Contribution</b>
\$2,000,000 each Claim	\$4,000,000 Annual Aggregate for Third Party Claims and First Party Remediation Costs \$2,000,000 Annual Aggregate for Legal Defense Expenses	\$10,000/Claim  <b>Retroactive Date</b> Per Schedule	\$867
<b>Pre-Paid Legal Services Indemnity</b>			
<b>Aggregate Limit</b>		<b>Deductible</b>	<b>Contribution</b>
\$300,000		None	\$70,000
<b>Unemployment Insurance Liability (Appendix A.9)</b>			
<b>Aggregate Limit</b>		<b>Deductible</b>	<b>Contribution</b>
Statutory, as outlined in A.R.S. § 11-952.01(S)		None	Available, but Not Accepted
<b>Pre-Paid Public Relations Service (Appendix A.10)</b>			
<b>Aggregate Limit</b>		<b>Deductible</b>	<b>Contribution</b>
\$50,000		None	Available, but Not Accepted
<b>Model Policy Program Services</b>			
<b>Limit</b>		<b>Deductible</b>	<b>Contribution</b>
Access to Model Policy Program		None	Available, but Not Accepted



Kingman USD No. 20  
Proposal Acceptance Form (PAF)  
Date Generated: 4/22/2026  
Contribution Terms: 7/1/2026 until 6/30/2027  
Trust Agreement Number: 43-2026

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Annual Contribution Subtotal:	\$1,010,899
Authorized Insurance Representative (AIR) or AAS Fee:	\$5,000
Trust Administration Fee:	\$25,000
Annual Trust Contribution Grand Total:	\$1,040,899

---

I, the undersigned, as the District Authorized Representative of Kingman USD No. 20 do hereby accept, on behalf of the above-named District, the coverage indicated above. I understand that for any type of coverage listed above that states "Available, but Not Accepted," no coverage is being provided by the Trust in connection therewith for the applicable coverage period. In addition, no coverage, even if accepted, is in place if the corresponding annual contribution has not been paid to the Trust by the due date established by the Trust. I further represent and confirm that all information previously provided to the Trust by the District in the Values Collection for the applicable coverage period is accurate and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

The Trust reserves the right to modify coverage limits, terms and conditions, including overall coverage structure, based on the results of reinsurance negotiations. The District will be notified if any such modifications result in reduction in coverage or an increase in contribution. Nothing in this document is intended to expand the coverage provided pursuant to the Trust's Coverage Agreements, and the terms, limits, conditions, definitions, and exclusions of such Coverage Agreements will control the scope of coverage provided by the Trust.

# Memorandum

**To:** KUSD Governing Board

**From:** Margot Jones, Executive Director of Business and Finance

**RE:** Approve contract extension with SSC for 2026-2027 school year

## FOR AGENDA

- Approve extension of contract with Compass Group SSC as contracted provider for facilities, grounds and maintenance for the 2026-2027 school year

## FOR PACKET

The district recommends the board approve the contract extension with Compass Group SSC as KUSD's contracted provider for facilities, grounds, and maintenance for the 2026-27 school year in the amount of \$5,985,304.48. This is a one-year contract, year two of a five-year agreement, with the option to renew for three additional one-year terms, dependent on vendor performance and district funds.

SSC has about 90 employees assigned to KUSD including HVAC techs, a plumber, an electrician, general technicians, locksmiths, supervisors, day porters, and groundskeepers.

**AMENDMENT FOUR TO SERVICE AGREEMENT BETWEEN  
KINGMAN UNIFIED SCHOOL DISTRICT AND  
SOUTHEAST SERVICE CORPORATION  
d/b/a SSC SERVICE SOLUTIONS**

---

This Amendment Four, effective as of July 1, 2026 is by and between Kingman Unified School District (“Client”) whose principal office is located at 3033 MacDonald Ave., Kingman, AZ 86401, and SOUTHEAST SERVICE CORPORATION d/b/a SSC SERVICE SOLUTIONS (“Contractor”), whose principal office is located at 1225 E. Weisgarber Road, Suite 200, Knoxville, TN 37909.

**WITNESSETH**

WHEREAS, Client entered into a Service Agreement with Contractor effective January 1, 2022, as amended by Amendment One on July 1, 2023, as amended by Amendment Two on July 1, 2024, and as amended by Amendment Three on July 1, 2025 (hereinafter referred to as the “Agreement”);

WHEREAS, the parties desire to make certain alterations, additions or deletions to the Agreement effective July 1, 2026;

NOW, THEREFORE, in consideration of the promises and mutual covenants herein contained, and intending to be legally bound hereby, the parties agree as follows:

1. **Annual Contract Price.** Section 2.1 of the Agreement is hereby amended to change the Annual Contract Price to \$5,985,304.48 as of July 1, 2026.

All other terms, conditions and stipulations contained in the Agreement shall remain in full force and effect and without any change or modification whatsoever, except in the event of any conflict between this Amendment and the Agreement, this Amendment will control. Unless otherwise defined herein, all capitalized terms shall have the meanings ascribed in the Agreement. This Amendment may be executed in one or more counterparts. Each counterpart shall be deemed an original, but all counterparts together constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the date first written above.

**KINGMAN UNIFIED SCHOOL DISTRICT**

**SOUTHEAST SERVICE  
CORPORATION**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

# Memorandum

**To:** KUSD Governing Board

**From:** Margot Jones, Executive Director of Business and Finance

**RE:** Approve contract renewal with Southwest Foodservice Excellence (SFE) for 2026-2027 school year

## **FOR AGENDA**

- Approve contract renewal with Southwest Foodservice Excellence as the contracted provider for KUSD's Food Service Management Company for the 2026-2027 school year

## **FOR PACKET**

The district recommends the board approve the contract renewal with Southwest Foodservice Excellence (SFE) as the contracted provider for KUSD's Food Service Management Company for the 2026-2027 school year. The renewal with SFE has been approved by the Arizona Department of Education. SFE has 58 employees over 11 schools, including a dedicated general manager and chef. The contract amount is based on a per meal price and number of meals sold, however the district is reimbursed for qualifying meals by the National School Lunch Program and is a net gain for the district. This will be the third year of the original five-year award, which has been in effect since July 1, 2024.



ARIZONA DEPARTMENT OF  
**EDUCATION**

May 13, 2026

CTD#08-02-20

Margot Jones  
Executive Finance Director  
Kingman Unified School District  
3033 MacDonald Avenue  
Kingman, Arizona 86401

Dear Ms. Jones,

The Arizona Department of Education has approved the renewal of your Food Service Management Company (FSMC) contract with **Southwest Foodservice Excellence, LLC**, from July 1, 2026, to June 30, 2027. Your contract file is now complete for the 2026-2027 school year. According to ADE records, this marks the **second** renewal of the original contract, which became effective on May 23, 2024.

ADE reserves the right to review any material changes for compliance with the original solicitation documents in the interest of open and fair competition.

As a reminder, your completed online NSLP application must also receive approval before any reimbursement for claims can be issued. For further assistance or information, please contact your assigned program specialist.

Should you have any questions, please feel free to contact me at (602) 364-2205 or by email at [HNSContracts@azed.gov](mailto:HNSContracts@azed.gov)

Sincerely,

*Phil Grant*

Phil Grant  
Contracts Management Officer  
Health and Nutrition Services  
Arizona Department of Education

To: KUSD Governing Board

From: Donette Piccinetti, Finance Manager

RE: Renew RFP #25-03-30 Speech Therapy, Occupational Therapy and Psychology Services

**FOR AGENDA**

Approve recommendation to renew contract of RFP #25-03-30 for Speech Therapy, Occupational Therapy and Psychology Services to multiple vendors listed in packet, third year of a five-year award.

**FOR PACKET**

Approval by the Governing Board for renewal of RFP #25-03-30 allows the district to contract with multiple vendors to provide speech therapy, occupational therapy and psychology services:

Casa Speech Therapy LLC dba The Speak Center

Clarity Psychology Services

Dynamic Interventions of Arizona

EdTheory LLC

E-Therapy Intermediate, Inc

Foundations Educational Solutions

Millbrook Support Services Inc

Speech With Miss E LLC

The Stepping Stones Group

The contract allows the district to work with certified specialist in each field to provide services to qualifying students. Every year the district's needs increase, so maintaining these vendors is essential to ensure services are provided to students.

Listed vendors will have their contract renewed in the case the district needs more services than the current vendors can cover. The other vendors are still under contract to be issued a purchase order anytime through out the year.

This is a one-year contract with the option to renew for an additional two one-year contract periods based upon vendor performance and funding availability.

The district spent \$1,454,547 as of June 1, 2026 in FY 26. See attachment with individual spending for each vendor.

<u>Company</u>	-	<u>FY 26 Spending as of 6/1/26</u>
Aequor Healthcare Services LLC		\$0.00
AMN Allied Services		\$0.00
Casa Speech Therapy LLC dba The Speak Center		\$58,544.23
Clarity Psychology Services		\$81,363.89
Dynamic Interventions of Arizona		\$480,327.21
EdTheory LLC		\$0.00
E-Therapy Intermediate, Inc.		\$554,492.92
Foundations Educational Solutions		\$0.00
Millbrook Support Services Inc.		\$0.00
Speech With Miss E LLC		\$0.00
The Stepping Stones Group		\$222,151.82
Utterly Natural Speech Therapy LLC		\$57,667.01
<b>TOTAL</b>		<b>\$1,454,547.08</b>



Kingman Unified School District No. 20

**Employee Handbook**

**2026-2027**

# ***NOTICE***

Employees are expected to read and become familiar with the contents of the Kingman Unified School District Employee Handbook. The handbook provides a summary of many of the key policies, procedures, and benefits of the School District. Employees are expected to comply with policies and procedures of the District; failure to do so could result in disciplinary action, up to and including termination of employment.

While an effort is made to maintain the accuracy of the handbook, the School District reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the handbook, with or without prior notice to employees.

No one other than the Governing Board, Superintendent, or Superintendent's designee may alter or modify any of the practices or procedures in this handbook. The Kingman Unified School District Governing Board policies take precedence over all information found in this handbook. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

This handbook does not constitute a contract between Kingman Unified School District and its employees. The policies are not intended to give any employee any express or implied right to continued employment or to any other term or condition of employment.

# Table of Contents

<b>INTRODUCTION</b>	5
Introductory Statement	5
KUSD Mission Statement	5
KUSD Priorities	5
District Contact Information	6
<b>NONDISCRIMINATION/EQUAL OPPORTUNITY</b>	8
Nondiscrimination & Equal Opportunity/Harassment	8
<b>EMPLOYMENT REQUIREMENTS, CONTRACTS AND PERSONNEL RECORDS</b>	8
Fingerprinting	8
Immunization Requirements	9
Driver’s License	9
Contracts (Certified Staff)	9
Personnel Files	9
Release of Information	9
Record Information	10
Public Right to Know/Freedom of Information	10
<b>ASSIGNMENTS, TRANSFERS &amp; REASSIGNMENT</b>	10
Job Postings	10
Transfers & Reassignment	10
<b>PAY PRACTICES AND ADMINISTRATION</b>	11
Wages Upon Hire	11
Pay Periods & Explanation of Pay	11
Classroom Fund	12
Overtime Pay	12
Extra Duty	12
Flex Time	12
Federal and State Tax Withholding (W-4 and A-4 Forms)	13
Payroll Deductions	13
FICA Tax (Social Security & Medicare)	13

<b>TIMEKEEPING</b>	14
Timekeeping Procedures	14
Time Clock Procedures	14
Time Clock Misuse	15
<b>TIME OFF</b>	15
Leave Procedures	15
Absence Reporting	15
Personal Leave	16
Vacation Leave	16
Sick Leave	17
Donated Sick Leave	18
Unpaid Leave	19
<b>LEAVES OF ABSENCE</b>	19
FMLA Leave (Family and Medical Leave Act of 1993)	19
Non-FMLA Leave of Absence	20
Bereavement Leave	20
Military Leave	21
Civic Duty	21
Victim Leave	21
<b>WORKPLACE CONDUCT</b>	22
Staff Ethics	22
Drug Free Workplace	23
Smoking on District Premises	23
Staff Dress Code	24
Staff Conflict of Interest in Business Relations	25
Use of Technology	25
Weapons	25
Reporting Child Abuse	25
Notification of Criminal Charges	26
Notification of Subpoena Summons or Legal Complaint	26
Political Activities	26
Protection of Personal/District Property	26
Schools/Departments Rules & Regulations	27

School Purchases	27
District Credit Card Usage	27
<b>PERFORMANCE EXPECTATIONS</b>	<b>28</b>
Attendance	28
Staff Conduct	28
Expectations of Administrators	28
Expectations of Teachers	29
Disciplinary Action Policy	30
<b>EVALUATION OF STAFF</b>	<b>31</b>
Performance Evaluations	31
Support Staff Evaluations	31
<b>EMPLOYEE BENEFITS</b>	<b>31</b>
Employee Health Insurance	31
Arizona State Retirement System	32
Tax Sheltered Annuities	32
Employee Assistance Program	32
Professional Growth Opportunities	32
Professional Leave for School Business	33
Workers' Compensation	33
Sick Leave Buy-Back Program	34
<b>HEALTH AND SAFETY</b>	<b>34</b>
Safety/Accident Reporting	34
Protection of Staff (Threats)	35
Personal Health	36
Liability Coverage	36
<b>COMPLAINTS AND GRIEVANCES</b>	<b>37</b>
<b>SEPARATION OF EMPLOYMENT</b>	<b>37</b>
Breach of Contract	37
Reimbursement for Unused Sick Leave	38
Unemployment Benefits	38
Reemployment Following Retirement	38
Continuation of Health Insurance	39

# INTRODUCTION

## **Introductory Statement**

As a member of the Kingman Unified School District educational team, we welcome you. In our District, you'll find the opportunity to fulfill your career goals while providing educational service and support to our nation's most precious resource—OUR STUDENTS.

This handbook is annually updated to comply with applicable federal, state, local laws and Governing Board Policies and Administrative Regulations. Should inconsistencies exist, law/Governing Board Policies shall take precedence over this handbook. County Attorney opinions confirmed by the Attorney General have the effect of law. This handbook, Governing Board Policies, and Administrative Regulations may be modified by Kingman Unified School District at any time.

Should you have any questions concerning any of the information contained herein, please contact your administrator/supervisor or the Human Resources Department at (928) 753-5678.

## **KUSD Mission Statement**

KUSD welcomes ALL students on a learning pathway to informed and engaged citizenship.

## **KUSD Priorities**

- Staff and Student Well-Being
- Communication and Collaboration
- Equitable and Accessible Learning Environments
- Effective and Transparent Transitions

## District Contact Information

The District Office of the Kingman Unified School District is located at 3033 MacDonald Avenue, Kingman, Arizona 86401. The telephone number for the District Office is (928) 753-5678.

The following contacts are some of the most frequently requested.

Frequently Requested Phone Numbers		
Title IX Coordinator	Stacey Mayo, Parent Liaison & Discipline Hearings Officer	(928) 753-5678 ext. 2010
Certified Employment	Certified , HR Coordinator	(928) 753-5678 ext. 2015
Classified Employment	Ann Coomer, HR Coordinator	(928) 753-5678 ext. 2011
Employee Benefits	Wendy Spadaro, Payroll & Benefits	(928) 753-5678 ext. 2035
Payroll	Tianna Troxel, Payroll Coordinator	(928) 753-5678 ext. 2005

## Governing Board Members

Ms. Toni (Tonya) Henry	President
Ms. Lori Grant	Vice President
Mr. Roger Cox	Board Member
Mr. Boyd Hardy	Board Member
Ms. Susan Collins	Board Member

## Superintendent's Executive Cabinet

Dr. Gretchen Dorner	Superintendent
Ms. Shelley Oestmann	Assistant Superintendent
Ms. Margot Jones	Executive Director-Business & Finance

## Principals

Mr. Daniel Emborsky	Black Mountain School
Mr. Gary Skubal	Cerbat Elementary
Ms. Penny Blattner	Desert Willow Elementary
Ms. Jennifer Rose	Hualapai Elementary
Mr. Isaiah Ward	Kingman High School
Ms. Kristina Weaver	Kingman Middle School
Ms. Jennifer Hannan	Lee Williams High School
Ms. Julie Runkel	Little Explorers Early Learning Center/La Senita
Ms. Kimberly Ward	Manzanita Elementary
Mr. Robert Brantingham	Mt. Tipton School
Mr. Trevor Batt	Sandy McCoy Positive Alternative Campus
Ms. Jerusha Presnal	White Cliffs Middle School

## **Directors**

Ms. Liz Albin	Director - Curriculum
Ms. Vicki Trujillo	Director - Exceptional Student Services
Mr. Timothy Gardner	Director - Information Technology
Ms. Tandy Janson	Director - Transportation
Mr. Matt O'Neill	Director - Human Resources

## **Managers**

Ms. Donette Piccinetti	Business & Finance Manager
Ms. Valerie Portillo	Communications Manager
Ms. Claire Whitley	Cyber Security Administrator
Ms. Sarah Kazlaskia	District Nurse
Ms. Tonya Green	Food Services Manager
Ms. Michelle Cooke	Grants Manager
Ms. Jennifer Bruce	Human Resources Manager
Mr. Charles Fuller	Network Administrator
Ms. Stacey Mayo	Parent Liaison & Discipline Hearings Officer, Title IX Coordinator
Mr. Shane Sexton	Systems Administrator

## **Certified Coordinators**

Ms. Margaret Stevenson	Advanced Learning Coordinator
	Assessment Coordinator
Ms. Lindsay Wolsey	Career & Technical Education Coordinator
Ms. Cheryl Quinn	SPED Transition Coordinator

## **Classified Coordinators**

Ms. Catherine Kinney	Accounting Coordinator
	Accounting Coordinator
Ms. Stacy Wilson	Federal Programs Coordinator
	Human Resources Coordinator - Certified
Ms. Kimberly Alexander	Human Resources Coordinator - Substitutes/Evaluation Tracking
Ms. Ann Coomer	Human Resources Coordinator - Classified
Ms. Wendy Spadaro	Benefits and Payroll Coordinator
Ms. Tianna Troxel	Payroll Coordinator
Ms. Stephenie Castillo	Special Education Coordinator
Ms. Jesse Grimm	Student Enrollment Coordinator
Ms. Victoria Edwards	Student Enrollment Coordinator

# NONDISCRIMINATION/EQUAL OPPORTUNITY

## Nondiscrimination & Equal Opportunity/Harassment

1. *Nondiscrimination & Equal Opportunity*: The Governing Board is committed to a policy of nondiscrimination and providing equal opportunity to all staff members in relation to race, color, religion, sex, age, national origin, and disability. Employees are expected to conduct themselves in a manner that does not represent any form of discrimination or that compromises equal opportunity toward other staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Reference: Governing Board Policy [AC](#)

2. *Sexual Harassment*: All staff members employed by the District including, but not necessarily limited to, the administration, professional staff, and support staff, part or full time, are expected to conduct themselves at all times so as to provide an atmosphere free from any form of 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.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in administrative regulation ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

Reference: Governing Board Policies [ACA and ACA-A](#), Administrative Regulations [ACA-R and ACA-R](#), and Administrative Exhibit [ACA-E](#)

## EMPLOYMENT REQUIREMENTS, CONTRACTS AND PERSONNEL RECORDS

### Fingerprinting

As a condition of employment, KUSD staff members must have a valid Identity Verified Print (IVP) Fingerprint Clearance Card from the Arizona Department of Public Safety (DPS). IVP Fingerprint Clearance Card costs are the responsibility of the applicant/staff member.

## **Immunization Requirements**

The Arizona Department of Health Regulation (R9-6-350, R9-6-353, and R9-6-365) requires an immunization record showing measles and rubella immunity for each school employee born after January 1, 1957. In the event of an outbreak, staff members without immunity documentation, including those who utilize the exemption, must be excluded from school and put on leave without pay during the period of exclusion.

## **Driver's License**

Persons employed in positions which require them to drive District vehicles are required to have or obtain the appropriate Arizona driver's license for the vehicle operated, before or immediately following employment and must maintain a valid license while the driving of District vehicles remains a job requirement. Volunteers may not drive District vehicles.

## **Contracts (Certified Staff)**

Before the end of the current school year, employment contracts for certified staff are offered by the Governing Board for the following school year. Certified teachers are required to sign and return the contract within 15 business days of receipt or the offer of employment is revoked. School administrators and school psychologists are required to sign and return the contract within 30 calendar days of the date on the contract or the offer of employment is revoked.

For probationary and continuing teachers, preliminary written notice of the Governing Board's intention not to reemploy a teacher for reasons of inadequate classroom performance is given before the start of the statutory forty-five (45) instructional day period of time the teacher is given to correct the inadequacy and overcome the grounds for the charge.

## **Personnel Files**

The Human Resources Department maintains a complete and current official personnel file for each District employee. Employees may review materials placed in their file upon written request to the Superintendent. An employee's review of his/her file must be done in the presence of a Human Resources representative. 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. An employee may prepare a written reply to such information; any such rebuttal or explanation shall become part of the employee's file.

Reference: Governing Board Policy [GBJ](#) and Exhibit [GBJ-E](#)

## **Release of Information**

All documents within a personnel file are confidential. Access to personnel files will be limited to authorized District officials and employees authorized to handle personnel files. Documents within a

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

All inquiries or requests from outside the District for information regarding employees or former employees of the District must be submitted in writing and forwarded to the Human Resources Department. A signed statement from the employee authorizing the release of such information, and stating to whom it should be released, must accompany each request for information, other than verification of position and dates of employment.

Reference: Governing Board Policy [GBJ](#) and Exhibit [GBJ-E](#)

## **Record Information**

Any changes which may occur after commencement of employment, i.e., change of name, address, phone number, marital status, number of dependents for tax withholding purposes, person to notify in case of emergency, etc., should be submitted electronically through the iVisions portal.

## **Public Right to Know/Freedom of Information**

The Board recognizes the right of the public to information concerning its actions, its policies, and the details of its educational and business operations. Any staff or community member may request access or inspection of public records for a noncommercial purpose.

Requirements of access and inspection apply only to existing records and do not require creation of new records. Governing Board Exhibit KDB-E, Request for Public Records of the School District, must be completed and submitted to the District Office to obtain any records. A.R.S 38-431 to 38-431.09, 39-101, 39-103

# **ASSIGNMENTS, TRANSFERS & REASSIGNMENT**

## **Job Postings**

In most cases, at the discretion of the administration, positions may be posted for a minimum of three (3) days. However, in order to fill critical needs vacancies, some positions may be advertised as “open until filled.”

Internal applicants seeking to apply for another position within KUSD must submit an electronic transfer request *and* resume, during the time the position is open, in order to be considered.

## **Transfers & Reassignment**

All transfers and reassignments are at the discretion of the Superintendent and, where applicable, the Governing Board. It is the policy of the Board that professional staff 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 based on instructional programming. Assignments may be changed to serve the best interests of the District and students. The Superintendent is responsible for the assignment of all personnel throughout the District. No right to school, grade, or subject assignment shall be inferred from the standard teacher's contract. Qualified applicants among current employees are encouraged to apply for new or existing positions.

Certified and classified staff members may apply for transfer or reassignment. Transfer requests of certified staff, outside of transfer season, will not be approved during the school year unless the needs of the District dictate such approval and the supervisors of impacted employees agree.

## **PAY PRACTICES AND ADMINISTRATION**

### **Wages Upon Hire**

Newly hired staff will be offered wages commensurate with the placement schedule applicable to the position for which they are being hired. Salaries and hourly wages will not be negotiated on an individual basis. Rather, wages will be determined by position and, depending upon the placement schedule, may factor in experience, higher education and certification(s).

Initial placement on the salary schedule for all new certified teaching staff, school counselors, school social workers, teachers on assignment, instructional coaches, and career coaches will be based upon the following. The maximum placement shall be Tier 2.

1. The highest degree conferred from an accredited institution.
2. The number of qualifying graduate credits earned after the conferring of the last degree and related to education and/or the field they are teaching.
3. Any previous teaching experience in a public school or accredited private school.

Staff returning to employment with KUSD, in the same classification, within 12 months or less, will be hired at the hourly wage or salary at which they left employment. Exceptions to this include any decisions made by the Governing Board that would affect and/or reduce salaries and wages, or if the placement schedule allows the rehired employee to return at a higher wage.

### **Pay Periods & Explanation of Pay**

The finance department establishes a payroll-processing schedule each year providing the employee with scheduled pay dates. All wages shall be paid every two weeks in accordance with individual work schedules and the payment option selected by each employee.

For non-exempt (hourly) staff, pay will be calculated hourly, based on the number of hours an employee works during the pay period, and in accordance with their work calendar.

For contractual personnel (administrative, certified, and other exempt staff) salaries are prorated over a maximum of 27 payments. An employee's first contractual payment of the fiscal year is always based on the actual hours worked during that pay period. The balance of the contract is then spread equally over the remaining contract payments unless the employee fails to fulfill the terms of the contract. Payment will then be based on the completed portion of the contract.

## **Classroom Site Fund**

The Classroom Site Fund provides additional teacher compensation from funds generated through state sales taxes. The total amount of the distribution varies according to the total sales tax collected, the plan, and eligibility criteria. Please see the current Classroom Site Fund Plan for complete information.

## **Overtime Pay**

No overtime is permitted without the prior approval of your administrator/supervisor **and/or** the Superintendent or her designee. Also, by law, non-exempt employees must be compensated for all hours worked. Non-exempt employees are required to get pre-approval from their supervisor and/or the Superintendent or her designee before working any hours beyond their normal schedule. Accumulation of overtime without prior approval and/or failing to record all hours worked may result in disciplinary action.

Leave and paid holidays cannot be used to create an overtime situation. In accordance with Federal labor law, an employee must physically work more than 40 hours in a week in order to earn overtime.

In accordance with the Fair Labor Standards Act, certified and exempt staff are not eligible for overtime pay.

## **Extra Duty**

Exempt employees are eligible to apply for all extra duty opportunities offered by the District, regardless of funding. Classified (hourly) employees, because of federal overtime laws, may only apply for those extra duty opportunities which qualify as occasional and sporadic. Such applicants must be pre-approved by the District Office prior to the performance of any said duty. Failure to do so may subject both the employee and the (extra duty) hiring supervisor to disciplinary action, up to and including termination.

## **Flex Time**

Non-exempt employees may be permitted **on an occasional basis** to flex their work time. An employee can flex their schedule at their principal/supervisor's request or with their principal/supervisor's approval. Flexing work time is when an employee works more than the assigned number of hours during one day, and less during another day occurring in the same week. The employee's total weekly work hours must remain as assigned. Employees are expected to routinely work their normal schedule and to maintain regular, predictable hours of work.

**Example:** A 40-hour per week employee works a regular 10-hour shift on Monday and Wednesday, 9 hours on Tuesday, then works 11 hours on Thursday of the same week. The total working hours for the week still total 40 hours.

## **Federal and State Tax Withholding (W-4 and A-4 Forms)**

The Withholding Allowance Certificate, or W-4 form, must be completed prior to beginning work for Kingman Unified School District No. 20. This form determines the amount of Federal tax withheld from each paycheck. Employees can update W-4 forms when the number of withholding allowances that can be claimed changes by visiting iVisions. The W-4 and A-4 forms remain in effect until the employee submits new forms. If the employee elects "exempt" status, new forms must be filled out at the beginning of every calendar year. State Withholding Percentage Election, effective for wages paid after June 30, 2010, is also completed when an employee commences work or chooses to change the amount of Arizona withholding desired. The deadline for payroll changes is 9:00 am on the Monday of payroll week.

Please note that the District cannot offer advice on tax matters, including how much withholding an employee should elect. Employees should contact their tax professional if they are unsure of which election is appropriate for their personal situation.

W-2 forms will be posted to the iVisions KUSD portal where employees can print them at their convenience for tax needs. Form 1095-C will be provided in a manner allowable by law.

## **Payroll Deductions**

Standard paycheck deductions include Federal and State income tax withholding and Arizona State Retirement contributions. Your pay stub itemizes each of these deductions every pay period. In addition, you may authorize the payroll department to withhold voluntary deductions, in amounts you designate, for such items as medical insurance for yourself and/or your dependents and tax-sheltered annuities. These are also itemized on your pay stub.

## **FICA Tax (Social Security & Medicare)**

Every Kingman Unified School District No. 20 employee is required to have a Social Security number. In addition to Federal and State income tax, employers must withhold a FICA tax from the employee and pay an amount that is equal to the employee's tax on behalf of the employee. There are two components of FICA tax: Social Security tax and Medicare tax. Nonresident teachers working in the United States on a J-1 visa may be exempt from paying U.S. Social Security and Medicare taxes.

# TIMEKEEPING

## Timekeeping Procedures

Non-Exempt (hourly) employees and teachers doing extra duty work are required to use TimeClock Plus or (TCP) for all time worked. Your login for TCP on the iPad is your Badge Number. The password is the last four digits of your social security number.

Every employee has a regular work schedule and hours that they are expected to adhere to on a weekly basis. For hourly employees, any time worked over your daily scheduled hours must be pre-approved and signed off by your supervisor/administrator. The timekeeping system cannot be used to manipulate work hours or to modify pay amounts for any given work schedule.

**Example:** An employee clocks in early every day so that they may reduce their number of hours on Thursday or so they can earn overtime. This constitutes abuse of the time clock system, and the employee may be subject to disciplinary action up to and including termination.

Staff working under a certified employment contract are expected to report for work a minimum of thirty (30) minutes before school starts, unless otherwise approved by an administrator. Full-time certified employees are contracted to work the days indicated on their contract. Requests for a half-day off of work by salaried employees working a four-day schedule, would put in a leave request for five hours. Exempt, full-time professionals may be required and expected to work in excess of forty (40) hours per week. Certified and classified staff are expected to attend school and district required meetings as required by their job.

Long-term substitute teachers filling a vacancy are expected to work 10 hours per day, the same hours as regular teachers. Substitute teachers working daily assignments or covering long-term absences of teachers will work less than 10 hours per day; a half-day for these substitute teachers is four hours.

## Time Clock Procedures

**Missed Punch:** You are responsible for any missing punches; you must write the information on the exception sheet for your site administrator to enter your time. If you fail to do so before the pay period end date you will not be paid for those hours until the next regularly scheduled paycheck. Excessive use of the exception sheet may result in disciplinary action.

**Lunch and Other Breaks:** The District assures every full-time employee a 30-minute lunch break. Classified employees paid hourly must punch in and out for their lunch break. The length of your lunch break is in accordance with your working schedule.

For any breaks less than 30-minutes in duration, employees must remain on campus, unless specifically approved by the employee's supervisor.

Breaks and the timing of lunch periods are at the discretion of the immediate supervisor based upon workload and business needs.

**Holiday Pay:** Compensation for holidays is paid in accordance with the employee's calendar. Employees are not eligible for Holiday pay if in unpaid leave status, or will be separating from employment with the last day worked being prior to the Holiday(s).

## **Time Clock Misuse**

**Employees are not permitted to punch in and out for each other. Misuse of the time clock in this manner is cause for disciplinary action up to and including termination of both employees.** Every employee is responsible for their own timekeeping. You must punch in and out every day. You may not use the exception sheet to regularly report your time. Continued violation of the procedure will subject the employee to termination of employment. Falsifying time records will subject the employee to disciplinary action up to and including termination.

All support staff will be responsible and accountable for their work time. Each non-exempt employee will be required to clock in and out each day at their designated site. Also, lunch breaks must be indicated with a clock out and clock in time. Time clock procedures have been established and are posted at each site.

## **TIME OFF**

### **Leave Procedures**

Classified staff are to request time off through the TimeClock Plus (TCP) system; certified staff are to request time off through Aesop. Employees unable to access TCP or Aesop should contact their site administrator or school's office coordinator.

If you feel there is an error in your leave postings, you must report the discrepancy to payroll within **14 days** of the applicable pay date in order for a change (correction) to be made (for actual leave used). This does not apply to corrections to accruals or adjustments.

### **Absence Reporting**

Requests for pre-planned absences must be made through TCP or Aesop. Time off for unplanned absences due to illness or emergency are also to be entered into TCP or Aesop. Employees needing unplanned time off and who are unable to log on to TCP or Aesop should contact their site administrator or school's office coordinator. Staff are to make appropriate notifications if a substitute teacher is needed to cover their absence.

Staff leaving early during the day, must notify their site administrator before leaving so the absence list can be updated.

Failure to follow these procedures will result in the following:

- If you are absent and the absence has NOT been recorded in the appropriate system it is considered falsification of time records and can result in disciplinary action up to and including termination.
- IT IS THE EMPLOYEE'S RESPONSIBILITY TO NOTIFY THE DISTRICT OF AN ABSENCE. A No-Call/No-Show will result in an unpaid day being entered into the system by the site administrator.

## Personal Leave

Eligible employees will be granted personal leave not to exceed 30 hours in a year. Full-time certified and 12-month staff will receive up to 30 hours of personal leave in a year. Full-time classified staff working a 9, 10 or 11-month calendar will receive up to 24 hours of personal leave. Part-time staff working less than 40 hours or less per week will receive leave based on the hours worked. Requests to use personal leave must be received at least two (2) working days prior to the first day of leave and must be pre-approved by the Superintendent or her designee. Personal leave will not be granted without prior approval from the Superintendent or her designee on the day immediately preceding or following a holiday or vacation or during the first two weeks or the last two weeks of school. The granting of personal leave is at the discretion of the principal/supervisor based on the educational needs of students and the District's needs.

Any accumulated personal leave from the preceding year can be rolled into the following year up to a maximum of 80 hours. Any balance over 80 hours will be rolled into sick leave on July 1. Employees separating from service are not compensated for unused personal leave.

Employees hired after January 1 will be granted prorated personal leave hours once their probationary period is completed. No personal leave will be granted to employees hired after March 1 until the next fiscal year.

Reference: Governing Board Policy [GCCB](#)

## Vacation Leave

The granting of vacation leave is at the discretion of the principal/supervisor based on the educational needs of students and the District's needs.

**Professional Staff:** Twelve (12)-month certificated administrators and directors, and non-certificated administrators and directors, earn one hundred twenty (120) hours of vacation per fiscal year, or an amount in accord with the provisions of their respective employment agreements, whichever is greater. Vacation accrual will be at the rate of ten (10) hours per month, or an amount in accord with the provisions of their respective employment agreements.

**Support Staff (Classified exempt and non-exempt twelve [12] month employees only):** After one (1) year of continuous service as an exempt or non-exempt 12-month employee, an employee shall have earned eighty (80) hours of vacation at the rate of 6.667 hours per month. After six (6) years of continuous service, the 12-month employee will earn one hundred twenty (120) hours of vacation at the rate of 10 hours per month. Continuous service is calculated beginning with the date hired.

An employee in a twelve-month position will accrue vacation leave between July 1 and June 30. Vacation accrues the first pay period of each month for the month prior.

Accrued vacation time must be used before the end of the following fiscal year in which the time was earned or it will be forfeited. An employee who terminates employment with the District will be paid for unused vacation. There will be no compensation paid for vacation days if an employee terminates within the first year of employment.

Vacation leave will not be earned during a leave of absence or other extended period of inactive pay status and is subject to appropriate adjustment in accordance with established procedures.

Reference: Governing Board Policies [GCD](#) and [GDD](#)

## **Sick Leave**

Employees may use earned paid sick time in the following circumstances (See Arizona Revised Statute 23-373 for further details concerning authorized uses for earned paid sick time):

- Medical care or mental or physical illness, injury, or health condition of the employee or any of the employee's family members.
- A public health emergency affecting the employee or a family member of the employee.
- An absence due to domestic violence, sexual violence, abuse, or stalking involving the employee or any of the employee's family members.

Family, for the purpose of using sick leave, means:

1. 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;
2. 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;
3. 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;
4. 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

5. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Sick leave begins accruing upon hire and may be used upon completion of the probationary period. Certified, classroom teachers who are new to the District will be credited with a one-time allocation of twenty (20) hours of paid sick time that can be accessed as of the first day of their employment contract. This allocation is in addition to paid sick time that will accrue throughout the year.

Each regular staff member shall be credited with a sick leave allowance at a rate based on hours worked per week. Sick leave is awarded once per month based on how many months the employee works.

Each temporary staff member (substitute teacher, driver trainee, substitute caregiver, etc.) shall be credited with a sick leave allowance of one (1) hour per thirty (30) hours worked.

To use earned paid sick time for a foreseeable leave, employees may make such a request orally, in writing, through TCP or Aesop, or by any other means acceptable to the employee's supervisor. When possible, the request shall include the expected duration of the absence. Employees are asked to make a good faith effort to provide KUSD with advance notice of the need for leave to minimize disruption to KUSD operations.

To use earned paid sick time where the need is not foreseeable, employees are to follow the Leave Procedures within this Handbook.

The use of sick leave must be approved and reported in hourly increments. Sick leave shall not be earned during a leave of absence or other extended period of inactive pay status and is subject to appropriate adjustment in accordance with established procedures.

For earned paid sick leave of three or more consecutive work days, KUSD may require reasonable documentation that the earned paid sick time has been used for one of the aforementioned purposes. Documentation signed by a health care professional indicating that earned paid sick leave is necessary shall be considered reasonable documentation. In cases of domestic violence, sexual violence, abuse or stalking, see A.R.S. § 23-373 for types of reasonable documentation.

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, up to and including termination of employment.

Reference: Governing Board Policy [GCCA](#)

## **Donated Sick Leave**

Kingman Unified School District's Sick Leave Donation Program is designed to work on an as-needed basis for staff on a District-approved leave of absence. Employees may voluntarily donate leave according to guidelines of this plan and dictates of conscience.

### **Criteria to request leave:**

- An employee on a District-approved leave of absence may request donated sick leave hours for their own serious health condition or to care for a family member with a serious health condition. Donations may also be requested for the birth of a newborn child of the employee; such donations are limited to six weeks post-delivery or eight weeks in case of a C-section.
- An employee requesting donations must exhaust all accrued paid leave (i.e., sick, vacation, and personal leave) prior to becoming eligible to receive a donation.
- No requestor will be eligible to receive a donation after qualifying for long- or short-term disability coverage or if his/her illness or injury is covered by workers' compensation.

### **Donation limits:**

- A requestor may receive up to a limit of 480 donated sick leave hours per fiscal year (based on work calendar).
- A requestor may receive a lifetime benefit of 960 donated sick leave hours (based on work calendar).
- Donated sick leave will be converted into the appropriate number of hours based on the requestor's daily wage.
- Donated sick leave hours will be applied to the requestor's account as needed.
- Donated sick leave shall not affect FMLA policies and procedures.

### **Criteria to donate leave:**

- An employee must have a minimum of 200 hours of sick leave accumulated to donate.
- An employee may donate a maximum of 40 hours total per school year through the Sick Leave Donation Program.

## **Unpaid Leave**

It is expected that all employees will manage their accrued paid leave in such a way that they have available time to use when they need it and wish to use it. Employees may not take unpaid leave as a means to increase their time away from work over and above what they accrue as a result of working. Unpaid time off for reasons beyond the employee's control, in conjunction with an approved leave of absence, or as otherwise permitted by law is permissible. Employees taking time off for reasons other than what is stated above may be subject to disciplinary action.

A payroll dock (or unpaid leave) will occur if an employee is absent from work and does not have appropriate accrued leave available to use. The dock amount will be calculated based on the employee's daily rate.

## LEAVES OF ABSENCE

### **FMLA Leave (Family and Medical Leave Act of 1993)**

FMLA requires Kingman Unified School District to provide up to 12 weeks of unpaid leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have been an employee with the District for at least one year and worked at least 1,250 hours in the 12 months preceding the leave.

Employees are required to provide advance leave notice, for foreseeable absences, and medical certification. Employees requesting FMLA leave will be required to meet with the District's HR Manager 30 days in advance of the requested leave.

For the duration of FMLA leave, Kingman Unified School District will maintain the employee's health coverage under any "group health plan." Any medical premiums owed by the employee will be the responsibility of the employee upon their return to work. Failure to return to work will result in the employee being billed for owed premiums.

At the District's option, certain kinds of paid leave may be substituted for unpaid leave. Paid leave is provided based on the eligible employee's earned leave time.

Reference: Governing Board Policy [GCCC](#) and Exhibits [GCCC-EC](#), [GCCC-ED](#) and [GCCC-EE](#)

### **Non-FMLA Leave of Absence**

Employees who do not qualify for a leave of absence under the Family and Medical Leave Act, may request a leave of absence for reasons specified in Policy GCCC. All leave of absence requests must be made through Human Resources and be approved by the Superintendent or Governing Board, depending upon the duration of the requested absence. 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, in its sole discretion.

Employees are required to provide advance leave notice, for foreseeable absences, and may be required to provide medical certification. For foreseeable absences, employees are to contact the District's HR Manager no later than 30 days in advance of the requested leave.

Once an employee goes to unpaid status – at any point during the leave of absence – the employee's medical insurance will terminate at the end of the month in which their accrued leave is exhausted

(e.g., if the employee goes into unpaid status on November 10<sup>th</sup>, their medical insurance will terminate on November 30<sup>th</sup>). At that point, the employee will be offered COBRA in order to continue their medical insurance. Upon return to active duty, the employee's medical insurance will be reinstated on the first of the following month.

## **Bereavement Leave**

In case of a death in the family (spouse, children, parents, siblings, grandparents, grandchildren and like relations created by marriage), regular employees in budgeted positions who have completed their probationary period may be absent for up to forty (40) hours in accordance with their work calendar without loss of salary or use of personal leave. The forty (40) hours of bereavement leave is the maximum cumulative amount available during the fiscal year for all qualifying deaths and is not granted separately for each occurrence.

Bereavement leave does not have to be taken at one time. However, all bereavement hours must be taken within 60 days. Requests to take a portion of bereavement leave beyond the 60 days must be made in writing to the Superintendent. If approved, all such extensions of bereavement leave shall be deducted from the employee's accrued sick leave.

Reference: Governing Board Policy [GCCH](#)

## **Military Leave**

Kingman Unified School District recognizes the fact that its employees have citizenship responsibilities. In order to make it possible for employees to carry out their responsibilities to the state, county or nation, the Board will grant leave when necessary to fulfill these duties.

An employee who is a member of the Military Reserve or National Guard shall be entitled to a leave of absence without a reduction in their rate of pay, time or efficiency rating when engaged in field training.

Persons volunteering for military service, except in time of declared war, will not be considered for long-term military leave.

Reference: Governing Board Policy [GCCD](#) and [Exhibit GCCD-E](#)

## **Civic Duty**

If an employee is called for jury duty, he/she will be excused for such service and shall notify his/her supervisor by providing a copy of the summons. It is the responsibility of the employee to reimburse the District for jury duty pay when such payment is made directly to the employee by submitting a copy of the check received from the court to payroll. 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.

An employee excused from jury duty 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).

If an employee is absent to appear in a trial without being summoned or subpoenaed, personal leave or vacation (if applicable) may be used with the approval of the supervisor and the Superintendent. If the employee has no leave available, the time absent will be unpaid.

If an employee is summoned or subpoenaed to appear in a trial on a school-related issue, the absence will be charged to school business.

Reference: Governing Board Policy [GCCD](#)

## **Victim Leave**

Statute provides 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, personal, or sick leave to the extent other leave may be available by policy. If paid leave is unavailable, the employee must request an unpaid leave of absence in accord with policy.

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. Leave for this purpose may be limited if the leave creates an undue hardship to the District.

Reference: Governing Board Policy [GCCD](#)

# **WORKPLACE CONDUCT**

## **Staff Ethics**

All employees of the District are expected to conduct themselves in accordance with KUSD ethics and maintain high standards in their professional relationships. KUSD employees shall:

- Make the well-being of students the fundamental value of all decision making and actions.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Strive for the maintenance of efficiency and knowledge of developments in the employee's field of work.
- Fulfill job responsibilities with honesty and integrity.
- Direct 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 particular school administrator who has the administrative responsibility for improving the situation and then to the Superintendent, if necessary.

- Support the principle of due process and protect the civil and human rights of all individuals.
- Obey local, state, and national laws and not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- Implement the Governing Board's policies and administrative rules and regulations.
- Refrain from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
- Pursue appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.
- Avoid using position for personal gain through political, social, religious, economic, or other influence.
- Maintain standards and seek to improve one's effectiveness in their job and profession through research and continuing professional development.
- Use and protect all school properties, equipment, and materials in accordance with established policies.
- Honor all contracts until fulfillment or release.
- Establish friendly, professional cooperation between the community and school system.
- Represent the school system on all occasions so that the contributions of the school system to the community are recognized.
- Keep in confidence such information as he/she may secure in professional duties unless disclosure serves professional purposes or is required by law.

Reference: Governing Board Policy [GBEA](#)

## **Drug Free Workplace**

The use of illegal drugs or intoxicants in the workplace can have serious safety and security repercussions for both students and staff. Therefore, it is the District's intent and obligation to provide a drug-free workplace whereby employees are prohibited from manufacturing, distributing, dispensing, possessing, or using intoxicants or illegal drugs on or in the workplace or at District-sponsored events. See Exhibit GBEC-EA for a full definition of what is defined as the workplace.

Every employee shall be furnished a copy of the District's Drug-Free Workplace policy and will receive a Drug Free workplace notice attesting to receipt and understanding of the policy.

As conditions of employment, (1) employees must comply with Governing Board Policy GBEC, and (2) notify their supervisor of a conviction under any criminal drug statute for a violation occurring in the workplace, not later than five (5) days after such conviction. Employees taking medication prescribed by their doctor who feel impaired by the effects of the medication while at work, or are unable to perform the essential functions of their job as a result of the prescribed medication, should notify their supervisor so reasonable accommodations can be discussed.

If there is just cause, an employee may be subject to a reasonable suspicion drug test at the District’s request and expense. Transportation employees are subject to random testing in accordance with standards set by the Arizona DPS Student Transportation Unit.

Employees who violate the terms of the District’s drug-free workplace policy in any manner are subject to discipline, which may include, but is not limited to, dismissal and/or referral for prosecution.

References: Governing Board Policies [GBEC](#), [GBECA](#), and [GBECB](#); Exhibits [GBEC-EA](#) and [GBEC-EB](#)

**Smoking on District Premises**

In accordance with A.R.S. § 36-798.03 and Governing Board Policy [GBED](#) employees may not use tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products on school grounds, inside school buildings, on school parking lots or playing fields, in school buses or other District vehicles, or at off-campus school-sponsored events.

References: Governing Board Policy [GBED](#)

**Staff Dress Code**

District employees shall ensure that their dress and grooming present a professional image for students, parents, and the community while at work or while conducting District business. It is important to remember that good public relations and the professional image presented by an employee are an important part of building confidence in our schools. Each Kingman Unified School District employee has an important role to play in building this positive image.

To this end, employees are required to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with KUSD. Employees occupying positions with uniform requirements shall follow directives and procedures as may be required.

The Superintendent, Administrators, and Directors may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others. If a staff member comes to work in inappropriate dress, the staff member will be required to go home, change into conforming attire or properly groom, and return to work. Hourly paid staff members will be required to take accrued personal or vacation time, or unpaid leave, for any work time missed because of failure to comply with designated workplace attire and grooming standards.

The examples below are not intended to be all-inclusive, but serve as a **guideline**.

<p><b>Examples of Appropriate Attire:</b></p> <ul style="list-style-type: none"> <li>• Dresses, skirts and tailored shorts (no shorter than 3 inches above the knee)</li> </ul>	<p><b>Examples of Inappropriate Attire:</b></p> <ul style="list-style-type: none"> <li>• Tattered, faded or worn clothing</li> <li>• Shirts revealing bare midriff</li> </ul>
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<ul style="list-style-type: none"> <li>● Collared shirts; shirts with sleeves</li> <li>● Casual dress slacks</li> <li>● Jackets</li> </ul>	<ul style="list-style-type: none"> <li>● Low cut tops, tops with spaghetti straps worn alone</li> <li>● Form-fitting Spandex pants</li> </ul>
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Special occasions (e.g., field day, instructional purposes, and outdoor education activities) may necessitate exceptions as authorized by the immediate supervisor. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

KUSD recognizes the importance of individually held religious beliefs of persons within its workforce. KUSD will reasonably accommodate a staff member’s religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should contact the Human Resources Department.

**Staff Conflict of Interest in Business Relations**

Any employee who had, 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 decision. Violations could result in disciplinary or possible legal action. For additional information see Governing Board Policy [GBEAA](#). Staff members needing to disclose a conflict of interest should refer to Governing Board Exhibit [GBEAA-E](#).

**Use of Technology**

The District provides technology resources to teachers and staff. The District has a strict policy on the proper use of these resources. The use of technology resources shall support education, research, and the educational goals of the District. Every employee shall be furnished a copy of the District’s use of technology policy and will receive a Computer Use Notice attesting to receipt and understanding of the policy.

We recognize that web-based and mobile technologies (cellular telephones) are a part of our world and assist us with our endeavors. It is equally recognized that the misuse of such technologies can be potentially damaging to the District, employees, students, and the community. As such, employees are expected to adhere to Governing Board Policies GBEF and GBEFA with regard to the use of such technologies.

Excessive use of personal cell phones during class time and/or work time may be considered an unprofessional act. De minimis use of personal cell phones during work time is permissible.

Reference: Governing Board Policy [GBEF](#) and [GBEFA](#)

## **Weapons**

In accordance with A.R.S. § 13-3102, employees are not permitted to carry and/or possess firearms/weapons on school premises. School premises means the school, school grounds (including parking lots), school buses or any premises, grounds or vehicles used for school purposes. Employees violating this policy will be subject to discipline, up to and including termination of employment.

## **Reporting Child Abuse**

Any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed a child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the Arizona Department of Child Safety, as required by law.

If the school authority (e.g., teacher, school nurse, principal, counselor) has firsthand knowledge of the facts of abuse or neglect, he/she shall immediately report or cause reports to be made of such information to protective services of the Arizona Department of Economic Security. Such report shall be made forthwith by telephone or in person and shall be followed by a written report within 24 hours.

Per A.R.S. § 13-3620, a person who fails to report abuse 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.

Reference: Governing Board Policy [JLF](#) and [Regulation JLF-R](#)

## **Notification of Criminal Charges**

Should an employee of Kingman Unified School District No. 20 be formally charged by legal authorities or convicted of any criminal offense, including a felony or misdemeanor, but excluding minor traffic-violations, the employee must notify the Director of Human Resources within five (5) working days. Failure to do so could result in termination.

## **Notification of Subpoena Summons or Legal Complaint**

Any employee who is served with a subpoena, summons, or legal complaint on a matter relating to his/her employment or any other matter relating to Kingman Unified School District No. 20 must notify their immediate supervisor as soon as possible, but no later than the next regular business day for the District Office. Supervisors are to notify the Director of Human Resources of the subpoena, summons, or legal complaint.

## **Political Activities**

The Board recognizes and encourages 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. In addition:

- Employees may not use the authority of their position to influence the vote or political activities

of any subordinate employee.

- District employees who hold elective or appointive office 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.
- 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.
- District employees shall be permitted time as provided in statute, if required, to vote in the primary or general election.

Reference: Governing Board Policy [GBI](#)

## **Protection of Personal/District Property**

The District is not responsible for the loss of an employee's personal property in classrooms, offices, work areas, school vehicles, or school grounds.

## **Schools/Departments Rules & Regulations**

Schools and departments are expected to establish and publish rules, regulations and procedures designed to meet educational and/or operational needs. Copies of these rules will be filed with the Office of the Superintendent at the beginning of each fiscal year. Lunch periods, rest breaks, hours of work, safety practices, work methods, etc., may vary between schools. Employees will comply with established work schedules. Employees may direct questions about school or department rules and regulations to their immediate supervisor or the Human Resources Department.

## **School Purchases**

Kingman Unified School District conducts the business of purchasing merchandise and/or services through the issuance of preauthorized purchase order numbers. This practice is strictly enforced. Ordering merchandise and/or services without a pre-authorized purchase order number puts both the employee who placed the order and the vendor at risk. Violation of this procedure can result in loss of purchasing privileges, a corrective action plan submitted to the employee's supervisor, and an official record of discipline attached to the employee's record with the District.

Proper procedure: Submit purchase request to site assistant or supervisor in charge of overseeing the funds to be used for the purchase. Once the request is submitted, the next level should conduct its due diligence (is there budget, is this appropriate, is there an accounting code) and then officially submit the request to accounts payable. Once at the AP level, the request will be checked for proper procurement, proper accounting, and whether or not there is budget to support. Once this step is complete (could take several days depending on the nature of the purchase), AP will turn the request into an official pre-authorized purchase order. At this point, items and services can officially be ordered and ultimately paid for once received.

Please refer all questions to Purchasing in the finance department.

Additionally, in situations where Finance cannot correct the purchase of services without a pre-authorized purchase order, payment for services and/or merchandise will be the personal responsibility of the employee who placed the order, and the vendor will ultimately need to seek payment from that individual. After the fact purchase orders are a violation of School District Policy and as such they may result in disciplinary action and/or be subject to an employee's annual evaluation.

## **District Credit Card Usage**

District credit cards can be used by employees in select situations. First, vendors receiving payment through credit cards need to be registered with the District, and there needs to be a pre-authorized purchase order in place before any funds are exchanged (see proper purchasing procedure in previous paragraph). Credit card purchases made without a purchase order are the responsibility of the cardholder, and the District reserves the right to seek repayment of inappropriate charges.

Additionally, any employee using a District credit card must first read the District's official credit card usage rules, sign a credit card authorization form acknowledging receipt and understanding of the usage rules, and return it to the Finance Department. This form will be sent to all employees annually.

# **PERFORMANCE EXPECTATIONS**

## **Attendance**

The Governing Board believes that the continued success of the Kingman Unified School District is based on the cumulative performance of each and every staff and support member. To foster a thorough and efficient education for all students and to provide a sound model for students to emulate, the Board believes that good attendance is essential. Employees are expected to maintain regular, predictable attendance. Excessive absences could result in disciplinary action up to and including termination of employment.

## **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. Acts of insubordination, unlawful or improper conduct, uncooperative behavior, refusal to comply with orders or perform work, or other on-the-job conduct that adversely affects the operations of KUSD may result in disciplinary action up to and including termination of employment. 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.

Reference: Governing Board policies [GBEB](#) and [GBEBB](#), Regulation [GBEB-R](#) and Exhibit [GBEB-E](#)

## **Expectations of Administrators**

Kingman Unified School District No. 20 is committed to excellence in education. To this end, all KUSD Administrators are committed to:

1. Providing a safe learning environment conducive to student learning.
2. Leading by example, being a role model of professionalism, commitment, and hard work.
3. Being visible, getting out of the office, being in classrooms, and being seen all over the school.
4. Targeting facility cleanliness and functionality while doing walk arounds.
5. Developing and utilizing collaborative decision making.
6. Clearly stating educational goals and expectations to students, staff, and parents.
7. Being an instructional leader focused on student growth every day.
8. Staying focused on the educational mission by utilizing the school's Instructional Coach.
9. Holding self and entire staff accountable for student growth/achievement.
10. Utilizing timely classroom walkthroughs to assess student instruction and learning.
11. Ensuring classroom instruction is aligned with state/District curriculum standards.
12. Taking immediate action to remedy ineffective teaching/instruction in the classroom.
13. Utilizing formative assessments and Benchmark testing to assess student learning.
14. Building community relationships and connections to support their school.
15. Completing teacher evaluations on time, professionally, with fairness and objectivity.
16. Being a good steward of educational funding and school generated funds.
17. Meeting all deadlines, coming to meetings on time, and following instructions from supervisors.
18. Being proactive in decision making and keeping the district informed.
19. Showing respect to peers through timely correspondence and collaboration.
20. Offering meaningful kindness, appreciation, and caring. Keeping a sense of humor.

## **Expectations of Teachers**

Kingman Unified School District No. 20 is committed to excellence in education. To this end, all KUSD teachers are committed to:

### **Instruction:**

1. Teaching to the Arizona College & Career Readiness Standards utilizing Beyond Textbooks (BT). Some teachers will also utilize the CTE equivalent to BT or the Cambridge curriculum.

2. Developing effective daily lesson plans using the Unwrapped Documents and the **Essential Elements of Instruction (EEI)**.
3. Posting a daily agenda as well as a lesson objective/focus for each instructional period, including EL objective.
4. **Formulating, Selecting and Teaching to the Objective** at the correct level of difficulty, restating it during the lesson.
5. Maximizing instructional teaching time every class period every day through **Active Participation**.
6. Using State Assessments, benchmark data, and other assessments to analyze and guide instruction.
7. Utilizing to the maximum extent possible all available instructional technology in the classroom.
8. Making appropriate accommodations for students as agreed upon in IEPs and ILLPs.
9. Ensuring real student engagement (as opposed to student compliance) during classroom instruction.
10. **Monitoring and adjusting** throughout the lesson through **Checks for Understanding** by making use of Re-teach and Enrich programs.
11. Making use of PLD's to determine the expectations for students to demonstrate all DOK levels.
12. Including **Closure** activities that summarize the learning that has taken place.
13. Support the school's policies on Daily Math Skills and Re-teach and Enrich programs.
14. Post and enforce classroom and school-wide expectations and procedures.

#### **Student Interactions:**

1. Believing all students must show appropriate academic growth throughout the school year.
2. Teaching students to be independent thinkers and problem solvers by focusing on Depth of Knowledge (DOK) and application.
3. **Motivating** students by creating lessons that activate prior knowledge using **Anticipatory Sets**.
4. Expecting students to attend classes regularly, participate, and make every effort to succeed.
5. Building supportive, positive, and respectful relationships with students.
6. Challenging students with coursework that requires above average effort and thinking (rigor).
7. Utilizing small groups and hands-on instructional activities to foster interactive learning.
8. Holding high expectations for students.

#### **Professionalism:**

1. Collaborating with fellow teachers on common assessments.
2. Maintaining appropriate and accurate records.

3. Updating TeacherVUE gradebook at least weekly with multiple meaningful assignments.
4. Promoting parent and student use of ParentVUE / StudentVUE to monitor progress.
5. Following and enforcing the Acceptable Use Policy for Technology.
6. Communicating regularly with parents and being available to assist students.
7. Working collaboratively with fellow teachers, student achievement leaders, district achievement leaders, school administrators, and counselors to address the needs of struggling students.
8. Dressing professionally and wearing staff ID (How would you want your child's teacher to look?).
9. Being prepared and on time for mandatory meetings (e.g., data, faculty, IEP, etc.).
10. Preparing in advance (when possible) for being absent, including having lesson plans for the substitute.

## **Disciplinary Action Policy**

Employees may be disciplined for misconduct, performance below standards, violations of policies and procedures, failure to follow directives, excessive absenteeism, and any conduct that, in the judgment of the District, is inappropriate.

Procedures used to impose discipline are detailed in Governing Board policies [GCQF](#) and [GDQD](#). Procedural due process will be followed in each case.

## **EVALUATION OF STAFF**

### **Performance Evaluations**

The District conducts a program of evaluation of its classroom teachers and other certified staff on an annual basis. Certified staff with less than three continuous years of service in the District, and teachers participating in the exchange program, receive a minimum of two formal observations each academic year. Certified staff with more than three continuous years of service, and have attained Continuing status, have the option to waive the second formal observation.

### **Support Staff Evaluations**

All classified/support staff are evaluated on an annual basis by their supervisor/director.

## **EMPLOYEE BENEFITS**

## **Employee Health Insurance**

ASBAIT is the administrator for major medical, dental, vision, prescription, and Basic Life insurance programs. For more information, visit their website at [www.asbait.org](http://www.asbait.org) or call (800) 762-2234.

All eligible employees (30 hours or more per week) have the option of participating in the District's health insurance program.

Each eligible employee must complete an initial enrollment form prior to becoming eligible for insurance. Eligible employees choosing to elect dependent insurance coverage should do so upon initial enrollment, during open enrollment periods, when there is a qualifying event, or when their employment status changes. Insurance coverage begins on the first day of employment

Retirees who are employees of Educational Services, Inc. (ESI) and have requested and been offered reemployment with the District will not have to serve a probationary period in order to receive insurance benefits, provided there has been no gap in service to the District during the transition from ESI to KUSD.

The District pays insurance premiums for all employees one month in advance. These payments are made in good faith of continuing employment. If an employee terminates employment during the summer months, he/she will be liable for insurance premiums for the months the District has paid unless the employee returns and completes a minimum of four (4) weeks of employment. All premiums must be re-paid at current applicable rates.

Employee-paid medical insurance premiums and HSA contributions are deducted from your paychecks based on your work calendar. For salaried and 12-month hourly employees, these deductions follow the 25-pay deduction schedule according to your work calendar. For hourly employees (9-month, 10-month, or 11-month) these deductions follow the 16-pay deduction schedule. Dental and vision insurance premiums follow the 16-pay deduction schedule. Employer contributions to Health Savings Accounts follow the 16-pay deduction schedule.

## **Arizona State Retirement System**

Arizona law requires that public school employees working 20 hours or more per week for 20 or more weeks per year (20/20) participate in the Arizona State Retirement Plan. This plan is designed to provide employees with a source of income to supplement Social Security benefits at retirement.

For more information, visit their website at [www.azasrs.gov](http://www.azasrs.gov) or call (602) 240-2000 or toll free: 1-800-621-3778.

## Tax Sheltered Annuities

Eligible employees have the option of purchasing short-term disability insurance and supplemental life insurance. The premiums for additional insurance must be paid through payroll deductions. Employees also have the option of participating in pre-tax flexible spending accounts for healthcare and dependent care eligible expenses. As an employee working for a public, government entity, you are also eligible to participate in a tax-sheltered annuity plan. It allows you to defer receiving a portion of your current year's earnings, enabling you to defer paying income tax on that portion.

## Employee Assistance Program

Employees are encouraged to seek confidential assistance if they have concerns about alcohol/drug usage or other matters which may affect job performance.

An employee who must be referred to an employee assistance program may be placed on some category of leave until the District receives medical and/or professional certification of the employee's ability to resume job responsibilities. Counseling is short-term and confidential.

## Professional Growth Opportunities

The District provides a full range of professional development opportunities in order to attract and retain highly qualified staff.

Professional staff seeking to use graduate-level educational credits for growth on the salary scale are encouraged to obtain pre-approval by submitting the proper paperwork to the Human Resources Department. Courses not pre-approved may not count toward lane changes. **Official transcripts** of completed courses must be submitted to the Human Resources Department on or before **October 1<sup>st</sup>** to receive credit in the form of a lane change for the current school year. Staff who are eligible for a lane change but submit their transcripts after October 1<sup>st</sup> will receive a lane change the following fiscal year. Employees are eligible for **one** lane change per school year. Lane changes occur after 12 credits are earned. Refer to Governing Board Policy ([GCBA](#)) for additional information relative to advancement on the salary scale.

## Professional Leave for School Business

Employees may submit a request for School Business Leave, to improve their knowledge and skills, in order to attend conventions, conferences, workshops, professional meetings, and school activities. Requests must be pre-approved by the employee's principal/supervisor. Approved time away from work will be charged to school business.

Reference: Governing Board Policy [GCCE](#)

## Workers' Compensation

Employees are 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.

Specific leave and compensation benefits shall be made available to all employees in accordance with the law (Workers' Compensation), based upon the following:

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. 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. In no event will an employee receive a combined salary and workers' compensation in excess of the employee's regular salary.

All injured employees who receive medical treatment must have a release to return to work from their treating physician. The District will engage with injured workers who are not released to full duty to discuss accommodations and/or modified duty.

Reference: Governing Board policies [GBGD](#) and [EBBB](#), Regulation [GBGD-R](#), and Exhibit [GBGD-E](#)

## Sick Leave Buy-Back Program

Current employees, who meet eligibility requirements and will be returning the next school year, may choose to participate in the District's sick leave buy-back program. Requests must be received by the District on or before December 31<sup>st</sup> of each year.

**Certified and Salaried Employees:** Eligible certified and salaried employees may choose to sell a maximum of 120 hours of sick leave to the District annually in June. Certified and salaried employees with less than 10 years of continuous service may sell up to 120 hours of sick leave each year to the District at a rate of \$3.00 per hour. Certified and salaried employees with 10 or more years of continuous service with the District may sell up to 120 hours of sick leave each year to the District at a rate of \$5.40 per hour.

To be eligible, the certified or salaried employee:

- Must maintain a minimum of 120 hours of sick leave. For example, a certified employee with 130 hours of sick leave may elect to sell 10 of those hours to the District.
- Must not have used more than 32 hours of sick leave in either of the two semesters in the given year. For example, a certified employee with 150 hours of sick leave who used 40 hours of sick leave in the first semester may not sell his/her sick leave to the District at the end of the year.
- Must be returning for the subsequent school year.

**Classified Hourly Employees:** Eligible classified employees with 10 or more years of continuous service with the District may choose to sell a maximum of 120 hours of sick leave to the District annually in June at a rate of \$3.75 per hour.

To be eligible, the classified employee:

- Must maintain a minimum of 120 hours of sick leave. For example, a classified employee with 130 hours of sick leave may elect to sell 10 of those hours to the District.
- Must not have used more than 30 hours of sick leave in either of the two semesters in the given year. For example, a classified employee with 150 hours of sick leave who used 40 hours of sick leave in the first semester may not sell his/her sick leave to the District at the end of the year.
- Must be returning for the subsequent school year.

## HEALTH AND SAFETY

### Safety/Accident Reporting

All employees have the responsibility of maintaining safe conditions in their work areas and making safety a part of their normal work routine. All employees should promptly report – to the principal of the school or immediate supervisor – any events or situations which may cause increased air pollution within the school or on the campus and any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of students, employees, or other persons. Employees should also take reasonable precaution for the safe use of buildings, grounds, and equipment by students.

If an accident occurs while you are on duty, you are protected under Workers' Compensation of Arizona. Injuries sustained on school property must be reported to your supervisor and/or school nurse within 24 hours on the Incident Report Form. **You must also contact** The Alliance on-call triage nurse at 1-888-252-4689, option 2, to file a report as soon as possible after the injury occurred and prior to receiving medical attention.

Injuries requiring immediate emergency attention will be referred to the nearest hospital emergency room or call 911.

In order to establish possible rights to Workers' Compensation Insurance, a prompt reporting of any accident or injury occurring on the job should be made to your supervisor who will advise you on the proper procedures. Failure to do so can delay or prevent you from receiving benefits.

**All employees will be required to observe the following safety rules:**

- Know the locations of fire extinguishers and how to use them correctly. Always alert emergency response personnel in the event of a fire.
- Watch out for recently waxed floors, loose carpeting, floorboards and tiles. Wipe all spills immediately.

- Wear proper footwear and clothing at all times.
- Keep all legs of the chair in use on the floor. Tilting back in a chair may result in falls. Never use a desk or chair as a ladder or standing platform.
- Beware of telephone and electrical cords lying across the floor.
- Avoid obstructing your vision when carrying large loads. Don't hurry; especially around corners.
- Don't store boxes where people might trip.
- Store heavy or breakable items on lower shelves.
- Avoid risk of rupture, internal injury or back injury in attempting to lift or push excessive loads. If an object is too heavy to move or lift without strain, ask for help.
- Observe the correct position for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent and tuck your chin. Tilt head forward, lift with both hands and gradually push up with your legs, keeping your back straight. Avoid any abrupt movement.

Employees are responsible for the proper care of all District facilities, equipment, and property in their custody or control. Damage to District property caused by carelessness or negligence, could result in disciplinary action.

Reference: Governing Board Policy [EBBB](#)

## **Protection of Staff (Threats)**

An employee who is threatened with bodily harm by an individual or group while carrying out his/her assigned duties shall immediately notify their building principal or supervisor. The principal or supervisor shall immediately notify the Superintendent's office of the threat, and together they shall take immediate steps in cooperation with the employee to provide every reasonable precaution for his/her safety. Precautionary steps including any advisable legal action, shall be reported to the Superintendent's office at the earliest possible time.

## **Personal Health**

The Kingman Unified School District Governing Board recognizes that employees with chronic communicable diseases have a reasonable right to work. The Governing Board also recognizes their responsibility to assure a safe environment for all students and staff.

If a District employee learns that he/she has a chronic communicable disease, the employee shall notify the Superintendent immediately. The employee shall not be excluded from school unless a significant risk is presented to the health and safety of others which cannot be eliminated by reasonable accommodation. The Superintendent shall consult with legal counsel and health professionals, as necessary, to ensure that exclusion of a staff member with a chronic communicable disease will not violate the staff member's rights under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

The District nurse or other person designated by the Superintendent must reassess an employee who has been excluded from school because of a communicable disease before the employee returns to

work. The District may require a physician's written medical release as a condition for the staff member's return to work.

Kingman Unified School District, in compliance with OSHA standards for Occupational Exposure to Bloodborne Pathogens (29 CFR 1910), has established standards and administrative procedures to prevent employee exposure to bloodborne infectious diseases from contact with blood or body fluids. Each District location shall have a provision of equipment and supplies necessary to minimize the risk of HIV and other bloodborne pathogens. All employees shall be required to complete bloodborne training annually. Eligible employees shall sign off on a pre-exposure form annually to accept or decline the Hepatitis B vaccination at the District's expense.

For more information, please contact your school nurse or District nurse.

Reference: Governing Board policies [GBGC](#) and [GBGCB](#) and Exhibit [GBGC-E](#)

## **Liability Coverage**

Kingman Unified School District purchases general and automobile liability coverage for District vehicles to cover claims made against the negligent acts of all employees and volunteers acting in the scope of their assigned duties.

Employees who use their own vehicle for school business must comply with Arizona State automobile insurance requirements. The District's liability coverage is secondary coverage to the driver's personal auto insurance, which would be the primary coverage in the case of an accident. Employees who use their personal automobiles while on school business do not have physical damage (i.e., collision or comprehensive) coverage in the event an accident occurs.

It is important that employees check their personal insurance policies to ensure they have the proper coverage to use their vehicles for official business. Please refer questions in this area to the District's Finance Director.

## **COMPLAINTS AND GRIEVANCES**

A "grievance" is a complaint by a District employee alleging a violation or misinterpretation of any District policy or regulation which specifically governs employees' terms and conditions of employment.

A "grievant" may be any employee of the District filing a grievance.

"Terms and conditions of employment" means the hours of employment and compensation, including fringe benefits.

To resolve any disputes you may have, the District has established procedures. You are urged to discuss the dispute informally with your immediate supervisor, any member of the administration and/or the Human Resources Department before filing a formal grievance or complaint. Any grievance must be signed by the employee.

Reference: Governing Board Policy [GBK](#), Regulation [GBK-R](#), and Exhibits [GBK-EA](#) through [GBK-EE](#)

## SEPARATION OF EMPLOYMENT

Support staff voluntarily terminating their employment with the District are expected to give advance notice of not less than ten working days. This notice should be submitted in writing to their supervisor and the District Office and should specify the last day of work.

**Employees leaving KUSD employment must complete EXIT paperwork, which is to be signed by the school administrator and brought to the District Office. Paperwork is to be done in advance of receiving the final paycheck.**

Benefits end on the last day of the month following an employee's date of separation.

### **Breach of Contract**

Resignations or requests to be released from contract by professional staff must be approved by the Governing Board in advance. A certified employee who resigns or terminates employment without the advance approval of the Board, is deemed to have committed an unprofessional act as provided by law at A.R.S. § 15-545. The employee may be reported to the State Board for disciplinary action. The employee may also be assessed a fee for the reasonable costs for recruitment and related expenses, as determined by the Governing Board. This sum will be taken out of the employee's final paycheck or any other amount owed to the employee by the District on termination. The Board may, in its sole discretion, waive this fee if resignation is based upon circumstances beyond the control of the employee, is a resignation in lieu of dismissal, or based on other circumstances in the Board's discretion.

### **Reimbursement for Unused Sick Leave**

Employees who are leaving the District after working ten (10) or more consecutive full years will be eligible for reimbursement of unused sick leave. Note: This reimbursement pertains to sick leave only, and does not include personal leave.

Sick leave accumulated will be paid out on a per hour basis. Though sick leave can be accumulated without limit, a maximum of 1,800 hours is established for the determination of any payout for unused sick leave.

Certified and exempt staff with ten (10) or more consecutive full years with the District shall be paid for their unused sick leave at a rate of \$9.00 per hour.

Certified and exempt staff with at least two (2) full years and less than ten (10) consecutive full years with the District shall be paid for their unused sick leave at a rate of \$5.00 per hour.

Classified, hourly staff with ten (10) or more consecutive full years with the District shall be paid at a rate of \$6.25 per hour.

Classified, hourly staff with at least two (2) full years and less than ten (10) consecutive full years with the District shall be paid for their unused sick leave at a rate of \$3.50 per hour.

**Employees must notify the District in writing of their intention to resign or retire by the established contract or at-will notice of employment return date of the current year to be eligible for payment.**

## **Unemployment Benefits**

Under the provisions of A.R.S. § 23-750 E, school employees are not eligible to receive unemployment benefits between two successive academic years, or between customary break periods, if there is a contract or a reasonable assurance, they will perform services in any capacity within KUSD in the next academic year or term.

## **Reemployment Following Retirement**

At the Board's discretion, the District may choose to reemploy individuals who have qualified for retirement under the Arizona State Retirement System, have retired, and are requesting reemployment with the District the following fiscal year. To request reemployment, individuals should submit a letter of interest and recommendation to the Superintendent and Director of Human Resources no later than April 1. Individuals who notify the District of their interest in reemployment through Educational Services, Inc. (ESI) after April 1 are ineligible for reemployment in the upcoming fiscal year.

Employees seeking to retire, pursue employment with ESI, and enter the program mid-year on January 1, should submit a letter of interest and recommendation to the Superintendent and Director of Human Resources on or before October 1.

Retirees hired, if any, will be selected for employment based upon their overall qualifications and on the needs and best interests of the District. Retired employees have no right to be rehired by the District, and if hired, have no right to renewal of their employment.

Certificated employees will be required to complete the affirmation of a retired employee upon return to employment as required by A.R.S. § 38-766.01. In addition, all retired employees will have contributions at the alternate contribution rate pursuant to A.R.S. § 38-766.02 retained from their compensation and sent to the Arizona State Retirement System.

Reference: Governing Board Policy [GCQE](#)

## Continuation of Health Insurance

Upon resignation or termination “qualified” individuals are entitled to continued health, dental and vision insurance coverage through COBRA. The District’s insurance administrator will send COBRA paperwork directly to the employee; **this information is not sent by the District Office**. A “Qualified” dependent is entitled to elect the continued coverage independently. The qualified individuals or dependents include:

1. The spouse and dependents of a deceased employee who were covered at the time of death.
2. A legally separated spouse of an employee and their eligible dependents.
3. A former spouse of an employee if that spouse was covered under the plan before the divorce.
4. Spouses and dependents of Medicare-eligible employees.
5. Terminated employees.
6. Covered employee’s dependents whose age or status have rendered them ineligible for coverage.
7. Employees whose reduced-hour status affects their eligibility.

Participants in categories 5 and 7 (above) are eligible for continued coverage for 18 months; individuals in all other categories may participate for 36 months.

Eligible employees and/or dependents will be responsible for premiums at COBRA rates.



# Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(expires 12-31-2026)

## PART A: General Information

Even if you are offered health coverage through your employment, you may have other coverage options through the Health Insurance Marketplace ("Marketplace"). To assist you as you evaluate options for you and your family, this notice provides some basic information about the Health Insurance Marketplace and health coverage offered through your employment.

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options in your geographic area.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium and other out-of-pocket costs, but only if your employer does not offer coverage, or offers coverage that is not considered affordable for you and doesn't meet certain minimum value standards (discussed below). The savings that you're eligible for depends on your household income. You may also be eligible for a tax credit that lowers your costs.

### Does Employment-Based Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that is considered affordable for you and meets certain minimum value standards, you will not be eligible for a tax credit, or advance payment of the tax credit, for your Marketplace coverage and may wish to enroll in your employment-based health plan. However, you may be eligible for a tax credit, and advance payments of the credit that lowers your monthly premium, or a reduction in certain cost-sharing, if your employer does not offer coverage to you at all or does not offer coverage that is considered affordable for you or meet minimum value standards. If your share of the premium cost of all plans offered to you through your employment is more than 9.12%<sup>1</sup> of your annual household income, or if the coverage through your employment does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit, and advance payment of the credit, if you do not enroll in the employment-based health coverage. For family members of the employee, coverage is considered affordable if the employee's cost of premiums for the lowest-cost plan that would cover all family members does not exceed 9.12% of the employee's household income.<sup>1,2</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered through your employment, then you may lose access to whatever the employer contributes to the employment-based coverage. Also, this employer contribution - as well as your employee contribution to employment-based coverage - is generally excluded from income for federal and state income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis. In addition, note that if the health coverage offered through your employment does not meet the affordability or minimum value standards, but you accept that coverage anyway, you will not be eligible for a tax credit. You should consider all of these factors in determining whether to purchase a health plan through the Marketplace.

<sup>1</sup> Indexed annually; see <https://www.irs.gov/pub/irs-drop/rp-22-34.pdf> for 2023.

<sup>2</sup> An employer-sponsored or other employment-based health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs. For purposes of eligibility for the premium tax credit, to meet the "minimum value standard," the health plan must also provide substantial coverage of both inpatient hospital services and physician services.

## When Can I Enroll in Health Insurance Coverage through the Marketplace?

You can enroll in a Marketplace health insurance plan during the annual Marketplace Open Enrollment Period. Open Enrollment varies by state but generally starts November 1 and continues through at least December 15.

Outside the annual Open Enrollment Period, you can sign up for health insurance if you qualify for a Special Enrollment Period. In general, you qualify for a Special Enrollment Period if you've had certain qualifying life events, such as getting married, having a baby, adopting a child, or losing eligibility for other health coverage. Depending on your Special Enrollment Period type, you may have 60 days before or 60 days following the qualifying life event to enroll in a Marketplace plan.

There is also a Marketplace Special Enrollment Period for individuals and their families who lose eligibility for Medicaid or Children's Health Insurance Program (CHIP) coverage on or after March 31, 2023, through July 31, 2024. Since the onset of the nationwide COVID-19 public health emergency, state Medicaid and CHIP agencies generally have not terminated the enrollment of any Medicaid or CHIP beneficiary who was enrolled on or after March 18, 2020, through March 31, 2023. As state Medicaid and CHIP agencies resume regular eligibility and enrollment practices, many individuals may no longer be eligible for Medicaid or CHIP coverage starting as early as March 31, 2023. The U.S. Department of Health and Human Services is offering a temporary Marketplace Special Enrollment period to allow these individuals to enroll in Marketplace coverage.

Marketplace-eligible individuals who live in states served by HealthCare.gov and either- submit a new application or update an existing application on HealthCare.gov between March 31, 2023 and July 31, 2024, and attest to a termination date of Medicaid or CHIP coverage within the same time period, are eligible for a 60-day Special Enrollment Period. **That means that if you lose Medicaid or CHIP coverage between March 31, 2023, and July 31, 2024, you may be able to enroll in Marketplace coverage within 60 days of when you lost Medicaid or CHIP coverage.** In addition, if you or your family members are enrolled in Medicaid or CHIP coverage, it is important to make sure that your contact information is up to date to make sure you get any information about changes to your eligibility. To learn more, visit HealthCare.gov or call the Marketplace Call Center at 1-800-318-2596. TTY users can call 1-855-889-4325.

## What about Alternatives to Marketplace Health Insurance Coverage?

If you or your family are eligible for coverage in an employment-based health plan (such as an employer-sponsored health plan), you or your family may also be eligible for a Special Enrollment Period to enroll in that health plan in certain circumstances, including if you or your dependents were enrolled in Medicaid or CHIP coverage and lost that coverage. Generally, you have 60 days after the loss of Medicaid or CHIP coverage to enroll in an employment-based health plan, but if you and your family lost eligibility for Medicaid or CHIP coverage between March 31, 2023 and July 10, 2023, you can request this special enrollment in the employment-based health plan through September 8, 2023. Confirm the deadline with your employer or your employment-based health plan.

Alternatively, you can enroll in Medicaid or CHIP coverage at any time by filling out an application through the Marketplace or applying directly through your state Medicaid agency. Visit <https://www.healthcare.gov/medicaid-chip/getting-medicaid-chip/> for more details.

## How Can I Get More Information?

For more information about your coverage offered through your employment, please check your health plan's summary plan description or contact

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The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](https://www.healthcare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Kingman Unified School District #20		4. Employer Identification Number (EIN) 86-0815844	
5. Employer address 3033 Macdonald Ave		6. Employer phone number 928-753-5678	
7. City Kingman	8. State AZ	9. ZIP code 86401	
10. Who can we contact about employee health coverage at this job? Wendy Snadaro			
11. Phone number (if different from above)		12. Email address benefits@kUSD.org	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:  
All employees. Eligible employees are:

All employees who work 30 or more hours per week.

Some employees. Eligible employees are:

- With respect to dependents:  
 We do offer coverage. Eligible dependents are:

Who work for KUSD 30 or more hours per week.

We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

\*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](http://HealthCare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](http://HealthCare.gov) to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?

Yes (Continue)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? \_\_\_\_\_ (mm/dd/yyyy) (Continue)

No (STOP and return this form to employee)

14. Does the employer offer a health plan that meets the minimum value standard\*?

Yes (Go to question 15)  No (STOP and return form to employee)

15. For the lowest-cost plan that meets the minimum value standard\* **offered only to the employee** (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

a. How much would the employee have to pay in premiums for this plan? \$ 0.00

b. How often?  Weekly  Every 2 weeks  Twice a month  Monthly  Quarterly  Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

16. What change will the employer make for the new plan year? \_\_\_\_\_

Employer won't offer health coverage

Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.\* (Premium should reflect the discount for wellness programs. See question 15.)

a. How much would the employee have to pay in premiums for this plan? \$ \_\_\_\_\_

b. How often?  Weekly  Every 2 weeks  Twice a month  Monthly  Quarterly  Yearly

\* An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)

# Memorandum

**To:** KUSD Governing Board

**From:** Margot Jones, Executive Director of Business and Finance

**RE: FY 2026-2027 Employee Handbook**

## **FOR AGENDA**

- Possible action to approve the FY26-27 Employee Handbook

## **FOR PACKET**

District staff internally audit the Employee Handbook on an annual basis, more frequently if changes in Governing Board policies, laws, or practices occur. While the Governing Board policies take precedence over all information in the Employee Handbook, the handbook provides a summary of many of the key policies, procedures and benefits of the District.

Many of the changes were housekeeping in nature and intended to further clarify existing policies or practices. Some of the more significant changes include:

1. Updating staff roles and contact information to reflect current names, numbers, and roles
2. Updated policy regarding sick leave payout when employees leave the District to include classified, hourly staff payout with less than ten years with the District.
3. Updated policy regarding sick leave payout when employees leave the District to set minimum years of employment for eligibility for payout.
4. Updated language to Bereavement Leave to clarify that leave is a total of 40 hours for all qualifying occurrences.

Staff recommend the Governing Board approve the FY26-27 Employee Handbook as presented and to authorize the Superintendent or the Superintendent's designee to make additional changes during the school year and policies, laws, practices, or personnel change.

Approve Listed Donations:

**District Office:**

- Beale Street Theater with youth coordinator Sidney Valdez sponsored Jason Lyle Black – The Backwards Piano Man, to perform at Kingman High School and Lee Williams High School

**For Staff Appreciation:**

- Frozen Yogurt Island donated 2 - \$15 gift certificates
- Denny's donated 2 coupons for free breakfasts
- West of 3<sup>rd</sup> donated 2 coupons for a hand building and glazing session
- Mainly Sweets donated candied apples
- Dreams and Rainbows donated an essential oil diffuser, essential oils and a kitchen towel

**Desert Willow Elementary:**

**For Staff Appreciation:**

- The Healthy Bar donated \$25 gift cards
- Frozen Yogurt Island donated 6 gift cards
- Starbucks donated coffee for staff
- Jersey Mikes donated 15 sub vouchers
- Chili's donated chips and salsa
- Cerbat Golf course donated a free round of golf
- Grandpa's Kitchen donated \$20 gift certificate
- Cerbat Lanes donated a voucher for a round of bowling including shoes and pizza for 2
- Ink'M Up donated a voucher for a free piercing
- Aquarius Hotel donated a free 2-night stay voucher
- Safeway donated 7 dozen donuts

**Lee Williams High School:**

- The Geo Group Foundation donated \$6000 towards scholarships
- Hill Family Investments Inc. DBA 66 Auto Sales donated \$150 to the cross country team
- Kingman Firefighters Association donated \$200.99 to the cross country team
- Black Rock Electric donated \$200 worth of snacks and ice cream
- Safeway (North) donated \$400 towards "Soon to be Senior Week"
- Dunkin Donuts donated 4 dozen donuts to "Soon to be Senior Week"

**For Staff Appreciation:**

- Chili's donated 25 platters of chips, salsa, and guacamole
- Filiberto's Mexican Food donated rice, beans, and vegetable side dishes
- Starbucks donated coffee, tea, and oatmeal

**Manzanita Elementary School:**

- Jessica Jewett donated 3 large shopping bags of art supplies
- McKee Foods donated 15 cases of Little Debbie Treats
- Cutshaw & Cutshaw, LLC donated \$175 towards Student Council
- Bubbl'r Sparkling Water donated 96 cans of water and 8 can Koozies
- Service General HVAC donated \$175 towards Student Council
- Joe Juelfs donated \$500 towards Student Council Field Day
- American Income Life Insurance donated \$86 towards the school and \$150 gift cards for teachers

**Kingman High School:**

- Jim's House of Glass donated glass for 55 projects in the woodworking class
- MC2 donated 26 sheets of plywood to the woodworking class to create graduation fencing
- Ryan's Water Garden donation 2 table water fountains
- Sonic's donated a \$10 gift card
- Quinn's Cages donated 4 – 1 hour passes for the batting cages

- Service General donated 2 gift certificates for two HVAC services for a year
- The GEO Group Foundation donated \$5200 towards scholarships

**KOLA/PASS:**

- The GEO Group Foundation donated \$1500 towards scholarships